

ORCGA Events and Communication Committee Meeting Minutes

January 16, 2018

9:00 a.m. – 12:00 p.m.

ORCGA Office/Teleconference

Attendees:	Committee Members:	Company:	Email:
✓	Crystal Bedore	Ontario One Call	CBedore@ON1Call.com
✓	Jody Howze	Enbridge	Jody.Howze@enbridge.com
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	Jon Eisele	Enbridge	Jon.Eisele@enbridge.com
✓	Liz Mitchell	Infrastructure Resources	liz@emailir.com

Agenda Item	Notes	Action Item
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: Grace Second: Sara

Dig Safe 2019 Update	<ul style="list-style-type: none"> Ashleigh reviewed the Dig Safe timeline for 2019 and gave an update Planning is ongoing – <ul style="list-style-type: none"> Kingston Mar 28/29 (revised) Cambridge April 16 St. Catharines April 18 Sarnia April 23 																																																											
Symposium: Stat Update Volunteer Schedule	<ul style="list-style-type: none"> 175 registered – up 44 for since December meeting – target for registration: 250 Expecting to get many registrations last minute Reporting for this year will be better – registration dates will be recorded All 30 booths have been sold Schedule changes: <ul style="list-style-type: none"> Concurrent session – switched Six Nations with Swift – wanted to make sure they had positive reinforcement/attendees Switched Know Before You Dig with Cyber Security 15 minutes discrepancy from 9-915 on Friday – Jennifer is going to adjust the schedule, and everything will shift up by 15 minutes to close the gap Ben – OOC is presenting before the committee reports on Friday morning at 8 am <p>PLEASE NOTE: THE SCHEDULE WILL BE ADJUSTED AS NEEDED AND JENNIFER WILL SEND OUT THE FINAL SCHEDULE THE WEEK OF FEB 4TH</p> <p>3 volunteer roles needed:</p> <ul style="list-style-type: none"> Registration – bag, badge and name check off Concurrent session intros Game (Prevent Damage) <p>Registration:</p> <ul style="list-style-type: none"> Put volunteers into time slots – see below: Identified busier times and added an additional volunteer <table border="1" data-bbox="324 1312 1315 1906"> <thead> <tr> <th>Date</th> <th>Time</th> <th>Name</th> <th>Role</th> <th>Location</th> </tr> </thead> <tbody> <tr> <td rowspan="14">Feb-13</td> <td>7:00 AM</td> <td></td> <td>Registrat</td> <td>TBC - Outsid</td> </tr> <tr> <td>8:00 AM</td> <td></td> <td>Registrat</td> <td>TBC - Outsid</td> </tr> <tr> <td>9:00 AM</td> <td></td> <td>Registrat</td> <td>TBC - Outsid</td> </tr> <tr> <td>10:00 AM</td> <td></td> <td>Registrat</td> <td>TBC - Outsid</td> </tr> <tr> <td>11:00 AM</td> <td>Ash, Jeff</td> <td>Registrat</td> <td>TBC - Outsid</td> </tr> <tr> <td>12:00 PM</td> <td>Ash, Jeff, Jody</td> <td>Registrat</td> <td>TBC - Outsid</td> </tr> <tr> <td>1:00 PM</td> <td>Ash, Jody, Grace</td> <td>Registrat</td> <td>TBC - Outsid</td> </tr> <tr> <td>2:00 PM</td> <td>Ash, Adam, Grace</td> <td>Registrat</td> <td>TBC - Outsid</td> </tr> <tr> <td>3:00 PM</td> <td>Ash, Adam, Grace</td> <td>Registrat</td> <td>TBC - Outsid</td> </tr> <tr> <td>4:00 PM</td> <td>Ash, Adam, Grace</td> <td>Registrat</td> <td>TBC - Outsid</td> </tr> <tr> <td>5:00 PM</td> <td>Ash, Tracy, Jody</td> <td>Registrat</td> <td>TBC - Outsid</td> </tr> <tr> <td>6:00 PM</td> <td>Ash, Tracy, Jody</td> <td>Registrat</td> <td>TBC - Outsid</td> </tr> <tr> <td>7:00 PM</td> <td>Ash, Tracy</td> <td>Registrat</td> <td>TBC - Outsid</td> </tr> </tbody> </table>	Date	Time	Name	Role	Location	Feb-13	7:00 AM		Registrat	TBC - Outsid	8:00 AM		Registrat	TBC - Outsid	9:00 AM		Registrat	TBC - Outsid	10:00 AM		Registrat	TBC - Outsid	11:00 AM	Ash, Jeff	Registrat	TBC - Outsid	12:00 PM	Ash, Jeff, Jody	Registrat	TBC - Outsid	1:00 PM	Ash, Jody, Grace	Registrat	TBC - Outsid	2:00 PM	Ash, Adam, Grace	Registrat	TBC - Outsid	3:00 PM	Ash, Adam, Grace	Registrat	TBC - Outsid	4:00 PM	Ash, Adam, Grace	Registrat	TBC - Outsid	5:00 PM	Ash, Tracy, Jody	Registrat	TBC - Outsid	6:00 PM	Ash, Tracy, Jody	Registrat	TBC - Outsid	7:00 PM	Ash, Tracy	Registrat	TBC - Outsid	
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	9:00 AM	Ash, Gretchen,Jeff	Registra	TBC - Ou
	10:00 AM	Kim, Grace,Tracy	Registra	TBC - Ou
	11:00 AM	Kim, Grace,Tracy	Registra	TBC - Ou
	12:00 PM	Kim, Grace,Tracy	Registra	TBC - Ou
	1:00 PM	Kim, Tori	Registra	TBC - Ou
	2:00 PM	Kim, Tori	Registra	TBC - Ou
	3:00 PM	Kim, Tori	Registra	TBC - Ou
	4:00 PM	Ash, Grace	Registra	TBC - Ou
	5:00 PM	Ash, Grace	Registra	TBC - Ou
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Prevent Damage Volunteers: Rex and Sara

