



**WORKING GROUP
MAY 4, 2016
TELECONFERENCE
MEETING NOTES**

In Attendance: Russell Crook, Christine Della Costa, James Friesen, Lam Huynh, Ed Kaemingh, Sheila Kitz, Elena Loukin, Ian Perry, Wyatt Skovron and Mat Steppan

Notes: Candace Coombs

Absent: Shaffin Kherani, Joline McFarlane, Christina Parkins, Joel Sanchez, Scott Sillers and Jason Tillsley

1. **Welcome**

Russell welcomed those able to attend and called the meeting to order at 11:04 am.

2. **Adoption of Agenda**

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

3. **Review/Adoption of Meeting Notes – April 6, 2016**

The Meeting Notes for April 6, 2016 had the wrong date (March 2, 2016) showing on them. Candace will amend the Meeting Notes to show the correct date of April 6, 2016 instead. The Meeting Notes for April 6, 2016 were accepted, as amended.

A discussion followed with respect to an idea for a workshop topic called *Organizational Framework*. Elena advised the organizational charts indicating roles and responsibilities would be those relative to the AM Framework entities in each organization that handle AM issues. Sheila added that they, County of St. Paul, adopted their AM Policy at the last council meeting and that responsibilities were included in their framework on AM making it really a combination of policy and organizational chart. Russell asked how this topic would be presented at one of our workshops. Sheila replied that she would speak with Golnaz Azimi, Community Infrastructure Consultant with Urban Systems to see if she would present on distributing responsibilities on AM in organizations for a future workshop. Elena will look at Best Practices.

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4. Next Workshop – June 8, 2016

- a. Theme
Vertical Assets – Am & TCA Reporting
- b. Sponsors
City of Calgary & Alberta Municipal Affairs
- c. Workshop Program
 - i. Municipal Climate Change Action Center (AUMA/AAMDC)
Laura De Carolis with MCCAC will present from 9:15 to 10:00 am.
 - ii. Renewable Energy in Municipal Buildings
Jim Sandercock with NAIT will present from 10:15 am to 11:00 am
 - iii. Asset Planner System and Energy & Sustainability Module
Dave Molinaro with Ameresco Asset Sustainability will present with Joel Sanchez, City of Lethbridge, from 11:00 am to Noon
 - iv. TCA Reporting for Building Assets and Disposal
Lam will facilitate this session (and may ask Russell for some help) running from 1:00 pm to 2:30 pm. Lam will come up with a list of questions for the afternoon round table discussion.

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- v. Organizational Framework
As discussed in Item 3 (above) Review/Adoption of Meeting Notes-April 6, 2016, this idea may be used at a later workshop.
- vi. Other Ideas for Future Workshops
A theme for the October workshop could be *AM Framework*. Participant suggestions will be sought for future workshop ideas and themes.

Candace advised she could tailor a workshop evaluation for IAMA, which could include suggestions for future workshops. Candace went on to say that she would have this evaluation form ready and would email it out to all participants attending the June 8th workshop.

Candace will develop a workshop evaluation form to include suggestions for future workshop topics and themes and have it ready to email out to all participants attending the June 8th workshop.

5. Sustainability Discussion

a. GFOA website for payments

A discussion took place as to “who should pay to attend workshops” and “who should not pay to attend workshops”. It was decided that speakers would not need to pay. Russell will announce at the June workshop that, starting in October, workshop attendees will need to pay to attend when they go through the RSVP process on the website. Although it has not yet been confirmed, the way to facilitate these payments will be with the use of a link from the IAMA site to the GFOA site where payments can be processed.

Russell added that regional networks like ours are spreading across the county. Discussions are being had on how to spend the \$75 million in AM grants in the future.

6. Other

a. Anti Spam Communication to Distribution Group members

Candace provided a draft letter to use as communication to the Distribution Group to cover anti spam legislation. Besides the links the Distribution Group can click on to send their replies on the Anti Spam legislation providing their approval or not, the working group asked about also having a simple process where members of the Distribution Group could unsubscribe from being a member of this group.

Candace will need to speak with Joline McFarlane on if this is something already available on the IAMA website or not.

b. Latest AM News Corner

Elena’s idea would be to have this as a standing agenda item at every workshop and have the news provided by participants. Some suggestions for AM News might include: AMP Updates, CNAM Updates, Gas Tax and AM Requirements. Participants could either read the news or talk about news stories by headlines only, not the whole story. This would be an opportunity for dialogue at the round table discussions. The Discussion Forum on the website could be another spot for *hot topics* on AM. Perhaps news stories could be added to the website.

Matt added everyone from the working group could send 2-3 key words to him and he would do a “Google search” for worthy news items pertaining to AM.

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7. Next Meeting Date

With the Agenda in place for the June 8th workshop, there is no need for an additional meeting on June 1st.

Candace will email all members of the working group advising the meeting on June 1st will be cancelled.

Workshop: June 8, 2016 from 9:00 am to 3:00 pm

Next Teleconference: July 6, 2016 from 11:00 am to Noon

8. Adjournment

The meeting was adjourned at 12:10 pm.