



Illuminating

ENGINEERING SOCIETY

Illuminating Engineering Society
of North America
IESNA West District No. 6
Edmonton Region

Annual General Meeting Minutes

Date:	May 24, 2017		
Place/Time:	Royal Glenora Club 11160 River Valley Road Wednesday May 24, 2017 @ 11:30-13:30		
Distribution:	Membership		Recorded by: Raquel McAllister

1.0 WELCOMING REMARKS AND YEAR OVERVIEW

- .1 Opening remarks provided by Brent McCabe.
- .2 Thanks provided to all of the Board of Managers Leadership, Committee Chairs and Co-Chairs, and members at large, for their assistance over the last year.
- .3 Acceptance of the meeting minutes from the June 09, 2016 AGM meeting provided with the following amendment. Clause 2.2 account balance to be revised to \$9031.03 as of June 01, 2016 in lieu of \$8,798.75 as of June 01, 2015 as incorrectly indicated.
 - .1 Motioned by Trina Larsen, seconded by Colin Wright.
 - .2 All in favor and minutes are passed.
- .4 Year in review synopsis provided. Updates include:
 - .1 Increased society involvement (increased board members - 5);
 - .2 Event location consolidation to the centralized Royal Glenora club location;
 - .3 Continued evolution of communication strategy (website development integration with IES corporate initiatives, streamline development of mailing list, and continued social media presence)
 - .4 Continued program and education events (4 lunch and learns, 7 night Fundamentals of Learning, and 2 social events)
 - .5 Grow exposure for local projects (increased involvement in northern lights awards)
 - .6 Further content on news sight (<https://iesedmonton.org/news/>) for current events and articles related to the lighting industry.
- .5 A brief review of some of the past years events and updates include:
 - .1 July 20th - Year 3 Planning Session
 - .2 October 19th- Implementing Energy Standard NECB with the ABC: Design and Building Permit Application Requirements presented by Sunny Ghataurah
 - .3 October 26th through December 07th - Lighting Fundamentals Course
 - .4 November 23rd - Rogers Place Fall Tour and Social event presented by Chris Barr and Dan Wowryk
 - .5 January 19th - IES Illumination Award (IA) Submission Seminar presented by Trina Larsen and Brent McCabe
 - .6 April 13th - Dirt Depreciation on Outdoor LED luminaires presented by Ron Gibbons
 - .7 May 3rd - OLED Lighting Design - Philosophy, Language and Implementation presented by Peter Ngai
- .6 An update for upcoming events (<https://iesedmonton.org/events/>) include:
 - .1 June 21st - Spectroscopy of Light evening family event at the TELUS World of Science
 - .2 July - Year 4 of our 5 year Planning Session
 - .3 September 13th - Experience Lab Interactive Learning Lighting Demonstration -



- .4 Studio Theatre evening social event
Fall - Advanced Lighting Learning Session

- .7 IES in the community:
.1 February 25th - Design Eye student information session
.2 March 28th - Backstage Access at Jubilee
.3 May 13th - Design Eye student information session

2.0 FINANCIAL UPDATE

- .1 Overview of financial account balance provided for year (excluding current AGM).
.2 Current balance of account is \$10,305.74 as of May 15, 2017. 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 with general consent as follows:

Name	Position
Brent McCabe	President
Ryan Sonnenberg	Vice President
Conrad Andrelunas	Past President
Jordan Busch	Secretary
Joshua Bornia	Treasurer
Derek Ginnell	Awards Chair
Colin Fair	Communications Chair
Benjamin Rajewski	Education Chair
Trina Larsen	Education co-Chair
Megan Finlay	Emerging Professionals Chair
Ian McGuinness	Membership / Nominating Chair
Katy Evans	Program Chair
Raquel McAllister	Program co-Chair

Name	Position
Chris Barr	Board of Manager
Steve Eriksen	Board of Manager
Randy Phung	Board of Manager
Colin Wright	Board of Manager
Krista Wright	Board of Manager

