



OACA BOARD OF DIRECTORS MEETING MINUTES

DATE AND TIME: Friday, October 13, 2023 at 4:00 p.m.
(originally scheduled for October 12, 2023 at 12:30 p.m.)

LOCATION: Holiday Inn Toronto International Airport, 970 Dixon Rd., Toronto

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

REGRETS: Sean Kenney

1. Call to Order

President Tonia Bennett called the meeting to order at 4:08 p.m.

2. Approval of Agenda

That the agenda be approved as amended, regarding the revised date and time.

Moved by: Alexandra Rawlings
Seconded by: Mark Hacon

CARRIED

3. Committee Reports:

a) 2023 Seminar

The Board discussed the overall success of the 2023 Seminar. Positive comments were received regarding the food. Some feedback was received that some of the sessions were offered at the same time and attendees could not attend all the sessions they were interested in. The Board discussed having only two sessions run concurrently at the next Seminar, as opposed to two sessions at Conference, when some of the sessions are repeated. Some of the presenters mentioned they would be willing to present at the 2024 Conference in Windsor. It was noted that the Registration Desk volunteers were fantastic and would be interested in assisting with the 2024 Conference. If their employer covers their

accommodations and mileage, the volunteers could attend the Conference for free to cover the registration table. Ian will draft the post-Seminar survey and it will be circulated to attendees. Those that complete the survey will be entered into a draw to win a free 2024 OACA membership.

b) 2024 Conference

The Board discussed the challenges in obtaining speakers for Windsor and the possibility of offsetting some of the expenses in the form of one free night of accommodation or up to \$200. There was a discussion regarding the creation of a template with standard language for communicating with potential presenters, as well as having a special email just for conference. The Board also discussed giving the presenter the option of receiving \$200 for expenses or for a charitable donation to be made in their name. Ian indicated he has a database of speakers since 2010 that we will continue to use and populate. Trista brought up an idea of an intake form for speakers. One workshop idea brought up was educating members of the public on public participation.

Given the location of the June 2024 Conference in Windsor, the Board agrees to pay up to \$200 per speaker to help offset their expenses.

Moved by: Christine Vigneault

Seconded by: Mark Hacon

CARRIED

Entertainment for the 2024 Conference has not yet been secured. The Board discussed doing a group outing during one of the nights, and Mark will talk to Tourism Windsor and see what they have to offer. If a group outing is planned for the Monday night, a DJ could be provided for the Tuesday night. If Monday night is a free night for participants to explore the venue and City, a live band could be an option for the Tuesday night. The Board will meet on June 1st, with the Conference taking place from June 2nd-5th. It was noted that the partnership with OPPI and advertising worked really well and would like to do that again.

The Board reviewed pricing from ConferenceDirect for future Conference assistance. Mobile app pricing has not been received, but the Board indicated they would like to explore this option further as it could include features such as interactive mapping, speaker profiles, surveys, live polling, and attendee messaging.

c) Communications

The Board discussed approaching Heather from AZ Group to see if she has additional capacity to answer emails and voicemails as the first point of contact for the Association. If she is unable to answer the inquiry, she would pass it along to a Board Member. Trista will discuss this with her.

d) Finance and Administration

i. Insurance

Mark discussed the insurance required for the 2025 Conference in Blue Mountains and identified that the contract requires an increase in insurance limits. Increasing our current insurance from \$1-2 million to \$5 million will cost an additional \$125 per year.

That an increase to a \$5 million liability insurance policy for the Board of Directors and any events put on by the Board be approved.

Moved by: Christine Vigneault

Seconded by: Tonia Bennett

CARRIED

e) Education

i. Update on Aird & Berlis Review of Primer on Planning (POP) Course

Alexandra provided an update on the review of the POP course. A quote of approximately \$10,000 plus HST was provided by Aird & Berlis for Lessons 1 to 5. The Board discussed a review of chapter 6 as well to create uniform text and streamlined wording. Mark indicated he will contact AMCTO to re-negotiate the contract for hosting the POP course.

That up to \$15,000 in costs for Aird & Berlis to update all 6 chapters of the Primer on Planning course be approved.

Moved by: Christine Vigneault

Seconded by: Tonia Bennett

CARRIED

Denise provided an update on POP markers. She also indicated that she had some discussions with OPPI about their intention to develop a course similar to the POP course for foreign students.

f) Nominations/Election

Nothing to report.

g) Governance

Nothing to report.

h) Legislation

The Board discussed the idea of writing a letter to the Province with recommendations on how to improve the minor variance process.

4. Other Business

Christine indicated that she is working with Trista on an article for the Municipal Law Enforcement Officers Association's (MLEOA) magazine. Christine, Trista and Tonia also indicated that they recently represented OACA at AMCTO's Clerk's Forum on October 12, 2023.

That the expenses be covered for OACA's representation at AMCTO's 2023 Clerk's Forum.

Moved by: Sarah Hague

Seconded by: Alexandra Rawlings

CARRIED

5. Future Meeting Dates

The Board discussed the possibility of having a future team building exercise once or twice a year. The next meeting will be November 27, 2023 at 6:00 p.m. via Zoom.

6. Adjournment

That the meeting be adjourned at 6:21 p.m., and that proper meeting expenses be paid.

Moved by: Tonia Bennett

Seconded by: Sarah Hague

CARRIED

T. Bennett

T. Bennett, President

S. Hague

S. Hague, Secretary