

ORCGA Events and Education Committee Meeting Minutes

November 14, 2018

9:00 a.m. – 12:00 p.m.

ORCGA Office/Teleconference

| Attendees: | Company: |
|-----------------|------------------|
| Crystal Bedore | Ontario One Call |
| Jody Howze | Enbridge |
| Tracey Sims | Union Gas |
| Adam Sampson | Own Your Safety |
| Sara Ward-Paige | Hydro One |
| Stephen Huza | Drain-All |
| Gretchen Gordon | Trans Canada |
| James Stieva | Super Sucker |
| Jennifer Parent | ORCGA |
| Ashleigh Fehr | ORCGA |
| Doug Lapp | ORCGA |
| Bill Shane | Blue Water Ideas |
| Jeff Hitchcock | Ontario One Call |
| Ophir Wainer | T2 |
| Grace Meade | Excavac |
| Brice Brown | Hetek |
| Jeremy Long | Vivax |

Regrets: Ben Kihara, Jason Dupuis, Dave Wulff, Jason Edwards, Patricia Forbes, Ralph Evans, R Coulas, Shane Hart, Nicole Evans, Sara Hooton, Tracy Hammer, Ericka Kennedy, Matthew White, Sarah Nardozzi

| Agenda Item | Notes | Action Item |
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| 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 Under Symposium Speakers heading; separate the speakers and trade show points | Motion to pass minutes: Adam Second: Jody Ashleigh to update Sept mins and distribute |
| Dig Safe 2019 | <ul style="list-style-type: none"> Ashleigh reviewed the Dig Safe timeline for 2019 and gave an update No dates have been confirmed but requests have been sent to municipalities – we had to wait until after the election to contact the municipalities | |
| Symposium: Infrastructure Resources | <ul style="list-style-type: none"> IR will be helping to organize the Symposium while Jennifer is travelling for the GC meetings Jennifer gave a list of what IR will be doing and what ORCGA will be doing – IR will be doing most of the heavy lifting Staff person from IR will attend the symposium and manage the tradeshow | |

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| <p>Registration</p> | <ul style="list-style-type: none"> • IR is also managing the CGA Symposium in March (Tampa) • ORCGA and IR will meet every week to discuss progress/next steps • Registration is online and easy to follow – let Jennifer know if you have any questions or feedback • IR has data that ORCGA doesn't have; <ul style="list-style-type: none"> ○ They can project the trajectory for symposium attendance, tradeshow registrants, etc – ORCGA doesn't have that in place – Jennifer wants to build something similar • Booths for the tradeshow were booked quickly • Sold 16 to date • Registration issues in 2017 – reg table didn't have some one there (need overlap or 'be back in 5 min' sign), people were late, etc • Sponsors key card – depended on what area you checked in, some didn't get it | |
| <p>Sponsorship</p> | <ul style="list-style-type: none"> • Selling very well so far • Sold 22% - expecting 28% by end of day • Put on the website – for people interested in being an annual sponsor – contact Kim | |
| <p>Gold Seal Credits</p> | <ul style="list-style-type: none"> • Jennifer recommends for 2020 that we seek out speakers mid summer 2019 – a paper has to be written that cannot be done until speakers are in • the earlier you get your credits the better – increases attendance • Jennifer working on it in late December/January • From submission date – takes about 2 weeks • Jennifer has to wait for everything to be in before she applies – will get it late | |
| <p>Tradeshow</p> | <ul style="list-style-type: none"> • Tradeshow subcommittee discussed feedback from the Niagara 2017 Symposium • Liz joined the call so she knows the issues from 2017 and can ensure that doesn't happen again • Companies presenting on new equipment doesn't usually work (from past experience) – Jeremy • Useful to have separate rooms for vendors to give clients a display (before the tradeshow) – see value? | |