Members and Public at large		
Ken Glowinski	Sunil Nakai	Daryle Tilroe
John Kirstein	Darven Smetaniuk	Dylan Toymaker
Bridget Fox-Luzny	Glenn Stowkowy	Lance Warner



4.0 PRESENTATIONS

- .1 Megan Finlay and Derrick Ginnell 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 Terwillegar Park Footbridge (Winner)
 - .2 Fultonvale School
 - .3 Markosis Harbour Area Lighting
 - .2 Submissions for the Interior were:
 - .1 WSP Office
 - .2 Syncrude Fire Hall
 - .3 Fultonvale School
 - .4 Telus World of Science: Aurora Café (Winner)
 - .5 University of Calgary: U of A Enterprise Square
 - .6 NAIT: Centre for Applied Technology
 - .7 South Field Car Park
- .3 The local IES “Award of Recognition” is to be presented at the upcoming June 21st social event.
- .4 Megan Finlay won the attendee gift card prize draw.
- .5 Pawel Stefanczyk was the winner of the submitter tablet prize draw.

5.0 ADJOURNMENT

- .1 Brent McCabe provided closing remarks and adjourned the meeting.

IESNA SECTION FINANCIAL REPORT

Illuminating Engineering Society Edmonton Section #79
SECTION NAME: WEST DISTRICT NUMBER: 6

Section Treasurer: Josh Borna
Period May 16, 2017 - May 16, 2018

REVENUE

1. Balance brought forward from previous report,
May 16, 2017 (include all cash, investments, etc. at cost).

2. Revenue (if exceeds \$200, please indicate breakdown below, use reverse
side if necessary)

3. IES - Special Events

4. Educational- Commissioning Lighting & Control Systems Seminar (Feb 3,2018)

5. Educational - Webinars

6. Other—

7. Annual Membership Rebate IES

REVENUE Subtotal—total all income, enter in columns A and B

8. TOTAL REVENUE —(Add items) enter in column B

EXPENSES

1. EXPENSES: Misc Expenses see list on page 2.

2. Business meetings

3. IES - Special Events - lunch and learns, tours, etc

4. Educational- IES Training Courses

5. Stationary, postage, literature

6. Fees

7. Advertising

8. IES Local Northern Light Awards

9.

EXPENSES Subtotal—(Add items) enter in columns A and B

Bank Balance as of May 16, 2018

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

The preceeding Financial Report has been reviewed and approved by the Section Board of
Managers.

Signature of Section Treasurer Date Signature of Section President Date

Column A

Column B

\$ 10,305.74

\$	10,791.44
\$	1,500.00
\$	-
\$	-
\$	962.40
\$	13,253.84

\$ 13,253.84

\$ 23,559.58

\$	-
\$	(609.62)
\$	(17,285.83)
\$	(521.26)
\$	-
\$	(70.64)
\$	(383.50)
\$	(33.54)
\$	-
\$	(18,904.39)

\$ (18,904.39)

\$ 4,655.19

\$ 4,655.19

Bank Balance

IESNA ANNUAL SECTION FINANCIAL REPORT - PAGE 2 of 2

REVENUE

Events - OLED Seminar (Remaining Balance)	\$	406.44
Events - Spectroscopy TWoSE Event	\$	1,080.00
Events - Lighting Experience Lab	\$	1,125.00
Events - Human Centric Lighting Seminar	\$	1,295.00
Events - Outdoor Lighting Tour	\$	1,670.00
Events - Wireless Lighting Seminar	\$	1,170.00
Events - Jubilee Backstage Tour	\$	1,445.00
Events - Listen to the Architecture (Charles Israel)	\$	2,600.00
Training - Commissioning Lighting & Control Systems	\$	1,500.00
Annual Membership Rebate	\$	962.40
Total	\$	<u>13,253.84</u>

