

**2022 ANNUAL GENERAL MEETING**  
**Alberta Municipal Clerks Association**  
**April 7, 2022 @ 8:30 a.m.**

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1. **Call to Order** **President, Jade Brown**
  
2. **Adoption of the Agenda** **President, Jade Brown**
  
3. **Adoption of Previous Minutes**
  - a. *Annual General Meeting of April 30, 2021*
  
4. **Reports:**
  - a. **Executive Committee Report** **President, Jade Brown**

*Recommendations:*

    1. *That the Executive Committee Report be accepted as information.*
  
  - b. **Treasurer's Report** **Treasurer, Tyler Andreasen**

*Recommendations:*

    1. *That \_\_\_\_\_ and \_\_\_\_\_ be appointed as the Auditors for the 2021 fiscal year.*
    2. *That the 2021 budget variance report be accepted as presented.*
    3. *That the 2021 statement of operations report be accepted as presented.*
    4. *That the 2023 budget be approved as presented.*
  
  - c. **Auditors Report**

*Recommendation:*

    1. *That the 2021 audited financial statements be approved as presented.*
  
5. **AMCA Business**
  - a. **Elections 2022** **President, Jade Brown**

*Recommendations:*

    1. *Nominations for Secretary*
    2. *Nominations for Treasurer*
    3. *Nominations for Director*
    4. *Appointment to the AMCA Board of Directors:*

*Moved by \_\_\_\_\_ to confirm the following appointments to the AMCA Board of Directors:*

- i. \_\_\_\_\_ to the position of Secretary for a two year term ending April 2024.
- ii. \_\_\_\_\_ to the position of Treasurer for a two year term to April 2024.
- iii. \_\_\_\_\_ to the position of Director for a two year term to April 2024.

**b. Long Service Awards**

**Director Lana Antony**

*Recommendation:*

- 1. That the 5, 10, 15, and 25 year long service award recipients be recognized for their service.

**6. Adjournment**

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**Minutes of the Annual General Meeting of the Alberta Clerks Association Held on  
Friday, April 30, 2021, via Zoom.**

**PRESENT:**

**Executive Members:**

President	Carolynn Grey, City of Spruce Grove
Vice President	Samantha Rodwell, City of Red Deer
Treasurer	Tyler Andreasen, Rocky View County
Secretary	Megan Beson, County of Grande Prairie
Director	Jade Brown, Regional Municipality of Wood Buffalo
Director	Lana Antony, Town of Coaldale
Director	Noreen Zhang, Town of Wembley

**Membership:**

Amanda Van Beekveld	City of Grande Prairie
Amy Rommens	City of Brooks
Andrew Kaiser	
Angela Cruikshank	City of Medicine Hat
Annette Boissonnault	Town of Westlock
Ariana Nielsen	County of Newell
Ben Cowan	City of Camrose
Bonnie Hilford	City of Lethbridge
Brenda Molter	City of Fort Saskatchewan
Caitlyn Scott	City of Grande Prairie
Carolyn Gabriel	County of Grande Prairie No.1
Carolyn Van Der Kuill	Kneehill County
Charlotte Satink	Rocky View County
Cheryl Bergman	Flagstaff County
Cheryl Hyde	Town of Canmore
Chris Pinault	Town of Gibbons
Christina Michaud	Town of Stony Plain
Colleen Dickie	Vulcan County
Darlene Soucy	Regional Municipality of Wood Buffalo
David Sarsfield	City of Lethbridge
Denise Lines	Town of Drumheller
Dianne Mason	Sturgeon County
Heather Howey	Town of Westlock
Jacqueline Pelechytik	City of St. Albert

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Jacqueline Roblin	Strathcona County
Jennifer Maskoke	City of Spruce Grove
Jesse Sopko	Sturgeon County
Jessica Robinson	City of Medicine Hat
Karie Nothof	Town of Stony Plain
Kate Gibson	City of Edmonton
Kayla Parsons	Town of Edson
Kerry Van Ham	M.D. of Taber
Kristen Tuff	Rocky View County
Lansley Middleton	Vulcan County
Leslie Rea	M.D. of Bighorn No. 8
Lindsey O'Mara	City of Spruce Grove
Lisa Schovanek	Sturgeon County
Marilyn Lavoie	City of Lloydminster
Mary Kukulski	County of Grande Prairie No. 1
Mavis Nathoo	Strathcona County
Melanie Crothers	Town of Devon
Melodie Steele	Town of Morinville
Michelle Mitton	Rocky View County
Miranda Anderson	City of Beaumont
Olive Toews	Northern Sunrise County
Quinton Flint	Town of Coronation
Raeanne Keer	Town of Taber
Ryan Westerson	City of Lethbridge
Sandra Ling	Town of Vegreville
Shanon Simon	Town of Redcliff
Sherri Barrett	Foothills County
Sheryl Exley	City of Fort Saskatchewan
Sonia Soutter	Regional Municipality of Wood Buffalo
Tammy Belsham	City of Airdrie
Ursula Patterson	Red Deer County
Verna Staples	Town of Black Diamond

**Call to Order**

Chairman,Carolynn Grey, called the meeting to order at 9:00 a.m. and confirmed quorum.

**Adoption of the Agenda**

MOVED by Cheryle Hyde that the agenda be adopted as presented.

**CARRIED**

**Adoption of the  
Minutes**

MOVED by Jacqueline Roblin that the Minutes of the Annual General Meeting of the Alberta Municipal Clerks Association held October 29, 2020, 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 2020/2021 and reported on membership numbers for 2020/2021.

MOVED by Bonnie Hilford that the Executive Committee Report be accepted as information.

**CARRIED**

**TREASURER'S REPORT**

**Appointment of Auditors**

MOVED by Lyndsay O'Mara that Nancy Lougheed and Cheryl Hyde be appointed as the Auditors for the 2020 financial statements.

**CARRIED**

**2020 Budget Variance Report**

MOVED by Quinton Flint that the 2020 Budget Variance Report be accepted as presented.

