DRAFT MINUTES

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CONVENTION COMMITTEE 2018 – JAN. 26 TELECONFERENCE

Attendees: Tania Lee (Chair), Ralph Caria, Steve Richardson, Abe Taqtaq, Chris Foster and Allison Boucher

Absent: none

Call to Order: The Chair called the meeting to order at 11:10am.

Opening Remarks

The Chair opened by noting that the committee meetings will be held in an informal format, with collaboration from all, however all actions or recommendations to the Board will be formally recorded. The Chair reviewed the mandate and the convention planning schedule.

New Convention Format

The Committee reviewed the new format and changes to the contracted meeting space at the King Eddy. All agreed that the new space would be more conducive and provides more opportunity for supplier brand promotion.

There was discussion around the idea of Sunday being an airport operator day – freeing-up more time for the land border operators to meet with key suppliers on Monday/Tuesday. The committee agreed that first the airport/associate operators should be contacted to determine their opinion on this idea.

A site visit is required for the committee to better understand and assess the set-up for the contracted space.

ACTION:

- Tania will contact DFA; Chris will contact Dufry/WDFG; and Allison will contact ARI to discuss the airport day idea and to confirm their level of attendance at the convention.
- Allison will arrange for a site visit at the King Eddy for Feb. 13th
- Official charity review will be included in the next committee meeting agenda.

Sponsorship Structure

Committee reviewed the 2017 sponsorships. The Chair gave a high-level overview of her ideas for new sponsorship concepts and asked the committee to come to the next meeting with ideas of their own.

It was noted that reference to the level of operator commitment to the convention should be obtained, and included in the supplier's sponsorship package, given the recent concerns expressed by suppliers.

ACTION:

- Committee is to consider new sponsorship structure, ideas and execution for next meeting.
- Allison will provide a list of operators to review the anticipated attendance in Toronto.

New Business

It was agreed that at the next meeting the Committee will discuss options for an event on Saturday.

The next Convention Committee meeting: is scheduled via teleconference, Tuesday, February 27, 2018.

Meeting Adjourned