



MINUTES OF EXECUTIVE MEETING

RICHMOND – DELTA BRANCH, APEGBC

Minutes of Meeting held on September 6, 2006 at 7:30 p.m.

Amenity Room Sterling Gardens: 7420 Moffatt Rd., Richmond B.C.

Present:	Phil Parker	Secretary	(PP)	pparker@rjc.ca
	Clifford Eng	Chair	(CE)	cliff.eng@amec.com
	Ernie Bolo	Treasurer	(EB)	E_Bollo@telus.net
	Robert Lam	Member at Large	(RL)	rlam@salescentrix.com
	Ilona Cervantes	Member at Large	(IC)	icervantes@rjc.ca
Absent:	Wayne Borrowman	Past Chair	(WB)	WBorrowman@TOROMONT.com
	Angel Leung	Member at Large	(AL)	angelleung@engineer.com
	Edmond Yeh	Member at Large	(EY)	edmondye@engineer.com

Recorded By: Philip Parker

Distribution: All Attendees, absentees and APEGBC Head Office

EXECUTIVE COMMITTEE CONTACT LIST				
Name	Email	Phone	Fax	Cell Phone
Phil Parker	pparker@rjc.ca	604-738-0048	604-738-1107	604-992-3040
Cliff Eng	Cliff.eng@amec.com			
Wayne Borrowman	WBorrowman@TOROMONT.com			
Ernie Bolo	E_Bollo@telus.net			
Robert Lam	rlam@salescentrix.com			
Angel Leung	angelleung@engineer.com			
Edmond Yeh	edmondye@engineer.com			
Ilona Cervantes	icervantes@rjc.ca	604-738-0048	604-738-1107	

Executive members are encouraged to complete the above form and ensure information is current. For changes, corrections or updates, contact Phil Parker, P. Eng.

ITEM	DESCRIPTION	ACTION
------	-------------	--------

Note: Italicized items are carry-over items from previous meetings and repeated for reference only. The date of the first meeting when item was minuted is indicated in parenthesis.

1.1 PLANNING FOR PRESIDENTS VISIT

06/Sept/06	CE initiates discussion regarding a visit by APEG President Dr. Bob Ito. Discussion regarding location, capacity and menu. The Charhouse in Steveston is proposed by EB who notes room capacity is 50 with average attendance between 30 to 35.	INFO
06/Sept/06	EB to look into availability of Charhouse Restaurant, confirm menu, and establish price point.	EB
06/Sept/06	CE to confirm dates that Bob Ito and/or Tim Smith are available.	CE

ITEM	DESCRIPTION	ACTION
06/Sept/06	Discussed using on-line booking system. Concerns over un-paid bookings from previous event discussed. Decided to only use on-line booking system if the un-paid option is removed/disabled. WB to coordinate with Melinda at HO.	WB
06/Sept/06	PP to prepare blurb for distribution via mass e-mail and for posting to the web site. PP to forward to HO for web site update. All decide to distribute "stinger" e-mail reminder 48 hrs in advance of the event.	PP
06/Sept/06	PP to obtain new members list from HO. New members list to be divied-up for direct phone contact. PP notes that dinner is free for new members and HO picks-up the cost. EB to confirm with HO regarding new members dinner cost. Discussed availability of frames for new members certificates. RL confirms that several frames are on hand.	PP/EB
06/Sept/06	PP discusses sponsorship to defray costs and permit the branch to invite guests. All agreed to pursue sponsorship. Suggested sponsorship level set at \$100. All to forward ideas and contact info for potential sponsors to PP for follow-up.	PP/All
06/Sept/06	Inviting guests and dignitaries to the dinner was discussed. Number of guests would be dependent on level of sponsorship. Possible guests include: Mayor of Richmond, Head of Engineering department at Kwantlen, etc. All are encouraged to make suggestions regarding possible guests.	INFO
1.2 PLANNING FOR YEARLY EVENTS		
06/Sept/06	CE briefly discusses past branch events including the Popsicle Stick Bridge Contest. Contest is usually conducted during Engineering Week. EB notes that test apparatus needs repairs and modification to hold higher loads. The possibility of assembling materials kits to aid contestants and promote use of the specified glue was discussed. Possible rule changes and greater invigilation regarding type of glue discussed to limit ultimate loads.	INFO
06/Sept/06	Contest is normally held at Lansdowne Mall and receives media coverage in the Richmond Review. Typically three classes of contestant: Elementary, Secondary and Open. IC suggest adding another class for contestants who construct their bridge on site using hot melt glue. Concerns raised over the practicality of multiple hot glue guns in a crowded environment. Unlikely that the branch could muster sufficient volunteers to supervise on-site construction.	INFO
06/Sept/06	CE indicates that additional/special insurance will be required for the event. CE to coordinate through Head Office.	CE
06/Sept/06	PP suggests increasing involvement through direct contact with School District senior administration and Kwantlen College. PP to follow-up.	PP
1.3 TOURS		
06/Sept/06	EB notes that tours are typically better attended than dinner meetings. Group discussed possible locations/sites that could host a tour. Several possible sites were discussed including sites that hosted tours in the past. Discussion tabled till next meeting. All are encouraged to supply ideas and contact info for potential hosts. Discussed opportunity to charge nominal fee for attending tours. All agreed that students should be encouraged to attend tours.	INFO

Note: Should there be any errors or omissions from these minutes, please notify the writer so that a clarification may be issued. The minutes will otherwise be deemed acceptable.

Prepared by:

Philip Parker, P. Eng.