



Architectural Conservancy Ontario
Minutes – Executive Committee Meeting
Wednesday September 13, 2023 @ 5:30 pm
 By teleconference

**ARCHITECTURAL
 CONSERVANCY
 ONTARIO**

Present: Diane Chin (Chair), Eben Rawluk (Treasurer), Doug Evans (Member-at-Large), Deb Crawford (Vice - Chair), Alison Drummond (Member-at-Large), Ian Worte (Member-at-Large), Dawn Newlands (Member-at-Large), Sarah Shepherd (Member-at-Large), and Marlee Robinson (Member-at-Large)

Staff Present: Will Coukell (COO) and Tai So (Membership Coordinator)

0. Greetings, Introduction

- Diane Chin (Chair) called the meeting to order at 5:40pm and reviewed guidelines that will improve human interactions which are important to a well working organization
- Land acknowledgement
- No conflicts of interest

1. Approval of Agenda

Moved by Doug Evans, **seconded** by Alison Drummond **that** the agenda be approved as amended. **Carried.**

1.1. Consent Agenda – no reports

2. Adoption of Executive Committee Meeting June 7, 2023 Minutes

Moved by Doug Evans, **seconded** by Eben Rawluk **that** the Adoption of the June 7, 2023 Executive Committee Meeting Minutes be approved. **Carried.**

3. Business Arising from Minutes

- Chair asked if the ONCA review has been completed, COO responded that he is in the process of filing it and said that it has not been reported because there has not been a Governance Committee meeting since June (3)
- Deb Crawford asked about the Guelph branch and Eben Rawluk responded that there is no report because the Finance Committee has not met (6.7)

4. Chair's Report – Diane Chin

- Deb Crawford asked if there is a 'plan b'? if there is no success in filling the Development Officer position
- COO responded that he has taken on parts of the fundraising role for now and said that the Finance Committee will need to look at how ACO is run and consider options for the future, this is planned by the Finance Committee and the Strategic Plan committee
- Chair added that there will need to be a decrease in expenditures if there are no funds raised and reminded the executive that the Awards is approaching quickly and requested that the Board push to sell tickets and she will call each Branch to push this event
- Doug Evans asked how often does the Board ask branches assistance in fundraising?
- COO responded that with the Federated Model branches fundraise for themselves which causes some conflicts in who we ask for money and also sometimes can cause confusion for the donors - in some cases the branch receives the a donation and the donor believes they have donated to the Provincial Branch
- Chair said this will be discussed at the Strategic Plan meeting

5. COO's Report – Will Coukell

- COO said that a survey was sent out by the Strategic Plan Committee and only received a few responses, and the committee is hoping to meet by the end of the month
- Deb Crawford asked about the process, COO said it can be done in several ways, and there are lots of issues so they will need to decide what to work on in the next five years
- Chair listed members which include: COO, Chair, Colin Johnston, Eben Rawluk, Alex Sostar, Leslie Thompson, and JW MacDonald
- Deb Crawford asked if achievements of 2022 will be reported, COO replied yes in the spring to the Board
- Doug Evans asked if the Executive could lighten the load for Chair and COO, Doug Evans would like to assist
- Chair said that Board members do not attend meetings, she has called branches to remind them about meetings, but some branches only have 3-5 members
- COO said currently 75% of the branches attend which is much higher than 8 years ago when he started at ACO

6. Committee Reports

6a - Governance and Nominating

MOTION: That ACO Board approve the Joint Conference Committee Terms of Reference for ACO's participation in the Ontario Heritage Conference with the following amendments:

At the beginning of the document, "As a long time participant and co-leader of the heritage conference, ACO is seeking to clarify what outcomes ACO, as an organization achieves as a result of participation. ACO is hopeful that the other partners will consider similar measures.", and at the end of the document, "ACO will establish, from time to time, self evaluation and performance measures to assist in clarifying outcomes with participation in the Heritage Conference. "

Moved by Deb Crawford, **seconded** by Ian Worte. **Carried.**

- Two amendments were added: Alison Drummond suggested adding a sentence at the beginning of the document to help explain what the goal is and Doug Evans and Deb Crawford suggested adding a self-evaluation and performance measures which will be clarified in due course. This might be modified from time to time

6b – Heritage Day

- The GCRC Chair will call branches to suggest they join the committee
- GCRC Chair recommended that the Policy Committee and Government and Community Relations work together and will take recommendations to the Board at October meeting
- **6b - Government and Community Relations** – report in dropbox

6c - Policy Committee - report in dropbox

- Correction to Heritage Day Feedback (2) - Deb Crawford prepared the draft report for the Policy Committee not Alex McKinnon

6d - Finance Committee - nothing to report

6e - Acorn – report in dropbox

7. Other Business

7a – Social Media Crisis Plan

- Chair is not comfortable with the first paragraph; it is a big undertaking
- Ian Worte added that a response plan is different than monitoring social media

- Chair will take this back to the committee and point out the distinction

10. Meeting Evaluation - no comment

11. In Camera Session - none requested

12. Adjournment

- **Meeting adjourned moved** by Diane Chin at 7:24 pm.

Actions:

Chair to call branches to:

- ask them to sell Awards tickets and push the event
- ask them to join Heritage Day Committee

Chair will take Social Media Crisis Plan back to the committee

DRAFT