

## **MINUTES**

**Present:** Eric Shendelman, President  
Rob Carmichael, Vice President  
Brandon McClounie, Secretary/Treasurer  
Jeff Bradshaw, Director  
Jeff Brown, Director  
Heather Davidson, Director  
Mark Diamond, Director  
Julie Gallie, Director  
Kelly Mathews, Director  
Bev Unger, Director

**Absent:** Jonathan Nyquist, Vice President, Karen Hartnett, Director

**Guests:** Sam Marinucci, Hogg, Shain & Scheck Professional Corporation, Matthew Bernardo, Standards Committee Chair, Miles Villneff, Standards Review Committee Chair, Monica Rzepecki, OCA Communications and Marketing Coordinator, and Rob Crew, OCA Special Projects and Volunteer Coordinator

**Staff:** Jen Gilbert, Operations Manager and Membership Coordinator

**1. Welcome and Introduction of Visitors**

Eric thanked everyone for coming, said there are exciting things happening at the OCA and introduced the meeting's guests.

**2. 2017-18 Audited Financial Statements** Sam Marinucci

The audit was started on October 15 and Sam provided details for the draft financial statements. Excess of revenues over expenses is \$53,361. Discussion was also had around the grant, professional fees, conference and deferred revenue. Sam spoke of the quick turnaround and Eric thanked the office staff, Brandon McClounie and Rob Carmichael.

Eric asked for a motion to approve the 2017-18 Audited Financial Statements as presented.

**Motion #1:** Recommend, That the OCA Board of Directors approve the 2017-18 Audited Financial Statements as presented.

Moved by: Rob Carmichael

Seconded by: Jeff Brown

**CARRIED**

**3. Standards** Matthew Bernardo

Matthew presented the following recommendations to the OCA Board of Directors:

**Motion #2:** ACCREDITED → REACCREDITED - To accept the recommendation of the Standards Committee that, based on the results of this summer's Year-round Standards Visits and the recent October 11 Standards meeting, the following camps be re-accredited for four years:

Kids & Company – London	National Music Camp
Northern Lights	Northwaters Wilderness Programs
Rideau Hill Camp: United Church	YWCA – Tapawingo
YMCA GTA - Markham Legacy	YMCA GTA - Pickering Petticoat Creek
YMCA GTA - Richmond Hill Lake St. George Day Camp	

Moved by: Bev Unger

Seconded by: Jeff Brown

**CARRIED**

**Motion #3:** PROVISIONAL TWO CANDIDATES → ACCREDITED - To accept the recommendation of the Standards Committee that, based on the results of this summer's Year-round Standards Visits and the recent October 11 Standards meeting, the following Provisional Two Candidates become Accredited Members and are accredited for four years:

Brick Works Academy - Guelph	NCFST - Downtown Day Camp*
NCFST - Glen Rouge Campground*	NCFST - Grundy Lake Camp*
NCFST - Scarborough Day Camp*	NCFST - Scarborough Day Leaders in Training (LIT)*

\*NCFST - Grundy Lake Camp, NCFST - Scarborough Day Camp and NCFST - Scarborough Day Leaders in Training (LIT) were visited in 2017 and NCFST - Grundy Lake Camp, NCFST - Downtown Day Camp and NCFST - Glen Rouge Campground were visited in 2018.

Moved by: Rob Carmichael

Seconded by: Mark Diamond

**CARRIED**

Eric thanked Matthew and the Standards Committee.

There was discussion about adding a slide to the Year-round Standards training regarding honesty, professionalism and integrity when completing the answer sheets.

**4. Standards Review**

Miles Villneff

Miles presented each of the committee's proposed amendments to the 2018 Year-round Standards from their meetings in September and October. The Board asked for the opportunity to read through the proposed changes and provide comments, so Miles will collect the comments and re-present at the November Board meeting.

Jen informed the Board that there will be two Town Hall meetings in December for the membership to review the proposed amendments to the standards.

**5. Confirmation of Agenda**

Eric added two items to the Agenda:

- i. Inter Varsity In-camera
- ii. "Healthy Kids, Safe Camps" article

**6. Approval of the Following Draft Minutes**

**Motion #4:** Recommend, That the September 26, 2018, Board Meeting Minutes be approved as presented.

Moved by: Jeff Bradshaw

Seconded by: Heather Davidson

**CARRIED**

**7. President's Report**

Eric Shendelman

- i. ED Search Update In-camera

ii. Healthy Kids, Safe Camps article

Eric passed an article "Healthy Kids, Safe Camps" written by Tony Amalfa (Advance Public Health Consulting) to the Board to read.

ii. Confidentiality

Letters of Confidentiality were passed to Board Members to sign.

iii. O. Reg. 503/17 (Swim Testing/Questions Arising)

This item has been tabled.

iv. OCA and Media re: Public Relations Protocol

A protocol needs to be developed within the OCA. Eric asked at what point we have to activate a statement if something happens in the community or at camp. He suggested contacting Danny Roth to ask what we need as an Association and to table this discussion to a future meeting.

v. "Financial Assistance" Process for Memberships

Some camps ask for financial assistance with their membership renewal fees. The Board decided to keep the process as it currently is with requests considered on a case-by-case basis.

vi. Individual Memberships for Board and Volunteers

Individual Memberships for Board Members are required. A discussion was had about what the fee should be.

vii. OCA Partnerships In-camera

viii. OCA Family Camp Fair(s) In-camera

ix. New Standards Feedback

This item has been tabled.

