**Detail Meeting Minutes**

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| **Attendees:**Jay CowanDarryl WastesicootDr. Shirley Thompson Rezwanul Hoque Trea StormHunterQinhan Zou | **U of M Logo** 70A Dysart Road**Mino Bimaadizawin Partnership**220 Sinnott Bldg. Winnipeg MB. R3T 2M6 Tel: (204) 474-9667 Fax: (204) 261-0038  |
| **Boreal Home Building Meeting MinutesFriday , August 23, 20192:00-4.00 pm** |
| **Item/ Agenda** | **Updates** | **Action Items** |
| **1. Status of the project in both communities** | - Garden Hill will build two houses (a D-log and a stick-built house). The footing is done for one home, foundation in progress and flooring will start on Monday. -Wasagamack will build one house (a stick build house) and will renovate the United church. Structure of the united church is in excellent condition. Students have levelled the ground of the church. Some materials of the church have been missing (probably used in different structures). -Both of the communities do not have sufficient computer/ better internet connection available for students. Darryl suggests printed copy of the materials for the students; so that at least they can see and write on it.   | - Darryl will go to Garden Hill on Monday morning. Babajide supposed to meet him at the Garden Hill airport.  -Ernie is quite supportive of the project. With the help of Babajide, things are going according to the plan in WAS. - For the new building, the students (both GH and WAS) will be doing a scaled model competition for the houses. There will be having three teams from each community. We will pick the best from the two communities with a prize. The scope is yet to be finalized, but in that way, students will get the chance to work as a team.  - Darryl will use the logs that have been cut for the project to make 1 foot to 1-inch lumber to develop a scale model of walls, ceiling etc. with students. The students will build the scale model buildings using these small sticks. |
| **2. Curriculum Resources for Darryl** |  -Shirley mentioned IKEA workbook, where people can design their own kitchen/rooms. She also presented some education materials to everyone (books and wood and carpentry course materials developed by Assiniboine Community College).  -Jay stated ATI is going to get the next cheque from ISC in 10 days; meaning ISC accepted our revised proposal.  - House designs are in place that we can share. But the significant output of this program should be the college program. Without a curriculum, we cannot pass that on.  -Laurel has to develop the curriculum based on her standing tree to standing home program that meets the standard of the private institutional model. There should have some references in the exercises so that students/Darryl can find the answers. -Math is an issue for the students (measuring perimeter, volume). Students have a hard time understanding the grade 4-5 level’s math while Ernie is teaching grade 10’s maths to the students in GH.    - There is an excel sheet where all updates are noted based on students’ participation and attendance. -But that raises another issue- how does ATI certify this project? | -Shirley will order 40-45 copies for the students as she found drawing engages peoples (from the previous designing workshop). - Everyone agreed to develop study modules from these materials. Jay suggested considering the copyright issue.  -Jay focused on more accountability and reporting from Laurel to ATI.  -Darryl will be part of the curriculum development committee. He suggested theory and the application is an excellent way to teach students (ex- teach the theory of footing and then go out with students to do it practically).  - Darryl thinks teaching grade 10-math to the students is not practical considering the situation. We need a curriculum consistent with the projects –Jay added. -Sit with laurel and develop a process for curriculum development- goals, requirements and dates. -Need to discuss with the First Nations. Laurel and/or her instructors will give the certificates to the students (some of them are already given such as- safety, first aid). |
| **3. Roles and responsibilities for-** **a. Darryl****b. Students coordinator/community coordinator****c. Shirley’s students** | - Jay and Darryl developed a Job overview of the community coordinator. Darryl’s job overview is in process.   -Darryl will register himself in train the trainer course under ATI so that he gets the post-secondary funding from Shirley.    - Babajide is doing a tremendous job in the community. But he is starting school this fall; meaning he will not be able to stay in the community. But he can go there every second week. Rezwanul can also go to GH for a few weeks to help Darryl in the project.  | -Having a proper job description in place, who is responsible for what- will make the project easy to manage. It will also eliminate the duplication. - Darryl will provide filled PIF and DD form with bank information (void cheque) to Rezwanul to start the funding. The funding is to compensate Darryl for the cost of travelling. -Shirley is going to talk to the Director to get an exception for Babajide so that he can work in his research/this project before finishing the required courses.  |
| **4. Other Issues****a. Work for employment Students****b. Accommodations****c. Visit to the communities** | - Since Lakisha (GH) and Roxanne (WAS) is returning to school this September, there is a scope to hire new students/persons in their position (35 hours/week at minimum wage). The recruits will help Darryl in the project. -The project is paying $500 a month for the teacherage in GH ($250 from us and $250 from employment and training). So, we have a place to live in GH. But we need to let them know (Kathy Monias) who is staying there in a given time due to the security reason. - The carpenters currently occupy all the teacherages in WAS. But the Band office’s apartment is available for us to use. -Shirley is planning to visit and meet with WAS’s chief and council on Tuesday returning on Wednesday with her students. She will also try to visit GH.  | - Need to hire new trainees after consultation with Band/Employment and training. Shane McDougall can be an excellent person to hire in WAS- added Shirley. - Rezwanul will talk to Miranda about the WOP on Monday. -Jay and Nedra will be the contact person for us. They will inform the community.    -Ernie got approval from the chief and council.    -Rezwanul will book the flight on Monday. |
| **5. Next meeting** | -Jay proposed a daylong meeting on coming Friday (August 30) at ATI (275 Portage Ave, 11th floor) with all the partners.  | - Jay will talk to the communities and will confirm us.- He also suggested telling Laurel not to go to the community until we have the meeting. |
| **6.0 Adjourn** |  |  |
| **Action Plan** |

