

Annual General Meeting Minutes

Date: September 14, 2016

Place/Time: Highlands Golf Club - Blue Room - 6603 Ada Blvd NW

Thursday June 09, 2016 @ 11:30-13:30

Distribution:

Membership

		WELCOMING REMARKS AND YEAR OVERVIEW				
	.1	Opening remarks provided by Conrad Andrelunas.				
	.2	Thanks provided to all of the Board of Managers for their assistance over the last year.				
	.3	Acceptance of the meeting minutes from the May 27, 2015 AGM meeting provided. 1. Motioned by Ryan S., seconded by Katy E. 2. All in favor and minutes are passed				
	.4	A review of the year 2 results as part of the present 5 year IES planning session was provided. Updates include:				
		 Increased society involvement (increased enrolment, board members, and emerging professionals) 				
		.2 Develop communication strategy (website migration, mail manager, mailing list / newsletter, social media growth)				
		 .3 Continued program & education (lunch and learns and advanced seminar) .4 Grow exposure for local projects (northern lights awards) 				
	.5	A brief review of some of the past years events and updates include:				
		.1 June 25 th – Picnic at Emily Murphy Park				
		.2 July 15 th – Year-2 Planning Session				
		 .3 September 19th – Advanced Lighting Control Seminar (Trina Larsen, Dave Hiemstra & Steve Erickson) 				
		.4 September 30 th – Emergency Lighting Lunch Seminar (Ian McGuinness)				
		.5 December 3 rd – Leduc Library Tour (Bruce Knisley & Linus Murphy)				
		.6 January 27 th – BIM and Lighting Design Lunch Seminar (Joshua Bornia & Sergio Martinez)				
		.7 March 5 th – Advanced Lighting Design Process Seminar (Trina Larsen & Dan Hadash)				
		.8 March 17 th – Lighting and Health Lunch Seminar (Robert Dupuy)				
		.9 May 4 th – Power Over Ethernet Lunch Seminar (Trevor Peyton)				
2.0	FINA	NCIAL UPDATE				

- .1 Overview of financial account balance provided for year (excluding current AGM).
- .2 Current balance of account is \$8,798.75 as of June 01, 2015. Refer to attached information.
- .3 Aiming for balance with reserve fund to sustain one year without income.
- .4 Acceptance of the financial report provided. All in favour, report is passed.

3.0 BOARD OF GOVERNORS POSITION ELECTIONS

.1 Elections to the various Board of Governors positions were provided by the attending AMG membership.

.2 Elections of positions provided as follows:

Name	Position			
Brent McCabe	President			
Ryan Sonnenberg	Vice President			
Conrad Andrelunas	Past President			
Benjamin Rajewski	Education Chair			
Trina Larsen	Education co-Chair			
John Kirstein	Emerging Professional Chair			
Meghan Barkley	Emerging Professional co-Chair			
Ian McGuinness	Membership / Nominating Chair			
Bridget Fox-Luzny	Program Chair			
Conrad Andrelunas	Program co-Chair			
Randy Phung	Awards Chair			
Derek Ginnell	Awards co-Chair			
Sergio Martinez	Treasurer Chair			
Joshua Bornia	Treasurer co-Chair			
Colin Fair	Communications			
Vacant	Social Media			
Katy Evans	Secretary			

Name	Position
Chris Barr	Board of Manager
Ken Glowinski	Board of Manager
Sunil Nakai	Board of Manager
Glenn Stowkowy	Board of Manager
Daryle Tilroe	Board of Manager
Colin Wright	Board of Manager

4.0 PRESENTATIONS

- .1 Benjamin Rajewski and Bridget Fox-Luzny provided a presentation to the attending members for the local IES "Northern Lights" Awards.
- .2 Submissions were provided by members to be voted upon by the AGM attendees.
 - .1 Submissions for the Exterior were:
 - .1 MacEwan LRT Station
 - .2 Rosenthal Pond
 - .3 Valley Zoo Entrance (Winner)
 - .4 John Fry Sports Park Pavilion
 - .2 Submissions for the Interior were:
 - .1 Strathcona Dental Office
 - .2 Primary Care Network
 - .3 EPCOR North Service Centre
 - .4 City of Edmonton Engineering Services.5 Meadows Rec Centre and Library (Winner)
- .3 Trina Larsen presented the local IES "Award of Recognition" to Tammy Brady for her ongoing work with the IES and assistance to many of the chapters of the west region.

5.0 ADJOURNMENT

.1 Conrad Andrelunas provided closing remarks and adjourned the meeting.

IESNA SECTION FINANCIAL REPORT

NUMBER: 6

Illuminating Enginering Society Edmonton Section #79

SECTION NAME: WEST DISTRICT

Section Treasurer: Trina Larsen Period June 1, 2015 - May 31, 2016 **REVENUE** Column A Column B 1. Balance brought forward from previous report, Sept 1,2015 (include all cash, investments, etc. at cost). \$6.900.16 2. Revenue (if exceeds \$200, please indicate breakdown below, use reverse side if necessary) 3. IES - Special Events - lunch and learns, building tour \$4,856.79 4. Educational- IES Training Courses - 2 advanced sessions \$3,445.88 5. Educational - Webinars \$0.00 6. Other— \$0.00 7. Annual Membership Rebate IES \$496.08 REVENUE Subtotal-total all income, enter in columns A and B \$8,798.75 \$8,798.75 8. TOTAL REVENUE —(Add items) enter in column B \$15,698.91 **EXPENSES** 1. EXPENSES: Misc Expenses see list on page 2. (247.00)2. Business meetings 3. IES - Special Events - lunch and learns, building tour (2,900.47)4. Educational- IES Training Courses \$ (1.443.99)5. Stationary, postage, literature 6. Fees (22.46)7. Advertising \$ (561.75)8. IES Northern Lighting Awards (942.18)9.IES Bi-Annual District #6 Activity Fund EXPENSES Subtotal—(Add items) enter in columns A and B (6,667.88)(6,667.88)Bank Balance as of May 15 2015 BALANCE for year ending May 31, 2016 Subtract item 21 from 12, enter in column B. Note: Using reverse side—indicate a complete breakdown of line1 Line 22 should reflect all cash, investments, etc., on hand, at cost as of date issued \$9,031.03 Bank Balance The preceeding Financial Report has been reviewed and approved by the Section Board of Managers.

Signature of Section President

Date

Signature of Section Treasurer

IESNA ANNUAL SECTION FINANCIAL REPORT - PAGE 2 of 2

REVENUE

Training - Seminar Fees for IES SEM-4-IM-14 Events - Fees for Exit Lighting Lunch and Learn	Total	\$0.00 \$0.00 <u>\$0.00</u>
EXPENSES Training - Catering Training - Rebate of fee for student unable to attend due to illness	Total	\$100.00 \$0.00 <u>\$100.00</u>
RPEAKDOWN OF ITEM 22 Cash in Rank		