**CARRIED**

**2020 Statement of Operations**

MOVED by Marilyn Lavoie that the 2020 Statement of Operations Report be accepted as presented.

**CARRIED**

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## **2022 Budget**

MOVED by Ryan Westerson that the 2022 budget be approved as presented.

**CARRIED**

## **AUDITORS' REPORT**

The 2020 Auditors' Report was presented by Nancy Lougheed and Cheryl Hyde.

MOVED by Jesse Sopko that the 2020 audited financial statements be approved as presented.

**CARRIED**

## **ELECTIONS 2020**

The following open positions on the Executive were filled.

### **(1) Nomination for President – term ending April 2023**

In accordance with Bylaw 1-2019, the following names were submitted for nomination to the Office of President prior to the start of the 2021 Annual General Meeting:

- Jade Brown, Regional Municipality of Wood Buffalo.

No further nominations were submitted.

MOVED by Bonnie Hilford that nominations for president cease.

**CARRIED**

### **(2) Nomination for Vice President – two-year term ending April 2023**

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 2021 Annual General Meeting:

- None received.

No nominations were submitted.

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**(3) Nomination for Director-at-Large– two-year term ending April 2023.**

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 2021 Annual General Meeting:

- Lana Antony, Town of Coaldale
- Marilyn Lavoie, City of Lloydminster
- Ryan Westerson, City of Lethbridge

MOVED by Kerri Van Hamm that nominations for Director-at-large cease.

**CARRIED**

**(3) Nomination for Vice President – two-year term ending April 2023.**

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 2021 Annual General Meeting:

- Marilyn Lavoie was nominated by Bonnie Hilford.

No further nominations were submitted.

**Confirmation of Executive**

MOVED by Jesse Sopko to confirm the following appointments to the Executive Committee:

1. Jade Brown to the position of President for a two-year term ending April 2023.
2. Marilyn Lavoie to the position of Vice President for a two-year term ending April 2023.
3. Lana Antony to the position of Director-at-large for a two-year term ending April 2023.
4. Ryan Westerson to the position of Director-at-large for a two-year term ending April 2023.

**CARRIED**

**SERVICE AWARDS RECOGNITION**

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

- Abe Tinney – Town of Raymond

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- Anne Peck – Town of Blackfalds
  - Arlene Karbashewski – City of Grande Prairie
  - Brenda Coles – Town of Carstairs
  - Cathy Duplessis – Town of Okotoks
  - Charlotte Satink – City of Airdrie
  - Chelaine Winter – City of Beaumont
  - Denis Beaudry – City of Edmonton
  - Doug Rodwell – City of Lloydminster
  - Iryna Kennedy – Athabasca County
  - Jillian Borsuk – City of Chestermere
  - Kara Rusk – Town of High River
  - Leah Blair – Athabasca County
  - Maggie Nguyen – City of Chestermere
  - Marcie McKinnon – Town of Olds
  - Sandra Beaton – Town of High Level
  - Sandy Bugeja – Strathcona County
  - Tracy Lapping – Saddle Hills County
  - Vanessa Connors – Town of Innisfail

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

- Carolynn Grey – City of Spruce Grove
- Kerry Van Ham – Town of Taber
- Melanie McConnell – Lac La Biche County
- Shannon Wharton – Woodlands County

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

- Mary Rose, Town of Sylvan Lake

The following member was recognized for twenty-five (25) years of service:

- Sharon Pollyck – City of Airdrie
- Debbie Gillard – City of Yellowknife

MOVED by Sandra Ling that the 5, 10, 15 and 25 year long service award recipients be recognized for their service.

**CARRIED**

**Adjournment**      President, Carolynn Grey, declared the meeting closed at 9:48 a.m.



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President

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Secretary

UNCONFIRMED

**Date:** April 7, 2022

**Memo To:** AMCA Membership

**From:** Executive Committee

**Subject:** **Executive Committee Report – April 2021 – April 2022**

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1. **Membership** – The 2022 membership total includes new members.

**Memberships 2016 – 2022**

<b>Year</b>	<b>Number of Memberships Sold</b>
2022	213 (as of February 22, 2022)
2021	201
2020	180
2019	132
2018	172
2017	157
2016	150

2. **Virtual Education Sessions** – As the COVID-19 pandemic continued throughout 2021, the Executive Committee worked hard to bring several virtual learning and networking opportunities to the membership (and guests).

In February 2021, we kicked off the year with an Election Planning Forum, “**Election Planning during a Pandemic**”. This session was hosted virtually and included a total of 154 registrants. This session focused on various aspects of election planning as Returning Officers began to think of holding an election in the midst of the pandemic. Panel attendees and presentations were heard from the City of Toronto and the City of Lloydminster and closed with a moderated discussion with attendees.

Throughout 2021, continued virtual election training sessions were hosted by Municipal Affairs and were communicated to the membership by the Executive Committee.

In April 2021, a virtual “**Election Lunch Bunch**” was hosted, where Returning Officers and staff supporting the upcoming election had the opportunity to meet and discuss various items to assist their planning and brainstorm solutions. A total of 39 participants attended this session.

In May 2021, we were proud to host a fully **Virtual Conference** that included many speaker sessions over the course of 5 days. A total of 148 participants attended this conference. Sessions included keynotes from:

- Bruce Kirkby,
- Council Orientation session (Ian McCormack),
- Pick up the Roach: Why Great Municipal Clerks do the Little Things (Pete Blank);

as well as the roundtable facilitated member discussion and an update from Municipal Affairs. Although in person conferences are always preferred, the 2021 Virtual Conference went well, and the Executive Committee learned a lot.

In August 2021, a **Voting from Vehicles** session was hosted, and presentations were heard from the City of Calgary, City of Windsor and the City of Regina on their experiences. A total of 31 members participated in this virtual session.

3. **2021 Election** – There is no doubt that the **2021 Municipal General Election** was likely one of the most challenging ‘mountains’ our membership climbed. The Executive Committee worked hard over the course of 2021 to ensure that all were as up to date with the ever-changing and shifting public health guidelines. The 2021 Election Resource page seen increased activity from the membership and the Executive Committee as it became a focused webpage to share information and related election materials. The Executive liaised with Municipal Affairs, Elections Alberta and Alberta Health Services and produced a Q&A summary document that was released to the membership to help alleviate concerns with the challenges faced by COVID-19.

Following the election, in December 2021, the Executive Committee hosted the **Post Election Virtual Workshop** that was able to host 126 participants. This workshop focused on learnings from the 2021 Municipal General Election and was supported with presentations from Elections Alberta and Municipal Affairs.

4. **Annual Conference** – The Executive Committee is absolutely thrilled to welcome members, non-members, interns, and guests back to our in-person conference in beautiful Canmore, Alberta. We worked hard with the Coast Canmore Hotel to be able to offer you

this jam packed few days of networking, learnings and laughs! We hope you enjoy this conference just as much as we did in putting it together.

5. **Grant Funding** – The Executive Committee applied for grant funding to assist with the costs of the annual conference for 2020/2021 and was advised that unfortunately, the Association was not eligible. Since that time, the Executive Committee was provided with the opportunity to submit a funding application through the Alberta Community Partnership (ACP) Program which supports professional administrative organizations with a local government focus. As a result, an application was submitted based on the 2021 Virtual Conference, and we hope to hear soon of the status of the application.
  
6. **Mentorship Program** – The AMCA Mentorship Program was introduced to the membership in February 2021. The Executive Committee recognized that “we are our best teachers” and can draw and grow from our very own membership. Mentors and Mentees are matched based on specific needs of the mentee and areas of strength from the mentor. It is an opportunity to share commitment, career opportunities, professional development, and self-confidence. To date, 22 members have signed up for the program with a variety of job descriptions in this mix, such as: Clerk, Municipal Clerk, City Clerk, Director, Executive Assistant, Legislative Coordinator, Deputy City Clerk, Manager. Our organization is so fortunate to draw on our own areas of expertise and share that within our membership. Thank you to everyone that is participating in this program!

## **RECOMMENDATIONS**

- (1) That the Executive Committee Report be accepted as information.



**Date:** April 7, 2022  
**Memo To:** AMCA Membership  
**From:** Tyler Andreasen, AMCA Treasurer  
**Subject:** **Treasurer's Report – April 2021 to April 2022**

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### **RECOMMENDATIONS:**

THAT the Alberta Municipal Clerks Association:

- Appoint Jesse Sopko and Charlotte Satink as auditors for the 2021 fiscal year
- Accept the 2021 budget variance report as presented
- Accept the 2021 statement of operations report as presented
- Approve the 2021 audited financial statements as presented
- Approve the 2023 budget as presented

### **BACKGROUND AND YEAREND NOTES**

#### 2021 Statement of Operations and Budget Variance Reports

The Alberta Municipal Clerks Association ran a budget surplus of \$20,041.49 in 2021. This compares to a surplus of \$13,611.75 in 2020 and \$3,857.35 in 2019.

Overall, the Association navigated the challenges COVID-19 pandemic and the 2021 municipal general election well which is reflected in the statement of operations and budget variance reports. When reviewing those documents, the following should be noted:

- The annual conference accounts for most of the Association's revenues and expenditures. Due to concerns with the COVID-19 pandemic, the Association did not hold a conference in 2020 but held a virtual conference in 2021 with reduced registration fees due to the virtual nature of the conference.

This accounts for much of the variance, both in terms of revenue and expenses, between both the budget and previous year numbers, as the Association had also budgeted for a regular in-person conference for that year.

- Another major source of the Association's revenues and expenditures are workshops. The Association held several virtual election workshops and forums throughout the year with no registration fees due to the virtual nature of the conference.

This accounts for some of the variance, both in terms of revenue and expenses, with the budget numbers and the lack of variance with the previous year numbers, as the Association had also budgeted for a regular in-person workshop that year.

- Membership revenue was higher than expected. Increasing membership, as well as increasing value for membership, was a major strategic goal for the Association in 2021. The increase in membership revenue can also be attributed to the 2021 municipal general election.
- Certain expenses were lower or higher due to the COVID-19 pandemic. For example, in person meeting expenses were lower but software subscriptions were higher due to Executive Committee meetings being held virtually over zoom.
- Two other variances to note are the higher insurance fees and lower long-term investment income in 2021. The Association is aware of these variances and will be following up with RBC and RMA to determine the reason for these and will budget accordingly in the future.

### Proposed 2023 Budget

The Association's proposed 2023 budget is similar to previous years, with the exception of a few modified line items to better reflect expected revenues and expenditures.

When reviewing the proposed budget, it should be noted that only the highlighted line items have been changed from the previous year. The following should also be noted:

- In 2022, the Association removed a provincial grant from its expected revenue as the province indicated that it would no longer be available in the future. The provincial grant is now available again, so the Association is budgeting to receive that as a revenue source.
- With the Association's meetings being held virtually, as well as many interagency meetings being held virtually, the estimated meeting expenses and intergovernmental relations expenses have been reduced to better reflect the virtual nature of meetings.
- The estimated bank charges and software subscriptions expenses have been changed to better reflect the expenditures of the Association.

### Reserves

The Association continues to be in a strong financial position, as showed in the 2020 financial statements. The Association has assets totaling \$121,564.33, with \$82,779.49 in cash, \$26,518.82 in investments, and \$12,266.02 in pre-paid expenses for future events held by the Association.

The Executive Committee continues to manage the Association's assets in a responsible, cost-effective manner, while also providing the membership with relevant, quality programming.

