

MEETING REPORT

FROM: Amy Vanderhorst, Secretary / Treasurer

DATE: January 23, 2018

SUBJECT: Minutes of the Regional Meeting
Held January 19-20, 2018

ATTENDANCE: (highlighted)

Philip Riedel	NAC Architecture	President
Kirstin Mahan-Thompson	Edwards Edwards McEwen Architects	President-Elect
		Saskatchewan Governor
Ryan Bultena	Group2 Architecture Interior Design	Past-President
		Canadian Rep to International
		Representing Alberta Governor
Fred Long	Kent School District	Co-Secretary / Treasurer
Amy Vanderhorst	Integrus Architecture	Co-Secretary / Treasurer
Kelley Tanner	BrainSpaces I Connexions	PNW Region Rep to Intl.
Michael Carlson	McCool Carlson Green Architects	SchoolsNEXT Coordinator
Larry Morris	Alaska Dept. of Education & Early Dev.	Alaska Governor
Kendall Jessiman	Iredale Architecture	British Columbia Governor
Sheena Shook	InForm Design Inc.	Hawaii Governor
John Eisen	K-12 Consultants	Montana Governor
		Membership Chair
Jason Beam	Floor Solutions	Oregon Governor
Stephen Murakami	OAC	Washington Governor
Donna Robinson	A4LE	

The following is a summary of subjects discussed and decisions reached at the above noted meeting. Please advise of any errors or omissions.

Responsibility

1. Roll Call, acknowledgement of Quorum, acknowledgement of Others Present.
2. Agenda Approved
 - a. During meeting additional items were added to agenda: PNR vs PNW, Membership Strategic Planning, HI chapter & Manitoba and Idaho non-chapter

3. Meeting Minutes

- a. Philip moved to approve the Meeting Minutes from May 2017; Kendal second the motion, minutes approved
- b. Minutes should be written to communicate to non-attendees
- c. Minutes from October 2017 Regional Meeting to be posted.

AV
DR

4. Treasures Report / Budget Status

- a. Treasures Report
 - 2017 Starting balance 43,690.48
 - 2017 Yearend balance is 46,247.00
- b. 2017 Budget compared to Actual Overview
 - 2017 Budget: \$40,925
 - 2017 Actual: \$24,763
 - The 20 Under 40 (20U40) income is broken out under 3-line items. For additional breakdown of the 20U40 can be requested if needed. Verify British Columbia (BC) Chapter sent money for sponsorship.
 - Schools Next budget was not used because they were one of the finalist and international took care of the student travel expenses.
 - Not everyone submitted expenses to attend the regional conf.
 - Actual costs: 24,763 compared to the budgeted costs
- c. 2018 Budget
 - The goal for the budget is to be as accurate as possible but typically we are under budget.
 - International charges \$5 non-member fee for attending an event to offset member services.
 - International provides a membership rebate of \$10 per member that is given to the regional chapter. It is up to the regional board to keep funds or distribute to chapters.
 - PNR conference provides revenue from the conference profit. The chapter will either pay 60% or next year's budget minus the membership rebate to the PNR.
 - The 2017 conference revenue is currently estimated at \$15,000. The Alberta chapter conference was not as profitable as hoping due to comping speakers to attend conference. The Alberta chapter will know more at the end of March on the actual amount.
 - For the 2019 budget, the Washington chapter will need to provide the estimated amount of revenue going to the PNR by November / December. Washington is currently planning on \$35,000.
 - Remove from the budget the travel to International Strategic planning meeting. This isn't a yearly recurring cost. The budget should be for ongoing expenses

DR/KJ

and not on offs.

- For the regional exchange program, the PNR would pay for travel for PNR attendee to attend another regions conference. Our conference would cover the cost of the hotel, and registration fee for another regions attendee to attend the PNR conference.
- Need to add to the budget, dinner expenses for the board after the meeting held at the regional conference. AV / FL
- The Schools Next budget will remain as is just in case the international isn't able to pay for teams to attend international conference.
- Pinnacle Award budget will remain as \$300. The cost will be for purchasing (2) one-off awards for this year's recipient – School District & Architect.
- Pinnacle award (and required shipping), submission cost, and display expense are regional costs and not conference costs.
- 20U40 currently has a budget of \$1000 for the gathering cost and not for paying for attendee's travel or housing
- Chapter Development / Assistance will be increase to \$4500. 20U40 would receive \$1500 for assisting attendees from states or province with no chapters (Manitoba and Idaho) and struggling chapters (Hawaii and Montana). Assistance in supporting attendees from Montana school districts to the PNR conference.
- Conference expenses should be paid for by hosting chapter conference budget. Please inform treasure of hosting chapter to direct all expenses to appropriate account.
- Add a line item in the budget for Canadian Finance Expenses
- Travel matrix is attached and located in guidebook. Matrix needs to be updated for Exchange Program travel. FL
- Larry moved to approve, Philip second, approved. FL

