

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	January 31, 2018	<b>Agenda Item Number (For office use only)</b>	1
<b>Topic</b>	Approval of Agenda		
<b>Requested By (ACET member)</b>	C. Jensen, President	<b>Time Allotted</b>	10 min
<b>ACET Action Requested</b>	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
<b>Staff Presenting (name and title)</b>	C. Jensen, President		
<b>Attachments (as read-ahead material)</b>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Information to be posted	Verbal discussion only.	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) review and revise the agenda as discussed.		
<b>ACET Decision</b>	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input checked="" type="checkbox"/> Approved <b>as amended</b> (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Deferred to _____ (Date) <input checked="" type="checkbox"/> Report Back By <u>CTC as available (as per below)</u> (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Amended Recommendation (completed during ACET meeting)</b>	Additions to the agenda included: <ul style="list-style-type: none"> <li>• Client Relationship Management (CRM): D. Wotherspoon advised the Executive Team that the next step of evaluating the College's CRM objectives is to establish the business case and resource requirements for a future enterprise-level agreement. The College Technology Committee (CTC) will be asked to present a recommendation as available.</li> <li>• Cannabis: C. Brulé reported that the Audit and Risk Committee requires an assessment prior to embarking on any research or programming developed in the area of cannabis.</li> <li>• Mission Statement status: The Executive Team provided a measured report back on employee's ability to recite the mission statement. The final tally will be provided directly to the President via email by February 2<sup>nd</sup> as applicable.</li> </ul>		

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<b>Date of Meeting</b>	January 31, 2018	<b>Agenda Item Number (For office use only)</b>	2
<b>Topic</b>	Consent Agenda Items		
<b>Requested By (ACET member)</b>	Various ACET members	<b>Time Allotted</b>	10 min
<b>ACET Action Requested</b>	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
<b>Staff Presenting (name and title)</b>	Various ACET members		
<b>Attachments (as read-ahead material)</b>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Information to be posted	2.1 DRAFT January 24, 2018 ACET Minutes (M. Wilson) 2.2 College Response to Ombudsman's Report (L. Stanbra, C. Brulé) 3.6 President's Star Award Nomination – E. Green (C. Frederick) 3.7 President's Star Award Nomination – J. Parker (C. Frederick) 3.8 President's Star Award Nomination – J. Helfer	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) approve the Consent Agenda items.		
<b>ACET Decision</b>	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input checked="" type="checkbox"/> Approved <b>as amended</b> (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Deferred to _____ (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Amended Recommendation (completed during ACET meeting)</b>	All consent agenda items were approved as submitted, along with items 3.6 to 3.8 that were moved from information items.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	January 24, 2018	<b>Agenda Item Number (For office use only)</b>	3
<b>Topic</b>	Information Only Agenda Items		
<b>Requested By (ACET member)</b>	Not applicable	<b>Time Allotted</b>	10 min
<b>ACET Action Requested</b>	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
<b>Staff Presenting (name and title)</b>	Not applicable		
<b>Attachments (as read-ahead material)</b>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	3.1 Bill 148 Risk Assessment Update (D. McNair) 3.2 Student One Stop Space (L. Stanbra, D. McNair) 3.3 Enrolment Update (K. Pearson, M. Leduc) 3.4 50 <sup>th</sup> Anniversary Update (S. Anderson) 3.5 Key Message Opportunity Calendar (S. Anderson) <del>3.6 President's Star Award Nomination — E. Green — (C. Frederick)</del> <del>3.7 President's Star Award Nomination — J. Parker — (C. Frederick)</del> <del>3.8 President's Star Award Nomination — J. Helfer (C. Frederick) (rescheduled from Jan 24)</del> 3.9 Initiatives & Opportunities December Report (C. Frederick) 3.10 Complement & Vacancies December Report (C. Frederick) 3.11 Update on the Development of AC's Innovation Centre and Entrepreneurship Plan (D. Wotherspoon) 3.12 Update Third Quarter 2017-18 Business Plan (D. Wotherspoon)	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) receive the information items as submitted.		
