



## **MINUTES**

**Present:** Adam Kronick, President  
Jonathan Nyquist, Vice President  
Craig Perlmutter, Vice President  
Leon Muszynski, Secretary/Treasurer  
Jeff Brown, Director  
Rob Carmichael, Director  
Mark Diamond, Director  
Karen Hartnett, Director  
Eric Shendelman, Director  
Mike Stewart, Director

**Regrets:** Julie Gallie, Director and Stu Saunders, Director

**Staff:** Heather Heagle, Executive Director

### **1. Welcome & Introduction**

Adam welcomed everyone one back and introduced Rob Crew, Standards Review Committee Chair to the meeting. Rob will be introducing the proposed draft Year-round Standards later in the meeting.

### **2. Confirmation of Agenda**

The Agenda was confirmed as presented.

### **3. Approval of May 17, 2016, Board Meeting Minutes**

**Motion #1:** Recommend, That the May 17, 2016, Board Meeting Minutes be approved as presented.

Moved by: Jeff Brown

Seconded by: Karen Hartnett

**CARRIED**

### **4. President's Report**

Adam Kronick

#### **i. Online Voting**

A secure online voting software was presented to the OCA Board Members and reviewed in detail. All voting Members would still receive in the mail a "Letter of Notice" regarding the Annual General Meeting (AGM). Voting Members with computers would receive an email with details about how the online voting process works and when to expect the voting-link to be sent to their attention. Voting Members who do not have computers would be sent the AGM materials and ballot in the mail. \*\* In-person voting would still take place at the AGM. AGM materials such as the Audited Financial Statement, Notice of Meeting, Meeting Agenda, Annual Report and other pertinent information would be posted on the OCA's website by the end of November. Online voting would begin the first week of December and end the week prior to the AGM.

The software being used is secured comparable to a bank's and has been tested to ensure that there can be no fraudulent votes. If the Board approves moving forward with this initiative, voting Members would be informed of this new voting process and details for voting in the election.

**Motion #2:** Recommend, That an Electronic Voting Process be used for the Ontario Camps Association's 2017 elections.

Moved by: Leon Muszynski

Seconded by: Eric Shendelman

**CARRIED**

ii. Annual General Meeting

The Board discussed the timing and Agenda for the Annual General Meeting (AGM) on Tuesday, January 17, 2017. The following times were decided:

4:00 pm Annual General Meeting

5:30 pm Reception before the Awards Dinner

6:00 pm Awards Dinner

In addition, as part of this AGM Agenda, there would be Remembrances for Taylor Statten, David Stoch and Brian Blackstock, given by their families.

**5. Treasurer's Report**

Leon Muszynski

i. August - Financial Report

Leon provided details for the August month-end report. At this time the report included Deferred Revenues and Pre-paid Expenses. Rob Carmichael suggested that OCA look at a different method of accounting for reporting these two streams.

**Action Item:** Leon Muszynski and Heather, working with Rob, will make these changes and include OCA's Bookkeeper and the Auditor in the meeting.

ii. Draft 2016-17 Budget Approval

Leon presented the 2016-17 Budget that was approved in principal at the May Board Meeting. The budget had not changed and Leon asked for the budget to be approved.

**Motion #3:** Recommend, That the OCA Board of Directors approve the 2016-17 OCA Budget that would include a 2.5% increase for membership fees.

Moved by: Leon Muszynski

Seconded by: Mark Diamond

**CARRIED**

iii. Leon informed the Board that the Audit would begin on October 11<sup>th</sup>.

**6. Executive Director's Report**

Heather Heagle

Heather detailed the summer's events and provided a list of upcoming events and materials required for the Camps Guide, Conference Guide, and the 2016 Annual Report. Many Accredited Camps do not report incidents that occur at their camps to the OCA office during the summer. Mark Diamond provided wording regarding the unreported incidents to add to the OCA's Standards Introduction section.

**7. Business Arising**

There were no items from the previous meeting.

**8. Committee/Event Reports:**

**Awards**

Jeff Brown

The Awards Committee presented a report recommending that an Archives Award be added to the current list of OCA Awards. It was thought that this award would heighten Members' awareness regarding OCA's Archives at Trent University.

After much discussion it was decided that rather than adding an award, the Archives Committee could at any point in time, introduce a special award that would encompass work completed for this specific focus. The Archives Committee suggested that Bernadine Dodge be given the first Archives Award for her work at Trent University at the Awards Dinner on January 17, 2017.

**Action Item:** Heather will contact Janet Adamson regarding the Board's decision.

**Educational Events**

Karen Hartnett

Karen reported that the 2017 Annual Conference planning was well underway. In addition, the Special Needs Resource Committee announced that the Campfire of Inclusion is tentatively scheduled for April 20<sup>th</sup> at the Toronto Botanical Gardens. More information will follow on each event.

**Government Relations**

Mark Diamond

i. Temporary Foreign Worker Program

Jonathan Nyquist

Jonathan stated that he had a meeting in Ottawa the day after the Board Meeting and he would report the details of his meeting at the next meeting.

ii. New Canadians Initiative

Mark Diamond

Mark asked that this item be deferred to the October Board Meeting.

iii. Early Years

Mark Diamond

The Early Years Act means that camps cannot have children less than four years of age in their programs. Also, the three hour programming time for children under four, given by the Province for the summer of 2016, is no longer available to camps. At this time we are looking at any new issues that may be arising.

