

|  |  |
| --- | --- |
| **Subject** | **MEOA Executive Committee Meeting Minutes** |
| **Chair Person** | **Jim Thompson** |
| **Date** | **Thursday, January 25, 2018** |
| **Location** | Welland Arena, 501 King Street, Welland, ON |

|  |  |  |  |
| --- | --- | --- | --- |
| **Participants** | | | |
| **Executive Present** | **Position** | **Attended** | **Regrets** |
| Jim Thompson | President |  |  |
| Rick Ellig | Past President |  |  |
| Scott Boughner | Vice President |  |  |
| Don Miller | Treasurer |  |  |
| Dave Sharp | Secretary |  |  |
| Trent Crowe | Municipal Director |  |  |
| Paul Peyton | Municipal Director |  |  |
| Les Preston | Municipal Director |  |  |
| Bill Koch | Supplier Director |  |  |
| Cor Bultena | Supplier Director |  |  |
| Cameron MacRae | Supplier Director |  |  |
| Diane Shirchenko | Communications & Marketing |  |  |
| Stephen Sinclair | Training & Compliance Director |  |  |
| Clare Pomeroy | Field Trip Coordinator |  |  |
| Mike Born | I.T. Coordinator |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Action Items Arising From The Minutes** | | | | | |
| Item # | **Action Required** | **Comments** | Owner | **Target Date** | **Date Resolved** |
| 1 | Vacant Executive position | Contact JJE to discuss vacated Supplier Director Position | Jim | ASAP | Completed |
| 2 | Marketing & Membership | Add booth space to supplier all in one registration | Mike | ASAP | Completed |
|  |  | Prepare 2018 newsletter outline for fall release of newsletter | Diane | ASAP | Completed |
|  |  | Post 2018 event dates on web site | Mike | Jan. 1 | Completed |
|  |  | Post 2018 event & membership costs on web site | Mike | Jan. 1 | Completed |
|  |  | Oxford County green fleet info for web site & newsletter | Scott | ASAP | Completed |
|  |  | Copy of previous letter or draft new ‘benefits of attending’ IFAT show | Rick | Jan. 9 | Completed |
| 3 | Spring Conference & Trade Show | Order fixtures and electrical for each supplier booth. | Jim | ASAP | Completed |
|  |  | Arrange beverage service for 2 nights and tab/advance ticket sales | Jim | ASAP | Pending |
|  |  | Check/schedule Casino Nite equipment/vendor | Don | Next Meeting | Complete/Pending move in schedule |
| 4 | Field Trip 2018 | IFAT Trip cancelled due to low attendance | All |  | Friday, Feb 2, 2018 |
|  |  | Team to brainstorm Fall Trip | ~~All~~ | Next meeting | Pending |
|  |  | Rooms cancelled in Munich | Diane |  | Complete |
| 5 | Honorary Membership | Honorary membership candidates | Jim | ASAP | Complete |
|  |  | Review constitution for changes | Jim | ASAP | ?Pending |
| 6 | Training & Compliance | Review & post distracted driver info on web site | Stephen | ASAP | Pending |
| 7 | New Business |  |  |  |  |

|  |  |
| --- | --- |
| **Minutes** | |
| Item | **Notes, Decisions** |
| 1. Call To Order | Meeting called to order by Jim Thompson at 9:33 A.M. |
| 1. Approval Of Minutes | The minutes from the December 16, 2017 executive meeting were read and adopted.  Motion to accept: Rick Ellig  Seconded: Diane Shirchenko, Carried |
| 1. Treasurers Report | Dec 31, 2017 Reconciled Bank Balance $27,360.81  HST Outstanding $3,786.42  Jan 24, 2018 balance: $46,203.27  Motion to accept: Cor Bultena  Seconded: Dianne Shirchenko, Carried |
| 1. JJE Executive Position | Bill Koch to replace Dave Sharp as Supplier Director  Vacated Supplier position to remain empty until AGM  **Action: Jim T. to contact Chris Vanderhof to discuss COMPLETED** |
| 1. Marketing & Membership | Post Card and Membership promotion out the beginning of January.  Field Trip document letter prepared by Rick and promo sent out in January. Response low  Newsletter started and with graphics  Munich Field trip marketing emailed to all for use individually – now cancelled  PD Day flyer up, lunch sponsor in hand PD day date to be on home page |
| 1. Spring Meeting | April 9-11, 2018 Nottawasaga Inn Resort, Alliston (must vacate by noon on the 11th)  Key components, AGM, Fleet Summit presentation, trade show  Spring Meeting: Jim is working with N Inn to arrange drink ticket purchases or allowing credit cards for open purchases during meetings.  Schedule completed during meeting today and attached – Don provided schedule for Public Fleet Seminar- See attachment for times. Monday registration and set up with vendors from noon. Wednesday afternoon summit finish by noon. Casino group booked during meeting. Vendor tear down and casino set up time to be confirmed for next meeting. Monday night Vendor networking hospitality, Tuesday PM Casino night. Accreditation to be confirmed for attendance and completion of fleet summit.  **Booth sales blitz needed.** Marketing to be available at Feb meeting to take to OGRA including full brochure of PFS material. |
| 1. 2018 Field Trip | Clare advised information email has been sent out to membership. Supplier support, Viking, JJEI, Epoke, Ravo, Colvoy, Holder to be confirmed, Willie Tractor to be confirmed. DiCAN confirmed. Cameron investigating t-shirt retailer  A**ction: a) Diane to finalize accommodation and sent contract to Jim T. for review** – Contract in hand numbers need to be confirmed by Feb 2 or pay full amount or lose deposit.  **b) Diane to confirm latest possible date for air travel booking -**  Air travel pricing increasing daily, passports needed by Friday Feb 2nd to book flights  ALL cancelled |
| 1. Honorary Membership | Frank Vanhie retirement gathering at City of London, Friday, Feb 2nd. Rick to contact Frank for date availability to host Frank at next board meeting for retirement send off and appreciation. Honorary membership discussed. Motion made to provide honorary membership moving forward for municipal/vendor directors who had supported the MEOA for at least one term in office as director. Motion made by Rick Ellig to invite, Ray Klochnyk, Frank Vanhie, Mike Fortier and Dave Sharp into honorary membership. Membership and meeting attendance included. Field Trip and PD day payment needed for participation. Seconded by Don Miller. Verbiage to be completed and honorary members to be reached out to. |
| 1. Action Items | Refer to action items above. |
| 1. New Business |  |
| 1. Adjournment | Meeting adjourned at 11:33 by Scott Boughner  Motion to accept: Cameron MacRae  Seconded: Paul Peyton, Carried |

|  |  |  |  |
| --- | --- | --- | --- |
| **Next Meeting** | | | |
| Scheduled Date | Wednesday, Feb 21, 2018 | London, ON TBD | 9:30 Start Time |