Executive Meeting Minutes

Date: February 21, 2018

Place/Time: DIALOG – Suite 100, 10237 – 104 Street
Wednesday, February 14, 2018 @ 11:30-13:00

Next Meeting: DIALOG – Suite 100, 10237 – 104 Street
Wednesday, March 14, 2018 @ 11:30 -13:30

Attendees:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>Brent McCabe</td>
<td>President</td>
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<tr>
<td>Derek Ginnell</td>
<td>Awards Chair</td>
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<tr>
<td>Colin Fair</td>
<td>Communications</td>
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<tr>
<td>Benjamin Rajewski</td>
<td>Education Chair</td>
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<tr>
<td>Trina Larsen</td>
<td>Education co-Chair</td>
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<tr>
<td>Megan Finlay</td>
<td>Emerging Professional Chair</td>
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<tr>
<td>Joshua Bornia</td>
<td>Treasurer Chair</td>
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<tr>
<td>Randy Phung</td>
<td>Board of Manager</td>
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<td>Sunil Nakai</td>
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<td>Other</td>
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Absent/Distribution:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>Ryan Sonnenberg</td>
<td>Vice President</td>
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<tr>
<td>Conrad Andrelunas</td>
<td>Past President</td>
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<tr>
<td>Ian McGuinness</td>
<td>Membership / Nominating Chair</td>
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<tr>
<td>Katy Evans</td>
<td>Program Chair</td>
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<tr>
<td>Raquel McAllister</td>
<td>Program co-Chair</td>
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<tr>
<td>Sunil Nakai</td>
<td>Secretary</td>
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<tr>
<td>Chris Barr</td>
<td>Board of Manager</td>
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<td>Steve Eriksen</td>
<td>Board of Manager</td>
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<tr>
<td>Colin Wright</td>
<td>Board of Manager</td>
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<tr>
<td>Krista Wright</td>
<td>Board of Manager</td>
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<tr>
<td>Other</td>
<td>Board of Managers (ALL)</td>
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Minutes recorded by: Brent McCabe, President

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<tr>
<th>Item</th>
<th>Discussion/Resolution</th>
<th>Action By</th>
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<tbody>
<tr>
<td>1.</td>
<td>FINANCIAL</td>
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<tr>
<td>1.1</td>
<td>Account balance</td>
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<td>• Current balance after final invoices paid will be ~$4,000.00. This balance is significantly lower that the desired yearly operating balance.</td>
<td>INFO</td>
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<td>• Options for sponsorship need to become a priority for the section. An emphasis on sponsorship to become a priority for the section.</td>
<td>Joshua</td>
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<td>• Yearly AAA Membership ($561.75) due. Awaiting back payment from Calgary IES section for fee amount due to previous year missed payment. Josh to follow up with IES Calgary.</td>
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<td>• IES funding provided from IES national (~$250).</td>
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<td>• Advanced education event costs being received.</td>
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<td>• Costs for Jubilee Tour event to be provided.</td>
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• Discussion regarding the previous events and the costs versus income received. Tour events generally are provided with a positive result. Venue expenses are highest costs. Some of our other recent learning events have not been received well financially.

• Preliminary spreadsheet of cost versus income provided by Josh. Further development to be provided based upon previous year’s events and educational sessions. Information to be used to assist in future event attendee costs.

Joshua

2. MEMBERSHIP / NOMINATING

2.1 Membership and Nominations for 2018

• Ian identified that corrections provided from previous lists are 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.

• No further update at this time

INFO

3. EDUCATION

3.1 Fundamental 2018 Session

• Discussion regarding providing fundamentals class for 2018 year. Consensus is to proceed with fundamentals class from upcoming year. Planning for class to begin with determining instructor availability.

• IES National has identified that the Fundamentals of Lighting power point is now unlocked to allow for section modification and addition of relevant information.

• IES National has indicated that Ten (10) access memberships are available to each section for instructors.

Ben

3.2 Advanced Education Session on Commissioning (Sat. Feb. 3rd)

• Seven (7) attendees to the class.

• Survey to be provided to attendees. Questions for potential future education classes to be provided.

• Follow-up at course seen as positive.

• Discussion regarding potential future classes to be investigated in

Info Ben
**3.3 IES Education Initiatives Webcast (Feb. 8, 2018)**

- Discussion regarding IES national initiative to provide a greater emphasis on education to IES members. IES webinar from February 8, 2018 available to be reviewed on line that discusses the initiatives. Highlights of discussion was:
  - 10 FREE – Instructor’s manuals/Section for Fundamentals of Lighting.
    - 50 questions for 2-hour Fundamentals of Lighting test.
    - Slides for Fundamentals of Lighting are unlocked.
  - IES to get CEU certification credits (4 weeks lead time for AIA)
  - Monthly webinars – Archived for members
  - Podcasts
  - Lighting Facility Showcase
  - Architecture for Light – Indispensable light series.
  - Presenter list
- Recommended for Board members to review the session webinar on-line to see proposed initiatives.

