



THE COUNCIL OF EDUCATIONAL FACILITY PLANNERS INTERNATIONAL

**CEFPI Saskatchewan Chapter Executive Meeting
Teleconference Call
Friday, March 28, 2014 at 10:00 a.m.**

In Attendance:

Stan Laba	Rob Beug
Dave Edwards	Dallas Huard
Derek Kindrachuk	Brian Bossaer
Daniel Steeves	Marilyn Yasieniuk
Chris Roszell	Al Highton
Tyler Ottenbreit	

Regrets:

Kristin Hetterly
Kirstin Mahan-Thompson
Mitch Empey
Jeff Howlett
Mike Hurd
Daryl Boehme
Donna Robinson

Minutes of Meeting:

1. **Additions to Agenda** – None.
2. **Adoption of Agenda** – Moved by Dave Edwards, seconded by Chris Roszell, all in favour.
3. **Adoption of Minutes of Last Meeting** December 12, 2013 – moved by Stan Laba, seconded by Dave Edwards, all in favour.
4. **Business Arising from the Minutes** – None.
5. **Reports -**
 - a. **Financial Statement** – Stan Laba reported on behalf of Kristin Hetterly. Starting balance, January 2014 is \$78,393.83. Payments in February 2014 totaled \$1,689.53. Funding balance – March 2014 is \$76,704.30. Outstanding commitments total \$5,612.51, leaving a total available balance of \$71,091.79. Overall, the Chapter is in very good financial shape. We may need to discuss reinvestment into the organization and membership in some way, in 2014 and later. Possibility of increasing scholarship amounts, currently is at \$450.00/year x 2 = \$900.00/scholarship, 4 or 5 scholarships per year. To be discussed at future meeting. Moved by Chris Roszell, seconded by Stan Laba, all in favour.
 - b. **International** – Dave Edwards reported on the “Voice of the Student” initiative, which is tied to “The School of the Future” work of the past several years. It is centered on asking students 2 basic questions – “How do they learn?” and “What do they get out of the program?” Much effort is also focused on preparation for the joint PNW/International Conference in Portland, Oregon, October 3-6, 2014. Dave is also chairing the Innovation Committee, which is doing some great work. “Book of Abundance” has created some buzz at the International Office. Dave will forward

information to Stan for distribution for executive. Moved by Stan Laba, seconded by Chris Roszell, all in favour.

- c. Governors – Dave Edwards mentioned that most items he intends to discuss are listed under New Business. Hence, no formal Governor's Report is required this morning.

6. New Business -

- a. Stan Laba welcomed new executive members – Daniel Steeves, Derek Kindrachuk, Chris Roszell and Tyler Ottenbreit (also Jeff Howlett – not available for this meeting). Stan Laba also mentioned the New Format for Sask. Chapter Executives document was sent to all before the meeting. It will be discussed in more detail at next meeting, once all have had a chance to review it and think about their preferred roles and responsibilities.
- b. 2014 AGM – there is no quorum to officially approve the 2014 AGM meeting this morning. Stan Laba will send an email to all 2013 executive members in the near future, to indicate their review and approval of the 2014 AGM minutes on-line.
- c. 2014 Sask. Chapter Conference – Brian Bossaer reported on the statement of Income and Expenses from the Conference, which was sent to all before the meeting. Income of \$62,600.00 to date, with expenses of \$24,090.94 to date, resulting in a net profit of \$38,509.16. Brian expects this figure to change, as some final minor expenses are paid. Dave Edwards mentioned that the Chapter will need to forward a fee of \$50.00/non-member registration to International Headquarters, in the near future as well. Stan Laba thanked Brian Bossaer, Marilyn Yasieniuk, and Al Highton for their wonderful work – all reports have indicated that the North Battleford team has hosted another wonderful and financially successful Conference. Marilyn Yasieniuk mentioned that databases and templates for 2014 conference will be forwarded to Tara Bouthillette (at SPS) to ensure continuity and use for next year's conference (Note – Brian Bossaer, Marylyn Yasieniuk and Al Highton participated in the discussion of this item only this morning. They excused themselves from the meeting at this time).
- d. 2015 Sask. Chapter Conference – Stan Laba reported that Swift Current people are still definitely interested in hosting the Chapter Conference in January 2016. Stan proposed that Saskatoon host the Conference in January 2015 – dates to be Wednesday, January 21, Thursday, January 22 and Friday January 23. Expect that Willowgrove/Holy Family New Joint-Use Elementary School and Warman Middle School will be 2 excellent tour destinations. Stan has volunteered to serve as Conference Planning Committee chair. Daniel Steeves has volunteered to look after hotel arrangements (Lawrence Dressel at aodbt has background information re. Saskatoon hotels from previous conferences). Dave Edwards mentioned that Donna Robinson (CEFPI Sask. Chapter liaison) can assist with RFP for hotel services, etc. – Daniel to follow up and report back at next executive meeting. Stan will prepare list of duties for planning committee, and discuss preferred roles and responsibilities of other planning committee members at the next meeting.
- e. Sponsorship support for 2014 Joint Regional/International Conference - Dave Edwards mentioned that requests were made of all Chapters in PNW to contribute \$800.00 to the evening reception at the Portland Conference. Alaska has contributed \$800.00, and