EXPENSES

Events - 2017 AGM	\$	(2,141.48)
Events - OLED Seminar (Remaining Balance)	\$	(578.23)
Events - Spectroscopy TWoSE Event	\$	(1,940.45)
Events - Lighting Experience Lab	\$	(1,165.08)
Events - Human Centric Lighting Seminar	\$	(2,675.87)
Events - Outdoor Lighting Tour	\$	(1,635.02)
Events - Wireless Lighting Seminar	\$	(1,550.08)
Events - Jubilee Backstage Tour	\$	(2,194.16)
Events - Listen to the Architecture (Charles Israel)	\$	(3,405.46)
Training - Commissioning Lighting & Control Systems	\$	(439.26)
Training - Course Materials for Office Upgrades Course	\$	(82.00)
Business Meetings	\$	(609.62)
Fees	\$	(70.64)
Advertising	\$	(383.50)
Awards	\$	(33.54)
Total	\$	<u>(18,904.39)</u>

BREAKDOWN OF ITEM 22 Cash In Bank

Mutual Funds	N/A
Bonds	N/A
Other Assets	N/A

Illuminating Engineering Society Edmonton Section #79

West District 6

Chq Date Particulars

Bank Statement Balance

May 16, 2017 - May 16, 2018

Deposit Balance Forward
\$ 10,305.74

Chq	Date	Particulars	Account	Payment	Deposit	Balance Forward
9095	31-May-17	eTransfer to Randy for AGM Door Prize (iPad Mini)	EVENT	\$ (473.75)		\$ 9,831.99
	31-May-17	eTransfer Fee	FEE	\$ (1.50)		\$ 9,830.49
	01-Jun-17	Service Fee	FEE	\$ (4.48)		\$ 9,826.01
1174	05-Jun-17	eTransfer to Brent for AGM Award Certificate Frames	AWARDS	\$ (33.54)		\$ 9,792.47
1174	05-Jun-17	eTransfer to Brent for AGM Expenses	EVENT	\$ (1,667.73)		\$ 8,124.74
	05-Jun-17	eTransfer Fee	FEE	\$ (1.50)		\$ 8,123.24
	13-Jun-17	TWoSE Event Sponsorship from LSW	EVENT		\$ 500.00	\$ 8,623.24
	26-Jun-17	IESNA Yearly Membership Reimbursement	REBATE		\$ 516.20	\$ 9,139.44
	27-Jun-17	Eventbrite Transfer - TWoSE Event	EVENT		\$ 580.00	\$ 9,719.44
3485	27-Jun-17	eTransfer to Ryan for TWoSE Event	EVENT	\$ (1,940.45)		\$ 7,778.99
	27-Jun-17	eTransfer Fee	FEE	\$ (1.50)		\$ 7,777.49
3691	30-Jun-17	eTransfer to Colin for Web Hosting	ADVERTISING	\$ (293.81)		\$ 7,483.68
	30-Jun-17	eTransfer Fee	FEE	\$ (1.50)		\$ 7,482.18
	04-Jul-17	Service Fee	FEE	\$ (4.48)		\$ 7,477.70
	04-Jul-17	Items on Deposit Fee	FEE	\$ (0.22)		\$ 7,477.48
490	13-Sep-17	eTransfer to Trina for July Planning Session	MEETING	\$ (251.27)		\$ 7,226.21
490	13-Sep-17	eTransfer to Trina for Lighting Experience Lab Deposit	EVENT	\$ (300.00)		\$ 6,926.21
	13-Sep-17	eTransfer Fee	FEE	\$ (1.50)		\$ 6,924.71
	19-Sep-17	Eventbrite Transfer - Lighting Experience Lab	EVENT		\$ 1,125.00	\$ 8,049.71
4895	20-Sep-17	eTransfer to Megan for Lighting Experience Lab Samples	EVENT	\$ (88.34)		\$ 7,961.37
	20-Sep-17	eTransfer to Josh for Lighting Experience Lab Catering	EVENT	\$ (776.74)		\$ 7,184.63
	20-Sep-17	eTransfer Fee	FEE	\$ (3.00)		\$ 7,181.63
	02-Oct-17	Service Fee	FEE	\$ (2.24)		\$ 7,179.39
7400	20-Oct-17	eTransfer to Katy for Human Centric Lighting Deposit	EVENT	\$ (450.00)		\$ 6,729.39
	20-Oct-17	eTransfer Fee	FEE	\$ (1.50)		\$ 6,727.89
2530	20-Oct-17	eTransfer to Colin for Web Hosting (G Suite)	ADVERTISING	\$ (64.18)		\$ 6,663.71
	20-Oct-17	eTransfer Fee	FEE	\$ (1.50)		\$ 6,662.21
	31-Oct-17	Eventbrite Transfer - Human Centric Lighting Event	EVENT		\$ 1,295.00	\$ 7,957.21
	01-Nov-17	Service Fee	FEE	\$ (1.12)		\$ 7,956.09
9588	08-Nov-17	eTransfer to Katy for Human Centric Lighting Event	EVENT	\$ (1,557.86)		\$ 6,398.23
	08-Nov-17	eTransfer Fee	FEE	\$ (1.50)		\$ 6,396.73
