



MEDICINE HAT BRANCH

2009 BUSINESS PLAN

Table of Contents

Executive Summary	1
APEGGA – Medicine Hat Branch 2009 Business Plan	2-8

Executive Summary

As the local voice for APEGGA in our region, the Medicine Hat Branch strives to carry out the goals and initiatives set by Head Office. In addition, the branch continues to provide value and relevancy to our local members through communications and networking while promoting the professions to the public. The branch has chosen to focus this year on increasing our student outreach programs following the success of last year. As well we will continue to strive on increasing the public awareness of APEGGA within the city. In order to achieve this goal, the branch executive has decided to continue to strive to increase our participation in student outreach activities through additional volunteer promotion and continue with more family oriented social activities.

The branch continues to be challenged with regard to continuing professional education. Due to the diverse technical background of our members, it is difficult to select a technical subject with a large enough attendance to recover the cost. The branch executive has taken the initiative to commence on planning a joint Professional Development Day(s) with the local branch of ASET as well as through a joint effort with the Lethbridge Branch.

Our local budget request and expenses have remained fairly constant for several years. To date, the branch philosophy has been to make all social events be self-sustaining, student outreach events fully (or mostly) subsidized and technical events to be partially subsidized to maintain member attendance.

Details of activities the branch executive has planned for our area are outlined in the following sections of the Business Plan. As always, our branch executive encourages new ideas and activities from our members.

APEGGA – MEDICINE HAT BRANCH 2009 BUSINESS PLAN

GOAL			
1. Public	ACTIVITY	LEADER	PROGRESS
<p><i>1.1. Promote Science & Technology in local schools and industry.</i></p>	<p>Student Outreach – The branch executive will continue to make presentations on various engineering disciplines to 1st Year engineering classes at the MHC.</p> <p>APEGGA Teacher Award – The branch will select, and recognize the winners of the Teacher Award Program and promote the award within the region.</p> <p>University Transfer Award – The branch will assist Head Office with the presentation of the award to the Medicine Hat College Recipient.</p>	<p>Branch Volunteers</p> <p>Branch Executive</p> <p>Outreach Volunteers</p> <p>College Outreach Liaison</p>	<p><i>Ongoing throughout College terms.</i></p> <p><i>Various degrees of success over the past years. Coordination with the School Boards & principals near the start of the school season should ensure increased promotion and submission of candidates. The increased award amount to \$2000 should provide more incentive for the teachers as well.</i></p> <p><i>Promote the award with local professors at the start of the season. Scholarship to be presented at annual college award ceremony by branch executive member.</i></p> <p><i>Held in March 2009 in conjunction with National Engineering Week. Attendance is typically at least 80% of the engineering class attending.</i></p>
<p>Medicine Hat College Student Mixer - The branch will continue to host a mixer for the local college students as an opportunity for engineering students to meet professionals in our region.</p>			

APEGGA – MEDICINE HAT BRANCH 2009 BUSINESS PLAN

GOAL

1. Public – Cont’d

1.1 Promote Science & Technology in local schools and industry.

ACTIVITY	LEADER	PROGRESS
<p>National Science & Technology Week / National Engineering Week – The branch will continue to promote Head Office initiatives in our region regarding these two events. In addition, the branch will strive to host local events for at least one of these weeks.</p>	Branch Executive	<p><i>We will continue with the success of the Science Olympics combined with the local Science Fair from 2008 in conjunction with local schools.</i></p> <p><i>We intend to place a Promotional Ad in the Medicine Hat News during National Engineering Week.</i></p>
<p>Regional Science Fair – The branch will supply science fair judges from the APEGGA membership at the regional level and continue to select <i>Best In Engineering</i> for Division 4 – 6 and Division 7 – 8.</p>	Outreach Coordinator	<p><i>Held in March every year. The branch executive will continue to contact volunteers to participate. Previous attendance has been commendable.</i></p>

APEGGA – MEDICINE HAT BRANCH 2009 BUSINESS PLAN

GOAL

2. Members

2.1 *Provide information and mentoring to MIT's (New) under the direction of the Professional Development Department.*

ACTIVITY	LEADER	PROGRESS
The branch executive intends to put on an event to recognize local mentors and encourage potential mentors to assist with the junior engineers and geoscientists on expanding their careers.	Branch Executive	<i>A local evening event has been planned for late 2008 to invite the local Mentors, MIT's, and members who may be interested in starting a mentoring program (either formal or informal).</i>