**ATTACHMENTS:**

- Budget Variance Report – January 1, 2021 to December 31, 2021
- Statement of Operations Report – January 1, 2021 to December 31, 2021
- Proposed 2023 Budget
- Audited Financial Statements – January 1, 2021 to December 31, 2021

**ALBERTA MUNICIPAL CLERKS ASSOCIATION  
2021 BUDGET VARIANCE REPORT**

	<b>2021 ACTUALS</b>	<b>2021 BUDGET</b>	<b>VARIANCE IN DOLLARS</b>	<b>VARIANCE IN PERCENT</b>
<b>REVENUE</b>				
Membership Fees	\$ 30,426.67	\$ 26,000.00	\$ 4,426.67	14.55%
Conference Fees	\$ 28,050.00	\$ 40,000.00	-\$ 11,950.00	-42.60%
Provincial Grant	\$ -	\$ 2,500.00	-\$ 2,500.00	-100.00%
Interest Income	\$ 20.83	\$ 200.00	-\$ 179.17	-860.15%
Workshop Fees	\$ -	\$ 10,000.00	-\$ 10,000.00	0.00%
Job Postings	\$ 320.00	\$ -	\$ 320.00	100.00%
Sponsorship Fees	\$ -	\$ -	\$ -	0.00%
<b>Total Revenue</b>	<b>\$ 58,817.50</b>	<b>\$ 78,700.00</b>	<b>-\$ 19,882.50</b>	<b>-33.80%</b>
<b>EXPENDITURES</b>				
<b>Executive Committee</b>				
Meeting Expenses	\$ 280.35	\$ 4,000.00	-\$ 3,719.65	-1326.79%
Intergovernmental Relations	\$ -	\$ -	\$ -	-100.00%
<b>Programming / Education</b>				
Conference Expenses	\$ 23,708.72	\$ 50,000.00	-\$ 26,291.28	-110.89%
Workshop Expenses	\$ -	\$ 10,000.00	-\$ 10,000.00	0.00%
Mentorship Program	\$ -	\$ -	\$ -	0.00%
<b>Operations</b>				
Bank Charges (VISA/Paypal/Affinipay)	\$ 1,774.48	\$ 2,500.00	-\$ 725.52	-40.89%
Postage & Office Supplies	\$ 204.75	\$ 100.00	\$ 104.75	51.16%
Miscellaneous	\$ -	\$ 100.00	-\$ 100.00	0.00%
Website Maintenance/Accounting Services	\$ 10,240.00	\$ 10,500.00	-\$ 260.00	-2.54%
Software Subscriptions	\$ 1,248.80	\$ 315.00	\$ 933.80	74.78%
Membership Recognition	\$ -	\$ 300.00	-\$ 300.00	0.00%
Insurance	\$ 1,318.91	\$ 1,000.00	\$ 318.91	24.18%
<b>Total Expenditures</b>	<b>\$ 38,776.01</b>	<b>\$ 78,815.00</b>	<b>-\$ 40,038.99</b>	<b>-103.26%</b>
<b>Net Surplus (Deficit)</b>	<b>\$ 20,041.49</b>	<b>-\$ 115.00</b>	<b>\$ 20,156.49</b>	<b>100.57%</b>
<b>Transfer to (from) Reserves</b>	<b>\$ 20,041.49</b>	<b>-\$ 115.00</b>	<b>\$ 20,156.49</b>	<b>100.57%</b>



**ALBERTA MUNICIPAL CLERKS ASSOCIATION  
2021 STATEMENT OF OPERATIONS REPORT**

	2021 OPERATIONS	2020 OPERATIONS	CHANGE IN DOLLARS	CHANGE IN PERCENT
<b>REVENUE</b>				
Membership Fees	\$ 30,426.67	\$ 28,826.65	\$ 1,600.02	5.26%
Conference Fees	\$ 28,050.00	\$ -	\$ 28,050.00	100.00%
Provincial Grant	\$ -	\$ 2,500.00	-\$ 2,500.00	-100.00%
Interest Income	\$ 20.83	\$ 290.35	-\$ 269.52	-1293.90%
Workshop Fees	\$ -	\$ -	\$ -	0.00%
Job Postings	\$ 320.00	\$ 640.00	-\$ 320.00	-100.00%
Sponsorship Fees	\$ -	\$ -	\$ -	0.00%
<b>Total Revenue</b>	<b>\$ 58,817.50</b>	<b>\$ 32,257.00</b>	<b>\$ 26,560.50</b>	<b>45.16%</b>
<b>EXPENDITURES</b>				
<b>Executive Committee</b>				
Meeting Expenses	\$ 280.35	\$ 275.81	\$ 4.54	1.62%
Intergovernmental Relations	\$ -	\$ 789.86	-\$ 789.86	-100.00%
<b>Programming / Education</b>				
Conference Expenses	\$ 23,708.72	\$ 2,862.78	\$ 20,845.94	87.93%
Workshop Expenses	\$ -	\$ -	\$ -	0.00%
Mentorship Program	\$ -	\$ -	\$ -	0.00%
<b>Operations</b>				
Bank Charges (VISA/Paypal/Affinipay)	\$ 1,774.48	\$ 1,879.56	-\$ 105.08	-5.92%
Postage & Office Supplies	\$ 204.75	\$ 225.75	-\$ 21.00	-10.26%
Miscellaneous	\$ -	\$ -	\$ -	0.00%
Website Maintenance/Accounting Services	\$ 10,240.00	\$ 10,468.50	-\$ 228.50	-2.23%
Software Subscriptions	\$ 1,248.80	\$ 1,151.50	\$ 97.30	7.79%
Membership Recognition	\$ -	\$ -	\$ -	0.00%
Insurance	\$ 1,318.91	\$ 991.49	\$ 327.42	24.83%
<b>Total Expenditures</b>	<b>\$ 38,776.01</b>	<b>\$ 18,645.25</b>	<b>\$ 20,130.76</b>	<b>51.92%</b>
<b>Net Surplus (Deficit)</b>	<b>\$ 20,041.49</b>	<b>\$ 13,611.75</b>	<b>\$ 6,429.74</b>	<b>32.08%</b>
<b>Transfer to (from) Reserves</b>	<b>\$ 20,041.49</b>	<b>\$ 13,611.75</b>	<b>\$ 6,429.74</b>	<b>32.08%</b>

