

FORT ST. JOHN HOSPITAL FOUNDATION

January 6, 1998

Barrie Arnot
Insign Archetectural Signage
8940 Douglas Street
Richmond, B.C. V6X 1V3

Fax: 604-273-6366

Dear Mr. Arnot,

The Fort St. John Hospital Foundation has determined that they will establish a Recognition Wall in the Fort St. John Hospital and Health Centre to recognize contributions to the Hospital.

Based on the examples of your past work and your location being in British Columbia, we have decided to retain In-Sign/Brook Recognition Systems to construct and install the wall. We are discussing the preliminary artistic design with an artist from the North who currently lives in Winlaw, B.C. We hope he might help us capture a natural, northern aspect for the artistic design. We realize he must also work closely with you if he chooses to join us.

We need to know how we should proceed. Please instruct us of the procedures. We hope to be able to unveil the wall in May.

The facts are:

The wall is in the lobby of the Fort St. John Hospital. Size: 18 feet long by 10 feet high. On both sides are hallways. The ceiling is white painted, slatted wood. We can take pictures for you.

Current colours in the lobby are hunter green with dark mauve reception desk and patterned reception chairs.

We are looking for these qualities:

Natural, warm, light wood, brass or gold highlights.

The design must be clean and classic/not trendy and out of date soon

Creative lighting could be used to portray energy and movement, maybe by back lighting?

The simpler the better.

We favour the Ducks Unlimited example you sent us. This idea with special lighting and different symbols other than ducks is suitable.

We do not want:

Any one industry portrayed or all the industries portrayed in men/trees/pipelines unless a symbol/symbols of energy/natural resources/industries can be created.

Structure:

The wall must be designed to be expandable when the need requires in a number of years.

The wall must be installed in such a way that it can be moved and reinstalled elsewhere since the Hospital anticipates a major Renovation Program in the next few years.

Can some electronic device be included to allow patrons to select and locate donors who have contributed under \$500? This could also include current programs and Foundation history and other pertinent information. The cost may be prohibitive. I have seen this covered in some kind of book as part of the installation but books can not be easily updated and do become tattered with frequent use.

Categories of Recognition:

The recognition begins at \$500 category and includes \$1000, \$5000, \$25,000 plus. This could be changed before the design is complete if reasons are compelling enough. We want the names to be removable so that a donor's name can be moved up if more funds are accumulated over a number of years.

We would like to begin as soon as possible. Please contact Sue Popesku at 1-250-262-5299, Foundation Office or e-mail spopesku@awinc.com. The mailing address is on the previous page.

Sue Popesku will be in Richmond on January 28-31. She could meet with you at that time with information you could request in advance. This may help to ease the budget in the planning stages.

We look forward to working with you.

Sincerely,

Ken Rimbey
Chairman

KR/sp

February 25, 1998

A. Neuner
Fort St. John Hospital and Health Centre
Fort St. John, B.C.

Dear Mr. Neuner,

Enclosed is the preliminary sketch and information about the Recognition Wall. We would like to know if this meets with your approval before we proceed to contract In-Sign/Brooks to complete further drawings and construct the wall. At this point we have spent no money on the wall and can not proceed any further with In-Sign without entering into an agreement with them.

At the Hospital Foundation Board meeting last night, the Committee for the establishment of the Recognition Wall presented the drawings to the Board of Directors who voted to proceed with the project. We plan to have the wall installed by late May during a ceremony that we may wish to plan together.

Please let us know as soon as possible. Thank you for your time and for the space to provide a Recognition Wall for donors to the Fort St. John Hospital and Health Centre. We look forward to working with you on presenting the Recognition Wall to the community.

Sincerely,

Sue Popesku
Resource Development Officer

**Recognition Wall Information:
For A. Neuner**

February 25, 1998

Purpose: To increase public awareness and encourage more financial gifts to the Fort St. John Hospital and Health Centre.
To acknowledge financial gifts of \$500 or more to the Fort St. John Hospital and Health Centre through the Hospital Foundation.
To encourage annual giving to the Hospital by acknowledging accumulative donations.

Preparation: The Board of Directors of the Foundation have studied the benefits of Recognition Walls in other hospitals. Beginning in 1996, through a long process, of research, consultation, and a board workshop, the Foundation has determined the purpose of establishing the wall, the levels of recognition, and the anticipated results of producing the wall.

Five appropriate companies across Canada were consulted and In-Sign was chosen to draw up a concept design. The wall location was chosen. Estimates were requested on moving the enunciating panel.

No funds have been spent on the preparation or establishment of the Recognition Wall to this point.

Location: The green wood-slatted wall in the Admitting Area was chosen of the two choices given to the Foundation by Mr. Neuner. The wall has high visibility and the Wall will add an attractive focal point for waiting patients. Since the enunciating panel would be between \$3,000-\$4,000 to relocate, the Foundation decided not to move the panel but to minimize the visual impact of the panel by:

1. incorporating a clock into the Recognition Wall design to draw the eye away from the panel and toward the Recognition Wall.
2. frame the panel to shade unwanted light from the panel
3. redesign the 4 lights in the ceiling to 3 more appropriate lights focused on the Recognition Wall only.

