



MEETING REPORT

Project:	Mid Year Board Meeting Pacific Northwest Region Council of Educational Facility Planners, International	Date:	January 16,2015 Revised:
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The following is a summary of subjects discussed and decisions reached at the above noted meeting. Please advise of any errors or omissions.

Present

Fred Long, Renee Alexander, Donna Robinson, Catherine Fritz, John Wheatley, Jason Beam, David Edwards, Judy Shoemaker, Kendall Jessiman, Sheena Shook, Kelley Tanner, Kathy Christy, Ed Peters, John Eisen, Hugh Skinner

Judy opened the Meeting

1. Minutes from August phone board meeting
 - a. Kendall moved to approve with changes, motion approved.

2. Budget Review
 - a. Checking account balance is \$60,583 and the reserve is \$17,581. The checking account includes \$33,180 for conference profits. Of that \$13,272 will be transferred to O/SWW and Wash. Chapters for their portion.
 - b. Hugh asked if the conference was successful and do we want to entertain doing it again.
 - c. International thought it was successful, they would like to duplicate the effort in other regions.
 - d. Renee and Jason felt it was very successful.
 - e. Catherine moved and Kelley seconded a motion that PNR would entertain another partnership with requirements. Motion passed.

3. Chapter Reports
 - a. Alaska-Kathy gave update
 1. The conference in December was well attended and very successful.
 2. Chapter gave \$7,000 towards high School competition.
 3. Looking for high quality speakers for 2016 conference.

 - .b Alberta- John gave update
 1. Chapter has a good balance.
 2. They had a successful fall conference.
 3. Spring conference will be in Banff.
 4. Looking for a new governor.



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- .c BC-Kendall gave update
 1. \$32,000 in bank
 2. 102 attended the spring conference.
 3. Kendall had been concerned but they have renewed energy. They have a good core of people.
 4. Looking for new people.
 5. Fall conference is in Penticton.
 6. Actively working on Regional Conference in June.
 7. There was a discussion of membership growth
 - .a Do we need to create a committee to develop a strategic plan for the region.
 - .b John stated that in the past we used to get kids involved in conferences
 - .c An AD Hoc committee on membership development was formed. Hugh, Kelley, Catherine, Jason and John Eisen. Issues are- membership is more diversified, encourage younger families at conferences, creating interest in Leadership.

- .d Hawaii-Sheena gave update
 1. Budget is \$0
 2. 32 members
 3. Working with Hawaii Dept. of Education for possible conference in March.
 4. Contacting AIA, also CAE for partnerships.
 5. Membership made up of DOE, Private Architects, Schools and suppliers.

- .e Montana, John gave update
 1. Chapter started with 4 to 5 members.
 2. Not sure what they were getting into.
 3. Struggling with easy to join hard to get them involved.
 4. People on the Board are getting burnt out.
 5. Having a spurt of new members.

- .f Oregon Southwest Washington- Jason gave update
 1. Thanks to all who attended the conference.
 2. 77 members.
 3. They have more school district participation.



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4. Oregon scholarship program.
5. Bowling/bar function in December.
6. They are trying to get together 4 times before summer.
7. Setting up scholarship program.
- .g Saskatchewan- David gave update
 1. Annual conference in Saskatoon in January.
 2. Chapter has strong financial position.
 3. Need to include facility management in the CEFPI meetings.
- .f Washington- Ed gave the update
 1. Record membership of 350.
 2. School District about 1/3.
 3. Doing better than expected financially.
 4. Chapter has holiday party every year.
 5. Chapter conference May 6-8.
 6. Chapter raised money for OSO community at holiday party.
4. 2015 Conference – Kendall gave update
 - .a Conference is in Vancouver at the U of BC, June 18- 20th.
 - .b A lot of group activities.
 1. North shore tour, downtown tour, UBC tour.
 - .c Looking at 200 participants.
 - .d “Transitions” is the theme.
5. 2016 Conference in Alaska- Catherine and Kathy gave update
 - .a They have a conference committee.
 - .b They were considering of integrating it into teachers and university but not enough time to get it ready.
 - .c Conference will be around Anchorage, possibly downtown, or Alyeska Matsu or Talkeetna.
6. International-Kelley gave update
 - .a Board members are very strong.
 - .b International conference October 22-26 in San Diego.
 - .c They are going to have a couple of face to face board meetings.
 - .d Try to identify locations for international conference further into the future.



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- .e International is looking at leadership training. The regions support this but would like input into it. They would also like to know what costs might be.

- 7. SchoolsNEXT and HSOF
 - .a They had a conference call.
 - .b They did not specifically talk about HSOF but will in the future.
 - .c They do not want to collapse the middle school program.

- 8. Membership report- Hugh gave update
 - .a International is changing over to a new database.
 - .b New membership dues structure will start in March.
 - .c Send Donna information on which data fields you want to see.
 - .d They had a conference call, in which they shared best practices and discussed how to get younger people involved.

