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## SPE Section Annual Report 2020

All sections are required to submit an annual activity and financial report by **1 June** in order to be compliant with [SPE policy](#).

Compliant sections that submit by the **1 June** deadline are eligible for [awards](#) consideration. The awards recognize sections that display exemplary efforts in technology dissemination, section operations, member benefits, society and community benefits, and innovation.

Section name	Calgary Section
Establishment date	7-Oct-1989
Compliance status	Compliant
SPE region	Canada
Country	Canada
2019 Membership	3791
2019 Retention	82.13%
2019 Growth	-0.71%
2019 Student membership	441

If the details below are incorrect, please update them and [submit a new roster](#). Annual report submission confirmations will be sent to the email address below.

Section chair

Laura Weeden

Section chair's email

laura.weeden@gmail.com

## Financial Details

Report your section's financials from 1 April 2019 through 31 March 2020. The amounts are for the entire section--including all committees and study groups. Note: financial details are not used in consideration for awards.

- Enter all fields in USD
- Include numbers and decimal only (Example: 1234.12)

### Beginning of Year Balance for Total Resources:

What was your bank account balance as of 1 April 2019? 85662

What was your balance of all other investment accounts as of 1 April 2019? 517556.71

### End of Year Balance for Total Resources:

What was your bank account balance as of 31 March 2020? 105262.68

What was your balance of all other investment accounts as of 31 March 2020? 500792.83

### INCOME 1 April 2019 to 31 March 2020

What was your budget for income this year? 149973

Interest and dividends earned 14733.72

Registration from meetings and social activities 126390.07

Sponsorships 18422.03

Rebates from SPE International 12073

Print newsletter advertising 0

Online advertising	0
Other	13663.54
<b>TOTAL INCOME</b>	<b>185282.36000000002</b>

**EXPENSES**            1 April 2019 to 31 March 2020

What was your budget for expenses this year?	165046.35
Meetings and social activities	128904.52
Student support and scholarships	5338.75
Donations - Industry related	0
Donations - Non-industry related	3967.89
Print newsletter	0
Other	38117.00
<b>TOTAL EXPENSES</b>	<b>176328.16000000003</b>

How much money do you target to keep in reserves each year?            40000

Does your section have rotating events which generate significant income? (For example: an event which occurs every other fiscal year.)            No

How would you rate your section's financial health?            Healthy and stable

From where does your section receive funding for operations? Select all that apply.            Company support  
Event / meeting revenue  
Fundraising

Does your section have its financial records reviewed or            No

audited by an outside firm or person every year?

When was the last time you conducted a review or audit?

None in the last 5 years

## Donations

**Do not include scholarships here.**

Does your section donate more than USD 1,000 to any person or organization?

Yes

List organization(s) and amount given.

We raised and donated \$3967.89 USD from 3 separate events to the Calgary Food Bank.

## Scholarships

Does your section give scholarships?

Yes

How many total scholarship recipients?

1

What was the total scholarship USD amount awarded?

3014.55

Add the scholarship recipient details below. Use the +add button to add additional lines.

Recipient name	Aysha Panatch
University	University of Calgary
Degree program	Electrical Engineer and Computer Science
Amount in USD	3014.55

## Executive Summary

In 200 words or less, succinctly summarize how your activities over the past year impacted your members. Think of this like a paper abstract or cover letter. This is crucial in determining award-winning sections, as this is the only field reviewed in the first round of judging. What you write in your summary should make the judges want to read more about your section.

Executive summary

The Calgary Section continues to innovate and operate through a sustained depressed economic climate in Western Canada. Reduced budget continues to challenge as our sponsor base has drastically

shrunk to a new 4 year low. We continue to be resilient successfully launching a unique energy literacy program, restructuring technical programs and professional events to carry greater impact to our members.

One of the most successful highlights of the year was our Fracking With Jello Take Home Kits. These kits contain everything needed to conduct the Energy4Me experiment. Kits are sold to companies; proceeds are used to provide kits to kids at events and classroom visits. We have distributed over 560 kits.

Adapting to both the pandemic environment and the extreme number of layoffs in the city, we have shifted our content to be webinar based, providing this at no cost to our members. We have also reduced the number of events, focusing on high quality, timely and topical technical programs to our members and partnering with other technical societies and sections where possible. The YP and events group continue to provide excellent educational and professional events to the members, adapting events to provide socially distant options such as Webinar Trivia.

### Should your section be considered for an award?

You might answer "no" if your section did not have any activity or struggled to operate last year. Note: answering "no" means you will NOT be considered for awards in 2020.

Response

Yes

## Needs and Challenges

We base training on your needs. In what areas does your section need training, best practices, and success stories?

We see a continued need for leadership and personal development training for technical individuals. As a section with focus and emphasis on high quality technical content, we often lack qualified and reliable resources for the soft skills area that impacts our membership base arguably just as much as the technical. We also find that due to the downsizing of many companies, many members look to move laterally in their organizations for growth. More lateral career development training opportunities would allow our members to grow their knowledge base to become competent in other sub sectors within their organization.

How would you describe industry activity in your area over the past year?

