



Board of Directors Meeting – Tuesday, January 20, 2015
9:30 a.m. to 1:30 p.m.
Sunnybrook Estates – Vaughan Estates
2075 Bayview Avenue Toronto, Ontario M4N 3M5

Present: Adam Kronick, President
Howie Grossinger, Past President
Craig Perlmutter, Vice President
Pearl Bell, Director, Day Camps Subclass
Mark Diamond, Director, Private Camps Subclass
Jeff Brown, Member-at-Large
Pam Lamont, Member-at-Large

Regrets: Leon Muszynski, Secretary/Treasurer, Jonathan Nyquist, Vice President, Mike Greenfield, Director, Religiously Affiliated Camps Subclass, and Erica Coutts, Director, Special Needs Camps Subclass

Guest: Brian Edmonds, Standards Committee Chair

1. Welcome & Introduction

Adam welcomed everyone.

2. Confirmation of Agenda

There was no additional items for the Agenda.

3. Approval of December 16, 2014 Board Meeting Minutes

Motion#1: Resolved, That the December 16, 2014 Board Meeting Minutes be approved as amended.

Moved by: Pearl Bell

Seconded by: Craig Perlmutter

CARRIED

4. President's Report

Adam Kronick

i. The Connected Brand

Adam reported he had been working with Lori Pike to schedule Stakeholders' interviews, which will take place by phone or in-person, and meetings with the Working Group to begin the process of reviewing the OCA's branding. The Working Group will meet February 4, 2015.

Jeff Brown added that it is the responsibility of all Members to encourage and market the OCA to non-member camps and the public at large.

ii. OCA's Volunteer Form

The purpose of this form is to create a data base of volunteer information, provide a list of Member's skills for future projects and committees, for insurance reasons and for the Association to know which Members or outside experts are supporting the organization and for recognition.

Adam provided feedback from a few members regarding the new Volunteer Form distributed to Members in January. The following revisions were suggested: i. instead of Previous or Current Volunteer experience, the form will now read, "Have you had any previous volunteer experience?", ii. under Standards, the word is spelt correctly and needs to be changed, iii. the Criminal History information sentence will be completely removed, and iv. under Agreement and Signature, the following sentence will be removed "I understand that this is an application form and not a commitment or promise of a volunteer opportunity."

iii. Appreciation

Adam thanked all of the Board Members whose terms had ended for their generosity in sharing their time and expertise. Adam also thanked the remaining Board Members for their continuing support and stated he was looking forward to working with the new Board. In addition, Adam thanked the OCA Staff for their support.

Adam acknowledged Jill Dundas, saying Jill had done a remarkable job working with the CCA and OCA together on Government Relations issues and for assuming all of the Government Relations Committee's expenses. Furthermore, Adam stated he was looking forward to continuing this strong partnership.

Adam also thanked Borden, Ladner & Gervais, LLP for their support in providing Andrew Baker and Sharagim Habibi, Articling Students who will be overseeing the OCA elections at the AGM.

iv. AGM Information

Adam reviewed the details of the following Annual General Meeting with the Board Members.

5. Treasurer's Report

i. December - Financial Report

Heather Heagle

Heather reviewed the December month-end with the Board. The figures are in-line for the first quarter of the year.

6. Executive Director's Report

Heather Heagle

i. Heather reported that dates have been scheduled for two upcoming workshops.

