

## OACA EXECUTIVE MEETING MINUTES

**DATE & TIME:** Tuesday, January 8, 2021 - 6:00 p.m.

**LOCATION:** Conference Call (Zoom)

**PRESENT:** Christine Vigneault - President  
Tonia Bennett - Vice President  
Mark Hacon – Treasurer  
Kathy Lessard - Secretary  
Denise Rundle  
Ian Clendening  
Sean Kenney  
Trista DiLullo  
Deb McCabe

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

2. **Approval of Agenda**

Moved by: Mark Hacon

Seconded by: Tonia Bennett

CARRIED

3. **Approval of November 23<sup>rd</sup>, 2020 minutes**

Moved by: Sean Kenney

Seconded by: Mark Hacon

CARRIED

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

The Profit & Loss Statement (January – December 31, 2020) and Balance sheet ending December 31, 2020)

Moved By: Tonia Bennett

Seconded by: Sean Kenney

CARRIED

5. **Report of Committees & Education:**

**a) Conference & Seminar**

Conference: The board discussed the various particulars as to providing a virtual conference to the members such as: workshops and number of workshops to be provided, AGM with a question period for the Board, election, keynote speaker, swag bag that would include a voucher for a lunch option, availability to view over a specific time frame and cost.

Seminar: A fall seminar could also be provided, virtually, with a possible topic of Committee of Adjustment comparisons as to municipality sizes with a roundtable discussion opened to the membership.

The Board discussed the scheduled 2021 fall Seminar, to be held in Peterborough, and that Deb should attempt to have the event cancelled and the deposit returned, or in the alternative, reschedule the event to 2022.

That the Board pursue the cancellation of the scheduled 2021 fall Seminar, to be held in Peterborough or in the alternative, reschedule to a later date in 2022.

Moved by: Mark Hacon

Seconded by: Sean Kenney

CARRIED

THAT Ian Clendening research providing a virtual forum for the membership this year.

Moved by: Deb McCabe

Seconded by: Trista DiLullo

CARRIED

**b) Finance and Administration**

Mark advised that the association must have a minor audit done, in order to meet legislative requirements, and the Director insurance must be renewed.

That the Board authorize the renewal of the Director insurance and order an audit.

Moved by: Deb McCabe

Seconded by: Tonia Bennett

CARRIED

**c) Education**

Webinar update

The webinar series received positive feedback from the association.

Primer on Planning

The Board discussed the fees and costs involved in providing this course and the allocation of the monies involved. The Board confirmed that an inquiry must be done to locate a copy of the agreement between AMCTO and OACA and a meeting should be scheduled with OACA Directors and AMCTO to review the agreement.

**d) Nominations/Election**

The terms of the existing Directors are to be clarified and determine the number of positions up for election and this information will be provided for the next Board meeting.

**e) Governance**

To be reviewed at a later date.

**f) Legislation**

Sean to compose a legislative update to be included in the next newsletter.

**6. Other Business**

The board discussed updating our social media i.e. LinkedIn and Twitter. Trista agreed to have a look at our platforms.

**7. Future meeting date**

February 9, 2021

**8. Adjourned at 7:30 p.m.**

The next meeting to be scheduled for February 9th, 2021 at 6:00 p.m.

*Christine Vigneault*

President

Kathy Lessard

Secretary