

**MEETING MINUTES and ACTION ITEMS FOR WENDESDAY, August 10, 2016 3:00 PM**

This meeting was held at the Centurion Center with the following present.

Ken McIntyre (KM)	Darrin Alberty (DA) - A	Paul Lemire (PL) - A	Rob Wallace (RW) - A
Perry Crozier (PC)	Dennis Colautti (DC)	Steve McEachen (SM)	Edson Donnelly (ED)
Jim Flegg (JF)	Steve Goodman (SG) - A	Dave McClure (DM)	Jeff Mulcock (JM) - A
Stephen Turner (ST)	Dave Meikle (DM) - A	Russ Perry (RP)	Dale Harley (DH)
Ray Shannon (RS)	Kevin Kiley (KK) - A	Ezio Vena (EV)	Alison Hogan (AH) - A
Ty Arslan (TA)			

MISSION STATEMENT: To promote the role of our industry (road building, aggregate, bridge, sewer and watermain construction firms as well as supporting businesses) in the construction and maintenance of sustainable infrastructure.

<b>1.0 Executive Report</b>	
1.1 Previous Minutes (AH)	MOTION: It was moved by Ray Shannon, seconded by Dave McClure to approve the minutes from the July 11th board meeting. CARRIED
1.2 Treasurer's Report (RS)	RS reviewed June's financial report and noted we were in good shape. MOTION: It was moved by Russ Perry, seconded by Stephen Turner to approve the July financial statements and ratify expenses. CARRIED
1.3 Executive Committee Report (KM)	<ul style="list-style-type: none"> <li>▪ The following Action Plans were presented and discussed: <ul style="list-style-type: none"> <li>○ Membership (Perry Crozier)</li> <li>○ Education/Recruitment (Jim Flegg) (add CEO to the City of Ottawa with respect to creating and holding education series. Dale to prepare proposals for the 2017 Education Series and add survey of members to solicit feedback from last year's sessions in conjunction with the Website)</li> <li>○ Government Relations (Dale Harley)</li> <li>○ Events (Change Objective to read: Plan and execute good events so as to encourage participation and networking.)</li> </ul> </li> <li>▪ Steve Turner and Ken McIntyre to produce and circulate Membership and Executive Committee Action Plans.</li> <li>▪ All members to comment on Action Plans by end of month so that they can be reviewed and finalized at the Fall Retreat.</li> </ul>
1.4 Correspondence (AH)	<p>Monthly correspondences included the following:</p> <ul style="list-style-type: none"> <li>▪ 1.4.1 Mayor's Golf Tournament, August 18th, Stonebridge Golf Club (Ken McIntyre,</li> <li>▪ 1.4.2 OCA Red Black Tail Gate, August 25th</li> </ul>
<b>2.0 Government Relations (DH)</b>	
2.1 Harley Report (DH)	Report was presented (See Link) <a href="#">Monthly Reports\16-07-Monthly Report.pdf</a>
2.2 Media Relations (DH)	See Link
2.3 Mayor's Breakfast	Cancelled for summer months.

