



# MINUTES

## OFIA Meeting (Teleconference) #14

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*Date | time 7/17/2017 1:00 PM | Meeting called to order by Dave Tovell, Ontario Provincial Police*

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### Location

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Teleconference

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### In Attendance – Confirmed

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#### Executive

1. **Alan Benton, Secretary** – Owner, BentonForensics.com
2. **Bart Gilligan, Director of Equipment** – Staff Sergeant, Ottawa Police Service, Forensic Identification Services
3. **Shelley Heinrich, Director at Large** - Detective, Waterloo Regional Police, Forensic Identification Branch
4. **Brad Joice, Vice Treasurer, Director of Information** - Detective Sergeant, York Regional Police, Forensic Identification Unit
5. **Dave Tovell, Chair** - Director, Ontario Provincial Police, Forensic Identification Services
6. **Jeff Ward, Treasurer** - Detective, Durham Regional Police, Forensic Identification Unit

#### *Regrets*

7. **Rhonda Alcock, Director of Information** - Detective Sergeant, Halton Regional Police, Forensic Services
8. **Liz Benoit, Conference Director** - Detective Sergeant, Toronto Police, Forensic Identification Services
9. **Andrea Hills, Director at Large**- Sergeant, Royal Canadian Mounted Police, Canadian Police College
10. **Rob Hofstetter, Director of Training** - Detective, Peel Regional Police Service, Forensic Identification Services
11. **Brian Rogers, Director at Large** - Staff Sergeant, Niagara Regional Police Service

Additional Attendees

12. Colleen McCormick, OPP

13. Trevor McLeod, OPP

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## Approval of Minutes

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Tabled by Dave Tovell, approved by Jeff Ward

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## Executive

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Chair – Dave Tovell

Vice Chair – Brian Rogers

Secretary – Alan Benton

Treasurer – Jeff Ward

Vice Treasurer – Brad Joice

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## Directors

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Conference Director – Liz Benoit

Director at Large – Bart Gilligan

Director of Communication – Brad Joice

Director at Large – Andrea Hills

Director of Standards – Rhonda Alcock

Director of Training – Rob Hofstetter

Director at Large – Shelley Heinrich

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## Advisory Committees

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The 2018 OFIA Conference Committee.

**Liz Benoit** – *Chair/General Oversight*

**Jeff Ward** – *Budget*

**Shelley Heinrich & Bart Gilligan** – *Marketing*

**Courtney Ervick (TPS) & Michelle Pflug (Peel)** – *Registration*

**Alan Benton** – *Secretary*

**Tom Greer (TPS) & Rob Hofstetter** – *Speakers/Training*

**Sam Thompson (York), Ron Schistad (OPP), Dave Tovell, Rhonda Alcock and Brad Joice - Vendors & Sponsorship – Brad will be lead**

**Brian Rogers – Venue**

**Bryan Fischer (OFM) –**

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## Budget

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Not Discussed

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## Action Items from Previous Meeting

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N/A

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## Agenda topics

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- I Call to Order**
- II Roll Call**
- III Approval of Minutes**
- IV Open issues -Actionable items from last meeting only.**
  - a) Venue**
  - b) Vendor/Sponsorship**
  - c) Speakers/Workshops**
  - d) Budget**
  - e) Registration**
  - f) Marketing**
  - g) Secretary**
- V New business**
  - a) Venue**
  - b) Vendor/Sponsorship**
  - c) Speakers/Workshops**
  - d) Budget**
  - e) Registration**
  - f) Marketing**
  - g) Secretary**
  - h) Other**

## **VI. Adjournment**

### **I Call to Order by Dave Tovell**

### **II Roll Call**

Dave Tovell has been assigned to Professional Standards. He has invited Colleen McCormick, who has assumed Dave's previous position as Director of OPP Forensic Identification at HQ and S/Sgt. Trevor McLeod, who is now at OPP HQ responsible for Quality Assurance at Forensic Identification Services.

### **III Approval of Minutes**

Approval of minutes by Dave, seconded by Brad

### **IV Open Issues**

Dave Tovell asks for a roundtable with the subcommittees to see if they have anything to report. We want to hear what Brian and Jeff have concerning the venue

Jeff: Brian and I have been working with Doubletree for May 14, 15, 16 in 2018. We will settle the classrooms later. Brian will settle with them later today.

Dave – asks Jeff to tell us about the arrangement with Doubletree.

Jeff: \$109.99 per night per room. We have blacked 120 rooms. We have leeway to scale that back if we have to. We will have meetings with doubletree in Jan. Feb. and March 2018 to settle things.

There is a common room that can hold up to 240 people or be split into equal thirds depending on how we want to break it up. In the north end there is a another large room we can break into two rooms if necessary. The library will hold 20 -24 people. The Atrium Room can hold 40 people. There are 2 smaller classrooms by the pool area.

There is another area in the Mezzanine we can use for Registration initially and then the vendors. The restaurant is there on the same level and breakfasts, lunches will be held there. Coffee breaks can be held with the vendors.

Dave – Vendor Sponsorship with Brad

Brad, nothing new yet

Dave – Tom Greer isn't here so we can't talk about speakers

Jeff: \$5000 deposit now, 2<sup>nd</sup> and 3<sup>rd</sup> deposits later. We have the funds to pay the first deposit, and we are expecting funds in at the beginning of the new year with membership.

Dave – we will have an Executive meeting next week to decide a fee for the conference, just a quick teleconference.

Brad we will get something on the website when we have more to offer

Bart Do we want to start investigating about advertising outside, Chiefs of police, IAI. Dave. I think as broad as you and Shelley think. As we move forward you can advise us of the marketing strategies.

Dave once we have the prices then we are off to the races.

Task: Bart and Shelley report back on marketing strategies and update.

## **V New Business**

Dave had talked to Brian who can't be here. We will have the teleconference with the Executive in the next week and discuss the cost of attendance and how we are going to structure the conference. Then we will be able to approach the vendors and let them know what the makeup will be. We will approach them about sponsorships.

Dave: We will do the budgeting and finance through the Executive rather than the Conference Committee.

Roundtable for any further comments.

Shelley no

Brad no

Bart no

Jeff – regular meetings. Dave suggests a biweekly conference at 1pm for the conference subcommittee. We need to keep the momentum going and keep in touch every two weeks.

We have dates now so we can look at presenters.

Don no

Colleen no

Trevor no

Alan no

Teleconference for conference in two weeks. Executive next week.

1:33pm Meeting ends.

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### Resolutions

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### Action Items

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### Next Meeting of OFIA

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7/27/2017 1:00 PM, Executive Teleconference

*Minutes prepared by Alan Benton*