

MAY 2004 BRANCH EXECUTIVE MEETING

Fort McMurray Branch

Tuesday May 4, 2004
Bob Lamb Centre, Room 134
Fort McMurray, Alberta

Present: Jacob Oommachan, Vic Saari, Dylan Miles, Joseph Amalraj, Kim Farwell, Mitch Azmier, Scott Curry, Christophe Durieu, Rattan Garcha, Paul Hagar, Jason Kachur, Prakash Mullick, Mike Sneath, Swami Swaminathan

Regrets: Prabhakar Reddy, Andrew Rosser

Absent: John Huntley, Mustafa Malik

MINUTES

Meeting called to order by Chair Jacob Oommachan at 7:00 pm.

1. Review of Agenda

Amendments to Agenda:

- To set meeting dates for upcoming year (in Other Business)

Agreement made to stick to timeline of Agenda even if it means cutting discussion short – we can always pick up at a future meeting.

2. April 2004 Executive Meeting Minutes

- Moved by Jacob to accept last meeting's minutes 'as is'. Seconded by Vic. Motion carried.

3. Motions Carried

- In the future, Agenda to include discussion period for events upcoming in the next 3 months.
- Agenda to be issued no less than one week in advance of meeting, minutes to be issued no more than one week after the meeting.
- There will be no discussion of financials of an event if within \$250 of budgeted amount.
- If a member of the APEGGA executive is absent ('regrets' don't count) 3 consecutive times – name will be taken off the executive distribution list.

4. To be Addressed at an Upcoming Meeting (I will add to next meeting's Agenda)

- Discussion around emailing event notices
- Discussion around use of email for discussion and debate of branch business (to minimize time spent debating at the actual meeting; and also to minimize emotional aspect of meetings as people's points of view can be distributed to everyone prior to the meeting and meetings can become less of a shouting match)
- Discussion around publication of names of new inductees and of nominees prior to AGM
- Discussion around exposure to costs and cancellations in event planning

5. Action Items

- Prakash offered to prepare a meeting protocol document for future APEGGA meetings.
- Rattan to email me most current Fort McMurray branch APEGGA budget for distribution to executive
- Jacob to speak to Head Office about money for President's Visit
- Jacob to follow up on Prakash's question about mail-in ballot deadline with Head Office

6. Event Planning Seminar (given by Mike Sneath)

- Common point about being aware of commitments you are exposing APEGGA branch to (i.e. committing to a venue or for a speaker to come – you are on the hook for the money, make sure to find out conditions first!)
- All invitations for events are to be sent through the Chair, Jacob Oommachan
- Scott Curry's suggestions:
 - o Insurance (i.e. liability insurance) perhaps through our group carrier
 - o Consideration to parking / transportation to events
 - o Name tags
 - o Event-specific rolling planning meetings (i.e. don't try to tackle it all at monthly branch planning meetings)
 - o Event web-signup (ideally someday encompassing web-payment)

7. Event Planning Session

- Swami suggested that we break events list up into categories for better organization:
 - o Mandatory events
 - o Recreational events
 - o Technical events
 - o Outreach events

Mandatory Events:

<i>Event</i>	<i>Approximate Timing</i>	<i>Responsibility (* is leader)</i>	<i>Budget</i>
CPD Day	September 2004	*Joseph, Christophe	Zero
President's Visit	February 2005	*Rattan, Prakash	Zero
AGM	March 2005	*Jason, Jacob	\$1500
Student Awards		*Mike	\$300
Newsletter	Ongoing	*Dylan, Paul	Zero

Recreational Events:

<i>Event</i>	<i>Approximate Timing</i>	<i>Responsibility (* is leader)</i>	<i>Budget</i>
Executive BBQ	July 2004	*Vic	\$300
Trivia (Quiz) Night	November 2004	*Mitch, Paul	\$250
Bowling Night	January 2005	*Vic	Zero

Technical Events:

<i>Event</i>	<i>Approximate Timing</i>	<i>Responsibility (* is leader)</i>	<i>Budget</i>
MIT Seminar	September 2004	*Jacob, Kim	Zero
Joint CIM Event		*Mike, Dylan	\$250

Outreach Events:

<i>Event</i>	<i>Approximate Timing</i>	<i>Responsibility (* is leader)</i>	<i>Budget</i>
Student (CIM) Night	May 20, 2004	*Prakash, Dylan	\$250
Trade Show	September 2004	*Jacob	Zero
Outreach**	Ongoing	*Joseph, Jason	\$1000

**Outreach budget includes:

- Science Olympics (to be held in October 2004)
- Engineers going to visit high school classrooms (championed by Jason)
- Teacher awards
- Any other outreach events

8. Other Business

- Motion carried that meetings are to be held on the second Wednesday (unless it falls on a holiday in which case it will be the following Wednesday) of every month except July, August and December 2004.
- Motion carried that meetings are to stay at Bob Lamb Center.
- List to be submitted for members to undergo Branch Orientation (June 2004), reasonable expenses to be covered by Head Office:
 - o Dylan
 - o Jason
 - o Joseph
 - o Scott
 - o Christophe
 - o Andrew Rosser

9. Around the Table

Prakash – raised question about mail-in ballot deadline – to be followed up by Jacob

Dylan – made suggestion that due to time constraints in meetings, exec members should feel free to take on (champion) anything that they are not happy with and do an initial proposal of their ideas that I will distribute to everyone on the exec prior to meetings. This will serve as a foundation for more constructive discussion at the meetings

Swami Swaminathan – brought forward valid point that we are all here to work on this same cause as volunteers and that we all call ourselves professionals; we should at all times be treating one another with professional courtesy and keeping emotion out of the discussion

10. Meeting Adjournment: Meeting be adjourned at 9:40 pm.

Next Meeting: Rm. 134, Bob Lamb Center, 7:30pm – 9:30pm on Wednesday June 9, 2004 (booked)

Upcoming Meetings: (they would only allow me to book the room 1 month in advance)

September 8, 2004
 October 13, 2004
 November 10, 2004
 January 12, 2005
 February 9, 2005
 March 9, 2005

Budget Update (from Rattan)

The net deficit for the (President's Visit) event was \$4,347.74. So deducting this amount from our previous balance of \$9,738.34 leaves a current balance of \$5,390.60
