



2015 ANNUAL GENERAL MEETING
Alberta Municipal Clerks Association
April 24, 2015 @ 9:00 a.m.
Radisson Hotel and Conference Centre
Canmore, Alberta

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1. **Call to Order** Aleta Neufeld
 2. **Adoption of the Agenda** Aleta Neufeld
 3. **Presentations** Aleta Neufeld
 - a) Alberta Municipal Affairs
 4. **Adoption of Previous Minutes**
 - a) Annual General Meeting of April 4, 2014
 5. **Long Service Awards** Aleta Neufeld
 - a) **5-Year Members:**
 - Brenda Hepp – Paintearth County
 - Darlene Soucy - Regional Municipality of Wood Buffalo
 - Debbie Godfrey – Town of Olds
 - Janice King – Town of High River
 - Verna Staples – Town of Black Diamond
 - Wanda Lepp – Town of Bassano
 - 10-Year Member:**
 - Cheryl Hyde – Town of Canmore
 - Nona Housenga – Municipal District of Rocky view
 - 15-Year Members:**
 - Carol Schofield, Town of Stony Plain
 - Doug Tymchyshyn – Parkland County
 - Jennifer McAdam – Parkland County
 - Mary Nordvedt – City of St. Albert
 - Nancy Lougheed – Red Deer County
 - Renate Bensch – Town of Peace River
 - 20-Year Member:**
 - Joanne Sproule – City of Saskatoon
 - Life Membership:**
 - Audrey Cerny

6. **Reports:**

a) **Executive Committee Report** Aleta Neufeld and Nancy Lougheed

b) **Auditor's Report** Glenna Kemp and Tracy Parker

Recommendation: That the Auditor's Report be accepted as presented.

c) **Treasurer's Report** Nancy Lougheed

7. **Appointment of Auditors**

Appointment of auditors for the year ending December 31, 2015.

8. **Other Business**

a) 2015 Educational Session

b) Vendor Materials at Future Conferences

c) Draw the names of two attendees who will win free registration for the 2016 full conference

9. **Adjournment**

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 Lethbridge
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



Date: March 30, 2015

Memo To: AMCA Membership

From: Executive Committee

Subject: **Executive Committee Report – April 2014 to April 2015**
Proposed Bylaw Changes and Relevant Policies
Proposed Appointments – Extension and Replacement

1. **Summer 2014 Membership Drive** – the Executive conducted a membership drive offering the remainder of a 2014 membership at no cost to those Alberta municipalities that did not hold membership in AMCA. The drive was very successful with 41 new members taking advantage of this offer. Of those registrants, 24 renewed their memberships in 2015. So far in 2015, an additional 21 new members have joined AMCA, and our membership currently sits at 127.
2. **October 17, 2014, EDRMS Implementation Session** – AMCA hosted an Electronic Document and Records Management Systems (EDRMS) Implementation session presented by Bruce Miller, RIMTech Inc., for members and other staff members of member municipalities in Red Deer with 31 participants attending. The financial implications for this session are included in the financial statements and the Executive is recommending that funds be allocated in the 2015 and 2016 budgets for hosting an annual workshop. Feedback from the membership will be solicited with regard to topics to be considered for these proposed workshops.
3. **2015 Conference** – the executive confirmed the details of the conference fairly early in the year with the information being shared on the website in a timely fashion. The executive is quite excited about the program for this year's conference as there are many topics relevant to our day-to-day duties included on the agenda. In addition, we are happy to announce that the President of the International Institute of Municipal Clerks (IIMC), Brenda Young, and the Regional Director for our region, Karla Graham, are both attending the conference and will be sharing information about IIMC and their professional development programs. Information about IIMC is available on their website at www.IIMC.com

At the writing of this report, registrations for the 2015 conference are as follows: 71 for the full conference (3 days), 3 for the education session only (1 day), and 6 for the conference only (2 days). This is the largest number of participants we have had attend the annual conference to date.

4. **Website – New Services** – new for this year, membership renewals and applications for new memberships along with conference registrations were all offered through on-line services on the website. The new process appeared to be very efficient and convenient for both the members as well as those persons on the Executive Committee who were responsible for these duties. The Executive is recommending that additional funds be allocated in the 2015 and 2016 budgets for the continuation of this level of service.

