

OACA EXECUTIVE MEETING MINUTES

DATE & TIME: Monday, February 7th, 2022 - 5:30 p.m.

LOCATION: Conference Call (Zoom)

PRESENT: Sean Kenney - President
Tonia Bennett - Vice President
Mark Hacon – Treasurer
Kathy Lessard – Acting Secretary
Ian Clendening
Denise Rundle
Christine Vigneault

REGRETS: Trista Di Lullo

1. **Roll Call** – the meeting commenced at 5:30 p.m.

2. **Approval of Agenda**

3. **Approval of January 24th, 2022 minutes**

Moved by: Mark Hacon

Seconded by: Ian Clendening

CARRIED

4. **Conference**

The Board confirmed that the conference will be held on September 28 to 30th, 2022, with the Directors meeting on September 27th. The AGM will be carried on during the lunch time and the election will be finalized 1 week prior to this. The number of rooms already committed to is 60, but should be increased to 100, with the possibility to renegotiate during the summer months. A Board meeting shall be booked in May so the Directors may review the conference room layouts and capacity to assist in booking of the sessions and the presenters. Denise advised the Board that this is OACA's 50th anniversary and that this should form part of the promotion of the event. Tonya advised that Peterborough has concerts in the park during the summer months and Ian will contact the tourism department to see what information they may offer for our participants. The Board discussed various things such as the provision of swag bags, timing of the conference so as not to conflict with other events held by OPPI and AMCTO, capping the number of participants, speakers, potential of lunch and learns to be provided in June and costs for the events to be undertaken. Mark will provide a draft conference budget for the Board. A Conference Committee was formed composed of Sean Kenney, Tonya Bennett, Christine Vigneault, Trista Di Lullo and Ian Clendening with the remaining Directors volunteering their time, when necessary.

5. **Election**

The Board discussed the upcoming election, to be carried on prior to the conference, and the timing requirements. This information will be provided to the board, prior to the next board meeting, in order to incorporate this into the conference schedule.

6. **Other Business** – none

7. Future meeting date

To be determined for March

Tentative meeting in Peterborough at conference venue April 3rd or 4th

8. **Adjourned** at 6:24 p.m.

S. Kenney

S. Kenney, President

K. Lessard

K. Lessard, Acting Secretary