Next Call: Thursday May 5, 2016 – 1:00 p.m. EST

DIAL IN INFO: Toll-free: 1-866-234-0247; Local (Toronto): 416-443-4589

Conference ID: 612392

Action Items:

* Stephanie to share list of questions seen on various companies’ prequalification questionnaires
* Carm to see what he can send regarding Rogers’ prequalification
	+ Brent to look into whether he can send WSP prequalification information
	+ Also need to get information from Aveda, ComplyWorks, ISNETworld, CQ Network
		- Jeff to send Nick CQ Network info (already received)
	+ Trylon to write brief email about asking broadcasters and government (RCMP, Coast Guard, NAV Canada) electrical utilities for qualification questionnaires
		- Nick to forward to Contractor Qualification distribution list and allow Reply All
		- Nick to follow up with Dennis Graham to see if he can send anything from CBC
* Committee to work with Nick to develop survey to send out to members seeking input on issues/needs based on the work they’re doing

Attendees:

* Nick Kyonka (STAC)
* Ed Hachey (SBA)
* Stephanie Berry (Trylon)
* Jonathan Morin (Stantec)
* Emilie Filion (Cognibox)
* Peter Devries (TELUS)
* Asma Arefeen (Rogers)
* Roy Holland (Rogers)
* Carm Cirillo (Rogers)
* Dan Guadette (Tbaytel)
* Ali Raja (Rogers)
* Serge Charron (SBA)
* Nick Wilkerson (SBA)
* Jeff Selby (Trylon)
* Sylvie Fortin (Videotron)
* Khurram Javed (Bell)
* Brent Hrywkiw (WSP)
* Chad Crosby (WSP)
* Brad Poulin (Vista Telecom)
* Jon D’Alessandro (WireIE)
* Jason Wolf (WesTower)
* Manuel Montoya (SBA)
* Jody Ali (Bell)
* Ron Aharoni (COMsolve)

Non-Member Attendees:

* Dennis Graham (CBC)

Meeting Notes:

1. General discussion about composition of sub-committee and how this will affect the end product
* General agreement that it would be good to get more contractors on board with the committee, as there is no desire to develop process that we would force on anyone
	+ While targeting the development of the most robust process, we want to make sure that everyone agrees with the process we develop
1. Discussion of Common & Recurring Issues:
* One issue identified is that it can be problematic for small companies to go through full-length prequalification questionnaires when only doing low-risk or medium-risk services
	+ May be useful if the prequalification process could be customized to reflect the type of work being done
		- Would need controls in place to ensure that companies qualified at a low level don’t end up doing work at a higher level
* General discussion about the need to get more broadcast contractors and broadcasters on the committee
* Discussion about whether STAC can help weed out bad contractors who misrepresent qualifications or who are known to use unsafe practices
	+ General agreement that you can’t “blacklist” contractors in any way and that STAC should focus on recognizing good contractors
		- Suggestion that STAC should keep a central database of safe contractors beyond just STAC members
* Emilie notes that it is important to communicate with contractors about why they need to go through a process or be entered into a system in order to get them to buy-in on it
* Issue identified that new customers always end up requiring new questions/requirements, and can’t always use the same process to qualify for all clients
1. Discussion of how STAC can address these issues through Contractor Qualifications guidelines/Identification of next steps
	* Ed says committee members need to identify issues/needs based on the work they’re doing and categorized into segments like risk and tower size
	* Stephanie to share some questions seen on other companies’ questionnaires
	* Ed suggests we should deal with most commonly seen/typical issues and questions first before addressing anomalies
	* Suggestion that we should identify themes that will be covered in prequalification process
	* Carm to see what he can send regarding Rogers’ prequalification
	* Nick to share what Peter sent him about TELUS prequalification
	* Brent to look into whether he can send WSP prequalification information
	* Also need to get information from Aveda, ComplyWorks, ISNETworld, CQ Network
		+ Jeff to send Nick CQ Network info (already received – Nick to distribute)
	* Trylon to write brief email about asking broadcasters and government (RCMP, Coast Guard, NAV Canada) electrical utilities for qualification questionnaires
		+ Nick to forward to Contractor Qualification distribution list and allow Reply All
2. Scheduling of next meeting
	* General agreement that next meeting will be May 5 at 1:00 p.m.