



**WORKING GROUP
NOVEMBER 4, 2015
TELECONFERENCE
MEETING NOTES**

In Attendance: Russell Crook, Lam Huynh, Ed Kaemingh, Shaffin Kherani, Elena Loukin, Joline McFarlane, Ian Perry, Wyatt Skovron and Jason Tillsley

Notes: Candace Coams

Absent: James Friesen, Jennifer Jabs, Sheila Kitz, Christina Parkins, Joel Sanchez, Scott Sillers and Mat Stepan

1. Welcome

Russell welcomed those able to attend and called the meeting to order at 11:03 am. New to the working group will be: Ed Kaemingh, Sturgeon County (replacing Rick Wojtkiw), Sheila Kitz, County of St. Paul No.19, Wyatt Skovron, AAMDC (replacing Matt Dow) and Jason Tillsley, City of Lethbridge.

2. Adoption of Agenda

Russell asked if there were any changes to the Agenda, as presented. 5b. NAMS was added to the Agenda. The Agenda was accepted, as amended.

3. Review/Adoption of Meeting Notes – October 22, 2015

The working group reviewed the Meeting Notes for October 22, 2015. The Meeting Notes for October 22, 2015 were accepted, as presented.

4. Next Workshops

- a. February 10th, June 8th and October 12th – to be confirmed
Russell advised the February 10th date has been confirmed at the CrossRoads Church, Rooms 205/207 upstairs. Sponsoring this workshop will be the City of Red Deer and Red Deer County. Russell advised he has the City's Admin Assistant coordinating with the County to have their documents prepared in advance of the workshop. Documentation for both the Rental agreement and Catering agreement have been completed and submitted to the CrossRoads Church.

The June 8th workshop will be co-sponsored by the City of Calgary and Alberta Municipal Affairs. Documentation for the Rental and Catering agreements will be completed and submitted by these co-sponsors during the February 10th workshop.

For October 12th, a similar procedure will be followed in order to have this date confirmed as well. One co-sponsor for the October date will be ASET. We are looking for a second co-sponsor for the October date.

- b. February 10, 2016 Workshop - Topics
 - i. Asset Management Handout/Toolkit Project for Small Municipalities
Consulting Engineers Association (CEA)
Christina Parkins
February 2016: 45-60 min
 - ii. Developing Levels of Service (Settings and Consideration)
OPUS (Cheri Fuchs) need municipal client
Elena Loukin
February 2016: - 30 minutes, plus questions
 - iii. Overview of Grants and Sources (will discuss at the December teleconference)
Alberta Municipal Affairs
Christina Parkins
 - iv. How to Make Your City Do the Asset Dance – Overview (June workshop)
City of Edmonton
Eduardo Sosa??
 - v. Asset Management/Facilities & Vertical Assets – Case Study (When??)
City of Calgary
Lam Huynh

Lam advised his team is ready for the February or later workshop in 2016. We may want a separate theme for this one.

- vi. Afternoon Session
Russell advised he has contacted Nicole at NAMS as the first option for an afternoon Levels of Service session. A Facilitator is needed. We are waiting to hear back to confirm the Facilitator.

As a second option, Lam will look for a Facilitator for the afternoon session.

Russell encouraged all members of the working group to look for alternates for Facilitators.

Russell asked Jason Tillsley if the City of Lethbridge has a consultant that assists with their financial statements.

Jason will check into the presentation from the consultants on what they did and how it worked out for the City of Lethbridge and to see if they would be willing to lead a workshop on Levels of Service.

c. Theme

The theme for the February workshop will be “Levels of Service”.

5. Other

a. Survey

i. Location/Sustainability

Russell informed the working group that Joel from the City of Lethbridge did a survey on Themes 2 years ago.

With the conversation around sustainability, Russell suggested:

1. IAMA have participants to the workshops pay to attend on a “pay as you go” basis (at the door or in advance) to cover administrative and web hosting costs.
2. Sponsorships would still be required for the rental and catering costs for each workshop.

Sponsorships can come from the private sector in the future if no additional grant is available when the current funding expires.

Ed said there is value in what we provide at the three workshops each year and asked what the breakeven point would be.

Candace will put together the annual costs for 2015 to include average attendance and projections for 2016 for discussion at the next teleconference meeting.

Locations, venues and capacity were also discussed.

- Changing location as a one-off each year:
 - Olds
 - Calgary
 - Edmonton
- Trying other venues:
 - Red Deer Curling Club
- Capacity for attendance:
 - Remain at 60
 - or increase to more

Ed asked if a “wait list” could be added to the current RSVP function once the count hits 60. Joline will check with Airdrie Web Design.

Joline will check with Airdrie Web Design to see if a “wait list” could be added to the current RSVP function once the count for each workshop hits the 60 mark.

Joline added there would be a charge of \$400-\$600 to set up a PayPal account on the IAMA website to handle workshop registration fees. This would be attached with the RSVP function that currently happens at the time you commit to attendance.

Joline added that Rick had previously mentioned that perhaps the GFOA deposit system could be modified to accept payments for IAMA workshop registrations as another option to consider.

b. NAMS

A brief discussion was held around NAMS training. This is a non-profit group here, but is for profit in Australia. A loyalty is payable when using their training.

Nicole Allen has approached Russell about gauging interest in NAMS training from those who attended the last workshop.

Candace will contact Nicole Allen with ATANA Management regarding wording to gauge interest in NAMS training from the IAMA membership. Candace will then send out an email to the IAMA membership accordingly.

6. Next Meeting Date

Teleconference: December 2, 2015 from 11:00 am to Noon

7. Adjournment

The meeting was adjourned at 11:55 am.