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**Minutes of the Annual General Meeting of the Alberta Clerks Association Held on  
Thursday, October 29, 2020, via Zoom.**

**PRESENT:**

**Executive Members:**

President	Carolynn Grey, City of Spruce Grove
Vice President	Kyle Attanasio, County of St. Paul No.19
Treasurer	Tara Johnston
Secretary	LaRae Ellis, Government of Alberta
Director	Jade Brown, Regional Municipality of Wood Buffalo
Director	Lana Antony, Town of Coaldale
Director	Vacant

**Membership:**

Abe Tinney	Town of Raymond
Amy Rommens	City of Brooks
Annette Boissonault	Town of Westlock
Ava Clark	Town of Two Hills
Brenda Coles	Town of Carstairs
Carol Gabriel	Mackenzie County
Carol Revega	Thorhild County
Carolyn Van de Kuil	Kneehill County
Charlotte Satink	Rocky View County
Chelaine Winter	City of Beaumont
Cheryl Bergman	Flagstaff County
Cheryl Hyde	Town of Canmore
Chris Pinault	Town of Gibbons
Christine Beveridge	Town of Lamont
Colleen Dickie	Vulcan County
David Sarsfield	City of Lethbridge
Frieda McDougall	City of Red Deer
Heather Howey	Town of Westlock
Iryna Kennedy	Athabasca County
Jacqueline Pelechytik	City of St. Albert
Jacqueline Roblin	Strathcona County
Jaylene Knight	Town of Cochrane
Jenna Kester	Kneehill County
Jeremy Fraswer	City of Calgary

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Jesse Sopko	Sturgeon County
Jessica Robinson	City of Medicine Hat
Karie Nothof	Town of Stony Plain
Kate Gibson	City of Edmonton
Kayla Sidoruk	Town of Edson
Kerry Van Ham	M.D. of Taber
Kristy Isert	City of Cold Lake
Leah Blair	Athabasca County
Leslie Rea	M.D. of Bighorn No. 8
Libbey McDougall	Town of Banff
Lindsey O'Mara	City of Spruce Grove
Marcie McKinnon	Town of Olds
Marj Bradshaw	City of Spruce Grove
Megan Beson	County of Grande Prairie No. 1
Melanie Crothers	Town of Devon
Melodie Steele	Town of Morinville
Nancy Lougheed	Red Deer County
Raeanne Keer	Town of Taber
Renee Hartling	Town of Rocky Mountain House
Ruth McCuaig	Town of Peace River
Ryan Westerson	City of Lethbridge
Samantha Rodwell	City of Red Deer
Sandy Bugeja	Strathcona County
Sara Jones	Town of Canmore
Sara Webb	Athabasca County
Shanon Simon	Town of Redcliff
Sherri Barrett	Foothills County
Sheryl Exley	City of Fort Saskatchewan
Shima Nuraddin	City of Beaumont
Sonia Soutter	Regional Municipality of Wood Buffalo
Tatiana Catana	County of Grande Prairie No. 1
Tyler Andreasen	Rocky View County
Valerie Norris-Kirk	City of Grande Prairie
Yorleny Ramirez	City of Grande Prairie

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**Call to Order** Chairman,Carolynn Grey, called the meeting to order at 9:04 a.m.

**Adoption of the Agenda** MOVED by Samantha Rodwell that the agenda be adopted as presented.

**CARRIED**

**Adoption of the Minutes** MOVED by Valerie Norris-Kirk that the Minutes of the Annual General Meeting of the Alberta Municipal Clerks Association held April 11, 2019, be adopted as presented.

**CARRIED**

**Reports** **EXECUTIVE COMMITTEE REPORT**

President, Carolynn Grey, provided an overview to the membership regarding the activities of the Alberta Municipal Clerks Association in 2019/2020 and reported on membership numbers for 2019/2020.

MOVED by Karie Nothof that the Executive Committee Report be accepted as information.

**CARRIED**

**TREASURER'S REPORT**

**Appointment of Auditors**

MOVED by Cheryl Wong that Nancy Lougheed and Cheryl Hyde be appointed as the Auditors for the 2019 financial statements.

