



THE COUNCIL OF EDUCATIONAL FACILITY PLANNERS INTERNATIONAL

CEFPI Saskatchewan Chapter Executive Meeting

December 13, 2013

10:00 a.m. Teleconference

In Attendance:

Stan Laba
Kristin Hetterly
Dan Van Buekenhout
Kirstin Mahan Thompson
Robert Beug
Mitch Empey
Dallas Huard
Mike Hurd
Dave Edwards
Brian Bossaer and the North Battleford
Conference Planning Committee

Regrets:

Dave Jackson
Daryl Boehme
Leslie Blacklock
Garry Merkowsky
Donna Robinson

1. **Additions to Agenda** –none
2. **Adoption of Agenda** – Moved by Mitch Empey, seconded by Dan Van Buekenhout, all in favour.
3. **Adoption of Minutes of Last Meeting** –
– moved by Kristin Hetterly, seconded by Dan Van Buekenhout, all in favour.

4. Reports

Financial Report – Kristin Hetterly reported that the bank balance is approximately \$76,500. The 2nd scholarship installment of approximately \$2000 is outstanding. Moved to be accepted by Stan Laba, seconded by Mitch Empey, carried.

International – There was no official report, but Dave Edwards reported that committees have been developed on Innovation and Membership.

Governor's Report – There was no official report, but there will be a Strategic Planning meeting in Vancouver this January. The next Regional conference will be combined with the International Conference in Portland. Our Chapter may be requested to contribute funds towards a reception for the Region.

5. New Business

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

Brian Bossaer and the North Battleford Planning committee submitted a draft agenda – attached to these minutes. Other items noted include:

- Keynote speakers still to be confirmed
- Swift Current new schools – Carol Chernick Smith – has been contacted and is willing to present but the project is not complete, so would want to do a follow up next year. This is being considered for the opening keynote. Brian will see if Swift Current would host the conference next year and tour the new schools.
- P3 Panel – Sheldon Ramstead from the Ministry has been contacted but declined to participate. Stan will check with contacts in Alberta and SaskBuilds. John Wheatley from the CEFPI Board could also be considered.
- Speaker sessions – offered to sponsors first, then trade show participants but there will still be 3 streams (Maintenance / Planning & Admin / Design)
- 28 of the 33 tradeshow booths have been sold
- 45 registrants to date
- \$6500 in sponsorship so far
- Stan is coordinating with the invited guests (eg. SASBO), who will receive complimentary registration and hotel, but not transportation. Stan will also coordinate this with Donna Robinson for inclusion in the Program

Executive Organization

Kristin has created a draft proposal for restructuring the Executive (attached), and it was agreed to proceed in this direction with junior members shadowing the senior executive. Kristin will update the proposal based on the discussion.

Gary Merkowsky, Rob Beug, Dallas Huard and Dave Jackson have indicated they will not be letting their names stand for 2014. Potential new executive members are Chris Roszell (P3A), Louis Assant (AODBT), Tyler Ottenbreit (Regina Catholic), Ryan Robinson (Regina Public), Jeff Howlett (Stantec), someone from Kindrachuk Agrey Architecture, and possibly someone with Saskatoon Catholic.

Conference Attendee Sponsorship

The Executive agreed to sponsoring members to attend a Regional or International CEFPI Conference. Kristin will finalize criteria and include in the Program for the North Battleford Conference. (Draft criteria is attached)

6. **Next meeting** – Will be the morning of the Conference (Jan 29). Lunch will be provided. There will also be a wrap-up session after the Conference.

7. **Adjournment** – meeting ended at 11:20 a.m.

2014 CEFPI (Sask) Conference Schedule
“PARTNERSHIPS AND COMMUNITIES COMING TOGETHER”

Wednesday - January 29, 2014

LIVING SKY SCHOOL DIVISION TOUR

1:30 p.m. Bus from Gold Eagle Lodge to Living Sky School Division Office.

Location: 509 Pioneer Avenue, North Battleford, Sask.
If possible, please take bus as there is limited parking.

BATTLEFORDS CUPLEX TOUR

3:15 p.m. - 5:00 p.m. , North Battleford

5:15 p.m. 2 Buses from Battlefords Cuplex to Gold Eagle Lodge

PRESIDENTS RECEPTION

Location: Gold Ridge Centre attached to Gold Eagle Casino

6:30 p.m. - 10:00 p.m. **Presidents Reception (Gold Ridge Center) Cash bar**

6:30 p.m. **Hors d'oeuvres served**

6:30 to 8:00 p.m. **Last time we had background music by Battlefords Jazz Band from NBCHS**

8:00 p.m. **Greetings and Introductions**
Stan Laba - (President of Sask. Chapter CEFPI)
- **??????** President of the Pacific Northwest Region

