

OCCF Board of Directors

Meeting, October 16th, 2009

MINUTES

Time: 4:45 p.m.

Place: Executive Suite, Crowne Plaza Hotel, Ottawa, Ontario

Present: Paul Mills (President), Dan Greenwood, Nicole Rochfort, Jan Vanderhorst, Tamara Kater, Richard Flohil, Paul Loewenberg, Tina DesRoches

Non-voting: Peter MacDonald (Executive Director), Aengus Finnan (Past President)

Regrets: Dennis Landry, Ellen Hamilton

Absent: Dan Kershaw, Larry Leblanc, Candace Shaw

1. Welcome, Regrets, Timekeeper, Declaration of Conflicts

Paul Mills welcomed the Board and thanked departing Directors Dennis Landry, Ellen Hamilton, Tina Desroches and Candace Shaw for their service to the Board. He also thanked the Board for their renewed confidence in him by appointing him to fulfil resigning Director Candace Shaw's remaining term of one year.

2. Approval of Agenda

Moved: Richard Flohil

Seconded: Dan Greenwood

Carried unanimously

3. Approval of Minutes from October 3rd Board Meeting

Moved: Jan Vanderhorst

Seconded: Tina Desroches

Carried unanimously

4. Actions Arising From October 3rd Minutes

Below is a report on October 3rd action items whose status has changed:

- Ellen to make changes to June 6th minutes as discussed and re-circulate.
 - **DONE**
- Tamara: A Code of Ethics will be circulated to Board for feedback and inclusion in the Handbook.

- DEFERRED
- Peter, Paul: Peter will report back to the Board on strategies for dealing with concerns raised during the Board's discussion about the 2011 conference. He will submit the report to Paul who will distribute to the Board and deal with the concerns raised. At that time, he will make a motion for the Board to vote on.
 - COMPLETE
- Peter will correct typos in ED report and send to Ellen for re-circulation.
 - COMPLETE
- Larry will work with Peter on planning panels for upcoming music industry events.
 - INCOMPLETE
- Dennis will forward the final financial documents to Paul by Oct. 9 who will forward to the Board for review and E-vote approval.
 - DONE
- The Board will review the documents and respond to the motion by the morning of Tuesday, October 13th.
 - DONE
- Jan will add a note to his report about Board's active and successful involvement with nominations this year.
 - DONE
- Jan will circulate a polling station schedule for Board members who have not signed up yet.
 - DONE
- Paul L. will assist Jan in counting votes after the election.
 - DONE
- Jan will invite potential nominees (who did not stand) to join Committees next year.
 - ONGOING
- Dan K. and Peter will develop talking points for the Board about the Starmaker's Fund and the OCFE sponsorship of artists and Paul will forward to the Board by Tuesday, October 13.
 - INCOMPLETE...Peter briefed the Board. The new Board will be fully briefed on the Starmaker Fund
- Paul will ensure the notice of the meeting, agenda and minutes are forwarded to the members within 10 days of the AGM.
 - DONE
- Peter and Ellen will arrange for the minutes of the AGM to be recorded (due to the absence of the secretary at the AGM.)
 - DONE
- Peter and Dennis will meet to arrange the presentation of the Treasurer's Report at the AGM.
 - DONE

5. New Business

Setting of Dates for 2009-2010 Board meetings.

The suggested dates for the 2009/2010 Board Meetings are as follows:

November 22, 2009

February 6, 2010 (approval of budget)

May 15, 2010

October 2, 2010 (setting of AGM agenda)

October 15, 2010

October 17, 2010 (new Board, election of officers)

NEW ACTION: Board members to check their calendars and inform the President of conflicts.

6. Adjournment

Moved by Richard Flohil

Meeting adjourned at 5:30pm.