



## MINUTES

**Present:** Eric Shendelman, President  
Rob Carmichael, Vice President  
Leon Muszynski, Secretary/Treasurer  
Christina Bonner, Director (by phone)  
Jeff Brown, Director  
Mark Diamond, Director  
Kelly Mathews, Director  
Mike Stewart, Director

**Regrets:** Jonathan Nyquist, Vice President, Julie Gallie, Director, Karen Hartnett, Director, and Brandon McClounie, Director

**Staff:** Heather Heagle, Executive Director

**1. Welcome & Introduction**

Eric welcomed everyone to the meeting and distributed Canada 150<sup>th</sup> Anniversary flags to all of the Board Members.

**2. Confirmation of Agenda**

Two items were added to the Agenda and they are as follows:

- i. Melmac, free skating for new Canadian kids suggested by Jeff Brown
- ii. Approval of the Terms of Reference for the Outdoor Education Committee to be presented by Eric Shendelman

**3. Approval of the April 26, 2017, Board Meeting Minutes**

**Motion #1:** Recommend, That the April 26, 2017, Board Meeting Minutes be approved as presented.

Moved by: Rob Carmichael

Seconded by: Kelly Mathews

**CARRIED**

**4. President's Report**

Eric Shendelman

i. Society of Camp Directors

This year is the 50<sup>th</sup> Anniversary of the Society of Camp Directors. The Society has asked that the OCA support their fall initiative by distributing their information and membership application to all OCA Camp Members. More information will be provided at the September Board Meeting.

ii. Canada's 150<sup>th</sup> Anniversary – OCA Sings July 1<sup>st</sup> to the 7<sup>th</sup>

The Board agreed that the OCA Sings initiative was to be promoted asking camps to send their pictures and videos to OCA's Dropbox.

A second possible project is to create a "Time Capsule" for the Trent Archives.

iii. Social Media Committee

Neil Persaud submitted a report outlining a schedule for workshops; Terms of Reference for this committee; and proposed revenue generating opportunities. The Board thought that the report was impressive and looks forward to working with Neil on building this new portfolio for the Association.

#### iv. Inclusion

There was an in depth discussion based on the Ontario Pioneer Camp, a non-denominational evangelical camp run by the Inter-Varsity Christian Fellowship of Canada and their contractual requirement for camp staff and to confirm and sign a code of conduct that communicates specific Christian beliefs regarding sexuality.

OCA staff spoke to several other faith-based camps and found that most of these camps also had the same code of conduct for their staff.

Included in the OCA's Mission, Vision and Values are:

- Respect – Recognizing and protecting the inherent worth of every person, including oneself.
- Responsibility – Being dependable and accountable for choices, actions and commitments.
- Inclusiveness – Fostering a sense of belonging for all.
- Caring – Building relationships and demonstrating concern for the needs of others.

The Board decided to ask the Ontario Pioneer Camps for a meeting and to also contact a public relations company, who has worked with the Association on other issues, to create a public statement for the Association.

**Action Items:** Eric Shendelman will contact the Public Relations Company.  
Heather Heagle will contact the camp to setup a meeting.

### 5. Treasurer's Report

Leon Muszynski

#### i. April - Financial Report

The OCA's bank balance is higher than last year as are the revenues from membership fees and educational events and conferences.

#### ii. Finance Committee Meeting (May 4th)

The committee met a few weeks ago to review conference and workshop expenses. In addition they reviewed the proposed 2017-18 Budget and OCA Membership fees. Some of the discussion included the possibility of shifting the way we calculate fees as a percentage, based on self-assessment. Furthermore, they discussed a small change for Level 2 and proposed to the Board that this level be raised by \$181.00 in fairness to the percentage increases in place for the other threshold levels. All threshold levels will be reviewed in the future by the committee.

Another area discussed included asking members to write in their gross revenue, or if the camp was a charity or not-for-profit, to write in their gross expenses. The American Camps Association already has this process in place.

