



**WORKING GROUP
SEPTEMBER 7, 2016
TELECONFERENCE
MEETING NOTES**

In Attendance: James Friesen, Shaffin Kherani, Elena Loukin, Joline McFarlane, Christina Parkins, Ian Perry, Joel Sanchez, and Jason Tillsley

Guests: Golnaz Azimi, Steven Hove and Lorne McConnell

Notes: Candace Coombs

Absent: Russell Crook, Christine Della Costa, Lam Huynh, Ed Kaemingh, Sheila Kitz, Scott Sillers, Wyatt Skovron and Mat Stepan

1. **Welcome**

Russell was unable to chair the meetings, so Joel chaired in his place. Joel welcomed those able to attend and called the meeting to order at 11:05 am.

2. **Adoption of Agenda**

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

3. **Review/Adoption of Meeting Notes: May 4, June 8 and August 3, 2016**

The Meeting Notes for May 4, 2016, June 8, 2016 and August 3, 2016 were accepted, as presented.

4. **Next Workshop – October 12, 2016**

a. Theme: AM Framework

b. Sponsors

ASET and County of St. Paul

Golnaz Azimi advised that Urban Systems might be interested in sponsoring as a co-sponsor at one of the workshops planned for 2017.

c. Topics

Candace advised that Russell will not be able to attend the afternoon session at the upcoming workshop and asked to see about having the presentations end a bit

early so that lunch can start prior to the normal Noon start time.

After the working group reviewed the morning presentation times, Candace will work at updating the draft workshop agenda accordingly.

- i. Certification of ISO – 30 minutes (am) – Iain Cranston, CH2M
No changes were required for this presentation.
- ii. Grants Overview – 30 minutes (am) – Alberta Municipal Affairs
Chris advised the name of the Presentor from Municipal Affairs will not be known until closer to the date of the workshop. Candace will leave this blank on the workshop agenda.
- iii. Flagstaff InterMunicipal Partnership AM Case Study – 60 minutes (am)
Dianne Michalak, DGE 3DMM
Candace is waiting for the bio from Dianne Michalak.
- iv. Asset Management-From Theory to Practice – 30 minutes (am)
Oscar Aular, The City of Calgary

Lorne McConnell and Steven Hove will check with Oscar Aular as to the length of his presentation and confirm with Candace

- v. Organizational Framework – 90 minutes (pm)
Sheila Kitz, County of St. Paul and Golnaz Azimi, Urban Systems
Sheila was unable to attend this teleconference. Golnaz Azimi came in her stead. Golnaz asked for clarification on the presentation she will be doing with Sheila Kitz. After some discussion, the working group agreed to call this presentation “Challenges Implementing AM in an Organization” instead to better reflect the presentation content.

Candace will update the draft workshop Agenda and circulate to the working group with the changes noted.

5. Sustainability Discussion

- a. GFOA website for payments
Candace advised the GFOA website design folks, Media32, will be working closely with Airdrie Web to get the online registration/payment system in place for the upcoming October 12th workshop date. A brief narrative will need to accompany the email invitation to the distribution list for this workshop regarding the online registration/payment system.

6. **Other**

a. Confirm 2017 Workshop Dates

The working group agreed to follow the same process for workshop dates for 2017. Dates for the 2017 workshops will be: February 8, June 14 and October 11, 2017.

Candace will email Linda at the Crossroads Church with the workshop dates for 2017.

b. CNAM 2017 Conference: May 15-18, 2017 at Calgary

Candace advised that Russell is asking for anyone interested in contributing to the 2017 CNAM conference by serving on the conference planning committee to get in touch with him directly.

c. Latest AM News Corner

Elena spoke to this suggested topic. She said there is so much coming through about Asset Management nationally, internationally and municipally, it would be a good idea to include this as part of these workshops. The venue would be a great place to talk about/share ideas on the latest on AM. Format for this idea is not cast in stone - ADHOC for those interested in the AM community. More discussion is needed to flush this idea out.

Golnaz and Elena will talk more offline about this idea on the Latest AM News.

Joel suggested perhaps adding it to the first workshop on 2017 with a 15-20 minutes timeslot. Areas that could be included: Pest Practices, LAMP program, CNAM Update, Gas Tax, other "hot" topics.

7. **Next Meeting Date**

Next Teleconference: October 5, 2016 from 11:00 am to Noon (if necessary before workshop)

Next Workshop: October 12, 2016 from 9:00 am to 3:00 pm

Next teleconference meeting: November 2, 2016

8. **Adjournment**

The meeting was adjourned at 11:47 am.