A4LE Alberta Chapter Meeting
Thursday May 17, 2018 – 10:00 am
Group 2 (4706 – 48 Avenue, Red Deer)
OR Conference Call 403-340-2200

ATTENDANCE:
Jennifer Lavier Jankovic       Lesley Woodland
Steve Bushnell                Alyssa Lefaivre
Daniel Heaton                 Laurel Udell

REGRETS:
Miguel Quponds                Faye Strong
Claudia Yehia-Alaeddin        Ryan Bultena
Joanne Wright                Jennifer Coffin

Action items have been highlighted in Red

1. **Call to Order**
   Meeting called to order at 10:06 am

2. **Approval of Agenda**
   Motion to Accept Laurel Udell; seconded Alyssa Lefaivre

3. **Approval of Minutes from April 12th, 2017 Meeting**
   Motion to Accept Jennifer Lavier Jankovic; seconded Daniel Heaton

4. **Business Arising from the Minutes**
   No business arising from the previous minutes.

5. **Review of 2018 A4LE Alberta Chapter Conference**
   - A Lessons Learned template has been distributed
     - Lesley will update with feedback that has been received
     - Forward any additional feedback to Lesley
   - Alyssa and Jennifer presented feedback from 2018 vendors
     - Generally positive
     - Some vendors expressed they would like attendees to be encouraged to interact with vendors more
     - Suggestion was made to have more diverse attendees

6. **A4LE Proposed Indigenous Outreach Team Report** (Joanne and Faye)
   - Attached
7. Executive Reports

7.1 Governor’s Regional Report
Nothing to report.

7.2 International Report
Nothing to report.

8. New Business

8.1 Cloud Based File Sharing Site
- Alyssa and Jennifer to look into saving documents (minutes, conference planning info) to a site that all Board members can access
- Jennifer Lavier Jankovic to own

8.2 2019 Conference Planning

8.2.1 Venue
- Laurel has received comparative pricing and services from Chateau Lake Louise, Delta Kananaskis, Banff Springs, Coast Canmore, Stoney Nakoda Resort and Casino etc.
- It was decided the 2019 Conference will be held at the Fairmont Chateau Lake Louise
- Laurel will book ASAP

8.2.2 Dates
- The date for the 2019 conference will be March 6-8
- Daniel to confirm this does not conflict with AAA or Facility Management Conference

8.2.3 Theme
- “Disruption in Education” was discussed
  - Generally positive feedback
  - Might sound too negative
  - Looking for different wording or variations on this theme moving forward
- “Digital Native”, Technology, 20th Century Learning
- Alyssa has offered to compile all theme ideas before next meeting
- Committee has committed to finalizing theme at next meeting
- Jennifer to confirm themes at recent conferences so we do not repeat

8.2.4 Potential Speakers
- Michael Barr, Chief Information Officer, Mount Royal University
  - Jennifer will follow up with him and confirm as Keynote
- Ponoka Principal
- St. Teresa of Calcutta – POE, Principal, Architect?
• St. Albert Schools

8.2.5 Conference Schedule
• Draft schedule was presented
• Several items (Sponsorship, Tradeshow, Awards) tasks moved up to begin in September
• Updated schedule attached
• Upcoming Milestone – send out “Save the Date” with date, location and theme after next meeting

8.2.6 Ideas to Increase Vendor Engagement
• Speaker Introductions
• A4LE Board to address the attendees at Opening Reception
• Include vendor visiting reminder in more Board speaking opportunities
• Passport

8.2.7 Miscellaneous
• Alyssa to look into using Eventbrite for registration
• Contact Superintendents directly to increase attendance at conference

9. Next Meeting
Thursday June 14, 2018 - 10:00am

10. Adjournment
Meeting adjourned at 11:26
Alberta A4LE Indigenous Outreach Team Update

May 17th, 2018

We attended the A4LE Pacific Northwest Conference in Seattle earlier this month:

- Philip Riedel, PNW Region President, introduced the Indigenous Outreach Team to the PNW Region.

- DLR invited us to participate in a round table discussion on researching the effects of learning environments. This has a nice tie into the indigenous outreach. We will continue to be in touch with the keynote speaker – Wesley Imms, and to explore research opportunities regarding First Nation Learning Environments.

- Ross Parker of IDI would like to be a part of the Indigenous outreach. He is working on schools with similar issues in Washington State.

- Maryann Mason of Surrey Schools has offered to provide some input and insights on BC standards for school sizes.

Upcoming:

- We would like to send an introduction to the Indigenous Outreach Team to A4LE members, and offer the opportunity to be part of the team.

- We are exploring ideas for creating a workshop or event later in 2018 for architects and First Nation Education Leaders to connect and learn.

Joanne and Faye
AB A4LE Indigenous Outreach Team
<table>
<thead>
<tr>
<th>Category</th>
<th>Decision</th>
<th>Task</th>
<th>Milestone</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Hotel</strong></td>
<td><strong>Choose Location</strong></td>
<td>Book Hotel</td>
<td>Establish Number of Presentation Rooms Required, Get Tradeshow Layout, Communicate Number of Attendees, Finalize Food, Confirm Room Numbers, Jan. 5 - 60 days out (last chance to reduce food or rooms)</td>
</tr>
<tr>
<td><strong>Program</strong></td>
<td><strong>Establish Theme</strong></td>
<td>Write Call for Speakers, Contact Partner Organizations to Post (Call for Speakers), Publish Speakers, Publish Program, Print Program</td>
<td>Call for Speakers Open, Deadline for Call for Speakers</td>
</tr>
<tr>
<td><strong>Awards</strong></td>
<td><strong>Confirm Award Categories/Fee</strong></td>
<td>Write Call for Submissions, Post Call for Submissions</td>
<td>Call for Submissions Open, Deadline for Sponsors to be Included in Program</td>
</tr>
<tr>
<td><strong>Sponsorship</strong></td>
<td><strong>Determine Sponsorship Levels</strong></td>
<td>Develop Sponsorship Package, Post Sponsorship Information on Website, Determine Possible Speaker/Sponsor Matchups, Ensure Sponsors Paid in Full</td>
<td>Sponsorship Open, Deadline for Sponsors to be Included in Program</td>
</tr>
<tr>
<td><strong>Tradeshow</strong></td>
<td><strong>Establish Pricing</strong></td>
<td>Develop Tradeshow Registration Package, Tradeshow Plan Set, Early Bird Trade Show Registration Open, Regular Trade Show Registration Begins, Trade Show Registration Closes</td>
<td></td>
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<tr>
<td><strong>General</strong></td>
<td><strong>Determine Roles and Responsibilities</strong></td>
<td>Send out “Save the Date” (Theme and Date), Identify Emcee, Identify Speaker Introductions (write and deliver), Print Nametags</td>
<td>Early Bird Registration Pricing Begins, Regular Registration Pricing Begins, Late Registration Pricing Begins, Registration Closes</td>
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