



OACA BOARD OF DIRECTORS MEETING MINUTES

DATE AND TIME: Saturday, January 13, 2024 at 9:00 a.m.

LOCATION: Woodlawn Room, Hampton Inn & Suites by Hilton, Guelph

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

1. Call to Order

President Tonia called the meeting to order at 9:05 a.m.

2. Approval of Agenda

That the agenda be amended to defer the 2023 Seminar Survey Feedback item for discussion in the afternoon.

Moved by: Christine Vigneault
Seconded by: Ian Clendening

CARRIED

That the agenda be approved as amended.

Moved by: Alexandra Rawlings
Seconded by: Mark Hacon

CARRIED

3. Approval of Previous Minutes

It was noted that Sean Kenney was absent from the October 13, 2023 meeting and the minutes should be corrected to reflect this.

That the minutes of September 25, 2023, and November 27, 2023 be approved as circulated, and that the minutes of October 13, 2023 be approved as amended.

Moved by: Alexandra Rawlings
Seconded by: Mark Hacon

CARRIED

4. Approval of Treasurer's Reports

That the Treasurer's Reports for January-November 2023 and January-December 2023 Profit and Loss and November and December 2023 Balance Sheets be approved as circulated.

Moved by: Sean Kenney

Seconded by: Christine Vigneault

CARRIED

5. Committee Reports

a) 2024 Conference Planning

i. Conference Financials

Mark indicated that the contract with Caesars Windsor is approved and signed. He received a \$3,500 plus tax quote for a 2-hour dinner theatre show called "Rum Runners". The Board discussed timing for the show.

That the "Rum Runners" show be held the Monday night of the 2024 Conference.

Moved by: Alexandra Rawlings

Seconded by: Christine Vigneault

CARRIED

The Board discussed having all Directors' event expenses (such as lodging and food) categorized as Board expenses rather than Conference or Seminar expenses. Options for conference swag was also discussed, including options of a bluetooth speaker, OACA pins, pens or power banks. Slippers or socks were discussed as options for the 2024 Seminar. Tourism Windsor will provide bags.

Mark indicated that audio/visual costs with Caesars Windsor have been negotiated down to \$10,000. It was discussed that the Board purchasing its own audio/visual equipment for events would not be in the Association's best interests. A quote for a DJ for Tuesday night of the conference was obtained at a cost of \$750 plus tax or \$950, depending on the room used.

ii. Ability for Virtual Presentations by Presenters

Christine inquired about the possibility of having a presenter present virtually at the 2024 conference. The Board determined that this would be difficult logistically and has not been well received at past events.

Christine provided an update on speakers for the 2024 Conference and indicated that Vaughan staff can help with the registration desk and the City of Windsor has been contacted to see if they can assist with registration desk coverage and speaker introductions. The Board indicated that it was important that presentations be provided in advance so content can be reviewed, and that a disclaimer be provided on the conference package that the views expressed by presenters are not necessarily that of the Association.

iii. Minute Taking Workshop

Christine indicated that she had received quotes for a minute taking workshop (\$4,125 including tax) that could be geared towards Secretary-Treasurers and staff and parliamentarian session (\$3,277 including tax) that could be geared towards committee members. The Board discussed marketing these at conference as back-to-back professional development sessions.

That the Board authorize costs for two paid workshop sessions at the 2024 Conference.

Moved by: Sean Kenney
Seconded by: Mark Hacon

CARRIED

iv. Changes to OACA Banner

Ian brought forward some ideas to update the retractable banners that are used at events.

v. Transportation and Networking Sessions

Trista discussed transportation options for the 2024 Conference including the possibility of VIA Rail offering a group rate discount, and she will reach out for more information. The Board also agreed it was important to promote carpooling as an option. She also brought forward an idea about changing up the workshop schedule and including networking sessions for attendees (i.e. Committee members, Secretary-Treasurers, planners, first-time attendees, etc.).

b) Finance and Administration

i. New Insurance Policy

Mark indicated that for the 2025 Conference there was a request from Blue Mountains to increase liability insurance to \$5 million.

That that liability insurance be increased to \$5 million.

Moved by: Sean Kenney
Seconded by: Alexandra Rawlings

CARRIED

ii. Upcoming Audit

Mark discussed the options going forward with the upcoming audit, which will be completed likely in February.

iii. Organization Moving Forward

Mark indicated that a non-profit lawyer had been contacted and highly recommended that the Association incorporate, which would provide some benefits and bring about a business and HST numbers. Similar advice was provided by the Association's Auditor. The Board would need to go through the Non-for-Profit Corporations Act to determine whether or not we meet the requirements. The Board discussed the options and decided it was in the best interests of the Association to incorporate.

That the Board proceed with incorporation of the Association.

