

# CGDMS Board Meeting Minutes

Calgary Geoscience Data Managers Society

October 13, 2016

Katalyst office, Calgary, Alberta

## In Attendance:

Denise Freeland

Marc Nolte

Sue Carr

Jan Hay

Trish Mulder

Kate Smiley

Doug Uffen

Bev Bridger

Date:	Task:	Assigned to:
Oct 13	Update Org chart send to Dustin and Bev before next L&L on Oct 19	Kate
Oct 13	Contact committee members to assure all are still volunteering and bring committee update to next board meeting	Board member responsible for committee
Oct 13	Talk to sponsors and make adjustments to L&L slide	Jan
Oct 13	Set up Sponsorship levels by end of November	Jan, Marc
Oct 13	Give \$20 membership fee to Bev	Sue, Kate, Trish and Jan
Oct 13	Change authorized signatures and address at the bank	Sue and Bev

### 1. Accept previous minutes

- Jan motioned to accept the minutes from Aug 31/ 2016 after, Bev seconded – motion carried.
- Doug motioned to accept the minutes from AGM after, Marc seconded – motion carried except for one instance of PPDM to CGDMS.

### 2. Transition

- Denise thanks all for their past work and commitment to society. Doug in return thanks her for all she's done. The society wouldn't be where it is without her dedication.

### 3. Intro Sue

- She's been around for 35 years. Worked in processing at Gulf, doing line geometries. Her strong points are Data, IT and process workflows. She's very customer service driven. She's worked with most Geo apps. Left her position one year ago.

### 4. Intro Jan

- Started in banking and has been around industry for many years. Went through beginning of banks converting from paper to electronic. Strong in Information management and organization. Is presently an instructor at SAIT for Information management course

## 5. Norms

- Meet every second Tuesday every month at Katalyst office.
- Need to start meetings with “call to order” and “roll call”
- Jan stated we needed to set goals and also get committee updates by committee chairs. We also need to set up some kind of measurement of our success in order to celebrate our success and identify what areas may need additional help.
- We also should try to organize ourselves better so that when we hand off the “Baton”, all is well documented and position and standings are more easily understood.

## 6. Organization Update

- We need to review how the committees are working. Is there a lead for each one? Pat Tong would be interested in helping to organize.
- All Board members are to verify that all people listed under their committees are still on these committees and also report back on what the status is at next board meeting. We would like to allocate 3 to 5 people per committee.
- Kate to make some adjustments (names & arrows) to the Board and committee diagram and send to Dustin to add to L&L Power Point slideshow. Also send Bev a copy to attach to our website. Sue wants to stop the slideshow at the committee slide at the next L&L and discuss with attendees.
- RSVP's are still managed by Denise. Marc sends any RSVP's that he receives to Denise.
- Jan will talk to sponsors and ask Dustin to make any necessary updates to the Sponsor slide at the L&L. We need a Sponsor committee.

## 7. Membership

- Membership on a volunteer basis. Sue, Kate, Trish and Jan have all volunteered to pay the voluntary \$20 membership.
- News showing that unemployment in O&G is not as bad as it really is. We should take a poll at the L&L of who is employed, under-employed or unemployed.
- We will need to need to make a description of what a “membership” is. Do we just ask for a donation or should we ask for membership fees? What value does a membership give? Jan has written an article about membership for newsletter.

## 8. Sponsorship

- Marc and Jan are putting together sponsorship levels and structures by end of November. A sponsor should commit for 12 months. Jan is in discussions with Tarcare as a new sponsor.

## 9. Other Business

- Bev stated that we do not have to file income tax given points sited by Bev
- Our budget year-end is June 30<sup>th</sup>. Bev will work on a budget.
- Bev and Sue will go to bank to change authorized signatures.

- We want to add Denise as an advisor to the board, Sue motioned and Jan seconded.
- Next meeting is November 10.
- Meeting ended 1:10