

MINUTES OF MEETING

Attendees:

Gerald Bruce
Butch Loewen
Tracy Grills
Kym Fawcett
Barry Lappin
Gail Flaherty
Trent Kaiser (late)
Kathryn Murray

Gord Stabb
Gerry Belyk
Georgia Hasapes
KC Yeung
John Graham

Regrets:

Scott Froggatt
Fran Hein
Penny Christensen
Michelle McGarry
Don Towson
Adrian Dodds
Deborah Jaremko
On the Phone:
Greg Hiscock

Time:

11:45 am.

Meeting Date:

January 14, 2010

Location:

Meeting Room – PTAC Boardroom

cc:

Attendees & Regrets

Recorded By:

Gerald Bruce

PURPOSE OF MEETING:

BOARD OF DIRECTORS MEETING – January 14, 2010

1.0 CALL MEETING TO ORDER

Tracy Grills

2.0 APPROVAL OF LAST MONTH (DECEMBER 2010) MINUTES

- It was agreed that the Mission, Vision and Values statement will be added to the Board Charter document
- Motion – Butch Lowen
- Seconded – Gail Flaherty
- Carried Unanimously

3.0 APPROVAL OF AGENDA

- No changes to the Agenda.
- Motion – Barry Lappin
- Seconded – Trent Kaiser
- Carried

4.0 PRESIDENTS REPORT

- Ready for the January 27, 2010 special meeting
- By-laws updated
- Meeting with John Vasak , president of the CSGB, to discuss areas of potential organization synergies
- Committee formed for Executive Director search
- Motion – Gerry Belyk
- Seconded – Gail Flaherty
- Carried

5.0 COMMITTEE REPORTS

5.1 Financial (Gail Flaherty)

- Results presented to BOD members.
- Profit for December 2009 achieved
- Fall Business conference revenue now included.
- No significant concerns.

MINUTES OF MEETING (Continued)

5.2 Technical Program (Fran Hien/Gord Stabb)

- Report provided prior to the meeting, program is in good shape.
- 2010 dates have been confirmed for the Conoco Phillips Theatre and Petroleum Club
- 2011 dates submitted to the venue
- Meeting with the CSGB (John Varsik (sp?)) to discuss potential areas of collaboration
- Potential cross promotion of events, technical, and social
- Possible future office synergies
- This organization has successfully transitioned to the executive director model
- 2010 program has committed speakers lined up.
- Potential support for speaker identification

5.3 Director at Large (Adrian Dodds)

- No report from Adrian as he was not at the meeting

5.4 Social Events (Butch Loewen)

- Curling on March 26
- Strong initial sign up with 24 teams now entered
- Maximum 32 teams
- Good positioning for sponsorship as many producer organizations have signed up
- Golf course selection evaluation in progress.
- Stampede breakfast meeting planned

5.5 External & Public Relations (Gerry Belyk)

- Discussion with the SPE group in Lloydminster
- Potential cross advertise events and this group has a strong heavy oil focus

5.6 Edmonton Chapter Report (Greg Hiscock)

- Edmonton program for 2010 is under development
- Ideas being followed up with one event every two months
- Beer and chat planning
- Early stages of Golf tournament planning, location Millwoods on June 18, 2010 (Friday)

5.7 Membership (Michelle McGarry)

- No report
- Follow up with non-renewal members.

5.8 Sponsorship (Scott Froggatt)

- Via e-mail
- Delivered 100 sponsorship packages
- Platinum level sponsors identified
- Plan to deliver sponsorship packages to the vendor/supplier companies
- Sponsorship drive is in progress.
- Improvement of sponsorship product focusing on "owners".
- Expect to be contacted regarding sponsorship contact in your organization.

5.9 Special Events (Kim Fawcett/ Penny Christensen)

- Business Conference wrap up meeting held
- Looking for feedback from participants
- Attendance was 383
- Via-email, Penny Christensen
- Slugging it out – preparation for mid April conference
- Theme "Cleaner, Leaner and Meaner"
- Date: April 19, at the "Red and White Club", McMahon Stadium
- Potential Price Increase
- Confirm ITOHOS involvement with the SPE in October 2011 (Tracy Grills)

MINUTES OF MEETING (Continued)

5.10 Education/Scholarship (K.C. Yeung)

- Bursary program money being allocated to various universities and colleges
- Possible increase of the number of awards to the designated schools.
- Heavy Oil 101 commitments for June 2010 need to be confirmed

5.11 Newsletter/Website (Deborah Jaremko)

- Deborah was not able to attend the meeting
- Working on a new proposal for the web site
- June Warren will present a recommendation at the next meeting
- Website development status needs to be confirmed

5.12 Office (John Graham)

- Georgia and Kathryn are extremely busy. Need to deal with bridging "high demand" times.
- Plan to have office space for additional help
- Office liaison is useless as he is too busy
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6.0 NEW BUSINESS

- **No new business**

7.0 NEXT BOARD MEETING

- Scheduled for February 2010.

8.0 MEETING ADJOURNED

- John Graham motioned to close the meeting.
- Gord Stabb seconded
- Carried