



Minutes

Present: Eric Shendelman, President
Jonathan Nyquist, Vice President
Rob Carmichael, Vice President
Brandon McClounie, Secretary/Treasurer
Jeff Bradshaw, Director
Jeff Brown, Director
Heather Davidson, Director
Mark Diamond, Director
Julie Gallie, Director
Karen Hartnett, Director (by phone)
Kelly Mathews, Director
Bev Unger, Director

Staff: Heather Heagle, Executive Director

1. Welcome

2. Confirmation of Agenda

Additional information was added to the Agenda under Awards and Environment Committee. In the future the reporting item will read Awards, Environment and Community Engagement.

3. Approval of the February 28, 2018 Board Meeting Minutes

Motion #1: Recommend, That the January 17, 2018, Board Meeting Minutes be approved as amended.

Moved by: Julie Gallie

Seconded by: Jeff Bradshaw

CARRIED

4. President's Report

Eric Shendelman

i. Update Recreational Camp Regulation 503/17

The OCA has prepared a Camp Safety Plan Resource which the Board of Directors received for their review prior to the Board Meeting. Suggested revisions have been completed to date and any further changes will be made and subsequently sent to Members. Like the Year-round Standards, this resource is also a living document which will be revised from time to time. Included in this manual is information provided by the Ministry of Health and Long Term Care (page 5) regarding lifeguard ratios in swimming area now requiring two (2) qualified lifeguards for 25 swimmers and also requirement of boating activities.

ii. Proposed New Standards

The proposed new standards have been approved following meetings in-person or by phone followed by online voting March 20 to 22, 2018. To ensure that the Association was in accordance with Ontario Regulations, Nick Pasquino, Borden Ladner Gervais LLP was asked to provide a legal opinion. He confirmed that the advisory non-binding vote was in accordance with Ontario Regulations and that the Board's approval was required for both standards.

Motion #2: Recommend, That the OCA Board of Directors approve the two new standards MA.4.7. and HR.2.13.

Moved by: Heather Davidson Seconded by: Brandon McClounie

CARRIED

An email will be sent to the Membership on Thursday, March 29th announcing that these two new standards are now approved and will be in place for the 2018 summer as recommended standards and in the summer of 2019 as mandatory standards. In addition, the email will include that the OCA is looking for further feedback in the fall from Members regarding these two new standards.

New standards training slides will be added to this year's Visitor and Camps being visited training sessions which will help to address questions and issues before the visit takes place.

iii. Committee Positions

The Board reviewed the 2018-19 Committee Chairs and Board Liaison list. Changes to the list are as follows:

Archives: Diane Blair will be the new Committee Chair.

Education: Remove Kelly Mathews as Chair and Karen Hartnett as Board Liaison for the Annual Conference and add Jeff Bradshaw, Julie Gallie and Rob Carmichael. Last year's committee members were surveyed and all of them are still interested in being on this committee. Board Liaison will be Julie Gallie.

Health Conference: Bev Unger will be the Board Liaison.

Educational Research Task Force: Jeff Bradshaw will be the Board Liaison

Government Relations: Mark Diamond will remain as Chair and Jonathan Nyquist and Mark Diamond will be Board Liaisons.

Marketing: The OCA President and office will be responsible for any work to be completed.

Mentorship: This committee will be removed from the list and Jen Gilbert and Eugene Chong will be responsible for the activities along with the Standards Chair.

Special Needs Resource: Andy McMullan remains on the committee as one of the co-chairs.

Standards: Heather Davidson will be the Board Liaison.

iv. OCA Staffing: The Board went in-camera from 11:10 to 11:40 am.

v. CBC Interview

At this time the Board has no comments other than the Association has approved two new safety standards. The CBC is to be directed to contact any camp that they wish to speak with for further information.

5. Treasurer's Report

Brandon McClounie

i. February Month-end

February's Profit & Loss comparison highlights that the Association's total income is ahead of last year's amount and expenses are realistic for the current period. The Annual conference netted \$33,000.00.

Eric congratulated the Finance Committee. Brandon stated that a Finance Committee was scheduled for April for further discussion

ii. OCA Office Lease

The Board of Directors discussed renewing the lease for 70 Martin Ross Avenue for five (5) more years with an increase \$1.00/sq. ft.

Motion #3: Recommend, That the Board approve a five year lease for 70 Martin Ross Avenue with an increase of \$1.00/sq. ft., the rent would increase from \$10.50 to \$11.50/sq. ft.

Moved by: Jeff Brown

Seconded by: Bev Unger

CARRIED

iii. 2019 OCA Annual Conference Contract

The Board of Directors discussed the 2019 Annual Conference contract between OCA and the Hilton Hotel – Markham Suites. The Board decided to move forward with the contract by providing a deposit of \$5,000.00. In addition, the Board asked for meetings and further discussions with the hotel's representatives.

Motion #4: Recommend, That the OCA Board of Directors approve a payment of \$5,000.00 to retain space at the Hilton Hotel – Markham Suites for the 2019 OCA Annual Conference.

