Executive Meeting Minutes

Date: May 09, 2018
Place/Time: DIALOG – Suite 100, 10237 – 104 Street
Wednesday, May 09, 2018 @ 11:30-13:00
Next Meeting: DIALOG – Suite 100, 10237 – 104 Street
Wednesday, June 13, 2018 @ 11:30 -13:30

Attendees:
- Brent McCabe, President
- Colin Fair, Communications
- Benjamin Rajewski, Education Chair
- Megan Finlay, Emerging Professional Chair
- Raquel McAllister, Program co-Chair
- Sunil Nakai, Secretary
- Joshua Bornia, Treasurer Chair
- Chris Barr, Board of Manager
- Todd Shearer, IES Member

Absent/Distribution:
- Ryan Sonnenberg, Vice President
- Conrad Andrelunas, Past President
- Derek Ginnell, Awards Chair
- Trina Larsen, Education co-Chair
- Ian McGuinness, Membership / Nominating Chair
- Katy Evans, Program Chair
- Steve Eriksen, Board of Manager
- Randy Phung, Board of Manager
- Colin Wright, Board of Manager
- Krista Wright, Board of Manager
- Ken Glowinski, IES Member
- Bridget Fox-Luzny, IES Member
- Glenn Stokowy, IES Member
- Daryle Tilroe, IES Member
- Darven Smetaniuk, IES Member
- Lance Warner, IES Member
- Dylan Toymaker, IES Member
- Other Board of Managers (ALL)

Minutes recorded by: Sunil Nakai, Secretary

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<tr>
<th>Item</th>
<th>Discussion/Resolution</th>
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<tr>
<td><strong>1. FINANCIAL</strong></td>
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<tr>
<td>1.1 Account balance</td>
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<td>INFO</td>
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<td>- Current balance is <strong>$4,655.00 (as of May 09, 2018)</strong>. This balance is significantly lower than the desired yearly operating balance.</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>
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<td>- Calgary IES section has back paid the AAA Membership dues.</td>
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• 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.

• Discussion regarding past event cost spreadsheet provided by Josh. Information from up to a year ago shows that our formal education events typically run at a deficit with our informal activities having a more balanced expense versus income. (Older events have less information to draw conclusions.)

• Spreadsheet will be maintained for all upcoming events to better assist in future evaluations.

• Spreadsheet has been shared with current board members. Provide comments for further refinement to Josh for implementation.

• Discussion with Royal Glenora (RG) about a possible reduced venue cost due to multiple events that we book in the year. RG venue cost would only be lowered if we pre-book ~6 events throughout the year so that it could be part of their planning. Identified that we could not commit to set dates this far in advance. (IES as a non-profit does not factor into their decision.) Possible lower food cost if catering choices left with RG to choose menu options. Item discussed with Katy to be implemented for next event.

• 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.).

• Noted that cost of recent event (“Listen to Arch.”) was ~$3,400 with revenue being ~$2,600; 50 ppl attended; Food was $1800 and Presenter Costs were $1100

• Suggested to find other venue due to high food costs; Board to review other options

• Suggested to look into sponsoring again to cover the shortfall; Board to review for upcoming events and 2018/2019 programming
### 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

### 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.
- Education Chair to begin looking into booking venue (NAIT) for 2018 Fall FoL session, as well as what instructors are available for those sessions
- Communications Chair to send update about FoL course out to membership
- Noted that IES FoL slides now allow some degree of editing/tailoring

#### 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).
- Craig to provide follow up on expenses and donation choice and send information to Brent.
- Donation-in-Kind made to Habitat for Humanities (Board motions/agrees to this) on behalf of Craig Hatch
3.3 IES Education Initiatives Webcast (Feb. 8, 2018)

- 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. Additional information can be seen directly from IES national web site.
- Further discussions regarding educational activities to be discussed at 5-year planning session.

3.4 IES District Meeting

- Discussed potential for IES Roadshow and how other Sections/Chapters are doing.

4. PROGRAM

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.
- Investigation on possibly presenting this event in Sept/Oct. Derek and Chris to follow up with contacts (Musco) about possible presentation. (A deposit has been provided to the Royal Glenora associated with the AGM that may be possible as a transfer.); no update at this time.

4.7 Architectural Lighting Design Seminar – “Listen to the Architecture” (April 19th, 11:30am-1pm) – Charles “Chip” Israel

- 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 reminder announcement to be provided.
- Board requested to get the word out on the event. We want to make this a showcase event. Challenge put out to board to
“bring a friend” and to let your contacts know who else might be going.

- Credits available for architects, interior designers, and LCs in attendance.
- 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.
- Megan to pick up Chip from the airport and bring him to the event.
- Review of Comments/Feedback received (mostly positive)

4.8 AGM (May 23, 2018)

- The date has been selected to avoid conflict with Wesco’s golf tournament (May 30, 2018).
- Alberta Infrastructure Building Boardroom 1D arranged by Ken G. for IES AGM. Raquel has reviewed the room and discussed preliminary catering with on-site company “Impressions Catering”. Further information to be available for the next board meeting.
- Preliminary catering arrangements to be discussed with Impressions Catering.
- Event notification to be sent.
- Request to board members to follow up with contacts for potential award submissions!!!
  - Information for AGM presentation to be gathered and sent in advance of the AGM.
    - 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
  - All potential project submissions to be provided. To date only two submissions have been provided. More are required. All submissions to be provided to IEEdmonton site. Derek to assemble information.
  - Need to emphasize that no project is too big or too small. When discussing with potential submitters please emphasise that a project that presents a unique look at lighting or highlights a particular aspect of work is what we want to present. A good description of what lighting aspect drove the project and nice photos will help with showcasing the work
  - Follow up with all board members regarding known projects that may be applicable for awards. Information to be passed on to

Megan

Ken G.

Katy / Raquel

Colin F.

Board
Derek.

