Executive Meeting Minutes

Date: December 19, 2017

Place/Time: Louisiana Purchase 10320, 111 St NW
Wednesday, December 13, 2017 @ 11:30-13:00

Next Meeting: DIALOG – Suite 100, 10237 – 104 Street
Wednesday, January 10, 2018 @ 11:30 -13:30

Attendees:

- Brent McCabe, President
- Ryan Sonnenberg, Vice President
- Derek Ginnell, Awards Chair
- Colin Fair, Communications
- Benjamin Rajewski, Education Chair
- Trina Larsen, Education Co-Chair
- Megan Finlay, Emerging Professional Chair
- Ian McGuinness, Membership / Nominating Chair
- Katy Evans, Program Chair
- Sunil Nakai, Secretary
- Steve Eriksen, Board of Manager
- Randy Phung, Board of Manager
- Colin Wright, Board of Manager

Absent/Distribution:

- Conrad Andrelunas, Past President
- Raquel McAllister, Program Co-Chair
- Joshua Bornia, Treasurer Chair
- Chris Barr, Board of Manager
- Krista Wright, Board of Manager
- Ken Glowinski, IES Member
- Bridget Fox-Luzny, IES Member
- Glenn Stowkowy, IES Member
- Daryle Tilroe, IES Member
- Todd Shearer, IES Member
- Darven Smetaniuk, IES Member
- Lance Warner, IES Member
- Dylan Toymaker, IES Member
- Other, Board of Managers (ALL)

Minutes recorded by: Brent McCabe, President

<table>
<thead>
<tr>
<th>Item</th>
<th>Discussion/Resolution</th>
<th>Action By</th>
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<tbody>
<tr>
<td>1. FINANCIAL</td>
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<tr>
<td>1.1 Account balance</td>
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<tr>
<td>- Current balance update remains at ~$5,700.00.</td>
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<td>- Funds for Lighting Tour balance out to a small profit.</td>
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<td>2. MEMBERSHIP / NOMINATING</td>
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<tr>
<td>2.1 Membership and Nominations for 2018</td>
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<tr>
<td>- Ian identified that corrections provided from previous lists are</td>
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still present. The method that IES corrects the information is unknown as the errors continue from one revision to the next.

- Ian to have discussion with IES NY on how to correct member information to ensure that the ongoing errors do not continue.
- Confirmation of the member quantities to be provided to ensure IES Edmonton receives the appropriate funding transfer from IES NY for membership quantities.
- Discussion point: Intent will be to send out ballot ahead of time of AGM with positions and names noted.

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<tr>
<td>Ian</td>
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### 3. EDUCATION

#### 3.1 Fundamental 2016 Session – Follow up

- Notes on session have been assembled and are to be provided to IES-NY (Tom Butters)
- Comments are to identify lessons learned and best methods on how to progress with future sessions.
- The method on how to purchase the IES materials is to be confirmed so that the instructional material can be shared in a useful way.
- No further update at this time

| Ben | Ben |
| INFO | INFO |

#### 3.2 Advanced Education Session on Commissioning (Saturday Feb 3rd)

- NAIT Venue to be confirmed – (POST MEETING NOTE: Confirmed)
- Trina confirmed date for presentation works for her and Craig.
- Katy to confirm catering arrangements - – (POST MEETING NOTE: Confirmed).
- Updates to Eventbrite notification to be provided based upon previous input.
- Eventbrite notification to be sent out to membership before year end.

| Ben | INFO |
| Katy | INFO |
| Brent | INFO |
| Colin | INFO |

#### 3.3 Advanced Education Session on Office Retrofits

- Session replaced with previously planned session on Commissioning.

| INFO | INFO |

### 4. PROGRAM

#### 4.1 Human Centric Lighting (Oct 25th webcast 12:00-13:15 - Stan Walerczyk) Feedback

- Follow-up correspondence to attendees and presenter to be provided. Brent reviewing information and method of relaying the information.

| INFO | INFO |
4.2 Outdoor Lighting Tour (November 29th) Feedback
   - Generally positive feedback from the event for the transportation, information package, site discussions, and final social event venue.
   - Negative comments included:
     - Much of the time spent to get to Tewillegar Park Footbridge. This was identified by the board as a potential problem, but decided to see the site because of the limited access and an IES award winner.
     - Additional locations desired from the trip. Some of the planned locations were not available (i.e. Walterdale Bridge and Funicular Tram)
     - More input from the designers involved with the projects desired. IES provided input into the design as we were able based upon our knowledge of the project along with the information package provided.