A new idea to increase revenue is to ask Honourary Life Members, in the membership Renewal, if they wish to make a donation; funds collected would be on a separate line item and would be used for Honourary Life Members' events. A Student Membership drive would also be another area for increasing revenues.

#### iii. Proposed 2017-18 Draft Budget

The proposed 2017-18 Budget was detailed and discussed by the Board, resulting in the following motion:

**Motion #2:** Recommend, That the 2017-18 Budget be approved in principal as presented, with the understanding that the final approval for next year's budget will take place at the September Board Meeting.

Moved by: Leon Muszynski

Seconded by: Mark Diamond

**CARRIED**

iv. Government Lobbying Funding – Capital Budget

The Temporary Foreign Worker Program funds were collected for the purpose of supporting the lobbying efforts for this initiative. The Board wants to be clear about how these funds will be used. At this time, the funds are in a Capital Account. The Association has spent \$11,000.00 on the TFWP. The Board discussed the opportunity of transferring this fund into this year's operating budget to offset this year's expenses. Last year the OCA spent \$22,000.00 of the operating budget on this issue.

**Motion #3:** Recommend, that the Capital Funds for Government Lobbying be deposited into the OCA's 2016-17 Operational Budget (Income - Line Item 4406 to be used this year to cover government lobbying expenses.

Moved by: Rob Carmichael

Seconded by: Jeff Brown

**CARRIED**

**6. Executive Director's Report**

Heather Heagle

i. Membership Survey Questions

Heather will draft questions for the fall membership survey this summer and distribute them to all members of the Board for their comments and changes.

ii. There are at this time 280 refugee campers registered in OCA Accredited Camps.

iii. Mike Sladden, from Camp Pathfinder, Rex Knapaysweet, from the Mushkegowuk Community, and other northern Tripping Camps are now organizing the pilot tripping program for August.

iv. AODA – EnAbling Change Project Grant

On Friday, May 5<sup>th</sup>, the OCA was contacted by the Ministry informing the Association that we are successful applicants for this grant. Some revisions were requested for the Grant and separate banking information was required and submitted by Friday, May 12<sup>th</sup>. The financial support this grant will provide will be used for webinars, workshops and conferences to educate the camps community on AODA information and compliance as well as other related information for people with special needs.

v. AODA Compliance for out of Province Camps

Camps based in and operating in Quebec cannot comply with AODA. Those camps are asked to comply with Quebec Regulations and if possible best practices (where possible) that are outlined in AODA's Regulations and provide OCA with the Quebec Regulations for a comparison. OCA Camps based in Ontario and operating in Quebec must follow AODA.

**7. Business Arising**

i. Executive Director – Protocols for Interviewing and Hiring

Leon Muszynski and Eric Shendelman will be developing these protocols over the summer.

ii. Awards Dinner and Annual General Meeting

The Awards Dinner and Annual General Meeting will take place at the Hilton Hotel - Markham Suites on Wednesday, January 24, 2018. The Annual General Meeting will begin at 3:30 pm in Conference Centre 1 and 2. The Awards Reception will begin at 5:30 pm in the Conference Centre Foyer followed by the dinner at 6:00 pm in the Conference rooms 3, 4 and 5. This year, members who passed during 2017 will be honoured at the Awards Dinner.

iii. Membership Survey Scheduled for the fall of 2017

The OCA office will compile questions for the Membership Survey and send the draft list to Board Members for their review and comments.

**8. Committee/Event Reports:**

**Archives**

Kelly Mathews

Alf Grigg is very excited to be the new chair for this committee. A committee meeting will be scheduled for the fall. One of the items being discussed at that meeting would be a historical camp display, at the 2018 Annual Conference, from Trent University's Archives.

**Awards & Environmental**

Jeff Brown

Awards meetings will take place in the fall. In addition Terms of Reference for the Environmental Committee will be submitted at the September Board Meeting.