	15-Nov-17	Cheque from Calgary Section for Peter Ngai OLED Seminar Expenses	EVENT		\$ 406.44	\$ 6,803.17
3076	20-Nov-17	eTransfer to Colin for Human Centric Lighting Event	EVENT	\$ (31.51)		\$ 6,771.66
3449	20-Nov-17	eTransfer to Trina for Advanced Commissioning Education Materials	TRAINING	\$ (80.62)		\$ 6,691.04
4888	20-Nov-17	eTransfer to Katy for Wireless Lighting Control L&L (Jan 17, 2018)	EVENT	\$ (500.00)		\$ 6,191.04
	20-Nov-17	eTransfer Fee	FEE	\$ (1.50)		\$ 6,189.54
	20-Nov-17	eTransfer Fee	FEE	\$ (1.50)		\$ 6,188.04
	20-Nov-17	eTransfer Fee	FEE	\$ (1.50)		\$ 6,186.54
	01-Dec-17	Service Fee	FEE	\$ (3.36)		\$ 6,183.18
	01-Dec-17	Items on Deposit Fee	FEE	\$ (0.22)		\$ 6,182.96
	05-Dec-17	Eventbrite Transfer - Outdoor Lighting Tour	EVENT		\$ 1,670.00	\$ 7,852.96
6543	08-Dec-17	eTransfer to Ben for IES Office Upgrades Course Materials	TRAINING	\$ (82.00)		\$ 7,770.96
	08-Dec-17	eTransfer Fee	FEE	\$ (1.50)		\$ 7,769.46
9178	08-Dec-17	eTransfer to Brent for Outdoor Lighting Tour	EVENT	\$ (842.45)		\$ 6,927.01
	08-Dec-17	eTransfer Fee	FEE	\$ (1.50)		\$ 6,925.51
4362	10-Dec-17	eTransfer to Katy for Outdoor Lighting Tour Food	EVENT	\$ (792.57)		\$ 6,132.94
	10-Dec-17	eTransfer Fee	FEE	\$ (1.50)		\$ 6,131.44
360	15-Dec-18	Cheque to Stan Walerczyk for Human Centric Lighting Event (\$500 USD)	EVENT	\$ (636.50)		\$ 5,494.94
8352	22-Dec-17	eTransfer to Brent for IES Christmas Luncheon Meeting	MEETING	\$ (358.35)		\$ 5,136.59
	22-Dec-17	eTransfer Fee	FEE	\$ (1.50)		\$ 5,135.09
359	29-Dec-17	Cheque to Peter Ngai for OLED Seminar	EVENT	\$ (578.23)		\$ 4,556.86
	02-Jan-18	Service Fee	FEE	\$ (6.72)		\$ 4,550.14
	23-Jan-18	Eventbrite Transfer for Wireless Lighting Control L&L (Jan 17, 2018)	EVENT		\$ 1,170.00	\$ 5,720.14
7692	30-Jan-18	eTransfer to Katy for Architectural Lighting Design Seminar Deposit (April 19)	EVENT	\$ (700.00)		\$ 5,020.14
7692	30-Jan-18	eTransfer to Katy for Wireless Lighting Control L&L Final Payment (Jan 17, 2018)	EVENT	\$ (1,050.08)		\$ 3,970.06
	30-Jan-18	eTransfer Fee	FEE	\$ (1.50)		\$ 3,968.56
424	31-Jan-18	eTransfer to Katy for Jubilee Event Catering Deposit (Feb 7, 2018)	EVENT	\$ (842.79)		\$ 3,125.77
4438	31-Jan-18	eTransfer to Josh for AAA Membership	ADVERTISING	\$ (561.75)		\$ 2,564.02
	31-Jan-18	eTransfer Fee	FEE	\$ (1.50)		\$ 2,562.52
	31-Jan-18	eTransfer Fee	FEE	\$ (1.50)		\$ 2,561.02
	01-Feb-18	Service Fee	FEE	\$ (3.36)		\$ 2,557.66
	09-Feb-18	Eventbrite Transfer for Commissioning Lighting & Control Systems Seminar (Feb 3, 2018)	TRAINING		\$ 1,500.00	\$ 4,057.66
	13-Feb-18	Eventbrite Transfer for Jubilee Lighting Tour (Feb 7, 2018)	EVENT		\$ 1,445.00	\$ 5,502.66
	21-Feb-18	eTransfer to Katy for Commissioning Lighting & Control Systems Catering	TRAINING	\$ (358.64)		\$ 5,144.02
	21-Feb-18	eTransfer Fee	FEE	\$ (1.50)		\$ 5,142.52
	01-Mar-18	Service Fee	FEE	\$ (2.24)		\$ 5,140.28
8592	03-Mar-18	eTransfer to Katy for Jubilee Lighting Tour Catering (Feb 7, 2018)	EVENT	\$ (593.62)		\$ 4,546.66
3641	03-Mar-18	eTransfer to Brent for Jubilee Lighting Tour Event Cost (Feb 7, 2018)	EVENT	\$ (757.75)		\$ 3,788.91
410	03-Mar-18	Cheque from Calgary Section for their half of 2017 & 2018 AAA Registration	ADVERTISING	\$ 561.75		\$ 4,350.66
	03-Mar-18	IESNA Annual Membership Reimbursement	REBATE		\$ 446.20	\$ 4,796.86

