



# illuminating

ENGINEERING SOCIETY

Illuminating Engineering Society  
of North America  
IESNA West District No. 6  
Edmonton Region

## Executive Meeting Minutes

Date:	May 10, 2017																					
Place/Time:	DIALOG – Suite 100, 10237 – 104 Street Wednesday, May 10, 2017 @ 11:30-13:00																					
Next Meeting:	Five Year Planning Session - TBD																					
Attendees:	<table border="0"> <tr> <td>Brent McCabe</td> <td>President</td> </tr> <tr> <td>Ryan Sonnenberg</td> <td>Vice President</td> </tr> <tr> <td>John Kirstein</td> <td>Emerg Prof</td> </tr> <tr> <td>Meghan Barclay</td> <td>Emerg Prof</td> </tr> <tr> <td>Joshua Borna</td> <td>Treasurer</td> </tr> <tr> <td>Derek Ginnell</td> <td>Awards co-Chair</td> </tr> <tr> <td>Randy Phung</td> <td>Awards Co-Chair</td> </tr> <tr> <td>Colin Fair</td> <td>Communications</td> </tr> <tr> <td>Jordan Busch</td> <td>Secretary</td> </tr> <tr> <td>Sunil Nakai</td> <td>Board of Manager</td> </tr> </table>		Brent McCabe	President	Ryan Sonnenberg	Vice President	John Kirstein	Emerg Prof	Meghan Barclay	Emerg Prof	Joshua Borna	Treasurer	Derek Ginnell	Awards co-Chair	Randy Phung	Awards Co-Chair	Colin Fair	Communications	Jordan Busch	Secretary	Sunil Nakai	Board of Manager
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Distribution: Board of Executives

Minutes recorded by: Jordan Busch

Item	Discussion/Resolution	Action By
<b>1.</b>	<b>FINANCIAL</b>	
	<b>1.1 Account balance</b> <ul style="list-style-type: none"> <li>As of today our account balance is Approx. \$11,000</li> <li>OLED – some more expenses coming. Still need to pay for trip for Peter Ngai</li> <li>Dirt Depreciation – Some more expenses still to come to pay for expenses between Calgary and Edmonton</li> <li>We are at breakeven overall for both events.</li> <li>We want our account to be at \$10,000</li> <li>The deposit is down (\$463.22) for the Telus World of Science event on June 32, 2017 – Money still needs to be transferred to Ryan</li> <li>AGM will be completely out of pocket</li> <li>Only have made a deposit for the AGM at this point</li> <li>YTD Revenue \$3,300 and \$7,100 for expenses since January 1, 2017</li> <li>AGM – will need to have a financial update for IES and YTD</li> </ul>	Joshua



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<b>2.</b>	<b>MEMBERSHIP / NOMINATING</b>	
	<p><b>2.1 Membership and Nominations for 2017</b></p> <ul style="list-style-type: none"> <li>• No update on membership counts</li> <li>• Talked about people who are interested in taking on roles.</li> <li>• Present Nominations for 2017-2018 Board of Mangers               <ul style="list-style-type: none"> <li>○ President - Brent McCabe</li> <li>○ Vice President - Ryan Sonnenberg</li> <li>○ Education Chair - Benjamin Rajewski</li> <li>○ Education Co-Chair - Trina Larsen</li> <li>○ Emerging Prof - Megan Barclay</li> <li>○ Membership/Nom</li> <li>○ Program Chair</li> <li>○ Awards Chair - Derek Ginnell Assistance</li> <li>○ Treasurer - Joshua Bornia</li> <li>○ Communications - Colin Fair</li> <li>○ Secretary - Jordan Busch</li> <li>○ BoM - Conrad Andrelunas TBD</li> <li>○ BoM - Chris Barr TBD</li> <li>○ BoM - Steve Eriksen TBD</li> <li>○ BoM - Katy Evans TBD</li> <li>○ BoM - Ken Glowinski</li> <li>○ BoM - John Kirstein At large</li> <li>○ BoM - Bridget Fox-Luzny TBD</li> <li>○ BoM - Ian McGuinness TBD</li> <li>○ BoM - Sunil Nakai At large</li> <li>○ BoM - Randy Phung TBD</li> <li>○ BoM - Darven Smetaniuk TBD</li> <li>○ BoM - Glenn Stowkowy TBD</li> <li>○ BoM - Daryle Tilroe At large</li> <li>○ BoM - Colin Wright TBD</li> </ul> </li> <li>• If any of this is incorrect, please let us know.</li> <li>• We will continue to work out the details as we go forward.</li> <li>• This is what will be put into the AGM presentation</li> <li>• We will leave it open to the floor at the AGM to vote anyone else in</li> <li>• Katy – is wanting more involvement but not taking on a significant or specific role</li> <li>• Darven Smetaniuk is also going to commit to one of the Board Positions.</li> </ul>	



