



Ontario Camps Association

Board of Directors Meeting – Thursday, November 20, 2014

10:00 a.m. to 3:00 p.m.

OCA Office – 70 Martin Ross Avenue, Toronto, ON M3J 2L4

- Present:** Adam Kronick, President
Howie Grossinger, Past President
Craig Perlmutter, Vice President
Jonathan Nyquist, Vice President
Mark Diamond, Director, Private Camps Subclass
Erica Coutts, Director, Special Needs Subclass
Jeff Brown, Member-at-Large
Pam Lamont, Member-at-Large
- Regrets:** Pearl Bell, Director, Day Camps Subclass, Luc Cousineau, Director, Agency Camps Subclass, and Mike Greenfield, Director, Religiously Affiliated Subclass
- Guests:** Sam Marinucci, Marinucci & Associates LLP, Brian Edmonds, Standards Chair and Rob Crew, Standards Review Chair

1. Welcome & Introduction

Adam welcomed everyone.

2. Confirmation of Agenda

There were no additional items for the Agenda.

3. Approval of October 28, 2014, Board Meeting Minutes

Motion#1: Resolved, That the May, 2014 Board Meeting Minutes be approved as presented.

Moved by: Mark Diamond

Seconded by: Erica Coutts

CARRIED

4. President's Report

Adam Kronick

i. The Connected Brand

The Board reviewed and discussed the detailed critical path provided by The Connected Brand. They discussed forming a Members' sub-committee; Jonathan Nyquist and Jeff Brown volunteered to sit on the committee as Board representatives. This is a long-term task requiring a lot of time and people with marketing expertise. It was decided to have The Connected Brand attend the December Board Meeting. In addition, Jill Dundas, The Canadian Camping Association President, will be invited to attend that meeting.

Action Item: Adam will contact Jill Dundas to invite her to the December Board meeting.

Motion#2: Resolved, That the OCA Board of Directors contract The Connected Brand.

Moved by: Mark Diamond

Seconded by: Erica Coutts

CARRIED

ii. Peg Smith, American Camps Association's Executive Director announced her retirement. A letter was sent to Peg on behalf of the Ontario Camps Association recognizing her years of at the American Camps Association.

iii. Executive Director – Employment Contract

Adam informed the Board that Heather Heagle had accepted the terms of her two year contract.

5. Treasurer's Report

i. October - Financial Report

Leon Muszynski

Sam Marinucci, OCA's Auditor, again reviewed the draft 2013-14 Financial Statements which had previously been discussed during a conference call held on Wednesday, October 29th with Board Members. Sam stated that the OCA presented a strong balance sheet this year.

Motion#3: Resolved, That the OCA Board of Directors approve the 2013-2014 Audited Financial Statements as presented.

Moved by: Leon Muszynski

Seconded by: Mark Diamond

CARRIED

ii. Legacy Fund

Note 5 in the draft 2013-14 Audited Financial Statements regarding the Legacy Fund states the formula used to add fund if the OCA has a positive net. This year \$12,000.00 will be added to that fund.

Motion#4: Resolved, That the OCA Board of Directors approve \$12,000.00 from the 2013-14 net assets be deposited in the OCA's Legacy Fund.

Moved by: Leon Muszynski

Seconded by: Jonathan Nyquist

CARRIED

iii. 2013-14 Financial Statements

Leon detailed the October Month-end. He cautioned the Board that even though there was a very healthy financial net this year, the Association still must be mindful of their spending.

iv. Multi-camps Fee Review

Leon informed the Board that this review would be a long process. At this time he is structuring meetings with all stakeholders.

6. Executive Director's Report

Heather Heagle

i. Preferred Vendors' Meeting – New Logo

Due to the change in name from Commercial Members to Preferred Vendors, the Vendors' selected the following new design to use on their marketing materials.



ii. Online Virtual Library

Currently, the office is working on a Flip Page Online Library which will be available in the near future. The virtual library it will start with the OCA's 2015 Camps Guide, 2015 Annual Report, 2014 Awards Booklet and 2015 Annual Conference Guide and increased to include monthly book selections on different topics.

iii. Emergency & Crisis Response Plan Committee

The Committee met on Thursday November 6th. Subsequent to the meeting, a draft of the plan was sent to Larry Bell and Eric Shendelman for review and preparation for the next meeting in December.

iv. Tripping Guide

Mike Sladden and his team are working on a guide to provide information and tips for Tripping Camps.

7. Business Arising

i. Standards Communication Process

The current communications process for Standards Visits was distributed to all Board Members for their review.

8. Committee/Event Reports:

i. Awards

Craig Perlmutter

Craig presented Howie Grossinger as the 2014 Dorothy Walter Award of Excellence candidate. Howie has contributed greatly to the organization for more than 10 years and has had a very positive impact regarding governance, operations and the camps industry as a whole.

Motion #4: Resolve, That the OCA Board of Directors approve the recommendation from the Awards Committee that Howie Grossinger receive the Dorothy Walter Award of Excellence.

Moved by: Craig Perlmutter

Seconded by: Adam Kronick

CARRIED

ii. There was a discussion by the Board to revise the Honorary Life Member Award criteria. This item was tabled for future discussion.

ii. Educational Events

Pearl Bell (submitted by email)

. Day Camp Workshop - November 7, 2014

Over 30 registrants attended the conference at Toronto Botanical Gardens. Topics presented included improving Customer Service, Insurance and potential risks to camps and how to better prepare and prevent these from occurring and of course what to do if these events occur. The Health Care panel touched on many of the "Hot Topics" that are concerning to day camps.