5. **Grant Funding** – the executive applied for and received grant funding to assist with the costs of the annual conference. The funding received was \$2,500 from Alberta Municipal Affairs and \$1,000 US Funds (\$1,209.60 Cdn) from the International Institute of Municipal Clerks (IIMC). The executive plans to continue to submit applications for this grant funding on an annual basis.
6. **Bylaw Review** – the executive conducted a review of the AMCA bylaw and are recommending that the proposed Bylaw No. 1-2015 be adopted (bylaw was posted on AMCA Website on April 2). The main revisions being proposed are as follows:

Section 1.6 – providing clarity with regard to transferring memberships. As membership fees are paid by the municipality where the member is employed, if a transfer of membership is to occur, it is the municipality that is eligible to request that membership be transferred to another employee. The membership does not follow the person to his/her new position in another municipality.

Executive Committee – it is recommended that the position of Past President be eliminated from the Executive Committee. The experience of committee members is that past presidents normally do not participate in executive committee activities.

To provide for continuity on the Executive Committee, it is recommended that the appointments of executive committee members be staggered as opposed to all appointments occurring in the same year. Sections 3.2 and 5.1 refer to the proposed staggered appointments.

Section 3.3 provides clarity for the length of time that a member may serve on the executive committee – a member is eligible for two 2-year terms for a total of four consecutive years. Then at least a one-year hiatus is required before that member could be appointed to the executive.

Updating of the duties of officials to ensure they are relevant to what now occurs. For example, with the creation of the website, communication occurs via the website. In addition, the executive believes that the formation of two standing committees (Organization and Program/Education) is no longer relevant as the executive as a whole works together on all the duties previously assigned to these committees. To provide clarity for the membership, a policy has been drafted that lists the other duties of the executive (a copy is included with this report).

Conference Location – recommendation that the executive be authorized to determine the location of the annual conference. In the policy drafted to accompany the bylaw (paragraph 3 under Section 4.11), the executive will be gathering input from the membership with regard to the identification of topics, speakers and the location. In addition, items to be taken into consideration when choosing the location are also noted.

7. **Policies** – have been drafted for consideration of the membership. These policies refer to some of the changes being proposed to the bylaw as well as putting into writing practices that have been followed in the past and no written policy has been located.

The first policy relates to the Other Duties of the Executive. Some of this information used to be included as Schedules to the Bylaw regarding the principles of the Organization and Program/Education Committees. Information is also included in relation to the Annual Conference and the proposed Workshops/Seminars to be hosted by the association.

The previous bylaw allowed the Treasurer to make decisions on investments. The new bylaw proposes that the Executive makes these decisions. The bylaw also refers to an Investment Policy. A policy has been drafted for consideration.

Included with the policies is the Membership Fee Procedures which are approved by the executive committee (Section 1.6 of the bylaw). No approval is required in relation to these documents; however, the executive wanted to share the information with the membership.

8. **Executive Committee Appointments (Elections)** – with the adoption of the proposed bylaw, the executive committee is recommending the process for staggered-term appointments of the Executive Committee be implemented. The recommendation is that the President, Vice-President and Communications Director appointments be extended to April 2017.

In 2017, President Aleta Neufeld and Communications Director Cheryl Hyde would then not be eligible for appointment as they have served four years (technically, five). Vice-President Nona Housenga would be eligible for election/appointment for another two-year term if she wished to put her name forward.

At the April 2016 AGM, elections for the Secretary, Program Director and Treasurer positions will occur. Secretary Wanda Pintye would not be eligible for appointment at that time as she will have served four years. The other two positions are eligible for election/appointment for another two-year term if they wish to put their names forward.

