
**Minutes of the Annual General Meeting of the Alberta Clerks Association Held on
Friday, April 20, 2018, at the Coast Hotel and Conference Centre, Canmore, AB**

PRESENT:

Executive Members:

President	Jacqueline Roblin, Strathcona County
Past President	Aleta Neufeld, City of Lethbridge
Treasurer	Nancy Lougheed, Red Deer County
Secretary	LaRae Ellis, Government of Alberta
Director	Bonnie Hilford, City of Calgary
Director	Carolynn Grey, City of Spruce Grove
Director	Sharon Pollyck, City of Airdrie

Membership:

Aimee Couturier	Town of Athabasca
Aleta Neufeld	City of Lethbridge
Aline Brousseau	Town of St. Paul
Amy Rommens	City of Brooks
Angela Cruickshank	City of Medicine Hat
Angie Keibel	Rocky View County
Ann Hall	Town of Redwater
Anne Peck	Town of Blackfalds
Annette Boissonnault	Town of Westlock
Bonnie Hilford	City of Calgary
Bonnie Rybak	Saddle Hills County
Brenda Coles	Town of Carstairs
Brenda Molter	City of Fort Saskatchewan
Carol Gabriel	MacKenzie County
Carolynn Grey	City of Spruce Grove
Charlotte Satink	Rocky View County
Chelaine Winter	Town of Beaumont
Cheryl Hyde	Town of Canmore
Chris Pinault	Town of Gibbons
Eva Beyer	Town of Stony Plain
Heather Howey	Town of Westlock
Iryna Kennedy	Athabasca County
Jacqueline Roblin	Strathcona County
Jason Breau	Town of Two Hills

Jaylene Knight	Town of Cochrane
Jenna Altrogge	Town of Hinton
Jennifer Hogan	Town of High River
Jennifer Jackson	Lac La Biche County
Jeremy Fraser	City of Calgary
Jesse Sopko	City of Edmonton
Jillian Borsuk	City of Chestermere
Jocelyn Gagnon	Northern Sunrise County
Joseph Hutter	Cardston County
Karie Kitiuk	City of Airdrie
Karie Nothof	Town of Stony Plain
Katarzyna (Kate) Martin	City of Calgary
Kayla Parsons	Town of Edson
Kerry Van Ham	Town of Taber
Kyle Attanasio	County of St. Paul
Lana Unger	Town of Coaldale
Lansey Middleton	Vulcan County
LaRae Ellis	Government of Alberta
Laura Kennedy	City of Calgary
Leah Blair	Athabasca County
Leslie Rea	MD of Bighorn
Linda Sahli	City of Edmonton
Lindsay O'Mara	City of St. Albert
Lisa Lee	Town of Banff
Maggie Nguyen	City of Chestermere
Marj Bradshaw	City of Spruce Grove
Mary Nordvedt	City of St. Albert
Mavis Nathoo	Strathcona County
Melanie Crothers	Town of Devon
Melodie Steele	Town of Morinville
Moira Duley	Red Deer County
Nancy Lougheed	Red Deer County
Nancy Tancowny	Town of High Prairie
Olive Toews	Northern Sunrise County
Patty Huber	Town of Okotoks
Phyllis Corbiere	County of St. Paul
Roxanne Senyk	Athabasca County
Samantha Rodwell	City of Red Deer
Sandra Davis	City of Leduc
Sarah Meffen	City of Edmonton
Shannon Wharton	Woodlands County

Shanon Simon	Town of Redcliff
Sharon Greene	Athabasca County
Sharon Pollyck	City of Airdrie
Sherry Cote	Town of Bruderheim
Stacey Wagner	Lac Ste Anne County
Susan Valentine	AAMDC / RMA
Tara Johnston-Lee	Town of Banff
Tracy Ghostkeeper	Town of Bonnyville
Tracy Lapping	Saddle Hills County
Tracy Parker	Yellowhead County
Tyler Andreasen	Rocky View County
Verna Staples	Town of Black Diamond

Call to Order Chairman, Jacqueline Roblin, called the meeting to order at 10:15 a.m.