- Request that all project information be sent by no later than the end of April to allow time to assemble before AGM
- Potential projects discussed for awaiting information:
  - Four (4) IES national award submissions
  - Funicular
  - Community ring at Roger's Place
  - WSP tower interior and exterior
  - Others?
- Further information seen below in “Local Year End “Northern Lights” Award”.
- 28 ppl signed up; hoping for 40-50!
- Presentation is now projects – Megan + Chris speaking?
- Need more Award submissions/Content; does not have to be an officially submitted IES entry!
- Review schedule/roles & responsibilities for AGM
- Confirm award/prizes
- Discussion of potential shifts in Board and roles/responsibilities

### 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.)
- Looking for additional participants; sign up!

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## 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.

- Derek to get gift card ($100 VISA) and iPad (c/w gift receipt) so that it can be exchanged with something else by the winner. iPad is the same as last year (with cost estimated to be <$500).
- Extended discussion regarding the suggestion to look at award at the AGM to be more of a lighting related item in lieu of tablet. Suggestion is to table this item for discussion as part of the future 5 year planning session. Potential alternate choices to be discussed.
- Discussion regarding Lampster and potential alternate “Dark Spacewalker Lamp”. Inquiry has been made with Lampster to find out status of current order. Review of web site indicates they would be complete the yellow production run based upon site’s update page and should be shipping. Suggestion to wait till next week and receive response before addressing possible alternate lamp.
- If response from Lampster not timely or positive is to address possible requirements with David at Optics Lighting of alternate Urolight – Dark lighting “Dark Spacewalker Lamp” donation.

5.2 IES National Awards

- Judging for IES national to be completed by April 19th. Judging assignments are approximately 25 submissions per person. Site indicates 5-10min / submission, but is typically longer. Please allow sufficient time for judging.
- Online judging feedback from Board is that there were far too many projects to judge (some judges had 30+ projects to review!); suggest this information is passed along to the District Chapter

6. COMMUNICATIONS / SOCIAL MEDIA

6.1 Communications / Social Media

- The IES Edmonton web site awards page is to be updated for the current year. (Dates to be revised.)
- Suggestion to look into possibility of spending fee on Linked-In or Facebook to “push” event notifications to local subscribers based upon key word searches or history. Further investigation to be provided. Suggestion to address this with upcoming 5 year planning session.
- Pass event pictures to Colin for posting to Social Media/website
### 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.
- Discussed potentially ‘dropping’ this from the executive and moving current Chair to another role.

### 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 – 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 Upcoming Year Planning

- Discussions regarding proposed upcoming year planning:
  - L&L – Sports Lighting (Sept/Oct)
  - Fundamentals of Lighting (Fall)
  - Advanced Education Session (Spring)
8.5 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.

8.6 IES Board Selection

- Final board selection will be determined at the AGM. Preliminary discussions are to ensure that each role and responsibility has been filled.
- Brent to contact current board members to determine who is interested in carrying on roles within the organization.
- Brent to contact at large members to see if increased involvement may be available.

8.7 Meeting Attendance

- It is requested that all board members make all possible efforts to attend meetings.
- Attendance is essential to set and accomplish the goals of the section.
- Attendance at meetings allows all members to become engaged and offer assistance to the tasks that are necessary to be performed.

8.8 IES Section Guide

- Refer to attached Section Guide which outlines the various Board Roles and Responsibilities
- Required roles are President, Vice President, Secretary, and
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<th>Treasurer + 3-4 additional Board Members (general Board Members can fill any number of committee chair positions)</th>
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<td>• Current Board Members to give thought to what roles they are in and whether they are continuing in those roles, changing to a new role, etc. based on meeting discussion</td>
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IES Section Guide

Society Profile
- IES Overview
- Society Contacts
- Regions and Sections Listings

Section Organization
- Section Organization Overview
- Section Calendar Quick Glance

Section Leadership
- President
- Vice President
- Secretary
- Treasurer
- Board of Managers
- Committees and Their Functions
  - Section Education Chair
  - IA (Illumination Awards)
  - Membership
  - Sustaining Membership
  - Public Relations, Awards, Grants and Scholarships
  - Nominating
  - Program Chairperson
  - Website Chair
IES Overview

The Illuminating Engineering Society of North America (IES) was founded in 1906 to establish scientific lighting recommendations and to disseminate this information to all interested parties. It is the recognized authority on lighting in North America.

The Society’s diversified membership includes engineers, architects, lighting designers, educators, students, contractors, distributors, utility personnel, scientists, physicians, and manufacturers. There are approximately 8,000 individual members and 400 Sustaining Members in the IES.

The IES mission statement reads: The IES seeks to improve the lighted environment by bringing together those with lighting knowledge and by translating that knowledge into actions that benefit the public.

The IES publishes over 60 lighting standards and technical documents including the IESNA Lighting Handbook, recognized worldwide as the most authoritative and useful reference in the field on lighting research, theory, facts, and applications.

The IES also publishes two magazines – LIGHTING DESIGN + APPLICATION (LD+A), a monthly magazine featuring current lighting applications, techniques, products and systems; and LEUKOS the technical electronic Journal of the IES, which includes the latest information on lighting research and technical developments.

Continuing education of lighting professionals is accomplished through local section meetings, technical conferences, short courses, and symposia.

There are over 100 IES Sections in the United States, Canada, and Mexico, organized into four regions. Most of the Sections hold monthly meetings.

The Society’s annual events include LIGHTFAIR International, held every year in the spring. The IES Annual Conference and the IES Street and Area Lighting Conference are held each year in the fall.

Member Volunteers

Society Level

Board of Directors - The Board of Directors is composed of Members elected by the membership. The IES Board of Directors is the Society’s governing body, responsible for all legal and financial affairs of the Society. The Board consists of the President, the Vice President, six (6) At-large Directors, the Treasurer, the Immediate Past President, four (4) Regional Directors, the Outside Director, and Executive Vice President.

Committees – The IES has over 70 technical, research, and design and application committees to study and report on all aspects of lighting. These committees are composed of representatives from every segment of the lighting industry. The result of their efforts is an IES publication – the latest lighting information from research through application.
District Level

District Chairs - IES Members elected every two years by the members in their respective Districts. There are eight (8) IES District Chairs, 2 within each of the four (4) IES Regions and assisted by District Vice-Chairs.

IES Midwest – District #7 and #8
IES Northeast Region – Districts #1 and #2
IES South – District #3 and #4
IES West - District #5 and #6

Section Level

Section Officers – IES members (combination of active Member and Associate grades) are elected each year by the members in their respective Sections. Section Officers are the President, Vice President, Secretary, Treasurer and Managers. The group is referred to as the IES Section Board of Managers.

