



OACA BOARD OF DIRECTORS MEETING MINUTES

DATE AND TIME: Monday, February 12, 2024 at 6:00 p.m.

LOCATION: Video Conference (Zoom)

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 6:02 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 Treasurer's Reports

That the Treasurer's Reports for January 2024 Balance Sheet and January 2024 Profit and Loss be approved as circulated.

Moved by: Ian Clendening

Seconded by: Christine Vigneault

CARRIED

4. Committee Reports

a) 2024 Conference Planning

i. Speaker and Workshop Updates

Christine provided an update on workshop speakers and professional development sessions. The Board had a discussion about networking sessions, as a new addition to the conference. Compensation for speakers was also discussed. The Board agreed to work with speakers on an as needed basis.

That speaker compensation be reviewed further.

Moved by: Sean Kenney

Seconded by: Mark Hacon

CARRIED

ii. Info for Conference Information Package

Trista outlined the information needed for the conference package, which would contain similar information as last year. Conference fees need to be finalized, and the Board indicated that 2024 rates should be increased by at least \$100 over last year, which would result in an estimate of \$800 plus HST for members. Mark indicated that HST needs to be added to the conference fees, but highlighted that municipalities receive a significant portion of HST back through rebates.

The Board agreed to keep the one-day attendance option, but a member discount would not be provided. Mark indicated that conference swag could be either a blue tooth speaker or phone charger.

iii. Mobile App Proposal

Ian, Trista and Christine met with ConferenceDirect regarding a potential mobile app for the conference. Ian had completed research on another app provider used by other municipal conferences called Whova that had a decreased cost. The Board discussed the pros and cons of each app provider, including pricing, technical assistance, and amount of time needed for app content buildout.

That OACA approve the use of a mobile app for the 2024 Windsor conference.

Moved by: Sean Kenney
Seconded by: Alexandra Rawlings

CARRIED

That OACA place an upset limit of \$6,400 CAD excluding HST for a mobile app for the 2024 Windsor conference, and that the three members of the conference subcommittee as previously noted are authorized to make a final decision on the app provider.

Moved by: Ian Clendening
Seconded by: Trista Di Lullo

CARRIED

iv. Update to OACA Banner

Nothing to report.

v. Annual Report

Christine provided a reminder about the Annual Report, which is to be completed by early April.

vi. General Conference Updates

City of Windsor staff and the Monday night entertainment company will be asked to supply some door prizes. Trista indicated that a request for door prizes can be included on the conference registration form.

b) Finance and Administration

i. Approval of Draft Audit

That the draft audit attached to the agenda be approved.

Moved by: Ian Clendening
Seconded by: Sean Kenney

CARRIED

ii. OACA Incorporation

Mark advised that registration was proceeding and that there were some minor changes needed to documents. He indicated that the solicitor had advised that membership approval was not needed to move forward with incorporation, and incorporation was being carried out for the benefit of all members, and was considered as a housekeeping item. Related HST information will be provided shortly, and HST will apply to event registrations and job advertisements, but not to memberships or video training.

c) Education

i. Primer on Planning (POP) Updates

Alexandra advised that she and Denise had met with Aird & Berlis LLP to discuss the changes and revisions to the POP course. Further updates will be provided to the Board as they are available. The current POP course has 82 students registered already, and Denise and Alexandra had held a successful “meet and greet” with POP markers by Zoom.

d) Nominations/Election

i. Election Timelines

The nomination period is proposed for April 16 to April 30, 2024 with the voting period proposed for May 13 to 17, 2024.

e) Governance

i. Board Terms

The Board discussed the number of positions up for election this year, which is two. Concerns were raised that this would conflict with the Association’s constitution. As no other Board members wished to reduce their term in order to be up for re-election this year, the Board confirmed that it would stay with the current situation.

ii. Acting Secretary

The Secretary requested a temporary leave from the position due to current constraints. The Board agreed that Ian would serve as Acting Secretary effective after this meeting and until new appointments are confirmed with the 2024-2025 Board.

That Ian Clendening be appointed Acting Secretary of the Association.

Moved by: Trista Di Lullo

Seconded by: Sean Kenney

CARRIED

f) Communications

i. Membership and Website Updates

Trista provided an update on 2024 memberships and advised that a total of 230 memberships including five honorary memberships had been processed since the start of the year. She indicated that the members only resources section of the website is being updated, and asked Board members to forward any content ideas.

ii. Conference Marketing

The Board had a brief discussion on conference advertising ideas. The draft conference information package will be available the first week of March.

g) Legislation

Nothing to report.

5. Other Business

None

6. Future Meeting Date

Next meeting will be held March 11, 2024 at 6:00 p.m. via Zoom.

7. Adjournment

That the meeting be adjourned at 8:05 p.m, and that proper meeting expenses be paid.

Moved by: Sean Kenney

Seconded by: Alexandra Rawlings

CARRIED

T. Bennett

T. Bennett, President

S. Hague

Sarah Hague, Secretary