



**Minutes of the Annual General Meeting of the Alberta Clerks Association held on
Friday, April 20th, 2012 at the Delta South, Edmonton, Alberta**

PRESENT:

Executive Members:

President	Doug Tymchyshyn, Parkland County
Vice President	Audrey Cerny, City of Grande Prairie
Treasurer	Tania Shepherd, City of Spruce Grove
Secretary	Betty Gaskarth, City of St. Albert
Communications Director	Sharon Doll, Town of High River
Program/Education Director	Cathy Drescher, Town of High River

Membership:

Chris Belke	City of St. Albert
Barbara Clifford	City of Calgary
Cindy Cvorak	Leduc County
Marlene Derr	County of Stettler
Janette Ferguson	City of Grande Prairie
Carol Gabriel	Mackenzie County
Debbie Godfrey	Town of Olds
Carolynn Grey	City of Spruce Grove
Anne Himschoot	Town of Bonnyville
Cheryl Hyde	Town of Canmore
Melanie Kanarek	Lac La Biche County
Sara Jensen	Parkland County (Intern)
Beth Kembel	City of Lloydminster
Glenna Kemp	Strathcona County
Janice King	Town of High River
Marilee Littmann	Town of Sylvan Lake
Nancy Lougheed	Red Deer County
Vivienne MacIntyre	City of Ft. Saskatchewan
Jennifer McAdam	Parkland County
Frieda McDougall	City of Red Deer
Brenda Molter	Town of Beaumont
Mavis Nathoo	City of Edmonton
Aleta Neufeld	City of Lethbridge
Sandy Peddle	Saddle Hills County
Jacqueline Roblin	Strathcona County
Mary Rose	Town of Sylvan Lake
Carol Schofield	Town of Stony Plain



Wanda Seatter
Alayne Sinclair
Jesse Sopko
Rhonda West

City of Calgary
City of Edmonton
Northern Sunrise County (Intern)
Town of Hinton

Guests:

Blaine Alexander

Alberta Municipal Affairs

Call to Order

Doug Tymchyshyn, President, called the meeting to order at 10:45 a.m.

**Additions to
The Agenda**

There were no additions to the agenda.

**Adoption of the
Agenda**

MOVED by Jennifer McAdam that the agenda be adopted.

CARRIED

Alberta Municipal Affairs Presentation

Blaine Alexander updated the membership on current activities at Alberta Municipal Affairs. There is a new branch, Major Legislative Projects and Strategic Planning. He indicated that the MGA review would probably start in the last quarter of 2012 and may take up to 4 years. Also that everyone was on hold pending the outcome of the election on Monday.

Doug thanked Blaine for his presentation and for attending and thanked him for their input and support to our members.

MOVED by Sharon Doll that Blaine Alexander's report be accepted as information.

CARRIED

**Adoption of the
Minutes**

It was noted that the minutes should have said "City of St. Albert" rather than "City of St. Alberta" following Chris Belke's name in the attendance record.



MOVED by Vivienne MacIntyre that the minutes of the Annual General Meeting of the Alberta Municipal Clerks Association held April 15th, 2011, be adopted as amended.

CARRIED

Reports

Organization Committee Report

Doug Tymchyshyn presented the Organizational Committee Report.

MOVED by Janette Ferguson that the Organization Committee Report be received as information.

CARRIED

Program / Education Committee Report

Cathy Drescher reported on the Program/Education for the this year's convention

MOVED by Audrey Cerny that the Program/Education Committee Report be received as information.

CARRIED

Auditors' Report

The Auditors' Report for 2011 was presented by Aleta Neufeld.

MOVED by Debbie Godfrey that the 2011 Auditors' Report be accepted as presented.

CARRIED



Treasurer's Report

Tania Shepherd provided an overview of the Treasurer's report.

MOVED by Nancy Lougheed that the Treasurer's Report be accepted as presented.

CARRIED

Operating Budget for 2013

Tania Shepherd presented the 2013 Operating Budget to the membership.

MOVED by Sandy Peddle that the Operating Budget for January 1 to December 31, 2013 showing a balanced budget be adopted.

CARRIED

Financial Statements for 2011

MOVED by Chris Belke that the Financial Statements for the period January 1 to December 31, 2011 be received as presented.

CARRIED

Executive Committee Elections

President

Betty Gaskarth nominated Audrey Cerny for the position of President. No further nominations were submitted.

Moved by Jennifer McAdam that nominations cease.

CARRIED

Audrey Cerny was acclaimed to the position of President.



Vice-President

Chris Belke nominated Aleta Neufeld for the position of Vice-President. No further nominations were submitted.

Moved by Vivienne MacIntyre that nominations cease.

CARRIED

Aleta Neufeld was acclaimed to the position of Vice-President.

Secretary

Barbara Clifford nominated Wanda Seatter for the position of Secretary. No further nominations were submitted.

Moved by Audrey Cerny that nominations cease.

CARRIED

Wanda Seatter was acclaimed to the position of Secretary.

Treasurer

Sharon Doll nominated Jade Callahan for the position of Treasurer. No further nominations were submitted.

Moved by Janette Ferguson that nominations cease.

CARRIED

Jade Callahan was acclaimed to the position of Treasurer.

Communications Director

Sharon Doll nominated Cheryl Hyde for the position of Communications Director. No further nominations were submitted.



Moved by Barbara Clifford that nominations cease.

CARRIED

Cheryl Hyde was acclaimed to the position of Communications Director.

Program/Education Director

Carol Schofield nominated Cathy Drescher for the position of Program/Education Director. No further nominations were submitted.

Moved by Marilee Littman that nominations cease.

CARRIED

Cathy Drescher was acclaimed to the position of Program/Education Director.

Appointment of Auditor

A new auditor was required to replace Aleta Neufeld as she is now part of the Executive and unable to complete her term, along with Janice King to be Auditor.

MOVED by Frieda McDougall that Nancy Lougheed be appointed as Auditor for the year 2012/2013.

CARRIED

Date and Location for 2013 Conference

MOVED by Aleta Neufeld that the 2013 Annual Conference be held in Northeast Calgary on April 11th & 12th, 2013 and the Pre-Conference on April 10th, 2013.

CARRIED



Other Business **Life Memberships**

MOVED by Sharon Doll that Dianne Nemeth, Steve Thompson and Diana Garner be granted Lifetime Memberships in the Alberta Municipal Clerks Association.

CARRIED

Adjournment Doug Tymchyshyn, President adjourned the meeting closed at 11:50 a.m.

President

Secretary