Section Committee Chairs – IES members (combination of active Member and Associate grades) are appointed by the Section Board of Managers for specific programs or activities for the Section. These members are appointed each year.

IES Staff
It is important to differentiate between the elected volunteers of the Society and the professional staff in New York City. The Executive Vice President is the head of the IES staff, which are paid positions of the Society, not elected positions. The purpose of the IES staff is to carry out the directives of the Board of Directors and otherwise conduct the business of the Society, including administration of Society programs, publications, and services.
Approved IES Website Links

Northeast Region

District 1

- Fredericton
- Gatineau
- Halifax
- Moncton
- Montreal
- Ottawa
- Toronto

District 2

- Albany
- Allentown
- Boston
- Buffalo
- Harrisburg
- Hartford
- Long Island
- Montclair
- New York City
- Philadelphia
- Pittsburgh
- Portland
- Providence
- Rochester
- Syracuse

South Region

District 3

- Atlanta
- Baltimore
- Birmingham
- Charleston
- Charlotte
- Chattanooga
- District of Columbia
- Greenville
- Jackson
- Jacksonville
- Memphis
- Miami
- Nashville
- Norfolk/Virginia Beach
- Orlando
- Palm Beach
- Pensacola
- Raleigh
- Richmond
- Roanoke
- San Juan, Puerto Rico
- Tampa
- Winston-Salem

District 4

- Albuquerque
- Austin
- Dallas
- Fayetteville
- Fort Worth
- Houston
- Little Rock
- Mexico City
- Oklahoma City
- San Antonio

District 5

- Denver
- Fresno
- Honolulu
- Las Vegas
- Los Angeles
- Orange County
- Phoenix
- Reno
- Sacramento
- Salt Lake City
- San Bernardino/Riverside Counties
- San Diego
- San Francisco
- Santa Barbara

West Region

District 6

- Anchorage
- Calgary
- Edmonton
- Portland
- Regina/Saskatoon
- Seattle
- Vancouver
- Winnipeg

Midwest Region

District 7

- Chicago
- Davenport/Moline
- Des Moines
- Kansas City
- Madison
- Milwaukee
- Minneapolis/St. Paul
- Omaha
- St. Louis
- Springfield/Central Illinois
- Topeka
- Wichita

District 8

- Cincinnati/Louisville
- Cleveland
- Columbus
- Detroit
- Grand Rapids
- Indianapolis
- Toledo
Section Leadership: President

General Duties and Responsibilities

- Responsible for dynamic and ethical Leadership
- Guides the activities of the Section
- Works with Board of Managers to appoint qualified and energetic Committee Chairs
- Prepares Section Reports twice a year, with updates as required
- Attends and reports at the District Council Meeting (once or twice a year)
- Attends the IES Leadership Forum

Provide leadership in guiding the activities of the Section.

Enunciate a clear-cut policy, insist upon the planning of interesting and constructive meetings with adequate notice to members, consumer groups and others, and adhere to a definite schedule.

Preside over all Section meetings. The IES Section Bylaws state that each Section must hold not less than seven meetings during the program year.

Be familiar with the duties of Section officers, managers, and committee chairpersons and oversee their activities. Give out position descriptions to all new Section managers and members of the Society.

The President should be familiar with the Bylaws of the Section and all activities of the Society, and be cognizant of the Society honors and awards: (see Awards Section in the guide). Information concerning these activities is available from the District Chair or the IES Office. It is the President's responsibility to recognize at a Section meeting those members who have received any of the Society's awards.

Immediately after notification of election, the President-elect should call a meeting of the Board of Managers. Ideally, this will be a joint gathering with the previous Board of Managers to:

- Ensure continuity of activities
- Exchange ideas
- Have the previous managers teach the new ones their duties
- Transfer all Section records to the new board

Work with the managers on the appointment of qualified and active committee chairs. Look for those members with experience and ability to assume responsibility. Consider new members for new ideas and groom them for bigger roles in the Section.

The President has the responsibility to assist committee chairpersons in their endeavors and recognize achievements.

Welcome new members, and encourage them to participate in Section activities.
Required Meetings

District Council Meeting: Held usually spring/summer each year, used to share and gain ideas for Section activities and vote on District level motions.

Regional Nominating Committee Meeting: To decide the District Chair election in an election year, this is usually a conference call in the summer in even years. You should bring names of possible candidates for this meeting.

Suggested Meetings

IES Leadership Forum: Held at the annual conference, is a training forum to help the Section officers get ready to lead their sections during the program year.

Reports
The President is responsible for delivering a Quarterly Section Report to the District Chair for September, December, March and June of each year; this report consists of highlights, goals for the Section, membership data, requests for assistance and budget reporting. Section President Report
Remember the President should not be doing everyone's job, but must be able to delegate and lead the other managers to perform their duties.

Section Leadership: Vice President

General Duties and Responsibilities

- First Assistant to the President
- Serves as the Program Committee Chairperson
- Acts as Liaison with other organizations (AIA, IEEE, ASHRAE, NAED, etc.)
- Attends the IES Leadership Forum
- Is the alternate to the Secretary at the District Council Meetings

The Section Vice President is the President's first assistant in the conduct of Section activities, and assumes all duties assigned by the President. If the President is unable to attend a monthly or Board of Managers meeting, the Vice President will be the acting executive officer.

Be informed of the work of all committees, their progress and projects, in the event the Vice President is being groomed to assume the office of President, a practice followed by many Sections.

The Vice President should be the Program Committee Chairman or will oversee the appointed Program Chair.

The Vice President should establish and maintain liaison with other related organizations, including conducting joint meetings and educational programs with such organizations as: National Society of Professional Engineers (NSPE), American Institute of Architects (AIA), American Society of Interior Designers (ASID), National Association of Electrical Distributors (NAED), American Society of Heating Refrigerating and Air-Conditioning Engineers (ASHRAE), Institute of Electrical and Electronics Engineers,
Inc. (IEEE), Association of Energy Engineers (AEE), and International Association of Lighting Designers (IALD).

