

APEGBC - Peace River Branch - Score Card

Year: 2011/2012
 Updated: October, 2011
 Meeting: Thursday, October 20, 2011
 Attendees: Doug Barry, Adel Morhart, Ray Stafford,
 Chad Carlstrom

RATING STATUS	Description
On Track	Reflects that the milestone is not experiencing any risks/issues that will hinder success.
Needs Attention	Reflects that the milestone is experiencing risks/issues that may hinder success.
Show Stopper	Reflects that the milestone is experiencing significant risks/issues that will hinder success.

						Status		
Desired End Result	Assigned to:	% complete			Status Description	Expected Completion	On Track?	
2011/2012 Branch Goals								
1	President Awards: Nominate at least one candidate	Doug	100%		Nominate at least one nominee	March/April 2012	Needs Attention	
2	Nominating Committee: Nominate at least one candidate per rotating roster schedule.	Doug/Adel				Q4/2013 Fall Branch Meeting	Needs Attention	
3	Mentoring Program: Define DER for PRB	Adel			Request mentoring information from APEGBC (Tim Verigin)	Ongoing	Show Stopper	
4	Government Relations: Visit and communicate key APEGBC messages to the two PRB area MLAs.	Ray			Target: Pat Pimm Ray will lead. Adel to request tool kit from Tim.	Q2/2012 Spring Branch Meeting	Needs Attention	
2011/2012 Outreach - Annual Engineering Week Events								
5	Fort Nelson Event	Al			Popsicle stick bridge kits ordered	Feb 2012	On Track	
6	Fort St John Event	Al			Al to mentor group	March 2012	On Track	
7	Tumbler Ridge Event	Al				March/April 2012	On Track	
PRB Area Events								
8	Annual members BBQ	Chad			Doug has BBQ	June 2012	On Track	
9	Annual PRB AGM	Doug			Coordinate with VP Visit	Q2/Q3 2012	On Track	
10	OQM - Organizational Quality Management Program; PRB workshop event	Doug Chad			Coordinate with APEGBC Venue: Quality Inn Possibly dinner event	TBA	On Track	
11	Fall Executive Social	Doug			After work	Week of October 24?	Needs Attention	
12	Other Social Events							

13	Technical Tours/PD Events	Ray					Lori Ackerman main contact.		
14	Coffee Shop Events						Consider only at this point.	TBA	
15	Sci-Tech North Events	Mandy					Need to understand status.		
16	Ten Executive Meetings a Year	Adel					Sept, Oct, Nov. 24 (send out invite)	Sept 2011 - May 2012	
Assignments									
17	Innovations Magazine: Local Projects submissions.	All					Identify project and contact. One per executive member.		
18	Innovations Magazine: Quarterly Branch Updates.	Adel					Understanding of what is required. Next report due Nov. 3.	Ongoing	
19	Bimonthly Branch Update Reports	Adel/Al					Next report due Nov 15.	Ongoing	
20	Branch Rep Teleconference	Doug/Adel					Next teleconference Nov. 16. Send email overview to PRB executive members.	Ongoing	
Finance									
21	Branch Grant Requests: Annual	Mandy						Q3/2012	
22	Monthly PRB Budget Updates	Mandy						Ongoing	
23	Annual PRB Financial Statement	Mandy						Q3/2012	
24	Fundraising	Al					Update fundraising letter.		

ACTIONS:									
No.	Task	Assigned to:					Status:	Expected Completion	
1	Update website with minutes.	Adel						Oct. 31, 2011	
2	Ray to contact Lori Ackerman and discuss possibilities for technical tours.	Ray						Nov. 24, 2011	
3	Develop budget for 2011/2012 activities.	Mandy					All assigned people to report on expenses and revenues projections for assignments.	Nov. 24, 2011	