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| Symposium Event Summary | <ul style="list-style-type: none"> ○ Put on hold – for consideration? • Drink ticket for each reception / drawing people to the tradeshow floor – need to focus on • Locking the door to the tradeshow during networking events – no booths in the hall for 2019 – expanding the tradeshow floor • Leave doors unlocked if no special event going on so people can get in and out of the tradeshow area and network • Each booth to give 50/50 tickets out (they determine amount based on conversation/time) and the tickets go into a draw for prizes at the end • Tickets could replace the passport • CCGA tore down their booths at the end of the 2nd day – ORCGA should keep the booths open on the 3rd day (half day) | Add to agenda for next meeting |
| Speakers | <ul style="list-style-type: none"> • Jennifer would like to move this to the next meeting • Putting together a document/story as to how the symposium was planned | Jennifer to discuss at next meeting |
| Breakout Session Schedule | <ul style="list-style-type: none"> • 5 confirmed speakers • Jennifer will be putting it on the website • Insurance panel presentation – Cynthia Sefton might be able to attend – talked about bringing in an insurance carrier – slippery slope – could bring in different adjustment teams – secured UR Claims – subcommittee said yes to the panel, but attendees are TBD • Mock line strike – going to hold off – will revisit with subcommittee • Glenn Hammill – Municipal streetlighting – Glenn is busy, said maybe | Jennifer is going to juggle the schedule with IR – bring back to the committee with different options (color code) |

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| <p>Additional Comments</p> | <ul style="list-style-type: none"> • Make the coffee breaks 45 mins and concurrent session 45 mins (Q&A built in) OR remove one of the plenary sessions (plenary sessions were too long) – shorten the keynote and committee reports (30 mins each) and keep sessions to 1hr • No games that require cash • No charity donations at the symposium • Tech tour/offsite networking event to be confirmed • Could have 3 concurrent sessions instead of 4? – have the last room open if people want to do work (office set up) – as opposed to losing them <ul style="list-style-type: none"> • Have an ORCGA/staff member organize/attend the vendor wrap up meeting at the end of the show – last year it was an informal sit down where everyone shared their ‘grievances’ and the committee didn’t receive the final report (we shouldn’t leave it to the exhibitors to self report) – James • There was confusion with checking into the hotel room not registration for the symposium – Sara • Ophir finding out if the symposium is eligible for Professional Development Hours from the University of Waterloo <p>** For additional/detailed information, see Jennifer’s document called “ORCGA Events and Communication Committee Agenda – 14NOV2018-jp” **</p> | <p>Ophir to report back to the committee</p> |
| <p>Dig Safe Brochure</p> | <ul style="list-style-type: none"> • Defer to December meeting | <p>Next meeting</p> |
| <p>2019 Locate Rodeo Update</p> | <ul style="list-style-type: none"> • Booked for August 15-16, 2019 • Will be at Oshawa RCC – were there in 2014 • Complaint form 2018 – room check in delays • Oshawa is going to set up satellite check ins and earlier check in (testing with a 700 person conference in June) – could we build the room cost into the registration costs – have a waiver for everyone to fill out, taking responsibility if their room has damages • Room cleanliness – Jennifer to speak with them • Once contract is signed – Jennifer will book the golf carts | <p>Jennifer is going to ask Melissa if it’s possible to include hotel fee with registration</p> |

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| <p>Golf – Consulting Engineers of Ontario Format</p> | <ul style="list-style-type: none"> • CEO have 80-90 golfers which makes that format work (standing reception) • The only place that would work for our group (layout) is Bond Head • Keep in mind the age of golfers – some people will want to sit at dinner after a long day • People need a place to put their food/plate • With Club Link the stations will be expensive • Already booked in at Station Creek for 2019 and cannot make the standing reception work there • Station Creek closure cost is \$22k, Bond Head is \$35k • Look into another place for 2020 | |
| <p>Stickers - BCCGA, ABCGA</p> | <ul style="list-style-type: none"> • Alberta was going to reach out to various companies about putting stickers on rental equipment • BC didn't have any success in their province with the rental company they were working with | |
| <p>Round Table Discussion</p> | <ul style="list-style-type: none"> • No round table topics to discuss | |

Next meeting Dates: December 7, January 16