**Suggested Meetings**

The Vice President is encouraged to attend the Leadership Forum at the Annual Conference.

The Vice President may be an alternate for the President or Secretary at the Regional Nominating Committee meeting and District Council.

**Section Leadership: Secretary**

**General Duties and Responsibilities**

- Prepares notices of monthly meetings
- Prepares minutes of all business meetings
- Submits required monthly meeting report (sent to IES with cc to District Chair)
- Maintains the Section mailing list
- Attends the District Council Meeting (once or twice a year) with the President
- Attends the IES Leadership Forum

Maintain the efficient operation of the Section. Delegate responsibilities as necessary.

Prepare and Issue notice of monthly meetings and of meetings of the Board of Managers to all members.

- Prepare minutes of all business meetings
- It is suggested that meeting notices, meeting reports, and newsletters be sent to other Sections in your Regions.

Add new and transferred members to the local Section mailing list as soon as a membership confirmation/notification is received.

"Member prospects" (non-members invited to meetings on a regular basis) should be kept separate from your membership list. Encourage them to join to enjoy membership benefits such as discounts on programs and events.

- Handle official Section correspondence, and maintain a supply of report forms and Section stationery. Report forms and membership applications are available from the IES office and ies.org.

**Required Meetings**

The Regional Nominating Committee meeting (have District Chair candidates with you), District Council meetings and your Section's Officer Orientation Session.
Required Reports

The monthly Meeting Report, send this report to the District Chair and the IES office as soon as possible following the meetings. Section Meeting Report

Prepare the annual roster and send to your Board of Managers.

Section Leadership: Treasurer

General Duties and Responsibilities

- Prepares and maintains the financial records of the Section
- Establishes and maintains a bank account (It is mandated that two signatures are required for all financial transactions, including checking).
- Maintains Receipts for seven(7) years
- Submits REQUIRED Annual Financial Report due to IES office by July 31st

The Treasurer is responsible for fiscal management and for the reporting of the Section finances. The office of Treasurer may be combined with the position of Secretary at the discretion of the Section.

Prepare and maintain the financial records of the Section; prepare the necessary Financial Report. The Financial Report must be returned within 30 days of the end of the program year (June 30) (Ex. 2008-09’s program year financial report would be due 7/30/2009).

Arrange for the orderly transfer of all bank accounts, assets, and accounting records and related files from the previous Treasurer.

Establish and maintain a bank account at a bank designated by the officers and Board of Managers. The bank account should be opened in the name of the local Section. Note: If your Section's name was changed due to the reorganization in 2007-08, make sure the bank’s records reflect that. Checks will be written from the IES office to the Sections with the new name as of 7/30/2009.

The proper Section EIN number is necessary to operate a bank account in the Section's name. If you are unsure of your Section’s EIN number, please call Bruce Sohl, Controller IES, (212) 248-5000, ext. 104. The bank account should be promptly reconciled at the end of each month.

It is mandated that TWO officer signatures are required for all financial transactions. For convenience, three officers can be designated signatures.

Collect all monies owed to the Section. Maintain a cash receipt book, which will indicate the date, payer, and amount of all monies received.

Provide payment of all invoices rendered the Section for approved goods and services received. Maintain a cash disbursement book, which will indicate date of payment, check number, amount, payee, and reason for payment. Maintain original copies of all invoices paid for a period of 7 years in accordance with current IRS regulations. No check should be issued unless the Section has received an invoice accompanied by original receipts to document and substantiate the payment.
Required Reports
Submit the financial records of the Section at the end of each fiscal year to the Audit Committee appointed by the Board of Managers.
Submit annual Financial Report to the District Chair and the society office. The report must be for the same period as the Society's fiscal year July 1 to June 30. The report is due by July 31 each year. Contact the IES office for the form. Section Financial Report

Canadian Sections
Unincorporated Sections are not required by Canadian federal law to register.

GST Registrations
Sections are exempt from federal and provincial tax. If, however, Section income exceeds $30,000.00 per year, it may be necessary to register under the federal goods and services tax (GST). Please call the IES office (212-248-5000, ext 104) should Section income exceed $30,000.00 in any year.

Non-Profit Status
Under Canadian law, it is not necessary to register for exemption from income tax on the basis of nonprofit status. If, however, the Section is incorporated, it must file federal and provincial tax returns and claim exemption from tax in these returns. Both unincorporated and incorporated associations claiming tax-exempt status must file an annual return if their investment revenues exceed $10,000.00 or assets exceed $200,000.00 for a year.

Note on the Toronto Section (an incorporated Section): The Section must file federal and provincial tax returns. It must file, in addition, an annual corporate return. Copies of these returns must also be filed at the IES office.

Insurance
All Canadian Sections are covered by the IES's general liability policy, which would cover personal injury, etc.

Note, however, that while the chances of attracting liability for libel, slander or other torts under Canadian law are remote, in the case of unincorporated Sections, liability would attach to the individuals involved rather than to the unincorporated association. In the case of an incorporated Section, the Section (not the IES) can be liable for the acts of its representatives.

Form 990 - If the section receives a request to file a form 990, you should send this request to the IES office to the Controller’s attention, Bruce Sohl x104. This return is not to be filed by the Section. The filing to the IRS will be done as part of the IES subordinates group return (Form 990), which will be filed by the IES office.

W-9 Forms – If a vendor has provided a service or goods for the Section and is requesting you fill out a w-9 for them here is the procedure:

- Name: Illuminating Engineering Society _________ Section
• Entity Type: Corporation
• Exempt Payee:  Yes (Checkbox)
• Address - Fill in appropriate Section address.
• Employer ID # ——> insert your section’s Tax ID#. Contact the IES Office, Region & Section Coordinator or Controller for this information.

**State Sales Tax** — If your Section wants an exemption from state sales tax:

• Each state’s laws vary regarding granting a 501 (c) (3) organization an exemption from sales tax.
• Check your Section’s records to see if the state has granted this in the past, contact the IES Controller for this information as well.
• If yes, the IES Controller may be able to send you supporting documents such as the IES Certificate of Incorporation, the IRS exemption letter for the society, and the Group
• If not, you may need to apply to the state to get this exemption. Again, each state may have different requirements and state sales tax exemption of your event may not be possible.

