Next Call: TBD

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

Conference ID: 612392

WebEx Address: TBD

Action Items:

* NSC Project team to complete first set of bullet points as assigned by June 22

Attendees:

* Nick Kyonka (STAC)
* Jonathan Morin (Stantec)
* Marc Dunham (Advantage)
* Keith Ranney (Bell)
* Clem Tang (TELUS)
* Tim Dalpe (WesTower)
* Clay Parchewsky (WesTower)
* Peter Devries (TELUS)
* John Jupin (MTS)

Meeting Notes:

1. Website Content Update
	* STAC is currently working to increase and improve the content on the STAC Members website
		+ Starting out by updating the sub-committee pages
			- Starting to add old meeting notes, links to appropriate online resources, and FAQs
		+ If you have any requests or suggestions for content that could be included, please send to Nick
		+ Would also like to post FAQs, so if you have questions that need to be answered, please send them to Nick
2. NSC Project
	1. Document Format
* Nick and Dan discussed potential final products for this project and are proposing a series of best practice documents – one for each standard we want to look at
	+ Each best practice document would be primarily bullet points about the standard highlighting examples of what is typically seen in the industry
	1. Proposed Timelines
* Want bullet points for the first set up standards by June 22, at which point we will review them with the team of volunteers and send them out to the group for further review
	+ Will then aim to have the first set of best practice documents finalized and posted during the week of August 1
* Will begin on next set of standards after first group is completed and will likely follow similar timelines for each set of standards, with the number of standards completed during each set primarily determined by available volunteers
	1. Status Update
		+ Have already held first meeting with a handful of volunteers and assigned initial standards to review
			1. Tracey (WSP) – NSC Standard 9
			2. Brent (WSP) – NSC Standard 10
			3. Jason (WesTower) – NSC Standard 11 (Part A)
			4. Dan (Telecon) – NSC Standard 11 (Part B)
			5. Carm (Rogers) – NSC Standard 7
		+ Volunteers will now review the assigned standards and make bullet points for each section to be included
	2. Request for Additional Volunteers
		+ Can certainly still use additional volunteers for this first phase of the project: including volunteers to start working on additional standards, or those who want to volunteer to help with reviewing the bullet points when they come in
1. Scheduling of next call
	* Recommend that we not hold another call until after we receive the bullet points backs: likely that next call will be June 27 or July 4
		+ General agreement that we don’t need another meeting before then
2. Other business
	* None