



## BRANCH EXECUTIVE MEETING

Wednesday May 16, 2007  
Room 131 FMHS  
Fort McMurray, Alberta

**Present:** Jason Kachur, Joneson Chiang, Christian West, Dylan Miles, Jim Adam, Mitch Azmier, Jason Benoit, Jorge Bermudez, Rattan Garcha, Paul Hagar, Wayne Kosik, Jey Kumar, Samir Rashid, Vic Saari, Mike Sneath

**Regrets:** Mustafa Malik, Christine Hernani, Joseph Amalraj, Al Majdzadeh, Sanil Sivarajan

**Absent:** John Huntley, Mo Mousavi, Ken Nwosu, Jacob Oommachan, Aldous Walters

(Minutes recorded by Joneson Chiang)

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### MINUTES

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Meeting called to order by Branch Chair, Jason Kachur at 1935hr.

#### 1. Action Log

- A. A hard copy of Fort McMurray Infrastructure Presentation can be obtained through Dylan Miles.
- B. Christian West informed the presenting material received from HO.
- C. Wayne Kosik will follow up with Athabasca Council to find out the contact at Ft. Chipewyan.
- D. Mitch Azmier targeted the Manual Supplementary will be completed by Christmas 2007.
- E. Vic Saari informed the Financial Branch Audit is completed.
- F. Christine Hernani is asked to inquire additional funding from HO to maintain a minimum of cash in hand between \$3k ~ 5k.
- G. Jason Kachur will check 2004 AGM Minutes on Branch Executive Meeting Attendance Policy.
- H. Jason Kachur will contact HO for mentor program detail.

#### 2. Branch Chair's Report (Refer to Branch Chair's Report - Jason Kachur)

- A. Volunteer wanted to arrange the 4-hour Branch Executive Orientation in Fort McMurray. Email Jason Kachur.
- B. Each branch executive member is to be involved of a minimum of one event outlined from the planning session.
- C. Traveling Council Meeting will be held in Fort McMurray in June 2008.
- D. HO ought to organize the President' Visit and to deal with the cost incurred directly.
- E. Jim Adam suggested seeking company support to host the MIT Seminar Event. Senior Engineers should help out to ensure the MITs understand their responsibilities.
- F. A majority of Branch member support is required for endorsing any future non-APEGGA presentation/events.
- G. A regret notification must be submit to the Branch secretary prior to the start of each Branch meeting. Otherwise, an absent will be marked. (Acceptance by unanimous vote)

**3. Planning Session** (Refer to attachment – 2007/2008 Planning Session.)

- A. Dylan Miles informed about the CIM Student Recognition Night will be held at Oil Sands Discovery Center on May 24. Everyone is invited.
- B. Rattan Garcha announced Executive BBQ will be held on July 6, and the location is TBA.
- C. Jey Kumar announced golf event will be held on September 15, and the location is TBA.
- D. Vic Saari announced there is no trade show event this year due to the Oil Sands Trade Show is relocated to Edmonton in September this year.

**4. Around the Table**

- A. Jason Kachur reminded executive members to direct CNRL issues to HO.
- B. Mitch Azmir suggested keeping both Kim and Ann in the loop of Branch business.
- C. Mike Sneath announced his retirement from Branch Executive position. Jason Kachur (the Branch chair) and the Branch members appreciated Mike's contribution made in the past 20 years.
- D. Paul Hagar suggested obtaining a hard copy of AGM package.
- E. Dylan Miles notified the Branch members about his resignation from Branch Executive position. June 13 Meeting will be his last Branch meeting.

**5. Adjournment**

The next meeting will be held on Wednesday, June 13<sup>th</sup> at Fr. Mercredi Rm 131. Jason adjourned the meeting at 2100hr.



## Fort McMurray Branch Action Log

May 16, 2007

NO.	DESCRIPTION	ACTION REQUIRED	ACTION BY	STATUS/COMPLETION DATE
1.	Fort McMurray Infrastructure Presentation	Request a copy of the ppt slides	DYLAN	Hard copy of presentation available
2.	Presenting APEGGA to High Schools	Arrange for APEGGA Rep to visit local high school to promote APEGGA	Christian	Received material/supplies from HO. Target to visit grade 10 classes in the Fall 2007
3.	Fort Chipecywan	Inquire presentation material from HO	Christian	Presenting material pending
		Follow up with Athabasca Council for contact at Ft Chipecywan	Wayne	New
4.	APEGGA Manual Supplementary	Modify supplementary section as well as incorporating the past 8 years decisions of the Branch into a document	Mitch	Norm process Target completion date: X'mas 2007
5.	Financial Branch Audit		Mustafa, Paul & Vic	Completed
6.	Request additional Funding from HO	Inquire funding from HO and to maintain a minimum between \$3k ~ 5K	Christine	New
7.	Discussion on Absent/Attendance	Check 2004 AGM Minutes	Jason	New
8.	Fort McMurray Mentoring Program	Contact HO for mentor program details	Jason	New