



CEFPi Saskatchewan Chapter Executive Meeting

May 26, 2015

10:00 a.m. Meeting (Keeper's Restaurant – Davidson, SK)

In Attendance:

Daryl Boehme
Jeff Howlett
Stan Laba
Heather Morgan
Tyler Ottenbreit
Daniel Reeves
Chris Roszell
Kirstin Mahan Thompson
Sarah Turnbull

Regrets:

David Edwards
Kristin Hetterly
Derek Kindrachuk

1. **Call to Order** – 10:11am
2. **Additions to Agenda** – none
3. **Adoption of Agenda** – Moved by Daryl Boehme, seconded by Dan Reeves; all in favour. Additions to the Agenda: Include meeting invites and agendas in Outlook meeting invites.
4. **Adoption of Minutes of Last Meeting** - Moved by Stan Laba, seconded by Dan Reeves; all in favour. There were no errors, omissions or corrections to the minutes.
5. **Business Arising from Meeting Minutes**
 - **Event for Regina (Tyler O, Sarah T)**
 - Date: late September (tentatively) from 5:00-6:30pm with informal gathering after
 - Advertisement and Sponsorships: Trade west is confirmed, more are required.
 - Marketing / Presentation: Event in newsletter. A brochure could be completed with input from Stantec. Donna R. can provide formatting.
 - Con-Ed: Look into core points for SAA and IDAS (Jeff H. To provide SAA form to Tyler in order to get a approval in time for event)
 - **Donation to new Hawaii Chapter Start-Up**
 - Jeff has sent \$500 USD - Closed
 - **2015 Sask. Chapter Conference: Accounts Receivable, Conference Financial Budget (Jeff H)**
 - Jeff H. has completed report and submitted.

- Notes from Report: Expenses and profits were down
- Tradeshow feedback: (Heather M. and others had numerous suggestions on the trades show that should be incorporated into the planning of the 2015 – see attachment to minutes)
- **2016 AGM (Swift Current) Update and Next Steps**
 - Venue and hotels are booked for Jan 20-22, 2016
 - Most attendees should be able to stay at one hotel , some may need to book at another
 - Tentatively booked entertainment : Dan O. requires budget numbers from previous years and funds for deposit
 - Conference Account to be set up: Dan O. and Jeff H. to work through setting up a seed account for conference
 - Kirstin M.T. to handle HubCity booking for booths
 - Planning Committee – needs to let executive know about help that is required for both conference and setting up speakers
 - Possible Topics – See attachments to minutes
 - Call for speakers – conference call with Dan for ideas finalize
 - Keynote speaker needs to be established
 - Future conferences: discussed the possibility for Lloydminster in 2016 and Regina in 2017. Also potentially Estevan or Weyburn (or both?)

1. Reports

- **Financial Report:**
 - Ongoing
 - Signing Authority: Jeff and KMT to co-ordinate
- **International / Regional**
 - San Diego Conference Oct 22-25, 2015. Re-branding will be unveiled.
 - Regional Conferences planned for 2016 in Alaska and 2017 in Banff
- **All Reports:** Motion to accept by Stan Laba seconded by Daryl Boehme; all in favour

1. New Business

- **Newsletter**
 - Tyler O. has draft of Newsletter for late August.
 - Content to include in the next issue:
 - Re-cap of AGM

- Regional Conference
 - Regina tour/event
 - Link to Willowgrove openings
 - scholarship info, scholarship winners, conference info
 - Donna can provide format assistance
 - **Website**
 - Need to update on Website: scholarships - Criteria and opportunities, and projects. Donna R can assist. Jeff O. to provide information to Donna.
 - **Executive Members and conference attendance**
 - Bylaws to be reviewed and clarified in reference to conference attendance (Regional and International) and what compensation or funding opportunities may be available to Chapter Executive members.
1. **Date and Location of Next Meeting** – Potential conference call in June for conference planning and or face to face meeting at fall event. June
 2. **Adjournment** - meeting was adjourned at 12:45pm.

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May 26, 2015 - Discussion Topic Attachments

Feedback from last trades show

- Check dates - IDAS Conflict was competition for trade show suppliers
- Layout was cramped with pinch points
- Issues with Set-up and tear down times
- Reps don't need to be there 1st thing in the morning.
- Possibly put amenities in trade show
- Limit concurrent sessions
- Have booths in same room

Possible presentation topics and Ideas for 2016 Conference

- P3/Lean Joint Use Debrief
- Procurement sessions
- LCI/CCA Heather Session (Lean Construction)
- Distance Education
- Technology – digital as-builts and virtual reality
- Design/Maintenance/Planning (can't ignore Maintenance and operations)
- Accessibility Code
- Learning types/teachers
- Green clean and OH+S
- LEAN Coffee (DIRTT)
- Colour as it supports learning
- "Ted Talks" idea for 2-3 shorter talks in a general session