Executive Meeting Minutes

Date: March 14, 2018
Place/Time: DIALOG – Suite 100, 10237 – 104 Street
Wednesday, March 14, 2018 @ 11:30-13:00
Next Meeting: DIALOG – Suite 100, 10237 – 104 Street
Wednesday, April 11, 2018 @ 11:30 -13:30

Attendees:

- Brent McCabe, President
- Ryan Sonnenberg, Vice President
- Derek Ginnell, Awards Chair
- Colin Fair, Communications
- Trina Larsen, Education co-Chair
- Katy Evans, Program Chair
- Joshua Bornia, Treasurer Chair

Absent/Distribution:

- Conrad Andrelunas, Past President
- Benjamin Rajewski, Education Chair
- Megan Finlay, Emerging Professional Chair
- Ian McGuinness, Membership / Nominating Chair
- Raquel McAllister, Program co-Chair
- Sunil Nakai, Secretary
- Chris Barr, Board of Manager
- Steve Eriksen, Board of Manager
- Randy Phung, Board of Manager
- Colin Wright, Board of Manager
- Krista Wright, Board of Manager
- Other, Board of Managers (ALL)

Minutes recorded by: Brent McCabe, President

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<thead>
<tr>
<th>Item</th>
<th>Discussion/Resolution</th>
<th>Action By</th>
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<tbody>
<tr>
<td>1.</td>
<td><strong>FINANCIAL</strong></td>
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<tr>
<td>1.1</td>
<td><strong>Account balance</strong></td>
<td>INFO</td>
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<td>• Current balance is $4,796.00. This balance is significantly lower that the desired yearly operating balance.</td>
<td>Joshua</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>• Calgary IES section has back paid the AAA Membership dues.</td>
<td>Joshua</td>
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<td>• A follow up discussion regarding 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.</td>
<td>Joshua</td>
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<td>• Preliminary spreadsheet of cost versus income provided by Josh. Further development to be provided based upon previous year’s</td>
<td>Joshua</td>
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events and educational sessions. Information to be used to assist in future event attendee costs. Current spreadsheet to be shared with the board members to assist in determining the present and projected event costs.

- Investigation into a possible different venue may be required. Discussion with current event location (Royal Glenora) to determine if a reduction of venue costs can be obtained for number of events throughout the year. (Reasons – multiple events per year, non-profit organization, etc.). Central location of Royal Glenora still viewed to be advantageous for membership. Potential alternate venues (e.g. Chateau Louis, Executive Hotel, community leagues, Commonwealth Igloo room, Royal Mayfair Golf and Country Club, etc.) to be investigated.

- Further discussions on sponsorship to help augment the current IES funding. The board needs to itemize what sponsorship funds will be used for (e.g. events, speakers, AEFI, education scholarships, etc.) and what the sponsor will be provided in return (e.g. company advertising, free event attendance, etc.).

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

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.

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

- Decided to cover expenses for Craig Hatch and provide a donation ($100) in Craig’s name to one of the previously discussed organizations (April 13, 2016 minutes - Care Housing Society, Habitat for Humanity). Brent to contact Craig.
- Post Meeting Note: Brent has tried unsuccessfully to contact Craig with phone messages and emails.

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.

- Information for IES education initiative has been distributed to the IES Board and membership at large (email from Feb 23, 2018). Requested for the board to review the information

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
- 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 has been sent including notification requests to AAA and IDA. Coordination with IES Calgary was provided for the announcements.
- Venue (Royal Glenora) has been booked for 50+ people.
- Final arrangements of meal choice and quantities to be provided prior to the event.
- $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.
- A follow up announcement to be provided at the beginning of April.
- Board requested to get the word out on the event.
- Follow up survey to add question about where the attendees learned of the event. This will be used to help with future announcements and advertising options.

4.8 AGM (May 23, 2018)
- The date has been selected to avoid conflict with Wesco’s golf tournament (May 30, 2018).
- Selection of the venue to be determined. Discussion is to look at the possibility of finding a lower cost venue to hold the event. Brent to have a discussion with Ken G. about the possibility of using the renovated J. G. O’Donoghue Building as has been provided in the past. (A deposit has been provided to the Royal Glenora to hold date.)
- Preparation of Eventbrite notification to be completed. Eventbrite notification to include request for project submissions.
- Information for AGM presentation to be gathered.
  - Known potential award submitters to be contacted
  - Event photos to be obtained
  - Request that board contact other potential submitters for local projects that would attend our AGM
- Further information seen below in “Local Year End “Northern
## Lights” Award”.

### 4.9 Pitch & Putt (June 15 @ 5pm)
- Eventbrite notification sent 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.
- Selection of prize winners to be provided as outlined on the IES Edmonton web site:
  - Draw Prize For Submitting: A tablet will be available as a prize draw simply for submitting! You will receive one entry per submittal in any category. For example if you submit two (2) Indoor projects and one (1) Outdoor project, you will receive three (3) entries into the draw! Only the person submitting will be eligible for the draw.
  - Draw Prize For Voting: All voters will be eligible for a prize draw of $100 gift card. Everyone who attends the AGM will be eligible to vote, even if you have submitted a project.
- Prize selection options to be determined (i.e. tablet choices between Apple, Samsung, or other and associated cost). Projected cost estimated to be <$500.
- Follow up with all board members regarding known projects that may be applicable for awards. Information to be passed on to Derek.
- Request to board members to follow up with contacts for potential award submissions.
- Lampster projected completion date announced on website anticipated to be June. Decision is to wait for the Lampster product in lieu of pursuing getting a new award due to the current IES financial standing.

#### 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.

- Section judging evaluation completed. Three submissions provided from Edmonton section.
- Request for society level local judges has been sent out with a deadline of March 17th. Any people interested in becoming a judge is to register on line via the link provided (and [here](#)).

### 6. COMMUNICATIONS / SOCIAL MEDIA

**6.1 Communications / Social Media**

- Post Meeting Note: The IES Edmonton web site awards page is to be updated for the current year. (Dates to be revised.)

  Colin F.

### 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.

Megan

### 8. NEW BUSINESS

**8.1 Secretary**

- Filled by S. Nakai until further notice.

INFO

**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

INFO

**8.3 5-Year planning**

- Current planned year overview is as follows:
  - L&L – Architectural Lighting Design (Apr 19)
  - Annual General Meeting (AGM) (May 23 or 30)

INFO

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<tr>
<th><strong>8.4 New Business</strong></th>
<th><strong>8.5 IES Board Selection</strong></th>
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<td>• 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.</td>
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<td>• 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.</td>
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<td><strong>Board</strong></td>
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<td>Derek</td>
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<td>Colin W.</td>
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<td><strong>Final board selection will be determined at the AGM. Preliminary discussions are to ensure that each role and responsibility has been filled.</strong></td>
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<td><strong>Brent</strong></td>
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<td>Brent to contact current board members to determine who is interested in carrying on roles within the organization.</td>
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<td>Brent to contact at large members to see if increased involvement may be available.</td>
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