



Ontario Camps Association

Board of Directors Meeting – Wednesday, February 26, 2014  
10:00 a.m. to 3:00pm  
70 Martin Ross Avenue, Toronto, ON M3J 2L4

**Present:** Adam Kronick, President  
Howie Grossinger, Past President  
Jonathan Nyquist, Vice President  
Craig Perlmutter, Vice President  
Leon Muszynski, Secretary/Treasurer  
Luc Cousineau, Director, Agency Camps Subclass  
Pearl Bell, Director, Day Camps Subclass  
Mark Diamond, Director, Private Camps Subclass  
Mike Greenfield, Director, Religiously Affiliated Subclass  
Erica Coutts, Director, Special Needs Subclass  
Jeff Brown, Member-at-Large  
Pam Lamont, Member-at-Large

**Regrets:** None

**Staff:** Heather Heagle, Executive Director

**1. Welcome & Introduction**

Adam welcomed new Board Members, Pam Lamont, Pearl Bell, Erica Coutts and Jonathan Nyquist, past Board Member, to the Board.

**2. Confirmation of Agenda**

Howie requested that his report on the up-coming activities of the Nomination Committee be added to the Agenda.

**3. Approval of December 12, 2013, & January 15, 2014, Board Meeting Minutes**

**Motion#1: Resolved, That the December 12, 2013 Board Meeting Minutes be approved as amended.**

Moved by: Craig Perlmutter

Seconded by: Jeff Brown

**CARRIED**

**Motion#2: Resolved, That the January 15, 2014 Board Meeting Minutes be approved as amended.**

Moved by: Howie Grossinger

Seconded by: Pearl Bell

**CARRIED**

Luc Cousineau joined the meeting after the vote on Motion #2.

**4. Business Arising**

**i. Laser Quest**

The President of Laser Quest met with Adam Kronick, Howie Grossinger and Heather Heagle to discuss the possibility of partnering with the OCA. Howie detailed the discussion for the Board. Board Members thought a case study needed to be completed. Luc Cousineau stated he was interested in being part of this process.

**Action Item:** Howie will investigate the possibilities of partnering with Laser Quest and will provide the Board with a report on his findings.

ii. Conference – Strategic Planning

Karen Hartnett and Kristy Drost, 2014 and 2015 Conference Co-chairs attended the meeting to provide their comments on the 2014 Conference. They agreed that the Conference was successful. Ideas for next year include:

- developing new process for screening and approving Keynote and Session Speakers
- reviewing new topics for next year provided by the survey sent to Members
- structuring sessions to fit into the following possible streams, e.g. New Staff Information, Experienced Directors, Government Issues, and/or Business Related Topics.
- restructuring and reducing registration fees
- possibly scheduling the conference during reading week in February
- investigate new venues in the GTA to hold the event
- defining what kind of conference should be held; one for Directors and Senior Staff or another model.

The 2014 Conference Committee will remain intact for next year; everyone worked well together and wanted to remain on the Committee. The first meeting for the 2015 Conference will be held March 6<sup>th</sup>.

Adam, on behalf of the OCA Board, thanked Karen, Kristy and Mike Greenfield for their time and work. This was one of the most successful Conferences in many ways. He also acknowledged the work of the whole Committee and thanked them for their support.

iii. Liability Insurance - Camp Nurses

The discussion was twofold; first that Nurses must be registered in Ontario to practice in Ontario. Second, Nurses in Ontario must have their own Professional Liability Protection through the Registered Nurses Association of Ontario (RNAO) or through the Ontario Occupational Health Nurses Association. This College of Nurses By-law comes into effect March 31, 2014. Camps do have insurance coverage for employees and/or volunteers. Nurses are not necessarily employees or volunteers. Some are independent contractors and there is no coverage for independent contractors. The limits insured by the camp are not dedicated limits for professional liability and as such could be exhausted or reduced by the payment of other losses which would put nurses in a position of perhaps not having the coverage required. In addition to the Nurse having his or her own liability insurance, it was suggested that camps who hire licensed nurses may have to increase their liability coverage beyond coverage for employees.

**Action Item(s):** Pearl Bell and Pam Lamont will provide a report for the Board and for OCA Members regarding liability insurance for both Camp Nurses and for Camps who hire licensed Nurses.

The OCA Office will send the report to OCA Members, in a separate email, as a News Alert.

