



## Board of Directors

PRESIDENT

**Philana Thompson**

Merrion Oil & Gas Corporation

PRESIDENT ELECT

**Barbara Pappas**

Cobra Oil & Gas Corp.

SECRETARY

**Wendy Sparks**

Carl E Gungoll Exploration LLC

TREASURER

**Heather Woods**

Souder, Miller & Assoc.

IMMEDIATE PAST

PRESIDENT

**Evelyn Green**

GBC Minerals, Ltd

PARLIAMENTARIAN

**Nell Lindenmeyer**

A-Plus Well Service, Inc

CENTRAL REGION

DIRECTOR

**Jamie Sabata**

Gardner Cryogenics/ Air  
Products

NORTHEAST REGION

DIRECTOR

**Samuel Thomas**

SOUTHEAST REGION

DIRECTOR

**Kathy Martin**

Acadian Ambulance Service,  
Inc

WEST REGION DIRECTOR

**Ingrid Burton**

**Philana Thompson**

2022 ADDC President

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February 25th, 2022

At the Budget and Planning Meeting held in person in Albuquerque, NM January 15th, 2022, the Board collaborated, brainstormed and had a very successful meeting that we hope will bring positive changes and outcomes to the association.

The ADDC Operational Budget for 2022 was approved and is attached to this email correspondence.

Please note that this Budget is not to be published or released to anyone other than members. Do not publish this in your Bulletins or online.

The Highlights of the Budget and Planning Meeting and the 2022 Strategic plan are also attached for your information. These can be published in your Bulletin. These can also be found on our website [addc.org](http://addc.org) under the News & Publications section.

Prayers and Blessings!

Philana

# Highlights of Budget & Planning

January 15<sup>th</sup>, 2022

Hybrid

Albuquerque, NM

Sandia Resort & Casino

- ✓ FRC & President currently reviewing CPA firms to handle tax filings.
- ✓ General consent to ratify the list of insurance policies.
- ✓ General consent was given for the continued use of Bank of America
- ✓ Motion to discontinue using Arvest Credit Cards and utilize Bank of America Debit Cards
- ✓ A positive budget was approved for the Association.
- ✓ Approved \$5580 budget line item from the convention fund investment gain (part of the allowable transfer) to be used to offset operations expenses.
- ✓ Strategic plan approved

Philana Thompson

2022 President

February 25th, 2022



**ASSOCIATION OF DESK AND DERRICK CLUBS**  
**STRATEGIC PLAN**  
**2022**

**Plan was adopted by the Board by Directors in February 21<sup>st</sup>, 2022**

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## **Board Adoption of Strategic Plan**

The 2022 Association of Desk and Derrick Clubs Board of Directors hereby adopts and approves of the strategic direction and action plans described in this strategic plan document in February 25<sup>th</sup>, 2022.

Philana Thompson, 2022 ADDC President

Barbara Pappas, 2022 ADDC President-Elect

Heather Woods, 2022 Treasurer

Wendy Sparks, 2022 Secretary

Evelyn Green, 2022 Immediate Past President

Jamie Sabata, 2022 Central Region Director

Sam Thomas, 2022 Northeast Region Director

Kathy Martin, 2022 Southeast Region Director

Ingrid Burton, 2022 West Region Director

# **Organizational Description**

## **About ADDC**

ADDCC is the energy industry association that brings everyone together to build better careers, companies and communities. Membership is open to those employed in or affiliated with the petroleum, energy, and allied industries as well as individuals interested in increasing their knowledge about these industries, who can benefit from broad-based, cross functional training.

## **Our Mission**

Our mission is to enhance and foster a positive image to the global community by promoting the contribution of the petroleum, energy, and allied industries through education by using all resources available.

## **Our Purpose**

The Association of Desk and Derrick Clubs (ADDCC), an international non-profit organization, is a premier provider of energy education and professional development. ADDCC's purpose shall be to promote the education and professional development of individuals employed in or affiliated with the petroleum, energy, and allied industries, and to educate the general public about these industries as well as the companies and global communities the members serve.

# **Goals and Strategies**

## **ADDC Club Bylaws**

Committee: Judi Adams

Goal #1: Review and update the committee guidelines

Assigned to: Chair

**Strategy: Work with clubs to encourage more efficient bylaws i.e. allow for electronic voting**

**Deadline for completion: June 1<sup>st</sup>, 2022**

Goal #2: Update the spreadsheet with hard deadlines

Assigned to: Chair

**Strategy: To provide a broader time span to avoid multiple bylaws reviews at the same time, and allow the clubs a clear direction of their obligations.**

**Deadline for completion: March 1<sup>st</sup>, 2022**

## **ADDC Guidelines Review**

Committee: Rena Shaffer

Goal #1: Review the guidelines and forms on the website to see what needs to be updated.

Assigned to: Chair

**Strategy: Work with the committee to strategize the update.**

**Deadline for completion: September 1<sup>st</sup>, 2022**

Goal #2: Create ideas and example templates for budget and planning, regional and convention reports.

Assigned to: Chair

**Strategy: To assist the members in providing clear details and needs of the committee**

**Deadline for completion: March 15<sup>th</sup>, 2022**

Goal #3: Update the member transfer form

Assigned to: Chair

**Strategy:**

**Deadline for completion: March 1<sup>st</sup>, 2022**



## **ADDC Education/Certification**

Committee: Philana Thompson

Goal #1: Create quality and professional educational videos to provide to technology committee.