**Section Leadership: Board Managers**

**General Duties & Responsibilities**

• Minimum of three(3) (or minimum of four(4) if Secretary/Treasurer position is combined) Work under the supervision of the President
• Committees are appointed by the BOM, including the Section Nominating Committee (by Feb 1st)
• Provide prospective candidates to Pres. & Secretary for Regional Nominating Committee Meetings
• Backup to other officers in case of illness or other circumstances that might arise

Board Managers are appointed and work under the supervision of the President. They should acquaint themselves with the duties of all Section officers as potential replacements.

The President will assign each Manager a specific duty or a Committee Chairmanship, (Ex. Education Chair, Program chair)

*Note* If this is the case, their chair responsibility should be listed on the Section Slate, if there is no area specifically describing the Section Chairs.

Provide the President and Secretary with names of candidates to be suggested for nomination at the Regional Nominating Committee Meeting.

*The Board of Managers shall consist of officers and managers elected by the Section membership. They are responsible for the proper and successful operation of the Section.*

**Required Meetings**

Attend all meetings of the Section Board.
Section Leadership: Committees

General Duties and Responsibilities

Each Section should have the following Committees:

**EDUCATION** – arrange for local Section lighting courses and acts as liaison with schools in the area to foster interest in illumination among students. Adapt content to fit student makeup or nonmembers to encourage registration.

**ILLUMINATION AWARDS** – encourage members and nonmembers to nominate lighting design projects to the IES. Be familiar with all of the IA nomination procedures and deadlines and serve as the contact person for all IA inquiries. Be responsible for planning and implementing the IES IA Program at the Section level.

**MEMBERSHIP** – work to retain current membership, conduct new member drives, welcome new members, and prepare, when necessary, membership surveys.

**NOMINATING** – prepare the nomination slate for election of Section officers.

**PROGRAM** – arrange speakers and programs for the monthly meetings, assisted by the Section Vice President and Board.

**PUBLIC RELATIONS/AWARDS** – send releases to local papers and IES office regarding Section activities; maintain a folder of work, and encourage the media’s interest in and coverage of Section activities. Actively engage the Board and Section members in soliciting candidate nominations for Section, Regional and Society Awards. *This is an important chair position which needs attention.*

**SUSTAINING MEMBERSHIP** – seek out potential Sustaining Members, welcome new ones into the Section, retain current Sustaining Members, arrange recognition of Sustaining Members in Section newsletters and at special Section meetings.

**WEBSITE** – Create and/or maintain the section website. Make improvements to the site; monitor the site to ensure information is accurate, up-to-date and contains Society approved links and content.

**NOTE:**

- Smaller Sections may elect to combine duties of more than one committee under one chair.
- Committee chairs should be invited to attend the Board of Managers’ meetings. If unable to attend, they should submit a written report of their activities.
- Committee chairs should be listed on meeting notices to provide a reference for the member and recognition for the chair.
- The IES slate form listing committee chairs should be sent to IES office.
- Encourage each committee chair to have a Vice Chair on the committee who may be groomed for leadership in the following year.
- At Section year-end, committee chairs should submit an annual report indicating activity during the program year.
**Section Leadership: Education Chairperson**

**General Duties and Responsibilities**

Sponsor education courses on subjects related to the art, science and practice of illumination. Encourage other technical and professional societies, associations, colleges, companies and Sustaining members to participate. Register courses for CEU’s to motivate designers and architects to enroll and maintain their professional certifications.

The Education Chair’s responsibilities include the following:

- Arrange for education classes to be held in the fall or spring. Consider one day seminars on specialized subjects. Course selection requires approval of Section’s Board.
- Consider and plan for subject material, speakers, instructors, publicity and meeting place.
- Advice the IES LD+A Editor and Internet Coordinator at least three months prior to the start of a course so you may benefit from publicity in the Society News. Prepare mailings and announce the course to all interested participants.
- Order and prepare program materials – including student texts and documents from IES for education courses and seminars; compile handouts for instructors.
- Order refreshments and order/reserve computer, projection and A-V equipment for instructor.
- DON'T MISS THE OPPORTUNITY TO PROMOTE MEMBERSHIP - sign up non-members. Contact the IES Office for a supply of membership applications.
- Contact local high schools, colleges, or universities regarding availability of your Section’s assistance in running lighting courses.
- Hold a "Student Night" to acquaint students with basic principles of lighting and to stimulate interest in lighting careers.
- Correspond and exchange information with the District Education Chair and other Sections’ Education Chairs within the District regarding your education programs.

**Lighting Education Resource Portal**

**Section Leadership: Illumination Awards Chairperson**

**General Duties and Responsibilities**

The IES Illumination Awards Program ("IA") is one of the most important and visible programs in the IES. Its purpose is not only to recognize excellence in lighting design, but also to educate by example. Lighting designers receive awards that enhance any professional portfolio, and owners receive recognition for the finished product. Both may also be rewarded by seeing their project publicized. The program is NOT a competition. Entries are judged against criteria and not each other.

FAMILIARIZE yourself with all procedures and rules. You will be responsible for seeing that each entrant observes all of the rules precisely. Projects may be disqualified if an entry does not conform. A $100 submission fee was instituted in 2009. Projects are limited to 300 words and ten images per entry. Make sure participants understand and follow these rules. If entrants have difficulty conforming to the word and/or image counts, they should consider breaking a project up into several entries.
SERVE AS SECTION ADMINISTRATOR for the program. Your Section Board of Managers should determine if the Section will actively hold a local Section Awards program or a simple review of projects submitted to the Section. You and your Board should participate in the program at some level.

The Section IA Chair is responsible for coordination of IA at the Section level. You need to communicate to the designers and involve your Board of Managers at the Section level.

ONLINE ADMINISTRATIVE ACCESS: As a Section IA Chair, you will have administrative access to your Section project entries through the IES IA program by creating a personalized login and password. This IA online access allows you to view section entries submitted. You are able to check the number and progress of submissions to your Section and communicate with the designers, through this online internet access connection.