	05-Mar-18	eTransfer Fee	FEE	\$ (1.50)		\$ 4,795.36
	05-Mar-18	eTransfer Fee	FEE	\$ (1.50)		\$ 4,793.86
2173	01-Apr-18	eTransfer to Colin for Squarespace Renewal (Website)	ADVERTISING	\$ (25.51)		\$ 4,768.35
	02-Apr-18	eTransfer Fee	FEE	\$ (1.50)		\$ 4,766.85
	02-Apr-18	Service Fee	FEE	\$ (3.36)		\$ 4,763.49
	02-Apr-18	Items on Deposit Fee	FEE	\$ (0.22)		\$ 4,763.27
	25-Apr-18	Eventbrite Transfer for Architectural Lighting Design Seminar (April 19)	EVENT		\$ 2,600.00	\$ 7,363.27
	01-May-18	Service Fee	FEE	\$ (1.12)		\$ 7,362.15
7249	09-May-18	eTransfer to Katy for Architectural Lighting Design Seminar - Royal Glenora (April 19)	EVENT	\$ (1,526.71)		\$ 5,835.44
	09-May-18	eTransfer Fee	FEE	\$ (1.50)		\$ 5,833.94
362	09-May-18	Cheque to Calgary section for Architectural Lighting Design Seminar (Chip Israel) (April 19)	EVENT	\$ (1,178.75)		\$ 4,655.19