9. **Auditors Appointment** – at the 2014 AGM, Glenna Kemp and Laura Kennedy were appointed as the auditors for the 2014 Financial Statements; the AMCA bylaw requires that two members be appointed as auditors. The actual physical audit normally takes place at the conference as the treasurer has all the documentation (cheque stubs, bank deposit slips, bank statements) available at that time. If the auditor(s) are not in attendance at the conference, it is very difficult for the audit to be done. As a result, Tracy Parker is in agreement with conducting the audit for the 2014 financial statements with Glenna Kemp. Therefore, it is recommended that Tracy Parker be appointed as an auditor to replace Laura Kennedy.

RECOMMENDATIONS

- (1) that Bylaw No. 1-2015 as presented be adopted.
- (2) that the policies related to Section 4.6 and 4.11 of Bylaw 1-2015 be adopted as presented.
- (3) approval of the extension of the terms for President Aleta Neufeld, Vice-President Nona Housenga and Communications Director Cheryl Hyde to April 2017.
- (4) appointment of Tracy Parker as an auditor for the audit of the 2014 Financial Statements to replace Laura Kennedy.

BYLAW NO. 1-2015
ALBERTA MUNICIPAL CLERKS ASSOCIATION

Membership

- 1.1 Membership in the Association shall be open to all Municipal Clerks, Assistant Municipal Clerks, Returning Officers and Election Officials in the Province of Alberta, and any other municipal employees in the Province of Alberta with comparable responsibilities to those of the Municipal Clerk, Assistant Municipal Clerk, Returning Officer, or Election Official.
- 1.2 Associate membership in the Association shall be open to any person as described in 1.1 from outside the Province of Alberta. Such membership to be at the same fees as set annually for regular membership. Associate members will have the right to attend all meetings and functions of the Association but shall not hold office in the Association nor vote on matters brought before the Association.
- 1.3 Life membership shall be awarded to any member in good standing who has been a member of the Association a minimum of 10 years and who retires from the profession or as approved by the Association. Life members shall enjoy all privileges assigned to full members, excluding the right to make motions, debate, vote, and hold office.
- 1.4 Honorary membership may be awarded to an individual who does not otherwise qualify for membership, but who has made a significant contribution to the aims and objectives of the Association. Honorary members shall enjoy all privileges assigned to full members, excluding the right to make motions, debate, vote, and hold office.
- 1.5 The annual membership fee shall be approved at the Annual Meeting and shall remain in effect until changed at an Annual Meeting.
- 1.6 Annual membership shall be for the period of January 1 to December 31. Membership fees may be prorated in accordance with a procedure approved annually by the executive committee. Memberships are transferable within the municipality/organization.
- 1.7 Any member wishing to withdraw from membership may do so upon notice to a member of the executive. Membership fees will not be refunded for the balance of the year.

Member Recognition

- 2.1 Active members of the Association shall be recognized for long service upon their fifth anniversary of membership in the Association and every five years thereafter with the recognition taking place at the Annual Meeting.
- 2.2 Retiring members of the Association shall be recognized with a life membership awarded at the Annual Meeting.
- 2.3 In recognition of the service rendered to a municipality by a member who dies while holding office, the Association may present a commemorative gift to the municipality in the member's name.
- 2.4 The death-after-retirement of a member may be recognized by the Association by a suitable floral tribute or donation to a desired charity as preferred by the surviving family.

Executive Committee

- 3.1 The Executive Committee or Board, shall mean the Board of Directors of the Association and will consist of a President, Vice-President, Secretary, Treasurer, Director of Communications and Director of Programs and Education.
- 3.2 The Executive Committee shall be elected for a two-year term at the Annual Meeting with the elections being held on staggered years to provide for continuity on the Board. Members of the Executive Committee shall hold office for a two-year term and shall serve until their successors are elected.
- 3.3 Any member in good standing shall be eligible for appointment to any office in the Association. A member may serve a maximum of four consecutive years (two full terms) on the Board. Following a one-year absence from the Board, the member could then be eligible for election to the Board.
- 3.4 The Executive Committee shall, subject to the bylaws or directions given by a majority vote at any meeting properly called and constituted, have full control and management of the business and affairs of the Association and shall transact the business of the Association including policy matters, arrange meetings of the Association, study and refer all matters of interest to the Association and perform such other matters as may be deemed to pertain to the advancement, welfare and best interest of the Association and its members.
- 3.5 The Executive Committee shall ensure the efficient procurement and safekeeping of goods and services for which funds are provided within the budget. Goods or services not provided for in the budget may only be purchased with the prior approval of the Executive Committee in an amount not exceeding \$1,000.
- 3.6 Executive Committee meetings shall be called by the President as required or on the written request of any two members; a minimum of seven days' notice of meeting is required and a quorum shall be half the number of Executive Committee members, plus one.
- 3.7 The Executive Committee shall submit a report to the Annual Meeting of the Association outlining its activities for the year and placing recommendations before the general membership for election of officials, amendments to the bylaws and the adoption of policies as appropriate.
- 3.8 Any member may resign from the Executive Committee at any time by sending written notice to a member of the executive to that effect and the Executive Committee shall appoint a replacement member in good standing to fill the vacated position until the next Annual Meeting of the Association.
- 3.9 Any Executive Committee member may be removed from office for any cause which the Association may deem reasonable upon a two-thirds vote of all members of the Association in good standing who are present at a properly called meeting.