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<b>3.</b>	<b>EDUCATION</b>	
	<p><b>3.1 Lighting Fundamentals Course (Oct 26 through Dec 07) - Feedback</b></p> <ul style="list-style-type: none"> <li>Group of instructors for the FOL course in the fall met to discuss what worked. Feedback to be sent off to Tom Butters.</li> <li>Trina needs to send minutes from the FOL follow up meeting</li> <li>Need to determine who is going to teach the advanced sessions</li> <li>We can use the lessons that we have learned for those sessions.</li> <li>No Fundamentals next year – only 2 advanced classes (one in the fall and one in the winter)</li> <li>We are going to do Fundamentals every 2nd year.</li> </ul>	Ben / Trina
	<p><b>3.2 Advanced Sessions (plans for 2017/2018)</b></p> <ul style="list-style-type: none"> <li>Retrofits and Commissioning as ideas for the fall events</li> <li>Discussions and planning to happen at 5 year planning session. At this time, we will determine who is presenting.</li> </ul>	Ben/Trina
<b>4.</b>	<b>PROGRAM</b>	
	<p><b>4.1 Experience Lab Update</b></p> <ul style="list-style-type: none"> <li>Proposed Date and location - Studio Theatre September 13, 2017</li> <li>Derek to arrange manufacturer products for lighting effects</li> <li>Studio Theater at the Arts Barn area near the fringe – Fall back location at Executive Royal Inn would have worked and will still work if Studio Theater doesn't work out</li> <li>Nothing has been paid for yet. Trina will do deposit. We have a discount rate because we are non-profit. \$800 total. Need a deposit cheque once this is confirmed</li> <li>Need Trina to do a follow up for the event</li> <li>Wednesday September 13 – It will be an evening event.</li> <li>Colin has prepared an Eventbrite write up.</li> <li>Colin pulled information from the Calgary event invite.</li> <li>Colin to share with Derek to ensure that this is in line with what we want the presentation to be.</li> <li>Derek has not had conversations with the other Manufactures to see what everyone will be.</li> <li>Derek and Ryan will need to do a walk through to determine what the existing layout will be and also to determine what the other suppliers will bring.</li> <li>We need to determine with the Studio Theater how are we going to mount the product?</li> </ul>	Trina  Ryan



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	<ul style="list-style-type: none"> <li>• We need to determine who we are going to set up the space. Can we use the stage? Are we still going to have tables where everyone can walk around and look at different displays?</li> <li>• Derek will follow up with the venue to determine what they have that can be used and what we will need to bring.</li> <li>• We don't want to get any more extensive than 2 different segments (CCT and CRI), or do we want to go with ideas like Quality of light vs the amount of light. We may need to bring something in to show what topics we want to show.</li> <li>• Do we want to have the group learn about TM30-15?</li> <li>• We need to ensure that the details are finalized before our 5 year planning session due to the timing of this event (early September)</li> </ul> <p><b>4.2 Telus World of Science Event (June 21, 2017)</b></p> <ul style="list-style-type: none"> <li>• June 21, 2017 is official date</li> <li>• Event starting at 5pm</li> <li>• The deposit is down (\$463.22)</li> <li>• It will be posted on Eventbrite</li> <li>• \$20 for price for each person, kids 12 and under were free.</li> <li>• LSW is going to put it some sponsorship (\$500)</li> <li>• Alcohol free – no bar service at all. Pop, juice and water.</li> <li>• Catered in the new purple pear – the Telus world of science</li> <li>• They are going to provide light and its effects on spectroscopy. How phosphors will react, the effects with cooper.</li> <li>• We want to really show the basics of lighting and how it is built from there. Looking at Tesla coils, Polarizing filter, black light, harnessing the light of chemical and thermal energy.</li> <li>• Evening Event</li> <li>• IES and Family and Friends</li> <li>• Not going to be a public event. Do we put it to all the people who have been invited to our events? Yes – we want to invite all who have attended our events this year.</li> <li>• The event can host up to 100 people – if we increase our numbers up to 100 people, the cost of the event will not go up, only the cost of food.</li> <li>• Announcement to be out by AGM</li> <li>• Brent will announce at AGM as well.</li> </ul>	<p>Ryan</p>



