

ORCGA Events and Communication Committee Meeting Minutes

February 11, 2020
1:00 p.m. – 4:00 p.m.
Chateau Laurier

Attendees:	Committee Members:	Company:	Email:
✓	Crystal Bedore	Ontario One Call	CBedore@ON1Call.com
	Jennifer Parent	ORCGA	jennifer@orcga.com
	Ashleigh Fehr	ORCGA	ashleigh@orcga.com
	Doug Lapp	ORCGA	douglas@orcga.com
✓	Rebecca Leighton	ORCGA	rebecca@orcga.com
	Tracey Sims	Union Gas	tlsims@uniongas.com
	Adam Sampson	Turner Construction Company	asampson@tcco.com
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✓	Stephen Huza	Drain-All	Stephen.Huza@drainall.com
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✓	Bill Shane	Blue Water Ideas	bluewaterideas@gmail.com
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	Lori Ross	Hetek	lori.ross@hetek.com
	Grace Meade	Ontario Excavac	gmeade@excavac.ca
	Rex Valenzuela	Promark Telecon	rex.valenzuela@promark-telecon.ca
	Kyle Winters	Competers	kyle@competers.com
	Nicole Evans	Top Shelf Solutions	nevans@topshelfsolutions.ca
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✓	Aja Obin	Enbridge	Aja.Obin@enbridge.com
	Ben Kihara	City of Markham	BKihara@markham.ca
	Sara Hooton	Rust-Oleum	Sara.hooton@rustoleum.com
	Brice Brown	Hetek	brice.brown@hetek.com
	Peter Hettstedt	JD Barnes	phettstedt@jdbarnes.com
	Jon Eisele	Enbridge	Jon.Eisele@enbridge.com

Agenda Item	Notes	Action Item
Change of Chairs	<ul style="list-style-type: none"> • Grace Mead will take over for Gretchen • Crystal will stay on which allows for a staggered approach 	
Review of Agenda	<ul style="list-style-type: none"> • Crystal reviewed the agenda for the meeting 	
Review of Draft Minutes	<ul style="list-style-type: none"> • Reviewed minutes from last meeting 	Motion to pass minutes: Bill Shane Second: Stephen Huza
Symposium	<ul style="list-style-type: none"> • Sold out 2020 Symposium in Ottawa • 2nd time in Ottawa • 280 attendees, including an additional 50 registrants from municipalities (lots from City of Ottawa, Ottawa Hydro) <ul style="list-style-type: none"> ○ 271 attendees for 2019 ○ 272 registered for past Collingwood • Goal 200 full attendees, was surpassed. • Out of capacity due to size of dining area • General feedback was positive 	Lunch for all committee meeting attendees moving forward

	<ul style="list-style-type: none"> • Having it in Ottawa led to some companies sending other people that live and work closer to the Ottawa area • 50 People have registered • Looking for new locations for 2022 • London venue is too small <p>Contractor – Municipal Day Municipal Registration Contractor Registration Contractor entrance into the exhibitor trade show</p> <ul style="list-style-type: none"> • E&C Committee was unaware of the additional passes that were available. • ORCGA information related to promoting the additional passes/registration came close to the event and not a lot of time to promote • Call for papers will go out earlier • Rebecca is just dedicated to events so that puts ORCGA in a better position to get things done ahead of time • Chateau Laurier venue is very pricey. Would try to look at other venues if we return to Ottawa in the future • 2021 is in Niagara Falls • 2022 has not been booked, can we come up with options, including any extras such as parking • Networking reception with finger foods is working well • Postmortem following the symposium in approx. 2 weeks. Review the details of the symposium • Going forward there will be lunch offered to Committee Meeting attendees. • Submission of papers – ORCGA has always wanted the presentations in a certain way. They are firm on it not being a sales pitch 	
Apps	<ul style="list-style-type: none"> • Being reminded at Registration to add the app • Surveys are available on the app • Paper surveys will also be available 	
Rework/Update Survey Questions	<ul style="list-style-type: none"> • Review current survey questions at a Committee meeting 	<p>Add to survey, were you aware of the gold seal certification?</p> <p>Rebecca – Would a networking event interest you at the Symposium</p>
Sponsorship	<ul style="list-style-type: none"> • Consider creating an all-in package for each level of sponsorship 	

	<ul style="list-style-type: none"> • It could include the extras that are being asked of sponsors 	
Gold Seal Certification	<ul style="list-style-type: none"> • 2 credits for attending • Jen submits for approval with each Symposium 	
Role of the E&C Committee	<ul style="list-style-type: none"> • Does the ORCGA want a sounding board? • There has been some direction in the past from ORCGA leadership that did not involve decision making from the E&C • Previously the committee would be involved in planning a fun evening at the Symposium • Dig Safe events are owned by the GC chairs, why do we have it on our agenda? • Reviewed Terms of Reference <ul style="list-style-type: none"> ○ Promote industry events for dig safe ○ Come to a consensus among the committee if a consensus cannot be reached ORCGA makes the final decision ○ Ensure any stakeholders that have a vested interest in the topics are invited to the meeting ○ Any attendee that does not attend or communicate/reply to the meeting invite can be removed. 	<p>Need to review the list of members; review it once a year. No reply back will indicate that they will not be participating on the committee. Review following the Symposium each year.</p> <p>Crystal to send Rebecca the Terms of Reference to edit.</p> <p>Rebecca send out suggestion of edits to the committee for everyone to review and mark up</p>
2020 Dig Safe Events	<ul style="list-style-type: none"> • Gretchen to give an update presentation Wed of the Symposium after lunch 	
Golf Tournament	<ul style="list-style-type: none"> • 90 Companies, 312 Attendees • June 17th next golf tournament at Rattlesnake • Start time at 7:30; shot gun at 9:00am • Doug wants to see dinner to remain at 4:00pm <ul style="list-style-type: none"> ○ Thought behind it was that there would be time for hole in one contest or something similar ○ Committee was concerned about how long the day is already 	Rebecca to circle back with Doug regarding time for “linner”
Round Table Discussion	<ul style="list-style-type: none"> • Canada Blooms Volunteers – spots to be filled next week • Any new ideas for trade shows to attend, looking into options • Opportunities to join other utilities at their tradeshows • Review the Terms of Reference document prior to next meeting. Review at meeting together • Happy to have an ORCGA staff member committed to events • John Eisele –can be removed from list of members • All committee members unanimously nominated Jeremy Long for next co-chair position 	<p>Email to be sent out by Ashleigh next week</p> <p>Gretchen to send a list of shows that TC Energy attends</p>

Next meeting Dates: