



**WORKING GROUP
AUGUST 2, 2017
TELECONFERENCE
MEETING NOTES**

In Attendance: Russell Crook, Robert Hayder, Shaffin Kherani, Zimran Khokhar, Elena Loukin, Christina Parkins, Joel Sanchez, Wyatt Skovron, Scott Sillers, Jason Tillsley, Mat Steppan and Andre Ulloa

Notes: Candace Coombs

Absent: Jared Cathro, James Friesen, Lam Huynh, Stephen Hove, Ed Kaemingh, Sheila Kitz, Lorin McConnell, Joline McFarlane, Ian Perry and Bhupesh Sakalley

1. Welcome

Russell welcomed those able to attend and called the meeting to order at 1:33 pm.

2. Adoption of Agenda

Russell asked if there were any changes to the Agenda. Russell asked to add Incorporation Discussion under 7. Sustainability. The Agenda was accepted, as amended.

3. Review/Adoption of Meeting Notes for Teleconference Meeting

Russell presented the Meeting Notes for July 5, 2017 and asked if there were any changes required to the Meeting Notes. The Meeting Notes for July 5, 2017 were accepted, as presented.

4. Website Update

Candace advised GFOA pays \$10/month plus \$5/month for a dedicated IP address for their website hosting with WebFaction. For this an annual fee of \$180, this plan provides 1024 MB memory, 100GB disk space and a bandwidth of 1024 GB.

Russell advised when checking with CNAM, they are going through a realignment of duties with the new Executive Director and his contract right now.

Andre advised website hosting services through Go Daddy are advertised at \$255.22 for a 3-year plan that would include transfer of hosting. With Airdrie Web maintenance is done by the host.

ACTION ITEM: A report on costs for website hosting and a recommendation will be brought back to the working group by Candace and Andre.

5. Next Workshop – October 11, 2017

a. Sponsors

Sponsors will be Alberta Municipal Affairs and City of Airdrie. Candace will see that the rental and catering contracts are sent out to both once the Agenda has been confirmed.

b. Agenda – Session Ideas

Russell advised Grant Egerdie could have a presentation possibly ready for the February 2018 workshop.

i. Challenges and Innovations in Municipal Asset Management

This session should be moved to the February 2018 workshop, as this October workshop will be more of a TCA theme.

ii. Public Sector Digest (PSD)

Russell advised PSD will need 3 hours or the majority of the morning (9:15 to Noon) for their session. They are willing to come to the October 2017 workshop and have 2 municipal clients (Town of Devon and Edson). Joel felt this presentation was AM driven not TCA. Russell added the presentation includes TCA components.

ACTION ITEM: Russell will request an updated copy of the presentation from PSD for the next teleconference meeting on September 6th.

iii. TCA Session

ACTION ITEM: Candace will follow up with the Calgary team (likely Stephen Hove) regarding the TCA session Lam has been working on to determine if it will be ready to include in the October workshop Agenda.

iv. Latest AM News Corner

This session typically starts the afternoon half of the workshops with any current items of interest.

v. Other Suggestions/Ideas

Robert suggested he would speak to Mark Hussey at the City of Spruce Grove for another potential session for the February 2018 workshop.

Elena suggested maybe the working group should wait to hear back on who is awarded the RFP grant funding before the regular workshops for 2018 are planned. Joel added there are enough people in the working group that can help with both the general workshops and the education workshops included

in the RFP should the RFP be awarded to IAMA.

The working group will forge ahead with the general workshop plans for 2018. The RFP results will not be known until around August 29th.

6. Future Workshops

a. Set dates for 2018

The following are the proposed dates and locations to host workshops for 2018:

- i. Red Deer – February 7th – Crossroads Church

- ii. Edmonton – June 13th or 20th
Shaffin advised both dates are available for 2018. The facility will be at no charge and can hold 80 people. Catering will run around \$2,500.

- iii. Calgary – October 10th
Confirmation on the location and costs for the Calgary workshop have not yet been received.

Considerations will need to be made regarding ease of access and parking for these workshops.

Candace advised Sturgeon County would be happy to co-sponsor for 2018. Edmonton may be in a position to co-sponsor the February 2018 workshop with Sturgeon County. Co-Sponsors are still needed for the balance of 2018 workshops.

7. Sustainability

Russell, Joel, Elena and Lam were heavily involved in prepared and submitting the RFP. What would be the next steps if the RFP were awarded to IAMA? Is incorporation on the horizon? A discussion followed on some of the areas to consider:

- Becoming a not-for-profit society/association
- Creating a Board of Directors
- Creating an Executive for the Board
- Creating Bylaws for the society/association
- Filing of an annual return

Members interested in sitting on a sub-committee to continue this discussion will be: Joel, Robert, Scott, Mat, Russell, Christina, Elena and Ian.

ACTION ITEM: Candace will schedule a meeting in the next two weeks for a meeting of the sub committee to discuss further.

8. **Other**

No items to discuss this time around.

9. **Next Meeting Date**

Teleconference meeting: September 6, 2017 from 1:30 pm to 2:30 pm

Next Workshop: October 11, 2017 from 9:00 am to 3:00 pm at CrossRoads Church

10. **Adjournment**

The meeting was adjourned at 2:34 pm.