Duties of Officials

- 4.1 The President shall, when present, preside at all meetings of the Association and of the Board. In her/his absence the Vice-President shall preside at any such meetings, and in the absence of both, a chair may be elected by the members present at the meeting.
- 4.2 It shall be the duty of the Secretary to attend all meetings of the Association and of the Board and to keep accurate minutes of the same with said minutes to be authenticated by the signature of the Secretary and the President, or, in the case of the death or inability of either to act, by the Vice-President. In case of the absence of the Secretary, the duties shall be discharged by such

official as may be appointed by the Board. The Secretary shall have charge of all the correspondence of the Association and be under the direction of the President and the Board.

- 4.3 The Secretary shall draft the agenda for executive meetings.
- 4.4 The Treasurer shall receive all monies paid to the Association and shall be responsible for the deposit of same in whatever Bank the Board may order. (S)He shall properly account for the funds of the Association and keep such books as may be directed.
- 4.5 The Treasurer shall keep a record of the members of the association and collect and receive the annual dues or assessments levied by the Association, such monies to be deposited in a chartered bank as hereinafter required.
- 4.6 The investment policy for the Association shall permit the total fund balance to be invested exclusively by the executive in any type of short-term instrument offered by a Schedule 1 Chartered Bank, providing such instrument is guaranteed by the issuing bank.
- 4.7 The Treasurer shall present a full detailed account of receipts and disbursements to the Board whenever requested and shall prepare for submission to the Annual Meeting a statement duly audited as hereinafter set forth of the financial position of the Association and submit a copy of same to the Secretary for the records of the Association.
- 4.8 The Treasurer shall present a full detailed Operating Budget for the year ending December 31 for approval at the Annual Meeting of the Association.
- 4.9 The office of the Secretary and Treasurer may be filled by one person if any Annual Meeting for the election of officials shall so decide.
- 4.10 The Director of Communications shall be responsible for the communications of the Association, including email, website, and conference publicity.
- 4.11 All Members of the Executive shall assist with any other related duties of the Association (i.e. Organization, Program and Education).

Election of Officials

- 5.1 The Executive Committee shall submit to the annual meeting the names of candidates for the offices open for election. On even-numbered years, elections will be held for the Secretary, Program Director, Treasurer and Auditors. On odd-numbered years, elections will be held for the President, Vice-President and Communications Director.
- 5.2 A member of the executive shall name the nominees for each office, additional nominations may be made from the floor by a member in good standing. In the event that more than one person is nominated for any office, an election by secret ballot shall be held and the results thereof announced by a member of the executive.
- 5.3 The Executive shall assume office immediately upon election.

Auditing

- 6.1 The books, accounts and records of the Secretary and Treasurer shall be audited at least once each year by an appointed Auditor or by two members of the Association appointed as Auditors at the Annual Meeting. A complete and proper statement of the standing of the books for the previous year shall be submitted by such Auditor at the Annual Meeting of the Association. December 31 in each year shall be the end of the fiscal year of the Association.

