



MEDICINE HAT BRANCH

2002 BUSINESS PLAN

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Executive Summary

As the local voice for APEGGA in our region, the Medicine Hat Branch strives to carry out the goals and initiatives set by Head Office. In addition, the branch continues to provide value and relevancy to our local members through communications and networking while promoting the professions to the public. The branch has chosen to focus this year on increasing member participation. In order to achieve this goal, the branch executive has decided to attempt to introduce a larger variety of activities such as a family oriented social activity.

The branch continues to be challenged with regard to continuing professional education. Due to the diverse technical background of our members, it is not possible to select a technical subject with a large enough attendance to recover the cost. The branch executive is still considering how to best serve both our corporate employee members and private consultants in our branch with regard to continuing competency. For the short term, the executive has decided to promote the Professional Development Days provided by Head Office as they offer good value for our members. Membership attendance of activities has remained steady at about 20% of our membership.

Our local budget request and expenses have remained constant with Head Office for several years. However, if we are successful at increasing our member participation and activity level, it is anticipated that our budget requests will require careful review. To date, the branch philosophy has been to make all social events be self-sustaining, student outreach events fully subsidized by Head Office and technical events to be partially subsidized to maintain member attendance.

Details of activities the branch executive has planned for our area are outlined in the following sections of the Business Plan. As always, our branch executive encourages new ideas and activities from our members.

APEGGA – MEDICINE HAT BRANCH 2002 BUSINESS PLAN

GOAL

1. Public

1.1. *Promote Science & Technology in local schools and industry.*

ACTIVITY	LEADER	PROGRESS
<p>Student Outreach – The branch will continue to host hands-on presentations to promote science in the classrooms.</p> <p>APEGGA Teacher Award – The branch will continue to select, and recognize the winners of the Teacher Award Program and promote the award within the region.</p> <p>University Transfer Award – The branch will continue to assist Head Office with the presentation of the award to the Medicine Hat College Recipient.</p> <p>Career Booths – The branch will continue to participate in the bi-annual career planning fairs at the high school level within our region.</p> <p>Medicine Hat College Student Mixer - The branch will continue to host a mixer for the local college students as an opportunity for engineering students to meet professionals in our region.</p>	<p>Outreach Coordinator/Outreach Volunteers</p> <p>Branch Executive</p> <p>Outreach Volunteers</p> <p>Outreach Volunteers</p> <p>College Outreach Liaison</p>	<p>Ongoing</p> <p><i>Duchess teacher selected. Award presentation scheduled for the last week of school. Presentation to be made by branch executive member.</i></p> <p><i>Scholarship to be presented at annual college award ceremony by branch executive member.</i></p> <p><i>Bi-annual event in Medicine Hat and Brooks.</i></p> <p><i>Held in March 2002 in conjunction with National Engineering Week. Attendance was good with 80% of the engineering class attending.</i></p>

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GOAL

1. Public

1.2 Enhance image of profession in the community.

ACTIVITY	LEADER	PROGRESS
<p>National Science & Technology Week / National Engineering Week – The branch will continue to promote Head Office initiatives in our region regarding these two events. In addition, the branch will strive to host local events for at least one of these weeks.</p>	<p>Branch Executive</p>	<p><i>Evening activities held at the Medicine Hat Public Library. Current plans are to work with a local science group to hold a Science Olympics during NS&TW 2002. NEW promotional in the Medicine Hat News was a success. The current plan is to repeat for 2003.</i></p>
<p>Regional Science Fair – The branch will supply science fair judges from the APEGGA membership at the regional level and continue to select <i>Best In Engineering</i> for Division 4 – 6 and Division 7 – 8.</p>	<p>Outreach Coordinator</p>	<p><i>Held in March every year. The branch executive will continue to contact volunteers to participate.</i></p>
<p>Community Awareness - The branch will continue to host hands-on presentations to promote science in public forums and to community groups.</p>	<p>Outreach Volunteers</p>	<p><i>Ongoing. Local cub groups have requested speakers in the past.</i></p>

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GOAL

2. Members

2.1 *Provide information and mentoring to MIT's (New) under the direction of the Professional Development Department.*

ACTIVITY	LEADER	PROGRESS
The branch executive will address any requests received in our area, however, in keeping with the plan at Head Office, a formal mentoring program will not be supported.	Branch Executive	

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GOAL

2. Members

2.2 *Provide opportunities to network with members and the public to assist in career development, and understand the other professions in the Association.*