<b>ACET Decision</b>	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input checked="" type="checkbox"/> Approved <b>as amended</b> (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Deferred _____ (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Amended Recommendation (completed during ACET meeting)</b>	All information items were approved as submitted, with exception to item 3.11 that was removed from the agenda, to be reported at future meeting, and items 3.6 to 3.8 that were moved to consent agenda items.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	January 31, 2018	<b>Agenda Item Number (For office use only)</b>	4
<b>Topic</b>	Business Arising		
<b>Requested By (ACET member)</b>		<b>Time Allotted</b>	10 min
<b>ACET Action Requested</b>	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
<b>Staff Presenting (name and title)</b>			
<b>Attachments (as read-ahead material)</b>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Information to be posted		
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<p><b>THAT</b> the Algonquin College Executive Team (ACET) bring forward previous agenda items for further review and/or discussion.</p>		
<b>ACET Decision</b>	<input checked="" type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved <b>as amended</b> (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Deferred to _____ (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Amended Recommendation (completed during ACET meeting)</b>	<p>Business Arising items from the last meeting were brought forward as information items as appropriate.</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	January 31, 2018	<b>Agenda Item Number (For office use only)</b>	5
<b>Topic</b>	3.1 Innovation Centre Update		
<b>Requested By (ACET member)</b>	D. McNair, V.P. Finance and Administration	<b>Time Allotted</b>	10 min
<b>ACET Action Requested</b>	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
<b>Staff Presenting (name and title)</b>	D. McNair, V.P. Finance and Administration S. Anderson, E.D. Communications, Marketing and Ext. Relations		
<b>Attachments (as read-ahead material)</b>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Information to be posted	05.1 ACET Transmittal 2018-01-31 Innovation Centre Update TSchonewille	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<p><b>THAT</b> the Algonquin College Executive Team (ACET) receive a general update on the status of the Innovation Centre (also IELCIIE) project.</p>		
<b>ACET Decision</b>	<input checked="" type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved <b>as amended</b> (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Deferred to _____ (Date) <input checked="" type="checkbox"/> Report Back By <u>L. Stanbra</u> (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Amended Recommendation (completed during ACET meeting)</b>	T. Schonewille provided the Executive Team with an update on the current status and upcoming activities of the Innovation Centre project. Feedback and comments were provided for consideration. L. Stanbra will follow up with S. Styles to seek additional information regarding the construction noise in the Test Centre.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	January 31, 2018	<b>Agenda Item Number (For office use only)</b>	6
<b>Topic</b>	Net Tuition Project – Investment Case		
<b>Requested By (ACET member)</b>	D. McNair, Vice President, Finance and Administration L. Stanbra, Vice President, Student Services	<b>Time Allotted</b>	15 min
<b>ACET Action Requested</b>	<input type="checkbox"/> Approval (Discussion) <input checked="" type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
<b>Staff Presenting (name and title)</b>	K. Pearson, Registrar P. Gardner, Senior Finance Manager – Special Projects		
<b>Attachments (as read-ahead material)</b>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline (within transmittal) <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Investment Case Board of Governors Transmittal	06.0 ACET Transmittal - 31 January 2018 Net Tuition Invest Case 06.1 BoG Transmittal for Feb 2018Net Tuition Investment Case 06.2 Investment Case DRAFT - Net Tuition.v18	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) approve the Net Tuition Investment Case as a consent agenda item for the Board of Governors.		