Additions to The Agenda Carolynn Grey added agenda item under new business regarding letter to Municipal Affairs to support the LAEA.

Adoption of the Agenda MOVED by Marj Bradshaw, seconded by Laura Kennedy, that the agenda be adopted as amended.

CARRIED

Adoption of the Minutes MOVED by Shannon Wharton, seconded by Chris Pinnault, that the Minutes of the Annual General Meeting of the Alberta Municipal Clerks Association held April 28, 2017, be adopted.

CARRIED

Reports **Executive Committee Report**

Jacqueline Roblin provided an overview to the membership to be received for information

2017 Membership - registered membership totals 157.

2018 Membership (to date) – registered memberships totals 152.

Appointment of Auditors

MOVED by Aleta Neufeld, seconded by Sharon Pollyck that, in lieu of Auditors Joanne Onciul's and Audrey Rogers' absence, Tara Johnston-Lee and Lana Unger be appointed as the Auditors for the 2017 financial statements.

CARRIED

Executive Committee Appointments

The following open positions on the Executive were filled.

(1) Nomination for Secretary - two year term

Mavis Nathoo nominated LaRae Ellis for the position of Secretary.

No further nominations were submitted.

Moved by Jacqueline Roblin that nominations cease.

CARRIED

(2) Nomination for Treasure – two year term

Mavis Nathoo nominated Tara Johnston-Lee for the position of Treasure.

No further nominations were submitted.

Moved by Jacqueline Roblin that nominations cease.

CARRIED

(2) Nomination for one Director Position– two year term

Amy Rommens nominated Lana Unger for the position of Director.

Cheryl Hyde nominated Kyle Attanasio for the position of Director.

No further nominations were submitted.

Moved by Jacqueline Roblin that nominations cease.

Moved by Jacqueline Roblin that an election for the position of Director proceed.

CARRIED

Moved by Leslie Rea to confirm the following appointments to the Executive Committee: Secretary, LaRae Ellis, Municipal Affairs, for a two-year term to April 2020; Treasurer, Tara Johnston-Lee, Town of Banff, for a two-year term to April 2020; and Director, Kyle Attanasio, for a two-year term to April 2020.

CARRIED

Auditors' Report

The Auditors' Report for 2017 was presented by Tara Johnston-Lee.

Moved by Karie Nothof, seconded by Angela Cruickshank that the 2017 Auditors' Report be accepted as presented.

CARRIED

2017 Budget Variance Report

MOVED by Cheryl Hyde, seconded by Kyle Attanasio to approve the 2017 Budget Variance Report as presented.

CARRIED

2019 Budget

MOVED by Sarah Meffen, seconded by Kayla Parsons to approve the 2019 budget as presented.

CARRIED

Financial Statements for 2017

MOVED by Brenda Molter, seconded Mary Nordvedt to approve the audited Financial Statements for the period ending December 31, 2017, as presented.

CARRIED

**Items Directly
To Membership**

Resolution to Write Letter of Support

MOVED by Chris Pinnault, seconded by Kyle Attanasio that the following resolution be introduce:

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 2023 IIMC conference to be hosted in Calgary.

CARRIED

MOVED by Jacqueline Roblin, seconded by Annette Boissonault that the following resolution be introduce:

NOW THEREFORE BE IT RESOLVED that if the 2023 IIMC bid is awarded to the City of Calgary and if requested, the Alberta Municipal Clerks Association is prepared to cancel the April 2023 Annual Conference; and further be it resolved that the Alberta Municipal Clerks Association explore options to support professional development of members in lieu of an annual conference; and further be it resolved that the Alberta Municipal Clerks Association executive explore options to subsidize members attendance at the 2023 IIMC Conference.

CARRIED

Resolution to Write Letter to Alberta Municipal Affairs

MOVED by Carolynn Grey that the following resolution be introduced.

NOW THEREFORE BE IT RESOLVED that the Alberta Municipal Clerks Association Executive write the appropriate letter outlining support for a review of the Local Authorities Election Act, outline the desired items for review, and that AMCA be formally considered as a stakeholder.

Adjournment Jacqueline Roblin declared the meeting closed at 11:27 a.m.

CARRIED

President

Secretary