



## **MINUTES OF THE NATIONAL TRADE SHOW COMMITTEE THE CANADIAN SECURITY ASSOCIATION**

The Trade Show Committee of the Canadian Security Association held a Regular meeting on February 4, 2009 from 3:00 p.m. to 4:40 p.m. (EST) via teleconference.

The following members were present at the meeting of the Committee at the National Office: Jean-Francois Champagne, Luc Provost, Patrick Ogilvie (joined at 3.10p.m. and Via Teleconference: Ed Fitchett, Jason Chichelnik, Collen Gray, Roland Morris, Lori Herder, Jamie Couper, and Kevin Jessop.

The following Committee Members were absent but excused with cause by the Committee: Francois Rousseau, Ryan Kennedy.

Canasa staff members absent at the meeting: Laurel Hache and Linda Enns

The following Canasa staff members were present at the meeting: Steve Basnett, Sylvie Laflamme and Sharon Rodrigues.

### **0.1 Opening Comments – Ed Fitchett**

Ed Fitchett (Chair) called the meeting to order at 3.05 p.m.

### **0.2 Welcome new Committee Members - Ed Fitchett**

Ed Fitchett welcomed new Committee members to the Trade Show Committee Meeting and thanked them for their time put aside.

Ed Fitchett recapped the Scope and Mission Statements laid down at the first meeting held on Wednesday, November 19, 2008.

Ed Fitchett walked through the protocol for taking down minutes. A general consensus was taken to find out how minutes should be taken. Upon agreement it was decided that the minutes should be taken to reflect all action items and upon specific request by any Committee member.

Patrick Ogilvie joined the meeting at 3.10 p.m. and Jamie Couper joined the meeting at 3.12 p.m.

Ed Fitchett welcomed the new members that joined the meeting.

Ed Fitchett asked that all members do a quick run to introduce themselves.

**Action Item: All Committee members to email out to Sharon Rodrigues their VCF. Ed Fitchett to provide Committee members with email address for Sharon Rodrigues**

### **0.3 Action Item Update – Ed Fitchett**

The only action item from previous meeting recorded is to fill vacant positions on the Committee.

### **4.0 Fill vacant positions – Ed Fitchett**

Ed Fitchett asked members if there is a need to have titles for the four trade show positions on the Committee. Having discussed this matter with the Committee Ed Fitchett commented that the original intent is to make sure that local representation is there for each show. It was agreed that the Committee wishes to have geographic representation - all voted in favor of this.

It was agreed and all voted in favor of a change would be made to the Committee mandate as follows: "The Chair will strive to achieve a balance between Dealers and Vendors – both large and small nationally balanced geographic representation for all the committee members". A vote was taken on this decision and all agreed. A new line was also added to the mandate by Ed Fitchett after the meeting stating, "All Canasa Regional staff must be encouraged to attend all meetings".

### **5.0 SCC Meeting Room Availability for Small Meeting Rental at the Toronto SCC – Lori Herder**

This matter was discussed at length taking into consideration various aspects in to account. A vote was taken about adding 2 meeting rooms from the Session rooms on a first come- first serve basis with conditions – all voted in favor with one abstention. Steve Basnett was asked to forward to the Committee his recommendations on the price and conditions by the end of the day Friday. This was later extended due to a question that Ed Fitchett asked of the National Board.

Jamie Couper left the meeting at 4.00 and Lori Herder left the meeting at 4.04 and joined the meeting at 4.07

### **6.0 SCC Conference: were there too many and were they too expensive? – Steve Basnett**

Steve Basnett placed this matter for discussions and views to the Committee. The Committee having discussed this in detail agreed that there are too many SCC conference sessions. Steve Basnett was asked to make recommendations to the Committee before the end of the week. This was later extended due to a question that Ed Fitchett asked of the National Board.

### **7.0 Discussion of acronym for the show name – Lori Herder**

Ed Fitchett deferred this item to the next meeting.

Lori Herder left the meeting at 4.35 p.m.

### **8.0 SCE Overview and Discussion – Steve Basnett**

Steve Basnett gave a brief summary – He stated that we will have the same floor plan and every thing went off smoothly last year. He also stated that we are 56% sold considering the current economic conditions. He also said we will be doing the conference as it is a chapter led initiative. Ed Fitchett commented that the venue was the best.

## **9.0 Other Business – Ed Fitchett**

None

Ed Fitchett emphasized that this meeting should only last an hour to an hour and a half. Steve Basnett also suggested that we should start the meeting five minutes after the schedule time.

## **10. Motion to Adjourn:**

Luc Provost made a motion to adjourn and Ed Fitchett thanked everyone for attending this teleconference meeting and closed the meeting at 4.40 p.m.

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**Ed Fitchett** – Trade Show Chair

**NEXT MEETING: Wednesday, May 6 at 3.00 p.m.**