

MEMORANDUM

TO: Engineers Canada Board
Constituent Association Presidents and Chief Executive Officers
President, Canadian Federation of Engineering Students

FROM: Kim Allen, FEC, P.Eng.
Chief Executive Officer

DATE: January 6, 2015

RE: **Engineers Canada Board and Committee Meetings
February 22-25, 2015 – Château Laurier, Ottawa, Ontario**

Please refer to the Board [microsite](#) for the registration form and additional information.

**Please submit your registration form by February 4, 2015 and
make your hotel reservation by January 28, 2015.**

Sunday, February 22, 2015 (08:30 – 16:30 [*breakfast served at 07:30*])

Advanced Policy Governance Training will be offered to Board members, volunteers, and staff from constituent associations and Engineers Canada. This session will provide an in-depth look at policy governance with particular attention to monitoring and future-focused board agendas.

Monday, February 23 (08:30 – 11:30 [*breakfast served at 07:30*])

An Open Forum session will be held to provide Board members, volunteers and constituent association staff with an opportunity to discuss items of interest to the engineering profession.

Monday, February 23 (13:00 – 17:00): Board meeting (first segment).

Tuesday, February 24 (08:30 – 12:00): Board meeting (second segment).

Tuesday, February 24 (13:00 – 16:30)

Chief Executive Officers Group meeting (first segment).

Presidents Group meeting.

Committee meetings: Government Relations and Public Affairs, and Awards.

Wednesday, February 25 (08:30 – 16:30 [*breakfast served at 07:30*])

Chief Executive Officers Group meeting (second segment).

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Travel and Expenses

Please refer to GP-10 Board, Committee and Other Volunteer Expenses found on the microsite. Registration for Board members is complimentary. If you are not a Board member, we will invoice your constituent association.

Engineers Canada has appointed Air Canada as the official airline for the February Board and committee meetings. To book a flight, access aircanada.com and enter the promotion code C93XCAY1 before clicking Search. You will still accumulate Aeroplan miles if you are a member. More info on discounted fares is available [here](#).

Accommodation

A block of rooms have been set aside at the Château Laurier at a rate of \$215/night for single or double occupancy (traditional room). Delegates are responsible for making their own reservations by **January 28, 2015**. Book into the block via this link (<https://resweb.passkey.com/go/ecboardmeeting>) or by contacting the hotel at 1-866-540-4410 and quoting code ENGI0215 (last letter is a capital "i").

Meeting Materials

Preliminary programs, meetings/events times, and agendas, are found on the microsite; these will be updated as they are finalized. Requests for the addition of other items to the agenda may be forwarded to Nicole Martel by **January 13, 2015** by using the Request for Inclusion form found on the microsite.

The Board meeting agenda and accompanying materials will be posted to the microsite no later than **February 9, 2015**.

<u>Timeline</u>	Requests for addition of other items to the agenda	January 13, 2015
	Hotel Registration	January 28, 2015
	Submission of Registration Form	February 4, 2015
	Posting of Board Agenda Book	February 9, 2015

Dress Code

Open Forum and Board Meeting Business Attire	Women – business suit or skirt/dress pants and jacket. Men – business suit or sports jacket and dress pants. Tie required.
All other meetings Business Casual Attire	Women – skirt, dress or dress pants. No jeans. Men – polo shirt or collared shirt. No jeans. Tie not required.

Looking forward to seeing you in Ottawa!

Questions? Please contact Nicole Martel, Senior Executive Assistant to the Chief Executive Officer
Nicole.Martel@engineerscanada.ca (613) 232-2474 ext. 233