

Minutes of the Annual General Meeting of the Alberta Clerks Association Held on Friday, April 4, 2014 at the Radisson Hotel and Conference Centre, Canmore, AB

PRESENT:

Executive Members:

President	Audrey Cerny, City of Grande Prairie
Vice President	Aleta Neufeld, City of Lethbridge
Secretary	Wanda Pintye, City of Calgary
Communications Director	Cheryl Hyde, Town of Canmore
Past President	Doug Tymchyshyn, Parkland County

Membership:

Jacqueline Roblin	Strathcona County
Glenna Kemp	Strathcona County
Angela Cruickshank	City of Medicine Hat
Linda Turnbull	Town of Okotoks
Nona Housenga	Rocky View County
Annette Boissonnault	Town of Westlock
Darlene Ashcroft	Town of Whitecourt
Rebecca Kendall	Regional Municipality of Wood Buffalo
Darlene Soucy	Regional Municipality of Wood Buffalo
Kyle Attanaslo	County of St. Paul No. 19
Kari Kitiuk	City of Airdrie
Heather Fredeen	City of St. Albert
Mary Nordvedt	City of St. Albert
Sharon Pollyck	City of Airdrie
Paul Denys	City of Calgary
Carolynn Grey	City of Spruce Grove
Marj Bradshaw	City of Spruce Grove
Verna Staples	Town of Black Diamond
Marlene Hanson	County of Stettler No.6
Carol Gabriel	MacKenzie County
Nancy Loughheed	Red Deer County
Stacey Loe	Town of Cochrane
Kerry Van Ham	Town of Taber
Melanie Hulsker	City of Calgary
Sue Gray	City of Calgary
Bonnie Hilford	City of Calgary
Denise Joudrey	Birch Hills County
Beverly Howard	Birch Hills County
Barbara Clifford	City of Calgary
Samantha Rodwell	Red Deer County
Mary Rose	Town of Sylvan Lake

Betty Palkun	Town of Slave Lake
Doug Tymchyshyn	Parkland County
Sara Jensen	Parkland County
Jennifer McAdam	Parkland County
Alayne Sinclair	City of Edmonton
Beth Kembel	City of Lloydminster
Amy Smart	City of Lloydminster
Sheryl Exley	City of Fort Saskatchewan
Brenda Molter	Town of Beaumont
Tracy Parker	Yellowhead County
LaRae Ellis	Town of Chestermere
Jesse Sopko	Northern Sunrise County
Chris Belke	City of St. Albert
Tim Cleveley	City of Edmonton
Linda Turnbull	Town of Okotoks
Carol Schofield	Town of Stony Plain
Tara Johnston-Lee	Town of Banff
Nona Housenga	Rocky View County
Laura Kennedy	City of Edmonton

Guests:

Colin Doupe	Alberta Municipal Affairs
Kristen Lewis	Alberta Municipal Affairs
Jeanne de Valois	Alberta Municipal Affairs

ABSENT:

Executive Members:

Treasurer	Jade Brown, Regional Municipality of Wood Buffalo
Program/Education Director	Cathy Drescher, Town of High River

Call to Order

Chairman, Audrey Cerny, called the meeting to order at 9:02 a.m.

Additions to The Agenda

There were no additions to the agenda

Adoption of the Agenda

MOVED by Barbara Clifford that the agenda be adopted.

CARRIED

Presentations

Alberta Municipal Affairs

Colin Doupe and Kristen Lewis, Alberta Municipal Affairs, gave an overview of the legislative process that Municipal Affairs goes through to introduce any changes or amendments to legislation and updated the membership on status of LAEA issues and internet voting.

Adoption of the Minutes

A clerical correction was noted in the Annual General Meeting Minutes of April 12th, 2013, under the Adjournment section, by deleting the word “declared” and by substituting with the word “adjourned”.

MOVED by Jesse Sopko that the Minutes of the Annual General Meeting of the Alberta Municipal Clerks Association held April 13, 2013 be adopted, as amended.

CARRIED

Long Service Awards

Audrey Cerny presented the following long service awards:

Five Year Members:

Vivienne MacIntyre – City of Fort Saskatchewan
Carol Gabriel – MacKenzie County
Frieda McDougall – City of Red Deer
Christopher Belke – City of St. Albert

Ten Year Members:

Kari Kitiuk – City of Airdrie
Anne Himschoot – Town of Bonnyville
Sue Gray – City of Calgary
Lucien Cloutier – Municipal District of Greenview
Betty Gaskarth – City of St. Albert
Surekha Kanzig – Regional Municipality of Wood Buffalo

Reports

Organization Committee Report

Audrey Cerny provided an overview of the Organizational Committee Report that highlighted relocation of this year's conference to Canmore, resignation of the Program/Education Director, the leave of the Treasurer and the post election meeting.

MOVED by Alayne Sinclair that the outgoing members be thanked for all their work and that the Organization Committee Report be received as information.

CARRIED

Program / Education Committee Report

A verbal report from the Program/Education Committee was provided by Audrey Cerny.