Moved by: Jonathan Nyquist

Seconded by: Jeff Brown

CARRIED

6. Executive Director's Report

Heather Heagle

i. Camp Safety Plan Resource

The Association has developed a Camp Safety Plan Resource which will be sent to Members on Monday, April 2nd to assist them with developing their own plans for local Health officials to review beginning this year.

ii. Sponsorship Meeting

A meeting was held with Preferred Vendors who wish to sponsor risk management videos. The Board of Directors will develop a plan in the near future to present to the sponsors for discussion and funding. The Board Members agreed that this funding would be good for OCA.

7. Business Arising

Eric Shendelman

There were not any items at this time.

8. Committee/Event Reports:

Archives

Kelly Mathews

Diane Blair, Honourary Life Members, is willing to Chair the Archives Committee.

The Board asked that Diane provide the committee's goals and financial needs in a report for the April Board Meeting. The Board is in support of reviewing the Archives Committee's budget.

Awards, Environment & Community Engagement Jeff Brown

At this time there is nothing to report for the Awards Committee. The survey confirmed that Members want the Awards Banquet to remain as part of the annual conference schedule.

An Environment Committee survey will be sent to the Membership in the near future asking about their camp's green activities which will provide the committee with a baseline to start their planning.

The Community Engagement Committee is hosting a Tea on April 20th at Mooredale Day Camp between 1:00 – 4:00 pm. All Board Members are welcome to attend.

Educational Events

Karen Hartnett & Kelly Mathews

For the 2019 Annual Conference there will be three Co-chairs: Rob Carmichael, Jeff Bradshaw and Julie Gallie. The first committee meeting is scheduled for April 18th. The Board asked Julie to review the date of this meeting as it may be too close to the Campfire of Inclusion. Jeff Brown asked that environmental topics be added to the Annual Conference's Breakout Session Schedule.

Equity & Diversity

Jeff Bradshaw & Heather Davidson

A second committee meeting will be held in April. The committee has a new resource from a Jewish LGBTQ+ Camp in USA. Members are still welcome to join the committee.

Government Relations

Mark Diamond & Jonathan Nyquist

Members of the committee met with the Minister of Labour regarding Minimum Wage. The ministry has been reviewing exemptions; however, everything is on hold until after the election. They indicated that they do want to have OCA involved in the discussions.

There is a new regulation, Bill 193 Rowan's Law, which is a concussion protocol. This regulation requires competitive sports to have a concussion protocol in place for their associations/ organizations. Mark will distribute a link to all Board Members for their review and for discussion at the May Board Meeting.

Health Care

Bev Unger

On Saturday, May 5th the OCA's Health Conference will be held at Seneca College, King Campus. There will be two Keynote Speakers and 17 Breakout Sessions.

Karen Hartnett asked if the committee knew about the increase to 16 years of age for the Ministry of Child and Youth Services' Age of Protection Act. Mark will ask TACTIX if they have any information.

There are important changes to First Aid which will be sent to Members in the near future.

Outdoor Education

Brandon McClounie

Mid-April will be the committee's next meeting. At this time Brandon asked to have an Outdoor Education Committee representative on the Conference Committee. There has been discussion about having Outdoor Education topics for the Tuesday, prior to the conference.

Nominations

Mark Diamond

There is nothing to report at this time.

Special Needs Resources & ADO Grant

Julie Gallie

There are still two AODA Workshops taking place in April and in May. Anyone can register for these workshops. An email was sent today with registration information and with a link to order free books from AODA. Constance Exley, OCA's AODA Grant Project Manager, will be presenting at the Campfire of Inclusion. Registration is open and delegates are being asked to complete a survey at the bottom of the registration. The information collected will assist the committee in a number of ways.

Canadian Camping Association (CCA)

Rob Carmichael

i. CCA held a Board Meeting on March 2, 2018. CCA's #Thankstocamp initiative is moving forward. Each province's logo will be used for their campaign initiatives.

ii. The National Leadership Forum (NFL) will be held in Moncton, New Brunswick.

iii. CCA has approved TACTIX's contract for 2018. They will pay for monitoring costs.

iv. Research 360 now has 36 camps and needs 40 as a total for the project.

v. Rob informed the Board that he is Chairing a CCA Financial Committee. He and the committee will be reviewing the possibility of using shared services. Each province has people doing the same work. Working together, may be more beneficial fiscally.

vi. Currently, nominations are open for the President's position for the CCA.

vii. CCA's Sponsorship funding will be distributed to all Provincial Camping Associations in the near future.

9. New Business

At the end of the meeting the following items were added to the Agenda:

i. Jeff Brown wanted to suggest that a one hour conference call be added quarterly or mid-cycle for the Board of Directors to discuss items or issues prior to meetings.

ii. Jeff Bradshaw suggested Box Meetings where each Board Member could upload their comments on topics or issues prior to each meeting.

Eric asked that these two items be revisited at the April Board Meeting.

10. Next Meeting Dates:

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|-------------------------------|------------------------------|
| Wednesday, April 25, 2018 | Wednesday, May 9, 2018 |
| Wednesday, September 26, 2018 | Wednesday, October 31, 2018 |
| Wednesday, November 28, 2018 | Wednesday, December 12, 2018 |

11. Adjournment: 12:45 pm

Motion to Adjourn: Karen Hartnett

Date the Draft Minutes are approved: _____

April 25/18

Signatures: _____

[Signature]

OCA President

[Signature]

Executive Director