FIND ONLINE JUDGES: You and the Board of Managers should discuss potential judges for the IA program. Candidates may be IES members or nonmembers, but should have a certain level of technical expertise and professional experience as they will be evaluating lighting designs. Inform the judges how to use the online system. Follow up periodically to make sure they are on track with their evaluations. Online judges are crucial for the success of the IA program. All entries will be reviewed by a minimum number of online judges. Section IA Chairs should nominate up to 10 qualified online judges.

COORDINATE SECTION RECOGNITION: Sections may hold formal events to recognize local or Section Awards. After the Section judging is complete and awards are determined you may recognize recipients on the Section level. Section Award Certificates are available on request from the IES office in New York should you choose to award them. The certificates will be sent blank and it is your responsibility to have them inscribed. A print template is available on the IES website.

AWARDS NOTE: By mid-May each year, final judging for the Illumination Awards program has concluded. This judging is coordinated by the IES Illumination Awards Committee and the IES staff. Section IA Chairs will be notified of the final level of recognition for ALL project entries. Formal recognition and presentation of the International level recipients is held in conjunction with the IES Annual Conference in November.

NOTE: The previous year’s Illumination Awards (in a DVD format) are available for Sections to use for a meeting program. They are available from the IES Office.

If you have any Illumination Awards questions please direct them to IES Membership Department. Contact Marie Meacham at 212-248-5000 Ext. 113 or via e-mail at mmeacham@ies.org

For more complete information including submissions, judging tutorials, program calendar, and general procedures and rules, please consult the Illumination Awards webpage at https://iesilluminationawards.secure-platform.com/a/organizations/main/home
Section Leadership: Membership Chairperson

General Duties and Responsibilities

The Membership Chair is responsible for the stability and growth of the Section and ultimately for the entire Society. A strong membership program enables the Society to broaden its sphere of services in fulfilling its technical and educational responsibilities. To accomplish this goal, the Membership Chair should:

Organize an active committee and identify areas of potential membership growth among users, specifiers, producers, educators and the scientific community.

Work closely with the Secretary to identify membership changes and report transactions to IES office.

Maintain current membership:

- Check with the Secretary monthly for the names of members who have resigned, are on suspense or removed. Contact these members and convince them to renew membership. Report reasons for resignations and removals to district Membership Chair to determine if a new strategy may be employed to stimulate reinstatement. Encourage interest of inactive members; ask them to attend meetings.
- Welcome new members warmly and have their referral member bring them to a meeting or two until they feel at ease

Implement member campaign recommendations from your District Membership Chair and the IES office.

Determine whether all segments of the lighting industry are represented in your Section by examining your potential membership. Then proceed to draw up a list of these members for contact.

- Consult Program committee on schedule for the year. Invite potential members to attend meetings of interest to them
- Form a welcoming committee to answer questions and introduce the new members to the Section membership
- Inform potential members of member services by reviewing the membership brochure
- Strive to get potential and new members active in your Section activities
- Follow up with prospects

Obtain membership brochures from the IES office. Make them available to prospective members at Section meetings, and advise them to apply online.

Membership benefits do not begin until IES receives payment for membership fees. Whenever possible, therefore, encourage the applicant to remit payment with application to insure immediate activation of benefits.
**Required Meetings**

Attend Board of Managers meetings and report on activities.

**Required Reporting**

Prepare an annual written report indicating activity during the program year and submit it to the retiring Section President, District Chair, District Membership Chair, and the IES office. Topics to report on include:

- Annual Membership # increase or (decrease)
- Success of Membership drives/programs in attracting/retaining members
- Makeup of members joining/leaving that year, (firm/business type)
- Explain “who are our members” to the board

Report ideas through District Membership Chairman to IES Membership Committee.

Please see Section Activities for important information on membership recruitment and retention.

**PROCESSING OF APPLICATIONS (For your Information)**

New member applications are processed when they are received at the IES office.

A letter of acceptance is sent to the applicant with a membership card. Membership benefits do not begin until dues are received. Unless members request a specific Section, members are assigned to Sections based on their mailing address.

Members who reinstate, upgrade or transfer to Retired classification receive a letter from the office informing the applicant of membership status, membership number and the date through which the membership is paid.

**DATA PROCESSING PROCEDURES**

Members are encouraged to go online to make changes to their membership profile. These transactions may include:

- Changes in address, firm, title, phone number, etc.
- Request for transferring membership classification from Associate to Member. Or to Retired or Emeritus status
- Updates of new members resigned and reinstated members.

Computer printouts covering changes in membership records are sent with a letter of explanation to the Section Secretary or Membership Chair each month. These changes reflect the prior month’s transactions.

**Membership Application**
Section Leadership: Sustaining Membership Chairperson

The Illuminating Engineering Society is the only technical Society solely devoted to the advancement of the art, science and practice of illumination. It represents the solid foundation on which the progress of the lighting industry rests.

Without the basic technical and scientific data developed through the Illuminating Engineering Society’s extensive committee structure, formulated in its practices, test procedures and standards, and disseminated through publications and programs, lighting practice in this country would be inferior to its current level. Our Society values the important support for its research, technical and educational activities from all groups whose future growth depends upon continued advancement in the field of illumination. In this task, the Sustaining Membership Chairman can render a valuable service.

General Duties and Responsibilities

Maintain list of present Sustaining Members and their Representatives in the Section. Keep District Chair as well as the IES office informed of changes.

Make periodic calls to Sustaining Members to update them on Society’s activities. Be sure that they are placed on Section mailing list.

Identify specifiers, producers, utilities and educators in the area. Draw up a list of prospective Sustaining Members. Contact these prospects and familiarize them with the benefits of IES Sustaining Membership.

Required Meetings

Attend Board of Managers meetings and report on your activities

Required Reports

Report ideas and questions to your District Membership Chair for forwarding to the IES Membership Committee.

Prepare an annual written report indicating activity during the program year and submit it to the retiring Section President, District Chair, District Membership Chair, and the IES office. Topics to report on include:

- Annual Sustaining Membership # increase or (decrease)
- Success of Membership drives/programs in attracting/retaining members
- Makeup of Sustaining Members joining/leaving that year (firm/bus type)
- Explain “who are our Sustaining Members” to the board

Financial support from industry, in addition to individual member dues, is vital if the IES is to expand its services. Whenever possible, Sustaining Members should be encouraged to provide support at a higher level than the current suggested minimum dues.
**Section Leadership: Public Relations & Awards Chairperson**

**General Duties and Responsibilities**

The Public Relations/Awards Chair obtains nominations for IES Awards, and keeps members and the public informed of current events of the Section and the Society.