2.4 Liaison Meeting (KM)	<ul style="list-style-type: none"> <li>▪ July meeting was cancelled.</li> <li>▪ Next meeting scheduled for August 19th, 8:00 at 100 Constellation, Room 655 W</li> </ul>
<b>3.0 Member Support (ST)</b>	
3.1 Safety/WSIB (TA)	<ul style="list-style-type: none"> <li>▪ Industry issues with respect to Safety in the media. Member has approached KM re NCHCA responding. Discussion that re pros and cons of doing so. NCHCA does not want to own OCA issue.</li> <li>▪ Discussion of “Wall of Honour” in Directory to recognize fallen workers. NCHCA does not want to bring negative attention to this issue.</li> <li>▪ Annual Award – Do we want to have reward recognize a fallen worker?</li> <li>▪ Mock Trial – Suggested as possible topic for Education Series</li> <li>▪ Hard Hats will need side impact padding</li> <li>▪ Dump boxes on trucks to have protector to prevent truck from leaving with box up</li> <li>▪ Names to be sent to Dale for inclusion in minutes.</li> </ul>
3.2 Theft (ST)	<ul style="list-style-type: none"> <li>▪ ST sent information for newsletter about Quebec media reports about recovery of stolen equipment</li> <li>▪ Catherine said stolen recovered equipment becomes a shopping list for new theft</li> <li>▪ Nothing new with alarm systems</li> </ul>
3.3 Specifications (SG/DA/EV)	<ul style="list-style-type: none"> <li>▪ SG making some progress with City, but nothing to impact this year</li> <li>▪ EV raised spec issues re concrete curbs and sidewalks. EV to send background info to DH for minutes.</li> </ul>
3.4 Industry Links	<ul style="list-style-type: none"> <li>▪ 3.4.1 OCA (RS) – <ul style="list-style-type: none"> <li>○ No meeting in July.</li> <li>○ OCA get-away scheduled for next week</li> <li>○ Golf Tournament scheduled for September 13<sup>th</sup></li> </ul> </li> <li>▪ 3.4.2 CEO (ED) <ul style="list-style-type: none"> <li>○ No meeting of Chapter Executive</li> <li>○ No meeting with City</li> </ul> </li> <li>▪ 3.4.3 OSWCA (JM) <ul style="list-style-type: none"> <li>○ Nothing to report</li> <li>○ KM playing golf with Lisa McLeod</li> </ul> </li> <li>▪ 3.4.4 ORBA (JF) <ul style="list-style-type: none"> <li>○ Nothing to report</li> <li>○ Drive Safe ads on radio</li> </ul> </li> <li>▪ 3.4.5 OHMPA <ul style="list-style-type: none"> <li>○ Board voted in favour of amalgamation with ORBA</li> <li>○ Summer edition of Asphalt topics has been released</li> <li>○ Online student portal created</li> <li>○ 2016 Award Nominations for outstanding service has started.</li> <li>○ Annual golf tournament on August 25<sup>th</sup></li> </ul> </li> </ul>
3.5 VPM Subcommittee (WC)	<ul style="list-style-type: none"> <li>▪ Waiting for report from WC</li> <li>▪ DC discussed outcome of August 4<sup>th</sup> meeting <ul style="list-style-type: none"> <li>○ Discussed rating increments of 5 versus 10</li> <li>○ How City will use VPM not determined, but they will consult with us in advance</li> <li>○ Will McDonald was very cooperative and promising</li> <li>○ Reporting will be on an industry level</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ City concerned with publicly reporting CPM results by individual firm.</li> <li>○ Appeal process to be changed to discuss the score versus just in writing</li> <li>○ Raise VPM at each project meeting</li> <li>○ Stress VPM in Newsletter</li> </ul>
<b>4.0 Education/Recruitment (JF)</b>	
4.1 Bursary (JF)	<p>Four Bursary winners have been picked. They include:</p> <ul style="list-style-type: none"> <li>▪ The Founder's Award - Robert Kimberley (financial need)- Alexandre Santos</li> <li>▪ The Harley House Award (highest grade point average)- Rocky Galla</li> <li>▪ The National Capital Heavy Construction Association Award (industry related)- Nicholai Reid and Maxime Tremblay</li> </ul>
4.2 Education (JF)	<ul style="list-style-type: none"> <li>▪ Dale to prepare proposal for 2017 series</li> <li>▪ Include Mock Trial as potential topic</li> </ul>
4.3 Recruitment (JF)	Nothing to report
<b>5.0 Membership (PC)</b>	
5.1 New Members (PC)	<ul style="list-style-type: none"> <li>▪ Awaiting referrals for GHD (Formally Conestoga-Rovers &amp; Associates)</li> </ul>
5.2 Manhole Open	<ul style="list-style-type: none"> <li>▪ Will provide 2 golf spots for new municipal members</li> <li>▪ Seven City of Ottawa staff members attending</li> </ul>
5.3 Communications (AH)	<p>5.3.1 Newsletter Content – Please send to AH</p> <p>5.3.2 Marketing Kit – Perry Recommend to go with MediaForce</p> <p>MOTION: It was moved by Jim Flegg, seconded by Steve McEachen to accept MediaForce proposal. CARRIED</p> <p>5.3 Website revamp to WordPress – Committee to schedule meeting to review MediaForce Website quote</p>
<b>6.0 Social Networking (AH)</b>	
6.1 Manhole Open	<ul style="list-style-type: none"> <li>▪ Scheduled for August 16<sup>th</sup> at GreyHawk Golf Course</li> <li>▪ Please invite clients as numbers are down</li> </ul>
6.2 Quote from Hyland	<ul style="list-style-type: none"> <li>▪ Waiting for quote.</li> <li>▪ Hyland Board has approved us, but we need costs</li> </ul>
<b>7.0 Roundtable</b>	
	<ul style="list-style-type: none"> <li>▪ Fall Retreat scheduled for September 11&amp;12 at Glenn House/Smugglers (replacing the September meeting and incorporating the President's Cup).</li> <li>▪ Con Expo March, 2017. – AH to send out information to members – Need 10 commitments for Group rate.</li> <li>▪ DC having a problem with Water Services, Chlorination failures, postponements, delays. DC will join KM and DH when they meet with Kevin Wylie. This issue to be raised at August 19<sup>th</sup> Liaison Meeting. DC to organize meeting in advance. DH to be spokesperson</li> </ul>
<b>8.0 Adjournment</b>	
	<ul style="list-style-type: none"> <li>▪ MOTION: It was moved by Perry Crozier, second by Ezio Vena to adjourn the meeting CARRIED</li> <li>▪ Next meeting is September 12, 2016 at Retreat</li> </ul>