

## ORCGA Events and Communication Committee Meeting Minutes

December 6, 2019

9:00 a.m. – 12:00 p.m.

ORCGA Office/Teleconference

Attendees:	Committee Members:	Company:	Email:
✓	Crystal Bedore	Ontario One Call	<a href="mailto:CBedore@ON1Call.com">CBedore@ON1Call.com</a>
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Agenda Item	Notes	Action Item
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> </ul>	Motion to pass minutes: Stephen Huza Second: Sara Ward-Paige
Locate Rodeo Update	<ul style="list-style-type: none"> <li>Possible locations:                             <ul style="list-style-type: none"> <li>Brock – sent back proposal</li> <li>Niagara on the Lake – interested in providing proposal</li> <li>Waterloo – haven't been able to connect</li> <li>McMaster – no response</li> </ul> </li> <li>There will be more of an update at our next meeting</li> </ul>	
CVENT Update	<ul style="list-style-type: none"> <li>Website was launched yesterday (Dec 5)</li> <li>Delayed due to financial piece with middle company (not CVENT/ORCGA)</li> </ul>	

	<ul style="list-style-type: none"> <li>• Grace assisted with testing and gave feedback – updates were made</li> <li>• 6 people have registered so far</li> <li>• Rebecca went through the website for everyone</li> <li>• Rebecca showed the CVENT app to the committee</li> <li>• App isn't live yet or integrated with the site – it will include agenda, speaker profiles, sponsors, exhibitor info) – similar information that the website has</li> <li>• App can be downloaded prior to the Symposium</li> <li>• Surveys can be taken on the App – speakers can ask their attendees to fill out the survey at the end of the session</li> <li>• The speaker can enter the questions into the app or the ORCGA can enter it</li> <li>• There will be paper surveys available as well</li> </ul>	
<p>2020 Damage Prevention Symposium</p>	<ul style="list-style-type: none"> <li>• Call for Papers:</li> <li>• went out and extended the deadline – stragglers said they are going to send their papers</li> <li>• Off to a good start – need to firm up more papers <ul style="list-style-type: none"> <li>○ List of papers:</li> <li>○ Margaret Kenequanash – CEO, Watay Project - Watay Project named amongst Top 100 Canada's biggest infrastructure projects, \$1.43B.</li> <li>○ Public Services and Procurement Canada - The Government of Canada Digs into Damage Prevention</li> <li>○ multiVIEW/Gord Campbell - Evolution of Best Practices in Canada</li> <li>○ Geoff Zeiss, Director - International Initiatives for Mapping Subsurface Utilities</li> <li>○ Utilities Kingston - I Have a Damage. Now What?</li> <li>○ Private Locates</li> </ul> </li> <li>• Committee meeting next week to speak about other papers in the queue</li> <li>• 6 or 7 properties of sponsorship have been sold</li> <li>• Package has gone through all 4 levels and will be released to everyone – should pick up</li> <li>• Registration is now up and running</li> <li>• Working with the hotel on the F&amp;B menu</li> <li>• In line with what we agreed \$70k – waiting to see what he comes back with – should be firmed up before the new year</li> <li>• Working with their pipe and drape supplier</li> </ul>	<p>Tailboard talks – send any questions or information to Kim</p>

	<ul style="list-style-type: none"> <li>• Working with their AV company – another company wants to put in a bid</li> <li>• Attrition rate at the hotel is 19%</li> <li>• Exhibitors – Rebecca showed the booth layout</li> <li>• 7 have been sold so far</li> <li>• It will be going out to CCGA exhibitors</li> </ul>	
Dig Safe Update	<ul style="list-style-type: none"> <li>• Ashleigh gave an update on Dig Safe events booked</li> <li>• Same as last month – don't have any more dates booked but have been in contact with them</li> <li>• Some calendars aren't available for the new year yet</li> <li>• Hoping to have all dates into the calendar by end of January</li> </ul>	
Excavator of the Year Update	<ul style="list-style-type: none"> <li>• Meeting with infrastructure owners and OOC next week to determine winners</li> <li>• Will work on that portion of the Symposium once the winners have been selected</li> </ul>	
Round Table Discussion	<ul style="list-style-type: none"> <li>• Crystal and Gretchen's Co-Chair terms are up this year (as of the Symposium)</li> <li>• Does anyone want to Co-Chair the committee?</li> </ul> <p>F/U from previous meeting:</p> <ul style="list-style-type: none"> <li>• Jennifer spoke with Natalie (Quebec counterpart) and she agreed to promote our Symposium in Quebec</li> </ul>	

Next meeting Dates: January 22, 2019