Appointment of a committee familiar with promotional activities, local press and electronic messages. Consider appointing a Vice Chair who is a potential PR Chair.

Maintain files of the IES news, stories, releases, notices and publication articles to be used as a guide by the successor PR/Awards Committee.

Keep the public informed:

- Through emails to the mailing list and postings on the Section’s webpage.
- Through releases and photos to local newspapers, radio and television stations.
- Through notices mailed to local utility or other large concerns for bulletin boards.
- Through releases to company newsletters.

Promote the visibility of the IES through the sale of pens, lapel pins

Send report of major Section news events together with pictures and identification to the Editor of LD+A for possible publication (i.e., presentation of Section Awards, installation of new officers, special seminars, etc.). Be sure to include in all press releases for inclusion in LD+A and any other suitable publications. Also send these to the Section Coordinator for posting to IES.org

- the name of the organization
- a contact name & telephone number
- the title and dates of the specific event
- If photographs are used, be sure to identify the subject(s): include the name and affiliation of each individual.

Be responsible for garnering nominations of candidates for Section, Regional and Society awards. Be familiar with awards requirements and submission forms. Communicate with Society Award Committee or the IES office (212) 248-5000 for clarification.

**Required Meetings**

Attend Board of Managers meetings and report on activities.

**Required Reports**

Compile an annual report illustrating important activities covered by the media.
Section Leadership: Nominating Chairperson

General Duties and Responsibilities

Election Procedures

Section board managers’ responsibilities:

- Appoint a Section Nominating Committee by February 1 of each year.
- This Committee should have at least three members
- At least two members should be prior section officers or Board Managers.
- The immediate Past President shall normally be the Chairperson of the Committee.

Nominating committee responsibilities:

- Prepare a ballot with quality candidates for Section office for the ensuing annual election by March 1.
- Ensure all nominees are active IES members in good standing.
- At least three of the nominees must be MEMBER classification.

- The Nominating Committee will prepare and send the final ballot by March 15 to the following:
  - President of the Section
  - District chair
  - IES Office
- The ballot prepared by the Nominating Committee shall be forwarded by March 15 to all members of the Section for a vote or letter ballot.
- The results of the Section election shall be mailed to the three parties above by April 1.
- A vacancy in the office of President, Vice President, Secretary, Treasurer (or Secretary-Treasurer), or Manager shall be filled by the Section Board of Managers.
- Election procedures must be consistent with those detailed in Section bylaws.

Section Ballot
Officer and Committee Slate Forms
Officer Installation Format

Section Leadership: Program Chairperson

General Duties and Responsibilities

This Chair creates programs of speakers, seminars, and trips for the section on interesting topics of illumination.

Meet with the Board of Managers to arrange a schedule of meetings and Section events.

Coordinate with the Section Secretary for printing schedules and mailing deadlines for meeting and program notices.
Arrange for publicity with your PR/Awards Chairman.

Complete requests for Continuing Education Units and forward them to IES Education Manager 4-6 weeks in advance. (See “Forms” for required application requests).

Try various meeting times to determine those best suited to membership. Ask for your members' preferences. Plan for a centrally located or easily accessible meeting place.

Research the topics of your meetings:

- Include timely topics of local interest.
- Gather suggestions from the Board of Managers and from members
- Include a recognition meeting to honor Past President and Sustaining Members
- Consider a field trip to view lighting installations, i.e. theaters, zoos, amusement parks
- Consider use of Progress Report slides and IIDA slides. Slides are available from the IES office
  contact Membership Department at 212-248-5000 or via e-mail at ies@ies.org

When arranging for consumer-oriented meetings, allow sufficient time for advance preparation (listing in other societies' notices, magazines, in-house organs, etc.). Maintain a record of these contacts for future meetings.

Arrange for programs with adjoining Sections or through your District Program Chair. If you do not have the name and address, contact the District Chair. Arrange joint meetings with other organizations and professional societies.

**Required Meetings**

Board of Managers meetings

**Required Reports**

Report on the meetings at Board of Manager meetings and include speaker's name, address and telephone number. Give program topics and a critique of speaker's ability. Reports must be sent to the District Chair, District Program Chair and the IES office. Reports are important, helping other sections with program planning. (Use section meeting report from IES office or past Program Chair). [Program Speaker Evaluation](#)

**Suggested Topics for IES Section Meetings/Regional Programs**

Daylighting

Energy Management
  - Energy codes – state, provincial, local
  - Energy standards – ANSI/ASHRAE/IES Standard 90.1
  - Energy audits
  - Integrated systems/whole building performance
Lighting Design and Application
  Interior - office, retail, industrial school, hospital, museum
Exterior – roadway, tunnel, parking lots, building area lighting, facade lighting, landscape
  Sports lighting
Safety and security lighting
Emergency lighting

Lighting Equipment
  Lamps - LEDs
Luminaires – classification system and BUG ratings
Lighting components and optical systems – diffusers, reflectors, lenses, louvers
Ballasts
  Controls

Light and Color

Light and Human Health
  Physiological and psychological effects of light
  Lighting for the elderly and partially sighted

Lighting Maintenance

Lighting standards
  Programs and seminars around a new IES Recommended Practice, Design Guide

Light Trespass
  Lighting Ordinances
  Lighting zones

Sustainability

Technical Topics
Measurements and calculations – basic and computer programs
Photometry and testing procedures – role and importance
Lighting Metrics – luminous flux, illuminance, luminous intensity, luminance and luminous emittance

AND...
  Site visits – e.g., museums, sports arenas
IES Programs – Annual Progress Report, Illumination Awards

Section Meetings

  • Minimum of eight per year
  • Presentations must be non-commercial

Meeting Guidelines
The Bylaws state that each Section must hold not less than seven meetings during the fiscal year. Eight are now recommended, but there is no cap on how many social events a section presents.

Notices of meetings should be prepared and mailed on a definite schedule and at least two months in advance of the meeting date.