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	<p><b>4.3 Dirt Depreciation on Outdoor LED Luminaires – Ron Gibbons – Thursday April 13, 2017 12:00-13:00 (<u>Follow Up</u>)</b></p> <ul style="list-style-type: none"> <li>• 25-30 people at that event – about the right number that we were expecting</li> <li>• Venue was good, food was good</li> <li>• People overall enjoyed the talk</li> <li>• Ryan thought it was nice to see that no one has a clue with what to do with Outdoor Light and dirt depreciation. A lot revolved around fixture type and what gets dirt on them because of the design.</li> <li>• Don't use a pressure washer</li> <li>• There are so many variables to consider</li> </ul> <p><b>4.4 OLED Lighting design - philosophy, language and implementation – Peter Ngai - Wednesday May 3 12:00-13:00 at Royal Glenora (<u>Follow Up</u>)</b></p> <ul style="list-style-type: none"> <li>• Royal Glenora venue</li> <li>• We had 30 people for the event</li> <li>• Peter is very knowledgeable and passionate</li> <li>• Overall the presentation was very good. Feedback was extremely positive. It wasn't a very technical presentation. Definitely it was definitely a softened presentation.</li> <li>• We were hoping to get more architects. It was not focused towards engineers – Engineers were hoping for it to be more spec driven..</li> <li>• Communication could have been better revolving around the implications of OLED lighting. IE – Cost</li> </ul> <p><b>4.5 Annual General Meeting - Wednesday May 24 12:00 to 13:00 at Royal Glenora</b></p> <ul style="list-style-type: none"> <li>• Deposit has been paid</li> <li>• Menu has been selected</li> <li>• Currently, we only have 12 people signed up for the event</li> <li>• Announcement went out on Eventbrite</li> <li>• Follow Up needs to go out ASAP</li> <li>• # has to be in by Friday before long weekend (May 19, 2017).</li> <li>• Please get the word out to whoever you can</li> <li>• It is a free event. Cost can't hold people back</li> <li>• The room can hold up to 80 people.</li> <li>• Generally for the AGM our numbers are around 50 people</li> </ul>	



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	<ul style="list-style-type: none"> <li>• Ryan will help out with Presentation</li> <li>• Brent wants to do something close to what Conrad did last year</li> <li>• Presentation to include:               <ul style="list-style-type: none"> <li>○ Finance for Last year</li> <li>○ Finances for this year</li> <li>○ Northern Lights Service Award</li> <li>○ Interior and Exterior Awards</li> </ul> </li> <li>• Formal acceptances of the meeting</li> <li>• Service Award has been purchased by Katie with name on it.</li> <li>• In regards to our awards, Lampster – email has bounced.</li> <li>• We are going to look for a contact – things look pretty bleak</li> <li>• Need more submissions, currently, we are looking at the following:</li> <li>• Interior               <ul style="list-style-type: none"> <li>○ WSP Office</li> <li>○ Capital Eng. has submitted (interior of building)</li> <li>○ Krista Wright to provide something – Stantec</li> <li>○ LSW to present something</li> <li>○ Trina has something from her own personal renovation</li> </ul> </li> <li>• Outdoor               <ul style="list-style-type: none"> <li>○ Tammy Brady – Terwilliger Bridge</li> <li>○ Krista Wright – City of Edmonton Tower</li> </ul> </li> <li>• We have lots of potential. Please give information to Randy ASAP</li> <li>• Brent needs to get certificates done by Friday so that he can have it done</li> <li>• Randy needs time to put the presentation together and write up for each. He will use the write-up that someone provided.</li> <li>• Meghan and Derek will do the presentations at the AGM.</li> <li>• May 18 is the cut off before the AGM</li> <li>• Projects where design was completed in Edmonton yet work was completed somewhere else is allowed</li> <li>• Randy will use the template from last year’s AGM in regards to creating a presentation for the Interior and Exterior Awards</li> <li>• Brent has boxes from last year – we will use them – everything seemed to work well from last year</li> <li>• Randy took all the nomination tickets and put in a container to mix it – Randy will look for a bigger container to fit everything –</li> </ul>	