ALBERTA MUNICIPAL CLERKS ASSOCIATION  
2023 PROPOSED BUDGET

	Proposed 2023 Budget	2022 Budget	2021 Budget	2020 Budget
<b>REVENUE</b>				
Membership Fees	\$ 28,000.00	\$ 27,000.00	\$ 26,000.00	\$ 26,000.00
Conference Fees	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 38,000.00
Provincial Grant	\$ 2,500.00	\$ -	\$ 2,500.00	\$ 2,500.00
Interest Income	\$ 300.00	\$ 300.00	\$ 200.00	\$ 50.00
Workshop Fees	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Job Posting Fees	\$ 500.00	\$ 500.00	\$ -	\$ -
Sponsorship Fees	\$ 5,000.00	\$ 10,000.00	\$ -	\$ -
<b>Total Revenue</b>	<b>\$ 86,300.00</b>	<b>\$ 87,800.00</b>	<b>\$ 78,700.00</b>	<b>\$ 76,550.00</b>
<b>EXPENDITURES</b>				
<b>Executive Committee:</b>				
Meeting Expenses	\$ 2,000.00	\$ 3,500.00	\$ 4,000.00	\$ 3,000.00
Intergovernmental Relations	\$ 1,000.00	\$ 1,500.00		
<b>Program / Education:</b>				
Conference Expenses	\$ 55,000.00	\$ 55,000.00	\$ 50,000.00	\$ 50,000.00
Workshop Expenses	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Mentorship Program	\$ 200.00	\$ 200.00	\$ -	\$ -
<b>Operations:</b>				
Bank Charges (Paypal/Affinipay)	\$ 2,000.00	\$ 2,500.00	\$ 2,500.00	\$ 2,000.00
Postage & Office Supplies	\$ 250.00	\$ 100.00	\$ 100.00	\$ 100.00
Miscellaneous	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
Website Maintenance/Accounting Services	\$ 12,000.00	\$ 12,000.00	\$ 10,500.00	\$ 8,500.00
Software Subscriptions	\$ 1,500.00	\$ 315.00	\$ 315.00	\$ 550.00
Membership Recognition	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00
Insurance	\$ 1,500.00	\$ 1,500.00	\$ 1,000.00	\$ 1,000.00
<b>Total Expenditures</b>	<b>\$ 85,850.00</b>	<b>\$ 87,015.00</b>	<b>\$ 78,815.00</b>	<b>\$ 75,550.00</b>
<b>Net Surplus (Deficit)</b>	<b>\$ 450.00</b>	<b>\$ 785.00</b>	<b>-\$ 115.00</b>	<b>\$ 1,000.00</b>

Highlighted cells denote a difference from the previous year budget

# Treasurer's Annual Report - DRAFT

Alberta Municipal Clerks Association  
For the period ended December 31, 2021



Prepared by  
**Merge Creative Inc.**

Prepared on  
**January 20, 2022**

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# Profit and Loss

January - December 2021

		Total
	Jan - Dec. 2021	Jan - Dec. 2020 (PY)
<b>INCOME</b>		
4000 Membership Revenue	30,426.67	28,826.65
4100 Conference Revenue		
4110 Registration Fees	28,050.00	0.00
4130 GOA Conference Grant		2,500.00
<b>Total 4100 Conference Revenue</b>	<b>28,050.00</b>	<b>2,500.00</b>
4300 Job Posting Revenue	320.00	640.00
<b>Total Income</b>	<b>58,796.67</b>	<b>31,966.65</b>
<b>GROSS PROFIT</b>	<b>58,796.67</b>	<b>31,966.65</b>
<b>EXPENSES</b>		
5000 Meeting Expenses	280.35	275.81
5020 Memberships and Subscriptions	85.31	
5050 Inter-Government Relations		789.86
5100 Conference		
5110 Presenter Fees	22,897.60	2,625.00
5126 Other	811.12	
5129 Supplies		237.78
<b>Total 5100 Conference</b>	<b>23,708.72</b>	<b>2,862.78</b>
5500 Bank charges (Including Visa Fees)	187.39	240.19
5550 Affinipay Fees	1,587.09	1,639.37
5600 Postage & Office Supplies	204.75	225.75
5700 Website and Bookkeeping	10,240.00	10,468.50
5750 Software Subscriptions	1,248.80	1,151.50
5900 Insurance	1,233.60	991.49
<b>Total Expenses</b>	<b>38,776.01</b>	<b>18,645.25</b>
<b>OTHER INCOME</b>		
4600 Plus Interest Income GIC	20.83	290.35
<b>Total Other Income</b>	<b>20.83</b>	<b>290.35</b>
<b>PROFIT</b>	<b>\$20,041.49</b>	<b>\$13,611.75</b>

# Balance Sheet

As of December 31, 2021

		Total
	As of Dec. 31, 2021	As of Dec. 31, 2020 (PY)
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Cash and Cash Equivalent</b>		
1010 Chequing (Royal Bank)	82,779.49	56,974.85
1040 Investments		
1043 Non-Redeemable GIC	3,745.88	3,725.28
1044 Prime LinkedGIC	22,772.94	22,772.71
<b>Total 1040 Investments</b>	<b>26,518.82</b>	<b>26,497.99</b>
<b>Total Cash and Cash Equivalent</b>	<b>109,298.31</b>	<b>83,472.84</b>
1410 Prepaid Expenses	1,205.12	204.75
1412 Conference Presenter Deposits	0.00	7,076.88
1414 Conference Hotel Deposit	10,000.00	10,000.00
1418 Subscription - Annual Payments	0.00	753.20
1420 Prepaid - Insurance	1,060.90	1,021.42
<b>Total 1410 Prepaid Expenses</b>	<b>12,266.02</b>	<b>19,056.25</b>
<b>Total Current Assets</b>	<b>121,564.33</b>	<b>102,529.09</b>
<b>Total Assets</b>	<b>\$121,564.33</b>	<b>\$102,529.09</b>
<b>LIABILITIES AND EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Accounts Payable (A/P)</b>		
Accounts Payable (A/P)	891.43	1,225.70
<b>Total Accounts Payable (A/P)</b>	<b>891.43</b>	<b>1,225.70</b>
<b>Credit Card</b>		
2030 Credit Card	81.84	753.82
<b>Total Credit Card</b>	<b>81.84</b>	<b>753.82</b>
<b>Total Current Liabilities</b>	<b>973.27</b>	<b>1,979.52</b>
<b>Total Liabilities</b>	<b>973.27</b>	<b>1,979.52</b>
<b>Equity</b>		
3050 Opening Balance Equity	83,080.47	83,080.47
Retained Earnings	17,469.10	3,857.35
Profit for the year	20,041.49	13,611.75
<b>Total Equity</b>	<b>120,591.06</b>	<b>100,549.57</b>
<b>Total Liabilities and Equity</b>	<b>\$121,564.33</b>	<b>\$102,529.09</b>

