
Minutes of the Annual General Meeting of the Alberta Clerks Association Held on Thursday, April 11, 2019, at the Coast Hotel and Conference Centre, Canmore, AB

PRESENT:

Executive Members:

President	Jacqueline Roblin, Strathcona County
Treasurer	Tara Johnston-Lee, Town of Banff
Secretary	LaRae Ellis, Government of Alberta
Director	Carolynn Grey, City of Spruce Grove
Director	Sharon Pollyck, City of Airdrie
Director	Kyle Attanasio, County of St. Paul No.19

Membership:

Aleta Neufeld	City of Lethbridge
Alicia Turner	Town of Three Hills
Alison Relkov	City of Red Deer
Annette Boissonnault	Town of Westlock
Audrey Rogers	Regional Municipality of Wood Buffalo
Carol Gabriel	Mackenzie County
Charlotte Satink	Rocky View County
Chelaine Winter	Town of Beaumont
Cheryl Hyde	Town of Canmore
Chris Pinault	Town of Gibbons
Christine Nadon	Municipality of Jasper
Darlene Ashcroft	Town of Whitecourt
Dennel Barnes	Village of Carbon
Eva Beyer	Town of Stony Plain
Heather Howey	Town of Westlock
Heather McInnes	Town of Olds
Iryna Kennedy	Athabasca County
Jacqueline Pelechytic	City of Wetaskawin
Jade Brown	Regional Municipality of Wood Buffalo
Janice Storch	Town of Okotoks
Jennifer Kirkpatrick	Town of Athabasca
Jesse Sopko	Sturgeon County
Jessica Robinson	City of Lethbridge
Jillian Duraj	City of Chestermere

Joseph Hutter	Cardston County
Kari Kitiuk	City of Airdrie
Karie Nothof	Town of Stony Plain
Kate Gibson	City of Edmonton
Kayla Byrne	Municipality of Jasper
Kayla Sidoruk	Town of Edson
Lana Unger	Town of Coaldale
Lansey Middleton	Vulcan County
Laura Kennedy	City of Calgary
Leah Blair	Athabasca County
Leslie Rea	MD of Bighorn
Lisa Brown	Town of Strathmore
Lindsay O'Mara	City of St. Albert
Lisa Schovanek	Sturgeon County
Maggie Nguyen	City of Chestermere
Marcie McKinnon	Town of Olds
Marj Bradshaw	City of Spruce Grove
Melanie Crothers	Town of Devon
Melodie Steele	Town of Morinville
Mieke Rodenburg	Town of Canmore
Raeanne Keer	Town of Taber
Renee Hartling	Town of Rocky Mountain House
Roxanne Senyk	Athabasca County
Sandy Bogeja	Strathcona County
Sarah Hardy	Village of Linden
Shannon Baird	County of Grande Prairie
Shanon Simon	Town of Redcliff
Sharon Greene	Athabasca County
Shawneen Muscoby	City of Calgary
Shelley Wywal	City of St. Albert
Sherri Barrett	Foothills County
Sherry Cote	Town of Bruderheim
Shima Nuraddin	City of Beaumont
Sonia Soutter	Regional Municipality of Wood Buffalo
Sonya Hope	Rocky View County
Tatiana Catana	County of Grande Prairie
Tim Mowrey	City of Calgary
Tracy Lapping	Saddle Hills County
Tyler Andreasen	Rocky View County
Verna Staples	Town of Black Diamond

Call to Order Chairman, Jacqueline Roblin, called the meeting to order at 8:16 a.m.

Adoption of the Agenda MOVED by Carol Gabriel that the agenda be adopted as presented.

CARRIED

Adoption of the Minutes MOVED by Cheryl Hyde that the Minutes of the Annual General Meeting of the Alberta Municipal Clerks Association held April 20, 2018, be adopted as presented.

CARRIED

Reports **EXECUTIVE COMMITTEE REPORT**

Jacqueline Roblin provided an overview to the membership regarding the activities of the Alberta Municipal Clerks Association in 2018 and reported on membership numbers for 2019.

Appointment of Auditors

MOVED by Chris Pinault that, in lieu of Auditors, Lana Unger and Kayla Byrne be appointed as the Auditors for the 2018 financial statements.

CARRIED

Acceptance of Committee Report

MOVED by Aleta Neufeld that the 2019 Executive Committee Report be accepted as information.

CARRIED

AUDITORS' REPORT

The 2018 Auditors' Report was presented by Kayla Byrne.

MOVED by Leslie Rea that the 2018 Auditors' Report be accepted as presented.

CARRIED

TREASURER REPORT

2018 Budget Variance Report

MOVED by Audrey Rogers to approve the 2018 Budget Variance Report as presented.

CARRIED

2020 Budget

MOVED by Karie Nothof to approve the 2020 budget as presented.

CARRIED

Financial Statements for 2018

MOVED by Jade Brown, to approve the audited Financial Statements for the period ending December 31, 2018, as presented.

CARRIED

AMCA BUSINESS

Bylaw 01-2019

FIRST READING, Moved by Laura Kennedy that Bylaw 01-2019, being a Bylaw of the Alberta Municipal Clerk's Association, be introduced and read a first time.

CARRIED

SECOND, Moved by Anne Peck, that Bylaw 01-2019 be read a second time.

CARRIED

AUTHORIZATION, Moved by Sandy Bugeja, that Bylaw 01-2019 that authorization be given to read Bylaw 01-2019 for a third time.

CARRIED UNANIMOUSLY

THIRD, Moved by Annette Boissonnault, that Bylaw 01-2019 be read a third time.

CARRIED

Elections 2019

The following open positions on the Executive were filled.

(1) Nomination for President - two year term

Laura Kennedy nominated Carolynn Grey for the position of President.

No further nominations were submitted.

MOVED by Jacqueline Roblin that nominations cease.

CARRIED

(2) Nomination for Vice President – two year term

Aleta Neufeld nominated Kyle Attanasio for the position of Vice President.

No further nominations were submitted.

MOVED by Jacqueline Roblin that nominations cease.

CARRIED

(3) Nomination for two (2) Director Positions– two year term

- Jade Brown for the position of Director.
- Kayla Byrne for the position of Director.
- Jessica Robinson for the position of Director.
- Lana Unger for the position of Director.
- Shawneen Muscoby for the position of Director.

No further nominations were submitted.

MOVED by Kyle Attanasio that nominations cease.

MOVED by Carol Gabriel that an election for the position of Director proceed.

CARRIED

Confirmation of Executive

MOVED by Kayla Sidoruk to confirm the following appointments to the Executive Committee:

- President,Carolynn Grey, City of Spruce Grove for a two-year term to April 2021;
- Vice President, Kyle Attanasio, County of St. Paul, for a two-year term to April 2021;
- Director, Lana Unger, Town of Coaldale for a two-year term to April 2021.
- Director, Jade Brown, Regional Municipality of Wood Buffalo, for a two-year term to April 2021.
- Director, Shawneen Muscoby, City of Calgary, for a one-year term to April 2020.

CARRIED

Adjournment Moved by Melodie Steele to adjourn.

Chairman Jacqueline Roblin declared the meeting closed at 9:02 a.m.

CARRIED

President

Secretary