

## OACA EXECUTIVE MEETING MINUTES

**DATE & TIME:** Tuesday, March 9th, 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

**REGRETS:** Deb McCabe

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

2. **Approval of Agenda**

3. **Approval of February 9th, 2021 minutes**

Moved by: Mark Hacon  
Seconded by: Sean Kenney

CARRIED

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

The Profit & Loss Statement (January & February, 2021) and the Statement of Cash Flows for the time period January 1-March 4, 2021)

Moved By: Sean Kenney  
Seconded by: Kathy Lessard

CARRIED

5. **Report of Committees:**

a) **Conference & Seminar**

Conference: A contract has been entered with ConferenceDirect to provide virtual conference services to OACA for the 2021 conference. The conference manager of ConferenceDirect has provided details of the services and technical support that could be provided as part of the contract. The board discussed the various options and particulars that could be provided to the membership for the conference and what support could be provided by our members. The board discussed the potential of having members volunteer their time and expertise in technical support or assistance and their time could be used towards their accreditation.

That the conference fee to be charged would be \$250 for members and \$375 for non-members.

Moved by: Sean Kenney  
Seconded by: Denise Rundle

CARRIED

Sponsorship requests have been sent out to the various businesses and any sponsors will be acknowledged of their support on the conference website. The deadline for sponsorship will be March 31<sup>st</sup>.

The swag for the conference attendees will be provided to the first 200 or 250 registrants and it may consist of the previously purchased padfolios with 1 other item to be included. A quote was provided for banditos and Bluetooth earbuds and a final decision on the swag will be done in the near future.

**b) Finance and Administration**

Mark advised the association has a letter of understanding with the Windsor casino for the proposed 2024 conference.

**c) Education**

Primer on Planning

Denise and Christine had a discussion with the representative from AMCTO and will be working towards a new contract with an increase in our cost recovery for our updates and also streamline the course. AMCTO advised that the courses will be participating in the education management system, which is similar to the colleges. The Board discussed the potential of recruiting more markers and will discuss further at the next meeting.

**d) Nominations/Election**

The Board discussed the upcoming election and determined to have an election for 2 Director positions. The nominations will open 9:00 a.m. Friday, April 30<sup>th</sup> and close at noon Friday, May 21<sup>st</sup> and the election will open 9:00 a.m. Friday, May 28<sup>th</sup> and close at noon Friday, June 4<sup>th</sup>.

**e) Governance**

Constitution to be reviewed for any changes to be made and advised.

**f) Legislation**

Sean to compose a legislative update.

**6. Other Business**

Primer on Planning – recruiting new markers for course and update of new contract.

**7. Future meeting date**

Wednesday April 7, 2021

**8. Adjourned** at 7:03 p.m.

The next meeting to be scheduled for Wednesday April 7th, 2021 at 6:00 p.m.

*Christine Vigneault*

President

Kathy Lessard

Secretary