Worsened

Describe the technical industry in your area. What is the focus?

Calgary is known for its highly technical innovative landscape. Over the years Calgary has become a hub for innovation in clean resource extraction and environmental impacts. Many of the larger major companies have successfully reduced their overall environmental footprint, and continue to improve all the time. We also see many smaller startups developing new technology for the industry largely focused on data analytics.

List industry employers that moved INTO the area, OUT of the area, and/or reduced staff.

There have been significant reductions in staff at a majority of energy companies including but not limited to, Baker Hughes, Haliburton, Schulmberger, Precision Drilling, Sproule, Husky, CalFrac, CNOOC, Shell, Murphy Oil, Athabasca, Paramount, with others occurring daily. We are not aware of any new employers. We are aware that TC Energy due to KeyStone XL pipeline has increased headcount slightly however political tensions could impact the project. Calgary has been struggling for years with companies leaving the city from the previous downturn, there was never a recovery. Much of the difficulty stems from tough political issues, and legislation.

Are there any circumstances or challenges, including re-occurring, which we should be aware of? (For example: natural disasters, political changes, far from industry, distance between members, etc.)

There are continued negative attacks on industry directed not only from a political, but activist perspective. These occurrences are regular and influence government legislation directly affecting the industry halting projects in their tracks, further hurting the local industry. As the SPE, we work to share our learnings through fact based learning and the Energy4Me program to combat the vast amount of misinformation that exists. It is a difficult situation as much of this is beyond our control, however, the section does what it can to ensure our members feel supported in Energy Literacy initiatives and education.

## Technical Activities

These activities enhance the technical competence of your members.

Did your section organize any of the following technical events? Select all that apply.

Symposiums - one day or multi day event  
 Technical presentations (typically 1 hr.), including Distinguished Lecturers  
 Training courses  
 Webinars - online meetings only (don't include live streaming events)

How many symposiums?

1

How many technical presentations, including DLs?

29

How many training courses? 2

How many webinars? 7

Do you live-stream any of your events? Yes

How many? 1

Describe your overall technical event attendance. (This is reviewed to understand how your events are going and is NOT used for judging. Be candid!)

We had a very strong in-person technical programs (TP) season. 25 events were organized, with an average of 48.5 registrations per event (25.6% increase over previous season). In total, 562 SPE Calgary members attended at least one in-person technical event, representing 19.6% of all SPE Calgary members. Out of the 25 in-person TP events this season, 22 were initiated by the Section, accounting for 80.4% of the year's attendees with the three SPEI DLs accounting for the remaining 19.6%.

Consider the BEST technical event of the past year. Describe the impact it had on your members and how it relates to SPE's mission.

Dr. Paolo Bomben delivered a technical webinar on Alberta Innovates Bitumen Beyond Combustion (BBC) portfolio to the Calgary Young Professionals (YPs). The BBC concept, pioneered by Alberta Innovates over the past four years, aims at a fundamental diversification of the oil sands industry by developing non-combustion products from bitumen, their production technologies and uses. These products would complement traditional energy products, such as gasoline, diesel, and other fuels. To date, four major BBC product categories have been identified: carbon fibres and combination products; asphalt binders; vanadium for large-scale storage of electricity in flow cells; novel polymers. This webinar introduced the BBC concept and explored the technical and business cases for the four major BBC product categories. This was the first webinar the YP group has hosted and it was also the first event we have live streamed on Facebook. Including people who watched the live stream, over 70 people watched the webinar live. In the days following the webinar, over 200 people viewed the recording on Facebook which has also been shared by other SPE sections around the world (e.g. UAGRM SPE YP). We view this first webinar as extremely successful and are highly encouraged to further explore this venue to deliver content in the future. It was extremely impactful to be able to bring something new, innovative and positive to our members in a time when many are feeling discouraged.

Describe a second technical event from the past year. Be sure to include the impact it had on your members and how it relates to SPE's mission.

The technical luncheon from Dr. Daniel Yang titled “Drilling over 20 Wells into Bad Rock – Learning from Failure” is a presentation worthy of highlighting. Often for liability, reputation and commercial reasons, producers and service providers prefer to talk about lessons only in the context of the positive attributes – what are the best practices, what are the positive results, and how can we do even better. While it is true that we can learn and build upon others’ successes, we learn a lot more from our and others’ mistakes, and as an industry, we have not been very open about sharing our failures and that’s a source of loss of learning. The presentation went over the early indicators for under-performance throughout the early phases of stimulation and production and highlights the importance of data analytics and agility in the organization to react to the trends found in data. The approach taken by Dr. Yang for this talk, the open candor nature of the discussions creates the open spaces for participants to reflect and exchange information.

Describe a third technical event from the past year. Be sure to include the impact it had on your members and how it relates to SPE's mission.

