



THE COUNCIL OF EDUCATIONAL FACILITY PLANNERS INTERNATIONAL

## CEFPI Saskatchewan Chapter Executive Meeting

May 14, 2014

10:00 a.m. Teleconference

### In Attendance:

Stan Laba  
Kristin Hetterly  
Daryl Boehme  
Kirstin Mahan Thompson  
Donna Robinson  
Tyler Ottenbreit  
Jeff Howlett  
Chris Roszell  
Derek Kindrachuk

### Regrets:

David Edwards  
Daniel Reeves  
Mitch Empey  
Mike Hurd

1. **Additions to Agenda** – none
2. **Adoption of Agenda** – Moved by Daryl Boehme, seconded by Kristin Hetterly, all in favour.
3. **Adoption of Minutes of Last Meeting**
  - Moved by Kirstin Mahan Thompson, seconded by Stan Laba, all in favour.

### 4. Reports

**Financial Report** – Kristin Hetterly reported that the bank account is sitting at a healthy balance of \$72,175.45. Outstanding withdrawals/deposits to come will be the 2<sup>nd</sup> scholarship installment (Fall 2014), various travel reimbursements, uncashed cheque from scholarship winner, payment to Information Services Corporation for registration of Corporation, and GST return. Following this, Kristin estimated the balance will sit around \$67,975.09. This does not yet include profit from the 2014 North Battleford Conference. Moved to be accepted by Daryl Boehme, seconded by Chris Roszell, carried.

### **International**

There was no official report, but Donna Robinson mentioned that they are still looking for an interested candidate to take over the role for Canadian Director for International. It would be a 3 year term beginning after the conference in Portland. She was also excited to report that they have secured Ron Clark for the keynote speaker. They are still selecting tours (along with input from members).

### **Governor's Report**

There was no official report.

## **5. New Business**

### **Sask Chapter Executive Flow Chart**

Stan advised that we are still looking for commitment to the different positions still available. Please give thought to what role you could play on the executive. Jeff Howlett volunteered to help support Kristin Hetterly in the Treasurer role, in particular, to help organize and evaluate applications for the Gerry McCudden Memorial Scholarship Award. As a go forward point it was noted that it would be preferable to discuss executive roles annually in December, so that come January, we are ready to go after the AGM.

### **2014 Sask Chapter Conference – North Battleford**

Stan reported that he has received the reconciled numbers from Marilyn Yasieniuk for the North Battleford Conference and that she has mailed the final cheque. With a \$37,809.16 profit, it was, financially, a very successful conference. Further breakdowns of income and expenses from the conference are available from Stan if you would like to see them. Kristin noted that she has confirmed that our bank balance as a non-profit cannot exceed \$125,000, and thus, we are still at a safe distance from this number with the conference profit.

### **2015 Sask Chapter Conference Planning – Saskatoon**

- Stan Laba will provide a list of the required roles and responsibilities and his suggestions for the lead in each category. Daniel Reeves had agreed at the last meeting to look into hotel bookings. Stan reported on his behalf that he has contacted both the Saskatoon Inn and the Sheraton. He has received a quote from the Sheraton which seemed reasonable, but nothing yet from the Saskatoon Inn. Given that the Saskatoon Inn might be undergoing extensive renovations in the next year, it was suggested that he might look into pricing from the Delta Bessborough as well as the Radisson Hotel.
- Stan mentioned some possible themes for the conference:  
“Addressing Growth...”  
“Challenges and Opportunities in a Growing Province”  
He encouraged the executive to continue thinking of options/phrases over the next few months.
- Possible subjects included:  
P3  
Aggressive scheduling  
Joint use facilities  
Evolution of integrated Design

- Kristin Hetterly suggested John Gormley as a keynote speaker (opening or closing), who might make some interesting, if not controversial, observations on the current growth in Saskatchewan.
- Possible Breakout Session Topics (9-12 Required)

#### Design

- Willowgrove Joint Use Facility (would include tour)
- Warman Community Middle School (would include tour)
- Swift current Joint use Project Case Study
- Derek Kindrachuk suggested a closer look at a project or two on his repurposing projects presentation
- Chris Roszell mentioned a new project going to tender in fall 2014 that is a joint use facility between City of Regina, Regina Police, Regina Public Library, Regina Public School, and to a lesser degree Corrections.

#### Maintenance/Facility Management

- Roof Management
- Envelope Infrastructure – Jeff Howlett suggested he could see if Stantec might have a specialist
- OHS concerns
- Morrison Hershfield
- 21<sup>st</sup> Century staffing challenges

#### Planning/Other

- Wayne Cole - MISR (Mission Integrated School Renewal)
- Bill Preston
- 21<sup>st</sup> Century Furniture
- Lean – Follow up from Group 2
- Managing databases/technology
- Air Testing and Quality

#### **Newsletter Update**

Kirstin Mahan Thompson reported that she can still look after the newsletter. Stan requested that the next installment come out in late October early November. Chris Roszell volunteered to assist.

#### **Scholarship Update**

Kristin Hetterly reported that she plans to award scholarships around June. She has decided from Dave Edwards' suggestion and confirmation from our accountant that scholarship awards will be issued in lump sums in the first year rather than spanning over two years. This will simplify book keeping process and eliminate the need to carry over two calendar years.

### **CEFPI Fellow Designation**

The timeline and application form for this designation was discussed. Stan Laba encouraged council to consider a potential nominee to put forth. Application must be made by June 6<sup>th</sup>, 2014.

### **6. Old Business**

Motions put forth (via email):

- **To increase the value of student scholarships, from \$450 per year x 2 years, to \$1,000 per year x 2 years\*, to take effect on any new scholarships awarded in 2014 and later. The number of scholarships to be awarded in any given year will be subject to a review of Chapter finances, as well as the quantity and quality of student applicants for such scholarships.**  
**Result: 11 yes, 1 no response, carried.**  
**\*Though time frame for dispersal of funds has changed from 2 years to 1 year, it is agreed that the financial commitment has not changed, thus, the motion stands.**
- **To approve Meeting Minutes from 2014 Annual General Meeting.**  
**Result: 8 yes, 3 no response, carried.**

7. **Next meeting** – Stan to suggest some dates for a teleconference call in mid to late June. Primary purpose will be to solidify roles and responsibilities for both the Executive positions as well as 2015 Conference Planning.

8. **Adjournment** – meeting ended at 11:05 a.m.