

**ORCGA Events and Communication Committee Meeting Minutes**

December 20, 2018  
9:00 a.m. – 12:00 p.m.  
ORCGA Office/Teleconference

<b>Attendees:</b>	<b>Company:</b>
Crystal Bedore	Ontario One Call
Dave Wulff	Vivax
Tracey Sims	Union Gas
Adam Sampson	Own Your Safety
Sara Ward-Paige	Hydro One
Stephen Huza	Drain-All
Liz Mitchell	Infrastructure Resources
Tori Gass	Toronto Hydro
Jennifer Parent	ORCGA
Ashleigh Fehr	ORCGA
Doug Lapp	ORCGA
Bill Shane	Blue Water Ideas
Derek Whiteman	Toronto Hydro
Jeremy Long	Vivax

Regrets: Ben Kihara, Jason Dupuis, Jason Edwards, Patricia Forbes, Ralph Evans, R Coulas, Shane Hart, Nicole Evans, Sara Hooton, Tracy Hammer, Ericka Kennedy, Matthew White, Sarah Nardozzi, Jody Howze, Gretchen Gordon, James Stieva, Jeff Hitchcock, Ophir Wainer, Grace Meade, Brice Brown

<b>Agenda Item</b>	<b>Notes</b>	<b>Action Item</b>
Review of Agenda	<ul style="list-style-type: none"> <li>Crystal reviewed the agenda for the meeting</li> </ul>	
Review of Draft Minutes	<ul style="list-style-type: none"> <li>Reviewed minutes from last meeting</li> <li>Jennifer went over the additional comments submitted after the last meeting</li> <li>Locate Rodeo contract has been signed – early event details have been discussed</li> <li>Meeting in January re: rental equipment stickers</li> </ul>	Motion to pass minutes: Sara Second: Adam
Dig Safe 2019	<ul style="list-style-type: none"> <li>Ashleigh reviewed the Dig Safe timeline for 2019 and gave an update</li> <li>Planning is ongoing – confirmed dates for Kingston (Mar 21/22) and Burlington (Apr 15)</li> </ul>	
Symposium:  Infrastructure Resources   Registration	<ul style="list-style-type: none"> <li>Liz will be coming to the symposium to head up the trade show</li> <li>Jennifer reviewed IR responsibilities vs. ORCGA responsibilities</li> </ul> <p>To date:</p> <ul style="list-style-type: none"> <li>131 registered</li> <li>1 more booth available</li> <li>75 delegates</li> <li>25 exhibitors</li> </ul>	

Tradeshow	<ul style="list-style-type: none"> <li>• 30 sponsor delegates</li> <li>• Combined Great Room A and B for the tradeshow (room B, using ½ the room) – reviewed floor plan</li> <li>• Reviewed booth layout</li> </ul>	
Sponsorship	<ul style="list-style-type: none"> <li>• 28% sold and others being considered</li> <li>• Next couple weeks will be slow due to Christmas vacations</li> </ul>	
Speakers	<ul style="list-style-type: none"> <li>• Created an advanced agenda (on website)</li> <li>• Jennifer reviewed the agenda and secured speakers</li> <li>• Damage Insurance Claims Panel – presentation has been approved but isn't on the agenda yet</li> <li>• Jennifer reviewed the list of presentations sent back with questions, recently submitted, still to be submitted and possible plenary</li> </ul>	
Breakout Session Schedule	<ul style="list-style-type: none"> <li>• Jennifer reviewed the schedule and changes with the schedule</li> <li>• Vendor showcase? Make sure everyone knows what it is</li> <li>• Each booth contract lists the sponsorships available as well as the vendor showcase</li> <li>• Showcase is 2-3 minutes</li> <li>• Exhibitor reception – subcommittee to discuss when it should end – recommended 2 hours</li> <li>• Discussing with trade show subcommittee – whiskey and wine tasting (with food stations) – not confirmed</li> <li>• Took a concurrent session out – went from 4 to 3</li> <li>• Presentations have a 1-hour time slot – change to 45 mins? (30 min pres + 15 mins for Q&amp;A)</li> <li>• Room set up for people to use – make phone calls, answer emails, etc – large conference table where the exhibitors are (use the other side of room B), have some power cords run to them</li> <li>• Assigned speakers to time slots</li> <li>• Jennifer to distribute revised schedule</li> </ul>	Provide Jennifer with any feedback by end of day December 21 <sup>st</sup>
Dig Safe Brochure	<ul style="list-style-type: none"> <li>• OOC combining postcards – 1 card for both contractors and home owners</li> </ul>	
Landscape Ontario Congress January 8-10	<ul style="list-style-type: none"> <li>• Sharing the booth with OOC</li> <li>• This committee can help staff the booth if needed – an extra person would be helpful (on Wednesday January 9<sup>th</sup>)</li> </ul>	Doug will attend

<p>Canada Blooms March 8-17</p>	<ul style="list-style-type: none"> <li>• Demonstrations/tutorials this year for Web Portal</li> <li>• ORCGA can give you a large poster/panel</li> <li>• Dig Safe materials for other ORCGA members that are attending? – Dig Safe shirts, 'Dig Safe Member' sheet – specify which booth to go to</li> <li>• Doodle is set up for people to choose when they can attend</li> <li>• Maximum 2 people per time slot</li> <li>• Stuff for kids is good – colouring books, stickers, etc</li> <li>• Theme 'A Family Affair' – home, safe, happy</li> </ul>	<p>Ashleigh to send out the Doodle link</p>
<p>Round Table Discussion</p>	<ul style="list-style-type: none"> <li>• Trade Show Subcommittee meeting – first thing in the new year</li> <li>• January 16<sup>th</sup> agenda – committee member roles at Symposium</li> </ul>	

Commented [CB1]: Which subcommittee?

Next meeting Dates: January 16