As always the opportunity to network and learn from our colleagues helps raise the bar in our day to day camp operations. Following the evaluations a decision may be to offer this workshop on alternate years. The venue was excellent with easy access and free parking! Thanks to the OCA office staff for your help in making this event possible.

iii. Government Relations

Mark Diamond & Craig Perlmutter

a. Temporary Foreign Worker Program

A team headed by Mark will be meeting with government officials in Ottawa on Tuesday, November 25. Global Public Affairs has developed a program to meet many different departments.

Action Item: Heather will send Jill, Jane, Jonathan, Craig and Leon the semi-annual report provided by Global Public Affairs.

The Canadian Camping Association and the Ontario Camps Association are discussing a name change for this committee, roles of committee members and reviewing the funding aspects of this important initiative.

b. Transport Canada

At this time there is nothing further to report.

iv. Membership Committee

Motion #5: Resolve, That the OCA Board of Directors approve the recommendation of the OCA Membership Committee that Grand River Conservation Authority: Summer Adventure Camp, as a Provisional One Applicant.

Moved by: Mark Diamond

Seconded by: Adam Kronick

CARRIED

Nomination

Howie Grossinger

Howie informed the Board that Borden, Ladner & Gervais, LLP, had generously offered to provide two articling students to be scrutineers at the January 20th Annual General Meeting (AGM). All proxies received in the office prior to the AGM will remain sealed and be taken to the meeting for the scrutineers to tally. In addition, proxies received before the start of the meeting and after the candidates presentations will be tallied by the articling students. There is a good number of Members running for election.

Action Item: Howie will confirm with all candidates standing for election that they will have an opportunity to present their election platform to the Members at the AGM.

Special Needs Resources

Erika Coutts

The Committee is working on plans for the proposed Workshop. Erica will notify the office next week. In addition, Erica will send the office a new AODA chart to the office to be sent to all Members.

Standards

Brian Edmonds

i. Standard Committee Recommendation

Brian presented the following motion to the Board for approval.

Motion #6: Recommend that the OCA Board of Directors accept the recommendation of the Standards Committee that, based on the results of the recent standards visits, the following camps be re-accredited for four years:

Girl Guides of Canada, Ontario Council: Woolsey Day

Pripstein's Camp Mishmar

Massad

Sans Souci Riding Centre Inc.

Nominingue

Moved by: Leon Muszynski

Seconded by: Jonathan Nyquist

CARRIED

ii. OCA Accredited Camps in Quebec

Brian led a discussion regarding supporting OCA Accredited Camps Members in Quebec. He informed the Board that when camps operating in Quebec were completing their Visit Answer Sheet, they could respond with one of the four options:

Yes we meet the Standard as written i.e. we meet Ontario Laws

Yes we comply with the Quebec Law on the same topic

No there is no such requirement under Quebec Law

N/A this standard is not applicable

Upon reviewing their Answer Sheets, the explanations were not written as provide above.

It was suggested by the Board that more education be provided to the camps and the answer sheets be revised to support the expected explanations.

Action Items: The office will revise the answer sheets to include the four options. Quebec camps being visited in any year will be provided with an educational session specifically for them.

Standards Review

Rob Crew

Rob explained the Standards Review Committee met to review all of the suggested Standards changes provided by Members over the summer. The Board had been provided with the suggested revisions which were highlighted in red. The Standards Review Committee also met to discuss the Motion recommended to them by the OCA Board of Directors at the October Board Meeting:

"Motion # 4: The OCA Board of Directors recommends to the Standards Review Committee to consider that the percentage required for Recommended Standards be changed to 80% overall achievement of the current percentage of 90% for each category."

After much discussion, the Board tabled their decision on the proposed changes to the Standards until the December Board Meeting.

Action Item: Adam will meet with the Standards Committee on November 25th to discuss the changes recommended in the Motion.

Canadian Camping Association (CCA)

Jonathan Nyquist

i. CCA National Meeting November 17 & 18

Jonathan provided a brief summary of the CCA meeting held in Toronto, November 17&18. He announced that this is Jill's last year as President. Last year CCA had created a large action plan which was difficult to complete. This year they have chosen three issues: government lobbying, promotion of camps and educating camp directors. In 2015, New Brunswick will hold a Canadian Camp Directors Course. A Train the Trainers will also be provided so individuals can deliver the course in their provinces. Next year the National Meeting will be in Montreal.

Adam informed the Board that the Executive Director would be attending that meeting next year. Jonathan stated that Jill's presence has really made a difference to CCA; she is a great communicator and very positive.

ii. Jonathan again stated that the CCA Awards due December 12, 2014

iii. Jane McCutcheon announced she will be stepping down in January 2015 as the CCA Treasurer.

9. New Business

There were no new business items.

10. Next Meeting Dates: **Tuesday, December 16, 2014**
Tuesday, January 20, 2015 - Board Meeting, AGM & Awards Dinner

11. Adjournment

Motion to Adjourn: Howie Grossinger 1:40pm

Date the Draft Minutes are approved: _____

Signatures: _____
OCA President

Executive Director

Dec 16/14