Ben Stephenson, Distinguished Lecturer event titled "Data Analytics with Human Intelligence: Outlier Analysis for Decoding Unconventional Plays". It was one of the most attended technical events this season, and for a good reason. Ben is a Geoscience Advisor in the Completions Effectiveness Team for Unconventionals at Shell in Calgary, Canada. In his 20-year career with Shell, he has worked on conventional carbonate and geothermal fields around the world as a subject matter expert for fractured reservoirs. Ben's talk was very well received. He presented two case studies: one from Montney with 450 wells and another one from Marcellus in the US with 230 wells. In both plays, statistical analysis of large datasets did not suffice, forcing the creation of a novel technique called ‘Outlier Analysis’, in which specific hypotheses were systematically scrutinized against the production data. Emphasis was placed on understanding the very best and very worst wells within the range. The outcome was a step-change improvement in well performance in both plays, which provided confidence for a major investment decision for Canada.

## Professional Activities

These activities enhance skills which help your members succeed in the professional world.

Did your section organize any of the following professional activities? Select all that apply.

Career guidance events (career fairs, resume workshops, recruiting fairs, starting your own company, financing for retirees, etc.)  
 Career related presentations to university students (Ambassador Lecturer visits)  
 Soft skills (public speaking, leadership training, etc.)  
 Other



How many career guidance events?	3
How many career presentations to university students?	21
How many soft skills events?	4
What other professional event(s) did your section organize?	Brewery Tour, Lawn Bowling Charitable Event, Stampede Mixer, Welcome to Industry Mixer, Christmas Party, Bowling Night, Revelstoke Young Professionals Ski Trip, Trivia Night, Volunteer Appreciation Night, Meet the Board, Recruitment Webinar, ATCE Alumni Event, Section Ski Trip, Golf Tournament, AGM and Award Ceremony, Stampede Breakfast
How many other professional events?	16
Describe your overall professional event attendance. (This is reviewed to understand how your events are going and is NOT used for judging. Be candid!)	Overall the Section professional event attendance is usually very good. Many events sell out and we typically average 60 -80 people depending on the event and if there is a restriction on capacity. Our events are usually geared towards facilitating meaningful networking and personal development. Half are set in a social environment such as a pub (like a whisky tasting), while the others are more activity based locations where attendees can network while sharing a specific activity, such as Lawn Bowling or Curling. We have had a few less popular events which becomes a learning experience for membership interest.
Consider the BEST professional event of the past year. Describe the impact it had on your members and how it relates to SPE's mission.	<p>The best professional event of this past year was the ATCE Canadian Alumni Reception, with approximately 110 people in attendance. Fortunately, Calfrac Well Services sponsored a portion of the event and it was under budget by approximately \$1000. It had good networking value for the members, as there were attendees from multiple facets of the petroleum industry allowing them to enhance their professional relationships and competencies by sharing knowledge. Furthermore, exposure to various high-level SPE board members such as Shauna Noonan allowed members to feel valued, enlightened, and excited about everything SPE has to offer.</p> <p>The event also served as a platform to launch the Energy Literacy program, thereby serving SPE's mission in exchanging technical knowledge concerning the exploration, development and production of oil and gas resources. There was print material available and a</p>

computer monitor set up to demonstrate how the Fracking with Jello Take Home Kits worked, as well as distribution of the kits at the request of attendees.

Describe a second professional event from the past year. Be sure to include the impact it had on your members and how it relates to SPE's mission.

Each year we host a Welcome to Industry Mixer aimed at new grads and individuals entering the industry. This year we had a record setting event with over 100 attendees, a twofold increase from the prior year. This was accomplished by partnering with the new grad societies of many of the major companies in Calgary and increasing the marketing done on social media platforms (Facebook, Instagram, LinkedIn). At this event, we bring industry veterans to facilitate networking - giving attendees a chance to develop their professional network and learn more about the SPE. We also bring as many YP volunteers as possible to answer questions and hand out cards with QR codes to sign up as volunteers with us. We used an icebreaker facilitated by YP volunteers to break apart groups and help people make new connections. Many of the attendees of this event have come to other of our events since, or joined the team as a volunteer. We view this as a key recruiting event growing in popularity and an excellent introduction to the SPE for Young Professionals. This event is also a fundamental opportunity to communicate to the younger generation the benefits and key role the energy industry plays not only in fueling Calgary's economy, but that of Canada as well. Given the increased activism against our industry, this is an event that allows young people to speak directly with professionals about what they may read or see online.

## Community Activities

These events educate the community about the petroleum industry.

Did your section organize any of the following community events to enhance the image of the petroleum industry? Select all that apply.

Energy4me (community education)  
Community service (SPE Cares)  
Presentations within the community on the positive impact of the industry

Describe how your section used the Energy4me program.

We use Energy4Me experiments to host hands-on events for children and teens. The experiments make great focus points for volunteers to interact and share knowledge. This year the section hosted 3 major events before 3 others were cancelled due to COVID-19. Each event was unique, the first being with Husky energy for pre-teen girls with Operation Minerva. Featured all female volunteers and attendees. The second was TC Energy Take Your Kid to Work Day, focused on pre-teen aged children at the TC Energy office, and the final was a 300+ person public family event for all ages.

How many Energy4me classroom (student) visits? 0

What was the average attendance? 130

What types of community service events?

**Do NOT indicate scholarship funding here, as it is asked in a previous question.**

Select all that apply.

Donating your time to another organization that helps the community (building houses, food pantry, etc.)

