

EXECUTIVE MINUTES

Urban Municipal Administrators' Association of Saskatchewan
Regina - Queensbury Center – Executive Boardroom
Tuesday, January 31, 2012 – 8:30 A.M.

- PRESENT
- President: – Shelley Funk
Past President: – Kim Gartner
Vice President: – Rodney Audette
Directors: – Huguette Lutz, Gordon Murray, Jason Chorneyko, Aileen Garrett, Nicole Lerat, Therese Chartier, Brad Hvidston
Executive Director: - Rick Dolezsar
Absent: - Carmen Dodd-Vicary
- CALL TO ORDER President Shelley Funk called the meeting to order at 8:30 a.m.
- AGENDA 1-12 CHORNEYKO that the agenda be adopted as amended. CARRIED
- MINUTES 2-12 AUDETTE that the minutes of the November 25th and 26th, 2011 Executive Meeting be approved as circulated. CARRIED
- OFFICE INSPECTORS/MENTORS LIST 3-12 CHORNEYKO that we acknowledge the list of qualified persons who have put their names forward as mentors and certificate inspectors, provide copy to Board of Examiners and post on UMAAS website. CARRIED
- EILEEN DANYLUK -2012 ACCOUNT 4-12 LERAT that we approve payment based on a rate of \$25/hr to Eileen Danyluk for hours spent in January, 2012 relating to the UMAAS yearend, transfer of documents, files and materials and training of her successor. CARRIED
- DRAFT DEC 31/11 FINANCIAL STATEMENT 5-12 LUTZ that we accept the 2011 Draft Audited Financial Statement and Audit Representation Letter as provided by Parker Quine LLP. CARRIED
- CONVENTION COMMITTEE REPORT
Convention Chair Huguette Lutz provided a review of the Draft 2012 Convention Program. Specific discussion items included:
- Propose Past President's Banquet with fraternal delegates etc. on Tuesday, June 5th at 5:00 p.m.
 - Draft Program outstanding issues:
 - Invocation
 - Tour – Riverboat capacity & timing
 - Golf & BBQ details
 - Music after Wednesday evening entertainment
 - Session – Ethics/Harassment
 - Shelley to follow up with Kim Andeson
 - Circulate sponsor list to Executive for their review and potential additions.
- BOARD OF EXAMINERS REPORT
Executive members reviewed information on education equivalencies, mentorship and certification inspections as circulated by the Board of Examiner's Secretary.
- DISCIPLINARY ISSUE – MAGNUSON 6-12 AUDETTE that we acknowledge correspondence relating to the Sherry Magnuson disciplinary matter directed to the Executive Board and forward recommendation to the Board of Examiners to revoke certification of the individual based on the verdict of the legal proceedings which have been completed. CARRIED

SUMA CORPORATE SERVICES/CONVENTION PLANNING

7-12 CHORNEYKO that we acknowledge reports provided by Director Chorneyko on the Dec 2, 2011 SUMA Corporate Services and Convention Planning Committee Meetings.

CARRIED

BYLAW PREPARATION/ENFORCEMENT WORKSHOP REPORT

8-12 LERAT that we acknowledge and approve financial report on the November Bylaw Preparation/Enforcement Workshops.

CARRIED

RMAA – ANNUAL JOINT MEETINGS

9-12 GARRETT that discussion on continuing joint UMAAS/RMAA/SASBO Fall Executive Meetings conclude with consensus to maintain efforts to participate in an annual joint meeting.

CARRIED

MOBILE WEBSITES

10-12 AUDETTE that we engage Bergen Computer Services to create and launch a UMAAS Mobile Website at a cost of \$200 subject to confirmation of the one (1) time fee.

CARRIED

2012 FRATERNAL CONFERENCES

11-12 AUDETTE that we approve the following fraternal delegate appointments:

- LGAA – Red Deer, AB – Mar 14th-16th – Regrets
- SASBO – Saskatoon, SK – Apr 18th-20th – Rodney Audette
- RMAA – Regina, SK – May 14th-18th - Nicole Lerat
- MMAA – To be determined

CARRIED

MUNICIPAL AFFAIRS – DRAFT ANNEXATION COMPENSATION PAPER

12-12 LERAT that we acknowledge information from Municipal Affairs on a Draft Annexation Compensation Paper and Director’s forward comments to Executive Director for preparation of a reply on behalf of UMAAS.

CARRIED

SPRING ELECTION WORKSHOPS

13-12 CHARTIER that the following schedule of spring election workshops be set up in conjunction with Municipal Affairs:

<u>Date</u>	<u>Location</u>	<u>Director in Charge</u>
May 8	- North Battleford	- Aileen Garrett
May 9	- Prince Albert	- Nicole Lerat
May 10	- Tisdale	- Brad Hvidston
May 11	- Yorkton	- Jason Chorneyko
May 23	- Swift Current	- Gord Murray
May 24	- Regina	- Rodney Audette
May 25	- Weyburn	- Huguette Lutz

CARRIED

MUNIGAUGE – MUNICIPAL SUSTAINABILITY TOOL

14-12 GARTNER that we acknowledge January 16, 2012 Municipal Affairs correspondence relating to the MuniGauge Municipal Sustainability Tool and table issue for additional information.

CARRIED

FALL WORKSHOPS – STATEMENTS OF PROVINCIAL INTERESTS

15-12 MURRAY that we concur with RMAA to work in partnership to provide fall workshops on Statements of Provincial Interest and planning activities.

CARRIED

TOWN OF HUDSON BAY – OFFICE COSTS

16-12 LUTZ that we pay \$350/mos to the Town of Hudson Bay in lieu of phone, fax, postage, photocopying and other office overhead costs for accommodations of the UMAAS Executive offices.

CARRIED

CALLING CARD 17-12 GARTNER that we cancel the SaskTel calling card as it is no longer used or needed. CARRIED

CORRESPONDENCE 18-12 AUDETTE that the correspondence be acknowledged and filed. CARRIED

ACCOUNTS 19-12 MURRAY that the accounts be approved for payment. CARRIED

NEXT MEETING DATE AND SITE
Next meeting to be held Saturday, April 14, 2012 at the Saskatoon Travelodge.

ADJOURNMENT 20-12 CHARTIER that we do now adjourn at 11:50 a.m CARRIED

President

Executive Director