

CPD Participation:

3 PDH



## MAY 2005 BRANCH EXECUTIVE MEETING Fort McMurray Branch

Monday May 16, 2005  
Room 131, Father Patrick Mercredi High School  
Fort McMurray, Alberta

**Present:** Rattan Garcha, Paul Hagar, Mustafa Malik, Dylan Miles, Prakash Mullick, Jacob Oommachan, Samir Rashid, Vic Saari, Mike Sneath, Mitch Azmier, Wayne Kosik, Christine Hernani, Joseph Amalraj, John Huntley and Jason Kachur.

**Regrets:** Prabhakar Reddy

**Absent:** Andrew Rosser

(Minutes recorded by Jason Kachur)

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### MINUTES

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Meeting called to order by Branch Chair Vic Saari at 19:00 hours.

#### 1. Review Agenda

Prakash noted that the use of the term "chairman" is inconsistent with HO as presented in section 3 of the agenda. As such, all future references to that position are to use the term "Branch Chair".

Agenda was accepted with the addition of Item 4d – Choose Nominating Committee, and 4e – Induction of a new executive member.

Moved by Prakash to accept, seconded by Mike. Motion carried.

#### 2. Minutes of Meetings

From section 7, Mitch noted the need to enforce with HO the decision not to have any Canada Post mail-out's.

Moved by Prakash to accept, seconded by Rattan. Motion carried.

#### 3. Reports

Branch Chair -Deadline for business plan is June 30<sup>th</sup>. Comment was made that Paul has developed a template for the business plan.  
-It was clarified that the budget is until the end of December, 2006.  
-September 15<sup>th</sup> deadline for branch article in the PEGG.  
-Joint CIM student night with CIM is being held tomorrow night on Tuesday May 17, 2005.

-Vic wrote a letter of congratulations to CIM from our branch for winning the Mel Bartley award. Dylan then commented on the background of this award.

Treasurer -Mustafa commented that he was not in town for the past while and was unable to do a turn over with the past treasurer.

Outreach Coordinator

-we had 1 event last month – Science Olympics – with 6 APEGGA volunteers in attendance, 3 of which were from the branch executive. The venue had 2 formal events and displays.

-the recipient of the APEGGA teacher award was selected by Samir and Vic from 5 submitted nominations. This year's winner is Pam Garbin.

#### 4. Other Business

##### 4a) Branch Operating Manual

-Prakash presented the templates that he and Dylan created for branch activities. These included:

- Call for nominations.
- Letter to new inductees.
- Transfer of signing authority.
- Copy of the letterhead.
- Agenda template.
- Branch action log.
- Branch Budget.
- Branch events listing.

-Mike also presented a copy of the “creating a special event” document.

-It was decided to attach all above documents to the meeting minutes for distribution. During the next meeting, a motion will be made to accept them pending any requested changes.

-Prakash also volunteered to prepare a summary of all major branch decisions made during the past few years.

##### 4b) Handouts to New Executive Members

-Vic handed out copies of the Branch Manual and the Branch Bylaws to those requiring them.

##### 4c) Meeting Dates

-Dylan is on a shift schedule and, as such, the meeting schedule will have to be adjusted in order to accommodate his schedule.

-It was noted that Wednesday's are free for everyone.

-Next meeting date was chosen to be Wednesday June 22, 2005. This will be the last executive meeting until September. The remainder of the meeting dates will be chosen on the 22<sup>nd</sup>.

##### 4d) Choose Nominating Committee

-Jacob, as past branch chair, automatically becomes the chair of the nominating committee.

-Jason and John volunteered to support Jacob.

4e) Induction of a New Executive Member

-A motion was made by Prakash to accept Wayne Kosik as a Member at Large. John seconded this and the motion was carried. Welcome Wayne!

**5. Planning Session**

Great ideas as a result of brainstorming provided the branch with numerous activities to plan for and look forward to throughout the coming year. A deletion and a few additions from last year's activities included:

- the discontinuation of the branch newsletter
- the addition of a wine and cheese night
- the addition of a ski night
- the addition of a joint CIM BBQ
- the changing of the name of the MIT seminar to an APEGGA Info Night
- the addition of a trip to Ft. Chipewyan by an engineer

All planned activities were summarized in a 2005/2006 Planning Session spreadsheet.

**6. Around the Table**

John – Gave a branch welcome to our newest Member at Large, Wayne Kosik.

Christine – let the branch know that she will be assigned to Edmonton for the next 6 months. She will try her best to attend as many branch executive meetings as she can.

Prakash – made the comment that the APEGGA membership registration is open to the public. He further commented that APEGGA members are being contacted for recruitment purposes. Mitch then stated that the name and credentials of all APEGGA members must be available to the public. Prakash agreed to write something for Vic to take to HO. Prakash also presented a safety alert from Flint for drugs and alcohol, a humorous note entitled "All Kinds of Members" and he also brought along a copy of a set of meeting minutes from a branch meeting held in 1995.

Mitch – noted that vacant positions on committees at HO are posted in the May issue of the PEGG.

Dylan – gave kudos' to Vic for an excellent job chairing his first executive meeting.

Mike – stated that a focus group from HO is in town. As well, HO is doing a survey about our experiences in using offshore engineers.

Vic – Had questions about the budget for room rental and food. Mitch clarified that it is a built in line item in the budget.

**7. Next Meeting Date**

Wednesday, June 22, 2005. Father Patrick Mercredi High School, Room 131, starting at 19:30 hours.

**8. Adjournment**

Vic adjourned the meeting at 21:30 hours exactly, way to go Vic!



## Fort McMurray Branch Action Log

### May 16, 2005 Meeting

NO.	DESCRIPTION	ACTION REQUIRED	ACTION BY	STATUS/COMPLETION DATE
1.	Business Plan	To be submitted to Head Office	Vic	June 30, 2005
2.	Fort McMurray Branch Article for PEGG	To be submitted to Head Office		September 15, 2005
3.	Signing Authority at Bank	Turn over to be completed	Vic, Mustafa, Andrew	ASAP
4.	Major Branch Decisions Made over the past years	Summarize these decisions and present to executive	Prakash	No date set
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