



OACA BOARD OF DIRECTORS MEETING MINUTES

DATE AND TIME: Wednesday, June 7, 2023 at 9:00 a.m.

LOCATION: Conference Room (5th Floor), Sheraton Fallsview, 5875 Falls Ave,
Niagara Falls, ON

PRESENT: Tonia Bennett – President
Mark Hacon - Treasurer
Denise Rundle
Christine Vigneault
Alexandra Rawlings
Sean Kenney
Trista Di Lullo –Vice President
Sarah Hague – Secretary
Ian Clendening

REGRETS: N/A

1. Call to Order

President Tonia Bennett called the meeting to order at 9:18 a.m.

2. Approval of Agenda

That the agenda be approved as circulated.

Moved by: Tonia Bennett

Seconded by: Alexandra Rawlings

CARRIED

3. Election of President, Vice President, Secretary and Treasurer positions

That Mark Hacon be appointed as Treasurer of the Association.

Moved by: Tonia Bennett

Seconded by: Alexandra Rawlings

CARRIED

That Sarah Hague be appointed Secretary of the Association.

Moved by: Mark Hacon

Seconded by: Alexandra Rawlings

CARRIED

That Tonia Bennett be appointed President of the Association.

Moved by: Sean Kenney

Seconded by: Ian Clendening

CARRIED

That Trista Di Lullo be appointed Vice President of the Association.

Moved by: Sean Kenney

Seconded by: Mark Hacon

CARRIED

4. Appointments to Committee

That all existing Committee appointment remain the same.

Moved by: Tonia Bennett

Seconded by: Mark Hacon

CARRIED

5. Committee Reports:

a) 2023 Conference Wrap Up

The Board discussed what worked well at the Conference and what could stand to be improved. Items to be mindful of for the next conference include:

- Ensuring the group chat includes all Directors and only used for emergencies during sessions
- Assign all tasks to someone
- Create a detailed schedule of who is doing what and ensure everyone gets breaks
- Consider having additional volunteers to man the Registration Desk (that won't be attending the sessions) and to hand out tickets (or include tickets in lanyards in advance)
- Consider adding labels to the lanyards identifying Companion or Voting Member
- Consider using a Conference App

b) Communications

Nothing to report.

c) Finance and Administration

Mark Hacon provided a general update on the Conference Budget, stating that while final numbers were not yet available, he expected the conference to generate approximately a \$10,000 deficit.

Mark also advised that he will be visiting the Windsor Conference Centre next Tuesday and will sign the contract with them for 2024.

That Mark be given signing authority for the Windsor Conference with Caesars Windsor.

Moved by: Sean Kenney

Seconded by: Tonia Bennett

CARRIED

That Tonia be given signing authority for the Horseshoe Valley contract for September 2024.

Moved by: Mark Hacon

Seconded by: Trista Di Lullo

CARRIED

d) Education

i. Email from AMCTO regarding potential POP Course Changes

Discussion regarding the changes needing to be made to the POP Course. AMCTO identified that the textbook updates are due June 23, 2023, which is not enough time for a lawyer to review. Tonia Bennett will reach out to David Arbuckle of AMCTO to identify that we need more time for changes to be made.

e) Nominations/Elections

i. Should we be publicizing the full election results – Question from member

The Board discussed whether or not the full election results should be published to the membership. In summary, the Election Act states that you need to display results of an election and the Board's Policy is to send out the results.

f) Governance

Nothing to report.

g) Legislation

Nothing to report.

6. Other Business

a) Delegate Attendance Record – Request from member

The Board discussed options to provide documentation of seminar/conference attendance for professional development credits. We could provide them their invoice stating the paid for the conference but are unable to confirm which sessions they actually attended. Trista will respond to the inquiry.

b) Invite Melissa from Conference Direct to the August Board Meeting

The Board discussed and agreed to invite Melissa from Conference Direct to the next Board Meeting to inform us on what conference related items they could help us with.

c) New Computer

Mark identified that the current computer used for finances is old and not working well. This computer can be given to Ian with the projector for slideshows.

That Mark be given the authority to purchase a new computer with a budget of \$1,500.

Moved by: Sean Kenney

Seconded by: Trista Di Lullo

CARRIED

d) Compensation for Speakers

The Board discussed what compensations could be made for speakers attending seminar/conference.

That Mark, Trista, and Tonia be given the ability to consider requests for mileage at the CRA Rate and/or hotel rooms booked at the group rate for speakers that attended the 2023 conference.

Moved by: Sean Kenney

Seconded by: Sarah Hague

CARRIED

That the Board develop a Policy for Accommodations for speakers on an ongoing basis.

Moved by: Sean Kenney

Seconded by: Mark Hacon

CARRIED

7. Concluding Business: Future Meeting Date

The next meeting is to be held on August 27-28, 2023 in north Toronto, near Wonderland. Mark will confirm the location.

8. Adjournment

That the meeting be adjourned at 10:54 a.m., and that proper meeting expenses be paid.

Moved by: Denise Rundle

Seconded by: Sean Kenney

CARRIED

T. Bennett

T. Bennett, President

S. Hague

S. Hague, Secretary