5. Membership Report

- a. Entire A4LE organization has increased membership by 317 members or +7%
- b. Pacific Northwest Region (PNR) membership
 - PNR is the 2nd largest region
 - While still growing, PNR growth rate is trailing compared to other regions.
 - Comprises of current membership was discussed. It would be good to compare the 2017 comprise to next year. JE
- c. As a region we haven't had an active membership campaign. Our membership is stable but we don't want to become complacent.
- d. Other ideas to increase membership are:
 - Increase school district members
 - Increase up and coming A4LE leaders through 20U40

- Reach out to other regions JE
 - Put together a comparison of each of the chapters membership outreach program by reaching out to chapter leadership & governors via conference call JE
 - As a regional board we have an opportunity to have a membership strategy session. A strategy session will be scheduled for future meetings. PR
 - It would be beneficial to have PNR leadership be a part of the Global Task Force Committee to be a part of the conversation on the Manitoba members. RB
 - Should all regional membership committees be part of the International Membership Steering Committee?
6. 2018 PNR Region Conference Update
- a. PNR Regional Conference will be held May 2nd -4th in Seattle at the Motif Hotel.
 - b. Conference Highlights include:
 - May 2nd – “See Seattle Walking Tour”, Golf, and Presidents Reception at the Seattle Art Museum
 - May 3rd – Seminars, Seattle Public Library for the Keynote Speaker - Wesley Imms
 - May 4th – Awards Breakfast, School Tours ending at a local Seattle Brew Pub
 - c. Call for speakers - Ideally there would be a range of speakers from all regions presenting. It would be good if each governor could promote members to speak at the conference. The deadline has been extended. Governors
 - d. Sponsorship – Ideally there would be range of sponsorships and not just Washington sponsors. Governors will need to get the word out for regional sponsorship. Governors
7. 2019 PNR Region Conference Update
- a. Saskatchewan 2019 conference will be held in late May or early June
 - b. The tours could be of learning environments and don't need to be schools
8. 20 Under 40 (20U40)
- a. Co-chairs are Annerieke Van Hoek and Sarah BjornsonEvent
 - b. Event will have a bit more focus on “What A4LE is?”, leadership, topics expressive of membership.
 - c. The Pecha Kucha (20 slides / 20 seconds each) was a hit.
 - d. Attendees would register through Donna.
 - Washington –3 attendees
 - Saskatchewan – 4 attendees
 - Oregon – 3-4 attendees
 - British Columbia – 2-3
 - Alaska – 2 attendees
 - Alberta – 1 attendees
 - Montana – maybe 1 attendee
 - e. The event budget is still in process. Currently the registration will be between \$200

- 250 Canadian depending on venue and sponsorship. Donna to send 2017 event budget. DR
- f. Personal invites and stipends will be made to Montana and Hawaii chapters along with outreach to Idaho and Manitoba. (3) Stipends of \$500. Donna to send members that are under 40 for these regions. John to reach out to Idaho. DR / KMT / JE
- g. Discussion of inviting other regions to participate would wait until next year after having (2) successful years
- h. Sponsorship
 - Governors will clarify the difference between sponsoring attendee and 20U40 event sponsorship. Governors will firm up chapter sponsorship amount for 20U40 event. Governors
- 9. Award Update & Nominations
 - a. Distinguished Service Award
 - Up to (2) awards
 - Chapters to submit their chapter awards to PNR Past president
 - b. Fellowship Award
 - PNR will want to nominate 1-2 people
 - Donna will send an email with all eligible members for the Fellowship Award. DR
 - c. Lifetime Achievement Award
 - Need to solicit nominations from chapters for this year PNR award. Submissions need to be reviewed and the Board will score each submission per criteria in guidebook.
 - There won't be a submittal to international for this year because there wasn't a PNR recipient last year.
 - Donna will send an email with all eligible members for the Lifetime Achievement Award. DR
 - d. Pinnacle Award
 - The Pinnacle Award and Polished Apple Award submittals requirements are aligned with the international LE Solutions Award submittal requirements. The Pinnacle Award and the Polished Apple Award will not align with the LE Solutions categories. Alberta has aligned its chapter award also.
 - The Pinnacle submittal will allow 5 extra photos but no additional documents or video.
 - If submitting for the Polished Apple, the entry will also be submitted for the Pinnacle. The WA chapter will pay the entry for the Pinnacle Award from the Polished Apple fee.
 - The Pinnacle Award Jury will consist of Past President, Regional Exchange attendee, Kelley Tanner, an Alaska representative, and (2) Canadian representatives. Governors will solicit potential jury candidates and submit to Ryan.