Fundraising events / collecting donations to raise money (run / walk / marathon, bake sale, etc.)

How many time donation events? 1

How many fundraising events? 3

What was the average attendance for all community service events? 118

Describe the BEST community event from the past year. Be sure to include the impact it had on your members and how it relates to SPE's mission. (Does NOT have to be environmental.)

Our third annual Fracking With Jello event was co-hosted at the local technical college (Southern Alberta Institute of Technology) with their SPE - Student Chapter in February 2020. Our intention with this growing event is to provide educational opportunities, reaching beyond oil and gas families to all families in the city. The event hosted 300+ people including families and kids of all ages. The event featured Energy4Me experiments, and tours of the SAIT facilities - such as the outdoor rig and the battery where students practice real life simulations. The event was an opportunity for SPE volunteers, local community members, and professors, to share in industry knowledge and education. This year we also launched our Fracking with Jello take home kits, which contain everything needed including the jello and a container to do the Energy4Me experiment, with instructions and corresponding "what's happening in real life" comparisons and answers to frequently asked questions about fracturing. This event also spurred a new initiative, "Ask and Engineer", which features one of our volunteers in a short video answering a specific question submitted from a child, such as, "What do reservoirs look like?". Videos are posted on our website and social media for kids to view.

Due to COVID, this was the last event of the year for the Section and none of the classroom visits or other events scheduled could be carried out.

Consider the BEST ENVIRONMENTAL community outreach event of the past year. Describe the impact it had on your

The Section did not host any Environmental specific events this year.

members and how it relates to SPE's mission. (MUST be environmental.)

## Operations

In what month do section operations begin?

April

In what month do section operations end?

March

Do you use committees to help complete the work of the board?

Yes

What committees does your section use? Select all that apply. Note: These might not be the exact titles you use, so please select the closest category. Only if you do not see a related category should you list "other."

Awards  
 Communications/Media  
 Community outreach/SPE Cares  
 Membership  
 Programming  
 Scholarships  
 Social  
 Sponsorships  
 Student support  
 Young Professionals

How often does your board meet?

Once a month or more

Who regularly attends your board meetings? (For example: officers, committee chairs, faculty advisors, members, guests, student chapter officers, staff, etc.)

All board members are expected to attend which includes officers, and the section coordinator who is staff always attends. When appropriate and applicable, guests are invited to attend to update the board, or make a special request. This can include committee leads or members, student chapter officers or members.

## Goals

Describe your section's goals for the past year, why they were selected, and what progress was made. Include who was involved in setting goals--such as companies, members, industry

This year, the goals were focused on quality technical programs, energy literacy/Energy4Me, member support and finances. As the local economic market and industry is in ongoing distress, the Section needed to further curtail costs to suit the new normal, which has now further shifted with the latest oil price drops. At the start of the year, with all the doom and gloom, the section made it a goal to focus on the positive and maintain resilience making the best out of a

advisors, students, Regional Director, etc.

negative situation. Supporting our members through these strange times is now the forefront as we close out our year, our goals have shifted to adapt, choosing to help our members continue to grow by providing new exciting technical content through the summer months where we normally would not offer any programs.

What goals have been established for next year?

In addition to our technical programs changes and finances, the section set out this year to build and grow it's now established energy literacy program, shifting the focus of the Growth & Development team to work with the already successful YPs. The vision was to create more content and to build science kits. The team rose to the challenge and it has been a resounding success.

Next year's activities will revolve around rebuilding morale and a sense of normalcy coming out of the COVID pandemic and oil prices crash. Our leadership will be innovative and adaptable to take on these challenges, and ready to pivot based on the economic landscape that the oil industry will be facing. We will assess and focus our activities based on the needs of the industry in Calgary, and decrease activity as needed to ensure that our resources are focused on providing the best value to support our members.

## Succession Planning

How do you transition records and train new officers?

Most of our core section documents are hosted on a OneDrive and SPEConnect monitored and updated by the section Coordinator to ensure documents are consistent and available year over year. Successors are encouraged to begin attending Board meetings and associated subcommittee meetings in early spring to learn and meet the teams. Typically outgoing and incoming officers will work together in later spring leading into the summer and role change. The outgoing officer is encouraged to create and update a transition document to share with the incoming officer and usually remains as a resource over the summer.

How does your section create a pipeline of future leaders?

A strong link between the local university, the young professional committee, and the main board is core to our operations. Individuals are encouraged to join subcommittees such as the YPs or technical SIGs to learn more about the section and find what interests them the most. We typically promote from within where the talent and enthusiasm exists to bring people up to the Board level. We have found this is the greatest pathway to success for leaders and the section.

## Operating Regulations

### SECTION OPERATING REGULATIONS

Operating regulations are a governing document for the management and activities of the section. They are an agreement between your section and your members. Below are the standard SPE section operating regulations. To help your section, we have completed some of your section's key details.

Separate policies and operating guidelines should also be maintained for the section. These should cover the following:

- Board meeting frequency and process.
- Committee details.
- Details on succession and term dates.
- Financial rules and managing reserves. Note: If your section covers the cost of your members' travel and cost for meetings, the process for how they are selected should be outlined and shared with the members.
- Refund and event cancellation.
- Student Support such as scholarships and other ways your section support students.