Moved by: Ian Clendening
Seconded by: Sean Kenney

CARRIED

That the Board proceed to direct Harrison Pensa LLP to draft all necessary documentation related to incorporation of the Association and approve costs of up to \$5,000 plus disbursements.

Moved by: Sean Kenney
Seconded by: Ian Clendening

CARRIED

iv. Year End Financials

Mark provided an update that books are closed for 2023.

v. Updates on New Contracts

Mark indicated he has a book of all important information including contract information, bank accounts, etc. and that a digital copy will also be saved in a safe location. He also indicated that the 2025 Conference contract has been signed with Blue Mountains and they have agreed to honour the previous deposit.

That the Board recess at 11:55 a.m. and resume the meeting after lunch.

Moved by: Alexandra Rawlings

Seconded by: Denise Rundle

CARRIED

President Tonia called the meeting back to order at 1:00 p.m.

6. 2023 Seminar Survey Feedback

Ian provided a presentation based on survey responses received from the 2023 Seminar. There was a discussion about future seminars and the possibilities for in-person, hybrid or virtual options.

7. Education

i. Updates to POP Course

Denise provided an update that the course is still in high demand and the Fall term had about 75 students, with 7-8 markers. She indicated that the feedback received from students on the AMCTO survey indicates excellent feedback, with 98% of students satisfied overall. AMCTO has indicated that their other courses don't have exams, so there are options to consider on how to end the course. The next term will have updated course materials.

ii. Accreditation Update and Potential Changes

Trista indicated that there were 8 accreditation applications in 2023, which is average. She indicated that some recent applicants have not been meeting the threshold to pass, requiring resubmission. She indicated that there were some ways to help assist with this, including updating the submission form and making marking schemes clearer. Ian suggested that the accreditation be promoted more widely with a focus on the benefits of accreditation.

8. Nominations/Election

There are 2 Director positions up for election this year. The Board discussed the requirement for one third of the Board to be retired at each Annual Meeting but eligible for re-election, and acknowledged that the Board can vary the term of a Director. The Board agreed that the number of positions up for election in 2024 be brought forward for confirmation at the next meeting.

That the meeting be adjourned and reconvened at 9:00 a.m. on January 14, 2024.

Moved by: Alexandra Rawlings

Seconded by: Sean Kenney

CARRIED



OACA BOARD OF DIRECTORS MEETING MINUTES

DATE AND TIME: Sunday, January 14, 2024 at 9:00 a.m.
(continued from Saturday, January 13, 2024)

LOCATION: Woodlawn Room, Hampton Inn & Suites by Hilton, Guelph

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

1. Call to Order

President Tonia Bennett called the meeting back to order at 9:04 a.m.

2. Committee Reports

a) 2024 Conference Planning

Trista reviewed the outstanding information needed to be finalized for the conference information package, including registration costs. The Board agreed that a 1-day registration option still be provided, but no member discount be provided. Sean is working on the conference budget and Mark will provide him with the hotel contract and other contracts (DJ, entertainment, speakers, etc.). Refund and registration closing date confirmed for Tuesday, May 21, 2024. An option for an early bird registration prize was discussed, and Mark will confirm with Caesars Windsor to see if they can provide a complimentary room as a prize.

b) Governance

There was nothing to report.

c) Communications

i. 2024 Memberships

Trista provided a brief update on the rollout of 2024 memberships, which opened January 3, 2024. She indicated that 116 memberships were received so far and many are responding to the optional questions about committee composition. The AMCTO municipal directory will be purchased again so memberships can be widely advertised.

Trista also provided some updates about partnerships, and indicated that an article about the Committee of Adjustment process was published in the Fall 2023 Municipal Law Enforcement Officers' Association (MLEOA) Summit magazine and positive feedback was received on the article. The MELOA has

also invited OACA to present at their conference in September in London, Ontario. She also indicated that Tonia, Christine and herself are doing a presentation at the upcoming AMCTO conference about the Clerk's role in the development planning process.

The Board also discussed workload for the Association's emails and voicemails, and Heather from AZ Group has agreed to be the first point of contact for all emails and voicemails going forward.

ii. Annual Report

Christine noted that the Annual Report is to be published in April. It was agreed that the Annual Report can include some Seminar survey feedback, and information about incorporation if that information is available at the time of publication.

d) Legislation

Sean provided a brief update on Bill 150.

3. Other Business

There was no other business.

4. Future Meeting Dates

Next meeting will be held February 12, 2024 at 6:00 p.m. via Zoom.

5. Adjournment

That the meeting be adjourned at 9:51 a.m, and that proper meeting expenses be paid.

Moved by: Mark Hacon

Seconded by: Sarah Hague

CARRIED

T. Bennett

T. Bennett, President

S. Hague

Sarah Hague, Secretary