

APEGM WESTMAN CHAPTER EXECUTIVE COUNCIL
Date: Wednesday, May 17, 2017

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Meeting #: **207**
Date: Wednesday, May 17, 2017
Location: J&G Group (Brandon office on Park Avenue)
Time - Start: 12:15 pm
Time - End: 12:45 pm

Attendance:
Scott Whaley (Manitoba Hydro) President
Kyle Cumming (J&G Group) Treasurer
Brad Newton (J&G Group)
Ryan Johnston (Burns Maendel)
Rajat Ashwarya "Ash" (Koch)
Cory Vitt (MWSB) Secretary (current)
David Ford (BU, retired) Secretary (retired)
Observing:
None.
Regrets:
Mike Maendel (Burns Maendel)

• **Introduction:**

None.

1. Call to Order:

Meeting started at 12:15 pm.

2. Proceedings:

- This was a Special Meeting with the sole purpose of discussing the Annual General Meeting (AGM) in October 2017.
- Cory Vitt started the discussion with his proposed method of holding the AGM from reading the Constitution for the Westman Chapter.
- David Ford joined the discussion with his proposed method based on his long-term Westman Chapter experience. The group decided to move forward based on David's proposed method.
- It should be noted that David Ford could not find any record of past meeting minutes specific to past AGMs or evidence that AGMs were officially held in the past for the Westman Chapter.
- The Westman AGM will be Chaired by David Ford.
- The Westman AGM will be before the Professional Development lunch held in October 2017.
- The Westman AGM will not be held separately. There would not be enough attendance if held separately.
- There should be at least two, possibly three, email notices given to the Westman Chapter about the AGM. There should be one notice two months before and one notice one month before.
- At least one of these email notices should include, if possible, the Treasurer's Report and the Westman Chapter Annual Report that is submitted to Winnipeg, so that members have the opportunity to review these documents prior to the AGM.
- The email notice should include the website link to the Constitution for the Westman Chapter.
- The email notice should include the agenda for the AGM.
- The email notice should inform anyone interested in the Executive Committee for the Westman Chapter or a specific position that they have to volunteer before the AGM is held. A list will be made and distributed/ announced.
- At the AGM, only members who are not on the list for the Executive Committee can vote. Members on the list cannot vote for themselves. We require ten (10) voting members to have quorum for the AGM.
- At the AGM, we will require someone, a first, to put forward the motion to accept the general list of Executive Committee members. We will also require a second for the motion.

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- The AGM will be open to discuss new business. However, we do not want topics that are not deemed important discussed at length. It was decided that the email notice should notify members that discussion topics are to be brought forward before the AGM and/ or thought out in advance.
- The AGM must be properly closed via motion with a first and second.
- David Ford typed up the order and agenda for the Westman AGM in October 2017.
- ACTION: David Ford to email the group this agenda for the AGM he typed.
- After the AGM, in another meeting, the people voted into the Executive Committee will self-select their positions. No vote from the general assembly is required to determine who assumes certain positions; thus self-select once voted to the Executive Committee.
- After the Westman AGM, when the Westman Executive Committee has been finalized, an Executive meeting will be held, and at that time, it will be decided who will attend the Winnipeg AGM and/or Winnipeg Ingenium.
- It was decided that someone from the Westman Chapter should attend the Winnipeg AGM and/or Winnipeg Ingenium to consolidate support for the Westman Chapter.

FUTURE: ANNUAL GENERAL MEETING (AGM)
Date: Friday, October 13, 2017
Place: Victoria Inn, Brandon, Manitoba
Description: AGM to occur before Presentation.
AGM expected to take approximately 10 minutes.
AGM requires at least 10 members present who are not Committee members.

FUTURE: PRESENTATION
Date: Friday, October 13, 2017
Place: Victoria Inn, Brandon, Manitoba
Presenter: Titan Environmental
Title: Products used in Brandon and Westman on Projects.
Description: NA.
ACTION: Brad Newton will contact the presenter/s to confirm.

3. Next APEGM Westman Executive Meeting #:

Meeting #: **208**
Date: Wednesday, September 13, 2017
Location: Manitoba Hydro (office in Brandon)
Time - Start: 12:00 pm
ACTION: Scott Whaley to have sent at least one email reminder about the AGM in October 2017 by this time. Scott Whaley to send email reminder in August 2017. If Scott is unable to send email reminder, he is to inform the rest of the Committee.

Meeting Adjournment: 12:45 pm