MOVED by LaRae Ellis that the Program / Education Committee Report be received as information.

CARRIED

Auditors' Report

Nancy Lougheed brought to the attention of the membership that two members must review the financial report, as per the association's bylaws. Janice King was not present and unable to fulfill the role of auditor this year. Laura Kennedy offered to review the financial statements with Nancy Lougheed and would report back later in the agenda.

Table

MOVED by Barbara Clifford, that the Auditor's report be tabled to be dealt with following review of the financials.

CARRIED

Treasurer's Report

Audrey Cerny provided an overview of the Treasurer's report.

MOVED by Doug Tymchyshyn that the Treasurer's Report be received as information.

CARRIED

Membership Fees

MOVED by Glenna Kemp that the membership fee remains at \$160.00 per year for the calendar year 2014.

CARRIED

Operating Budget for 2015

MOVED by Carolynn Grey that the Operating Budget for January 1, 2015 to December 31, 2015 showing a balanced budget be adopted as presented.

CARRIED

Financial Statements for 2013

Table

MOVED by Jesse Sopko, that the Financial Statements for 2013 be postponed and be dealt with following review of the financials.

CARRIED

Municipal Government Act Sub-committee

MOVED by Carol Gabriel that the Municipal Government Act Sub-committee verbal report be received as information.

CARRIED

Provincial Grant

It was recommended that the Association apply for funding from Alberta Municipal Affairs.

MOVED by Nona Housenga that the Association apply for a \$2,500 Professional Sponsorship Grant from Alberta Municipal Affairs.

CARRIED

LIFT FROM THE TABLE, Moved by Chris Belke, that the Auditors' report be lifted from the table and dealt with at this time.

CARRIED

Auditors' Report

The Auditors' Report for 2013 was presented by Nancy Lougheed and Laura Kennedy. With some minor verbal amendments noted, that the 2013 Auditors' Report be accepted as presented.

CARRIED

LIFT FROM THE TABLE, Moved by Chris Belke, that the Financial Statements for 2013 report be lifted from the table and dealt with at this time.

CARRIED

Financial Statements for 2013

MOVED by Jesse Sopko that the Financial Statements for the period January 1, 2013 to December 31, 2013 be verbally amended and received as presented.

CARRIED

Executive Committee

Audrey Cerny, Member of the Executive Committee, gave the Executive Committee Report.

The Executive Committee presented the following candidates for office for a two year term:

President	Aleta Neufeld, City of Lethdbridge
Vice-President	Nona Housenga, Rocky View County
Secretary	Wanda Pintye, City of Calgary
Treasurer	Nancy Lougheed, Red Deer County
Director of Communications	Cheryl Hyde, Town of Canmore
Director of Program and Education	Bonnie Hilford, City of Calgary

As there was only one candidate for each position, they were declared elected by acclamation for the term 2014-2016.

Appointment of Auditors

Nancy Lougheed, Red Deer County, and Janice King, Town of High River, were previously appointed as auditors for the financial years ending December 31, 2012 and December 31, 2013 at the April 20, 2012 Annual Meeting.

MOVED by Doug Tymchyshyn that Laura Kennedy, City of Edmonton, and Glenna Kemp, Strathcona County, be appointed as auditors for the financial year ending December 31, 2014.

CARRIED

Date and Location for 2015 and 2016 Conference

Audrey Cerny brought forward discussion of the proposed dates of the 2015 and 2016 AMCA Conference.

MOVED by Laura Kennedy that a Reconsideration Motion be put forward to discuss the date and location of the 2015 Annual Conference.

CARRIED

Confirmation that the 2015 Annual Conference be held in Canmore on April 9-10, 2015 and the Pre-Conference on April 8, 2015, subject to availability of facilities.

CARRIED

MOVED by Barbara Clifford that a survey be conducted asking the membership on destination preferences, method of travel and probability of attendance for future conference locations.

CARRIED

**Items Directly
To Membership**

Moved by Alayne Sinclair that the following resolution be introduced.

NOW THEREFORE BE IT RESOLVED that the Alberta Municipal Clerks Association prepare a response within a month to Alberta Municipal Affairs on Local Authorities Election Act (LAEA) changes and that members be encouraged to take the response to their elective councils or administration for support of the letter.

Prior to the 2015 conference, members submit items for a pre-conference item in order to prepare a communication or position on the LAEA.

CARRIED

Other Business

Draws

The Executive announced that two attendees will win free registration for the 2015 Pre-Conference and Conference.

Sara Jensen and Doug Tymchyshyn were declared the winners.

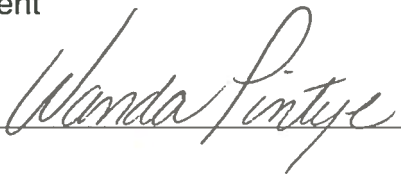
Adjournment

Audrey Cerny, Past President declared the meeting closed at 11:55 a.m.

CARRIED



President



Secretary