



# MINUTES

## OFIA Executive Meeting (Teleconference) #19

*Date | time 11/17/2017 9:00 AM | 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, Board Secretary** – Owner, BentonForensics.com
2. **Brad Joice, Vice Treasurer, Director of Information** - Detective Sergeant, York Regional Police, Forensic Identification Unit
3. **Brian Rogers, Director at Large** - Staff Sergeant, Niagara Regional Police Service
4. **Dave Tovell, Chair** - Director, Ontario Provincial Police, Forensic Identification Services
5. **Jeff Ward, Treasurer** - Detective, Durham Regional Police, Forensic Identification Unit

#### *Regrets*

6. **Rhonda Alcock, Director of Information** - Detective Sergeant, Halton Regional Police, Forensic Services
7. **Liz Benoit, Conference Director** - Detective Sergeant, Toronto Police, Forensic Identification Services
8. **Bart Gilligan, Director of Equipment** – Staff Sergeant, Ottawa Police Service, Forensic Identification Services
9. **Shelley Heinrich, Director at Large** - Detective, Waterloo Regional Police, Forensic Identification Branch
10. **Andrea Hills, Director at Large**- Sergeant, Royal Canadian Mounted Police, Canadian Police College
11. **Rob Hofstetter, Director of Training** - Detective, Peel Regional Police Service, Forensic Identification Services

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### Approval of Minutes

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Previous Minutes not distributed.

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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 Addressed

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## Action Items from Previous Meeting

## Agenda topics

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Dave Tovell: No agenda for today's meeting.

A draft of the schedule has been sent by email to the Executive.

The Annual General Meeting (AGM) next Tuesday will be in the main auditorium of OPP GHQ.

The AGM will be one-day long. Attendees can enter through south entrance and don't have to go through front doors. Delegates will be directed to park in the visitors parking lot and there will be Auxiliaries and Ident people available to assist. Trevor McLeod has made the arrangements for the AGM at OPP HQ.

We are looking at 40 – 50 people attending at this point.

We have a tight timeline for presentations to ensure everything on the agenda is covered. We must keep focused on high level issues.

Later this morning, Dave Tovell will send out an email information package to delegates containing instructions, the agenda, a map and a notice of election with nominations.

You can nominate yourself or be nominated.

There will be one vote per police service.

Shelley Heinrich advises she will be stepping down as she may not be in Ident after 2017.

Alan Benton advises he will be stepping down too.

Dave Tovell will also be stepping down and has canvassed the OPP to discover interest in OFIA positions. He advises that everyone else should also be canvassing their services for suitable candidates.

Brad Joice discusses having PayPal on the website so we can receive payment directly. Discussions concerning the use of PayPal and who would set the system up.

Brad Joice proposes that the website hosting company sets up PayPal on the OIFA website for appx. \$300.CD

Dave seconds motion. Carried.

Jeff proposes setting up a second OFIA bank account for the conference.

Brian Rogers seconds motion. Carried

AGM will be one day. As we move forward we may increase to a day and a half or two days. It is desirable to have the AGM at the same time every year, either in the Fall or prior to the Conference. One of the identified problems is the availability of delegates for two consecutive days.

There will be a 6pm Executive meeting in the Sam Browne Room in Kelsey's ahead of the social on Monday November 20<sup>th</sup>.

The question is raised as to whether we included the position of Past Chair in the OFIA Charter.

*(Excerpted from the OFIA Charter, Feb. 2017: 1. The Executive – A. Executive Roles – k) Past Chair - The outgoing Chair will sit on the executive for a two year term following the election of a new Chair. The position has no voting privileges.)*

Meeting ends at 930am

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## Resolutions

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1. **The company hosting the website for OFIA will set up a PayPal account on the website.**  
Proposed by Brad Joice and seconded by Dave Tovell. Carried.
2. **A second OFIA bank account will be set up for the Conference.**  
Proposed by Jeff Ward and seconded by Brian Rogers. Carried.

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## Action Items

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The Executive will meet at 6pm in the Sam Browne Room at Kelsey's on Monday November 20<sup>th</sup>, ahead of the OFIA social.

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## Next Meeting of OFIA

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11/21/2017 8:00 AM, Annual General Meeting at OPP GHQ, Orillia

*Minutes prepared by*

*Alan Benton*