

APEGGA VERMILION RIVER BRANCH

Executive Meeting Minutes

Date: January 21, 2002
Location: ADM, 2nd Floor Conference Room
4805 – 62 Ave

Members Present: T. Benko, T. Cherry, S. Dieken, K. Howe, C. Ketchum, S. Stark,
K.Thomas, D.Wooldridge,

Members Absent: K. Cramer, J. Sweeney

Minutes Prepared by: S. Stark

1. **Call to order** – 7:00 pm
2. **Approval of agenda** – no additions or deletions
Approved by: K.Thomas
Seconded by: C. Ketchum
3. **Reading and approval of minutes for December 10, 2001 meeting** – approved by all
4. **Old Business:**
 - a. **Create/Update/Maintain spreadsheet to track Student Awards**
Action Items:
 1. Sloane to create a spreadsheet to track Student Awards for next meeting.
 2. Sloane / Jim to contact School Boards.
 - b. **Contact School Boards to Implement Science Olympics**
 - National Engineering Week is on a bad week, conflicting with Teacher's Conference and Spring Break. Science Olympics will be held over until next year.
 - c. **APEGGA 2001 Golf Tourney**
Action Items:
 1. D'arcy to send Thank You notes to sponsors by the end of February.
 - d. **Branch Article for the 'PEGG –**
Action Items:
 1. Krista / Trent to work on an article that will include the branch roster, and an outline for the year based on the Business Plan. To be completed at a later date not yet determined.
 - e. **Dale Miller Presentation – AGM**
Action Items:
 1. Trent to follow up by the end of January.
 - f. **Beer Tasting Night – Prepare Proposal**
Action Items:
 1. Possible event to be scheduled for September or October.
 - g. **Agenda For Next Meeting**
Action Items:
 1. Trent to prepare Agenda for next meeting.

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h. Meeting for PD Day Topics

Action Items:

1. Kevin and Sheldon to attend a meeting with ASET members to discuss possible topics. Meeting to take place on January 22, 2002 @ BAR Engineering.
2. Chris to talk to Dr. Ervin Halliday by next meeting for possible dinner presentation.
3. Tim to look into presentation on alternative fuels for next meeting.

5. New Business (Items not covered under Committee Reports):

a. Activities Since Last Meeting

- None reported.

b. Branch Financial Statements

- Sloane completed the branch financial statements for the 2001 fiscal year.

Action Items:

1. Tim and Chris to audit and approve financial statements for the next meeting.

c. Council Meeting February 6 & 7

- Trent is unable to attend the council meeting.

Action Items:

1. Chris to check and see if he is able to attend in Trent's place and let him know by Friday (January 23, 2002).

6. Committee Reports:

a. Program for 2001/2002

<u>EVENT</u>	<u>CHAMPION</u>	<u>DATE</u>	<u>ATTENDANCE LIMIT</u>
<ul style="list-style-type: none"> • AGM, Professional Member Inductions, Life Member Recognition 	Trent / D'Arcy	March 20, 2002	None
<ul style="list-style-type: none"> • Will be @ West Harvest Inn, Lloydminster. <p>Action Items:</p> <ol style="list-style-type: none"> 1. Trent to call Sheryl Steele in Public Relations by February 15, 2002 for advertising. 2. D'Arcy to pick menu 			
<ul style="list-style-type: none"> • Vegreville Dinner Meeting 	Trent / D'Arcy	March 20, 2002	None
<p>Action Items:</p> <ol style="list-style-type: none"> 1. D'Arcy to arrange Dinner Meeting in Vegreville 			
<ul style="list-style-type: none"> • Responsible Member Forum 	Trent / D'Arcy	March 20, 2002	None
<p>Action Items:</p> <ol style="list-style-type: none"> 1. D'Arcy to arrange Responsible Member forum in Lloydminster 			
<ul style="list-style-type: none"> • PD Day 	Kevin / ASET	April	None
<p>Action Items:</p> <ol style="list-style-type: none"> 1. Meeting with ASET to discuss possible topics scheduled for January 22, 2002 2. Kevin will have more details to come next meeting 			
<ul style="list-style-type: none"> • Tour ADM 	Tim	May	25 – 30

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Action Items: 1. Tim to arrange a tour in May or June			
• Golf Tournament	Chris / Sheldon	June	None
• Location to be either Rolling Greens or Lashburn			
Action Items: 1. Tim to help Chris/Sheldon acquire prizes 2. D'Arcy to bring in a cash box by next meeting			
• Fall Dinner Presentation		October	None
• May use the topic below that is not used at the PD Day Dinner Presentation, or some other topic			
Action Items: 1. Chris to talk to Dr. Ervin Halliday by next meeting for possible dinner presentation 2. Tim to look into presentation on alternative fuels for next meeting			

b. Student Outreach – Jim / Sloane

Action Items:

1. Sloane to provide available plaque inventory for student awards at next meeting.

c. Teacher Awards – Jim / Sloane

Action Items:

1. D'Arcy and Chris to review Teacher Awards Nominations by March 31, 2002.

d. Nominations – Krista

Action Items:

1. Krista to create nomination form for Branch Executives by February 15, 2002 to be sent out with AGM notice.

e. Communication:

Database – Sheldon

- Recent Executive contact list forwarded to executive members.

Action Items:

1. Sheldon to bring paper copy of the Branch Membership List to the next meeting.

Newsletter – Kathryn

- Kathryn sent out newsletter for last month.

Action Items:

1. Kathryn to send out newsletter after the AGM.

ASET Liason – D'Arcy

- Communication quiet, nothing to report.

f. Treasurer – Sloane

Balance - \$1083.16, Petty Cash - \$37.00

7. Next Meeting:

Location: 2nd Floor ADM, 4805 – 62 Ave.
Date: Monday, February 25, 2002 @ 6:30 pm
Supper Volunteer: K. Cramer

8. Adjournment - 8:15 pm