APEGGA – MEDICINE HAT BRANCH 2009 BUSINESS PLAN

GOAL			
ACTIVITY	LEADER	PROGRESS	
<p>2. Members</p> <p>2.2 <i>Provide opportunities to network with members and the public to assist in career development, and understand the other professions in the Association.</i></p>			
<p>Technical Lunches/Dinners- The branch will continue to host technical sessions for our members. It is hoped to continue to offer 2 – 3 of these events each year.</p> <p>Annual joint Golf Tournament with ASET – Due to the popularity of this event and the ability to be self-sustaining from a financial point of view, the golf tournament will be held again this year. Efforts have been made to increase the planning participation of ASET members. This event is seen as a good opportunity to network with other members.</p> <p>Local Plant Tours – In order to keep our local membership informed of current activities in our region, a plant tour is included in the business plan for 2009.</p> <p>Family Oriented APEGGA Member Activity – As a means of encouraging a larger segment of our membership to participate in APEGGA activities, a family oriented BBQ will be conducted in conjunction with ASET.</p>	<p>Branch Executive</p> <p>Branch Executive/ASET Executive</p> <p>Branch Executive</p> <p>Branch Executive</p>	<p><i>A number of events have been tentatively planned throughout the spring and fall.</i></p> <p><i>Event has been scheduled for September, 2009. Very good event.</i></p> <p><i>We are usually able to arrange for 1 or 2 plant tours a year Working with ASET increases the number of participants making for a more successful event.</i></p> <p><i>A new event in 2007 for APEGGA, the BBQ and picnic was held in June. It proved to be a huge success with the attendees. The current plan is to incorporate at least one event of this type per year.</i></p>	

APEGGA – MEDICINE HAT BRANCH 2009 BUSINESS PLAN

GOAL

2. Members

2.3 *Provide local professional development as part of APEGGA's professional development program.*

ACTIVITY	LEADER	PROGRESS
<p>Continuing Education –The branch will endorse the Continuing Professional Development Days organized and hosted by Head Office.</p> <p>Local Professional Development Days –The branch intends to provide a PD Day(s) in conjunction with the local ASET branch</p>	<p>Head Office</p> <p>Branch Executive</p>	<p><i>Ongoing.</i></p> <p><i>Initial planning has begun to finalize topics, speakers, and dates for the event to be held in Spring of 2009. Hoping to combine with the Lethbridge Branch.</i></p>

APEGGA – MEDICINE HAT BRANCH 2009 BUSINESS PLAN

GOAL

2. Members

2.4 *Provide a network through which information can be communicated between the membership and Council.*

ACTIVITY	LEADER	PROGRESS
<p>Local Branch Representation - The branch will continue to provide branch representation at APEGGA Council and Branch Chair Meetings.</p>	Branch Chair	<i>Every attempt is made to have either the Branch Chair or Executive member attend every meeting.</i>
<p>President's Visit / New Inductee and Life Membership Ceremony – The branch will continue to host the president's visit as an opportunity to for the members to meet and discuss current issues with the president.</p>	Technical Meeting Committee	<i>Moved to the Fall of 2008 to assist with the Presidents schedule. Likely to continue in 2009.</i>
<p>Branch Executive Orientation – Encourage new branch executive to attend orientation sessions provided by Head Office.</p>	Head Office	<i>Currently working on combining a joint orientation session with the Lethbridge Branch. No dates confirmed yet.</i>
<p>Branch Executive Planning Sessions – The branch executive will continue to hold monthly meetings to plan and organize the activities for the branch. Individual sub-committees will meet outside the regular meetings as needed.</p>	Branch Executive	<i>Meetings are held monthly or as required.</i>

APEGGA – MEDICINE HAT BRANCH 2009 BUSINESS PLAN

GOAL

2. Members - CONTINUED

2.4 Provide a network through which information can be communicated between the membership and Council.

ACTIVITY	LEADER	PROGRESS
<p>Annual General Meeting – The meeting committee will continue to organize and hold an AGM for the branch in February or March of each year. The executive will use this opportunity to keep the members current activities in the area.</p>	<p>Technical Meeting Committee/ Branch Chair</p>	<p><i>To be held as a separate event in February. Previously held in conjunction with the President's Visit.</i></p>
<p>Membership e-mail list confirmation –A concerted effort will be made to provide Head Office with updated e-mail list information of our local members as it becomes known.</p>	<p>Branch Executive</p>	<p><i>Some complaints from members that e-mails are not being received despite attempts to provide the necessary information. To investigate and followup.</i></p>

APEGGA – MEDICINE HAT BRANCH 2009 BUSINESS PLAN

GOAL		
<p>2. Members</p> <p><i>2.5 Enhance APEGGA's image and value to members.</i></p>		
ACTIVITY	LEADER	PROGRESS
<p>Member Referral Services/ Networking – The branch will continue to promote networking among our members and assist with individual requests as they arise.</p>	Branch Executive	<i>Ongoing. Business cards for the local Executive will be distributed as needed.</i>
<p>Professional Exam Kits – The branch will maintain current copies of the exam kit in the Shortgrass Library System for exam candidates to access.</p>	Branch Executive	<i>Professional Exam Kits have been placed at the Brooks Public Library, the Medicine Hat Public Library, and the Medicine Hat College Library for use by our members. Updates may be needed.</i>