- The Pinnacle entries will also be considered for the People's Choice Award.
- e. Pinnacle Trophy
 - Pinnacle trophy broke while being shipped for the 2017 conference.
 - For the 2018 Pinnacle trophy, there will be a onetime trophy that will be given to the 2018 recipient (architect and school district) to keep.
 - PNR Region will put out a call for the design of the Pinnacle Logo. RB
 - PNR Region will also put out a call for the design of the Pinnacle Trophy. RB
- 10. International Board Update (see attached report)
 - a. Symposia Series are topic based and sometimes held on site at MacConnell finalist. Hazel Wolf E-STEM K-8 will be March 3.
 - b. Town hall meetings are meant for leadership (potential expansion with chapter leadership) with international with predetermined topics. The first town hall meeting was held two weeks ago.
 - c. Website is up and running.
 - d. Learning Space magazine is looking to communicate more in-depth and global content. There has printed (3) publications. These are handed out at A4LE events. Donna to bring some to the Saskatchewan conference next week. It would be nice if these were posted on the website later date. DR
 - e. Global Presence
 - Reorganization of chapters, regions and international structure being explored to better align with bylaws and other legalities."
 - Investigating recentralizing headquarter office to Denver.
- 11. International Steering Committees
 - a. In Atlanta Steering Committees debuted Strategic Plan and Steering Committees
 - b. On the new website, members can sign up to volunteer on committee
 - c. Knowledge Center
 - Goals
 - ❖ Looking at affiliate partners to crossover knowledge
 - ❖ Develop resources: ie. Learning Spaces magazine
 - d. Membership
 - e. Development
 - Goals
 - ❖ Develop a consistent "marketing" message
 - ❖ Build a package for multilevel sponsor support
 - ❖ Identify potential new revenue streams
 - ❖ Identify strategic partners
 - Governors to send chapter sponsorship structure to Kirstin Governors
- 12. Website
 - a. Website
 - New A4LE website will be launched on Friday, January 19th.

- New website updated PNR mission to be in align with International mission.
- b. Guidebook
 - Philip and Ryan to update guidebook and send updates to Donna to post on website. PR / RB
 - If you see something outdated, let Donna know. All
- 13. Governors Report
 - a. Washington (see attached report)
 - b. Saskatchewan (see attached report)
 - c. Oregon (see attached report)
 - Resiliency has been an important topic. Could be a potential presentation at the regional conference.
 - d. British Columbia (see attached report)
 - e. Alaska (see attached report)
 - DEED always has a permanent membership
 - The state has good online resources, A4LE chapter tries to get the information distributed.
 - Biomass has been an important topic.
 - Established a minimum account balance of \$40,000.
 - Alaska state funded projects are not eligible to be submitted for awards.
 - f. Alberta (see attached report)
 - Claudia Yehia-Alaeddin will be the new Alberta Governor
 - g. Hawaii
 - h. Montana (see attached report)
- 14. Supporting Chapter Development
 - a. John will work with Philip, Kelley, and Amy on getting school district to attend the PNR conference. JE / PR / KT / AV
 - b. See 4. Treasures Report / Budget Status, c. 2018 Budget for additional funding
 - c. Philip moved to adjust budget for supporting chapter development, Fred seconded, approved
- 15. SchoolsNEXT (see attached report)
 - Each chapter will need to find a champion to head up SchoolsNext
 - Saskatchewan does not have a current coordinator.
 - Washington coordinator is only Michael Davis.
 - Jury for Regional SchoolsNEXT will be Ryan and Catherine
 - Donna is taking over SchoolsNEXT from Barbara
 - Donna will send list of who has currently signed up DR
- 16. PNR Exchange Program
 - a. PNR will continue exchange program with Southern for 2018.
 - b. Tri- exchange program between PNR, Southern, and Australaisa

- Alternating by sending one person to either Southern and Australasia
- Send to someone to both Southern and Australasia
- c. PNR is committing to a 2019 Exchange with Southern Region and Australasia
 - Need to formalize structure
 - Set expectations / requirements of exchange participant: jury, attend board meeting, etc.
- d. Fred makes a motion to approve, Philip seconds, approved
- 17. PNR Region Conference Attendance Scholarship
 - a. Candidates to submit scholarship application to Kirstin.
 - b. Governors to share with Chapters Governors
- 18. Officer Nominations
 - a. President-elect – Jason will need to solicit candidates from the Oregon Chapter and will update PNR by regional conference. JB
 - b. PNR Representative
 - American – Kelley is on her 2nd term
 - Canadian – Ryan just started his 1st term
 - c. Governors
 - Alberta – Claudia Yehia-Alaeddin
 - Saskatchewan – Heather Morgan
- 19. PNR Content Chair
 - a. PNR representatives are Ben Fields and Kirstin.
 - b. Philip moves to approve, Kirstin seconds, approve.
- 20. Next Board Meetings
 - a. Conference Call - February 27th at 3:00 PM Pacific,
 - Agenda Items: minutes approved, updates on action items, PNR vs PNW, New Pinnacle trophy budget
 - Additional agenda items to be sent to Philip by February 16th
 - Philip to send agenda by February 20th
 - b. Conference Call - March 27th at 3:00 PM Pacific
 - c. Board Meeting will be Tuesday, May 1st from 2-6 in the Blue Mouse Board Room.