



**WORKING GROUP
MARCH 4, 2015
TELECONFERENCE
MEETING NOTES**

In Attendance: Russell Crook, Matt Dow, James Friesen, Lam Huynh, Elena Loukin, Christina Parkins, Ian Perry and Christine Whalen

Notes: Candace Coams

Absent: Joline McFarlane, Joel Sanchez, Scott Sillers, Eduardo Sosa and Rick Wojtkiw

1. **Welcome**

Russell welcomed those able to attend and called the meeting to order at 11:05 am.

2. **Agenda**

Russell asked if there were any additions or changes to the Agenda. The agenda was accepted, as presented.

3. **February 11, 2015 Meeting Notes**

The Meeting Notes taken for February 11th as well as the supporting notes provided by Elena were extensive. Chris, Elena and Candace will jointly work on a draft document combining the section on the round table discussion on Asset Management Policy from the Meeting Notes and Elena's notes. The target would be to have this new draft document ready to review at the next teleconference meeting on April 1st.

Chris, Elena and Candace will jointly work on developing a draft document combining the section on the round table discussion on Asset Management Policy from the Meeting Notes and Elena's notes with a target to have this new draft document ready to review at the next teleconference meeting on April 1st.

Chris advised she would assist with the round table discussions in the future.

4. **Website Update**

Joline was not in attendance to provide a website update for this meeting.

5. **Workshops**

a. February 11th - Recap

The general consensus was the workshop was very well received with good

participation, particularly during the round table discussion on Asset Management Policy in the afternoon. Both the catering and rental went well this time. The RSVP feature on the website works great for catering and room setup purposes.

Elena asked if the font size could be made larger/bold on nametags in the future to make it easier to identify who a person is speaking with. Candace will ensure nametags will be easier to read for everyone's benefit in the future.

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Another request that arose would be to try the use of a portable microphone, especially during round table discussions so everyone can be heard. Candace will check to see if the CrossRoads Church has a cordless microphone, and if so, what the cost would be.

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Elena talked about the networking around lunchtime and wondered about having meeting section like "here is AM Policy", here is "TCA", etc where Attendees could join in the conversation on that particular topic and perhaps then take a ½ hour for lunch and a ½ hour for networking. Russell suggested the working group think about this, as a discussion leader would be needed for each particular group. This idea will be brought forward to the April meeting for further discussion.

Candace will bring the networking around lunchtime idea forward to the April teleconference for further discussion.

b. June 10th – Next Workshop

i. Workshop Topics and Presentations

Russell brought forward a couple of ideas for workshop sessions: DGE 3-D Mobile Mapping and PWA Asset Management in New Zealand.

1. DGE 3-D Mobile Mapping (asset data acquisition presentation)
 - Could be one of the morning sessions as it does fit with TCA and asset inventory verification
2. Need another presentation on TCA or Asset Management in morning
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Russell challenged the working group to come up with other TCA/AM ideas for presentations for the June workshop.

Christine will look at a different group from Edmonton.

The focus for this workshop will be on TCA. Russell said Lorianne Marshall would be the City's TCA contact in finance. Lam will work on a round table discussion with the *good, bad & ugly* issues over the last 5-6

years and talk about the lessons learned and aligning TCA and Asset Management. Russell added that Sebastian Lampo did not say no to facilitating again for us.

- 4. Lessons Learned and Aligning TCA and Asset Management
 - Round Table Discussion

5. Grant Funds Update

Candace advised there is no update for this meeting. Candace will submit her expenses for the April teleconference and will have an update then.

6. Other Business

- a. Future Sponsors for Workshops

Russell said with the increase size in attendance at these workshops, there is an increase, of course, in catering/rental costs. The cost per workshop now is around \$2,000. Perhaps, there will need to be a fee charged in the future. Russell added we should be looking at co-sponsoring these workshops.

- b. Other Location Costs for Workshops

Candace advised she did some research on what other facilities in Red Deer would charge for a similar workshop event for 60 Attendees. Beverage service (coffee/tea/water) at the CrossRoads Church is \$3/person. Candace did not check into what the two hotels would charge for their beverage service.

Where	Room Rental	A/V	Cont. Breakfast	Lunch
CrossRoads Church	\$120	\$80	\$9.50/person	\$12.75/person
Holiday Inn	\$300 to \$500	\$100	Start at \$15.95/person	Start at \$17.95/person
Sheraton	\$650 to \$950	\$300	Similar to Holiday Inn	Similar to Holiday Inn

7. Next Meeting Date

Teleconference: April 1, 2015 from 11:00 am to Noon

8. Adjournment

The meeting was adjourned at 11:52 am.