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| **Focus/Agenda** | **Action points** | **Responsible** | **Timeline** |
| 1.The status of the project in each First Nation |  1. A D-log and a Stick Build house in Garden Hill- footing is done, foundation is in progress and flooring will start on Monday (for one house). 2. A stick builds house and renovation of the united church in Wasagamack.3. Students from both communities got their safety training. Those who missed are enrolled in online safety training. 4. Design competition- 3 teams from each community | BHB, Employment & Training, ATI & Darryl | Going Forward |
| 2. Curriculum resources for Darryl | 1. Order IKEA work book2. Curriculum development based on standing tree to standing home model3. Exercise development with references form Assiniboine Community College’s wood and carpentry program4. Certifying the project  | Laurel, ATI, Darryl, Trea, Rezwanul | Going Forward |
| 3. Roles and responsibilities for-a. Darrylb. Students coordinator/community coordinatorc. Shirley’s students  | 1. Job overview of the community coordinator (developed)2. Darryl’s job overviews (in progress)3. Babjide’s role once the school is started4. Train the trainer course for Darryl | Shirley, ATI, Employment and training, Rezwanul  | Going Forward |
| 4. 4. Other Issues-a. Work for employment studentsb. Accommodationsc. Visit to the communities | 1. Hiring new WOP students/trainees2. Teacherage available at GH3. Band office’s apartment available at WAS4. Meeting with chief on Tuesday (WAS) | Shirley, ATI, Miranda, Babajide, Kathy Monias, Ernie | Going Forward |
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| 5. Next meeting  | Friday, August 30, 2019 from 10 am to 4 pmLocation : 275 Portage Ave (ATI’s office) | Jay & all the partners | Need to confirm with the partners. |

**Comments from Partners:**

**Jay:**

Just a couple of suggested minor additions for further clarification.

We are working on roles and responsibilities overview for all the Project Partners and key personnel along with the work we have done on Darryl's and the Garden Hill First Nation's Community Coordinator. This will be an iterative process done in collaboration with each Partner. The overview ATI developed for the Community Coordinator is loosely based on an earlier Job Description that Laurel prepared previously for both communities. We have made some material changes to it that need to be reviewed with Miranda and Steve.

We also discussed the need to clarify the ongoing roles of different University students coming to the community and try to have someone in each community as much as possible to assist Darryl with teaching and some project management activities.

Darryl and I spoke to Garden Hill and Wasagmack representatives on the weekend, and we may need to correct some of the status reports on the buildings based on some new information. I am meeting with Darryl this morning (he is taking the later flight to Garden Hill), and we will check the most recent status of the buildings.

Kathy Monias is spelled Cathy Monias.

**Darryl**

He also suggested that upon further reflection, the structure of the United Church is "repairable" rather than excellent as it was described at the meeting.

Students have levelled the "floor" rather than the "ground" of the Church.

Darryl will probably register in a course delivered by a post-secondary institute other than ATI.

The wording on the Safety Training in the Action Points probably should be "Most students"