When preparing notices, be sure to include all pertinent data regarding the meeting:

- Name of the Section
- Date, time and place of the meeting
- Speaker’s name and background information
- Title and description of the presentation
- Type of audience the program would interest
- Contact person with their phone and email information

Sections in the District should exchange meeting notices for any new ideas. Sections should also mail their District Chair and the IES office all meeting notices.

The officers of a Section shall require that all presentations be on a professional, non-commercial basis at a meeting place open to all members.

In essence, the guidelines are:

- No member is to be restricted from attending a Section meeting regardless of the member’s professional or business affiliation or because of restrictions surrounding the meeting site itself.
- Except in the introduction of the speaker (where company name and title should be given for identification), no reference should be made to company name, nor should company names, logos, or trade names appear in the text or slides.

**Guidelines for Conducting Successful Meetings**

Publish a calendar with set meeting dates for the entire program year including IES Awards and IA program. Distribute in September.

Promote the IES mission. Emphasize education and IES resources available to future and current lighting professionals.

Review the speaker’s presentation outline one month prior to the program. Offer suggestions to the speaker for refinement of the presentation. Speaker should informally poll the audience and adjust the presentation to the audiences’ level of knowledge. Make sure A/V materials are available for the speaker.

Enhance presentations with good visuals and props when possible. In addition, field trips and panel discussions have proven track records for popular programs.
Acknowledge and recognize organizations and people supporting the program. Written thanks should be prominent on program announcements, and verbal thanks, which could be accompanied by a certificate of appreciation, should conclude the meeting.

Review meeting reports carefully for negative comments. Send reports regularly to the IES office, District Chair and district program chair.

**PLEASE NOTE:** Comprehensive General Liability Insurance: IES carries substantial insurance coverage. This same protection is applicable to any official function of IES Sections and Regions. This official function is considered by our insurance carrier as any “usual and ordinary” function of the Section or Region. This would include regular monthly meetings and educational functions. Any other type function, such as a special light show, field trip or any event not considered “usual and ordinary” would require a special rider to the policy. Sections and Regions should contact the Controller of the Society if there is any doubt as to whether any function is not “usual and ordinary.” Special riders can be attained to give adequate insurance coverage. Riders can be obtained by calling the Society’s Controller. The cost of the rider is, however, the responsibility of the Section or Region requiring the rider. Currently, the Society carries $1,000,000.00 for personal injury liability coverage.

Note: insurance coverage does not apply to meetings other than those officially sponsored by a unit of the Society. DLF meetings, for instance, are not covered by Society insurance.

**Section Leadership: Website Chairperson**

**General Duties and Responsibilities**

Oversee the Section website. Responsible for coordination of changes/upgrades to the site.

If no site exists, confer with your section managers to determine what site you would like to create. This may be as simple as a Group page (Ex. Google Groups), a page connected to the regional website, or a premium site with deluxe features.

Communicate with the IES office to help create the site your Section wants based on these discussions. ([IES Membership Coordinator](mailto:IESMembershipCoordinator))

Link your Section website to the IES site. ([Internet Presence Request form](mailto:IESInternetPresenceRequestForm))

Teach and communicate with your Section membership to help them understand how to add content or updates to your section site, if allowed. Monitor uploads and comments to make sure they are appropriate.

Otherwise, update your section’s website with IES Society meetings and events, Section officer contacts, Section meetings and events, education classes, national, state and local ordinances, news, and IES approved links.

**Required Meetings**

Send monthly report to Board of Managers.
Required Reports

Your section's website statistics, example: (# of page views, # of members registering for events online vs. in person, “how effective is your site?” etc).

*If a member or manager cannot be appointed for this position, it will fall on the Section President to assume website chair responsibilities.*

Section Level Awards

*Section Service Award*
Must be an active member of the Society – No restriction as to classification
Five (5) years of service to the Section – principally of a non-technical nature
Outstanding and continuous contribution to the programs and activities of the section

*Section Meritorious Service Award*
Must be an active member of the Society – No restriction as to classification
Fifteen (15) years of service to the Section – principally of a non-technical nature
Meritorious and exceptional service and contributions to the section

Regional Level Awards

*Regional Service*

*Regional Technical Service*

Society Level Awards

*Illumination Awards*

*Distinguished Service*

*Fellow Designation*

*Marks Award*

*Medal*

SECTION CALENDAR

July
- New Officers and Board Managers (BOM) take office
- Treasurer: Prepares Annual Financial Report and sends to IES (Controller) with copy to District Chair (Sections that complete the Financial Report on time get $10 per member rebate).

August
- President: Hold BOM meeting and plan the year.

September
- Section IA Chair: Start promoting the IA Awards Program.
- President prepares fall Section Report and sends to District Chair.

October
- Section Awards Chair: Start looking for candidates for awards.
- President send Fall Section Report to the District Chair

November
- Vice President (and Program Committee): Prepare for Holiday social.
- President and Secretary attend the Leadership Forum at the Annual Conference. (Suggested)

December
- Section Awards Chair: Submit nominations for awards.

January
- President appoints Nomination committee for Section Managers.

February
- Nominating Committee meets to prepare Section Slate and review with BOM.
- Section IA Chair: Hold Section IA Judging and Awards.

March
- IA appointed judges are to review their assigned projects for judging.
- Secretary: Mail Section Election Ballot to members by March 15th.
- President prepares spring Section Report and sends to DC.

April
- Secretary: Report results of Section Election to the BOM and Officers, send slates to IES (Region and Section Coordinator) and District Chair.
- President and Secretary attend the spring District Council meeting.

May
- President and Secretary attend the spring District Council meeting.
- Orientation meeting: for the new Board of Managers to learn their position duties from the outgoing board.

June
- Secretary: Submit Key Committee Chairs for upcoming year to IES (Director of Member Services) with copy to DC.
- Treasurer works on Annual Financial Report to pass on to new Treasurer.

General
1. Vice President (and Program Committee): Schedule at least 8 program meetings per year.
2. Secretary: After Meetings, send meeting report to IES (Region and Section Coordinator) with copy to Regional Program Chair.
3. President: Hold BOM meetings as needed (generally 3-4 times per year minimum).
Refer to Section Guide for more detailed information.