Date	Time	Name	Role	Location	Date	Time	Name	Role	Location
Feb-13	7:00 AM		Prevent	Inside Gre	Feb-14	7:00 AM		Prevent	Inside Great Ro
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	7:00 PM	Sara/Rex	Prevent	Inside Gre		7:00 PM	Sara/Rex	Prevent	Inside Great Ro

Concurrent Session Volunteers:

- Introduction for concurrent speakers
- Introduction information/instructions – everything will be on the script
- Bios will be available, and packages will be left in the rooms with all the information
- Jennifer is going to email the information before the Symposium
- Doug indicated that Board members can help – he will sub them in if they are attending – please note you could be bumped and we'll let you know prior to the event

	Date	Time	Name			
Tradeshow Subcommittee Update	Feb-14	10:45 a.m. - 11:45 a.m.	1DW	2 - Regional Water Panel – Peel, Ha		
			2TG	3 - Electrical Safety Authority and Ale		
			3Ben	4 - Six Nations Natural Gas Infrastru		
		2:00 p.m. - 3:00 p.m.	1Jody	6 - The Tornado Aftermath: Hydro C		
			2Karl	7 - NEB - Shannon Neufeld		
			3Dave	8 -The Importance of KNOWing Bef		
		3:45 p.m. - 4:45 p.m.	1GG	9 - Municipal Damage Information R		
			2Guy	10 - MoL - Ruhi Sharma		
			3Enzo	11 - Crisis Communication Plan Dev		
	Feb-15	9:00 a.m. – 10:00 a.m.	1CB	13 - Cyber Security - Eugene Ng		
			2Doug	14 - SUE Results to Date - Dr. Mark		
			3Andy	15 - Mock Line Strike and Pipeline R		
		10:45 a.m. – 11:45 a.m.	1Brad	16 - Damage Insurance Claims Pan		
			2CB	17 - Exposing the Inaccuracies of GI		
			3JH	18 - SWIFT Network - Geoff Hogan		
	EEC Meeting at the Symposium					<ul style="list-style-type: none"> Jeremy gave an update from the tradeshow subcommittee meeting Free day for the trade show – hoping to do this for 2020 (for locals or have a tradeshow only pass) – would need to figure out a way to work that out Thursday night – wine and whiskey reception Hotel is creating a layout (floor plan) that indicates food stations, tables, bar, etc. Game will be in 2 separate location each night – eliminates favouring a booth Jeremy went through the pre-event and onsite exhibitor promos Meeting on Friday with exhibitors to go over what went well and suggestions for next year <ul style="list-style-type: none"> Liz/Ashleigh to attend and take minutes Jennifer showed everyone the booth assignments for vendors
	Round Table Discussion					<ul style="list-style-type: none"> Scheduled at the Symposium on Wednesday from 1-4 Jennifer won't be there so an agenda needs to be created <ul style="list-style-type: none"> Doug wants to talk about Canada Blooms (schedule) Bring up the schedule on the screen at the meeting and slot people in Need to get feedback on what materials should be there (at the booth) Jennifer wants to use 4 large A frames that tell the Dig Safe story – needs to explain it so that homeowners understand better Look into getting floor decals – shows underground infrastructure Tailgate talks – Derek/Adam can bring their templates Gretchen is going to be presenting the committee report Need some one to take minutes at the meeting Discuss if the attendee list can be shortened and remove people that don't attend – make a list of potential candidates to attend
						<ul style="list-style-type: none"> Accreditation for CCA has been submitted and is being reviewed Speaker selection should start earlier – during golf next year so we can get an accreditation by September

Action Item: everyone to bring templates for tailgate talk agenda item

Next meeting Dates: Symposium