



MEETING REPORT

Project:	International Conference Board Meeting	<u>DRAFT</u>	Date:	October 5, 2014
	Pacific Northwest Region			Revised: November 7, 2014
	Council of Educational Facility Planners, International			

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, Michael Carlson, Jason Beam, David Edwards, Leslie, Steve Olson, Judy Shoemaker, Kendall Jessiman, Sheena Shook, Brandon Hayashi

Renee opened the Meeting

1. Minutes from August phone board meeting
 - a. Add David Edwards to the list of present.
 - b. 1.2.2, Change “was” to read “will be”.
 - c. John moved to approve with changes, Leslie seconded, motion approved.

2. 2014 International Conference by Jason
 - .a Forecast for the region is “over the top”.
 - .b Target for attendance from the region was 150, we surpassed that.
 - .c Sponsorships were targeted at \$30,000, came in at \$32,500.
 - .d Booth sales was targeted at 15 from the region, came in at 17.

3. 2015 Conference - Judy
 - .a Discussion concerning awards.
 1. Judy suggested that we discuss awards at midyear meeting.
 2. Possibly put money towards a charity instead of plaques to member.
 3. Review submission requirements.
 4. Judy to put together an ad hoc committee to look at it.

4. 2016 Conference- Catherine
 - .a No commitment at this time. Possibly could be in Juneau, possibly collaborate with the university.

5. Member Orientation- Catherine, Judy
 - .a Judy and Catherine are developing an orientation PowerPoint since there is nothing like this currently. It was suggested that Barb Worth may have information to assist with this project.

6. We need to develop job descriptions for all positions.
 - .a Judy to take the lead on descriptions.



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7. Hawaii Chapter
 - .a Brandon Hayashi and Sheena Shook attended the meeting from Hawaii.
 - .b Only one schools district.
 - .c They possibly would have 5 members, Montana started with 5 members.
 - .d They need a reason to meet.
 - .e Have John Eisen contact them for information on starting a chapter.
 - .f Brandon is working with DOE.
 - .g Hawaii is part of PNR instead of Australasia because Australasia is based on British schools and Hawaii is based on US schools.

8. CEFP Commission
 - .a We need to elect a new commission member, they need to be CEFP.
 - .b Possible elect Brian Carter.
 - .c Kendall is only Canadian representative on the commission.
 - .d Each region gets one representative.
 - .e Renee to send out of list of PNR CEFP members.
 - .f The board felt that CEFPI needs to have a Canadian representative outside of the PNR.
 - .g David moved and Kendall seconded the following motion, “PNR recommends that the International Board appoint a standing Canadian representative to the CEFP Commission.”, motion approved.

9. Treasurers report- Fred.
 - .a The balances are is \$9,908 in checking and \$17,581 in reserve.

10. Lifetime Achievement Award
 - .a This year we will have two members selected. One will be submitted to International for the 2015 Lifetime Achievement Award and the other will be 2015 PNR Lifetime Achievement Award.

11. SOF- Michael
 - .a Middle School
 1. International has literature.
 2. Bring teams to regional conferences.
 3. International expects regions to pay for teams travel.
 4. Could cost \$25,000 to \$30,000.



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5. The task force brought the issue of finance. UK teams could not come because they could not get the money.
6. Each team gets a stipend for housing from international.
7. Donna shared that at the SW regional conference there was a lot of focus on the kids which took away from other presentations.
8. Everyone was excited about having the competition at the conference.
9. Michael recommended that we stay with our process even though it would be out of sync with international.
10. Michael to talk to Kelley and have her bring up financing at international.

- .b High School
 1. Task force is still considering options.
 2. Possibly change to elementary, middle, high school of the future.
 3. SOF would be a slot at the conference. Winning team to the conference.
 4. No responsibility for anyone to cover the costs.
 5. Donna will assist with registering the teams.

12. Steve –
 - .a Concerned about the limited list of possible candidates for serving on international board.
 - .b The international board dropped the requirement to have served on an international committee.
 - .c The board needs to think about candidates for the future so they would be able to meet the requirements.

13. Meeting adjourned.