



# **VERMILION RIVER BRANCH**

## **2004 BUSINESS PLAN**

**Submitted by:**

**Vermilion River Branch**

## **Executive Summary**

The Vermilion River branch has planned a number of activities for the next 18 months to support APEGGA's goals of:

- Promoting Science & Technology
- Improving image with the Public
- Improving image and increase the involvement with our members
- Networking and Professional Development Opportunities
- Mentoring

The level of activity in the branch will remain the same as other years. The list of planned activities is detailed in the Activities Section.

Note: The format and some content of this business plan has been prepared with reference to the Fort McMurray Business Plan.



## APEGGA – VERMILION RIVER BRANCH 2004 BUSINESS PLAN

### GOAL

**1. Public**

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

ACTIVITY	LEADER	DUTIES / PROGRESS
<p><b>Student Outreach Program</b></p> <p>a. Promote, select, and recognize winners of the Teacher Awards Program.</p> <p>b. Participate in National Engineering Week (March 2005).</p> <p>c. Student Awards Program.</p>	<p><b>Main Contact – Sloane Dieken</b></p> <p>a. 2004 – T. Benko / K. Gebhardt 2005 – T. Benko / W. Terway</p> <p>b. 2005 – T. Cherry / L. Unrau</p> <p>c. 2004 – Sloane 2005 – Sloane</p>	<p>a. Review Teacher Award nominees (as provided by APEGGA), select Teacher Award recipient and organize recognition dinner.</p> <p>b. Respond to requests for branch involvement in local schools. Investigate logistics of holding Science Olympics.</p> <p>c. Respond to requests for presentation of awards by locating volunteers. Prepare schedule of awards nights for upcoming year.</p>

## APEGGA – VERMILION RIVER BRANCH 2004 BUSINESS PLAN

### GOAL

**1. Public**

1.2 *Enhance image of profession in the community.*

ACTIVITY	LEADER	DUTIES / PROGRESS
a. School Forums / Career Days	a. Volunteers as Required	a. Respond to requests for this activity (either through APEGGA or direct from schools) by locating and organizing volunteers.
b. School Science Fairs	b. Volunteers as Required	b. Respond to requests for this activity (either through APEGGA or direct from schools) by locating and organizing volunteers.

## APEGGA – VERMILION RIVER BRANCH 2004 BUSINESS PLAN

### GOAL

#### 2. Members

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

ACTIVITY	LEADER	DUTIES / PROGRESS
a. Source out Mentors as required to meet requests by branch MIT's	c. Branch Chair – S. Stark	a. No requests to date.

## APEGGA – VERMILION RIVER BRANCH 2004 BUSINESS PLAN

### 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	DUTIES / PROGRESS
a. Golf Tournament	a. 2004 – T. Cherry / B. Liang 2005 – W. Terway / T. Wesselink	a. Coordinate and Organize Golf Tournament: - Invite ASET/SASST & APEGS to garner additional support.
b. PD Day Presentation	b. 2004 – P. Samoil	b. Coordinate and Organize PD Day Presentation: - Evening presentation as part of PD day in fall 2004.
c. Member Social Evening	c. 2004 – E. Dewar	c. Coordinate and organize the event.

## APEGGA – VERMILION RIVER BRANCH 2004 BUSINESS PLAN

### GOAL

#### 2. Members

*2.3 Provide local professional development as part of APEGGA's professional development program.*

ACTIVITY	LEADER	DUTIES / PROGRESS
a. Professional Development	a. 2004 – P. Samoil / S. Stark	a. Coordinate and Organize PD Day: - Either ½ or full day session in fall 2004. To be organized in conjunction with ASET/SASST & APEGS branches. (ASET contact: Adam Budenski )
b. Permit to Practice Seminar	b. 2004 – S. Stark / T. Wesselink	b. Help in event coordination for mandatory Permit to Practice seminar for local responsible members.



## APEGGA – VERMILION RIVER BRANCH 2004 BUSINESS PLAN

### GOAL

#### 2. Members

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

ACTIVITY	LEADER	DUTIES / PROGRESS
a. Branch Orientation Session	a. Branch Chair – S. Stark	a. Coordinate Attendance to Branch Orientation Session: - Date to be provided by APEGGA head office.
b. APEGGA Council & Branch Chair Meetings	b. Branch Chair – S. Stark	b. Ensure that branch is represented by an executive member at all meetings.
c. Monthly Branch Exec. Meetings	c. Branch Chair – S. Stark	c. Prepare schedule and submit to APEGGA for inclusion on website. Prepare agenda. Chair meetings and submit minutes to APEGGA. Meetings to be held primarily in Lloydminster at Husky Main Office Building.
d. Annual Branch Planning Session	d. Branch Chair – S. Stark	d. Hold August, 2004.

## APEGGA – VERMILION RIVER BRANCH 2004 BUSINESS PLAN

GOAL		(continued from previous page)
<b>2. Members</b> <i>2.4 Provide a network through which information can be communicated between the membership and Council.</i>		
ACTIVITY	LEADER	DUTIES / PROGRESS
e. President's Visit, Member Induction Ceremony & Life Member Recognition	e. 2005 – T. Cherry / E. Dewar	e. Coordinate Event: - Date to be discussed with head office (generally Jan/Feb).
f. Responsible Member Forum	f. 2005 – T. Cherry / E. Dewar	f. Determine demand for event prior to scheduling.
g. Vegreville Lunch Meeting	g. 2005 – T. Cherry / E. Dewar	g. Coordinate (with help of a Vegreville member) a lunch in Vegreville with President, 1 <sup>st</sup> Vice President, and Executive Director.
h. Annual General Meeting	h. 2005 – T. Cherry / E. Dewar	h. Coincides with President's Visit. - Mail out nominations and meeting notice minimum 15 days prior to meeting.

GOAL		
ACTIVITY	LEADER	DUTIES / PROGRESS
<b>2. Members</b> <i>2.5 Enhance APEGGA's image and value to members.</i>		
		Goal to be met by other activities.

## APEGGA – VERMILION RIVER BRANCH 2004 BUSINESS PLAN

### GOAL

#### 2. Members

*2.6 Increase member involvement.*

ACTIVITY	LEADER	DUTIES / PROGRESS
<b>Newsletter</b> Features: <ul style="list-style-type: none"> <li>• Branch Chair Remarks</li> <li>• Upcoming Events</li> <li>• Outreach Corner</li> <li>• Past Events</li> <li>• Other articles</li> </ul>	K. Gebhardt	Prepare newsletters and submit to APEGGA for distribution.

# Systems

## Budget Manual:

A revised Branch Budget Manual combined with the Branch Bylaws is complete.

The spreadsheet developed by head office will be used to submit the branch budget. The 2005 Vermilion River Branch Budget is to be submitted by mid August, 2004.

## Branch Bylaws:

The branch is currently running its affairs using the new Branch bylaws.

## Timetable:

The Branch timetable is an excellent idea. This timetable is intended to remind the Branch Executive of critical dates for certain activities throughout the year.