**Note:** Any changes to these regulations require approval from SPE by contacting [sections@spe.org](mailto:sections@spe.org).

#### *ARTICLE 1: SECTION NAME AND JURISDICTION*

**Section 1:** The name of the section is

. Calgary Section

**Section 2:** The section was established on

. 7-Oct-1989

**Section 3.** The section headquarters is

. Calgary

**Section 4.** The section's jurisdiction is

. The provinces of British Columbia, Saskatchewan (excluding cities of Regina, Carlyle, Estevan, Weyburn, Shaunavon and Swidt Current), Manitoba, Ontario, Quebec, NW Territories, and Yukon Territory.

#### *ARTICLE 2: PURPOSE*

**Section 1:** These regulations are a governing document for the management and activities of the section. The section is also governed by all policies set by the SPE International Board of Directors.

**Section 2:** The section exists to further the mission and vision of SPE by providing local knowledge sharing of subjects relating to the oil and gas industry through meetings and programming for members of the section.

#### *ARTICLE 3: MEMBERSHIP*

1. **Section 1:** An SPE professional membership is a requirement for membership to the section. The professional membership qualifications include being employed in work related to the petroleum industry and have one of the following:
- a university degree equivalent to a 4-year Bachelor’s degree in engineering or basic or applied sciences.
  - a 2-year science or engineering degree or a 4-year degree in a field other than science or engineering.
  - 6 years of active practice in support of petroleum engineering or in the application of science to the petroleum industry.

**Section 2:** Only SPE professional members in good standing, who have selected this section, shall be members of the section. The section may not create additional membership criteria or reject membership. The section will welcome and accommodate any SPE member visiting the local area.

*ARTICLE 4: GOVERNANCE*

**Section 1:** The section board shall consist of a Chair, Program Chair, and at least one of the following core officers:

Response	Membership Chair
Response	Secretary
Response	Treasurer

Additionally, a Student Chapter Liaison is required if the section sponsors one or more SPE student chapters.

Additional voting officer positions include

Officer Position	Past Chair
Position Description	As a Director, the Past-Chair shall attend board meetings and stay in regular communication with the Chair and Chair Elect for mentorship and knowledge transfer as necessary.

Officer Position	Chair - Elect
Position Description	As an Officer the Chair-Elect shall attend board meetings and stay in regular communication with the Chair and Past Chair to learn and prepare for the following year as Chair.

Officer Position	Social & Networking Events Director
Position Description	As a Director, the Events Lead will work with a subcommittee of volunteers to design and execute a calendar of high-quality social activities that will provide members with the opportunity to expand their networks and build a stronger SPE community. Activities may

include, but are not limited to:

- Annual Family Ski Trip
- Charity Event
- Poker Tournament
- Whiskey or Wine Tasting
- Golf Tournament

Officer Position

Sponsorship Director

Position Description

The Section Sponsorship Lead (Director) will work with a sub-committee and alongside the Young Professional Sponsorship Lead to execute the annual sponsorship drive. An annual sponsorship goal will be established based on the level of activity planned for the year and budget projections provided by the Board of Directors. The sponsorship lead will also be responsible for seeking sponsors on an ongoing basis for any specific events or initiatives that arise throughout the year and require funding.

Officer Position

Communications Director

Position Description

As a Director, the Communications Lead will be responsible for ensuring professionalism and consistency in the SPE brand working with a sub-committee Communications Team. The Communications Lead will also be challenged to identify and implement new techniques on an ongoing basis to expand SPE recognition and outreach within the Calgary Energy Industry.

Officer Position

Growth & Development

Position Description

As a Director, the Growth and Development Lead will bring together and work closely with volunteers to carry out Energy Literacy initiatives and special projects. The Growth and Development Lead (G&D) will work closely with the Young Professionals G&D Lead to develop, seek, evaluate, and execute on new opportunities for the SPE Energy Literacy initiatives. The Growth & Development (G&D) Team can call on additional volunteers registered with the SPE when presenters and volunteers are needed. (This group of volunteers will be called The Energy Literacy Team)

Officer Position

Educational Support Lead

Position Description

As a Deputy Director, the Educational Support Lead works with the Growth and Development Lead on educational initiatives where students can be involved. The



lead will work with a subcommittee to ensure mentorship and support of the student chapters for the Calgary Section.

Officer Position	Young Professionals Chair
Position Description	The YP Chair as a Director will be responsible for representing the young professionals committee within the Section. The YP chair, along with the treasurer, will have signing authority on the YP account and will oversee management of the young professionals finances.

All positions on the board have voting rights. The section board may also include the following number of at-large, voting positions. The number of at-large positions and all board members shall be proportionally representative of the size of membership. At-large positions do not have specific duties but fulfill a competency and help the board carry out the mission.

0

**Section 2:** To reach a quorum for the vote, 70% of the voting board must be present. Proxy votes will not be accepted.

Request an exception to quorum percentage.