More information will follow regarding:

a. Community Engagement Committee

Topic: Nutrition

Date: Tuesday, February 24, 2015

Location: OCA Office

b. Health Care Committee

Topic: Infectious Disease Educational Evening

Date: Tuesday, March 24, 2015

Location: OCA Office

ii. Online Virtual Library

A Flip Page Online Library including OCA's 2015 Camps Guide, 2013-14 Annual Report, 2014

Awards Booklet and 2015 Conference Guide have been added to the OCA's homepage.

iii. Crisis Response Manual Committee - Thanks to Larry Bell and Eric Shendelman, this Committee is making great strides. The Committee met Tuesday, January 13th. The appendices for the draft manual are all that needs to be completed for the Committee's review. Next steps include: a committee meeting in February regarding templates and forms, a workshop at the Conference, Thursday, January 29th, to get further input from Members, a Members' meeting in April, and a review by OCA Lawyers of the resource manual will take place in May. Artwork will be completed and out to Members soon after the final approval by the Board.

iv. Tripping Guide – is still in progress, the Committee will be sending in their first draft after the Conference.

iv. Apps for each of the following important materials will be created for Members including: Guidelines for Accreditation, Crisis Response Manual, Tripping Guide and the new Health Care Manual and Video.

Action Item: Heather to send out a revised 2015-16 Committee Chair-Board - Liaison List.

7. Business Arising

At this time, there were no items for discussion.

8. Committee/Event Reports:

i. Community Engagement

Pam Lamont

Pam stated that all information and/or details for the Community Relations workshop will be shared and with the OCA office. Flyer information will be sent for artwork in the near future.

ii. Educational Events

a. Annual Conference

Heather Heagle

The 2015 Annual Conference will be setup next Tuesday, January 27th. There are a few changes to the Workshops which will be announced through an email blast this week and next week. In addition the three day parking pass will be emailed to all delegates next week. The hotel has been great to work with.

b. Health Care Workshop

Pearl Bell

Pearl Bell reported that a Health Care Workshop is scheduled for March 24, 2015 at the OCA office. Information flyers will be in all Conference Delegates Bags and social media following the conference will give further details. Pearl also informed the Board that Dr. Clive Schwartz will be the presenter at this workshop.

iii. Government Relations

Mark Diamond & Jonathan Nyquist

a. Temporary Foreign Worker Program

Mark informed the Board that new federal laws regarding Temporary Foreign Workers are hindering any progress the Committee has made. Mark stated they need to have a meeting with joint Ministries as soon as possible. He went on to say that minimum wage exemption, at this time, does not apply to support staff. Mark stated this issue has to be addressed as well.

b. Transport Canada

Craig Perlmutter

Craig will be outlining what has been potentially approved by Transport Canada and the plans for moving forward with training will be outlined at the Breakout Workshop he and Mark are presenting at the Conference. Craig stated that he was now working with a new contact at Transport Canada. He will be in contact with this new person following the Conference, and will provide a full update to Members at that time.

c. Possible CRA Tax Changes for Day Camps

Howie Grossinger

Howie Grossinger informed the Board that the possibility of the Canadian Revenue Agency (CRA) changing the current tax exemptions for Day Camps is becoming more of a reality.

Action Item: Howie will provide the Board with any further information regarding changes to the current tax exemption for Day Camps.

iv. Nomination & Governance

Howie Grossinger

Everything is in place for the Annual General Meeting. Howie confirmed that all candidates standing for election will have an opportunity to present their election platform to the Members at the AGM.

Standards

Brian Edmonds

i. Standard Committee Recommendation

Brian presented the following motion to the Board for approval.

Motion #2: To accept the recommendation of the Standards Committee that, having provided a satisfactory letter of response, the following camps be re-accredited for four years.

- Prospect
- Wye Marsh Camps

Moved by: Jeff Brown

Seconded by: Pam Lamont

CARRIED

Brian thanked the Board for their support.

9. New Business

i. Jeff Brown informed the Board that the Ottawa Area OCA Accredited Camps were meeting Monday, January 26 at Boston Pizza. He also stated that environmental issues would be a focus for his next term of office, should he be re-elected, and thought that a committee or task force could be organized to discuss this initiative further.

10. Next Meeting Dates: Tuesday, February 24, 2015

Future Meetings will be scheduled at this time.

11. Adjournment

Motion to Adjourn: Howie Grossinger 1:30pm

Date the Draft Minutes are approved: _____

Signatures: _____

OCA President

Executive Director