



## OACA BOARD OF DIRECTORS MEETING MINUTES

**DATE AND TIME:** Monday, November 27, 2023 at 6:00 p.m.

**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

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**1. Call to Order**

President Tonia called the meeting to order at 6:02 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 Treasurer's Reports**

That the Treasurer's Reports for January-October 2023 Profit and Loss and October 2023 Balance Sheet be approved as circulated.

Moved by: Sean Kenney

Seconded by: Ian Clendening

CARRIED

**4. Committee Reports**

**a) 2024 Conference Planning**

**i. Financial Update**

Mark indicated that discussions have been had with ConferenceDirect for conference assistance with arranging meals and audio visual equipment. He indicated that Tourism Windsor will provide bags and tour guides, but require a meeting 2 months prior to the conference. Tourism and casino videos have been provided for use on our website and social media. Windsor Mayor has accepted an invitation to provide conference greetings, and a reminder will need to be send before conference. Jessica Watson at the City of Windsor has also been contacted to provide any recommendations on local speakers. Christine indicated that there is one main spreadsheet to be used for tracking speakers.

The Board had a discussion regarding creating a conference specific email address.

**ii. Mobile App Proposal**

The Board discussed the possibility of using a mobile app for the 2024 Conference. Some concerns about the cost were raised, and balancing this with the advantage of trying something new. It was agreed that another meeting is needed with ConferenceDirect with further costing details of the app and that this information be brought back to the Board along with a demo of what features would be provided.

**b) Finance and Administration**

**i. Accounting, Audit and Bookkeeping Update**

Mark indicated that the Association's previous auditor will no longer provide services and provided options for a replacement. He recommended Wilkinson Rogers due to their familiarity with the rules for non-for-profit organizations.

That Wilkinson Rogers LLP be appointed as auditor for the Association.

Moved by: Mark Hacon  
Seconded by: Tonia Bennett

CARRIED

Mark also indicated that the Association's previous bookkeeper Karen is no longer providing services and provided an option for a replacement.

That Marg Johnson be appointed as bookkeeper for the Association.

Moved by: Sean Kenney  
Seconded by: Ian Clendening

CARRIED

It was also reported that the 2025 Conference contract with Blue Mountains is finalized and is awaiting signatures.

**c) Education**

**i. Updates to POP Course—Aird & Berlis Quote for Chapter 6 Rewrite**

Alexandra indicated that a \$5000 quote had been received for the rewrite of Chapter 6. Mark indicated that he is working with AMCTO for costs.

That the quote provided by Aird & Berlis for the Chapter 6 Rewrite of the Primer on Planning course be accepted.

Moved by: Sean Kenney  
Seconded by: Christine Vigneault

CARRIED

**d) Nominations/Election**

Nothing to report.

**e) Governance**

Nothing to report.

**f) Communications**

**i. 2024 Memberships**

Trista provided a brief update on the rollout of 2024 memberships and indicated that updates have been made to highlight the benefits of membership on the website. She also indicated that a holiday message from the President will be sent to members before the holidays.

**ii. Committee Composition Survey**

Trista indicated that a request from a member had been received for information on the composition of members' committees. She indicated that a survey could be sent out to members to gather up-to-date information, but recommended that questions be added to the membership form since it will be released soon. The Board brainstormed questions to add to the membership form.

**g) Legislation**

Sean provided a brief update regarding the reversals of provincial changes to the Official Plans for some Ontario municipalities.

**5. Other Business**

None

**6. Future Meeting Dates**

Next meeting will be held January 13-14, 2024 in Guelph at the Hampton Inn & Suites.

**7. Adjournment**

That the meeting be adjourned at 7:38 p.m, and that proper meeting expenses be paid.

Moved by: Christine Vigneault

Seconded by: Mark Hacon

CARRIED

*T. Bennett*

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T. Bennett, President

*T. Di Lullo*

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T. Di Lullo, Acting Secretary