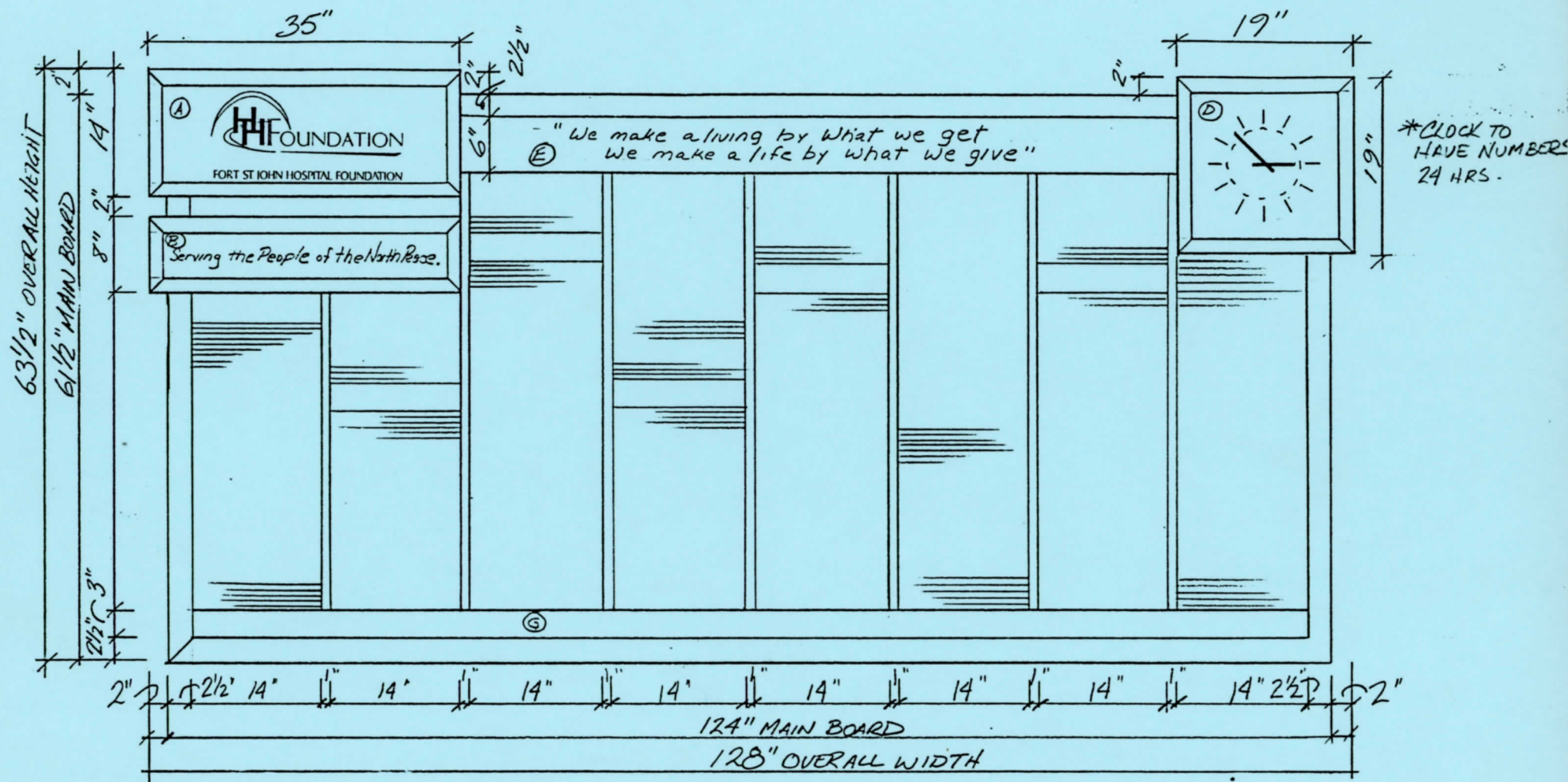
Flexibility/Capacity: The Wall is being designed to be removable if another location is more suitable in the future. The Wall is also expandable by adding additional columns to the right side in the future. The initial number of names will be approximately 40 names of present donors with space for about 350 names when the Wall is installed.

Design: The Wall will use the entire space from the top of the chairs to the ceiling and from the corner to the enunciating panel. The materials will be quality materials of medium light oak or marble-looking laminate. The slats for names and backing of the clock and logo name will be of brushed metalbrite. Numerous examples shown to the Foundation have given the effect of being clean and classic, and of high quality. The logo of the Hospital Foundation will stand out from the wall. All panels A,B,C, are clipped on and can be spaced and re-spaced accordingly.

Panel A has the Foundation logo; Panel B has a statement combining an idea of "Timely" or "Timeless" with "Giving" or "Donating"; Panel C has a short statement such as "Serving the People of the North Peace".

Name slats and Level of Giving panels which are made of metalbrite are removable for more names to be added and for spacing to be adjusted accordingly.

Example: Attached is an example of the quality of work that the In-Sign company has produced to give you an idea of the finished product.



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