#### *ARTICLE 5: DUTIES OF OFFICERS*

**Section 1:** The section board shall:

- Supervise the affairs and conduct the business of the section.
- Define the section's strategy goals.
- Ensure the duties of all core positions are fulfilled by an officer.
- Create policies and procedures regarding any payment transactions.
- Ensure financial transactions comply with established financial policies and procedures.
- Create policies and procedures for the operations of the section.
- Perform the duties described in these operating regulations to the best of their abilities.

**Section 2:** Responsibilities of the Chairperson

- Preside over meetings of the section board.
- Appoint all section committees and members of committees; replace committee members as needed.
- Communicate regularly with the Regional Director and SPE staff regarding section plans, needs, or challenges.
- Attend SPE section officer meetings, regional officer meetings, and the Leadership Workshop hosted prior to the Annual Technical Conference and Exhibition where possible.
- Ensure the section complies with all SPE policies.
- Submit an annual report by 1 June.
- Conduct election of section officers.

- Other responsibilities may be dictated by long- and short-term goals developed by the section.

**Section 3: Responsibilities of the Program Chairperson**

- Establish goals for programming based on technical and developmental needs of section members.
- Set and execute objectives for each program, including budget and attendance targets.
- Secure and contact speakers.
- Ensure all physical and virtual facilities of the meeting are in order.
- Ensure the meeting is properly announced and publicized.
- Ensure section programs adhere to SPE event guidelines.
- Host and coordinate Distinguished Lecturers (DL's), including serving as the point of contact for DLs and SPE DL program staff.

**Section 4: Responsibilities of the Membership Chairperson**

- Know the requirements of SPE membership and how to apply and guide professional members on completing the application.
- Ensure both members and non-members are fully aware of all the advantages of SPE membership.
- Drive and implement membership engagement, recruitment, and retention strategies.
- Drive efforts to convert students to professional members.
- Inform the section board about membership statistics.
- Provide recognition for members and volunteers.
- Encourage members to volunteer.
- Review membership statistics, dashboards, and rosters.
- Encourage members to update membership profile.

**Section 5: Responsibilities of the Secretary**

- Record, store, and distribute minutes from section board meetings.
- Maintain the officer roster and ensure SPE has officers on file at all times.
- Maintain historical documents, operating regulations, operating guidelines, and process documents.

**Section 6: Responsibilities of the Treasurer**

- Establish and balance the section's bank account.
- Collect and disburse section funds as approved.
- Provide annual financial details to be included in the section's annual report.
- Provide monthly financial reports and make recommendations on the management of your section's finances to the board.
- Maintain all accounting records, including deposits and payments.
- Reconcile the bank account to the monthly financial statement.
- Prepare annual operating budget.
- Perform an annual audit.
- Share financial status and updates with the membership.

**Section 7: Responsibilities of the Student Chapter Liaison**

- Maintain frequent contact with the faculty advisor and student chapter officers.
- Offer suggestions for field trips, speakers, etc.
- Encourage section members to participate in student chapter activities.
- Invite student members to attend section activities.
- Attend student chapter officer meetings when possible.
- Work with student chapter officers to develop a recruitment and retention strategy.
- Encourage students to participate in Student Paper Contest and other Young Member programs.
- Report to the section board any pertinent information to support the student chapter.
- Help local students transition into professional members.

**ARTICLE 6: NOMINATIONS AND ELECTIONS**

**Section 1:** All board positions are open to SPE professional members in good standing. Those holding elected positions must remain SPE members in good standing through the duration of their terms.

**Section 2:** The following process outlines the election process for board positions. All positions are open to SPE professional members in good standing of the section. Those holding elected positions must remain SPE members in good standing through their term.

- A nominating committee consisting of the following number of members shall be selected by the chair and confirmed by the board.

3

- An open call for nominations will be made to section members.
- The nominating committee will prepare and share with the membership a list of candidates for each office and the date and location of a vote.
- Members will be given two weeks to object or request additions to the slate of candidates.
- On the published date of the vote, the board members will be selected by a majority vote of members.
- Hold elections for core positions a minimum of every three years. The same person may continue in the position after being approved through a vote.

**Section 3:** If at any time during the term a board member resigns, the section Chairperson will select a member to fill the vacancy for the remaining term. If the section Chairperson resigns, the Program Chairperson will become the Chairperson and appoint another member as Program Chairperson.

Request an exception to election procedures

**ARTICLE 7: COMMITTEES**

Committees may be appointed by the section board. All committee actions, programs, and financial transactions are at the discretion and approval of the section board.

**ARTICLE 8: OPERATING REGULATIONS AMENDMENTS**

Amendments to these regulations must first be submitted to SPE for review and approval. Upon approval, the section board will notify members of the new operating regulations. A copy of the current operating regulations is kept on file with SPE.

**ARTICLE 9: DISSOLUTION**

If the section board deems necessary to dissolve the section, a documented affirmative vote of two thirds of membership is required. A lack of vote is considered affirmative.

SPE may initiate dissolution of the section at the discretion of the Regional Director and staff in accordance with [policy](#). If dissolution is necessary, after fulfilling prior commitments, all remaining funds must be allocated to SPE.

## Communications

What methods does your section use to communicate with your members? Select all that apply.

