

APEGBC - Peace River Branch - Score Card

Year: 2011/2012
 Updated: December, 2011
 Meeting: Thursday, December 15, 2011
 Attendees: Adel Morhart, Ray Stafford, Chad Carlstrom, Al Zackodnik, Adam Greenwood, Rhys Mersereau, Mandy Nelson

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	█		Nominate at least one nominee	March/April 2012	█
2	Nominating Committee: Nominate at least one candidate per rotating roster schedule.	Doug/Adel			Adel to clarify that this is 2013 for Peace River Branch.	Q4/2013 Fall Branch Meeting	█
3	Mentoring Program: Define DER for PRB	Al	█		Al has mentoring pamphlets from APEGBC. Al to bring to next meeting.	Ongoing	█
4	Government Relations: Visit and communicate key APEGBC messages to the two PRB area MLAs.	Ray/Adel			Target: Pat Pimm and Blair Lexstrom. Adel to request tool kit and set up training.	Q2/2012 Spring Branch Meeting	█
2011/2012 Outreach - Annual Engineering Week Events							
5	Fort Nelson Event	Al/Jason V.	█		Glue has arrived. Event schedule designed. Will keep with same instructions. Need registration forms. Each member to join Al on classroom visit.	Feb 25, 2012	█
6	Fort St John Event	Al	█			March 10, 2012	█
7	Fort St John Event - Bruce Relland	Al				March 23, 2012	█
8	Tumbler Ridge Event	Al	█			March 30, 2012	█
PRB Area Events							
8	Annual members BBQ	Chad			Doug has BBQ	June 2012	█
9	Annual PRB AGM	Doug			Coordinate with VP Visit	Q2/Q3 2012	█

10	OQM - Organizational Quality Management Program; PRB workshop event	Adel Chad					Coordinate with APEGBC Venue: Quality Inn Possibly dinner event	January 2012	
11	Winter Executive Social	Chad					After work	Dec 2011/Jan 2012	
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	Ray					Ray to see if meeting between professional group can be set.		
16	Ten Executive Meetings a Year	Adel					Dec. 15 (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					Next report due Jan. 10	Ongoing	
20	Branch Rep Teleconference	Doug/Adel					Next teleconference January. Adel to forward November meeting notes to group.	Ongoing	
Finance									
21	Branch Grant Requests: Annual	Mandy						Q3/2012	
22	Monthly PRB Budget Updates	Mandy					Mandy has created new spreadsheet. Need estimate on 2011/2012 costs.	Ongoing	
23	Annual PRB Financial Statement	Mandy					Mandy to have two spreadsheet link together.	Q3/2012	
24	Fundraising	Al					Sponsorship letter (\$, gifts, ppl) plus brochure		

ACTIONS:									
No.	Task	Assigned to:					Status:	Expected Completion	
1	Update website with minutes.	Adel					Adel has been in contact with APEGBC. Will be completed Dec. 16, 2011	Dec. 16, 2011	
2	Ray to check if Lori is still our main contact for Scitech North.	Ray					Ray has contacted Lori. Will contact back in January.	April - May 2012	

3	Develop budget for 2011/2012 activities.	Mandy					All assigned people to report on expenses and revenues projections for assignments.	Nov. 24, 2011	
4	Adel to set up Lunch n Learn for gov't relations.	Adel						Jan. 12, 2011	
5	Request OQM course for January.	Adel						Jan. 31, 2011	
6	Evernote. Al needs to update presentation notes.	Al/Adel						Dec. 15, 2011	
7	Come up with PD topics	All						Jan. 12, 2011	
8	Need more giveaways (balls, yo-yo, hats, lunch kits)	Doug/Adel					See if more are available from APEGBC.	Jan. 12, 2011	
9	Adel to check if coworker has contact for Quicksilver Resources.	Adel					See if more are available from APEGBC.	Jan. 12, 2011	

NEW ITEMS:	
No.	Notes
1	Ray nominated Rhys and Adam as members of the APEGBC executive, Al second.