

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
Steve Bushnell
Daniel Heaton

Lesley Woodland
Alyssa Lefaivre
Laurel Udell

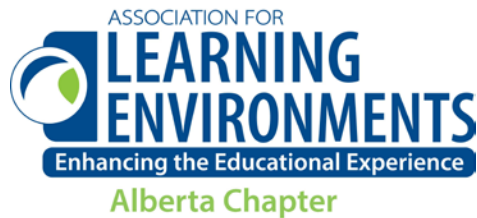
REGRETS:

Miguel Quponds
Claudia Yehia-Alaeddin
Joanne Wright

Faye Strong
Ryan Bultena
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

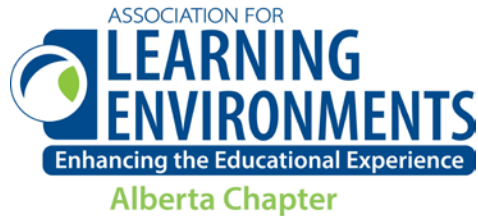
- “Disruption in Education” was discussed
 - Generally positive feedback
 - Might sound too negative
 - Looking for different wording or variations on this theme moving forward
- “Digital Native”, Technology, 20th Century Learning
- Alyssa has offered to compile all theme ideas before next meeting
- 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?

Alberta Chapter

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N195, 30155 Ave., Calgary, AB, T2A6T8
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- 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

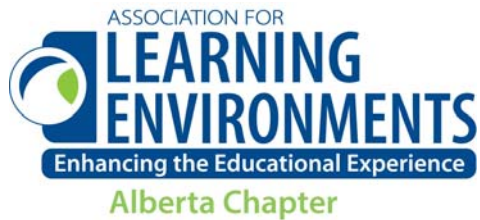
Thursday June 14, 2018 - 10:00am

10. Adjournment

Meeting adjourned at 11:26

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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

Category	Weeks From Conference										Conference Dates	
	9	8	7	6	5	4	3	2	1	2		1
	June	July	August	September	October	November	December	January	February	Feb. 20-26		Feb.27-March 5
Hotel												
Decision	Choose Location											
Task	Book Hotel					Establish Number of Presentation Rooms Required	Get Tradeshow Layout				Communicate Number of Attendees/ Finalize Food	Confirm Room Numbers
Milestone								Jan. 5 - 60 days out (last chance to reduce food or rooms)				
Program												
Decision				Establish Theme	Determine Speaker Compensation	Select Keynote	Choose Speakers				Finalize Program	
Task					Write Call for Speakers	Contact Partner Organizations to Post (Call for Speakers)		Publish Speakers	Publish Program			Print Program
Milestone						Call for Speakers Open	Deadline for Call for Speakers					
Awards												
Decision					Confirm Award Categories/Fee						Committee to Determine Winners	
Tasks						Write Call for Submissions		Post Call for Submissions				
								Contact Partner Organizations to Post				
Milestone								Call for Submissions Open	Call for Submissions Due			Display Boards Due
Sponsorship												
Decision				Determine Sponsorship Levels								
Tasks				Develop Sponsorship Package	Post Sponsorship Information on Website			Determine Possible Speaker/Sponsor Matchups	Ensure Sponsors Paid in Full			
					Contact Potencial Sponsors (First Contact)			Contact Potencial Sponsors (Follow-up)				
Milestone						Sponsorship Open			Deadline for Sponsors to be Included in Program			
Tradeshow												
Decision				Establish Pricing								
Task					Develop Tradeshow Registration Package							Tradeshow Plan Set
Milestone						Earlybird Tradeshow Registration Open		Regular Trade Show Registration Begins				Tradeshow Registration Closes
General												
Decision				Determine Roles and Responsibilities		Establish Registration Pricing						
Tasks	Send out "Save the Date" (Theme and Date)					Send out Conference Reminder (add keynote)						Registration Closes
										Identify Emcee Identify Speaker Introductions (write and deliver)		Print Nametags
Milestone						Early Bird Registration Pricing Begins		Regular Registration Pricing Begins		Late Registration Pricing Begins		Registration Closes