

CPD
Participation:

2 PDH



BRANCH EXECUTIVE MEETING

Wednesday June 14, 2006
Room 131 FMHS
Fort McMurray, Alberta

Present: Dylan Miles, Vic Saari, Christine Hernani, Samir Rashid, Aldous Walters, Sanil Sivarajan, Christian West, Jacob Oommachan, Joseph Amalraj, Jeya Kumar, Paul Hagar

Regrets: Mike Sneath, Jason Kachur, Mustafa Malik, Mitch Azmier, Wayne Kosik, Rattan Garcha, Jim Adam

Absent: Ken Nwosu, John Huntley

(Minutes recorded by Christine Hernani)

MINUTES

Dylan

Meeting called to order by Branch Chair, Dylan Miles at 7:35pm.

1. Review agenda

Additions: Expense for CIM Student Night and Call for Nomination
Motion to accept meeting agenda by Vic, seconded by Joseph.

2. Review and approve minutes of last meeting

Minutes from May meeting were accepted (moved by Dylan, second Paul)

3. Review Action Log

a. APEGGA Badges

HO annually provides APEGGA badge for the Branch Chair position only. However, if the Branch is interested in providing APEGGA badges to all its Executive members, it costs \$14 per badge.

Joseph passed the motion to include in our budget (approx \$300) to order badges for all Executives. Each badge would have the APEGGA logo, APEGGA Fort McMurray Branch as well as the individual's name. It will not include the individual's position. Motion was seconded by Jacob and was opened for discussion. It was agreed that although not all Executives attend the Branch meetings and activities on a regular basis, all Executives should have a badge to enhance our visible representation during Branch events. This is in line with APEGGA's Business plan of promoting APEGGA to the public. Motion was modified to include the individual's professional designation on the badge. If he / she is an E.I.T, adequate space will be left for future modifications. Vote was called by the Chair; motion was passed. Dylan to take action in ordering the badges.

b. List of registered APEGGA members in Fort McMurray

Dylan received an updated list of registered APEGGA members residing in Fort McMurray. If required for APEGGA purposes, please contact Dylan.



- c. **Expense Reimbursement**
Since Mustafa was unable to attend three consecutive meetings already, Dylan will approach him to discuss other options to meet the functions of a Branch Treasurer.
- Dylan proposed two additions into the APEGGA Manual Supplementary:
- i. Include in the Branch Treasurer responsibilities to annually update the bank account signing authority. Currently, only the Treasurer and Branch Chair have the cheque signing authority.
 - ii. Amend the manual to specify that Chair, Treasurer and Outreach Coordinator must provide their report to the Secretary prior to the branch meeting.
- d. **CNRL Contact**
Vic sent an email to this individual requesting him to be APEGGA representative in the CNRL site, mainly to promote APEGGA local events to its members working there. It is preferred that this individual attends branch chair meetings. However, if it is inconvenient, this individual may not attend the meeting and would still be given the title of APEGGA (CNRL) Representative.
- e. **Executive Orientation**
The 2006 APEGGA Executive Orientation was cancelled by HO. Typically, there is a limit of three to four reps per branch. Dylan took the action to investigate the cost of bringing in HO Rep to provide an awareness presentation of APEGGA's functions, purposes, etc.

Please see the Action Log for new action item based on June 14th meeting.

4. Reports

a. Chair – by Dylan Miles

On May 25, 2006 APEGGA and CIM (Canadian Institute of Mining, Metallurgy and Petroleum) held a joint student night event at the Oilsands Discovery Center in Fort McMurray; Dr. Mike Ranger of the University of Alberta came to speak about Oilsands geology in the Fort McMurray area, admission was free for students. We had a turnout of 28 students at the event and the costs for the event were agreed to be split 50/50 between APEGGA and CIM. We have an upcoming APEGGA executive BBQ scheduled for July 21 at Rattan's home and CIM/ APEGGA Joint Softball / BBQ on July or August.

b. Treasurer – by Mustafa Malik

See attached Treasurer's Report for June 15 Meeting.

c. Outreach Coordinator – by Christian West

There were no Outreach events for the past month.

5. Review or Update on Upcoming Events

a. Executive BBQ

July 21, 2006 at Rattan Garcha's residence. Bring a guest.

b. Joint CIM / APEGGA Softball and barbeque



6. **New Business:**

- a. Long Service Awards
HO recognizes APEGGA volunteers' commitment in six years interval. They send the recognition awards to Branch Chair for his/her distribution during the Branch meeting.
- b. Expense Reimbursements
See item 3b above.
- c. Resignation Announcement
Christophe Durieu submitted his resignation from being Member-At-Large due to work demands.
- d. Expense for CIM Student Night
Dylan reported that the actual amount owed to the CIM Fort McMurray Branch is \$268.25 (versus budget of \$250).
- e. Call for Nominations
Dylan read an email from Brenda Wright calling for nominations for the APEGGA Council – for everyone's consideration only. Anyone interested should inform him before September 2006. A copy of the email will be forwarded to all Executives. For those interested in serving other APEGGA committees, please check the ads in the Pegg.

7. **Around the Table**

- a. Vic distributed three APEGGA pins from last year. Dylan volunteered to request more pins from HO.
- b. Joseph requested that the Minutes of the Meeting should include CPD credits. He also reminded everyone that any meeting regrets that are not communicated to the Chair or Secretary will be recorded as absent.

8. **Next Meeting Date**

Next meeting will be held during the Executive BBQ at Rattan's place on July 21st.

9. **Adjournment**

Dylan adjourned the meeting at 8:40pm.



Fort McMurray Branch Action Log

June 14, 2006

| NO. | DESCRIPTION | ACTION REQUIRED | ACTION BY | STATUS/COMPLETION DATE |
|-----|---|--|-----------|------------------------|
| 1. | January 2007 PEGG Issue | Submit Fort McMurray Branch write-up | Dylan | November 15, 2006 |
| 2. | APEGGA badges | Contact Shirley Layne to get APEGGA badges for Ft McMurray Branch Executives to use on Branch events | Dylan | Complete |
| 3. | Fort McMurray APEGGA registered members | Request HO to send updated Fort McMurray APEGGA registered members | Dylan | Complete |
| 4. | Branch Treasurer | Contact Mustafa to develop alternate means of reimbursing expense claims | Dylan | Complete |
| 5. | AGM Video Conferencing | Submit List of Attendees to Chair | Wayne | Complete |
| 6. | CNRL Site Contact | Recruit new inductee to be Fort McMurray APEGGA Branch CNRL contact | Vic | July 21 |
| 7. | APEGGA Branch Exec Orientation | Contact HO to finalize date, location and limit on number of attendees | Dylan | Complete |
| 8. | Fort McMurray Infrastructure Presentation | Request a copy of the ppt slides | Dylan | July 21 |
| 9. | Teacher's Award | Check if there are any this year. | Christian | |
| 11. | Presenting APEGGA to High Schools | Arrange for APEGGA Rep to visit local high school to promote APEGGA | Christian | |
| 12. | APEGGA pins | Request pins from HO | Dylan | |
| 13 | APEGGA badges | Order badges for all Executives. See Item 3a for details on the badge. | Dylan | |

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|----|-----------------------------|--|-------|--|
| 14 | Executive Orientation | Investigate the cost and feasibility of inviting an HO Rep to present APEGGA's functions, purpose, etc | Dylan | |
| 15 | APEGGA Manual Supplementary | Modify the supplementary section as per the minutes Item 6c. | Dylan | |