**CARRIED**

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## **2019 Budget Variance Report**

MOVED by Jacqueline Roblin that the 2019 Budget Variance Report be approved as presented.

**CARRIED**

## **2019 Statement of Operations**

MOVED by Tyler Andreasen that the 2019 Statement of Operations Report, ending December 31, 2019, be approved as presented.

**CARRIED**

## **2021 Budget**

MOVED by Tyler Andreasen that the 2021 budget be approved as presented.

**CARRIED**

## **AUDITORS' REPORT**

The 2018 Auditors' Report was presented by Nancy Lougheed and Cheryl Hyde.

MOVED by Cheryl Wong that the 2019 audited financial statements be approved as presented.

**CARRIED**

## **ELECTIONS 2020**

The following open positions on the Executive were filled.

### **(1) Nomination for Vice President – term ending April 2021**

In accordance with Bylaw 1-2019, the following names were submitted for nomination to the Office of Vice President prior to the start of the 2020 Annual General Meeting:

- Samantha Rodwell, City of Red Deer.

No further nominations were submitted.

MOVED by Frieda McDougall that nominations cease.

**CARRIED**

**CARRIED**

**(2) Nomination for Treasurer – two year term ending April 2022**

In accordance with Bylaw 1-2019, the following names were submitted for nomination to the Office of Treasurer prior to the start of the 2020 Annual General Meeting:

- Tyler Andreasen, Rocky View County

No further nominations were submitted.

MOVED by Sonia Soutter that nominations cease.

**CARRIED**

**(3) Nomination for Secretary – two year term ending April 2022.**

In accordance with Bylaw 1-2019, the following names were submitted for nomination to the Office of Secretary prior to the start of the 2020 Annual General Meeting:

- Megan Beson, County of Grande Prairie

MOVED by Ruth McCuaig that nominations cease.

**CARRIED**

**(3) Nomination for Director-at-Large – two-year term ending April 2022.**

In accordance with Bylaw 1-2019, the following names were submitted for nomination to the Office of Director-at-large prior to the start of the 2020 Annual General Meeting:

- Noreen Zhang, Town of Wembley

No further nominations were submitted.

MOVED by Jesse Sopko that nominations cease.

**CARRIED**

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## **Confirmation of Executive**

MOVED by Melodie Steele to confirm the following appointments to the Executive Committee:

1. Samantha Rodwell to the position of Vice President for the term ending April 2021.
2. Tyler Andreasen to the position of Treasurer for a two year term ending April 2022.
3. Megan Beson to the position of Secretary for a two year term ending April 2022.
4. Noreen Zhang to the position of Director for a two year term ending April 2022.

**CARRIED**

## **SERVICE AWARDS RECOGNITION**

The following members were recognized for five (5) years of service:

- Eva Beyer – Town of Stony Plain
- Jeremy Fraser – City of Calgary
- Joanne Onciul – Sturgeon County
- Karie Nothof – Town of Stony Plain
- Kayla Sidoruk – Town of Edson
- Kyle Attanasio – County of St. Paul No. 19
- Lansey Middleton – Vulcan County
- Leslie Rea – M.D. of Bighorn No. 8
- Lianne Kruger – M.D. of Greenview
- Shanon Simon – Town of Redcliff
- Susan Valentine – Rural Municipalities of Alberta
- Tatiana Catana – County of Grande Prairie No. 1
- Terri Williams – Town of Hinton

The following members were recognized for ten (10) years of service:

- Brenda Hepp – County of Paintearth No. 18
- Jade Brown – Regional Municipality of Wood Buffalo
- Janice Storch – Town of Okotoks
- Verna Staples – Town of Black Diamond

The following member was recognized for fifteen (15) years of service:

- Cheryl Hyde, Town of Canmore

The following member was recognized for twenty (20) years of service:

- Nancy Lougheed, Red Deer County

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MOVED by Kerry Van Ham that the 5, 10, 15, and 20 yearlong service award recipients be recognized for their service.

**CARRIED**

**Adjournment**      President,Carolynn Grey, declared the meeting closed at 9:56 a.m.

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President

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Secretary