

ORCGA Events and Communication Committee Meeting Minutes

February 2, 2021
1:00 p.m. – 3:00 p.m.
Tele Conference

Attendees:

Rebecca Leighton	Nicole Evans	Gretchen Gordon
Ashleigh Fehr	Jeremy Long	D. Warwick
Crystal Bedore	Natalie Ashworth	Kyle Winters
Grace Meade	Patrick Curti	Ophir Wainer
Angela Lei	Matt Neundorf	Nader Daher
Angela Watson	Bill Sheane	Sara Ward-Paige
Kaitlyn O'Hara	Stephen Huza	Kaitlyn Woods
Jennifer Parent	Ryan Smith	Nathan McDonald
Brian Neiman	Naz Khalali	Robert Graham

Agenda Item	Notes	Action Item
Review of Agenda	<ul style="list-style-type: none"> Crystal reviewed the agenda 	
Review of Draft Minutes	<ul style="list-style-type: none"> Crystal went through the minutes from the last ECC meeting – reviewed the action items 	Motion to Pass minutes: Grace Meade Second: Nicole Evans
Locate Rodeo Update	<ul style="list-style-type: none"> Tentatively holding it at the University of Waterloo Rebecca will speak with them some time in March and discuss any restrictions Will likely decide by April – might have more information at our March meeting 	
Golf Tournament Update	<ul style="list-style-type: none"> Club links restrictions: max 6 tournaments per course, limited or no sponsorship permitted on course, restricted networking, no shotgun start, staggered tee times (prevents gatherings/networking) no indoor dining Tournaments are restricted to Monday/Tuesday at most clubs (including Station Creek) Would need to move tournament to a new course and date Club Links does not have the ok to open as of yet Ongoing province wide restrictions, along with individual company restrictions (employees not permitted to attend social events until further notice) ORCGA has budgeted to not host the event this year – the cost is high and sponsorship contributes a large amount to the tournament Must make a decision before February 15 – down payment due date Idea: Up the price and make it an exclusive event – reduce the amount of people 	Rebecca will bring all comments back to the ORCGA staff to discuss and decide on Monday, February 8.
Symposium Update 2021	<ul style="list-style-type: none"> Everything has gone well so far Small tech issues: <ul style="list-style-type: none"> Some had issues logging into the event site, Rebecca sent out an email for 	

	<p>people to try Chrome so make it easier to log in and use the site</p> <ul style="list-style-type: none"> ○ Exhibitors had some issues uploading content onto their listing but Rebecca was able to fix it on the back end – if anyone exhibiting is having issues, let Rebecca know and she can help ○ .everything has been fixed <ul style="list-style-type: none"> ● Event site looks good but isn't perfect – Rebecca will be proving CVENT with some feedback – good and bad ● 282 registrations for the event – 234 fully registered – 49 registered for just the meetings today and the tradeshow ● ORCGA was hoping for 200 registrants ● 269 registrations last year for the Symposium ● 12 exhibitors (29 last year) – you can see them on the listing <p>Site feedback so far:</p> <ul style="list-style-type: none"> ● Logos are all rectangles and not squares – they don't look as good as they should – should stand out a little more (Rebecca has this on her list as the #1 issue – it's a restriction on her end) ● Adding staff to the page works but as an admin you cannot adjust anything (add their picture) the staff would have to be admins as well to edit their profile ● Its not ideal to have many admins in case errors are made ● CATT TT101 Course <ul style="list-style-type: none"> ○ Partnered with CATT in the Fall ○ Ottawa registered 54 people from their infrastructure department ○ 76 total registrations ○ It went really well ○ Suggestion to offer it again next year ○ We will be offering it again next year at a discounted price – continue to partner with CATT ● We aren't sure what the Symposium is going to look like next year – could be hybrid or virtual again ● There is a daily email that goes out highlighting the networking events for that day ● Discussed the Poker Stars Tournament <ul style="list-style-type: none"> ○ 1st prize – \$200 ○ 2nd prize – \$150 ○ 3rd prize – \$100 ○ Poker Stars sends something else as well ○ Networking room through the event site as well ● Ontario One Call Drawing Competition – prizing and fun! 	<p>If you have any feedback, email it to Rebecca after the event</p>
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	<ul style="list-style-type: none"> • Trivia Night – there is a trivia expert to host – everyone will be put into teams with breakout rooms • The full event schedule is on the site and you can “add to calendar” • Sessions are not taken outside of CVENT – once you click on it, the session will come up right away • If anyone needs the link for the recording for this meeting – let Rebecca know • 	
Round Table Discussion	<ul style="list-style-type: none"> • This will be Crystal’s last meeting as Co-Chair – she will stay on the committee as a member <ul style="list-style-type: none"> ○ Any nominations to replace her? ○ Sara Ward-Paige? ○ Sara is going to run it by her manager • Patrick from CER introduced Nader to the group – he will be working closely with Ontario organizations as the CER representative • Rebecca took a picture of the group so that Jen could put it on our Social Media accounts • Thank you to Sara and Crystal for helping with the sessions being the moderators <p>Thank you Crystal for all your work as Co-Chair!!</p>	

Next meeting Dates: March TBA