The Board requested that the office send out News Alerts in separate emails in the future, rather than including the information in the Newsletter.

iv. Anti-Spam Law

There are two key requirements of the Anti-Span Law; the obligation to get consent to send a commercial electronic message (CEM), and the obligation to include certain content in the CEM.

The CEM is any electronic message with any kind of commercial purpose. The CEM must include information identifying the sender, contact information and an unsubscribe mechanism (e.g. click here or a box to check) so that the recipient has the opportunity to stop receiving CEMs from the sender. The Anti-Spam Law, part of Personal Information Protection and Electronic Documents Act (PIPEDA) will come into effect July 1, 2014.

**Action Item (s):** Luc Cousineau will prepare a report for the OCA Members regarding the Anti-Spam Law for the Board to review.

The OCA Office will send the report to OCA Members, in a separate email, as a News Alert.

**5. Treasurer's Report**

i. January- Financial Report

Leon Muszynski

Leon presented the January Financial Report to the Board indicating that the Association's revenues and expenses were in line with the budget for this quarter.

ii. Conference – Financial Report

Leon provided a report on the revenues and expenses of the 2014 Conference. He outlined that due to the timing of the Conference at the end of January, the net revenue for the Conference outlined in this report was not complete. The February numbers will provide all of the information.

**6. President's Report**

Adam Kronick

i. Ontario Ministry of Labour Training

Health and Safety Awareness Training for Workers and Supervisors

The Occupational Health and Safety Awareness training provides a basic understanding of the Occupational Health and Safety Act (OHSA). The new regulation will require health and safety awareness training for every worker and supervisor under Ontario's Occupational Health and Safety Act (OHSA). The regulation comes into force July 1, 2014. The Board thought that the one hour video would be beneficial to both Camp Supervisors and to Camp Staff.

**Action Item(s):**

1. Mark Diamond will prepare a News Alert for the OCA Membership on this topic that includes links to the information and to the video.
2. The office will send the News Alert in a separate email to all Members.

ii. Task Forces- Events, Friends of the OCA and Public Awareness

The following Task Forces and leaders have been identified: Events, Jocelyn Palm, Glen Bernard Camp, 2. Friends of the OCA, Jeff Brown, Camp Otterdale, and 3. Public Awareness, Henri Audet, Camp Kirk. No reports have been received by Adam from the Chairs of the Task Forces.

iii. Board Liaisons - OCA Committees – Meeting Spring or Fall of 2014

The Board reviewed the list of Committees and Board Liaisons. The following Board Members are the Liaisons for the following Committees:

**Committee**

Archives  
Awards  
Bylaw Review

**Committee Chair**

Janet Adamson  
Craig Perlmutter  
Howie Grossinger

**Board Liaison**

Erica Coutts  
Adam Kronick  
OCA Board

Commercial Members	Eric Shendelman	Jonathan Nyquist
Community and Member Engagement Committee	Patti Thom	Pam Lamont
Educational Events	Karen Hartnett & Kristy Drost	Mike Greenfield
	Annual Conference	
	Bev Unger	
	Health Care Conference	
	Julie Gallie & Sara Facey	
	Counsellor Conference	
	Pearl Bell	
	Day Camp Workshop	
Research Task Force	Stephen Fine	
Finance	Leon Muszynski	Adam Kronick
Health Care	Bev Unger	Pearl Bell
Government Relations	Mark Diamond	Adam Kronick
	Leon Muszynski	
	Jonathan Nyquist	
	Mike Sladden	
Nomination	Howie Grossinger	Adam Kronick
Special Needs	Sari Grossinger	
	Tracy Morley	Erica Coutts
Standards	Brian Edmonds	Luc Cousineau
Standards Review	Rob Crew	Adam Kronick

**Action Item:** The Board Liaisons' – Committee Chairs' Meeting will be tabled for the March Board Meeting.

iv. 2016 CCA National Conference

Jeff Bradshaw contacted Adam to discuss the possibility of the Canadian Camping Association organizing a national conference in 2016. A meeting to explore the idea has been organized by Jeff for March 11th in the OCA office.

The OCA Board would like to have CCA's business plan to review for the 2016 National Conference before making a decision to go forward with this event.

v. Celebrate Camp Day – March 20<sup>th</sup> Qasem Mahmud – Arts by the Lake – Long Bay Camp  
Qasem has contacted Adam on several occasions to have a "Celebrate Camp Day". Qasem has also contacted CCA about the event.

