



## OACA BOARD OF DIRECTORS MEETING MINUTES

**DATE AND TIME:** Monday, August 23, 2021 at 5:30 p.m.

**LOCATION:** Video Conference Call (Zoom)

**PRESENT:** Sean Kenney – President  
Tonia Bennett – Vice President  
Mark Hacon - Treasurer  
Trista Di Lullo – Secretary  
Kathy Lessard  
Ian Clendening  
Christine Vigneault  
Nicole Martin – Volunteer  
Alexandra Rawlings – Volunteer

**REGRETS:** Denise Rundle

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**1. Call to Order**

President Sean Kenney called the meeting to order at 5:35 p.m.

**2. Approval of Agenda**

It was requested that an agenda item be added regarding the accreditation program.

Moved by: Christine Vigneault

Seconded by: Mark Hacon

CARRIED

**3. Approval of July 19, 2021 Minutes**

Moved by: Mark Hacon

Seconded by: Kathy Lessard

CARRIED

**4. Committee Reports**

**a) Conference/Seminar**

- i. 2021 Conference Videos - Trista Di Lullo provided an update on the status of videos from the 2021 conference. Videos will be uploaded to Click4Course, and will need speakers' authorization before they can be shared.
- ii. Fall Lunch & Learn Workshops – Ian Clendening provided a brief update. SlidesLive will likely be the virtual platform.

**b) Finance and Administration**

Nothing to report.

**Approval of Treasurer’s Reports**

The Profit & Loss Statement (January-July, 2021) and the Balance Sheet as of July 31, 2021)

Moved by: Christine Vigneault

Seconded by: Tonia Bennett

CARRIED

**c) Education**

- i. Primer on Planning – Aird and Berlis, along with Sidney Troister, are working on updates to the course materials regarding recent Planning Act updates.
- ii. AMCTO Contract – Christine Vigneault provided an update and indicated that comments and suggestions discussed with the Education Team have been finalized on the contract.
- iii. Committee Member Training – Updates to these videos need to be completed, and a new video platform is required. The platform needs to have the ability for videos to be easily edited and allow for quick production of our own content. Nicole Martin and Alexandra Rawlings offered their assistance with the video updates.
- iv. Accreditation Program – Christine Vigneault provided an update. She indicated that the Accreditation team does the review and marking, and previously submissions were marked twice annually. Since the pandemic began, submissions are being marked after they are submitted, so additional markers are needed. Tonia Bennett and Alexandra Rawlings offered their assistance with marking.

**d) Nominations/Election** – This item was discussed under Other Business.

**e) Governance** – This item was discussed under Other Business.

**f) Communications** – Sean Kenney indicated that correspondence is being prepared to announce the new Board. Christine Vigneault and Mark Hacon are working with Heather Zwicewicz from AZ Group on reviewing administrative functions.

**g) Legislation**

Nothing to report.

Alexandra Rawlings and Nicole Martin left the meeting at 6:04 p.m.

**5. Other Business (closed)**

The following items were discussed by Board members:

- a) Attendance Policy Development
- b) Director Vacancy
- c) Nominations/Election
- d) Governance

**6. Future Meeting Date**

Next meeting is Monday, October 25, 2021 at 5:30 p.m

**7. Adjournment**

Moved by: Tonia Bennett  
Seconded by: Mark Hacon

CARRIED

The meeting was adjourned at 6:51 p.m.

*S. Kenney*

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S. Kenney, President

*T. Di Lullo*

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T. Di Lullo, Secretary