



OACA BOARD OF DIRECTORS MEETING MINUTES

DATE AND TIME: Monday, August 8, 2022 to Tuesday, August 9, 2022

LOCATION: Bennett Room, Holiday Inn Toronto International Airport, Toronto

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

REGRETS: Sean Kenney – President

1. Call to Order

Vice President Tonia Bennett called the meeting to order at 12:48 p.m.

2. Approval of Agenda

That the agenda be approved as circulated.

Moved by: Mark Hacon

Seconded by: Kathy Lessard

CARRIED

3. Approval of July 11, 2022 Minutes

That the minutes of July 11, 2022 be approved as circulated.

Moved by: Christine Vigneault

Seconded by: Kathy Lessard

CARRIED

4. Approval of Treasurer's Reports

That the Treasurer's Reports for January - July 2022 be approved as circulated.

Moved by: Kathy Lessard

Seconded by: Ian Clendening

CARRIED

5. Committee Reports

a) 2022 Conference Planning

- i. Companion Meal Program - Christine provided an update that due to limited capacity, these will be offered upon request and on a first come, first served basis. This information will be sent out in the next email to membership with a reminder that those looking for companion meals will need to request by email.

- ii. Hotel booking – A reminder will be sent via email that registrants need to book through hotel booking link and not third-party sites. Currently 90 registrants for conference.
- iii. Speakers – Keynote speaker length to be increased to 1 hour. A revised delegate agenda will be provided to accommodate the increased length of the keynote speaker. A last revised date will be added to the conference information package so registrants can track versions. There was a discussion about possible speaker thank you gifts, such as a bottle of wine, engraved plaque, or padfolio.
- iv. Audio/visual – Ian will prepare PowerPoint slide show (constant loop) with information with accreditation, POP graduates, volunteer opportunities, and next conference in Niagara Falls (constant loop). Christine indicated that presentation screens, laptop hookups, microphones (including lapel mics) and paper flip charts will be need for all rooms.
- v. Opening ceremonies: Tonia has secured local Mayor and indigenous elder to provide a blessing. Both will be invited for breakfast, with speaking time to start at 8:30 a.m.
- vi. Conference swag – The Board discussed bags for delegates as well as lanyards. Tonia will reach out to Peterborough Economic Development to see if they can provide bags and/or pamphlets.
- vii. Capacity – Currently 90 individuals registered for conference. Mark indicated that the registration will be cut off at 120.
- viii. Volunteer opportunities – There was a discussion about potential volunteer opportunities at the conference, including staffing of the registration desk and moderating workshops. Past volunteers will be contacted. Recipients of accreditation program will be contacted to see if they can moderate a session, as that time can be used for PDUs towards accreditation renewals. There was a discussion about having a volunteer desk in order to get a roster of potential volunteers. Christine indicated she has a list of previous subcommittees that could be used as potential volunteer areas.

b) 2023 Seminar – Mark said contract with Holiday Inn Toronto International Airport has been signed for 2023 Seminar, as offered good deals on rooms and reduced parking. 2023 Seminar date is Thursday, October 12 and Friday, October 13.

c) Communications – Email reminder regarding nominations will be sent each week. Future conference advertisements will be sent to current and previous registrants from last year to solicit interest.

d) Finance and Administration

Mark indicated that an audit will be done in January. He also indicated that the changeover for the website server went well, and will allow for future website updates. He indicated that it is likely that the 2022 conference will be slightly over budget.

Denise Rundle joined the meeting at 2:10 p.m.

e) Education

- i. Accreditation Term – There was a discussion about the term of accreditations to ensure consistency with the website. It was decided that 30 PDUs are required, and it is a 4-year term both for the initial accreditation and any

renewals. There was a discussion about having automatic email reminders to members reminding them of accreditation expiry.

f) Nominations/Elections

- i. 2022 Nomination Period – Trista gave an update of the timelines for the nomination period. Board members will reach out to past nominees to see if interested. Kathy provided an update on the voting protocol and indicated that the cost of the online voting service has increased. There was a discussion about Board committees and subcommittees and the importance of having operating procedures for new Board members, as well as shadowing opportunities for new Board members.

g) Governance

Nothing to report.

h) Legislation

Nothing to report.

6. Other Business

2023 Conference – Christine provided a reminder that Board needs to brainstorm issues/topics for the 2023 Conference, as ideally the conference package would be out in March 2023. A conference chair will be needed, and this should be part of the first meeting of the new Board. There was a discussion about the possibility of pulling Board committee members from outside the Board to help.

Primer on Planning – Kathy provided an update on the Primer on Planning course and a technical issue she encountered with an exam extension.

Google Drive – Mark indicated that there might be an advantage to having a designated Board member responsible for uploading and organizing documents in the Google Drive.

7. Adjournment

That the meeting be adjourned at 2:53 p.m. on August 8, 2022 and reconvened on August 9, 2022.

Moved by: Mark Hacon

Seconded by: Christine Vigneault

CARRIED

Hotel Meeting Room Inspections with Holiday Inn Management

After the meeting, the Board was given a guided tour by hotel staff of the conference facilities.



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(continued from Monday, August 8, 2022)
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- PRESENT:** Tonia Bennett – Vice President
Mark Hacon – Treasurer
Trista Di Lullo – Secretary (via video conference)
Ian Clendening
Kathy Lessard
Denise Rundle
Christine Vigneault
Ian Clendening
- REGRETS:** Sean Kenney
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1. Call to Order

Vice President Tonia Bennett called the meeting back to order at 9:19 a.m.

2. 2022 Conference Planning

- i. Conference swag – Tonia indicated that she spoke to local tourism staff and directed her to send an email, and they will respond on what swag they can provide. Christine indicated she will look after ordering lanyards. Mark indicated that he is determined the cutoff date for t-shirt orders, possibility September 2. He proposed that additional t-shirts be ordered, and any extras could be advertised on the website.
- ii. 50th anniversary – There was a discussion about “50” décor for the conference including balloons. Mark will reach out to hotel contact to find out more information about local party suppliers.
- iii. Social events – Mark indicated he is confirming the process for drink tickets.

3. Other Business

Membership – The Board discussed honorary memberships and confirmed that annual registration with no fee is required to keep membership active. The cutoff for 2022 memberships will be August 31, 2022. An email will be sent to remind of deadline. 2023 registration will open up at the end of the year.

4. Future Meeting Date

The next meeting is Tuesday, September 27, 2022 at 2 p.m. at the Holiday Inn Peterborough-Waterfront.

5. Adjournment

That the meeting be adjourned at 10:25 a.m.

Moved by: Mark Hacon

Seconded by: Denise Rundle

CARRIED

T. Bennett

T. Bennett, Vice President

T. Di Lullo

T. Di Lullo, Secretary