**8. OCA Staff Report**

i. Communication Statistics for OCA Weekly

Monica Rzepecki

OCA Weekly emails have an average open rate of 51% and click rate of 10.56%. These statistics are above average for the non-profit industry.

ii. Mentorship Committee Chair/Info

Rob Crew

A call for Mentors will be included in tomorrow's OCA Weekly. Mentorship training has been booked for November 21 and the list of interested mentors will be weaned to Members that meet the criteria. At this time, it is unclear the number of Provisional One Applicants there will be.

iii. Operations Report

Jen Gilbert

The report included information about Conference and Camps Guide advertisement sales (down from last year), Membership renewal, Provisional One Applications, Town Hall meetings, publications and past vendor exchange of services for Membership. The Board would like more workshops from Candybox Marketing and better attendance at these workshops. They are wondering whether webinars would increase attendance.

iv. Multi-camps with Locations that Continuously Change

This item has been tabled.

v. Individual Membership for Non-accredited Camps  
This item has been tabled.

**9. Treasurer's Report**

Brandon McClounie

i. September Month-end

Brandon indicated that Sam reviewed the draft audited financial statements at the beginning of the meeting and there is a net of \$53,361, higher than previous nets, which have been around \$35,000. Expenses were held back this year.

**10. Business Arising**

A short discussion was had regarding a reasonable end time to the Board meetings. The OCA is expanding in so many areas and committees that it's unreasonable to finish Board meetings at 12:30 p.m. A reasonable time for dismissal is 2 p.m.

**11. Committee/Event Reports:**

**Archives**

Kelly Mathews

No report was presented at this time.

**Awards, Community Engagement & Environment** Jeff Brown

The Awards Committee will be meeting today at 2 p.m. to select 2018 awards recipients. This year, there were fewer nominations and a new policy (sitting Board Members are not eligible to receive awards). There is a new format of presenting awards during the three days of the annual conference, not just at one awards banquet.

A survey is going out to OCA Members in this Thursday's OCA Weekly from the Environment Committee. Also, the committee would like to set up some sort of designation for camps that meet a certain number of standards that reflect environmental initiative.

Jeff has spoken with Honourary Life Members (HLMs) and many have said they would be happy to pay an annual Membership fee. Since there is no fee for HLMs, Jeff would like an option for HLMs to donate in their membership renewal form.

**Educational Events**

**2019 Annual Conference**

Jeff Bradshaw

A presentation with information about the 2019 OCA Annual Conference was shown to the Board. The presentation included the conference goals, attendance statistics from previous years, Conference Committee members/responsibilities, schedule, exhibit hall, keynotes, entertainment, etc.

**Counsellor Conference**

Heather Davidson

The Counsellor Conference was cancelled last year and it is planned to take place in May 2019. The committee would like to begin planning now and ask delegates at the annual conference what they would like to see. Perhaps the Equity and Diversity Committee can run programming at the same time or the Health and Counsellor Conferences be the same weekend. Bev indicated that the Health and Counsellor Conferences used to be the same weekend and the nurses would prefer if they were not.

**Health Conference**

Bev Unger

The Health Conference Committee is actively searching for a venue for next year's conference. Bev thanked Kelly Mathews, Brandon McClounie and Mike Stewart for connecting the committee with possible venues.

**Equity & Diversity**

Jeff Bradshaw &amp; Heather Davidson

No report was presented at this time.

**Government Relations**

Jonathan Nyquist

No report was presented at this time.

**Health Care**

Bev Unger

The committee had been planning to create a health manual and has decided that it's not realistic to do so as there are too many changes and the needs of camps vary too greatly. Eric added that there is a need to update the OCA Crisis Response Resource Manual.

**Nominations**

Mark Diamond

Available positions for the next election: Director (4), Vice President (1) and President (1). The committee has called a number of Members from diverse backgrounds and shared information about the commitment involved. The Board discussed whether videos from candidates were necessary. The Conference Committee would like to introduce the new Executive Director and Board of Directors at lunch during the 2019 OCA Annual Conference.

**Outdoor Education**

Brandon McClounie

A sub-group of the committee (which includes representatives from Ontario Physical and Health Education Association (OPHEA) and the Toronto District School Board) met last week and discussed the Year-round Standards and how to approach outdoor education standards. A decision was made to go with a consultation process in which specific groups of standards are reviewed and stakeholders will be invited. OPHEA will be at all consultations. The goal is to have the standards in place for 2020. Brandon also mentioned that a camp's safety plan will be different for an outdoor centre.

**Special Needs Resources (SNR)**

Julie Gallie

No report was presented at this time.

**Canadian Camping Association (CCA)**

Rob Carmichael

The CCA met by phone October 5. Preliminary results from the 360 research campaign should be received. The National Leadership Forum is next week and the International Camp Directors Course will take place December 10 to 15.

There is a new initiative with the objective to connect kids from around the world to encourage empathy and learning. There is an online platform with a developed curriculum and one pilot with one Canadian, one U.S. and two Mexican camps. This initiative is fully funded from a company trying to give back.

A discussion was had about CCA's funding of the audit completed by TACTIX.

**12. Inter Varsity In-camera****13. New Business**

No new business.

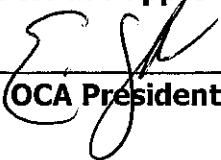
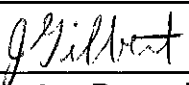
**14. Next Meeting Dates:**

Wednesday, November 28, 2018

Wednesday, December 12, 2018

15. **Adjournment:** 2:12 p.m.  
**Motion to Adjourn:** Heather Davidson

**Date the Draft Minutes are approved:** November 28, 2018

**Signatures:**  **OCA President**       **Minutes Recorded By**