Thursday – January 30, 2014

7:00 a.m. to 10:00 a.m.: **Registration at Western Development Museum**

7:25 A.M. Bus from Gold Eagle Lodge to Western Development Museum

Trade Show and Sessions at WDM – Junction of Hwys. 16 and 40

7:30 a.m. to 8:30 a.m.- **Breakfast at Western Development Museum – Muse Theatre**

9:00 a.m. to 5:00 p.m. **Trade show**

8:45 a.m. to 9:05 a.m. - **Greetings from:**
- Sheldon Ramstead-Director, Facilities–Ministry of Education
- Herb Cox, M.L.A. for the Battlefords
- Ian Hamilton–Mayor -City of North Battleford
- Derek Mahon – Mayor - Town of Battleford

9:05 a.m. to 9:15 a.m. **Synopsis of Keynote Presentation**
?????

A.M. SESSIONS

9:40 a.m. to 10:30 a.m.

Concurrent

- Session 3 - - Muse Theatre [REDACTED]
- Session 4 - - Harvest Hall [REDACTED]
- Session 5 - - Museum display area [REDACTED]

10:40 a.m. to 11:30 a.m.

Concurrent

- Session 6 - - Muse Theatre [REDACTED]
- Session 7 - -Harvest Hall [REDACTED]
- Session 8 - - Museum display area [REDACTED]

11:45 a.m. – Bus from Western Development Museum to Gold Eagle Lodge

11:45 a.m. to 1:00 p.m. LUNCH – Eagle Room and Muse Theatre

12:45 p.m. Bus from Gold Eagle Lodge to Western Development Museum

P.M. SESSIONS

1:15 p.m. to 2:05 p.m.

Concurrent

- Session 9 - - Muse Theatre [REDACTED]
- Session 10 - -Harvest Hall [REDACTED]
- Session 11- - Museum display area [REDACTED]

3:00 p.m. to 5:00 p.m. **Social** – Cash Bar

4:30 p.m. to 5:00 p.m. **Trade Show draws**

5:15 p.m. – Bus from Western Development Museum to Gold Eagle Lodge

Location - **Gold Ridge Centre** – attached to the Gold Eagle Casino

6:00 p.m. - **Cocktails - Cash Bar**

6:30 p.m. - **Banquet**

8:00 p.m. - **Greetings from:**

- _____ - Ministry of Education
- _____ CEFPI Ex-officio Executive Director/CEO
- _____ –CEFPI Pacific Northwest Region President

8:45 p.m. – **Entertainment:** [REDACTED]

Friday – January 31, 2014

Location: Gold Ridge Centre attached to the Gold Eagle Casino

7:30 a.m. to 8:30 a.m. **Breakfast**

8:30 a.m. to 9:30 a.m. **Annual General Meeting**

Speaker -

- CEFPI International Representative At-Large

9: 45 a.m. to 11:15 a.m. **Keynote Presentation**



THE COUNCIL OF EDUCATIONAL FACILITY PLANNERS INTERNATIONAL

Saskatchewan CEFPI Member Conference Sponsorship

Overview:

The **CEFPI Saskatchewan Chapter** is interested in sponsoring a Saskatchewan member of **CEFPI** in attending either a **CEFPI** regional conference or a **CEFPI** international conference. This sponsorship opportunity is designed for members who have not had the opportunity to attend either of these conferences before and who desire financial support in their pursuit of the educational opportunities attending these conferences would provide.

The sponsorship amount will be allocated on a yearly basis, being made available for Saskatchewan chapter **CEFPI** members. The method for the selection of successful applicant to receive the Sponsorship shall be at the discretion of the Saskatchewan Chapter Board of Directors of **CEFPI**.

CEFPI:

The Council of Educational Facility Planners International was founded in 1921 in the United States as the National Council on Schoolhouse Construction and is the primary advocate and resource for planning effective educational facilities. Fostering and disseminating best practices in creative school planning, **CEFPI** is the educational facilities expert, the only organization whose sole mission is improving the places where children learn.

Council Members include educational facility planners, school district and university administrators, planning consultants, architects, campus planners, engineers, school board members, product suppliers and manufacturers, and others. These members work together to create educational facilities where students can succeed. Today **CEFPI**'s membership extends beyond North America's and includes members worldwide who are leaders in their specific disciplines.

The mission of the Council is to continually seek out best practices in creating quality learning environments for students. It is **CEFPI** members who lead the educational facility planning profession towards a new vision based on innovation and discovery.

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Qualifications:

1. The candidate shall be a member of CEFPI at the time of application.
2. The candidate shall have not attended an international or regional CEFPI conference in the past.
3. The candidate can be from the private or public sector, but involved in educational facility planning.
4. The candidate will submit a personal essay on the required **Essay Subject**:
“There has been increasing evidence that the design and condition of an educational facility has a significant impact on the quality of education and a student’s ability to learn. In 500 words or less, please describe the sessions, topics and opportunities you anticipate participating in at the conference, and in what way you expect this opportunity will assist you on upcoming projects.”
5. The candidate must be prepared to submit an article about their experience to be published on the Fall CEFPI Saskatchewan Chapter newsletter.

