

CPD Participation:

1 PDH



## JUNE 2005 BRANCH EXECUTIVE MEETING Fort McMurray Branch

Wednesday June 22, 2005  
Room 131, Father Patrick Mercredi High School  
Fort McMurray, Alberta

**Present:** Rattan Garcha, Paul Hagar, Mustafa Malik, Dylan Miles, Prakash Mullick, Vic Saari, Mike Sneath, Jim Adam and Jason Kachur.

**Regrets:** Christine Hernani, John Huntley, Joseph Amalraj, Samir Rashid, Mitch Azmier and Jacob Oommachan

**Absent:** Andrew Rosser, Prabhakar Reddy and Wayne Kosik.

(Minutes recorded by Jason Kachur)

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### MINUTES

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Meeting called to order by Branch Chair, Vic Saari at 19:35 hours.

#### 1. Introduction of New Member.

Mike Sneath introduced Jim Adam, an electrical engineer at Syncrude.

Moved by Prakash to accept Jim as a Member at Large, seconded by Mike. Motion carried.

#### 2. Review Agenda

Agenda was accepted with the addition of the following items:

Item 5d – Attachments with last meeting minutes.

Item 5e – APEGGA Logo.

Item 5f – Potential to Prosperity Project

Item 5g – CPD Day

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

#### 3. Minutes of Meetings

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

#### 4. Review Action Log

Item #1 – Business Plan.

- Sample of business plan provided by Paul to Vic. Vic was unable to open the sample form from the APEGGA website. Dylan is going to try and open it and send it to Vic.

Item #2 – Fort McMurray Branch Article for the PEGG.

- It was determined that this is Vic's responsibility.

Item #3 – Signing Authority at Bank.

- Mustafa has an appointment with the Bank on Friday June 24 for the signing authority changeover. The paperwork has already been completed.

Item #4 – Major Branch Decisions Made over the past years.

- Prakash stated that this would be completed by September 15, 2005.

## 5. Reports

Branch Chair -Attended the branch chairs meeting and sat in on the council meeting.  
-Larry Staples is encouraging us to work with ASET.  
-Lunch teleconferencing to Edmonton is on September 20, 2005 at the Business Development Bank in Downtown Fort McMurray. Speaker from the National Research Council on nanotechnology.  
-Budget is due on August 15, 2005.  
-Corporate sponsorship. Calgary branch does get it. They have prepared a guideline. HO says we do not need approval from them to go ahead with it.  
-Science and Technology week is on October 6-16, 2005.  
-National Engineering and Geoscience Week is on February 24 – March 5, 2006.  
-Spoke about the APEGGA centennial project.  
-Deadline for entries in the APEGGA summit awards is September 30, 2005.  
-Spoke about the branch Logo and it's file size.  
-Stated that an APEGGA committee would be willing to come to our CPD day with expenses covered by HO.

Treasurer -Had a meeting with Andrew for turnover of the treasurer position.  
-Another meeting is planned.  
-Clarified budget items from the planning session.  
-Stated that our branch account is running low. Mustafa is to contact HO for funds.  
-Prakash made a statement that HO should be using direct deposit to our bank account when forwarding funds instead of writing cheques. Vic is to bring this up at the next branch chairs' meeting.

Outreach Coordinator

- Samir sent an update by email, which was read aloud by Vic.
- Teacher Awards presentation occurred on Thursday June 16, 2005.
- The awards dinner was held on Tuesday June 21, 2005 at the Keg.

## 6 New Business

6a) Meeting dates for the year.

-The following branch executive meeting dates were decided upon for the rest of the term:

- September 14, 2005.
- October 12, 2005.
- November 16, 2005.
- December 7, 2005.
- January 11, 2006.
- February 8, 2006.
- March 8, 2006.

6b) Plans for Executive BBQ

-The Executive BBQ is going to take place at Rattan Garcha's house on Friday July 22, 2005 at 6:30 p.m. The address is 107 Lawrence Street (in Lakewood). Rattan asks that each attendee bring a chair.

6c) Review Budget

-Rattan commented that the president's visit needs to be added as a line item in our branch budget.

-Prakash noted that when we hold a CPD day, we have to charge a higher fee than Edmonton or Calgary due to our location. Vic noted that HO told us to add an amount to our budget for HO to subsidize the event.

6d) Attachments with last meeting minutes

-It was noted that the template entitled "Branch Budget" should be renamed "Branch Events Budget".

- Moved by Prakash to accept the templates, seconded by Dylan. Motion carried.

-Templates will be sent to HO for posting on the web.

6e) APEGGA Logo

-The new Logo's sent by APEGGA HO have an extremely high resolution and, as such, are very large files. Dylan has decreased the resolution and these new files are to be used on all future documents, including the templates which are to be uploaded to the APEGGA website.

6f) Potential to Prosperity Project

-An email was sent out to the Branch Executive from Kim Farwell requesting names of internationally educated graduates. Names were supplied and no feedback or updates were received. Vic is to request an update on this.

6g) CPD Day

-Dylan attended a leadership course lately.

- Stated that the course content was excellent for a general audience.
- Course is put on by Keldar Leadership.
- Instructor is Darrel Baker
- There are 14 modules to select from.

-Prakash made a motion that the branch adds \$2000 to the branch budget for CPD day, seconded by Dylan. Motion carried.

-This brings the total events branch budget to \$13,450.

## 7 Around the Table

Mike – Comment on reading the PEGG and seeing that members were being "booted out" from membership for not meeting CPD requirements. Stated that you are treated just like you didn't pay you membership dues.

Prakash -Receipts for head shave are to be hand delivered by Prakash.  
-Potential to Prosperity – APEGGA requires a higher level score on TOEFL than the U of C. Prakash would like Vic to ask HO why this is.  
-Prakash presented 2 letters from HO to show how a professional letter should look. One letter was very well done and the other was a “waste of paper”. Vic is inform HO that letters from HO should look professional.  
-Prakash presented a letter from the Canada Revenue Agency and noted that the letter is meant to be open from the bottom. When you do this and you hold the letter upright, the letter falls out.

Mustafa – Asked that the template for the Transfer of Signing Authority be corrected to say that the bank branch address is on Manning Avenue.

**8 Next Meeting Date**

Friday, July 22, 2005. Rattan Garcha’s house at 107 Lawrence Street, starting at 18:30 hours.

**8. Adjournment**

Vic adjourned the meeting at 21:12 hours.



## 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	Vic	September 15, 2005
3.	Signing Authority at Bank	Turn over to be completed	Vic, Mustafa, Andrew	Friday June 24, 2005
4.	Major Branch Decisions Made over the past years	Summarize these decisions and present to executive	Prakash	September 15, 2005
5.	Direct Deposit Banking by HO	Speak to HO to use direct deposit when transferring funds to branches	Vic	September 14, 2005
6.	Potential to Prosperity Project	Provide project Update	Vic	September 14, 2005
7.	Presentation of letters from HO	Ensure letters sent out by HO appear professional.	Vic	September 14, 2005
8.	TOEFL Scores	Determine why APEGGA requires higher TOEFL scores than U of C.	Vic	September 14, 2005
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