



**WORKING GROUP
NOVEMBER 12, 2014
TELECONFERENCE
MEETING NOTES**

In Attendance: Matt Dow, James Friesen, Lam Huynh, Elena Loukin, Joline McFarlane, Ian Perry, Eduardo Sosa and Rick Wojtkiw

Notes: Candace Coombs

Absent: Scott Beeby, Russell Crook, Joel Sanchez, Christina Parkins, Scott Sillers and Christine Whalen

1. Welcome

Lam Huynh advised he would chair the meeting with both Russell Crook and Joel Sanchez unable to attend. Lam welcomed those able to attend and called the meeting to order at 11:15 am.

2. Agenda

The agenda was accepted, as presented.

3. Review October 1st and October 8th Meeting Notes

The Meeting Notes for both October 1st and October 8th were reviewed and accepted, as presented.

4. Website Update

Joline advised she had a bit of an update. The “Latest” column on the right hand side of the page now shows the Canadian Infrastructure Report Card first release of the *Asset Management Primer*.

Under the *Events* tab can be found Sponsors, copies of Presentations and Meeting Notes for each workshop. Candace advised she is waiting to hear back from Matt Dawe with CityWide for the link they can share on the assessment tool for small municipalities. Candace added she would like to wait to add the October 8th Meeting Notes until the link can be included as there have been several requests from Attendees for this link.

The RSVP feature for upcoming workshops now works properly and indicates the limit for each workshop as well as the number who have already signed up for the next workshop.

This feature greatly assists with seating arrangements and catering requirements. This also confirms *at a glance* if seats are still available for anyone thinking about attending the next workshop.

The *Home* page includes a “sign up” for inclusion in our mailing list. Joline went on to say that the Distribution List has been updated. As well, a *user account* will need to be created for anyone wishing to participate in or be notified of Forum discussions. There is still some work being done on the Forum at this time.

By clicking on the *Working Group* option at the bottom of the webpage, Meeting Notes for the teleconference meetings are listed by date.

Lam asked everyone present to have a look at the website and let Joline know of anything needing adjusting by the end of this week, or November 14th.

5. Workshops

a. October 8th, 2014 Workshop Evaluations

This item will be brought forward to the December teleconference for discussion when more members of the working group are present.

Candace will prepare a list of suggestions made on the completed Workshop Evaluation Forms to assist with workshop planning for the February 2015 workshop.

b. February 11th, 2015

So far, we have the City of Calgary sponsoring this next workshop. Sheila Kitz has agreed to speak on the Home-Spun Asset Management System for one of the presentations.

The theme for the February 11th workshop will need to be nailed down by the December teleconference meeting. In addition, the balance of presentations for February 11th still needs to be worked out.

6. Grant Funds Update

Joline advised there is another invoice forthcoming from Airdrie Website Design for the remainder of website work completed.

Candace will confirm with Joline the balance of grant funding available for website design.

7. Other Business

a. Sponsors for Future Workshops

Rick advised the grant funding currently in place is seed funding for the next three years for this working group. A self-sufficiency and sustainment plan will need to

be developed for future years once the seed funding has been used up.

Candace will add a 3-Year Self Sufficiency and Sustainment Plan to the December teleconference Agenda for discussion.

- b. Size of Group – Coffee Breaks and Refreshment Monitoring
The consensus was to stay with the CrossRoads Church for workshops for now.

Candace will forward the Rental Contract and Catering Agreement to Lam for the February 11th workshop. Candace added the rental agreement will need to be completed first. The catering agreement should not be completed until the final number is confirmed for the workshop.

- c. Terms of Reference
The draft Terms of Reference document will be brought forward to the December teleconference meeting for discussion when more working group members are present.

8. Next Meeting Date

Teleconference: December 3rd from 11:00 am to Noon

9. Adjournment

The meeting was adjourned at 11:39 am.