

# LAKELAND APEGGA BRANCH EXECUTIVE MEETING MINUTES

**Location:** Outriders Steak House, Cold Lake

**Date:** 2005/02/22, 6:30 PM

**Attendees:** Roy Roth (Chair); Ish Thaleshvar (Treasurer); Lisa Brouillard, Tera Shandro (Outreach Coordinators); Doug Wilkins (Secretary); Greg Forgeron, Mark Murin (Members at Large)

## 1. Call to Order

## 2. Review Previous Meeting Minutes

- Roy, Greg, Mark attended the branch orientation session.
- Tera discussed possible executive involvement with Carolyn Harnett, who expressed interest but is awaiting official E.I.T. status. Unknown if this will be before AGM
- Ish to provide contact info of possible interested individuals on base to Roy.
- All other minutes accepted.

## 3. Current Meeting Items

- **President's Visit**
  - President's visit confirmed for Tuesday, March 15. An afternoon tour is required, and will be the IOL Mahkeses plant. Still looking for IOL management to give business overview.
  - Transportation arrangement not yet confirmed as attendance is uncertain. Currently 4 non-executive individuals have RSVP'd. There is the possibility that IOL vehicles may be available, depending on attendance. If IOL vehicles aren't available, minivans can be rented from Greshner for \$60/day.
  - Marina room was selected as dinner venue. Roy booked; \$50 rental fee, \$250 damage deposit check required.
  - Hammel's selected as caterer. Ish booked Chicken Cordon-Bleu, at cost of \$15/person. Need to confirm final number of individuals closer to event.
  - Liquor license can only be purchased shortly before event, and Lisa/Tera to coordinate.
  - President has requested donation in lieu of gift Lisa to organize \$50 donation to Lakeland United way.
- **President's Visit VIP's**
  - President's office has already extended invitations to the mayor of Cold Lake, and the MLA, and MP
  - Bonnyville mayor to be added to list of invitites.
  - Ish to give Roy the names and addresses of two CO's from the base and one Lt. Col from the base. Roy to give to president's office to send official invites.
  - The president's office recommended that invitations be extended to school superintendents. The executive agreed that additional emphasis on the

branch's outreach program would be beneficial, but this would be best addressed with a specific meeting as the AGM has limited outreach content. As a result, the exec agreed not to invite school board superintendents.

- The president's office recommended that invitations be extended to the Cold Lake councilors, and the Cold Lake chamber of commerce. As these individuals probably have little involvement with the engineering / geo professions, the executive agreed it is inappropriate to invite these individuals.
- The president's office suggested that industry leaders be invited. Roy to forward names of IOL, EnCanna, CNRL area managers.
- **President's Visit Lunch**
  - Executive invited to lunch with president on Mar 15. Executive members to confirm attendance by Mar 1.
  - Clark's in Cold Lake North was selected as venue. Roy to book.
- **AGM Financial Presentation**
  - Ish to complete summary as per sample in Branch Manual
  - Greg/Mark to review final report as follow-up to audit.
  - Exec agreed verbal summary and paper handout sufficient for AGM.
- **PD Event**
  - APEGGA climate change presentation is confirmed available.
  - Environment committee to foot bill; branch responsible for venue and gift.
  - Still planning late April to early May. Preference for early May to allow room in schedule of events.
- **Mileage claims for branch executive**
  - Executive agreed to begin reimbursing mileage that executive members incur for branch activities
  - Mileage will only be reimbursed if it is greater than 40km. Claims must be made on the standard APEGGA expense form, and will be reimbursed at the standard APEGGA mileage rate (currently \$0.40/km).
- **Branch Mixer**
  - Executive expressed interest in organizing networking event in an informal environment
  - Event is aimed at members who typically don't attend the formal AGM, but may have interest in other branch activities.
  - Discussion suggested TAPS as venue, with Branch to buy snacks or perhaps first round of drinks
  - Executive expressed concern regarding liability associated with event. Important to have appropriate wording on invitation, and consider further liability limitation.
  - Ideal timing suggested to be mid-April before PD event, to allow this event to publicize PD event, and other activities through rest of the year (Golf tournament).
- **Branch Manual Discussion**
  - Greg discussed concern regarding wording of line 1.6.1 which may imply the exec is liable for actions of members at branch events.

- Roy expressed need for rewording of nomination/auditing sections to allow for smaller branches where committees are impractical
- Roy to circulate business plan to group as an FYI

#### **4. Other New Business**

- Outreach Updates
  - Lisa judging APEGGA Challenge March 1st. Doug volunteered to fill additional need for judge
  - Tera hasn't received any interest in upcoming Engineering Week and Science Olympics events.
- Other Business
  - Ish / Roy to look at 2005 budget documents
  - Recent hires to be informed of APEGGA involvement opportunities
  - Ish knows of some individuals who may have some interest in joining executive/contributing

#### **5. Date/Time of Next Meeting**

- Next meeting in early April February, with plans to finalize mixer event and PD event and to work on golf tournament.

#### **6. Adjourn**