ACTIVITY	LEADER	PROGRESS
<p>Technical Lunches/Dinners- The branch will continue to host technical sessions for our members. It is hoped to continue to offer 3 – 4 of these events each year as long as attendance is in the 25-30% of membership range.</p>	Branch Executive	<i>Two luncheons and one dinner have been hosted so far this year. Currently, two more events are planned to complete the 2002 calendar year.</i>
<p>Annual joint Golf Tournament with ASET – Due to the popularity of this event and the ability to be self-sustaining from a financial point of view, the golf tournament will be held again this year. Efforts have been made to increase the planning participation of ASET members. This event is seen as a good opportunity to network with other members.</p>	Branch Executive/ASET Executive	<i>Event has been scheduled for Aug. 17th/02. Organization plans are underway.</i>
<p>Local Plant Tours – In order to keep our local membership informed of current activities in our region, a plant tour is included in the business plan for 2002.</p>	Branch Executive	<i>One plant tour was held in March. A second tour is tentatively planned for October/02 with ASET.</i>
<p>Family Oriented APEGGA Member Activity – As a means of encouraging a larger segment of our membership to participate in APEGGA activities, a family oriented event is planned. This year’s activity is an APEGGA Member Family BBQ and Astronomy Viewing night.</p>	Branch Executive	<i>A new event this year, the BBQ evening was held in May. It proved to be a huge success in terms of attendance. The current plan is to incorporate at least one event of this type per year.</i>

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GOAL		
<p>2. Members</p> <p><i>2.3 Provide local professional development as part of APEGGA's professional development program.</i></p>		
ACTIVITY	LEADER	PROGRESS
<p>The branch has chosen to endorse the Continuing Professional Development Days organized and hosted by Head Office.</p> <p>The branch will continue to investigate options with the local college with regard to continuing educational activities.</p>	<p>Head Office</p> <p>College Liaison</p>	<p><i>Ongoing.</i></p> <p><i>Ongoing. Have held discussions with the Engineering Dept. head at Medicine Hat College and P7 groups in local area.</i></p>

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GOAL

2. Members

2.4 Provide a network through which information can be communicated between the membership and Council.

ACTIVITY	LEADER	PROGRESS
<p>Local Branch Representation - The branch will continue to provide branch representation at APEGGA Council and Branch Chair Meetings.</p>	Branch Chair	<i>100% attendance so far in 2002.</i>
<p>President's Visit / New Inductee and Life Membership Ceremony – The branch will continue to host the president's visit as an opportunity to for the members to meet and discuss current issues with the president.</p>	Technical Meeting Committee	<i>Completed in Feb/02.</i>
<p>Branch Executive Orientation – Encourage new branch executive to attend orientation sessions provided by Head Office.</p>	Head Office	<i>No new members from our area were able to attend this year's session due to scheduling conflicts.</i>
<p>Branch Executive Planning Sessions – The branch executive will continue to hold quarterly meetings to plan and organize the activities for the branch. Individual committees will meet outside the regular planning meetings as needed.</p>	Branch Executive	<i>Meetings are held once per quarter.</i>
<p>Annual General Meeting – The meeting committee will continue to organize and hold an AGM for the branch in February or March of each year. The executive will use this opportunity to keep the members current activities in the area.</p>	Technical Meeting Committee/ Branch Chair	<i>Held in conjunction this year with the President's Visit. May require a separate meeting for 2003.</i>
<p>Membership e-mail list confirmation –A concerted effort will be made to provide Head Office with an updated e-mail list of our local members.</p>	Branch Executive	<i>Approximately 75% complete. Hope to finish by end of Aug/02.</i>
<p>Medicine Hat APEGGA web site - The branch executive has decided to make use of the Medicine Hat section of the APEGGA web site to keep our members informed of current activities.</p>	Branch Chair/ Secretary	<i>Ongoing.</i>

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GOAL		
2. Members <i>2.5 Enhance APEGGA's image and value to members.</i>		
ACTIVITY	LEADER	PROGRESS
Member Referral Services/ Networking – The branch will continue to promote networking among our members and assist with individual requests as they arise.	Branch Executive	<i>Ongoing.</i>
Professional Exam Kits – The branch will maintain current copies of the exam kit in the Shortgrass Library System for exam candidates to access.	Branch Executive	<i>New Professional Exam Kits have been placed at the Brooks Public Library, the Medicine Hat Public Library, and the Medicine Hat College Library for use by our members.</i>

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GOAL		
2. Members <i>2.6 Increase member involvement.</i>		
ACTIVITY	LEADER	PROGRESS
In an attempt to appeal to a larger segment of the membership, the executive has elected to offer a larger variety of membership activities during 2002. Activities planned for 2002 include a family oriented activity and the resurrection of local plant tours.	Branch Executive.	<i>Plant Tours have been revived as well as the introduction of a family oriented activity.</i>