

**Minutes of the Annual General Meeting of the Alberta Clerks Association Held on
Friday, April 28, 2017, at the Coast Hotel and Conference Centre, Canmore, AB**

PRESENT:

Executive Members:

President	Aleta Neufeld, City of Lethbridge
Director	Jacqueline Roblin, Strathcona County
Acting Secretary	Wanda Pintye, City of Calgary
Director	Cheryl Hyde, Town of Canmore
Director	Bonnie Hilford, City of Calgary
Treasurer	Nancy Lougheed, Red Deer County

Membership:

Amy Rommens	City of Brooks
Anne Peck	Town of Blackfalds
Annette Boissonnault	Town of Westlock
Ariana Nielsen	County of Newell
Brenda Coles	Town of Carstairs
Carolynn Grey	City of Spruce Grove
Carol Gabriel	MacKenzie County
Chris Belke	City of St. Albert
Chris Pinault	Town of Gibbons
Craig Barry	MD of Greenview
Darlene Ashcroft	Town of Whitecourt
Doug Tymchyshyn	Parkland County
Esther Quiambao	MD of Bonnyville
Eva Beyer	Town of Stony Plain
Heather Howey	Town of Westlock
Jaylene Knight	Town of Cochrane
Jillian Borsuk	City of Chestermere
Jessica Robinson	City of Lethbridge
Jenna Kester	Kneehill County
Kari Kitiuk	City of Airdrie
Karie Nothof	Town of Stony Plain
Kayla Parsons	Town of Edson
Kate Martin	City of Calgary
Kelly Kruger	Strathcona County
Lana Unger	Town of Coaldale
LaRae Ellis	Alberta Municipal Affairs
Lindsay Thompson	Red Deer County
Maggie Nguyen	City of Chestermere
Marj Bradshaw	City of Spruce Grove
Marlene Hanson	County of Stettler

Mary Rose	Town of Sylvan Lake
Mavis Nathoo	Strathcona County
Paul Denys	City of Calgary
Samantha Rodwell	City of Red Deer
Sandy Bugeja	Summer Village of Sandy Beach
Shanon Simon	Town of Redcliff
Shannon Wharton	Woodlands County
Sherry Cote	Town of Bruderheim
Shirley Moerman	Thorhild County
Stacey Loe	Town of Cochrane
Tara Johnston-Lee	Town of Banff
Tracy Ghostkeeper	Town of Bonnyville
Tracy Mindus	Lac Ste. Anne County
Tracy Parker	Yellowhead County
Val Somerville	Town of Ponoka
Vangie Wiseman	Town of Sylvan Lake
Verna Staples	Town of Black Diamond

Call to Order Chairman, Aleta Neufeld, called the meeting to order at 8:12 a.m.

Additions to The Agenda There were no additions to the agenda.

Adoption of the Agenda MOVED by Doug Tymchyshyn that the agenda be adopted.

CARRIED

Adoption of the Minutes MOVED by Tracy Parker that the Minutes of the Annual General Meeting of the Alberta Municipal Clerks Association held April 22, 2016, be adopted.

CARRIED

Reports **Executive Committee Report**

Nancy Lougheed provided an overview to the membership to be received for information

2017 Membership current registered membership totals 151.

Election Workshop in Red Deer was well received by participants attending. In the financial statements, funds have been allocated in 2017 and 2018 for hosting annual workshops.

Appointment of Auditors

MOVED by Carol Gabriel that, in lieu of absences of Audrey Rogers and Joanne Onciul, that Carolynn Grey and Sharon Pollyck be appointed as the Auditors for the 2016 financial statements.

CARRIED

Auditors' Report

The Auditors' Report for 2016 was presented by Carolynn Grey.

Moved by Marlene Hanson that the 2016 Auditors' Report be accepted as presented.

CARRIED

Executive Committee Appointments

The following open positions on the Executive were filled.

(1) President – two year term:

Doug Tymchyshyn nominated Jacqueline Roblin for the position of President. No further nominations were submitted.

Moved by Aleta Neufeld that nominations cease.

CARRIED

(2) a one-year term to fill the opening left with the resignation of the Secretary Jesse Sopko a first two-year term:

Carolynn Grey nominated LaRae Ellis for the position of Secretary. No further nominations were submitted.

Moved by Aleta Neufeld that nominations cease.

CARRIED

(3) Nomination for two Director positions – two year terms

Marj Bradshaw nominated Carolynn Grey for the position of Director. No further nominations were submitted.

Kari Katiuk nominated Sharon Pollyck for the position of Director. No further nominations were submitted.

Moved by Aleta Neufeld that nominations cease.

CARRIED

Moved by Paul Denys to confirm the following appointments to the Executive Committee: President, Jacqueline Roblin, Strathcona County, for a two-year term to April 2019; and Secretary, LaRae Ellis, Municipal Affairs, for a one-year term to April 2018; Director, Carolynn Grey, City of Spruce Grove, for a two-year term to April 2019; and Director, Sharon Pollyck, City of Airdrie, for a two-year term to April 2019.

CARRIED

2016 Budget Variance Report

MOVED by Shannon Wharton to approve the 2016 Budget Variance Report as presented.

CARRIED

2018 Budget

MOVED by Marlene Hanson to approve the 2018 budget as presented.

CARRIED

Financial Statements for 2016

MOVED by LaRae Ellis to approve the audited Financial Statements for the period ending December 31, 2016, as presented.

CARRIED

Other Business

2017 Educational Session

Members will be contacted for topic thoughts for the fall workshop.

Scholarships

The Executive announced that two scholarships will be awarded towards registration for the 2018 AMCA Conference. Applications can be found on the AMCA website.

**Items Directly
To Membership**

Resolution to Write Letter of Support

MOVED by Annette Boissonnault that the following resolution introduced.

NOW THEREFORE BE IT RESOLVED that the Alberta Municipal Clerks Association Executive write the appropriate letter of support, on behalf of the Association, for the 2022 IIMC conference to be hosted in Calgary.

CARRIED

Adjournment

Aleta Neufeld declared the meeting closed at 8:45 a.m.

CARRIED

President

Secretary