



OACA BOARD OF DIRECTORS MEETING MINUTES

DATE: Friday, November 26, 2021

LOCATION: Strategy Room 3, Sheraton Fallsview, Niagara Falls

PRESENT: Sean Kenney – President
Tonia Bennett – Vice President
Trista Di Lullo – Secretary
Mark Hacon – Treasurer
Denise Rundle
Christine Vigneault

ALSO PRESENT: Kelly Cyr, Conference Direct (arrived at 2:30 p.m., left at 4:00 p.m.)

REGRETS: Ian Clendening
Kathy Lessard

1. Call to Order

President Sean Kenney called the meeting to order at 1:49 p.m.

2. Approval of Agenda

That the agenda be approved as circulated.

Moved by: Mark Hacon

Seconded by: Tonia Bennett

CARRIED

3. Approval of October 4 and 19, 2021 and November 15, 2021 Minutes

That the minutes of October 4, 2021, October 19, 2021, and November 15, 2021 be approved as circulated.

Moved by: Mark Hacon

Seconded by: Denise Rundle

CARRIED

4. Committee Reports

a) Fall Lunch and Learn Workshops

The Board discussed the workshops and identified potential speakers from the workshops for the upcoming conference.

b) Finance and Administration

Treasurer's Reports - Mark Hacon explained that Kelly Cyr from Conference Direct is assisting the Board with the next 3 conferences. There was a discussion about the advantages of having a professional help with conference planning, such as reduced rates and preventing overbooking.

That the Board approve payment to Kelly Cyr from Conference Direct for \$500 per conference for the next 3 conferences, and that the Board approve a contract extension with Kelly Cyr from Conference Direct to assist with conferences until 2030.

Moved by: Christine Vigneault
Seconded by: Tonia Bennett

CARRIED

Review of AMCTO Agreement – Christine Vigneault provided an update on agreement negotiations and indicated that she will be sending the final revised agreement to AMCTO in December. There was a discussion about surveying the membership for interest in being potential course markers.

c) Nominations/Election

Nothing to report.

d) Governance

Nothing to report.

e) Communications

Trista Di Lullo provided an update on OACA's social media usage. A "save the date" for the 2022 conference on June 5-8, 2022 will be posted on OACA's website.

f) Legislation

There was a discussion about the impact of Bill 13, Supporting People and Businesses Act, 2021 on members and Committees of Adjustment. A letter from the President regarding Bill 13 will be sent to members.

g) Other Business

Honorary Member – Christine Vigneault explained the purpose of this designation and requested that the Board consider Susan Votour for an honorary membership, as she has assisted and continues to assist with training and education.

That Susan Votour be awarded an Honorary Membership.

Moved by: Christine Vigneault
Seconded by: Denise Rundle

CARRIED

5. Introduction of Kelly Cyr, Conference Direct

Kelly Cyr provided introductions and outlined the Blue Mountains conference contract. There was also a discussion about a Board tour of Blue Mountain Resort's facilities in January 2022.

6. Hotel Meeting Room Inspections with Sheraton Management

The Board was given a guided tour by the hotel staff of the conference facilities.

7. Overview of OACA contracts and contacts

Mark Hacon and Christine Vigneault led an overview of OACA's administrative contracts and contacts regarding the virtual office space (OnePlan), bookkeeping and auditor (Tillsonburg), and website updates, registration forms and online payments (AZ Group).

8. Adjournment

That the meeting be adjourned at 5:07 p.m. on November 26, 2021 and reconvened on November 27, 2021.

Moved by: Mark Hacon

Seconded by: Sean Kenney

CARRIED



OACA BOARD OF DIRECTORS MEETING MINUTES

DATE: Saturday, November 27, 2021
(continued from Friday, November 26, 2021)

LOCATION: Strategy Room 3, Sheraton Fallsview, Niagara Falls

PRESENT: Sean Kenney – President
Tonia Bennett – Vice President
Trista Di Lullo – Secretary
Mark Hacon – Treasurer
Kathy Lessard (via video conference)
Denise Rundle
Christine Vigneault

REGRETS: Ian Clendening

1. Call to Order

President Sean Kenney called the meeting back to order at 10:05 a.m.

2. 2022 Conference Planning

The Board discussed the 2022 conference format, and opportunities for livestreaming. There was a discussion about possible changes to the format of the Sunday evening wine and cheese event, and partnering with local restaurants for the Monday evening dinner. Anchor locations for future conferences were discussed, with those for southern Ontario being Niagara Falls and Ottawa, and Blue Mountains or Huntsville (Deerhurst) for northern Ontario. It was noted that conference topics should be of interest to Clerks and Planners in addition to Committee members and Secretary-Treasurers. It was determined that future conference speakers will need to sign off on a legal release for any video recordings.

3. Future of Hospitality Suites and Sponsorship

The Board had a discussion about investigating ways to continue with hospitality suites with liabilities covered.

4. Education

New AMCTO Marking Platform – Kathy Lessard gave an update on the new marking platform.

Committee Member Training – A review of existing training videos needs to be completed, and an additional video provided for electronic meetings.

5. Other Business

Mark Hacon indicated that there is new legislation from the Province regarding not-for-profit organizations. Kathy Lessard indicated that she will investigate.

6. Concluding Business: Future Meeting Date(s)

To be determined.

7. Adjournment

That the meeting be adjourned at 11:11 a.m.

Moved by: Mark Hacon

Seconded by: Denise Rundle

CARRIED

S. Kenney

S. Kenney, President

T. Di Lullo

T. Di Lullo, Secretary