4.3 Wireless Lighting Control Seminar (January 17th 11:30-13:00)
   - Presentation being finalized. Speaker arranged for event date.
   - Confirmation of event location and catering to be provided. - – (POST MEETING NOTE: Confirmed)
   - Eventbrite notification message to be confirmed and updated based upon presentation material.
   - Eventbrite notification to be sent out to membership before year end.

4.4 Jubilee Auditorium Lighting and Controls (Evening Feb 7)
   - Date for presentation confirmed
   - Maximum of 50 people confirmed for tour.
   - Details of Eventbrite notification to membership to be coordinated with Robert Montgomery.
   - Catering arrangements to be provided for the event.
   - Eventbrite notification to be sent out to membership in the new year.

4.5 Sports Lighting Seminar (Possible date for March 17)
   - Discussions between Derek and a potential presenter being initiated. Further confirmation of feasibility to be provided for the next board meeting.
   - May be able to coordinate with IES Calgary for presentation.

4.6 Architectural Lighting Design Seminar (April 18th 11:30-13:00)
• Preliminary discussions with Calgary IES have arranged for Charles (Chip) Israel to provide a presentation for both of our groups. Details of the presentation to be coordinated.
• Venue has been booked for a larger group (50+).
• Further information to be forthcoming.

4.7 Annual General Meeting AGM (May 23 or 30)
• Request confirmation from the Board to advise of any concerns or potential conflicts related to either of the proposed dates identified above (e.g. other organization events such as golf tournaments.) Please provide feedback for the next board meeting.

4.8 Pitch & Putt and Social Event (June 15 @ 17:00)
• Preliminary discussions about the arrangement for a pitch and putt (par 3) golf tournament being looked at. Further information to be provided.

5. AWARDS

5.1 Local Year End “Northern Lights” Award
• No further update at this time

5.2 IES National Awards
• A notification correspondence to be provided to the IES Edmonton chapter to remind them to get their photographs completed for the IES awards.
• Information can be also provided to get projects in for the local Northern Lights award.
• Recommend to the board to start providing notification to their contacts to look at making submissions.
• Dates have been set and website is active; send out email/notification c/w link to our members; let Derek G know if anyone wishes to sign up for being an online judge

6. COMMUNICATIONS / SOCIAL MEDIA

6.1 Communications / Social Media
• Updates to the Awards page provided.
• Updates to the News and Events page provided. More content to be provided as applicable.
• Surveys provided for recent events.
### 7. EMERGING PROFESSIONAL

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<tr>
<th>7.1 Emerging Professionals</th>
<th>INFO</th>
<th>Megan</th>
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<tr>
<td>• Development of an expanded scope of services and role for the IES to be provided with the intent of providing presentations to other organizations. Insight and comments to be provided by the Board regarding information presented.</td>
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<td>• Megan to follow up with Trina, and Clayton or Tom Butters @ IES</td>
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### 8. NEW BUSINESS

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<th>8.1 Social Event</th>
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<td>• Chris Barr discussed a social event involving having groups of people go around Edmonton with some lighting products and post pictures of them lighting various objects or buildings.</td>
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<td>• This would be done in teams and everyone would gather at the end. Could be used as another experience lab event.</td>
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<td>• Chris to look at how this could be provided for our membership.</td>
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<tr>
<th>8.2 5-Year planning</th>
<th>Brent + others</th>
<th>Steve E.</th>
<th>Ben / Trina</th>
<th>Brent</th>
<th>Derek</th>
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<th>Katy / Raquel</th>
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<td>• Current planned year overview is as follows:</td>
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<td>Ben / Trina</td>
<td>Brent</td>
<td>Derek</td>
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<td>o Advanced Education Session on Commissioning (Sat Feb 03)</td>
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<td>o Tour - Jubilee Auditorium Lighting and Controls (Eve. Feb 07)</td>
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<td>o L&amp;L - Sports Lighting - TBD (Mar 17)</td>
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<td>o L&amp;L – Architectural Lighting Design (Apr 18)</td>
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<td>o Pitch &amp; Putt and Picnic Social Event (Jun 15)</td>
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<td>o New 5-year Planning Session (Jul 18)</td>
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