



## **EMERGENCY COUNCIL MEETING**

### **Notes**

### **Conference Call**

#### **March 12, 2020**

**Present:** Denis Gagnon, R.P.F., President  
Peter Street, R.P.F., Past-President  
Carol Walker, R.P.F.  
Scot Rubin, R.P.F.  
Waseem Ashiq, R.P.F.

Mark Kuhlberg, Public Member  
Lacey Rose, R.P.F.  
Gordon King, R.P.F.  
Neil McLean, R.P.F.

Fred Pinto, R.P.F., Executive Director and Registrar  
Louise Simpson, Registration Manager  
Priscilla Doyle, Registration Coordinator

Members of the 2020 Annual Conference Working Group:

Graeme Davis, R.P.F., Chair  
Richard Raper, R.P.F.

Paul Krabbe, R.P.F.

#### **1. Postponing the 2020 Conference-**

- Information from [Health Canada](#) suggests that a majority of delegates would be at high risk. The Annual Conference Working Group is also seeking direction from the local health unit in Barrie;
- The 2020 Annual Conference Working Group met this morning and agree that due to the information and messages that have become available over the past few hours, they would not be comfortable encouraging delegates to attend the conference;
- Some employers have instructed their employees not to travel;
- It is most likely that some speakers and exhibitors may cancel;
- The Working Group is recommending a postponement rather than a cancellation of the event to an undetermined date so that the work done by the Working Group can be used at a later date;
- If the conference is postponed to later in this calendar year, the OPFA will lose \$5000 of the \$10,000 deposit to the Nottawasaga Inn Resort & Conference Centre. If the conference is postponed to another calendar year, the full \$10,000 deposit will be forfeited;
- Currently, around 60 delegates have registered generating \$22,000 in revenue. We had planned for 100 delegates which would result in \$40,500 in estimated revenue. Holding the conference would, therefore, result in a loss of at least \$ 38,000. Sponsorship and exhibitors revenue is at a level that was expected;

- The Nottawasaga Resort has agreed to refund delegates the deposit on their guest rooms and has given direction on how the delegates can request that refund;

## 2. Communication:

- Email or letters will be sent to the following groups:
  - Delegates registered for the conference- Fred Pinto will send emails/letters stating that refunds will be issued automatically upon the return of OPFA Bookkeeper on March 23. They will also be given direction on how to attain a refund on their guest room deposit at the resort;
  - Exhibitors and sponsors- Graeme Davis will ask if they wish a refund for their contribution and will be given direction on how to attain a refund. Paul Krabbe will inform all exhibitors and sponsors.
  - Speakers- it is hoped that they will participate in the meeting when it is held. Richard Raper will inform all speakers.
  - Graeme Davis will inform the Minister's office.
- Social media- refunds will be issued to conference delegates upon the return of the OPFA Bookkeeper on March 23. They will also be given direction on how to attain a refund on their guest room deposit at the resort
- OPFA Website- refunds will be issued upon the return of the OPFA Bookkeeper on March 23. They will be given direction on how to attain a refund on their guest room deposit at the resort
- *The Professional Forester* newsletter- refunds will be issued upon the return of the OPFA Bookkeeper on March 23. They will be given direction on how to attain a refund on their guest room deposit at the resort.

Council thanked the Working Group for their hard work on the conference and in responding to the quickly evolving situation around COVID-19.

## 3. Annual General Meeting:

- OPFA Bylaws state: Article 12.1 – Annual Meetings

*The annual meeting of Members of the Association shall be held within the first seven months of each fiscal year on a date and at a time and location determined by the Council.*

- *As per the OPFA Bylaw*, the Annual General meeting, therefore, should be held by the end of June 2020, however, due to unprecedented conditions the following options are being considered;
- Options:
  - 1) Hold the AGM by webinar. We will need to determine the details to ensure the software we use allows members to participate effectively;
    - We currently have a free trial for GoToMeeting and GoToWebinar for holding training for Indigenous knowledge and funds have already been designated for that;
    - The webinar can accommodate up to 500 people;
    - It will need to be tested before it is used;

- People can vote, “raise their hand” (to ask a question);
  - It can be recorded and transcribed
- 2) Hold an in-person AGM by the end of June: This may still be too soon for the health and contagion implications to be known with any certainty;
  - 3) Change the bylaws to either postpone and hold in-person AGM in the fall 2020 or cancel the AGM for 2020. Information on the activities and finances of the OPFA has been shared with members. Bylaw changes for 2020 that would be confirmed by members would not have a significant impact on members or OPFA's finances if they were not confirmed by the membership. See Council's minutes for the December 4 & 5, 2019 meeting for the specific changes in the Bylaws that were approved by Council.

Council will discuss the options at the April 6 meeting which will now be held via teleconference.