**Nomination & Governance**

Craig Perlmutter

For the past three elections the number of board vacancies has been uneven. Historically six members were elected each year to the board; at this time seven members would be elected at the 2017 Annual General Meeting (AGM). This imbalance occurred with the approval of the new Bylaws when the Past President’s position was removed to allow for an eighth director.

The goal is to return to six members being elected each year. The Board discussed the best way to achieve this rebalancing. It was recommended that Mark Diamond extend his term for one year, which would allow for the return to having six electoral positons each year.

**Motion #4:** Recommend, That to assist the Board of Directors with returning to six electoral positions available on the Board each year, that in the best interest of the Association, the Board approves Mark Diamond’s term to be extended to January 2018.

Moved by: Adam Kronick

Second by: Craig Perlmutter

**CARRIED**

**Standards**

Eric Shendelman

To begin his report, Eric thanked Jen Gilbert, all of the Standards Visitors and the OCA office for their support for this summer’s Standards Visits. One hundred and eighteen camps were visited. Eric then put forward the following recommended Motions for approval.

**Motion #5:** To 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:

Ahmek - Taylor Statten Camps	B'nai Brith of Ottawa
Beacon Bible Camp	Cave Springs Camp: United Church
Disciples Conference Grounds	Edgewood Camp & Conference Centre
Girl Guides of Canada, Ontario Council: Bryerswood	Girl Guides of Canada, Ontario Council: Woolsey
Hidden Bay Leadership Camp	Katonim

Kawartha & The Kawartha Outdoor Education Centre	Kee-Mo-Kee: United Church
Kenesserie Camp: United Church	Mini-Yo-We
Misquah	Mooredale Day Camp
New Strides Day Camp - City of Toronto	Nominingue
Northway (girls) and Wendigo (boys)	Oochigeas
Ozanam: Society of St. Vincent de Paul	Pathfinder
Ponacka	Quality - Northwestern Ontario
Red Pine Camp	YMCA Northumberland Day Camps - Cramahe Camp Tiki

Moved by: Jeff Brown  
**CARRIED**

Seconded by: Jonathan Nyquist

**Motion #6:** To accept the recommendation of the Standards Committee that, based on the results of the recent standards visits, the following Provisional Two Candidates become Accredited Members and are accredited for four years:

Appleby Camps	Grand River - Apps Mill Nature Centre
Grand River – Belwood Lake Conservation Area	Grand River – Guelph Lake Nature Centre
Grand River - Laurel Creek Nature Centre	Grand River – Rockwood Conservation Area
Kahquah	Kidaca - Ancaster Rotary Center
Kidaca - Dundas Lions Community Centre	Kidaca - Huntington Park Recreation Centre
Kidaca - Ryerson Recreation Centre	Kidaca - Sir Allan MacNab Recreation Centre
Kidaca - Valley Park Community Centre	Kidnetix
Kids & Company - Eagleson	Maple Leaf
OKI	Rouge Hill Sports Camp - Richmond Hill/Vaughan
Rouge Valley Sports Camp - Markham	

Moved by: Jonathan Nyquist  
**CARRIED**

Seconded by: Mark Diamond

## Standards Review

Rob Crew

Rob began the introduction of the proposed Year-round Standards by explaining that the discussion regarding what summer standards were applicable to camp year-round started over 10 years ago. Two years ago along with Leon, Rob developed a working committee from School Boards, OFIA, OCA Members and risk management experts. Sections of the current Standards were distributed to experts working on those specific standards areas. This proposed draft is still a working document.

Rob explained that this draft presents the current Standards in a different format. If there are any changes or re-wording they will be highlighted in red, as they have been in the past, for Members to review before the Annual General Meeting.

The biggest change is the formatting of the Standards. The formatting is modelled on the American Camps Association's Standards. When the committee reviewed the OCA's Standards they found a lot of repetition, also many of the Standards had to be re-ordered and placed with similar Standards. In addition, new sections emerged from the original document. For example, now there is a stand-alone Human Resources section. Also with the inclusion of Contextual Education, which is a huge innovation for OCA, it will assist Visitors and Camps for their visits. Most importantly, the new format clearly illustrates the Mandatory Standards.

This committee is interested in having Members' comments and suggestions. To that end, the drafts will be sent by email on Friday, September 29<sup>th</sup>, to Members following the Board Meeting.

The process will then follow this timeline:

- October 13<sup>th</sup> Members' Town Hall Meeting 2-4:00 pm Don Mills and Lawrence Library
- October 14<sup>th</sup> to 19<sup>th</sup> – Revisions to be made
- October 25<sup>th</sup> – Present the revisions to the OCA Board
- November 9<sup>th</sup> – Members' Webinar
- November 12<sup>th</sup> to 16<sup>th</sup> – Revisions to be made – Review from legal experts
- November 22<sup>nd</sup> – Present the revisions to the OCA Board
- End of November – Posted with Annual General Meeting Materials

**Canadian Camping Association**

Rob Carmichael

Rob provided the highlights of the Canadian Camping Association (CCA), including their proposed marketing initiative, and their National Leadership Forum dates of November 7<sup>th</sup> and 8<sup>th</sup> at Camp Tawingo; accommodations are at the Huntsville Holiday Inn.

**9. New Business**

Mark Diamond offered to share AODA requirements with regards to compliance for staff.

**10. Next Meeting Dates:**

- Tuesday, October 25th
- Tuesday, November 22nd
- Thursday, December 15th
- Tuesday, January 17th AGM and Awards Dinner

**11. Adjournment**

Mark Diamond – 2:10PM

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

**Signatures:** \_\_\_\_\_  
OCA President

Oct 25/16  
\_\_\_\_\_  
Executive Director

