

OACA EXECUTIVE MEETING MINUTES

DATE & TIME: Monday, October 26th, 2020 - 6:00 p.m.

LOCATION: Conference Call (Zoom)

PRESENT: Christine Vigneault - President
Tonia Bennett - Vice President
Mark Hacon – Treasurer
Kathy Lessard - Secretary
Denise Rundle
Caira Raich

1. **Roll Call** – the meeting commenced at 6:00 p.m.

2. **Approval of Agenda**

3. **Approval of September 9th Minutes**

Moved By: Mark Hacon

Seconded By: Christine Vigneault

CARRIED

4. **Approval of Treasurer's Reports**

The Profit & Loss Statement (January – September 30, 2020) and Balance sheet ending September 30, 2020)

Moved By: Tonia Bennett

Seconded by: Kathy Lessard

CARRIED

5. **Education:**

a) **Accreditation Program:** OACA has received a couple of accreditations applications, which will be reviewed once the Director election is complete and the new accreditation process has been finalized

b) **Primer on Planning:** The Board was advised that students have finished part 4 of 6 parts and the open-book exams are being scheduled over 3 dates in December.

c) **Click for Course:** There was no discussion on this

d) **Training Videos:** The training videos were an excellent educational tool that we will pursue in the future and add to our library

6. **Finance & Administration:**

The Treasurer advised that the association is in a good financial position.

7. **Nominations & Election**

There are 5 nominees for the vacant Director positions on the Board. The Electronic Voting Event will be held with an election start of 9:00 a.m. on November 6, 2020 and election end noon, November 13, 2020. An eblast will go out to the membership advising of the nominees and the nominee bios will be added to OACA's website. The next Board meeting is scheduled for the Monday following the election with the new Directors.

8. **Governance:**

The Board discussed reviewing the Director terms at the first Board meeting following the election.

9. **Legislation:**

There was no discussion or report.

10. **Events:**

Conference & Seminar:

Due to the pandemic, the Conference and Seminar were not provided to the membership. In the alternative, the Association will provide webinars over 4 dates that members will be able to access for free, through Slideslive, and non-members will pay a nominal fee for each webinar. The option of payment for each webinar individually would allow OACA to determine the number of individuals that access the videos for information purposes. The use of this platform for education purposes, in place of and together with any future conference and/or seminars could be a valuable tool for the association.

That the Board offer the webinars to the membership, at no cost, and to non-members at a small fee per session.

Moved by: Mark Hacon

Seconded by: Kathy Lessard

CARRIED

11. E-Resolutions for updated Election & Voting Policy and Slideslive for fall e-event was accepted, as previously electronically approved.

12. Adjourned at 6:55 p.m.

The next meeting to be scheduled tentatively for November 23rd, 2020 at 6:00 p.m.

Christine Vigneault

President

Kathy Lessard

Secretary