Assigned to: Chair

**Strategy:**

**Deadline for completion: 12/1/2022**

Goal #2: Guidelines for how to create and prepare quality videos.

Assigned to: Chair

**Strategy:**

**Deadline for completion: 3/1/2022**

## **ADDC Membership**

Committee: Evelyn Green

Goal #1: Provide one idea to membership chair to help increase membership.

Assigned to: Board

**Strategy:**

**Deadline for completion: February 28<sup>th</sup>, 2022**

Goal #2: Chair to review non-renewals and will send out exit survey, the president will provide the 2022 renewals to the membership chair,

Assigned to: Chair & President

**Strategy:**

**Deadline for completion: President to provide renewals by 3/15/2022,  
Chair to send out exit interview by 5/15/2022**

Goal #3: Strategize on how to engage past presidents and retirees in more active roles.

Assigned to: Chair

**Strategy: Utilize the historical knowledge and leadership**

**Deadline for completion: 9/1/2022**

## **ADDC Program**

Committee: Audra Horton

Goal #1: Reports submitted timely (w/in 7 days of meeting)

Assigned to: Region Rep (if issues arise, contact RD)

**Strategy: Avoid consequences from failure to report properly/timely**

**Deadline for completion: Ongoing**

Goal #2: Provide suggestions for speakers/topics

Assigned to: Chair

**Strategy: Sharing ideas between clubs**

**Deadline for completion: Ongoing Quarterly (Quarterly report from Region Reps to Chair)**

Goal #3: Summary of Club Reports

Assigned to: Region Reps

**Strategy: Share ideas between clubs to adapt to areas**

**Deadline for completion: Quarterly - Reps to Chair to President/President/Elect then distributed**

## **ADDC Public Relations/Marketing**

Committee Chair: Helen Trujillo

Goal #1: Guidelines and Procedures Updated

Assigned to: Chair

**Strategy:**

**Deadline for completion: Ongoing**

Goal #2: Reach out to Terry Lignon/retrieve printed brochures and distribute to RD's for Regional meetings

Assigned to: Chair

**Strategy: Discrimination of information**

**Deadline for completion:**

Goal #3: Facebook Presence (ADDC Public (580 followers) / ADDC Convention (private) (306 followers))

Assigned to: Chair

**Strategy: Increase ADDC public followers to 1,000 and increase ADDC Convention (private) page to 450 followers\***

**Deadline for completion: 12/01/2022**

**\*Post to each page Marketing materials and club program type info/fundraisers/scholarships, etc. Frequent posting push more to public and information (monthly).**

## **ADDC Rules**

Committee: Rules

Chair: Judi Adams

Goal #1: Change guidelines to ensure committee responsible to ensure updated online ASAP following adoption

Assigned to: Chair

**Strategy: Help to maintain accurate website information**

**Deadline for completion: 3/15/2022**

Goal #2:

Assigned to: Chair

**Strategy:**

**Deadline for completion:**

Goal #3:

Assigned to: Chair

**Strategy:**

**Deadline for completion:**

## **ADDC Contest**

Committee: Contest

Chair: Esther Greyeyes

Goal #1: Form/Guidelines/Directions updated/revamped with specific instructions

Assigned to: Chair

**Strategy:**

**Deadline for completion: 8/1/2022**

Goal #2:

Assigned to: Chair

**Strategy:**

**Deadline for completion:**

Goal #3:

Assigned to: Chair

**Strategy:**

**Deadline for completion:**

## **ADDC Leadership**

Committee: Barbara Pappas

Goal #1: Website update for Leadership Committee

Assigned to: Chair

**Strategy:** Need to review website links and get working properly

**Deadline for completion: 3/1/2022**

Goal #2: Leadership skills for Membership

Assigned to: Chair

**Strategy:** Find (with permission) educational videos pertaining to Leadership skills from outside sources and upload to website

**Deadline for completion: 3/1/2022**

Goal #3: Leadership Committee "Resources" link - Add videos

Assigned to: Chair

**Strategy:** Create short videos for links (printed materials) already on website so membership can watch versus reading material (individuals are more apt to watch a video rather than read)

**Deadline for completion: 6/1/2022**

## **ADDC Technology**

Committee: Nell Lindenmeyer

Goal #1: The committee shall review and discuss possible new additions, revisions, and corrections to the website, including but not limited to, layout, educational links, webinars, industry links, etc.

Assigned to: Nell Lindenmeyer

**Strategy:**

**Deadline for completion: Ongoing**

Goal #2: Seek out testimonials, both written and video from employers, members of the industry, and past and current ADDC members.

Assigned to: [Nell Lindenmeyer](#)

**Strategy:**

**Deadline for completion: 10/1/2022**

Goal #3: Establish Linked-In connection, update social media and YouTube

Assigned to: [Nell Lindenmeyer](#)

**Strategy:**

**Deadline for completion: 10/1/2022**



## **ADDC Board Goals**

Goal #1: AIMEE Contest / Long Range Planning

Assigned to: Chair

**Strategy:**

**Deadline for completion: Long Range Planning**

Goal #2:

Assigned to: Chair

**Strategy:**

**Deadline for completion:**

Goal #3:

Assigned to: Chair

**Strategy:**

**Deadline for completion:**