



MINUTES

OFIA Meeting (Teleconference) #13

Date | time 6/28/2017 2:30 PM | Meeting called to order by Dave Tovell, Ontario Provincial Police

Location

Teleconference

In Attendance – Confirmed

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

Approval of Minutes

Minutes from last meeting not tabled.

Executive

Chair – Dave Tovell

Vice Chair – Brian Rogers

Secretary – Alan Benton

Treasurer – Jeff Ward

Vice Treasurer – Brad Joice

Directors

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

Advisory Committees

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) - *New Member*

Budget

Not Discussed

Action Items from Previous Meeting

N/A

Agenda topics

Handouts

S/Sgt. Jeff Ward emailed information from the Doubletree Fallsview Resort and Spa by Hilton to the Executive earlier today.

Opening Remarks – Dave Tovell

Dave asks Jeff Ward to report on what he and Brian Rogers learned meeting with Doubletree Hotel in Niagara Falls.

Jeff Ward - \$99CD/night plus Niagara fees (Regional tax). They will wave Niagara fees on the conference rooms. We are looking at a cost of \$35,000.CD for 4 days. We need to solidify on 3 or 4 days. I'll suggest we do a FULL 3 day or 4 day. We need to pick 2 dates for the hotel. Brian Rogers can't be here but we think this is the best venue available. Doubletree is willing to work with us for our whole plan. You need to have sufficient time for the vendors.

Includes breakfast and two breaks. I've seen this at conferences at the past. This locks people in for more interaction. Room costs are really cheap. They are half of what you would pay in Toronto.

Doubletree will allow us to release room commitments a month before the conference without any penalty. Police Services like Niagara Region won't require accommodation for their members. (What about Hamilton?)

Alan Benton congratulates Jeff Ward on his pending promotion to Staff Sergeant. When he is promoted he will have to compete for the position at Forensic Identification.

Further discussion about whether conference should be 3 or 4 days.

Jeff says the video people have a 3-day software training, but they want to be involved in the rest of the conference and would like 4 days. The \$35K CD cost is for 4 days and will come down for three.

Members of the Executive will check to see if there are any Canada or US school holidays or other conferences that will conflict with potential conference dates delegates or speakers. Shelley Heinrich advises Easter is early next year, during March in 2018. Ask about OHIA Conference. Alan Benton says OHIA Conference is always on the first week of May.

Jeff - We are looking at 120 people. We will have to charge \$320.CD to break even on a 4 day. It will cost less for a 3 day. We must consider the cost of audio visual as well. Every hotel at the Falls uses the same AV company. I'm going to plan for \$8 – 10,000. CD on top. We also must start saving money to pay back the OHIA loan.

Motion by Dave Tovell to have a 3-day conference – seconded by Bart Gilligan. No one is opposed. Motion carries.

Tuesday Wednesday Thursday are the best days for the conference. Bart will have Monday and Friday as travel days for Ottawa. Jeff advises delegate accommodation for travel days is included in the hotel room / nights.

Jeff advises that Leah from his office has done conference artwork and wants members of the Executive to check the OFIA Google Drive and give their approval to him.

The Doubletree wants 100 room / nights per day, and will comp the conference room if we have 120.

The tech guys advised they were at a conference and there was a presenter talking about the Pulse Nightclub (Orlando, Florida in 2016) and dealing with a mass casualty incident. Potential speaker for our conference.

Potential Dates: first choice is May 8 – 10, 2018 (Tuesday to Thursday). Last week of April is the second choice. (The weather gets better during May).

Alan suggests the managers in OFIA contact the rest of the OFIA / FAB managers to get an estimate of how many members the other services will commit to the Conference and hotel. That will give us a base number of how many will attend and how much we need to market the Conference.

Dave wants us to market this Conference hard. Even if some services can't send anyone, they will know about us for the future.

Alan advises that when he ran conferences at the OPC and Toronto FIS, they weren't allowed to advertise. Blue Line has their weekly newsletter for management and monthly magazine. Dave suggests we start by emailing everyone.

Alan mentions that we must consider what we are going to comp for unpaid speakers. The IAI comps presenters with admission and / or hotel depending on what they are doing and how long they are doing it. Dave advises we will consider this as we develop our speakers.

3:10pm - Meeting ends

Resolutions

Motion by Dave Tovell to have a 3-day conference – seconded by Bart Gilligan. No one is opposed. Motion carries.

Action Items

1. Jeff and Brian will approach Doubletree with suggested dates so we can move forward.
2. Executive to check OFIA website to look a potential artwork for Conference advertising.
3. Executive to ask around about potential Conference/hotel room commitment from other Forensic Ident Units for Conference.
4. Dave Tovell will schedule next meeting for mid-July 2017.

Next Meeting of OFIA

6/20/2017 9:30 AM, Executive Teleconference

Minutes prepared by Alan Benton