<b>ACET Decision</b>	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input checked="" type="checkbox"/> Approved <b>as amended</b> (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Deferred to _____ (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input checked="" type="checkbox"/> Other (Specify) <u>K. Pearson to provide an update to ACLT about competitive advantage (as per below).</u>		
<b>Amended Recommendation (completed during ACET meeting)</b>	The Net Tuition Project – Investment Case was approved as amended as a consent agenda item for the February 26, 2018 Board of Governors meeting. The Executive Team agreed that K. Pearson should lead a spring project update to ACLT about competitive advantage.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 31, 2018	Agenda Item Number (For office use only)	7
Topic	Learning Management System – Investment Case		
Requested By (ACET member)	C. Brulé, SVP Academic D. Wotherspoon, VP, Innovation & Strategy, International and Strategic Planning	Time Allotted	15 min
ACET Action Requested	<input type="checkbox"/> Approval (Discussion) <input checked="" type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting <i>(name and title)</i>	P. Devey, Dean, Centre for Continuing and Online Learning M. Cusson, Dean, Academic Development P. Gardner, Senior Finance Manager – Special Projects		
Attachments <i>(as read-ahead material)</i>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Investment Case	07.0 ACET Transmittal LMS-Investment Case.v4 07.1 DRAFT Investment Case - LMS.v17 07.2 BOG Transmittal - Learning Management System.v5	
Recommendation <i>(please provide ACET your recommendation requiring approval)</i>	<p><b>THAT</b> the Algonquin College Executive Team (ACET) review and accept the Investment Case as a consent agenda item for the Board of Governors.</p>		
ACET Decision	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input checked="" type="checkbox"/> Approved <b>as amended</b> (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Deferred to _____ (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input checked="" type="checkbox"/> Other (Specify) _____ <u>M. Cusson and P. Devey will present further recommendation to ACET.</u>		
Amended Recommendation <i>(completed during ACET meeting)</i>	<p>The Learning Management System – Investment Case was approved as a consent agenda item at the February 26, 2018 meeting of the Board of Governors. Amendments will be incorporated as discussed. Following discussion, it was agreed that the revised recommendation would be <b>presented to the Executive Team</b>.</p> <p>The RFP analysis was presented and the Executive Team approved the recommendation based upon the RFP parameters and data.</p>		

## ALGONQUIN COLLEGE EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 31, 2018	Agenda Item Number (For office use only)	8
Topic	2017-18 Convocation Honorary Degree/Diploma Recommendations (Revised)		
Requested By (ACET member)	C. Brulé, SVP Academic	Time Allotted	15 min
ACET Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting <i>(name and title)</i>	M. Cusson - Dean, Academic Development		
Attachments <i>(as read-ahead material)</i>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Information to be posted	08.0 17-18 Convocation Honorary Degree Diploma Recommendations - ACET 01.31.18 08.1 Honorary Degree and Diploma Nomination Summary - ACET 01.31.18	
Recommendation <i>(please provide PC your recommendation requiring approval)</i>	<p><b>THAT</b> the Algonquin College Executive Team (ACET) consider the Selection Committee’s revised recommendations for Honorary Degree and Diploma recipients, as well as the Fellowship Award recipient, and note that annually the College may award up to 7 Honorary Degrees, 4 Honorary Diplomas and one Fellowship Award.</p>		
ACET Decision	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input checked="" type="checkbox"/> Approved <b>as amended</b> (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Deferred to _____ (Date) <input checked="" type="checkbox"/> Report Back By <u>President Jensen</u> (PC Responsible) <input checked="" type="checkbox"/> Other (Specify) <u>The Executive Team to review revised recommendations within the next few weeks, and Fellowship Awards in the near future.</u>		
Amended Recommendation <i>(completed during ACET meeting)</i>	<p>The Executive Team modified and provided suggestions for some recommendations for Honorary Degree and Diploma recipients for the 2018 Spring Convocation Ceremonies. M. Cusson will follow on the status of a past recommendation for a proposed recipient of the Fellowship award. The Executive Team will consider additional potential recipients for the Fellowship Award for further discussion at a later date (date TBC).</p>		



## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	January 31, 2018	<b>Agenda Item Number</b> (For office use only)	9
<b>Topic</b>	2018-19 Business Plan BOG Presentation		
<b>Requested By (ACET member)</b>	D. Wotherspoon, VP, International and Strategic Planning	<b>Time Allotted</b>	10 min
<b>ACET Action Requested</b>	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
<b>Staff Presenting</b> <i>(name and title)</i>	D. Wotherspoon, Vice President Innovation and Strategy		
<b>Attachments</b> <i>(as read-ahead material)</i>	<input checked="" type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Information to be posted	09.0 BOG Agenda Feb. 26 2018 - Annual Work Plan DRAFT v7 09.1.0 ACET Transmittal 180131 BOG Business Plan Presentation 09.1.1 2018-19 AC Business Plan v13i with FEEDBACK 180131 - AREA 3 Updates 09.1.1 2018-19 AC Business Plan v13i with FEEDBACK 180131 - AREA 3 Updates+AREA 1 updates180202 09.1.1 2018-19 AC Business Plan v13i with FEEDBACK 180131 09.1.2 Presentation 180226 2018-19 BOG Business Plan and Annual Budget 09.1.3 BOG Transmittal 180226 2018-2019 Business Plan and Budget 09.2.0 ACET Transmittal Third Quarter 2017-2018 Financial Projection +++	
<b>Recommendation</b> <i>(please provide ACET your recommendation requiring approval)</i>	<b>THAT</b> the Algonquin College Executive Team (ACET) review and approve the 2018-19 Business Plan Board of Governors PowerPoint presentation.		
