



OACA BOARD OF DIRECTORS MEETING MINUTES

DATE AND TIME: Sunday, August 27, 2023 at 12:00 p.m.

LOCATION: Victoria Square, Sheraton Parkway Toronto North Hotel & Suites
(600 Hwy 7, Richmond Hill, ON L4B 1B2)

PRESENT: Tonia Bennett – President
Mark Hacon - Treasurer
Denise Rundle (arrived at 1:00 PM)
Christine Vigneault
Trista Di Lullo –Vice President
Sarah Hague – Secretary
Ian Clendening
Alexandra Rawlings
Sean Kenney

REGRETS: N/A

1. Call to Order

President Tonia Bennett called the meeting to order at 12:45 p.m.

2. Approval of Agenda

That the agenda be approved as circulated.

Moved by: Alexandra Rawlings

Seconded by: Sean Kenney

CARRIED

3. Approval of Treasurers Reports

That the Treasurer's Reports for July and August 2023 be approved as circulated

Moved by: Sean Kenney

Seconded by: Trista Di Lullo

CARRIED

4. Committee Reports:

a) Conference/Seminar

i. 2023 Conference Survey Result & Conference – Ian

i. Ian made a presentation on the 2023 Conference Survey responses. The Board discussed potentially having a prize available for survey respondents.

ii. 2023 Seminar Planning

- The Conference team provided an update on Seminar planning. There was a discussion regarding coverage at the Registration desk and extending the hours for late arrivals. A discussion about programming at these events also took place, discussing ways to help encourage

networking. The Board discussed having colour-coded stickers to attach to lanyards which would state the attendee's position (Committee Member, Secretary-Treasurer, or Planner) and a ribbon for 1st time attendees. There was talk of getting generic swag items (like socks) to keep as a stock; Mark will get pricess for different items for the Board to review and decide. The Board agreed to meet at 1 PM on Thursday October 12th.

b) Communications

- i. Trista Di Lullo provided an update on communications which included providing additional verbiage on the Seminar registration page to avoid previous issues and including a \$30 fee for manual registrations. The Board discussed standardizing the location field on registrations so that we could generate a map. Trista will discuss the possibilities with Heather.

c) Finance and Administration

- i. Mark Hacon informed the Board that the new computer is working much better than the old one.

d) Education

- i. **OPPI Potential Planning 101 Course – Ian**
 - i. Discussion regarding OPPI's email regarding a potential Planning 101 Course. Ian Clendening provided that they had not responded to his initial response.
- ii. **POP Winter 2023 Course Evaluation**
 - i. Denise Rundle provided an update regarding the POP Course and new Graders starting. The Winter evaluations were unavailable but overall very positive. There will be an addendum added to the front of the course starting this Fall, until more comprehensive updates can be made. Discussion on adding a "Planning Administration" section and updating the section regarding Minor variances under Section 45(2). The Education Team will get a quote for the required changes and confirm the changes being made. Christine will send email to introduce Denise and Alexandra Aird & Berlis.

e) Nominations/Election

Nothing to report.

f) Governance

- i. **Appointments to Committees**
 - i. Sarah confirmed that at the last Board Meeting, the board had agreed to keep all existing appointments to Committee.

g) Legislation

Nothing to report.

5. Adjournment

That the meeting be adjourned at 4:12 p.m. on August 27, 2023 and be reconvened on August 28, 2023, and that proper meeting expenses be paid.

Moved by: Mark Hacon

Seconded by: Sean Kenney

CARRIED

T. Bennett

T. Bennett, President

S. Hague

S. Hague, Secretary



OACA BOARD OF DIRECTORS MEETING MINUTES

- DATE AND TIME:** Monday, August 28, 2023 at 9:00 a.m.
- LOCATION:** Victoria Square, Sheraton Parkway Toronto North Hotel & Suites
(600 Hwy 7, Richmond Hill, ON L4B 1B2)
- PRESENT:** Tonia Bennett – President
Mark Hacon - Treasurer
Denise Rundle
Trista Di Lullo –Vice President
Sarah Hague – Secretary
Ian Clendening
Alexandra Rawlings
Sean Kenney
- REGRETS:** Christine Vigneault
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1. Call to Order

President Tonia Bennett called the meeting to order at 9.25 a.m.

2. Other Business

a) MLEOA Summit Magazine – Article Submission

- i. The Board discussed if there would be any interest in submitting an article (no topics were provided). Christine and Trista agreed to follow up and see if they have any topic suggestions or if we could do an introduction to OACA and what we do.

b) Zoom Call with Melissa from Conference Direct – 11 AM

Kelly Cyr from Conference Direct joined the Board in person to meet with Melissa Commisso over Zoom to discuss the types of things Melissa could assist with (Banquet event orders, budgeting, sponsorship packages, assisting in acquiring/selling sponsorships and virtual seminars, food ordering, etc.). The Board agreed to prepare a list of items we would like and Melissa could provide a quote.

After Melissa's departure, the Board continued discussions with Kelly regarding potential venues for the 2025 Conference. Kelly provided some initial quotes and then offered to come back with more, if we could considered having the conference a bit earlier in May.

c) 2024 OACA Membership Fee – Trista

- i. Discussion regarding when to close membership registration for 2023 and open it for 2024. The Board agreed to keep 2023 Membership registration open until after the Seminar in October. Membership for 2024 can open December 1, 2023. The Board discussed how the fees have not been raised in over 10 years and what the increase should be, and if group rates should be offered.

That the membership Fee (for both active and associate members) be raised to \$200 for 2024.

Moved by: Tonia Bennett

Seconded by: Trista Di Dullo

CARRIED

d) Future Event Planning and Partnerships – Trista

- i. The Board discussed the importance of getting our name out there with different associations and the possibility of future partnerships to help with growth. Sean and Ian agreed to be the leads of the Professional Partnership Subcommittee.

That the Professional Partnerships Subcommittee explore opportunities for partnerships in 2024 and report back to the Board.

Moved by: Sean Kenney

Seconded by: Mark Hacon

CARRIED

e) 2nd Signing Authority

- i. Marc Hacon indicated that in the event he is unavailable, we need a 2nd person with signing authority of the Board to be a back-up person for Quickbooks and the bank. Trista Di Lullo and Ian Clendening agreed to be the back-ups.

f) OACA Forum

- i. The Board discussed having a place for members to pose questions and discuss common issues, similar to a forum. Trista will discuss if this is a possibility with Heather.

6. Concluding Business: Future Meeting Date

The next meeting is to be held on Monday, September 25, 2023 at 6:00 p.m via Zoom.

7. Adjournment

That the meeting be adjourned at 12:49 p.m., and that proper meeting expenses be paid.

Moved by: Alexandra Rawlings

Seconded by: Mark Hacon

CARRIED

T. Bennett

S. Hague

T. Bennett, President

S. Hague, Secretary