- 6.2 The books and records of the Association may be inspected by any member at the Annual Meeting provided by the herein or at any time upon giving reasonable notice and arranging a time satisfactory to the official(s) having charge of same. Each member of the Board shall at all times have access to such books and records.

Meetings

- 7.1 The Association shall hold an Annual Meeting in April or before June 30 each year, with notice of the meeting being given to all members.
- 7.2 The location of the Annual Meeting/Conference will be determined by the Executive pursuant to the terms of the policy as adopted by the Association.
- 7.3 Meetings of the Association may be called at any time by the Secretary upon the instructions of the President or Board by notice in writing to each member eight days prior to the date of such meeting.
- 7.4 A special meeting of the Association shall be called by the President or Secretary upon receipt of a petition signed by one-third of the members in good standing, setting forth the reasons for calling such meeting. Notification of such meeting shall be sent to all members eight days prior to the meeting.
- 7.5 A majority of the members in good standing shall constitute a quorum at any general meeting.
- 7.6 A majority of the members in good standing shall constitute a quorum at any special meeting.

Voting

- 8.1 Any member who has not withdrawn from the membership nor been suspended nor expelled as herein provided shall have the right to vote at any meeting of the Association. Such votes must be made in person and not by proxy or otherwise.

Remuneration

- 9.1 Unless authorized at any meeting and after notice of same shall have been given, no official or member of the Association shall receive any remuneration for services.

Borrowing Powers

- 10.1 For the purpose of carrying out its objects, the Association may borrow or raise or secure the payment of money in such manner as it thinks fit, and, in particular, by the issue of debentures. This power shall be exercised only under the authority of the Association and in no case shall debentures be issued without the sanction of a special resolution of the Association passed by a majority of not less than three-fourths of such members entitled to vote as are present in person at a general meeting of which one month's written notice has been given.

Amendments

- 11.1 The bylaws may be rescinded, altered or added to by a special resolution passed by a majority of not less than three-fourths of such members entitled to vote as are present in person at a general meeting of which at least 21 days' written notice has been duly given, with said notice specifying the intention to propose revision to the bylaws.

Rescission

12.1 That Bylaw No. 1/2007, as amended, is hereby rescinded.

Read a first time this _____ day of April 2105.

Read a second time this _____ day of April 2015.

Read a third and final time this _____ day of April 2015.

President

Secretary

Bylaw No. 1-2015, Section 4.11 - Executive – Other Duties

1. Solicit the membership for persons who may be interested in being nominated for upcoming openings on the Executive Committee, with a listing of names being presented at the respective Annual Meeting.
2. Review the bylaws, policies and procedures of the Association to ensure they are up to date. Any proposed revisions requiring the approval of the Association to be presented for consideration at the Annual Meeting.
3. Annual Conference – identify topics, speakers and location of the Annual Meeting / Conference. Input from the membership will be gathered to assist the Executive with these matters.

Some items to be considered when choosing the location for the conference: hotel costs, accessibility to members, central location, number of participants at previous conferences held in the same municipality and input from the membership. If a member would like his/her municipality to be considered as a location for a future conference, a written request is to be sent to a member of the executive.

4. Workshops/Seminars – identify topics, location and dates for educational workshops / seminars to be held at other times throughout the year. Input from the membership will be gathered to assist the Executive with these matters.
5. General educational aims of the Association are
 - a) To promote the use of professional speakers at seminars that will maximize member benefit.
 - b) To provide seminars directly related to the duties of the members and other seminars of a general administrative and management nature.
 - c) To offer encouragement, support and guidance to members and individuals wishing to enroll in professional course work.
 - d) To provide an opportunity for local government officials to gain professional recognition.
 - e) To facilitate personal growth and development.
 - f) To increase the member's value to the corporate management group.
 - g) To increase professional competence.
 - h) To increase the quality of service to the public.

Bylaw No. 1-2015, Section 4.6 – Investment Policy

The bank account of the Alberta Municipal Clerks Association is currently at the Royal Bank of Canada, and the Association has invested in GICs with that bank. The intent is to have sufficient funds invested in the GIC to cover the costs of the expenses for the Annual Conference. If agreed to by the Executive, additional funds may also be invested in a GIC.