**Action Item:** Jeff Brown, who is liaising with Qasem, will provide further information about this event.

vi. Board Members - Individual Membership

The Board discussed the need for Board Members to become Individual Members in addition to their OCA Accredited Camp Membership. The item was tabled for the March Board Meeting.

**Action Item(s):**

1. Heather will contact Nick Pasquino, Borden, Ladner & Gervais, for clarification.
2. This item will be added to the March Board Meeting Agenda.

vii. Name Change for Volunteer Stewardship Committee to Community and Member Engagement Committee

**Motion #3: Recommend that the Volunteer Stewardship Committee's name be changed to Community and Member Engagement Committee.**

Moved by: Jeff Brown

Seconded by: Mark Diamond

**CARRIED**

**7. Committee/Event Reports:**

**Awards Committee**

Craig Perlmutter

Craig reported he will organize a meeting for the Awards Committee in the spring.

**Canadian Camping Association (CCA)**

Jonathan Nyquist

Jonathan advised the Board that Jill Dundas was the new President of CCA.

He informed the OCA Board that CCA has scheduled their 2014 National Leadership Forum for November 17 and 18, 2014, at the Holiday Inn Toronto International Airport (same as 2013). Meeting attendees include: PCA Reps, PCA Presidents, PCA Executive Directors, Executive, and CCA Committee Chairs. Jonathan also stated that the International Conference is taking place in Turkey in October of this year.

**Educational Events - 2014 Conference**

Mike Greenfield

Mike commented that he is looking forward to working with Julie Gallie and Sarah Facey to develop the program for the 2014 Counsellor Conference to be held May 24<sup>th</sup>.

**Action Item:**

Mike will contact Bev Unger, Chair of the Health Care Committee to introduce himself and to ask if they need any assistance.

**Health Care Committee**

Heather Heagle

The Mental Health Educational Evening held February 18<sup>th</sup> at the OCA office was attended by 40 participants including nurses and camp owners/operators. The survey reported the group wanted more information on Mental Health; they appreciated having a professional development evening and they wanted more events like this to follow.

The Health Care Conference will take place Saturday, May 3<sup>rd</sup> at Bayview Glen Upper-School. Further information will be available by the end of March.

**Government Relations Committee**

Mark Diamond

Mark informed the Board he would be meeting with Transport Canada on Thursday, February 27<sup>th</sup> and would report the outcome to the Board at the next meeting.

**Nomination Committee**

Howie Grossinger

Howie announced that the Nomination Committee would be meeting Monday, March 24<sup>th</sup> to discuss the process for the 2015 elections.

**Standards Committee**

Brian Edmonds

Brian provided his report to the Board, regarding the ongoing work with Quebec Camps, by calling into the Board Meeting. Brian has worked with and had conversations with Quebec Camp Directors to assist in the creation of a Standards' spreadsheet that outlines the differences between Ontario and Quebec regulations. This spreadsheet will aid the Camps and Visitors with regards to their understanding of the Standards requirements. To assist the camps further, Brian suggested to these camps that he and Adam meet with them in Montreal to review the Standards and spreadsheet which the camps thought was a good idea.

**Action Item:** Brian and Adam to arrange a meeting in Montreal by the end of March with Camp Members from Quebec.

**8. Executive Director's Report** Heather Heagle

Heather provided the following information:

1. The Conference Raffle raised \$1,095.00 for Kids in Camp. The cheque was signed and mailed to Kids in Camp, February 11, 2014.
2. BackCheck Criminal Record Checks for 2014 totaled 2,710 checks. Ontario's portion of that amount was 1,328 checks.
3. OCA Membership Fee Payment to CCA has been made in the amount of \$9,302.16
4. Among other meetings, Heather attended an Archives Meeting – Tuesday, February 4th. At this time Members of the Committee were instructed on the use of the new digital voice recorder. The next Archives Committee Meeting has been scheduled to go to Trent University May 6<sup>th</sup>.

**9. New Business**

Nominating Committee Report was added and discussed under Committee Reports.

**10. Next Meeting Dates:** Wednesday, March 26, 2014

**11. Adjournment 3:15 PM**

Motion to Adjourn: Pearl Bell

**Date the Draft Minutes were approved:** \_\_\_\_\_

*Approved 26/14*

**Signatures:** \_\_\_\_\_

*[Signature]*

**OCA President**

*[Signature]*

**Executive Director**