

**Minutes of the Annual General Meeting of the Alberta Clerks Association Held on
Friday, April 24, 2015 at the Coast Hotel and Conference Centre, Canmore, AB**

PRESENT:

Executive Members:

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

Membership:

Jacqueline Roblin	Strathcona County
Glenna Kemp	Strathcona County
Teresa Olsen	Lac Ste. Anne County
Angela Cruickshank	City of Medicine Hat
Linda Turnbull	Town of Okotoks
Annette Boissonnault	Town of Westlock
Darlene Ashcroft	Town of Whitecourt
Audrey Rogers	Regional Municipality of Wood Buffalo
Leslie Rae	Municipal District of Bighorn
Kari Kitiuk	City of Airdrie
Sharon Pollyck	City of Airdrie
Paul Denys	City of Calgary
Tania Shepherd	City of Spruce Grove
Marj Bradshaw	City of Spruce Grove
Marlene Hanson	County of Stettler No.6
Carol Gabriel	MacKenzie County
Jeremy Fraser	City of Calgary
Sue Gray	City of Calgary
Amy Rommens	City of Brooks
Susan Valentine	Alberta Association of MDs and Counties
Barbara Clifford	City of Calgary
Lindsay Thompson	Red Deer County
Lisa Russell	Town of Slave Lake
Doug Tymchyshyn	Parkland County
Darlene Bezeau	Parkland County
Jennifer McAdam	Parkland County
Alayne Sinclair	City of Edmonton
Mavis Nathoo	City of Edmonton
Brenda Molter	City of Fort Saskatchewan
Jesse Sopko	Town of Beaumont

LaRae Ellis	City of Edmonton
Chris Belke	City of St. Albert
Marilyn Johnman	City of Edmonton
Tara Johnston-Lee	Town of Banff
Cathy Findlay	Town of High River
Chris Pinault	Town of Gibbons
Cindy Millar	Northern Sunrise County
Jason Lussier	Northern Sunrise County
Debbie Godfrey	Town of Olds
Judy Edge	Town of Sundre
Chris Belke	City of St. Albert
Ryan Osterberg	City of St. Albert
Sandra Davis	City of Leduc
Sara McKerry	City of Edmonton
Shad Thevenaz	City of Chestermere
Shannon Wharton	Woodland County
Tracy Haight	Clearwater County

ABSENT:

Executive Members:

Past President

Audrey Cerny, Life Member

Call to Order Chairman, Aleta Neufeld, called the meeting to order at 11:30 a.m.

Additions to The Agenda There were no additions to the agenda.

Adoption of the Agenda MOVED by Audrey Rogers that the agenda be adopted.

CARRIED

Adoption of the Minutes MOVED by Annette Boissonnault that the Minutes of the Annual General Meeting of the Alberta Municipal Clerks Association held April 4, 2014, be adopted.

CARRIED

Reports

Executive Committee Report

Nancy Lougheed provided an overview of the report posted on the membership website.

Summer Membership Drive 2014 was very successful with 41 new members taking advantage.

Fall EDRMS Implementation Session in Red Deer had 31 participants attending. In the financial statements, funds have been allocated in 2015 and 2016 for hosting annual workshops.

Website Services new for this year included membership renewals and conference registration.

Grant Funding the Association applied for and received funding from Alberta Municipal Affairs and from the International Institute of Municipal Clerks (IIMC).

Appointment of Auditor

Moved by Debbie Godfrey that Jesse Sopko be appointed as Auditor to replace Laura Kennedy to review the financial year ending December 31, 2014.

CARRIED

Auditors' Report

The Auditors' Report for 2014 was presented by Glenna Kemp.

Moved by Ryan Osterberg that the 2015 Auditors' Report be accepted as presented.

CARRIED

Bylaw Review

INTRODUCE, Moved by Jaqueline Robin, that Bylaw 1-2015, Being a Bylaw of the Alberta Municipal Clerk's Association, be introduced and read a first time.

CARRIED

SECOND, Moved by Jennifer McAdam, that Bylaw 1-2015 be read a second time.

CARRIED

AUTHORIZATION, Moved Chris Pinault, that authorization now be given to read Bylaw 1-2015 a third time.

CARRIED UNANIMOUSLY

**Policies Related
To Bylaw 1-2015**

MOVED by Cathy Findlay that the Polices be adopted as presented.

CARRIED

Executive Committee Appointments

MOVED by Glenna Kemp that the term of office for the following positions be extended by an additional year to end April 2017.

President	Aleta Neufeld, City of Lethbridge
Vice-President	Nona Housenga, Rocky View County
Director of Communications	Cheryl Hyde, Town of Canmore

CARRIED

Appointment of Auditors

Laura Kennedy, City of Edmonton, and Glenna Kemp, Strathcona County, were previously appointed as auditors for the financial year ending December 31, 2014, at the April 4, 2014 Annual Meeting.

MOVED by Ryan Osterberg that Jesse Sopko, Town of Beaumont, and Doug Tymchyshyn, Parkland County, be appointed as auditors for the financial year ending December 31, 2015.

CARRIED

Treasurer's Report – 2014 Budget Variance Report

Nancy Lougheed provided an overview of the Treasurer's report.

MOVED by Judy Edge to approve the 2014 Budget Variance Report as presented.

CARRIED

2015 and 2016 Budgets

MOVED by Barbara Clifford to approve the revised 2015 budget and the proposed 2016 budget as presented.

CARRIED

Financial Statements for 2014

MOVED by Mavis Nathoo to approve the audited Financial Statements for the period ending December 31, 2014, as presented.

CARRIED

Other Business 2015 Educational Session

Members will be contacted for topic thoughts for the fall workshop.

Vendor Materials at Future Conferences

Motion to allow material at the conference from vendors. Also the Executive to place information on the website from more than just vendors.

Draws

The Executive announced that two attendees will win free registration for the 2016 Pre-Conference and Conference.

Shannon Wharton and Tracy Parker were declared the winners.

Adjournment Aleta Neufeld declared the meeting closed at 12:10 p.m.

CARRIED

President

Secretary