**4. PROGRAM**

### 4.5 Jubilee Auditorium Lighting and Controls (Feb. 7th evening)

- 27 people in attendance at the event.
- Catering allotment was made for 40 people in advance of the session.
- Tour received many positive comments from all people in attendance.
- Request for more tours was high on many of the attendee’s comments.

### 4.6 Sports Lighting Seminar (Possible date for mid-March)

- No follow up received from a few contacts.
- Decision to remove session from this year’s planning.
- Further investigation to possibly providing the session next year if available.
### 4.7 Architectural Lighting Design Seminar – “Listen to the Architecture” (April 19th, 11:30am-1pm)

- Eventbrite notification prepared for event and to be made live along with notification to membership.
- Coordinating with Calgary IES to announce on Architectural and Interior Designer learning pages.
- Venue (Royal Glenora) has been booked for 50+ people.
- $500USD honorarium required! + sharing hotel + travel costs with Calgary for the presentation. Travel arrangements being coordinated with Chip’s secretary and Calgary.
- Will be an AIA accredited presentation.

### 4.8 AGM (May 23 or 30th)

- 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.
- Wesco is having a golf tournament on May 30th, as such to avoid this conflict the AGM should precede the week previous.

### 4.9 Pitch & Putt (June 15 @ 5pm)

- Eventbrite notification to be prepared for event and to be made live along with notification to membership.
- Required minimum of 50 people with a maximum of 72 people.
- Cost for event to be $50 general admission for all attendees.
- Looking for additional sponsorship for holes. (Contact Megan or Katy.)

### 5. AWARDS

#### 5.1 Local Year End “Northern Lights” Award

- The awards to be provided to the attendees/winners are to be similar to previous years. Final determination of the prize to be closer to the AGM.
- Expecting the “Lampster” in 1-3 months
- Discuss w/ Dylan potentially doing up a yearly/annual award?
- A follow up with all board members regarding known projects applicable for awards to be provided. Information received has been passed on to Derek for follow up.
- Request to board members to follow up with contacts for potential award submissions.
5.2 IES National Awards

- Recommendation to Board members to become award judges to see what other people are providing for projects and how they are being presented.
- Deadline for submissions closed on February 12th.
- Section judging to occur between February 19 and March 11th.
- Derek to follow up with IES national regarding sign up for online judging. (Post Meeting Note: Information to be sent from IES national for potential judges.)

6. COMMUNICATIONS / SOCIAL MEDIA

6.1 Communications / Social Media

- An update to the Event page is to be provided to remove the proposed sports lighting seminar.

7. EMERGING PROFESSIONAL

7.1 Emerging Professionals

- 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.
- Megan to follow up with Trina, and Clayton Gordon or Tom Butters at IES; encourage young staff to sign up as an emerging professional
- No response has been provided from Tom Butters or Clayton Gordon.

8. NEW BUSINESS

8.1 Secretary

- Filled by S. Nakai until further notice.

8.2 Social Event

- 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.
- This would be done in teams and everyone would gather at the end. Could be used as another experience lab event.
- Chris to look at how this could be provided for our membership; ongoing
### 8.3 5-Year planning

- Current planned year overview is as follows:
  - L&L – Human Centric Lighting (Oct 18)
  - Advanced Education Session on Commissioning (Sat Nov 4)
  - Tour – Outdoor Lighting (Evening Nov 29th)
  - L&L – Wireless Lighting Control (Jan 17)
  - Advanced Education Session on Commissioning (Sat Feb 03)
  - Tour – Jubilee Auditorium Lighting and Controls (Eve. Feb 07)
  - L&L – Sports Lighting – Cancelled
  - L&L – Architectural Lighting Design (Apr 19)
  - Annual General Meeting (AGM) (May 23 or 30)
  - Pitch & Putt and Picnic Social Event (Jun 15)
  - New 5-year Planning Session (Jul 18)

### 8.4 New Business

- Ideas for potential upcoming tours to be put forth by the Board regarding future planning. Some possible 2019 tour events identified was Botanical Garden in Devon and a Museum tour.

- A possible event to be provided worth investigating would be similar to Calgary IES’s recent experience lab that discussed luminaire lighting distribution patterns. The use of smoke or fog in a room may be able to present the distribution pattern. Concerns over possible event location being able to put on or support the event discussed (e.g. Arts Barn). Respiratory concerns would need to be managed with a two room location so that viewing of the lighting and pre-post discussions could occur in an adjacent space. Appropriate equipment to create the smoke or fog would need to be available. Derek to follow up with Colin W.