Section 1.6 - Membership Fee Procedures

1. Membership Fees for 2015 are as follows:

Annual Renewals	\$160.00
New Members:	
January 1 - March 31	\$160.00
April 1 - June 30	\$120.00
July 1 - September 30	\$80.00
October 1 - December 31	\$40.00

2. Membership renewals will be done via the website. Communication will be forwarded to all current members advising them to renew their memberships by January 31 of each year.
3. Membership will be terminated if the renewal and payment are not received by February 28.
4. The Treasurer will maintain a list of members in good standing throughout the year and provide updates to the Director of Communications in relation to new members and cancellation of memberships that have not been renewed.
5. The Director of Communications will ensure the association's distribution list and website are maintained.
6. As noted, memberships can only be transferred within a municipality. If a member leaves his/her position and relocates to another municipality, if he/she wishes to continue his/her membership with AMCA, he/she will need to apply for a new membership.



Alberta
Municipal Clerks
Association

Date: March 30, 2015
Memo To: AMCA Membership
From: Treasurer
Subject: **Financial Statements**

1. **2014 Budget Variance Report** – the revenues are considerably more than budgeted. Fees collected for memberships, conference and preconference attendance were all higher than the amount budgeted. In addition, a \$2,500 grant was received from Alberta Municipal Affairs and was not included in the budget. And, revenue of \$3,009 was collected for participants attending the October 17 EDRMS Implementation workshop. This amount was not included in the 2014 budget.

The expenses were all less than the amounts budgeted except for the expenses for the October 17 EDRMS Implementation Workshop (this was not included in the 2014 budget) and the bank charges were slightly higher than budgeted (deposit slips were ordered at a cost of \$22.20). The executive ordered flowers for Audrey Cerny (Past President) on her retirement from the City of Grande Prairie (membership recognition \$80.85).

2. **2015 Proposed Revised Budget** – the 2015 budget was adopted at the 2014 conference. The executive is recommending some changes to that budget as noted on the 2015 Revised and 2016 Proposed Budgets document.

Revenue

Membership Fees - \$20,240 (*actual*)

Conference / Preconference Fees - \$35,265 (*actual to date*)

Provincial Grant - \$2,500 (*application to be made*)

IIMC Grant - \$1,209.60 (*funds received*)

Interest Income - \$90

Annual Workshop - \$3,000 (*plan to host at least one workshop annually for the membership*)

Expenses

Executive Meeting Expenses - \$5,000 (*recommended that two in-person executive meetings be held each year (one at the annual conference and one mid-year) and all costs of the executive (travel and accommodations for the mid-year meeting and meals for both meetings) be covered by the Association*)

Annual Workshop - \$5,000 (*expenses for hosting annual workshop*)

Website Development - \$5,000 (*due to time commitment, entered into a contract with a company for more website assistance*)

2016 Proposed Budget – contains same provisions as those being proposed in the 2015 budget with the revenues for the Conference being contained as a single amount as

opposed to separating the Conference and Preconference revenues and expenditures; and provides for an increase to \$7,000 for annual workshop expenses.

3. **Financial Statements as at December 31, 2014** – AMCA is in a strong financial position - \$71,639.74 in Assets (cash in bank - \$46,107.22 - and GICs - \$25,432.53) as at December 31, 2014, and the Association recognized a profit of \$16,218.27 in 2014.

RECOMMENDATIONS

- (1) approve the 2014 budget variance report as presented.
- (2) approve the revised 2015 budget and the 2016 budget as presented.
- (3) approve the 2014 audited financial statements as presented.