# Statement of Cash Flows

January - December 2021

	<b>Total</b>
<b>OPERATING ACTIVITIES</b>	
Net Income	20,041.49
Adjustments to reconcile Net Income to Net Cash provided by operations:	
1410 Prepaid Expenses	-1,000.37
1412 Prepaid Expenses:Conference Presenter Deposits	7,076.88
1418 Prepaid Expenses:Subscription - Annual Payments	753.20
1420 Prepaid Expenses:Prepaid - Insurance	-39.48
Accounts Payable (A/P)	-334.27
2030 Credit Card	-671.98
<b>Total Adjustments to reconcile Net Income to Net Cash provided by operations:</b>	<b>5,783.98</b>
<b>Net cash provided by operating activities</b>	<b>25,825.47</b>
<b>NET CASH INCREASE FOR PERIOD</b>	<b>25,825.47</b>
Cash at beginning of period	83,472.84
<b>CASH AT END OF PERIOD</b>	<b>\$109,298.31</b>

# Profit and Loss by Month

January - December 2021

	Jan. 2021	Feb. 2021	Mar. 2021	Apr. 2021	May 2021	Jun. 2021	Jul. 2021	Aug. 2021	Sep. 2021	Oct. 2021	Nov. 2021	Dec. 2021	Total
<b>INCOME</b>													
4000 Membership Revenue	23,360.00	4,000.00	960.00	880.00	106.67	533.32	160.00	266.68	53.33	40.00	53.34	13.33	30,426.67
4100 Conference Revenue													0.00
4110 Registration Fees			12,150.00	15,600.00	300.00								28,050.00
<b>Total 4100 Conference Revenue</b>			<b>12,150.00</b>	<b>15,600.00</b>	<b>300.00</b>								<b>28,050.00</b>
4300 Job Posting Revenue	0.00		160.00	-160.00	160.00					0.00	160.00	0.00	320.00
<b>Total Income</b>	<b>23,360.00</b>	<b>4,000.00</b>	<b>13,270.00</b>	<b>16,320.00</b>	<b>566.67</b>	<b>533.32</b>	<b>160.00</b>	<b>266.68</b>	<b>53.33</b>	<b>40.00</b>	<b>213.34</b>	<b>13.33</b>	<b>58,796.67</b>
<b>GROSS PROFIT</b>	<b>23,360.00</b>	<b>4,000.00</b>	<b>13,270.00</b>	<b>16,320.00</b>	<b>566.67</b>	<b>533.32</b>	<b>160.00</b>	<b>266.68</b>	<b>53.33</b>	<b>40.00</b>	<b>213.34</b>	<b>13.33</b>	<b>58,796.67</b>
<b>EXPENSES</b>													
5000 Meeting Expenses				70.35			210.00						280.35
5020 Memberships and Subscriptions											85.31		85.31
5100 Conference													0.00
5110 Presenter Fees				22,070.72	826.88								22,897.60
5126 Other				811.12									811.12
<b>Total 5100 Conference</b>				<b>22,881.84</b>	<b>826.88</b>								<b>23,708.72</b>
5500 Bank charges (Including Visa Fees)	19.00	9.75	45.96	15.75	8.55	3.75	3.75	54.39	3.75	3.75	3.75	15.24	187.39
5550 Affinipay Fees		543.70	108.68	299.35	583.64	4.94	16.97	5.24	8.93	1.85	6.70	7.09	1,587.09
5600 Postage & Office Supplies	204.75												204.75
5700 Website and Bookkeeping	840.00	840.00	840.00	913.50	840.00	840.00	845.25	845.25	845.25	845.25	845.25	900.25	10,240.00
5750 Software Subscriptions	89.02	89.02	89.02	89.02	89.02	199.27	89.02	89.02	89.02	89.02	159.37	88.98	1,248.80
5900 Insurance	102.14	102.14	102.14	102.14	102.14	102.14	102.14	102.14	102.14	102.16	106.09	106.09	1,233.60
<b>Total Expenses</b>	<b>1,254.91</b>	<b>1,584.61</b>	<b>1,185.80</b>	<b>24,371.95</b>	<b>2,450.23</b>	<b>1,150.10</b>	<b>1,267.13</b>	<b>1,096.04</b>	<b>1,049.09</b>	<b>1,042.03</b>	<b>1,206.47</b>	<b>1,117.65</b>	<b>38,776.01</b>
<b>OTHER INCOME</b>													
4600 Plus Interest Income GIC							0.23	20.60					20.83
<b>Total Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.23</b>	<b>20.60</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>20.83</b>
<b>PROFIT</b>	<b>\$22,105.09</b>	<b>\$2,415.39</b>	<b>\$12,084.20</b>	<b>\$ -8,051.95</b>	<b>\$ -1,883.56</b>	<b>\$ -616.78</b>	<b>\$ -1,106.90</b>	<b>\$ -808.76</b>	<b>\$ -995.76</b>	<b>\$ -1,002.03</b>	<b>\$ -993.13</b>	<b>\$ -1,104.32</b>	<b>\$20,041.49</b>



# Sales by Product/Service Summary

January - December 2021

	Quantity	Amount	% of Sales	Total Avg Price
Conferences				
Conference Registrations - Interns	3	450	1.00 %	150
Conference Registrations - Members	85	25,500	43.00 %	300
Conference Registrations - Non-Members	7	2,100	4.00 %	300
<b>Total Conferences</b>		<b>28,050</b>	<b>48.00 %</b>	
Job Postings				
Job Posting	2	320	1.00 %	160
<b>Total Job Postings</b>		<b>320</b>	<b>1.00 %</b>	
Membership				
Membership Renewals - Regular	165	26,400	45.00 %	160
Memberships - new applications - Associate	1	80	0.00 %	80
Memberships - new applications - Regular	35	3,947	7.00 %	113
<b>Total Membership</b>		<b>30,427</b>	<b>52.00 %</b>	
<b>TOTAL</b>		<b>\$58,797</b>	<b>100.00 %</b>	

# Uncleared Bank Transaction Report

January - December 2021

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This report contains no data for your specified date range.

