

OACA SPECIAL EXECUTIVE MEETING MINUTES

DATE & TIME: Tuesday, February 23rd, 2021 - 6:00 p.m.

LOCATION: Conference Call (Zoom)

PRESENT: Christine Vigneault - President
Tonia Bennett - Vice President
Mark Hacon – Treasurer
Kathy Lessard - Secretary
Ian Clendening
Sean Kenney
Trista DiLullo
Deb McCabe

REGRETS: Denise Rundle

Roll Call – the meeting commenced at 6:05 p.m.

Conference:

Deb McCabe and Trista DiLullo brought forward virtual conference vendor proposals from ConferenceDirect, Absolute Conferences & Events Inc. and SlidesLive.

ConferenceDirect

A sample of the webpage was shown to the Directors and the various functions that could be accessed for the electronic event was demonstrated to the Board, such as tabs for the agendas, speakers, sponsors and exhibitors. There is also a zoom feature that can be used to add information for presenters such as questions.

Absolute Conferences & Events Inc

Deb and Trista compared the companies in how much would be done by those specific companies and what would be contracted out by them to 3rd parties and the problems that may be encountered.

Slideslive

The platform and cost was not in line with what the association was attempting to achieve with our 1st fully electronic conference.

The Board discussed and compared some the aspects of the companies and what they would be offering our association such as:

The number of participants that usually attend conference, cost for members and non-members, early bird registration option, access to the event over a specific time period by the participant, thoughts on providing swag to attendees, comparison of registration cost with other associations, available help desk, individual member cost rate and/or group rate, if a workshop has a chat portion how do we ensure that there are members that can provide questions to the speaker, comparison of the cost and expenses in order to provide this electronic event.

The Board felt that ConferenceDirect was the best fit for the Associations' needs in order to provide an educational and cost effective conference.

Moved by: Mark Hacon
Seconded by: Tonia Bennett
That the Conference Committee enter into a contract with ConferenceDirect for providing electronic services for the 2021 Conference. CARRIED

Meeting Adjourned at 6:37 p.m.
Moved by: Ian Clendening
Seconded by: Deb McCabe CARRIED

Christine Vignault
President

Kathy Lessard
Secretary