



THE COUNCIL OF EDUCATIONAL FACILITY PLANNERS INTERNATIONAL

CEFPI Saskatchewan Chapter Executive Meeting

October 2, 2013 10:00 a.m.

Teleconference

In Attendance:

Garry Merkowsky
Kristin Hetterly
Stan Laba
Kirstin Mahan Thompson
Robert Beug
Donna Robinson
Daryl Boehme
Brian Bossaer and the North Battleford Conference
Planning Committee

Regrets:

Dave Jackson
Dallas Huard
Dan Van Buekenhout
Mitch Empey
Mike Hurd
Dave Edwards
Leslie Blacklock

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

Financial Report – Kristin Hetterly reported that the bank balance is \$86,151, which includes the proceeds from the Prince Albert and Regina conferences and the commitment to PNWR for the regional conference. Scholarship payments of approximately \$3600 are still outstanding.

Discussion: Daryl asked if there were regulations regarding the maximum income for a non-profit organization. There was also a discussion regarding sending a larger payment to Regional due to our healthy bank balance (perhaps a 60/40 split?), or sponsoring more local members to attend conferences. Kristin noted that there was another conference in the Region close to the Regina event which probably reduced our attendance. Donna indicated this has been discussed at the Regional meeting and there will be a minimum 30 day buffer between conferences in the future.

Stan Laba moved to accept the report, Daryl Boheme seconded.

International – There was no official report, but Donna Robinson mentioned that there is a new Member to Member recruitment program. Information on this has recently been sent out to members . Overall the membership of the organization is fairly stable but has seen a slight decrease.

Governor's Report –no report.

5. New Business

2013 PNW Conference (Regina May 22-24, 2013) Debrief

We don't have the final financial numbers analysed yet, but Gary Merkowsky reported that he has contacted the School of the Future contact person on three occasions but has not received a response regarding the reimbursement of their flight costs.

2014 Sask Chapter Conference (Jan 29, 30, 31, 2014 – North Battleford)

Brian Bossaer and the North Battleford Planning committee reported that the Western Development Museum has been booked for the event. A block of 80 rooms for 2 nights has been reserved at the Gold Eagle Lodge. Tours will include the Living Sky School Division Office and the new Multiplex. Donna Robinson will coordinate getting the information posted on the CEFPI website. Fees for attendees and tradeshow booths will be the same as the Prince Albert conference.

See additional Misc. Notes prepared by Stan Laba attached.

Scholarship Update

Kristen Hetterly reported that 5 Scholarships have been awarded this year. One of the recipients from last year has temporarily switched to part-time studies however plans to return to full time in the future. It was decided to continue with payments for this student, and if this happens again in the future it will be reviewed on a case by case basis. The names, photos, and recipients of the winners will be published in the next newsletter if possible.

Newsletter

Kirstin is working on the Fall newsletter and hopes to have articles on the PNWR conference, scholarships, 2014 conference teaser, the new P3 school announcement and a 2014 call for those interested in serving on the Executive. It was suggested that we should get thoughts from the current executive on the benefits of being involved with the organization.

Membership Lists

Donna will send the current list to Stan for review.

2014 Executive

Gary Merkowsky will be retiring after this term. Stan will confirm with existing executive if they want to continue serving and will start contacting people who may be interested in letting their names stand. Gary suggested that Tyler Ottenbreit from the Regina Catholic Division may be interested. There was also a discussion on expectations and the required commitment necessary to be on the executive (eg. need to attend at least ½ of the meetings). Stan will send out an email regarding this.

6. **Next meeting** – will be in early November – Stan will coordinate.

7. **Adjournment** – meeting ended at 11:45 a.m.

Misc. Notes regarding 2014 CEFPI Saskatchewan Chapter Conference & AGM:

- Theme/Title is “Partnerships and Communities Coming Together”
- Develop three streams for concurrent sessions:
 - Planning & Research
 - Design & Construction
 - Operations & Maintenance
- Need approx. 3 x 3 concurrent sessions – on Thursday, after opening keynote and/or panel sessions:
 - Three 1 hour sessions at approx. 11:00 a.m., 1:00 p.m. and 2:30 p.m.
- Opening keynote/panel suggestions – The ABC’s of P3’s (Invite Sheldon Ramstead, Alberta guests, etc. – see attachment). Other? P3’s for Restoration/Renovation/Renewal projects? etc.
- Friday morning – AGM, conversation café/bull pit session, closing keynote – possibly Bill Preston, noted and funny construction lawyer? Re. Contracts – “The good, the bad and the ugly”, or similar? Other?
- Potential Thursday session topics:
 - Safety/Security Issues – locks, keys & swipes, lockdown procedures, etc.
 - Safety & Security audits – role of police/fire departments etc.
 - Check with Dave Jackson, re. SSBA Insurance items/issues?
 - Hiring caretakers – current issues (cultural/language barriers etc.)
 - MISR (Mission Integrated School Renewal) update – Wayne Cole/Johnson Controls
 - Recently completed projects – case studies – check with consultants
 - Sustainable/green design, LEED update – check with consultants
 - Examples of partnerships & communities working together – check with consultants
 - Aging work force issues (Ops & Maint. Personnel) – check with Randy Holfeld
 - PMR (Preventative Maintenance Renewal)/FAME integration issues & updates
 - “Smart” work – in-house vs. contracting out – check with Randy Holfeld
 - Emergency event planning – educational continuity planning – an update?
 - Roofing update –RMIS presentation, issues and other concerns
 - OH&S – Who trains building operators/caretakers? (WCB, train the trainer, etc., now that OH&S has changed its role – check with Randy Holfeld)
 - Overview of LEAN – with a focus on case studies that have positively affected facilities processes and procedures – maybe Ryan Beaulieu, SPS LEAN leader etc.
- Call for speakers – Donna Robinson (CEFPI Sask. Chapter Liaison) to coordinate
- Other points – Brian B. mentioned a major local sponsor – supplier/contractor who is interested in two trade booths, sponsorship for breakfast/dinner (s), possibly a session provider too.
- Tours are confirmed – School Division’s Admin. Office Renovation, new Multiplex project for Wednesday afternoon.

- Other suggestions for opening & closing key notes?
- Also invite Ministry of Education people – D.M., A.D.M., Sheldon Ramstead, Phil Pearson, Terry White, etc. (maybe ask them for session suggestions, etc.)