



**WORKING GROUP
OCTOBER 1, 2014
TELECONFERENCE
MEETING NOTES**

In Attendance: Scott Beeby, Russell Crook, James Friesen, Lam Huynh, Joline McFarlane, Christina Parkins, Ian Perry, Scott Sillers and Eduardo Sosa

Notes: Candace Coombs

Absent: Matt Dow, Joel Sanchez, Christine Whalen and Rick Wojtkiw

1. Welcome

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

2. Agenda

Meeting Notes from September 3, 2014 were added to the Agenda. The agenda was accepted, as amended.

3. Review September 3rd and September 17th Meeting Notes

The Meeting Notes for both September 3rd and September 17th were reviewed and accepted, as presented.

4. Website Update

Joline advised she met with Janice from Airdrie Web Design. Some changes to see on the website will include pictures submitted, asset management plans and links to other websites. On the main page, the October 8th workshop links to an RSVP page. Content still needs to be added, as well as photos and links.

Joline went on to say that presentations from each workshop will be added to the website sometime after the workshop is finished. The responsibility for the presentation copies as well as *bios* will lie with whoever organized the presenter to speak. The best format for presentations will be as .pdf files. Converting files to .pdf format can be done, when necessary.

The *admin* section will contain working group documents, including Meeting Notes once reviewed by the working group.

Joline added it would be great to populate past workshops on the website as well. If anyone has any minutes or presentations from past workshops, please forward those to Joline.

The Tetra Tech presentation done at the June 11th workshop does not appear on the June 11th workshop listing. Joline replied that it is included under the Fort Saskatchewan Multiple Asset Optimization presentation. In future, the presentations for each workshop will show as the *title name* and *presenting organization*.

Right now, the website is structure only so far, details are under construction.

Russell added “nice work, Joline”.

5. Workshop October 8th – Agenda

There has been some confusion with the automatic reminder sent out to the distribution list as many had already responded with their intentions.

Joline advised that people can register/unregister on the website. A comment will be added to the new RSVP feature for future workshops to say that *space is limited so RSVP as soon as possible*. A count of those registered as well as the total spots available for the workshop will be visible on this page as well.

Lam will coordinate the Calgary group to be sure to accommodate any small municipalities that register at the last minute.

Scott added the cap should be at 60 for appropriate time for the catering and seating in the room this time.

Russell will need to know the RSVPs for this workshop. Sponsors should be recognized for each workshop during the workshop overview portion of the Agenda as well as listed on the website.

Here is the Workshop Agenda for October 8th:

Workshop Overview (9:00 am – 9:15 am)

Introductions

IAMA activity update

Website - <http://www.assetmanagementab.ca>

Joel Sanchez

Russell Crooks

Joline McFarlane

- **How to Prepare an Asset Management Plan for Small Municipalities** (9:15 am – 10:15 am)

Steve Wyton

Manager – Project and Asset Management
City of Calgary

- **Asset Planner System** (10:30 am – 11:30 am)

Joel Sanchez

Implementation in City of Lethbridge

Michael McTavish, City of Lethbridge

LUNCH

- CityWide Software Solutions (12:30 pm – 1:30 pm)
 - **Assessment Tool for Small Municipalities**

Matthew Van Dommelen
Regional Director
Public Sector Digest/CityWide Software Solutions

- **Connections between Asset Management and TCA in Corporate Properties & Buildings** - City of Calgary (1:45 pm – 2:45 pm)

Ryan J. Freiburger
Business Operations Analysis
City of Calgary

Wrap-up and next meeting (2:45 pm – 3:00 pm)

Theme for next workshop

All

***The presentations from today's workshop will be available on the website after the workshop has concluded.**

Mark your calendars for next year's meetings!

Workshop dates: February 11th, June 10th and October 7th, 2015

Candace reiterated the change in the room location for the workshop and asked everyone to consider its suitability for future workshops. Russell added there may be other venues that could be considered for these workshops, although the central location and ease to find it are great with the CrossRoads Church.

6. Next Meeting Date

After Workshop: October 8, 2014 from 2:45 pm to 3:00 pm

Teleconference: November 5th from 11:00 am to Noon

7. Adjournment

The meeting was adjourned at 11:57 am.