

A4LE Alberta Chapter Meeting
Friday September 21st, 2018 – 11:00 am
Group 2 (4706 – 48 Avenue, Red Deer)
OR Conference Call 403-340-2200

ATTENDANCE:

Jennifer Lavier Jankovic
Joanne Wright
Daniel Heaton
Laurel Udell
Greg Leitch

Lesley Woodland
Faye Strong
Claudia Yehia-Alaeddin (left part way through meeting)
Alyssa Lefavre

REGRETS:

Miguel Quponds
Jennifer Coffin

Steve Bushnell
Ryan Bultena

Action items have been highlighted in Red

1. Call to Order

Meeting called to order at 11:05 am

2. Approval of Agenda

Motion to Accept Joanne Wright; seconded Jennifer Lavier Jankovic

3. Approval of Minutes from August 24th, 2018 Meeting

Motion to Accept Daniel Heaton; seconded Laurel Udell

4. Business Arising from the Minutes

- None

5. A4LE Indigenous Outreach Team Report (Joanne and Faye)

- Nothing to report

6. Executive Reports

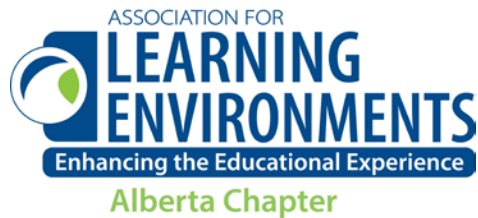
6.1. Governor's Regional Report

- Nothing to report
- All Alberta Chapter Board Members are asked to complete the survey – Deadline September 30th.

6.2. International Report

- Nothing to report

6.3. Treasurer's Report



- Final payments for 2018 conference are being sent out

7. New Business

7.1. 2019 Conference Planning

7.1.1. Venue

- Hotel contact has been assigned to conference

7.1.2. Theme - “Empowering Modern Learners”

- Nothing to report

7.1.3. Keynote Speakers

- Valerie McDougall has been confirmed as the opening speaker
- Joanne to request headshot and bio from Valerie McDougall
- Jennifer to request headshot and bio from Michael Barr (received)
- Keynote speaker headshot and bios to be sent to Donna, by Jennifer, for upload once received (have loaded prior to, or at same time, as Sponsorship and Tradeshow Package)

7.1.4. Speakers

- Jennifer and Lesley volunteered to start writing Call for Speakers
 - To be finalized in September, sent out in October
- Gary Bosgoed, P.Eng., Peepeekisis First Nation, to be considered as a speaker along with responses from Call for Speakers
 - See attached email for presentation outline

7.1.5. Sponsorship and Tradeshow

Sponsorship:

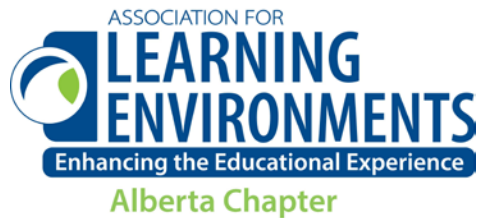
- Steve submitted a draft sponsorship portion of package for discussion
 - Registration fees will be removed from all sponsorship packages
 - Diamond Sponsors will be given the opportunity to introduce speakers
 - Logo will appear on the screen prior to and during introduction
 - 1 minute will be permitted for product/firm promotion, followed by 3 minutes for speaker introduction. A4LE will provide speaker introduction notes.
- Steve to update Sponsorship Package (include updated payment option from Alyssa, see below)

Tradeshow:

- Laurel and Alyssa will request typical trade show layout and pricing from hotel (assume 15 booths) and develop 2019 booth pricing
- Tradeshow to be located in reception space
- Bar to be located at back of reception space

Alberta Chapter

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N195, 30155 Ave., Calgary, AB, T2A6T8
www.a4le.org



General:

- Payment:
 - Alyssa looked into payment through website. Issues such as payments being placed in US dollars and exchange rates were cited as complicating factors.
 - Decided to add a field for credit card information on both Tradeshow and Sponsorship forms. **Alyssa to update.**
 - Option will still be available for payment to be made by calling Laurel.
- Final Sponsorship and Tradeshow packages to be available on the website. **Alyssa to send to Donna for upload when complete.**
- **Steve to also distribute package to potential sponsors when completed.**

7.1.6. Awards

- **Daniel has agreed to put together Call for Submissions**
 - Draft copy of proposed entry fee and categories to be presented to Board by November meeting

7.1.7. Conference Schedule

- Meeting conference schedule deadlines

7.1.8. Miscellaneous

- **Laurel and Alyssa to update registration package, including registration fees for next meeting**

9. Next Meeting

Thursday October 25th, 2018 - 10:30am

10. Adjournment

Meeting adjourned at 11:56

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