

LAKELAND APEGGA BRANCH EXECUTIVE MEETING MINUTES

Location: Cold Lake Library Program Room, Cold Lake

Date: 2005/06/08, 6:30 PM

Attendees: Roy Roth (Chair); Ish Thaleshvar (Treasurer); Tera Shandro (Oureach Coordinator); Doug Wilkins (Secretary); Bill Barnes, Michelle Kenny (Members at Large)
Ross Plecash (Director Corporate and Member Affairs) (via Phone)

1. Call to Order

2. Review Previous Meeting Minutes

- Meeting minutes accepted.
- DW to begin circulating minutes to APEGGA for posting on website

3. Current Meeting Items

- PD Event Feedback and Follow-up
 - Generally, everyone felt the PD event went well
 - Room and food were good, but room might be a bit short on table space for larger events
 - Caterer has been paid
 - IOR invoice has been sent, but it may take a bit of time to receive payment
 - RP suggested that feedback and suggestions be collected at PD events via feedback forms at event
 - RR to ask presenter regarding her satisfaction with event
- APEGGA/ASET Annual Golf Tournament
 - Confirmed and booked for June 18
 - So far, approximately 8 attendees confirmed. Plan to host irrespective of numbers, but expect to see more last-minute registrations
 - Some APEGGA prizes available, RR to sort out at Branch Chairs meeting
 - RR and LMB (absent) to discuss additional prizes and tee time schedule after registration deadline
 - MK to invite Science Teacher award winner to golf event
- Branch Mixer
 - Ish confirmed that the officer's mess is available on Thursday nights, and would allow access to pool tables, etc
 - Mess does not have food, but will plan to bring Hamel's platters
 - September 23 tentatively selected; executive to check calendars to make sure this works
 - Notice to members should be distributed before next meeting (August) so GF(absent) to finalize details offline
 - TS has a list of science teachers, and will invite to mixer once details are final

- **Ideas for fall PD Event**
 - TS suggested the EUB's presentation regarding the Acclaim Energy Blowout
 - BB indicated that in the past, local members had given PD presentations (he had given an NDT presentation)
 - RP suggested that branch members could be polled for ideas via email
 - RP offered to present a Permit to Practice session on Risk Management if the primary topic fell through
 - Plans to include local ASET members in the PD event. RR to inform Ajaz that we are organizing an event.
- **Business Requirements - Budget**
 - Business plan was submitted, RR to circulate to group
 - Budget due Aug 15, IT to lead, DW to support
 - RP suggested that budget follow new financial reporting template, which is to be circulated at Branch Chair's meeting. RR to forward to IT and DW to make sure budget lines up.
 - RP emphasized the importance of financial statements and budgets, which communicate that the Branch is spending money appropriately.
- **Outreach update**
 - A few schools have shown interest in Engineering & Geoscience Week, but there was some communication efficiencies this year because APEGGA directly faxed the schools. Next year, communication will revert to personal contact via outreach coordinator, which has been effective in the past.
 - Grade 8 student award is planned for late June; TS to remind school
 - RR & TS reviewed nomination for teacher award (only one school elected to participate). They forwarded nomination with branches support, and local teacher was awarded. MK will present at assembly.
 - IT expressed some concern that the Teacher Award and Gr8 student award weren't equitable because not every school participates. Every school in the local area has been given the opportunity to participate, and if they elect not to, the Branch can't force participation
 - Science Olympics is coming in the fall. Other branches have been planning for 6mo, and this event requires significant effort from the schools (weekend time, 4 students + 1 teacher per team, need minimum number of teams, etc)
 - Concluded that branch will continue to try for Science Olympics. RP indicated that there is some seed money available, and Jeanne may be able to offer advice. RR to consult other branches at Branch Chair's meeting.

4. Other New Business

- RP indicated that the BusinessLink Network can be used to deliver PD events electronically

5. Date/Time of Next Meeting

- Next meeting is August 10th, at 6:30 at Outrider's Steak House.

6. Adjourn