

# APEGGA VERMILION RIVER BRANCH

## Executive Meeting Minutes

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**Date:** January 21, 2002  
**Location:** ADM, 2<sup>nd</sup> 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.

# APEGGA VERMILION RIVER BRANCH

## Executive Meeting Minutes

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

**APEGGA VERMILION RIVER BRANCH**

**Executive Meeting Minutes**

<b>Action Items:</b> 1. Tim to arrange a tour in May or June			
• Golf Tournament	Chris / Sheldon	June	None
• Location to be either Rolling Greens or Lashburn			
<b>Action Items:</b> 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			
<b>Action Items:</b> 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:** 2<sup>nd</sup> Floor ADM, 4805 – 62 Ave.  
**Date:** Monday, February 25, 2002 @ 6:30 pm  
**Supper Volunteer:** K. Cramer

**8. Adjournment - 8:15 pm**