



OACA BOARD OF DIRECTORS MEETING MINUTES

DATE AND TIME: Thursday, May 18, 2023

LOCATION: Video Conference (Zoom)

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

REGRETS: Sarah Hague – Secretary

1. Call to Order

President Tonia called the meeting to order at 6:18 p.m.

2. Approval of Agenda

That the agenda be approved as circulated.

Moved by: Mark Hacon

Seconded by: Sean Kenney

CARRIED

3. Approval of April 19, 2023 Minutes

Tonia noted a spelling error of her last name in the minutes.

That the minutes of April 19, 2023 be approved as amended.

Moved by: Mark Hacon

Seconded by: Christine Vigneault

CARRIED

4. Committee Reports

a) 2023 Conference Planning

i. Update

Christine provided an update and reported that currently 190 delegates registered, with 200 as the goal. She indicated she had ordered business cards with LinkedIn info for use at the registration table, and can use existing boxes of lanyards. She will bring thank you cards and get gifts for the speakers. The DJ and Niagara Falls Mayor is confirmed to attend. Ian will send out reminder emails to DJ and photographer. Ian will reach out to Niagara Tourism for visitor coupons, and Mark indicated he will look into ordering conference totes and pens.

Sean indicated that AV equipment (speakers, mics, podiums, screens, and projectors) have been ordered for all workshop spaces as well as the main room. He indicated that he will firm up the food and beverage order and is working with Alexandra on centrepieces. Sean indicated that appetizers will be served all evening for the Welcome Reception. Christine indicated she will bring the drink tickets.

Christine also indicated that one of the speakers, Jessica Watson, was not able to secure time off/expenses with her employer to attend the conference and present. The Board discussed compensation options.

That the Board provide one night's accommodation for speaker Jessica Watson.

Moved by: Christine Vigneault

Seconded by: Trista Di Lullo

CARRIED

ii. Cancellation/Refund Policy and Timelines

It was confirmed that online registration will close on Wednesday, May 24 and no refunds will be available after that time.

b) Communications

Trista provided an update on conference communications and indicated that the conference package will be revised to indicate that the Welcome Reception will be held at the Niagara Distillery, and the Hard Rock Club will only be used for hospitality on the Monday night. The list of Primer on Planning grads and accreditations will be sent to Ian for inclusion on the conference Powerpoint.

c) Finance and Administration

Already reported as part of the 2023 conference update.

d) Education

Nothing to report.

e) Nominations/Election

Trista indicated that the deadline for nominations closed on May 5, 2023 and eight nominations were received for the three Board positions. She indicated that online election preparations have been made with Simply Voting and that electronic ballots will be sent out on May 22 starting at 9am with voting closing May 26 at noon.

f) Governance

Nothing to report.

g) Legislation

Nothing to report.

5. Other Business

The Board discussed the criteria for members to be nominated for a position on the Board.

6. Adjournment

That the meeting be adjourned at 7:06 p.m, and that proper meeting expenses be paid.

Moved by: Mark Hacon

Seconded by: Alexandra Rawlings

CARRIED

T. Bennett

T. Bennett, President

T. Di Lullo

T. Di Lullo, Acting Secretary