B.C. has contributed \$1,600.00 to date. Motion to contribute \$800.00 from Sask. Chapter – moved by Stan Laba, seconded by Dave Edwards, all in favour.

- f. New Membership Pricing Structure for School Districts – Stan Laba sent this information to all executive members in advance of this meeting. Essentially it is a new sliding scale that should increase membership opportunities for school districts and other public sector bodies. It is based on the size of the organization:
 - Tier 1 < 10,000 students, \$25 for 2 primary memberships
 - Tier 2 10,000 - 60,000 students, \$300 for 5 primary members
 - Tier 3 > 60,000 students, \$900 for 10 primary membersIn all cases an unlimited number of associate (i.e. non-voting) members are allowed. It is effective immediately – existing member renewals have been transferred to the new structure according to the current member category.
 - g. CEFPI Fellowship & Lifetime Achievement Awards – Dave Edwards reported that the Lifetime Achievement Award will replace the former Planner of Year Award, and the CEFPI Fellow designation is to acknowledge long-term service by members to their Chapter and/or Region. For this current year, requests from our Chapter must be forwarded to the Region for its consideration, who then must forward to International for its consideration by no later than Jun 6, 2014. Stan Laba has sent more information on these topics to all executive members in advance of this meeting.
 - h. Regional Representative for CEFPI Board of Directors – Dave Edwards mentioned that the position is available, due to Steve Olson stepping down. Qualifications for this position have been sent by Stan to all executive members in advance of this meeting. Dave Edwards also mentioned that John Wheatley, Canadian Representative on the International Board is nearing the end of his 3 year term. This position will need to be filled in the near future. And Hugh Skinner, Membership Director on Regional Board will be ending his 3 year term in the near future as well. More information on the process for filling these positions will be forthcoming.
 - i. Other – Stan Laba will forward updated executive member listing including contact information, to Donna Robinson in the near future. Donna to update Sask. Chapter website with this new information. Dave Edwards and Stan Laba mentioned that the 2014 PNW/International Conference in Portland, Oregon plans to be a great one, and they encouraged all to seriously consider attending October 3 - 6, 2014. Portland is a wonderful city, and it will be a fantastic opportunity for members to connect with others at all levels of the organization. Dave also mentioned the state-of-the-art school facilities being designed and constructed in the Portland area - there is much to see and learn, in this regard.
7. **Next Meeting** – Expect that next meeting will be held in Davidson, half-way between Saskatoon and Regina, sometime in early or mid-May 2014. Stan Laba will send out some dates for all to consider, in the near future.
 8. **Adjournment** - Meeting was adjourned at 11:07 a.m.