BUDGET VARIANCE REPORT
January 1, 2014, to December 31, 2014

	BUDGET	ACTUAL	VARIANCE
REVENUE			
Membership Fees	15,200.00	16,880.00	1,680.00
Conference Fees	14,400.00	19,100.00	4,700.00
Pre-Conference Fees	6,600.00	12,000.00	5,400.00
Provincial Grant	0.00	2,500.00	2,500.00
Interest Income	70.00	100.00	30.00
Workshop (Recordkeeping)	0.00	3,009.00	3,009.00
Total Revenue	\$36,270.00	\$53,589.00	\$17,319.00
EXPENDITURES			
Executive Committee:			
Meeting Expenses	250.00	121.77	128.23
Program / Education:			
Conference	23,670.00	21,121.74	2,548.26
Pre-Conference	10,000.00	7,192.16	2,807.84
Workshop (Recordkeeping)	0.00	6,679.11	-6,679.11
Operations:			
Bank Charges	100.00	102.69	-2.69
Postage & Office Supplies	100.00	17.85	82.15
Miscellaneous	50.00	0.00	50.00
Website Development	2,000.00	1,898.40	101.60
Membership Recognition	100.00	80.85	19.15
Total Expenditures	\$36,270.00	\$37,214.57	-\$944.57

2015 REVISED AND 2016 PROPOSED BUDGETS

	2016 BUDGET	2015 BUDGET	2014 ACTUAL
REVENUE			
Membership Fees	20,000.00	20,240.00	16,880.00
Conference Fees	30,000.00	35,265.00	19,100.00
Pre-Conference Fees			12,000.00
Provincial Grant	2,500.00	2,500.00	2,500.00
IIMC Grant		1,209.60	
Interest Income	90.00	90.00	100.00
Annual Workshop	3,000.00	3,000.00	3,009.00
Total Revenue	\$55,590.00	\$62,304.60	\$53,589.00
EXPENDITURES			
Executive Committee:			
Meeting Expenses	5,000.00	5,000.00	121.77
Program / Education:			
Conference	35,000.00	23,670.00	21,121.74
Pre-Conference		10,000.00	7,192.16
Annual Workshop	7,000.00	5,000.00	6,679.11
Operations:			
Bank Charges	100.00	100.00	102.69
Postage & Office Supplies	50.00	100.00	17.85
Miscellaneous	50.00	50.00	0.00
Website Development	5,000.00	5,000.00	1,898.40
Membership Recognition	100.00	100.00	80.85
Total Expenditures	\$52,300.00	\$49,020.00	\$37,214.57
Surplus/Deficit	\$3,290.00	\$13,284.60	\$16,374.43



STATEMENT OF REVENUE AND EXPENDITURES
January 1, 2014, to December 31, 2014

2014		2013	
	Actual		Actual
REVENUE		REVENUE	
Membership Fees	16,880.00	Membership Fees	15,920.00
Prepaid Membership (2015)	480.00	Prepaid Membership (2014)	0.00
Conference Fees	31,100.00	Conference Fees	25,000.00
Prepaid Conference (2015)	475.00	Prepaid Conference (2014)	0.00
Provincial Grant	2,500.00	Provincial Grant	2,500.00
Interest Income	99.99	Interest Income	98.00
Workshop Fees	3,009.00	Workshop Fees	0.00
Total Revenue	\$54,543.99	Total Revenue	\$43,518.00
EXPENDITURES		EXPENDITURES	
Executive Committee:		Executive Committee:	
Meeting Expenses	121.77	Meeting Expenses	0.00
Program / Education:		Program / Education:	
Conference	28,313.90	Conference	30,884.00
Prepaid 2015 Conference	1,111.15	Prepaid 2014 Conference	0.00
Workshop	6,679.11	Workshop	0.00
Operations:		Operations:	
Bank Charges	102.69	Bank Charges	160.00
Postage & Office Supplies	17.85	Postage & Office Supplies	0.00
Miscellaneous	0.00	Miscellaneous	0.00
Website Development	1,898.40	Website Development	5,439.00
Membership Recognition	80.85	Membership Recognition	0.00
Total Expenditures	\$38,325.72	Total Expenditures	\$36,483.00
2014 Profit	\$16,218.27	2013 Profit	\$7,035.00



