



OACA BOARD OF DIRECTORS MEETING MINUTES

DATE AND TIME: Monday, October 4, 2021 at 5:30 p.m.

LOCATION: Conference Call (Zoom)

PRESENT: Sean Kenney – President
Tonia Bennett – Vice President
Mark Hacon - Treasurer
Trista Di Lullo – Secretary
Kathy Lessard
Christine Vigneault
Denise Rundle
Alexandra Rawlings – Volunteer

REGRETS: Ian Clendening
Nicole Martin – Volunteer

1. Call to Order

President Sean Kenney called the meeting to order at 5:36 p.m.

2. Approval of Agenda

Moved by: Denise Rundle
Seconded by: Mark Hacon

CARRIED

3. Approval of August 23, 2021 Minutes

Moved by: Mark Hacon
Seconded by: Tonia Bennett

CARRIED

4. Approval of Treasurer's Reports

The Profit & Loss Statement (September 2021) and the Balance Sheet as of October 4, 2021.

Moved by: Tonia Bennett
Seconded by: Denise Rundle

CARRIED

5. Committee Reports

a) Education

Denise Rundle provided an update on the status of the Primer on Planning course. A meeting was held on September 15, 2021 with AMCTO staff regarding the agreement, and AMCTO will take over preparing the course certificates. She indicated there is a new course and marking platform, and it was requested that AMCTO provide the Board with a platform overview.

b) Fall Lunch and Learn Workshops

Board members determined the timing of workshops (mid-November to early December) and cost.

That the 2021 Fall Lunch and Learn Workshops be provided at no charge to members, and \$40 for non-members.

Moved by: Mark Hacon

Seconded by: Denise Rundle

CARRIED

c) Finance and Administration

Mark Hacon discussed the virtual office contract, as it is soon expiring. He also noted housekeeping issues that need to be addressed regarding banking authority.

d) Nominations/Election

Nothing to report.

e) Communications

Christine Vigneault and Mark Hacon provided an update on their meeting with Heather Zwicewicz from AZ Group. OACA emails are now being distributed based on subject matter: Mark (financial), Christine (general inquiries) and Heather (technical issues).

6. Other Business

None

7. Future Meeting Date

Next meeting date is November 25, 2021 (in-person, subject to confirmation).

8. Adjournment

Moved by: Denise Rundle

Seconded by: Mark Hacon

CARRIED

The meeting was adjourned at 6:04 p.m.

S. Kenney

S. Kenney, President

T. Di Lullo

T. Di Lullo, Secretary