- 9. Hawaii Chapter
 - .a Governors were to ask their chapters if they were interested in helping with money.
 - .b The following contributions were coming, BC \$1,000, Saskatchewan \$500, Alaska will probably \$1,000, O/SWW possibly \$1,000. As soon as International sets up the account for Hawaii, forward your contribution the Michelle Mitchell at international.
 - .c How can the region help?
 - .d Sharing is not popular with older Hawaiians but is popular with younger members.
 - .e Parent are concerned about schools teach.
 - .f There is a lot of private and charter schools.
 - .g There is a huge amount of potential to do something good.
 - .f Is there someway that PNR can show the benefits of collaboration
 - .g Catherine suggested they look for good speakers that will charge \$0 or a little for speaking.
 - .h Possibly touch base with Australasia regions.
 - .i Try to get student voices involved.



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- .j Ed moved to accept Hawaii as a chapter subject to their bylaws being approved by the chapter. Judy seconded, motion passed. Motion to be forwarded to international.

- 10. Branding-Renee gave update
 - .a There was a lot of discussion at the board meeting in Portland.
 - .b There is a strike force, need to get different people into the mix.
 - .c Looking at changing the name, mission and vision statements.
 - .d The board is looking into hiring a consultant to review and validate the work.
 - .e They would like to have something to launch in San Diego.

- 11. Awards- Renee, Kelley and Fred
 - .a Kelley led the discussion of the document.
 - .b Look at changing the scoring for the Pinnacle Award to include all aspects of the building.
 - .c Look at changing the Pinnacle Award criteria.
 - .d Catherine stated that there was nothing about the teaching/learning environment.
 - .e There was a discussion on what awards would be.
 - .f One date for a nominations and one date for all awards.
 - .g Possible provide something tangible for architectural award for school to post.
 - .h Let the winner select the donation.
 - .i Committee to bring this back before the next conference call.

- 12. CEFPI- John M
 - .a Questions to specific to US.
 - .b What is procedure to change group makeup to include a Canadian representation outside of the PNR rep.
 - .c John to ask Irene.

- 13. Lifetime Achievement Award-
 - .a O/SWW nominated Steve Olson.
 - .b Need to fast track Steve to submit to international this year. Jason will spearhead the submission with assistance from David and Hugh.



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- .c There was a discussion on what the award would be.
 - 1. Possible certificate with donation in his name, \$250.
 - 2. Physical award.
 - 3. Conference registration to regional.
 - 4. To be continued.
 - 5. **Judy to write letter to Steve.**

- 14. SchoolsNEXT- Judy gave update
 - .a Michael came up with a recommendation. PNR supports the recommendation.
 - .b Some regions were not able to participate due to funding issues.
 - .c Kelley to send recommendation to Judy H. at international.

- 15. HSOF- Kathy gave update
 - .a Has not been formally accepted by International.
 - .b International Living Futures is interested in sponsoring it.
 - .c Working on formalizing an agreement.
 - .d Zach and Ariel have next year's contest online.
 - .e There is a desire to keep ties with International.
 - .f SW region active in supporting the program.
 - .g International does not want to as HS to fast so not to collapse the existing program.

- 16. Scholarship
 - .a **Fred to send out the information.**

- 17. Southern/ NE region exchange
 - .a A decision was made by email to go to Southern region conference.
 - .b Alaska conference chair will go to Southern Region.
 - .c They will also go to Vancouver.

- 18. Review of draft Board member duties
 - .a **Judy to send out.**
 - .b Comments due back by end of March.
 - .c Have revised duties by phone conference call.
 - .d Include travel matrix.



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- .e Add Past President duties
19. Power point- Catherine gave update
- .a Regional President would give this at Chapter conferences.
 - .b Three areas, International, Region, Chapter.
 - .c Each chapter could add chapter slides to main presentation.
 - .d Need to have information on why are we here and why join. Move this to the front of the presentation.
 - .e Include information from Branding committee.
 - .f Put on website under tools, download and add chapter information.
 - .g Start presentation with chapter and go to international.
 - .f Good marketing tool for new members, add images of leadership people.
 - .g **Board to send headshots to Donna.**
 - .h Good work.
20. New website
- .a What information needs to go on website from old website.
 - .b Donna and Catherine made modifications.
 - .c Needs strong visuals.
 - .d Move the “pay your dues notification”.
 - .e Place most important awards up front.
 - .f Add links to information on awards criteria.
 - .g Put resources on its own menu.
 - .h Add governors reports to meeting minutes.
 - .i Under archives add arrow with submenus.
 - .j Donna, reduce the number of clicks to get to information.
 - .k **Donna is lead on the changes.**
21. Nominations
- .a Encourage Alberta to select the President-elect for 2016.
 - .b Setup a process to select membership chair.
 - .c Extend Hugh for 1 year so it aligns with secretary treasurer selection
 - .d Submissions due by Dec.1.
 - .e Governors term are ending for Alberta, Saskatchewan and Montana. John will continue as Montana governor.
22. 2 year budget-Fred gave update
- .a Move president elect line up into the budget.
 - .b add transfers of conference proceeds to O/SWW and Wash chapters.



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- .c Add \$1,000 for International representative from Canada.
 - .d Add \$500 for membership chair.
 - .e Revise travel matrix to clarify reimbursement is an allowance. Add footnote 8 for developing new chapters at the boards discretion.
 - .f Ed moved to approved 2 year budget as amended, Kendall seconded it, motion passed.
23. Meeting adjourned.