PAYMENTS ISSUED
January 1, 2014, to December 31, 2014

Cheque No.	Amount	Payee
148	\$546.00	Alan Jodoin (Merge Creative) - website support
149	\$100.00	City of Brooks - partial refund 2014 preconference fees
150	\$500.00	City of Camrose - refund conference fees for for two members
151	\$20,757.22	Aleta Neufeld - reimbursement for conference expense, Radisson and Inspiring Minds
152	\$120.69	Wanda Pintye - supplies for conference
153	\$636.15	Rockfiles Inc. - Sue Rock session at 2014 conference
154	\$423.15	Stacy Byer - website support (Merge Creative and Webnames.ca)
155	\$333.45	City of Edmonton, Tim Cleveley, Record keeping session - <i>(Edmonton reimbursed 222.30 of this payment)</i>
156	\$0.00	Cheque voided
157	\$0.00	Cheque voided
158	\$341.25	Merge Creative - website support
159	\$0.00	Cheque voided
160	\$98.70	Nancy Lougheed - postage stamps and flowers for Audrey Cerny
161	\$2,500.00	The Sheraton, Red Deer - deposit for October 17 recordkeeping workshop
162	\$3,845.56	Bruce Miller, RIM Tech Inc. - October 17 recordkeeping workshop
163	\$1,391.25	MCP Talent - Deposit for 2015 Conference Banquet Entertainment
164	\$709.11	Lidstone and Company - Lindsay Parcels session at 2014 conference
165	\$3,912.50	Aleta Neufeld - reimbursement for deposit for Michelle Ray session at 2015 conference
Sept. 10/14	\$22.20	Deposit Slips Order
	\$36,237.23	Total Payments Issued



BANK RECONCILIATION
December 31, 2014

Chequing Account	
Bank Balance as per Statement	46,107.22
Outstanding Deposits	0.00
Outstanding Cheques	0.00
Balance	\$46,107.22

INVESTMENTS
January 1, 2014, to December 31, 2014

INTEREST INCOME

Prime-Linked Cashable	\$54.97
Non-Redeemable GIC	\$45.02
Total Interest Income	\$99.99

INVESTMENTS	2014	2013
Prime-Linked Cashable	\$22,043.41	\$21,988.44
Non-Redeemable GIC	\$3,489.11	\$3,444.09
Cash Position	\$25,532.52	\$25,432.53
Annual Net Increase in Investments	\$99.99	\$97.58



BALANCE SHEET
January 1, 2014, to December 31, 2014

ASSETS		LIABILITIES & EQUITY	
Current Assets:		Current Liabilities:	
Cash in Bank	\$46,107.22	Liabilities	<u>\$0.00</u>
Investments	<u>\$25,432.53</u>	(outstanding payments)	
Total Current Assets	\$71,639.74	Total Current Liabilities	\$0.00
Prepaid Expenses	<u>\$0.00</u>	Equity	<u>\$71,639.74</u>
TOTAL ASSETS	<u>\$71,639.74</u>	TOTAL LIABILITIES & EQUITY	<u>\$71,639.74</u>

STATEMENTS OF EXPENSES AND REVENUES
2014 Events

PRE-CONFERENCE

Expenses	2014	2013
Hotel	5,735.75	4,089.96
Bylaw Tips and Traps	709.11	5,775.00
Electronic Records Management Session	747.30	229.95
Total Pre-Conference Expenses	\$7,192.16	\$10,094.91
Revenues		
Registration Fees (65 registered)	\$12,000.00	\$7,600.00
Pre-Conference Profit / Loss	\$4,807.84	\$2,494.91

CONFERENCE

Expenses	2014	2013
Hotel	13,953.75	13,421.84
Faith Wood, Inspiring Minds	7,047.30	6,514.39
Supplies	120.69	1,418.40
Total Conference Expenses	\$21,121.74	\$21,354.63
Revenues		
Registration Fees (64 registered)	19,700.00	18,900.00
Fees Waived (2 registrants)	-600.00	-600.00
Refunds for Cancellations	0.00	-300.00
Total Conference Revenue	\$19,100.00	\$18,000.00
Conference Profit / Loss	\$2,021.74	\$3,354.63

RECORDKEEPING WORKSHOP - October 17, 2014

Expenses	
Bruce Miller, RIMtech Inc.	3,845.56
Sheraton Hotel	2,833.55
Total Workshop Expenses	\$6,679.11
Revenues	
Registration Fees (31 participants)	\$3,009.00
Workshop Profit / Loss	\$3,670.11