



**WORKING GROUP
APRIL 1, 2015
TELECONFERENCE
MEETING NOTES**

In Attendance: Russell Crook, Lam Huynh, Elena Loukin, Joline McFarlane, Christina Parkins, Ian Perry, Scott Sillers, Eduardo Sosa and Rick Wojtkiw

Notes: Candace Coams

Absent: Matt Dow, James Friesen, Joel Sanchez and Christine Whalen

1. **Welcome**

Russell welcomed those able to attend and called the meeting to order at 11:03 am.

2. **Agenda**

Russell asked if there were any additions or changes to the Agenda. The agenda was accepted, as presented.

3. **March 4, 2015 Meeting Notes**

The Meeting Notes for March 4th were good. The working group reviewed the action items from those Meeting notes.

The group talked a little more about networking during the workshops. Perhaps there could be tent cards with various topics on them, like GIS, AM etc. (or something else to be used as signs) around the meeting room to stimulate good discussion. Will try out for the June workshop.

The draft document summarizing key points when developing an asset management policy should be finalized and ready for the working group to have a last look at before uploading to the website. This will be on the May 6th Agenda.

The final draft document summarizing key points when developing an asset management policy will be reviewed at the May 6th teleconference and then uploaded to the website.

4. **Website Update**

Joline advised she has taken down the February 11th workshop. The June 10th workshop is now on the website and ready to take RRSP's. Joline added she will need to put up the February workshop presentations, as well as the last workshop Meeting Notes and Meeting Notes from the working group's teleconferences.

Russell advised he logged into the Forum and posted something there, but saw no other activity; pretty sparse. Joline added 104 people have created user accounts for the Forum. What are our expectations for the Forum? This will need more promotion in order to create more activity! Perhaps people could post interesting AM facts from other sources (“Lego” IAMA example mentioned) to encourage conversations. Elena added the FCM recruitment could also be posted.

5. Workshops

a. June 10th Workshop

i. Workshop Topics and Presentations

Russell had a call back to Lori P? with DGE 3-D Mobile Mapping who is interested in presenting.

1. DGE 3-D Mobile Mapping (asset data acquisition presentation)
 - Could be one of the morning sessions as it does fit with TCA and asset inventory verification

Lam received a draft detailed TCA accounting process from Medicine Hat. If Lam works with Medicine Hat and one other municipality (perhaps Lethbridge) on a similar presentation, this could be used as a joint Brief Introduction – High level TCA Accounting Process for the 10:30 to 11:45 am slot. Lam also advised he has spoken with Sebastian Lampo about facilitating the afternoon round table session and is awaiting his confirmation.

2. Brief Introduction – High Level TCA Accounting Process Presentation and discussion
3. **Do we need another presentation on TCA or Asset Management in morning?**

Russell challenged the working group to take a look at their processes and automation on TCA for another TCA-related presentation for the morning.

Elena thought perhaps something related to both AM and TCA and how the two align together might make for a good topic. TCA is backward looking (good leverage for AM planning) and AM is forward looking. Such an open discussion could set a foundation for the Fall workshop as well.

Russell with contact Christine Whalen with the City of Edmonton on their TCA-focused case study. Perhaps Christine could share how Edmonton

integrated the two: TCA and AM.

Elena added that Eduardo has a presentation at CNAM in May called "*How to Make Municipalities Dance with the AM Song*".

4. Lessons Learned and Aligning TCA and Asset Management
 - Round Table Discussion

6. Grant Funds Update

Candace advised she will be submitting her expenses soon for approval and will have an update for the May teleconference.

Candace will submit her expenses for approval and will have a grant update at the May 6th teleconference.

7. Other Business

- a. Future Sponsors for Workshops
 - Sponsor partners should consider \$1,000 as half the cost for these workshops. Strathcona County will co-sponsor the June 10th workshop. Perhaps Sturgeon would consider being the other co-sponsor for June.

Confirm the two co-sponsors for the June 10th workshop: Strathcona County and Sturgeon County?

We will need to firm up who will be co-sponsoring the Fall workshop on October 7th.

- b. FCM Recruitment
 - Elena will post this information on the Forum, recapping FCM and posting links. June 15th is the deadline for submissions.

Elena will post the FCM Recruitment information on the Forum, recapping FCM and posting links.

- c. Learning and Developing Programs – NAMS
 - NAMS are a full 3-day workshop, but the ROI is not as good as it should be. . They (Dr. Spark) want to put on a course June 10-12 in BC. Russell said our workshop is during this time frame.

During the CNAM conference, Wally Wells is calling for a meeting on the Tuesday night, May 12th from 5-6:30 pm with IAMA Alberta, BC (similar to Alberta), Saskatchewan, Ontario, Manitoba and Quebec.

The CNAM conference is focused on the higher populated municipalities.

- d. GFOA Alberta Conference: May 24-27 – The Westin, Edmonton
Candace asked if the working group would like to have their brochure displayed again at the GFOA conference. Everyone liked the idea. Once the details are finalized for the June 10th workshop, copies of the brochure printed by Sturgeon County will be available at the GFOA booth.

Once the details for the June 10th workshop have been finalized, an updated brochure will be sent to Rick at Sturgeon County to print off copies for the GFOA Conference May 24-27.

8. Next Meeting Date

Teleconference: May 6, 2015 from 11:00 am to Noon

9. Adjournment

The meeting was adjourned at 11:55 am.