

MINUTES

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

Absent: Jonathan Nyquist, Vice President, Mark Diamond, Director

Guests: Joy Levy, Incoming Executive Director, Kim Graydon, Glen Bernard Camp, Laura Bocking, Ponacka, Rachel Kent, Girl Guides of Canada, Ontario Council – Doe Lake Camp, Jennifer Jupp, Camp Wanapitei

Staff: Jen Gilbert, Operations Manager and Membership Coordinator

1. Welcome

Eric welcomed everyone to this transition meeting of the old and proposed new Board (new proposed Board will be installed at next week's Annual General Meeting (AGM) assuming the vote is passed by the Membership). Each new person was individually welcomed. Jeff Bradshaw mentioned Howie would be providing a bylaws update at the AGM and Eric reviewed the process of Board meetings.

Action Item: Jen will send a reminder email to Members who have not voted with the subject line "Action/Response Required".

2. Confirmation of Agenda

Eric added two items to the agenda under Business Arising: Bylaw Review and REACH.

3. Approval of the Following Draft Minutes

Motion #1: Recommend, That the December 12, 2018, Board Meeting Minutes be approved as presented.

Moved by: Bev Unger

Seconded by: Kelly Mathews

CARRIED

4. President's Report

Eric Shendelman

i. Transition Items

Eric explained to the proposed new Board that the current process with committees is that everyone on the Board has a liaison to a committee. Other transition items brought up by Jeff Bradshaw: timing of meetings, plan for the conference and introduction of Joy and the new Board, first Board meeting during Joy's first week (Feb. 6) and a new Board meeting briefly at

the conference. Eric let everyone know Larry Bell will be installing the new Board on Jan. 23. Lastly, Eric thanked everyone for committing to travel to the OCA office and spoke of Board traditions.

ii. Vendor Code of Ethics/Request

There was a Preferred Vendor meeting in November and vendors discussed how to speak to directors and what to expect at the Exhibit Hall. Eric explained OCA has a code of ethics within our standards and expectations within our conference, however, the code of ethics shared with Preferred Vendors in their application and membership renewal should be revisited. Eric also spoke about the importance of confidentiality to protect our Members and Preferred Vendors. Bev mentioned that perhaps we should have vendors with an Exhibit Hall booth sign something before the conference.

iii. Committee Recap

Eric read each committee that gives a report at the Board meetings. Not all committees are included in this list (e.g., Finance Committee, however, the Finance Committee update is included in the Secretary/Treasurer's report). Jeff Bradshaw asked where Task Forces fit and also whether we need to have a Board Member responsible for a committee or whether the committee chairs come once a year and present to the Board. The Board needs to decide the direction and perhaps there are people outside of the Board to take these leadership roles. The reason this committee recap was on the agenda was for the proposed new Board to know of all committees.

Eric also spoke about office staff. Monica Rzepecki has resigned from her position as Communications and Marketing Coordinator and Eric spoke highly of Monica's accomplishments over the past year. Rob Crew is a great ambassador to the OCA doing special projects until at least May 1.

Action Item: Jeff Bradshaw will reach out to current committee chairs to come to the OCA office.

iv. Annual General Meeting

Eric reviewed the AGM script and the Board spoke about possibly starting a Camp Day in memory of an OCA Member who has recently passed and always brought this idea forward at the AGM. Camp Day could be in conjunction with Tim Hortons Camp Day as they are moving away from exclusively funding Tim Horton Children's Foundation camps.

Jeff Bradshaw mentioned the new standards (MA.4.7. and HR.2.13.) and where they would be discussed at the conference next week.

v. Danny Roth/Robin Squires

Eric asked the Board if Danny and Robin, both of whom provide pro bono work for OCA, could attend the Closing Banquet at the conference as a way of saying thank you. The Board said yes.

5. OCA Staff Report

Jen Gilbert

i. Renting Boardroom

Jen brought forward the possibility of renting the boardroom to Preferred Vendors. The Board would like to discuss this opportunity once the new Board is in place. Rob wants to make sure that it is fully transparent and available to all vendors. Bev spoke about insurance and Eric about involving the Finance Committee.

ii. OCA Newsletter

Jen asked the Board if we want to continue with OCA's newsletter and spoke about the differences between the OCA Weekly and quarterly e-newsletter (advertising opportunities for vendors, President's Letter, introduction of new Preferred Vendors, etc.). Consider timing, whether it will replace the OCA Weekly or go out in conjunction, etc. The Board offered their opinions and wants to wait until Joy starts to make a decision. They also requested that OCA Weekly emails include a message for recipients to forward the emails to their staff.

Action Item: Monica to update the OCA Weekly template with a forwarding message.

iii. Preferred Vendor Applications

A Preferred Vendor application was brought forward to the Board. The Board decided to accept the application and stated that vendors in the same category as others can be part of OCA.

iv. Ian Roberts

Ian approached OCA to bring his book to the conference. The Board would like someone on the Board to read his book and this led to a discussion on the bookstore at the conference.