BREAKDOWN OF ITEM 22 Cash In Bank

Mutual Funds N/A

Bonds N/A

Other Assets N/A

June 1, 2015 - May 31, 2016

Illuminating Enginering Society Edmonton Section #79 West District 6

Bank Statement Balance

Chq	Date	Particulars	Account	P	ayment		Deposit		nce Forward 6,678.64
	2-Jul-15	eTransfer to Colin Fair for Squarespace Annual Fee	MISC	\$	(247.00)			\$	6,431.64
		Eventbrite revenue for Picnic	EVENT		, ,	\$	269.12	\$	6,700.76
	2-Jul-15	eTransfer fee	FEE	\$	(1.50)			\$	6,699.26
336	16-Jul-15	Cheque to Care It Deli for Planning Session	MEETING	\$	(139.90)			\$	6,559.36
334		Cheque to Crestwood Community League for Planning		\$	(100.00)			\$	6,459.36
		Bank "service" Fee	FEE	\$	(2.24)			\$	6,457.12
-	•	e-transfer Fee	FEE	\$	(1.50)			\$	6,455.62
		Interact E-transfer to Elena lancu	TRAINING	\$	(223.11)			\$	6,232.51
		EventBrite Payment - Advanced Controls	TRAINING	Ť	(===::)	\$	1,571.28	\$	7,803.79
		EventBrite Payment - Exit Lighting Lunch and Learn	EVENT				1,285.70	\$	9,089.49
348		Cheque to NAIT for catering of Advanced Controls	TRAINING	\$	(332.86)		.,	\$	8,756.63
0.0		EventBrite Payment - Leduc Library	EVENT	—	(002.00)	\$	606.07	\$	9,362.70
		Interact E-transfer to Trina Larsen - 1 Year Planning Se		\$	(89.40)	\dashv^{\star}	000.01	\$	9,273.30
		Interact E-transfer to Conrad Andrelunas - Christmas L		\$	(220.73)			\$	9,052.57
		E-transfer Fees (2)	FEE	\$	(3.00)			\$	9,049.57
		Interact E-transfer to Katy Evans - Leduc Library Food	EVENT	\$	(155.36)	-		\$	8,894.21
		E-transfer Fees (1)	FEE	\$	(1.50)	+		\$	8,892.71
350		NAIT Catering - for Event - Exit LnL	EVENT	\$	(627.90)			\$	8,264.81
349		NAIT Room Rental - Split - Eductation - Controls	TRAINING	\$	(250.00)	-		\$	8,014.81
349		i .	EVENT	\$	`			\$	•
349		NAIT Room Rental - Split - Events - Exit LnL			(150.00)			\$	7,864.81
		Service Fee	FEE	\$	(2.24)	-			7,862.57
		E-Transfer Fee	FEE	\$	(1.50)	-		\$	7,861.07
		E-Tranfer #3824 - to Bridget Fox Luzy for BIM Luncheo		\$	(620.32)		004.40	\$	7,240.75
		Eventbrite Payment - BIM Lunch and Learn	EVENT		(4.50)	\$	904.40	\$	8,145.15
		E-Transfer Fee	FEE	\$	(1.50)	_		\$	8,143.65
		E-Tranfer #5637 - to Randy Phung for Lighting Award L	AWARDS	\$	(468.43)	_		\$	7,675.22
352		Alberta Association of Architects	ADVERTISING	\$	(561.75)			\$	7,113.47
		Service Fee	FEE	\$	(2.24)	_		\$	7,111.23
		Eventbrite Payment - Lighting Design Seminar	TRAINING			\$	1,874.60	\$	8,985.83
		E-Transfer #8124 - to Conrad Andrelunas for Awards D		\$	(473.75)	_		\$	8,512.08
		E-Transfer Fee	FEE	\$	(1.50)			\$	8,510.58
		Eventbrite Payment - IES RoadShow	EVENT			\$	1,090.90	\$	9,601.48
	1-Feb-16	Service Fee	FEE	\$	(1.12)			\$	9,600.36
	13-Apr-16	Deposit - IES International - Member Payment	REBATE			\$	496.08	\$	10,096.44
		E-transfer #5624 to Trina Larsen - Mar 5 Instructor Brea	TRAINING	\$	(42.66)			\$	10,053.78
	14-Apr-16	E-Transfer Fee	FEE	\$	(1.50)			\$	10,052.28
354	19-Apr-16	Cheque #354 to Colin Wright - Supper with Robert Dup	EVENT	\$	(245.00)			\$	9,807.28
353	22-Apr-16	Cheque #353 to NAIT for Room Rental - March 5 Lighti	TRAINING	\$	(262.50)			\$	9,544.78
355	2-May-16	Cheque #355 to NAIT for Food - March 5 Lighting Design	TRAINING	\$	(332.86)			\$	9,211.92
	2-May-16	Service Fee	FEE	\$	(1.12)			\$	9,210.80
	10-May-16	Eventbrite Payment - PoE Lighting	EVENT			\$	700.60	\$	9,911.40
	31-May-16	E-Transfer # to Katy Evans - Gift card and card for Trev	EVENT	\$	(59.14)			\$	9,852.26
	31-May-16	E-Transfer # to Bridget Luzy - Rental and Catering for F	EVENT	\$	(438.75)			\$	9,413.51
	31-May-16	E-Transfer 8067 to Bridget Luany - Rental and Catering	EVENT	\$	(604.00)			\$	8,809.51
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