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| **Subject** | **MEOA Executive Committee Meeting Minutes** |
| **Chair Person** | **Jim Thompson** |
| **Date** | **Wednesday, March 20, 2018** |
| **Location** | Nottawasaga Inn, Hwy 89, Alliston, ON |

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| **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 |  |  |

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| **Action Items Arising From The Minutes** | | | | | |
| Item # | **Action Required** | **Comments** | Owner | **Target Date** | **Date Resolved** |
| 1 | Elections | 2 Supplier and 1 Municipal Director Positions, Rick to send e mail re nominations | Rick | ASAP | Pending |
| 2 | P.D. Day | Sponsor list, Prizes | Trent/Paul | ASAP | Pending |
| 3 | Spring Conference & Trade Show | Jim split member list & executive to make promotional calls | Jim & Executive | ASAP | Pending |
|  |  | Supplier registration mail | Jim | ASAP | Pending |
|  |  | T-Shirts, check if they can be ready in time for the event | Cameron | ASAP | Pending |
|  |  | PFS certificate | Don | ASAP | Pending |
|  |  | Supplier set up e mail | Jim | ASAP | Pending |
|  |  | Plaques | Don Scott | ASAP | Pending |
| 4 | Field Trip 2018 | Investigate Plan B with JJE | Rick | ASAP | Pending |
|  |  | Team to brainstorm Fall Trip | Clare/Rick/  Scott | Next meeting | Pending |
| 5 | New Business | Arrange AORS to send spring meeting brochure to members | Jim | ASAP | Pending |

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| **Minutes** | |
| Item | **Notes, Decisions** |
| 1. Call To Order | Meeting called to order by Jim Thompson at 9:30 A.M. |
| 1. Approval Of Minutes | The minutes from the February 21, 2018 executive meeting were read and adopted.  Motion to accept: Paul Peyton  Seconded: Cor Bultena, Carried |
| 1. Treasurers Report | Feb. 28, 2018 Reconciled Bank Balance $43,466.55  March 21, 2018 Bank Balance: $47,705.67  March 19, Bank Balance $61,133.44  Motion to accept: Bill Koch  Seconded: Scott Boughner, Carried |
| 1. Marketing & Membership | No Report |
| 1. P.D. Day | Budget for registration gift set at $10.00 to $20.00 ea. Mike & Trent will be meeting with Mike Fortier for information on past prizes and registration gifts. Mike will also be attending the next executive meeting to review & provide additional information. |
| 1. Spring Meeting | Booths sold to date, 20.  T-shirt sponsorship- 8 currently committed. Check to be sure that T-shirts can be available on time for the event.  Municipal registration to date, 38. Jim to split up membership list between executive and executive to complete follow up calls regarding attending & promoting the event.  Jim to send follow up E mails to supplier members re booth registration.  General Details- registration table to be set up Monday at 8:00 A.M. For Tuesday the registration table will be set up inside the meeting room at 8:00 A.M., Executive should plan on arriving Monday between 10:00 & 11:00 A.M. to assist with trade show set up starting at 12:00 noon, directional signs to be set up, name tags will be required & Don will bring them, 50/50 draw tickets will be required, Mike will bring his laptop for last minute registration payments, hospitality room will be required for the first night only.  Election- 1 Municipal Director & 2 Supplier directors required. Les Preston has agreed to accept the position of Vice President unless any other municipal member would like to take on the position. Position of secretary is open but is not a elected position & appointment will be made by the executive. Rick Ellig will prepare & forward a e mail to the members regarding election nominations.  PFS Certificate- Don will look after this.  Trade Show- Jim to prepare a e mail and Mike will forward to registered suppliers re trade show details, set up tear down time etc. Jim will stress that all set up must be complete on Monday by 2:30 P.M. as the PFS starts at 3:00 P.M.  Plaques- 1 required for Rick Ellig, 1 for each PFS presenter & 1 for executive member of the year. Don will order the plaques & Scott will pick them up.  The executive toured the meeting & show room with Sandra from the Nottawasaga Inn & reviewed requirements & details. |
| 1. 2018 Field Trip | Scott has spoken to Noel of Cubex & Noel has confirmed that Schwartz Industries would be willing to provide a tour of their plant in Huntsville AL. Schwartz would also be willing to provide sponsorship for one nights' accommodations & meals. In addition Cubex would also be willing to provide sponsorship for one nights' accommodations & meals. Scott advised that he is still waiting for sponsorship confirmation from Roadtech Inc. Scott has a quote from Ayr Coach Lines in the amount of $8,200.00 for trip transportation. Suggested municipal facility tour would be Nashville and they would need to be contacted & arrangements made. Scott advised that additional trip sponsors would be required.  Plan B: Rick is investigating possibilities with Chris of JJE for a eastern trip.  The trip area still needs to be confirmed & if any executive have ideas or suggestions please forward to Scott. |
| 1. Action Items | Refer to action items above. |
| 1. New Business | Jim advised that future executive meetings will be held on Wednesdays.  Cor asked if AORS could be contacted and asked if they would forward the MEOA spring meeting brochure to their members. Jim will look after this item. |
| 1. Adjournment | Meeting adjourned at 12:00  Motion to accept: Don Miller  Seconded: Bill Koch, Carried |

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| **Next Meeting** | | | |
| Scheduled Date | Wednesday, May 16, 2018 | Port Colborne, ON | 9:30 Start Time |