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	<p>only for the draw prize</p> <ul style="list-style-type: none"> <li>• Actual Awards –What do you want for the winner? Alternate every year</li> <li>• This year we will do the IPad mini 4. We will do a prize for the interior and a prize for the exterior.</li> <li>• Next year we can do GC’s moving forward – can be discussed with Awards chair next year</li> <li>• Randy, Katie and Jordan will help count ballots</li> <li>• Presentation Agenda will be as follows:               <ul style="list-style-type: none"> <li>○ Welcome everyone there</li> <li>○ Positions of what the board is going to be</li> <li>○ Go Directly into the Awards</li> <li>○ Time for Voting</li> <li>○ What’s taken place around Edmonton</li> <li>○ Finances</li> <li>○ Board Voting - Voting that takes place for that</li> <li>○ Presentation for Service Award</li> <li>○ Announce the winners of the Draw.</li> </ul> </li> <li>• If we have a tie – we will have people raise their hands to vote to break the tie.</li> <li>• Colin – last year it was hard to figure out who to vote for after all the presentation</li> <li>• We will have a slide that shows all the presentation at the end (a conclusion slide with a small thumbnail image).</li> <li>• The idea was brought forth to throw the submission’s on the website on the day of? This will help drive traffic towards the website.</li> <li>• Should we send out surveys on the events?</li> <li>• Brent to do something for the AGM with check boxes and comments. Survey monkey? People will have Pens ready for the AGM</li> <li>• Follow up emails with survey – a thank you for coming to our event – maybe a promo code with discounts? Colin says this is very doable for next year’s events.</li> </ul>	
<b>5.</b>	<b>AWARDS/HONORARIUMS</b>	
	<p><b>5.1 Update on IES Award Submissions</b></p> <ul style="list-style-type: none"> <li>• Please see above for information on IES Awards</li> </ul>	



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<b>6. COMMUNICATIONS / SOCIAL MEDIA</b>		
	<b>6.1 Communications / Social Media</b> <ul style="list-style-type: none"> <li>• Eventbrite’s for Telus world of Science and Experience Lab have been completed.</li> <li>• Telus world of Science to be emailed out soon</li> <li>• Made the our site closer to the IES theme</li> <li>• IES have not published any rules yet for us to follow</li> </ul>	Colin
<b>7. EMERGING PROFESSIONAL</b>		
	<b>7.1 Emerging Professionals</b> <ul style="list-style-type: none"> <li>• Meghan has cards and printouts so that they can walk away with something</li> <li>• Brent is not getting a response with Brochures or other marketing materials that they have</li> <li>• We want material so that people have some write-up that says what the IES is – We need more</li> <li>• Brent is pushing that with the local rep for our district as well as corporate. At what point do we just create something ourselves? If corporate doesn’t have something, we can create this at our 5 year planning session.</li> </ul>	Megan John
<b>8. NEW BUSINESS</b>		
	<b>8.1 New Business</b> <ul style="list-style-type: none"> <li>• We will need to have minutes at the AGM taken. Minutes will have to go out a couple days later.</li> <li>• Finances in hand, and attachments needed will be required</li> <li>• Brent will share last year’s AGM minutes with all</li> <li>• Presentation for AGM – Ryan will double check, Josh will look at it as well for a double check</li> <li>• Randy to share awards section presentation with Brent</li> <li>• Make sure that the formats are similar</li> <li>• NEXT Meeting – 5 year planning session</li> </ul> <b>8.2 Five Year Planning Session</b> <ul style="list-style-type: none"> <li>• Trina will be sending something out about planning session</li> <li>• New ideas on where we are going to take the next 5 years</li> <li>• What’s good or bad? Feedback from all sources – we need this in order to figure out how to move forward in the upcoming years and grow our membership numbers</li> </ul>	Trina





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	<ul style="list-style-type: none"><li>• Trina will schedule for July</li></ul>	