<b>ACET Decision</b>	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input checked="" type="checkbox"/> Approved <b>as amended</b> (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Deferred to _____ (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Amended Recommendation</b> <i>(completed during ACET meeting)</i>	<p>D. Wotherspoon reviewed and confirmed the proposed 2018-2019 PowerPoint presentation to the Board of Governors, and the role each Executive Team member will provide as part of the presentation. The presentation was approved with a minor amendment. G. Perry provided an overview of the “Third Quarter 2017-2018 Financial Projection” material that will be presented at the February 26, 2018 Board of Governors meeting. Suggestions and feedback were provided for consideration. Revisions will be incorporated as appropriate following additional consultation.</p> <p>The Student One Stop Space – Budget was approved as amended as a consent agenda item for the February 26, 2018 Board of Governors meeting. L. Stanbra will amend the transmittal as discussed.</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	January 31, 2018	<b>Agenda Item Number (For office use only)</b>	10
<b>Topic</b>	Workday Update: January 24 - 31, 2018		
<b>Requested By (ACET member)</b>	D. Wotherspoon, VP Innovation and Strategy	<b>Time Allotted</b>	
<b>ACET Action Requested</b>	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
<b>Staff Presenting (name and title)</b>	L. Pollock, Chief Digital Officer and A. Fobert, Senior Transformation Manager		
<b>Attachments (as read-ahead material)</b>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Information to be posted	10.0 Draft_ACET Transmittal_Workday Update_2018-01-31 10.1 BOG Transmittal 180226 Workday Update v1	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<p><b>THAT</b> the Algonquin College Executive Team (ACET) receive an update on the status of the Workday (Enterprise Resource Planning) implementation.</p>		
<b>ACET Decision</b>	<input checked="" type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input checked="" type="checkbox"/> Approved <b>as amended</b> (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Deferred to _____ (Date) <input checked="" type="checkbox"/> Report Back By <u>D. Wotherspoon</u> (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Amended Recommendation (completed during ACET meeting)</b>	<p>L. Pollock and A. Fobert provided an update on milestone development related to the Workday implementation since the last Executive Team meeting. Given the progress of the project, further analysis and follow up is required with IBM. D. Wotherspoon is scheduled for a conference call with IBM on February 1<sup>st</sup>. Amendments to the Board presentation will be incorporated as discussed and with D. Wotherspoon's further analysis.</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 31, 2018	Agenda Item Number (For office use only)	11
Topic	CiCan Leadership Development Training		
Requested By (ACET member)	S. Tait for C. Frederick, Vice President, Human Resources	Time Allotted	15 min
ACET Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting <i>(name and title)</i>	C. Frederick, Vice President, Human Resources		
Attachments <i>(as read-ahead material)</i>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Information to be posted	12.1 2018 January 31 CiCan Leadership Development for ACET approval 12.2 2018 January 31 CiCan Conference held from April 29 to May 1, 2018	
Recommendation <i>(please provide ACET your recommendation requiring approval)</i>	<p><b>THAT</b> the Algonquin Executive Team (ACET) <i>select</i> the submissions for 2018 CICAN leadership institute programs as discussed at the December 6, 2017 ACET meeting.</p>		
ACET Decision	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved <b>as amended</b> (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input checked="" type="checkbox"/> Deferred to <u>February 7, 2018</u> (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input checked="" type="checkbox"/> Other (Specify) <u>ACET members are to submit their 2018 CiCan Leadership nominees directly to C. Frederick. They are also to poll their area to see who would be presenting at the conference with ACET coordinating Algonquin's participation.</u>		
Amended Recommendation <i>(completed during ACET meeting)</i>	<p>The Executive Team discussed the process of submitting candidates for this professional development opportunity. It was decided that a refined list will be presented next week for endorsement. The Executive Team will submit their names directly to C. Frederick. It was acknowledged that each Area would be required to pay for their own expense.</p> <p>The Executive Team will poll their area to see who would be presenting at the 2018 CiCan Leadership Conference being held from April 29 to May 1, 2018 in Victoria, BC 'Na'tsa'maht' and report back at the February 7 meeting.</p>		