Email  
 Flyers or posters (at offices, meetings, etc.)  
 Newsletters  
 Social media (including Twitter, Facebook, Instagram, LinkedIn, YouTube, etc.)  
 Website  
 Other

What format is your newsletter? Select all that apply.

Electronic

How often do you send electronic newsletters?

Weekly

What social media does your section use to communicate with your members? Select all that apply.

Twitter  
 Facebook  
 Instagram  
 LinkedIn  
 YouTube

Twitter URL

<https://twitter.com/specalgary>

Facebook URL

<https://www.facebook.com/specalgary/>

Instagram URL

<https://www.instagram.com/specalgary>

LinkedIn URL

<https://www.linkedin.com/company/society-of-petroleum-engineers-spe-calgary-section>

YouTube URL

<https://www.youtube.com/channel/UCPKVErR25DIxyOj-zfXYRcg>

Website URL

<http://calgary.spe.org>

What other method of communication? (excluding social media)

Brochures, Pre Event PPT

## Membership

Are your members and companies dispersed across your area, where members cannot easily attend meetings? (For example: To accommodate, you host meetings in separate locations across your jurisdiction.)

No

## Member Programs

Does your section have dedicated strategies or programs related to membership and recognition? Select all that apply.

Award nominations - local  
Award nominations - SPE regional/international  
Long term member recognition  
Member recruitment  
Member retention  
Networking / social events  
New member welcome / engagement  
Sponsor appreciation  
Volunteer recognition  
Welcome/recruit recent graduates

Does your section have programs dedicated to any of the following targeted demographics? Select all that apply.

Companies  
Faculty  
Pre-university students  
Unemployed members (Members in Transition)  
Young Professionals (members age 35 and younger)

Describe efforts by the section to liaise with industry employers.

We regularly liaise with employers through our Corporate Awards, technical speakers, sponsorship opportunities, and energy literacy programs. We have corporate representatives for many majors in Calgary on the YPs for open communication. Our educational

Describe how your section engages with university faculty.	support team reaches out to employers to create links and encourage new hiring practices.
Describe how your section supports pre-university students.	The Director of Education Support has organized several two-on-one meetings with the other directors and the Associate Profs. at U of C; and a Data Analytics Boot Camp organized with the Associate Head of Undergraduate Studies, Prof., Roman Shor. We have Faculty Reps on the Technical Program and M&R Committees.
Describe any services or benefits your section has created to support your unemployed members.	The Section has a very active energy literacy program that focuses on education for pre-university students. Hands on activities are coordinated for students to meet working professionals to learn about the profession and energy literacy. With the current COVID situation, we have started short movies called "Ask an Engineer".
Describe how your section engages Young Professionals (age 35 and younger).	The Section has implemented discounts on training courses, free access to networking and soft skills events as well as access to webinars online and on demand.
Describe your BEST member program.	We have an extremely active YP program, since this is the most fragile of the three demographic groups. The YPs have their own Chair and 25-person Board that usually hosts monthly technical and networking events throughout the year catered towards this demographic.
Describe your BEST member program.	Our Section's best member program at this time is our webinars on demand. We recently introduced this program to support our members in this time of uncertainty. Calgary has seen an alarming number of job losses over the last 6 months, leaving many of our members unsure how to proceed or with the means to continue their technical and soft skills education. Our program offers webinars and webinars on demand for our members at no cost. Webinars vary from highly technical topics, new technology and soft skills.
Describe another noteworthy member program.	The Section believes in recognizing our members who make an outstanding contribution to the section. Every year we recognize noteworthy volunteers and technical work through our Awards Recognition program. The program recognizes Mentors and Role Models, Invaluable Volunteers, Outstanding Young Professional & Emerging Leader, Outstanding Leadership, Long Service, Technical Excellence & Achievement, Outstanding Student Chapter Volunteer, and Corporate- Technical Excellence, Community Engagement, Sustainability and finally, Support of SPE Calgary Section. Each year in the Spring nominations are opened for awards. At the section AGM in June, a special Awards ceremony and recognition is held for winners to recognize their awards.

## Member Recruitment and Growth

Which job classifications do you recruit for membership? Select all that apply.

Administrator / Manager  
 Consultant  
 Data Scientist  
 Educator  
 Engineer  
 Executive  
 Geologist or Geophysicist  
 Researcher / Developer  
 Retiree  
 Sales / Marketer  
 Superintendent / Foreman  
 Other

What other job classification(s)?

Members in transition  
 Lawyers  
 Accountants

Describe what methods your section uses to grow its membership. Be sure to include how you recruit from the job classification(s) indicated above and the strategies used for each.

We regularly attend student events to promote students converting to YP memberships as well as setting up a booth at Section events/luncheons to promote new membership and renewals. We have business cards with membership information and a QR code that links directly to the membership signup page. We have collaborated with several other local professional societies, such as SCEG, ECOTA, CHOA and CADE, as a subtle way of soft promotion of the value in membership in more than one society with the SPE bringing an International perspective.

### Retention

What methods does your section use to encourage members to renew?

