Next Call: TBD

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

Conference ID: 612392

Action Items:

• Nick to send out list of current topics and committee members to make recommendations as to anything that may be missing by May 13 (included with this email)

• Nick to create shared folder where people can sign up for different teams

• Already completed: please sign up at this [link](https://docs.google.com/spreadsheets/d/1F8iuaZ1zcGYmlMQHMOxb3GVt8uymLcyxjhHyfYtsQRk/edit?pref=2&pli=1#gid=1425788596)

* Nick to send out template letter he will use to request non-members’ prequalification questionnaires (included with this email)
	+ Committee members to provide comments on letter by May 13
* Nick to request prequalification questionnaires from following companies: Aveda, ComplyWorks, ISNETworld, CQ Network, CBC, wireless carriers, hydro providers, oil and gas providers
	+ Committee members to provide contact details to Nick as available
		- Dan Guadette to provide contact for Thunder Bay Hydro
* Carm and Ali to work on providing Rogers questionnaire or related information
* Brent to work on providing WSP questionnaire or related information
* Emilie to work on providing Cognibox questionnaires or related information
* Emilie to send Nick list of most commonly heard complaints/concerns and Nick to share with rest of committee to see if there are additional items we should add

Attendees:

* Nick Kyonka (STAC)
* Jeff Selby (Trylon)
* Brad Poulin (Vista)
* Emilie Filion (Cognibox)
* Jamie Bowes (Advantage)
* Asma Arefeen (Rogers)
* Roy Holland (Rogers)
* Dan Gaudette (Tbaytel)
* Lyndsay Murray (Rogers)
* Dave Ramdeane (Bell)
* Greg Gasbarre (Netricom)
* Brent Hrywkiw (WSP)
* Chad Rogers (WSP)
* Ali Raja (Rogers)
* Adam Gale (Vertical Specialties)
* Walter Wannamaker (Vertical Specialties)
* Emad Eltowwi (Rogers)
* Keith Ranney (Bell)
* Serge Charron (SBA)

Meeting Notes:

1. Identification of documents received
	* At conference, we identified some prequalification questionnaires we wanted to receive to help us identify and compare the questions that are on different companies’ questionnaires
	* Have received questionnaire from Trylon, which we’ve shared
		+ Have also received other questionnaires from Trylon for non-members, but haven’t yet shared these
			- Includes a utility company, which leads to to the question as to whether we should be focused on telecom work in the initial document
			- Ie: Does it make sense to do separate Prequal documents that look at what you need to do to qualify for telecom work, vs. broadcast work, vs. utility work
				* Could then do a master doc that combines them all, in theory
			- General agreement that it makes sense to focus on telecom in initial document
				* Could then see if there are questions that need to be added for the other sectors after completing the telecom doc, using that first document as a base
	* Have some points from Telus on their prequalification process
	* Ed had previously suggested to that there were several general categories or topics that this committee should be looking at, which are reflected in the questionnaires
		+ Suggested topics are:
			1. Forms
			2. Insurance
			3. Liability
			4. Staff Qualification
			5. Software
			6. Verification/Compliance
			7. Fees
			8. Reporting
		+ Nick suggests that a potential way forward for this committee is to divide into groups looking at these specific topics
			- When Nick receives documents from others, we could then send off each question to the appropriate team for tracking and consideration
				* Nick would probably ask for assistance in identifying which questions should fall under which category, in some cases

Could develop small team of five people to review documents received and to identify which questions should fall under which category?

* + - * + Nick to send out list of current topics and committee members to make recommendations as to anything that may be missing

Nick to create shared folder where people can sign up for different teams

Already completed: please sign up at [this link](https://docs.google.com/spreadsheets/d/1F8iuaZ1zcGYmlMQHMOxb3GVt8uymLcyxjhHyfYtsQRk/edit?pref=2&pli=1#gid=1425788596)

* + - * + General agreement that this would be best way forward
1. Identification of documents still needed
	* Some items that we’ve previously identified as being needed, but which we haven’t yet received include:
		1. Information from Aveda, ComplyWorks, ISNETworld, CQ Network
			+ Nick to handle prior to next meeting; hasn’t had a chance to do so yet due to post-conference catch-up
		2. Info from CBC (Nick to reach out to CBC prior to next meeting)
		3. Info from Rogers
			1. Carm and Ali to see what they can provide
		4. Info from WSP (Brent to look into it)
		5. Others
			1. Any available information Cognibox can share (Emilie to investigate)
			2. Could reach out to each carrier across the country, including Xplornet
				+ Nick to contact carriers
			3. Broadcasters and utility companies
	* Jeff has penned a draft letter that we can use to send out requests to companies.
		+ Nick to circulate for feedback, but looks very good
	* Top priority utility companies include all provincial hydro companies, followed by oil and gas companies
		+ Dan Gaudette to send contact for Thunder Bay Hydro, which is currently reworking its prequalification process
		+ Other committee members to send to Nick contact information for other hydro company contacts
2. Contractor needs survey development
	* At least meeting we discussed the need to identify issues and needs based on the work that each company is doing and categorized into segments like risk and tower size
		+ Nick suggests that we work now to develop some survey questions to send out to the STAC membership to get this information quickly and easily
		+ Emilie notes that Cognibox already receives a lot of feedback from contractors about the prequalification process and offers to summarize the most frequently heard complaints and to share with Nick
			- Could then consider at that point whether a survey is still required
			- Emilie to send Nick list of most commonly heard complaints/concerns and Nick to share with rest of committee to see if there are additional items we should add
3. Other business
	* Nick to work with sub-committee leads to identify time for next call
		+ Potential date of May 26, though not yet confirmed