



## Branch Council Meeting Meeting Minutes

April 28, 2022  
Teams  
12:00 PM – 1:00 PM

### **Attendance**

Melissa Steeves, PEng  
Phil Lamey, PEng  
Tracey Germon, PGeo  
Coady Cameron, PEng  
Melissa Dawe, PEng  
Diana Loomer, PGeo  
Rachel Hogg, EIT  
France Castonguay, PEng  
Kevin Beattie, PEng/PGeo

### **Regrets**

Christina Varner, PEng  
Tammy Lamey, PEng  
Bill Lamey, PEng  
Christina Varner, PEng  
Brandon Saulnier  
Alain Cormier, PEng  
Peter Wedge, PEng  
Major RC Normore  
Jean-Frédéric Lalonde, PEng

### **I. Opening**

Melissa S welcomed and thanked everyone for joining.

Minutes are currently being approved by the Branch Executive. Once approved, the minutes are posted to the Branch website. March minutes will be posted soon.

### **II. Financial Update**

Melissa D reported the financial update. She noted that we currently have a bank balance of \$31,432.68. The sponsorship for the Cornerstone Award has not been sent yet as she does not have a contact for this. Melissa D will follow up. A total of \$4326 was spent on the hockey tournament with \$326 for a streaming server purchase which can be used for future Engineering on Tap presentations. This expense will be moved to Administration. Outstanding expenses include \$213 for the web domain, \$815.58 for curling and \$500 for the Cornerstone Award.

Payment to CSAC in the amount of \$5,000 is required from the Freddy Fright Fest account. Melissa D and Bill still need to go to bank to change the banking for the Freddy Fright Fest.

The 2022 budget in the excel spreadsheet needs to be updated. Melissa S noted that we should discuss the PD support again soon. Phil noted that a screen and display holder should be our next purchase. Kevin asked if we could borrow from Province or get the venue to supply. Phil indicated that it would also be available for STEM presentations. Melissa S mentioned that we also need to send gift cards to council and schedule a small get together. Melissa D will look after this with help from Melissa S. Kevin suggested getting Skip the Dishes or a venue that had gift cards that could be sent by email (Brewbakers) or account (Milda's). Melissa S suggested a council pub night at the 80s arcade.

### **III. Review of Recent/Upcoming Events**

#### **HOCKEY TOURNAMENT – APRIL 1-2**

Event Lead – Bill

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Phil noted reported that the event was successful, and all had a good time. They used all of the budget and received positive feedback from the other provinces. The hospitality suite kept everyone fed and at the rink. There were 8 teams with approx. 15 players/team for a total of ~200 people. The social was held at the Snooty Fox with ~60-70 people from the tournament. Next year's event will be held in PEI. The team from Saint John won the tournament.

## **BIKE AND BEER – MAY 26 OR 27?**

Event Leads – Melissa S and Rachel

Melissa S suggested that the group would park at APEGNB and use the trails to get to Trailway, Picaroon and Graystone. Melissa S or Rachel will send details to Coady.

## **SUMMER SOCIAL – END OF JUNE OR JULY**

Event Lead – Phil

Picaroon Roundhouse was suggested as a venue and similar to last year.

## **TECH TOUR**

Event Lead – France

France posted a menti survey with tech tour options such as Cool Buildings (Cyber Security Centre, UNB Kinesiology Building), Paving 101 (quarry, asphalt plant and placement), Industrial Sites (Devon Lumber, York Steel) and Solar Panel Installation. Phil suggested the Net Zero Building in Bathurst but it may be too far but could get a bus. The most popular option was Cool Buildings so France will look into possible options. She will look at June but may not be an option until Fall.

## **FAMILY DAY – AUGUST**

Event Lead – Tammy

## **GOLF DAY – FALL**

Event Lead – Jean-Frederic

## **FREDDY FRIGHT FEST - OCTOBER**

Event Lead – Bill

The event will be held at the NBEX this year.

Possible Pumpkin Fling event was discussed.

## **ENGINEERING ON TAP – NOVEMBER**

Event Lead – Christina

## **CHRISTMAS SOCIAL – DECEMBER**

Event Lead – Diana

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## FROSTIVAL – JANUARY

Event Lead - Phil

### IV. Communications/Website (Coady)

Coady will send out a newsletter once he receives information on the Bike and Beer event. He will also post minutes to the website once available.

### V. Other Business/New Business

## BRANCH COUNCIL MEETING

Melissa S will be providing a Chair's Report going forward (instead of the Provincial Representative).

It was mentioned that the Pumpkin Fling in Miramichi will be changing and Fredericton would be a good place to hold this event. Phil suggested that it could part of the Freddy Fright Fest. Melissa S thought that we could get schools involved as well. People that aren't involved in Freddy Fright Fest would be required for the event to be successful.

Melissa S sent out the proposed draft by-laws and operation manual for review. Melissa S is looking for feedback on the draft by-laws and operations manual to bring back to Province. It was noted that we don't have to adopt the documents. Discussions were held regarding wording (Council, Branch, Committee), alignment of operating year (budget by July 30), AGM date to align with budget, and wording of objectives (order). It was noted that it would take a couple of years to make this shift. Melissa S will host a meeting at the WSP offices to go over the documents so we can provide our comments by mid-May. She will set up a Sharepoint to facilitate editing the same document in advance of the meeting.

Melissa S noted that we still have some gift cards that weren't picked up following the AGM.

### VI. Provincial Update (Tammy Lamey)

There was no provincial update this month.

### VII. New Business

The Provincial Office is still closed to the public. We will continue to hold Teams meetings until we receive a message about being able to meet there again.

### VIII. Adjournment

Next meeting: May 26, 2022

#### Review Record

Role	Name	Initial to Approve Release
Author	Tracey Germon	TG
Reviewer 1	Phil Lamey	PAL
Reviewer 2	Melissa Steeves	MDS