



## OACA BOARD OF DIRECTORS MEETING MINUTES

**DATE AND TIME:** Monday, February 27, 2023 at 5:30 p.m.

**LOCATION:** Video Conference (Zoom)

**PRESENT:** Tonia Bennett – President  
Mark Hacon - Treasurer  
Denise Rundle  
Christine Vigneault  
Ian Clendening  
Alexandra Rawlings

**REGRETS:** Sean Kenney  
Trista Di Lullo –Vice President  
Sarah Hague – Secretary

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**1. Call to Order**

President Tonia Bennett called the meeting to order at 5:35 p.m.

**2. Approval of Agenda**

That the agenda be approved as circulated.

Moved by: Mark Hacon

Seconded by: Alexandra Rawlings

CARRIED

**3. Approval of January 16, 2023 Minutes**

That the minutes of January 16, 2023 be approved as amended.

Moved by: Mark Hacon

Seconded by: Christine Vigneault

CARRIED

#### **4. Committee Reports**

##### **a) 2023 Conference Planning**

Update was provided by Ian and Christine.

- Photographer has been hired.
- 2 Volunteers from the City of Niagara Falls for assistance at the conference.
- 2 financial contributions have been obtained by sponsorship.

Christine advised that March 6 is the deadline for conference agenda. The conference committee will meet on Friday to finalize.

Mark has asked that the conference committee confirm with him their choice for the attendee swag (blanket choice).

##### **b) Communications**

- i. An E-blast just went out regarding the new reporting requirements. Sarah and Trista will work on communication for the upcoming election and conference. Christine will touch base with Trista.

##### **c) Finance and Admin**

- i. Audit Report- Mark advised that the audit report is complete. The overall report was positive and only one deficiency was noted. Mark will circulate for board members to review, and Tonia will need to sign.

##### **d) Education**

- i. Denise and Alexandra provided an update to the board on 2 new volunteers for marking POP. Denise will forward the information and board approval for the two new markers to AMCTO.
- ii. OACA Training Videos- the board discussed a request received for consideration of the training videos at no cost due to a previous subscription payment. The board discussed the cost of the updates to the videos as well as updated material and decided that there would be no waiver on fees. Christine will respond to the inquiry.
- iii. Christine provided an update to the board on the upgraded platform for the videos and allowing a longer access period to the training videos.

##### **e) Nomination/Election**

Nothing to report.

##### **f) Governance**

Nothing to report.

##### **g) Legislation**

Nothing to report.

**7. Other Business**

Nothing to report.

**8. Future Meeting Date**

The next meeting is to be held on April 19, 2023 at 6:00 p.m via Zoom.

**8. Adjournment**

That the meeting be adjourned at 6:20 p.m., and that proper meeting expenses be paid.

Moved by: Christine Vigneault

Seconded by: Denise Rundle

CARRIED

*T. Bennett*

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T. Bennett, President

*S. Hague*

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S. Hague, Secretary