

## Meeting notes - ICC Monthly Executive Meeting

February 18, 2025 4:09 p.m. - 4:30 p.m.

**Registration for Building Bridges to Housing:** Gary announced that 81 people are registered for the Building Bridges to Housing event and suggested closing the registration to leave room for last-minute additions. Lino confirmed that the registration is still open, and Gary asked Lino to register by the end of the day.

**Event Logistics and Parking:** Gary informed us that parking arrangements have been made, with staff asked to park across the road to free up space. Sandra confirmed that individuals from the employment program will assist with registration.

**Name Tags and Registration:** Gary mentioned that name tags would be provided, and Sandra confirmed that she had already obtained the necessary names.

**Food and Venue Setup:** Gary confirmed that the continental breakfast will be arranged and delivered. The event will be held in the gymnasium, with a setup for board members and necessary presentation equipment.

**Wi-Fi and Presentations:** Sharon raised the need for Wi-Fi access for presentations, and Gary agreed to ensure it was arranged. Sharon suggested collecting presentations in advance via email or Dropbox.

**Sponsorship and Banners:** Gary and David will meet with Property Law to discuss their sponsorship and the creation of a pop-up banner featuring both ICC and Property Law logos.

**Event Schedule and Presentations:** The event schedule includes a welcome session, presentations by CMHC and other speakers, lunch, and an open discussion on barrier-busting. Gary and Patricia will present on securing government support for affordable housing.

**Photography and Videography:** Sharon mentioned the need for photography, and Lino offered to bring a crew to film the event if available. Gary agreed to coordinate with Lino's team.

**Social Media and Awareness:** Sharon suggested using social media to raise awareness about the event and ICC's role in developing housing solutions. Gary agreed and mentioned creating a social media profile for ICC.

**Open Discussion and Family Participation:** Gary noted an increase in individual and family registrations and discussed tailoring the open discussion to address their questions and concerns.

## **Follow-up tasks**

**Event Registration:** Register for the event by the end of today. (Lino)

**Parking Arrangements:** Inform property and all staff to park across the road at the promenade on the event day. (Sandra)

**Name Tags:** Ensure all names are collected for name tags after registration closes. (Sandra)

**Wi-Fi Access:** Ensure IT is aware of the need for Wi-Fi access for presentations and video dial-ins. (Sandra)

**Presentation Submission:** Set up a Dropbox section for uploading large presentations. (Sandra)

**Banner Design:** Design and produce two pop-up banners with ICC and property law logos. (Sharon)

**Photography:** Coordinate with Jennifer and Sheila Lev to take photos during the event. (Jennifer, Sheila Lev)

**Social Media:** Create a social media profile for ICC and plan to live-tweet during the event. (Jennifer, Sharon)

**Coffee Break:** Arrange for coffee to be available in the late afternoon for networking. (Sandra)