Action Items: Jen will ask Ian for a copy of his book and Jeff Bradshaw will contact Adventureworks Associates Inc. to discuss the bookstore policy.

v. Our Kids

At the time of the report, Our Kids had not confirmed an Exhibit Hall booth or a booth for OCA at their Summer Camp Expo. The Board confirmed their interest in OCA having a booth at the Summer Camp Expo. Before the meeting ended, Our Kids confirmed an Exhibit Hall booth and a booth for OCA at their show.

vi. Advertising

A couple of advertising opportunities were presented to the Board and they decided to leave it to the next Board to decide a marketing strategy. Kim mentioned the advertising that can be done online (reaching outside of GTA) versus these opportunities for the same money.

vii. O.E.I. Onsite Education

This charity has asked for a charity rate for Preferred Vendor Membership. The Board concluded that no bartering or special rates will be given.

6. Treasurer's Report

Brandon McClounie

i. December Month-end

When reviewing the profit and loss previous year comparison, it appears that we are below our gross profit number of last year, however, when the AODA grant is removed, we are ahead by \$20,000. When removing expenses from the grant, our net expenses are ahead compared to last year. At this pace, we are ahead of last year's fiscal net profit, so we can talk about website redevelopment.

The profit and loss budget versus actual shows we are short in Workshops and Conferences and Preferred Vendor fees. Last year, there was an influx of new vendors who didn't renew. Rob has been closely monitoring conference finances as the conference net really drives OCA's year-end. Rob mentioned that we are down 20 vendors, which is a significant amount of money, and we will meet our budget for delegate registrations. Now, the focus for the conference is on meal counts.

Brandon closed by saying we're right on track as we approach the conference. He will meet with Joy in February to review everything and the Finance Committee will be meeting on Feb. 14 to

continue working on the membership fee level structure. Budgeting for 2019-2020 will begin in Feb. and the Finance Committee will review the numbers in April/May.

7. Business Arising

i. Bylaw Review

Eric Shendelman

Howie Grossinger will be offering new possibilities of governance structure and will discuss how to vote and how many votes Members get. Eric spoke with Nick Pasquino from Borden Ladner Gervais LLP about what happens if quorum is not reached in an election. There are many options to consider for the future.

ii. REACH

Brandon McClounie

REACH has officially closed and perhaps the Board can discuss this impact on our Member camps at the next meeting.

8. Committee/Event Reports:

Archives

Kelly Mathews

No report was presented at this time.

Awards, Community Engagement & Environment

Jeff Brown

The Awards Portfolio this year was quite challenging, unlike other years. The Awards Committee will meet and clean up the protocols and next year should be easier.

The Environment Committee will hold a Crackerbarrel at the conference and review the committee's survey results. Also, Jeff got a call from Friends of the Earth to discuss promoting a program about plastics going to the wrong places.

Educational Events

2019 Annual Conference

Jeff Bradshaw

Jeff reviewed the list of conference goals that were made last April and emphasized the importance of being transparent about everything conference related. The delegate count is where we want it to be. Jeff also mentioned that Feb. may be a better time to hold the 2020 conference to increase delegate potential. He also talked about location (going back to Hilton Toronto/Markham Suites or somewhere the meals are less expensive like Nottawasaga Inn). The conference schedule, Town Hall, etc. were reviewed.

Eric thanked Julie, Rob and Jeff for their hard and amazing work. What an amazing accomplishment this will be.

Counsellor Conference

Heather Davidson

Staff Summit will take place the day after the Health Conference, May 4. It will be a certification summit with Parks and Recreation Ontario, Canadian Mental Health Association and Equity & Diversity Ambassador training.

Health Conference

Bev Unger

Plans for the Health Conference are moving forward and a report will be provided at the next meeting.

Equity & Diversity

Jeff Bradshaw & Heather Davidson

The Pride Camping Association started in the past month and appeared on Facebook. The committee would like to engage and collaborate with the leader of the group.

Government Relations

No report was presented at this time.

Mark Diamond

Health Care

No report was presented at this time.

Bev Unger

Membership

No report was presented at this time.

Jen Gilbert

Nominations

No report was presented at this time.

Mark Diamond

Outdoor Education

There will be a committee meeting on Jan. 31 and a Crackerbarrel at the conference to discuss Challenge Course standards, the first of five standards reviews. All five reviews will be completed between now and the summer.

Brandon McClounie

Special Needs Resources (SNR)

The Campfire of Inclusion will be the week of April 10. A Save the Date notice will be included in the delegate bags at next week's conference.

Julie Gallie

Standards

- i. **Motion #2:** To accept the recommendation of the Standards Committee that, based on the results of this summer's Year-round Standards Visits, Township of King Camps be re-accredited for four years.

Moved by: Heather Davidson

Seconded by: Kelly Mathews

CARRIED

- ii. Inter Varsity Update (in-camera)

Canadian Camping Association (CCA)

No report was presented at this time.

Rob Carmichael

9. New Business

No new business.

10. Closing Remarks

After two years as President and 11 years on the Board, Eric thanked the outgoing Board and wished the remaining members an incredible year. Eric's worked with seven Presidents, three Executive Directors and is grateful for the work that's been completed. Eric thanked Kelly for all the work she's done, Karen for being a great support for the Board, Rob for the fiduciary responsibilities he's had and the incoming President, Jeff, who has been behind the scenes on so many things for so many years. Lastly, Eric wished Joy, OCA's incoming Executive Director, the best. He's thrilled.

Eric Shendelman

11. Next Meeting Dates:

Wednesday, February 6, 2019

12. Adjournment: 12:52 p.m.

Motion to Adjourn: Karen Hartnett

Date the Draft Minutes are approved: _____

Feb 25 / 19.

Signatures:

OCA President

Minutes Recorded By