

**INFRASTRUCTURE ASSET MANAGEMENT ALBERTA
(IAMA)
WORKING GROUP
SEPTEMBER 3, 2014
TELECONFERENCE
MEETING NOTES**

In Attendance: Russell Crook, Matt Dow, Lam Huynh, Joline McFarlane, Christina Parkins, Ian Perry, and Christine Whalen

Notes: Candace Coombs

Absent: Rachel Bocock, James Friesen, Joel Sanchez, Scott Sillers, Eduardo Sosa and Rick Wojtkiw

1. Welcome

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

2. Agenda

The agenda was accepted, as presented.

3. Review August 6th Meeting Notes

The Meeting Notes for August 6th were accepted, as presented.

4. Website Update

Joline advised she has received pictures and information from Ian Perry and Matt Dow to be uploaded to the website from the last workshop on June 11th. Nothing has been uploaded yet as the initial invoices from Airdrie Web Design have not been paid. There are three invoices in total: #1124 for \$2,000 down payment for web design services, #1156 for \$350 logo re-design and #1158 for \$1,050 website maintenance (May 1/14-May 1/17).

Candace advised that there is no protocol in place with respect to payment of vendor invoices. The working group suggested in future all invoices should be emailed to Russell, Joel and Eduardo for approval. Once approval has been received, invoices along with the email approving them should be sent to Candace to process the payment.

Candace will process the payment for these initial invoices totaling \$3,570 as soon as emails confirming approval have been received.

Russell and Joel will email their approval to the three initial invoices from Airdrie Web Design totaling \$3,570.

Candace will process the payment for the Airdrie Web Design invoices as soon as approval

has been received.

Joline added that the City of Airdrie was prepared to cover any overages for website development should that need arise.

Russell added that he may have some pictures and material for the website as well.

Joline to check the link to the asset management roadmap. AUMA links to the asset management tool kit.

Candace will add a link for IAMA on the GFOA website

5. Workshop October 8th - Agenda

a. Theme

b. Workshop Agenda Topics/Presentations

- 9:00 to 9:30 Website - Joline advised the website should be listed as: www.assetmanagementab.ca, not as www.iama.ca (this name has been taken).
- 9:30 to 10:30 TCA Issues – KPMG will likely present on Audit Preparation, Planning & Pitfalls.

Lam will confirm KPMG's presentation and Presenter

- 11:00 to Noon CityWide Software Solutions – Russell offered up this alternative to VFA software for this timeslot.

Russell will confirm CityWide's presentation and Presenter

- 12:45 to 1:30 – Asset Planner System – Joel to confirm name of Presenter from City of Lethbridge

Joel will confirm name of Presenter from City of Lethbridge

- 1:45 to 2:45 – Asset Management in Smaller Municipalities - Russell to contact Sheila Kitz with County of St. Paul to see if she is still interested in presenting.

Russell will confirm if Sheila Kitz with County of St. Paul is still interested in presenting on this or not.

- 1:45 to 2:45 – VFA Software – This could be utilized instead of the Asset Management in Smaller Municipalities should that not work out.

Lam will confirm VFA Software's presentation and Presenter

- 2:45 to 3:00 - Wrap-up – Dates for the 2015 workshop meetings were chosen: February 11, June 10 and October 7 - These dates will be included in this Agenda once the dates have been confirmed at the CrossRoads Church. Both Chris with AMA and Joline with City of Airdrie expressed interest in sponsoring one of these

meetings in 2015. Themes, topics and presenters will need to be considered for all three workshop meetings.

Candace will confirm the 2015 workshop meeting dates with Linda from CrossRoads Church prior to including them in the Agenda for October 8th.

All confirmations on presentations and presenters need to be in to Candace by September 12th to allow time to send out the updated Agenda invitation to the 2014 Distribution listing.

A follow-up meeting will be scheduled for September 17th from 10:00 am to 10:30 am to discuss the Agenda for the workshop meeting to be sure all details are in place.

i. **Request for Bios from Presenters**

Pdf copies of the presentations will be available on the website after the workshop has concluded.

c. **Sponsorship**

City of Red Deer and City of Lethbridge will be co-sponsors for this October 8th workshop. Russell advised the cost for these workshops is in the \$1,200 to \$1,500 range.

6. Grant Funds Update

a. **Expenses for Approval**

Please refer to Website Update for the particulars on expenses and the protocol to be followed to approve invoices prior to Candace processing them for payment.

7. Other Business

Candace will speak with Linda at the CrossRoads Church to discuss other options for rooms they may have that would work for the workshop meetings. should the group continue to grow for these workshops.

8. Next Meeting Date

Teleconference: September 17th from 10:00 am to 10:30 am

Teleconference: October 1, 2014 from 11:00 am to Noon

9. Adjournment

The meeting was adjourned at 11:53 am.