



OACA BOARD OF DIRECTORS MEETING MINUTES

DATE AND TIME: Monday, January 16, 2023 at 5:30 p.m.

LOCATION: Video Conference (Zoom)

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

REGRETS: Ian Clendening

1. Call to Order

President Sean Kenney called the meeting to order at 5:39 p.m.

2. Approval of Agenda

That the agenda be approved as circulated.

Moved by: Mark Hacon

Seconded by: Sean

CARRIED

3. Approval of November 13 and 14, 2022 Minutes

That the minutes of November 26 and 27, 2021 be approved as circulated.

Moved by: Mark

Seconded by: Sean

CARRIED

4. Approval of Treasurer's Reports

That the Treasurer's Reports for January to December 2022 and Treasurer's Reports 2022 be approved as circulated.

Moved by: Sean

Seconded by: Trista Di Lullo

CARRIED

5. Committee Reports

a) 2023 Conference Planning

- i. Speakers - Christine provided an update on the Conference speakers: 17 confirmed with an additional 3 speakers pending so no more will be needed. The last conference hosted 19 speakers and some were scheduled to speak twice. The rooms in Niagara Falls are quite large so may not need to split into smaller groups. A list of the speakers and topics was provided.
- ii. Conference Duties - Christine provided update regarding action items outstanding for Conference planning and each Conference Planning Committee member provided an update on their items, as follows:
 - A. Sean: Food – Will Contact Kelly and start looking at food options. There was a discussion around how much we would be charging for Conference registration. \$690 for members and \$840 for non-members was discussed (but not voted on). Sean will run more numbers to determine if this will be sufficient as inflation has increased costs significantly, particularly for food.
 - B. Ian: Door Prizes and Conference Package – Will communicate with Trista Re: Communication. Suggested that Tonia as President reach out to the Mayor of Niagara Falls to do the opening remarks.
 - C. Mark: Swag – Contacted the swag supplier and is putting together pricing for a stadium blanket. Socks were recommended by someone and that may be explored as swag for the seminar.
 - D. Registrations – Agreed that we would offer 1 day registrations at half the cost of the full conference registration cost. Discussed having Heather set up a booth to answer questions regarding memberships, technical support, etc.
 - E. Keynote Speaker – No keynote this time as we have a lot of speakers and it will limit our speaker time.

- F. Sponsors – Ian is working on sponsors and is targeting to send out info by the end of the month. As these need to be confirmed prior to the Conference Package being finalized.

b) Communications

- i. General Update – Trista provided an update on the OACA website and indicated that there has been a number of job postings lately and that some changes would be made to the website.
- ii. OACA Awards – Trista floated the idea of OACA Awards, similar to the OPPI Planning Awards and AMCTO awards. It was decided to wait a year to see how OPPI does with their reward program.

c) Finance and Admin

- i. Approval for Insurance – Mark indicated that the insurance is due by January 22, 2023 and it has increased by \$18.

That the insurance be approved.

Moved by: Alexandra Rawlings

Seconded by: Christine Vigneault

- ii. Security – Mark indicated that previous Security measures were provide through GoDaddy but as of March, we will be moving it in so Heather has more control. We are now almost completely out of GoDaddy and on our own website.
- iii. Upcoming Audit – Mark indicated that he is preparing for the large audit this year which will cost approximately \$7,000. The audit will be published in the yearly report which goes out at the beginning of May and is required at least 30 days in advance of the Conference, so is needed by March 31st.

d) Education

- i. Fall 2022 POP Summary – Denise provided up update in that all 60 students completed the course and the average grade looked good. The next session starts in about 3 weeks and we have enough markers for now.
- ii. Member Training Videos – Christine advised that she just sent the updated videos to everyone today and we need to approve them by the end of the week.

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 February 27, 2023 at 5:30 p.m via Zoom.

8. Adjournment

That the meeting be adjourned at 6:42 p.m., and that proper meeting expenses be paid.

Moved by: Mark Hacon

Seconded by: Trista Di Lullo

CARRIED

T. Bennett

T. Bennett, President

S. Hague

S. Hague, Secretary