# AMCA Prepays

January - December 2021

Date	Transaction Type	#	Adj	Name	Memo/Description	Account	Split	Amount	Balance
Beginning Balance									19,056.25
01/01/2021	Journal Entry	30	No		Canada Post Office Box - annual subscription	1410 Prepaid Expenses	-Split-	\$ -204.75	18,851.50
31/01/2021	Journal Entry	28	No		Recognize prepaid insurance expense on a monthly basis - RMA insurance	1420 Prepaid Expenses:Prepaid - Insurance	-Split-	\$ -102.14	18,749.36
31/01/2021	Journal Entry	29	No		Recognize monthly Wild Apricot subscription cost	1418 Prepaid Expenses:Subscription - Annual Payments	-Split-	\$ -62.77	18,686.59
28/02/2021	Journal Entry	31	No		Recognize prepaid insurance expense on a monthly basis - RMA insurance	1420 Prepaid Expenses:Prepaid - Insurance	-Split-	\$ -102.14	18,584.45
28/02/2021	Journal Entry	32	No		Recognize monthly Wild Apricot subscription cost	1418 Prepaid Expenses:Subscription - Annual Payments	-Split-	\$ -62.77	18,521.68
31/03/2021	Journal Entry	34	No		Recognize monthly Wild Apricot subscription cost	1418 Prepaid Expenses:Subscription - Annual Payments	-Split-	\$ -62.77	18,458.91
31/03/2021	Journal Entry	33	No		Recognize prepaid insurance expense on a monthly basis - RMA insurance	1420 Prepaid Expenses:Prepaid - Insurance	-Split-	\$ -102.14	18,356.77
26/04/2021	Bill	147440-2021-Conf.	No	Speakers' Spotlight	Less Speakers' Spotlight deposit (Bruce Kirby)	1412 Prepaid Expenses:Conference Presenter Deposits	Accounts Payable (A/P)	\$ -3,750.00	14,606.77
26/04/2021	Bill	147440-2021-Conf.	No	Speakers' Spotlight	Less Speakers' Spotlight deposit (Peter Katz)	1412 Prepaid Expenses:Conference Presenter Deposits	Accounts Payable (A/P)	\$ -2,500.00	12,106.77
30/04/2021	Journal Entry	35	No		Recognize prepaid insurance expense on a monthly basis - RMA insurance	1420 Prepaid Expenses:Prepaid - Insurance	-Split-	\$ -102.14	12,004.63
30/04/2021	Journal Entry	36	No		Recognize monthly Wild Apricot subscription cost	1418 Prepaid Expenses:Subscription - Annual Payments	-Split-	\$ -62.77	11,941.86
01/05/2021	Bill	Reclassify	No	Trish Tutton	Reclassify deposit to expense for Trish Tutton's 2021 AMCA conference speaker fees	1412 Prepaid Expenses:Conference Presenter Deposits	Accounts Payable (A/P)	\$ -826.88	11,114.98
31/05/2021	Journal Entry	38	No		Recognize prepaid insurance expense on a monthly basis - RMA insurance	1420 Prepaid Expenses:Prepaid - Insurance	-Split-	\$ -102.14	11,012.84
31/05/2021	Journal Entry	39	No		Recognize monthly Wild Apricot subscription cost	1418 Prepaid Expenses:Subscription - Annual Payments	-Split-	\$ -62.77	10,950.07
30/06/2021	Journal Entry	40	No		Recognize prepaid insurance expense on a monthly basis - RMA insurance	1420 Prepaid Expenses:Prepaid - Insurance	-Split-	\$ -102.14	10,847.93
30/06/2021	Journal Entry	41	No		Recognize monthly Wild Apricot subscription cost	1418 Prepaid Expenses:Subscription - Annual Payments	-Split-	\$ -62.77	10,785.16
31/07/2021	Journal Entry	42	No		Recognize prepaid insurance expense on a monthly basis - RMA insurance	1420 Prepaid Expenses:Prepaid - Insurance	-Split-	\$ -102.14	10,683.02