Selection of Candidate:

Qualified candidates can apply directly to the Saskatchewan **CEFPI** Executive, who will receive and review the applications and make a determination of the applicant to receive the sponsorship. Applications are to be mailed or emailed to the address listed below:

CEFPI Conference Sponsorship
Attention: Kristin Hetterly
310-21st Street East * Saskatoon, SK S7K 1M7
Email: Hetterlyk@spsd.sk.ca

Sponsorship Award Process:

1. The Saskatchewan CEFPI shall distribute information on the sponsorship to eligible members.
2. Saskatchewan **CEFPI** Executive will receive the applications and make a recommendation on the award of the sponsor, prior to the end of March.
3. The successful candidate shall provide confirmation of enrollment at a post-secondary educational institution in the fall term for the first and second year of education, to the Saskatchewan **CEFPI** Executive.
4. The Saskatchewan **CEFPI** Chapter shall forward the scholarship amount to the successful candidate prior to the end of December for the first and second year of education.

Sponsorship Value:

The amount of this sponsorship is the cost of registration, conference hotels (up to 5 nights); return flights, hotel transfers, and a meal allowance total value of up to \$3000.

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**Saskatchewan CEFPI Member Conference Sponsorship
Application Form**

Please **type** or **print** your answers. If application is illegible it will be returned to you.

1.	Last Name:	First Name:
2.	Mailing Address: Street: _____ City: _____ Province: _____ Postal Code: _____	
3.	Daytime Telephone Number: () _____	
4.	Evening Telephone Number: () _____	
5.	Current Employer:	How many years have you been with this employer:
6.	Became a member of CEFPI in _____ Year	CEFPI Membership Number: _____
7.	Briefly describe your experience in educational facility planning: _____ _____ _____ _____ _____	
8.	Please indicate which CEFPI conference you are applying to attend: Pacific Northwest Regional Conference: _____ or International Conference: _____	
9.	Personal Essay Essay Subject: "There has been increasing evidence that the design and condition of an educational facility has a significant impact on the quality of education and a student's ability to learn. In 500 words or less, please describe the sessions, topics and opportunities you anticipate participating in at the conference, and in what way you expect this opportunity will assist you on upcoming projects."	
10.	The following items must be attached to this application in order for the application to qualify to be reviewed by the scholarship committee. Circle "Yes" or "No" to be sure you have attached each item required. Yes / No Completed signed application form (this form) Yes / No Included your current CEFPI membership number Yes / No Indicated which conference you are applying to attend Yes / No Personal Essay (500 words maximum)	

Applications are due March 1st

<p>Governor Commitment: 3 years Main Responsibilities: Bylaws Connection to PNWR</p>					
<p>* President Commitment: 2 years (one year as president and one as past president) Main Responsibilities Chair Meetings provide meeting agendas provide support for chapter conference planning committees</p>					
<p>* Treasurer Commitment: minimum 1 year & preference of 2-3 years Main Responsibilities: Manage chapter finances review conference finances Submit income tax Submit organization registration (including review finances) to ISC Ensure chapter finances are reviewed Prepare expense reimbursements</p>	<p>* President Elect Commitment: 3 years (one as president elect, one as president and one as past president) Main Responsibilities: Advocacy Membership polling Liason with industry partners Conference & future planning etc</p>	<p>* Past President Commitment: 1 year Main Responsibility: Membership recruitment Membership incentives - including supporting the annual conference/ planning and other membership training days working closely with International to ensure that the membership distribution list and conference contacts are up to date Manage Sask Chapter archives</p>			<p>* Secretary Commitment: 1 year Main Responsibilities: take meeting minutes distribute meeting minutes</p>
<p>* Director Commitment: 1 - 3 years with hope of moving into the treasurer's role Main Responsibilities: Review and evaluate scholarship applications Update scholarship information packages</p>	<p>* Director Commitment: 1 year prior to moving into President Elect position Main Responsibilities: assist the president Elect in advocacy role</p>	<p>Ad Hoc Director Commitment: 1 year prior to moving into the director position Main Responsibilities: work alongside the Director to complete advocacy work</p>	<p>Ad Hoc Director Commitment: 1 year (this is a good position for someone that is new to the executive) Main Responsibilities: To the past president</p>	<p>Ad Hoc Director Commitment: 1 year (this is a good position for someone that is new to the executive) Main Responsibilities: Support the past president</p>	<p>Ad Hoc Director Commitment: 1 year (with hope of moving into the secretary's role) Main Responsibilities: Prepare news letter Support secretary and fill in for meetings if required</p>

* This indicates the position is a Director on the ISC registration