**Educational Events**

Karen Hartnett & Kelly Mathews

i. Counsellor Conference

The Counsellor Conference was cancelled due to low registration. A survey will be sent to members in the fall asking for their input on timing, days and program topics for this event.

ii. 2018 Conference Committee

A Conference Committee Debrief Meeting was held in March to review and suggest ideas on timing, schedules, keynote speakers, and social events. Two new members stated on the surveys that they wanted to join the committee for the 2018 conference.

The first 2018 Annual Conference Committee Meeting took place May 16<sup>th</sup>.

The main focus of this meeting was to discuss topics and speakers for next year.

Some of the ideas for next year included the following activities:

- a Campfire Coffee House after Awards dinner
- a theme for the Casino Night
- choosing Kids in Camp as the 2018 charity
- choosing Michael Brandwein as a Keynote Speaker for Wednesday morning and having Darrell Keezer, Candybox Marketing, President, as a Keynote Speaker on Thursday

A big name Keynote is needed for the conference's Friday Lunch.

**Government Relations**

Mark Diamond

Approval from the Government Relations Committee for continuing to work with TACTIX, the current lobbying firm was discussed by the Board. It was agreed that actual ongoing updates and information on any relevant issues that would affect the camps industry was important. Issues may include the opening of Labour Regulations and TACTIX has shown that they can get us to the right people and that they support the OCA on all lobbying activities. TACTIX will provide an audit twice a year; they will write letters from OCA to all MPPs with new information, congratulations if required, reminders, etc., all important activities to help increase awareness of the OCA.

The Board, as a whole, agreed that TACTIX should be kept on contract and would be asked to provide two audits annually as well as be asked to present information at a Board Meeting at least once a year.

**Health Care**

Christina Bonner

i. 2017 Health Care Conference

The feedback from the surveys was very positive. It was a great conference with many committee members completing a lot of tasks. Mary Casey, Wendy MacKenzie and Pearl Bell, who started this conference 30 years ago, were recognized and thanked by Eric Shendelman.

**Marketing**

Mike Stewart

Work on the Camp-In-A-Box is on hold until September.

**Canadian Camping Association (CCA)**

Rob Carmichael

There has not been a CCA Meeting since April 26<sup>th</sup> and there has not been a response regarding the OCA's comments regarding Sponsorship. At the next CCA Meeting Rob will ask for more information and for the opportunity to provide further input on their proposed new sponsorship program.

The issue with regards to Inclusion at one of OCA's camps should be part of a discussion with the CCA Board.

**9. New Business**

i. Melmac, free skating for New Canadian Kids

Jeff Brown

Jeff informed the Board about a program called Melmac operated by Katie Snack, which provides ice skating programs, in the Leaside area, to new Canadian kids. After further discussion by the Board, it was decided that Jeff would ask the owner to create a short brief about the program which would be brought to the Board in September.

**Action Item:** Jeff will ask Katie Snack for a brief description of her ice skating program and details of how the OCA can be of assistance.

ii. Terms of Reference - Outdoor Education Committee

Eric Shendelman

Eric asked everyone to review the Terms of Reference for the Outdoor Education Committee which Brandon McClounie submitted at the April Meeting. Eric read the report to the Board.

**Motion #4:** Recommend, That the Terms of Reference for the Outdoor Education Committee be approved as presented.

Moved by: Kelly Mathews

Seconded by: Mike Stewart

**CARRIED**

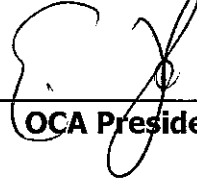
**10. Next Meeting Dates:** Wednesday, September 27<sup>th</sup>


**11. Adjournment:**

Just before the adjournment of the meeting, Eric thanked everyone for their support and wished them all a safe and fun summer.

**Motion to Adjourn:** Jeff Brown 1:04

**Date the Draft Minutes are approved:** Sept 27/17

**Signatures:**   
Eric Shendelman  
OCA President

  
Rob Carmichael  
Executive Director