Date	Transaction Type	#	Adj	Name	Memo/Description	Account	Split	Amount	Balance
31/07/2021	Journal Entry	43	No		Recognize monthly Wild Apricot subscription cost	1418 Prepaid Expenses:Subscription - Annual Payments	-Split-	\$ -62.77	10,620.25
31/08/2021	Journal Entry	44	No		Recognize prepaid insurance expense on a monthly basis - RMA insurance	1420 Prepaid Expenses:Prepaid - Insurance	-Split-	\$ -102.14	10,518.11
31/08/2021	Journal Entry	45	No		Recognize monthly Wild Apricot subscription cost	1418 Prepaid Expenses:Subscription - Annual Payments	-Split-	\$ -62.77	10,455.34
30/09/2021	Journal Entry	47	No		Recognize monthly Wild Apricot subscription cost	1418 Prepaid Expenses:Subscription - Annual Payments	-Split-	\$ -62.77	10,392.57
30/09/2021	Journal Entry	46	No		Recognize prepaid insurance expense on a monthly basis - RMA insurance	1420 Prepaid Expenses:Prepaid - Insurance	-Split-	\$ -102.14	10,290.43
31/10/2021	Journal Entry	49	No		Recognize monthly Wild Apricot subscription cost	1418 Prepaid Expenses:Subscription - Annual Payments	-Split-	\$ -62.77	10,227.66
31/10/2021	Journal Entry	48	No		Recognize prepaid insurance expense on a monthly basis - RMA insurance	1420 Prepaid Expenses:Prepaid - Insurance	-Split-	\$ -102.16	10,125.50
01/11/2021	Bill	INS000043990	No	R.M.A. Insurance	Community Group Package - policy # CG2012/22	1420 Prepaid Expenses:Prepaid - Insurance	Accounts Payable (A/P)	\$1,273.08	11,398.58
01/11/2021	Bill	1818	No	Merge Creative Inc.	Renewal of AMCA mailbox - Prepaid for the upcoming year	1410 Prepaid Expenses	Accounts Payable (A/P)	\$194.25	11,592.83
01/11/2021	Bill	RMA003550	No	RMA Rural Municipalities of Alberta	Associate Membership Fees January 1, 2022 - July 31, 2022	1410 Prepaid Expenses	Accounts Payable (A/P)	\$119.44	11,712.27
30/11/2021	Journal Entry	50	No		Recognize monthly Wild Apricot subscription cost	1418 Prepaid Expenses:Subscription - Annual Payments	-Split-	\$ -62.77	11,649.50
30/11/2021	Journal Entry	54	No		Recognize prepaid insurance expense on a monthly basis - RMA insurance	1420 Prepaid Expenses:Prepaid - Insurance	-Split-	\$ -106.09	11,543.41
01/12/2021	Bill	WA-RENEWAL-2022	No	Wild Apricot	Wild Apricot Subscription - 2022 - WILD APRICOT 877-493-6090 ON 680.40 USD @ 1.310100000000	1410 Prepaid Expenses	Accounts Payable (A/P)	\$891.43	12,434.84
31/12/2021	Journal Entry	55	No		Recognize prepaid insurance expense on a monthly basis - RMA insurance	1420 Prepaid Expenses:Prepaid - Insurance	-Split-	\$ -106.09	12,328.75
31/12/2021	Journal Entry	51	No		Recognize monthly Wild Apricot subscription cost	1418 Prepaid Expenses:Subscription - Annual Payments	-Split-	\$ -62.73	12,266.02
<b>TOTAL</b>								<b>\$ -6,790.23</b>	



**Date:** April 7, 2022  
**Memo To:** AMCA Membership  
**From:** Executive Committee  
**Subject:** Request for Decision: Elections 2022

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**Summary:**

The AMCA Board of Directors has a total of three (3) vacancies required to be filled by the AMCA membership.

**Motions Required:**

**1. Nominations for Secretary**

Moved by \_\_\_\_\_ that \_\_\_\_\_ be nominated for the position of Secretary.

Moved by \_\_\_\_\_ that nominations for the position of Secretary cease.

Moved by \_\_\_\_\_ that an election for the position of Secretary proceed. (If required).

**2. Nominations for Treasurer**

Moved by \_\_\_\_\_ that \_\_\_\_\_ be nominated for the position of Treasurer.

Moved by \_\_\_\_\_ that nominations for the position of Treasurer cease.

Moved by \_\_\_\_\_ that an election for the position of Treasurer proceed. (If required).

**3. Nominations for Director**

Moved by \_\_\_\_\_ that \_\_\_\_\_ be nominated for the position of Director.

Moved by \_\_\_\_\_ that nominations for the position of Director cease.

Moved by \_\_\_\_\_ that an election for the position of Director proceed. (If required).

#### 4. Appointment to the AMCA Board of Directors

Moved by \_\_\_\_\_ to confirm the following appointments to the AMCA Board of Directors:

- i. \_\_\_\_\_ to the position of Secretary for a two (2) year term ending April 2024.
- ii. \_\_\_\_\_ to the position of Treasurer for a two (2) year term ending April 2024.
- iii. \_\_\_\_\_ to the position of Director for a two (2) year term ending April 2024.

#### Background / Analysis

In accordance with section 11 of the AMCA Bylaw, the Board of Directors shall be elected for a two-year term at the Annual General Meeting with elections being held on staggered years to provide for continuity. Members elected hold office for a period of two (2) years and serve until their successors are elected.

Any member in good standing is eligible to be elected. In the past, interested members are invited to submit, in writing, to any Board member starting March 1 through until the close of acceptance of nominations from the floor of the Annual General Meeting, their desire to let their name stand for election. In the event that more persons are nominated than positions available, a secret ballot vote by those AMCA members in attendance at the Annual General Meeting (AGM) will occur.

At the time of drafting this agenda report, the following nominations have been submitted:

For Secretary:

- Megan Beson, County of Grande Prairie No.1

For Treasurer:

- Tyler Andreasen, Rocky View County

For Director:

- \_\_\_\_\_

On behalf of the membership, the executive would like to extend our sincere thanks and gratitude to the executive members who are coming to the end of their term. The association has evolved and

expanded over the past ten years and the dedicated work of all members of the executive is appreciated and valued.

Positions requiring appointment this year: Secretary, Treasurer, Director

# Service Awards Recognition – 5 year Recipients

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**Carla Johnson** – City of Camrose

**Lana Antony** – Town of Coaldale

**Carolyn Van der Kuil** – Kneehill County

**Lisa Schovanek** – Sturgeon County

**Dianne Johnston** – Westlock County

**Melodie Steele** – Town of Morinville

**Jaylene Knight** – Town of Cochrane

**Sherry Cote** – Town of Bruderheim

**Jessica Robinson** – City of Medicine Hat

**Val Sommerville** – Town of Ponoka



# Service Awards Recognition – 10 year Recipients

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**Amy Rommens – City of Brooks**

# Service Awards Recognition – 15 year Recipient

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**Audrey Rogers** – Regional Municipality of Wood Buffalo

**Jacqueline Roblin** – Strathcona County

**Macarena Hormazabal** – City of Leduc