We send out personalized membership renewal reminders from someone in the Section highlighting features and activities with high local interest. One of our volunteers will make a quick note to address the audience at the start of all technical talks during membership renewal season in addition to a running pre-event slideshow year round that outlines membership benefits the Section offers such as member pricing and access to webinars. We also hand out business cards with membership benefits and QR code to renew at luncheons and events.

### University Student Support

Does your section sponsor any student chapter(s)?

Yes

Number of sponsored student chapter(s)

3

Name of sponsored student chapter(s)

Southern Alberta Institute of Technology (5520) , University of Calgary (5687) , University of Toronto (6134)

How would you describe your section's level of involvement with your sponsored student chapter(s)?

High

How often do you communicate with student chapter officers?

Weekly

How often do you communicate with the Faculty Advisor(s)?

Quarterly or less

In what areas does your section support its sponsored student chapter(s)? Select all that apply.

Budget review and approval  
 Field trips  
 Financial resources  
 Professional development opportunities such as internships  
 Provide speakers, including Ambassador Lecturers  
 Section members invited to attend student chapter meetings/events  
 Student chapter members invited to attend section meetings  
 Student volunteer opportunities at section events

Describe how your section supports its sponsored student chapters.

We gave our three student chapters (U of Calgary, SAIT and U of Toronto) an annual budget of \$4,500 Canadian for operating expenses. The students hosted lunch and learns, field trips and panel events with employer booths. We have a \$4,000 Canadian memorial scholarship for engineering students in honor of one of our Section YP volunteers who passed from cancer in 2016. We provide funding aid to the student teams who compete in the PetroBowl. Finally, students volunteer at the Section annual golf tournament and funds raised go towards various student activities such as scholarships or ATCE delegation.

In order to be eligible for student rebates, indicate what you provide financially or in terms of programs to support university and pre-university students. Select all that apply.

Cost for the section hosting an event or program specifically for students (e.g., CV workshops or mentor programs)  
 Discounted or free registration to section events  
 Energy4me materials and hosting of events  
 Field trips  
 General stipend for yearly budget  
 Multiple event student chapter sponsorship  
 One-time student chapter event sponsorship  
 Scholarships  
 Travel expenses for students attending SPEI events and SPEI programs (e.g., ATCE, OTC, Student Paper Contest, Petrowbowl, etc.)



How much did the section budget for student support over the last year? (indicate in USD)

7536

Describe any programs/activities that your section offers specifically for university students. (For example: symposiums, career fairs, mentors, competitions, lecture series, etc.)

We gave \$4,500 Canadian or \$3,200 USD towards our three student chapters for their operating budget. This was used towards the University of Calgary Chapter Energy Panel which was in the fall of 2019. Students networked with employers who hire interns and new graduates. PES also hosted a mentoring program that connected them to petroleum engineers who helped them with resumes and job search strategies. The funding was also used for the SAIT Industry Night in March 2020 where we had company booths and the Premiere of Alberta, Jason Kenny, was the keynote speaker. It was an honor that he made time for our student chapter and he did a phenomenal job pumping up the student spirit and highlighting the future energy initiatives to connect Alberta to world markets. Furthermore, we planned to have a booth at the Earth Science for Society Expo where over 2,000 school aged students tour the exhibits, but it was cancelled due to Covid19. We also have an additional budget of almost \$3,000 for filming new graduate videos and those proceeds were from the Data Science Day Camp we held in November 2019 at the University of Calgary.

Does your section engage with any universities where you do NOT have a student chapter?

No

What are you doing to promote students converting to professional members?

We promote membership conversion at all student run events that we attend, by networking with students to promote the YP program's benefits and handing out cards with QR codes to make it easy. The Educational Support team also maintains communication with the students to encourage them to convert their Membership.

## Collaboration

Describe how your section works with other SPE sections.

The section invites other Canadian sections to participate in our online live webinars at no cost. These webinars are also now available on demand and over Facebook live, which we have shared openly. Finally, we worked with other Canadian sections to promote and host the Canadian Alumni Event at ATCE.

Describe how your section works with other societies.

The section works to co-host inter-society events where possible. There are 10+ professional societies in the city that meet regularly to discuss events and collaboration. We also cross-promote each other's events through our social media platforms. For example, this year we organized an inter-society holiday party with 200+ attendees.

## Optional: Photos

You may provide up to three of the best photos of your section and/or board members. Photos may be used in recognition ceremonies, so please ensure they meet the following criteria:

- high-resolution
- contain professional content
- no collages--only single photos
- posed, looking at the camera--no candid shots (for privacy purposes)

Upload photo 1



Upload photo 2



Upload photo 3



## SPE Section Annual Report

Our section board has reviewed and accepts the [SPE Conflict of Interest Policy](#).

Tick here to confirm.

We agree

We hereby certify, to the best of our knowledge, the information provided in this report is accurate. We agree to have this report or portions of it available to other SPE sections.

Tick here to confirm.

We agree

To submit your report, select Next. From the "Review" tab, verify your responses for the whole report. Then scroll to the bottom and click Submit.

You will receive an on-screen confirmation after the report is successfully submitted. The section chair will receive a confirmation email once submitted.

