

MINUTES OF THE URBAN MUNICIPAL ADMINISTRATORS' ASSOCIATION OF  
SASKATCHEWAN EXECUTIVE MEETING HELD IN THE CONFERENCE ROOM 6, EVRAZ  
PLACE IN REGINA ON MONDAY, FEBRUARY 1<sup>ST</sup>, 2010.

PRESENT	Pres- Michele Schmidt Vice Pres- Shelley Funk Past Pres- Kim Gartner Directors- Nicole Lerat, Deb Machay, Rodney Audette, Jason Chorneyko, Kathy Reschny, Cathy Coleman, Sherry Magnuson Executive Director- Rick Dolezsar
ABSENT	Director- Therese Chartier
CALL TO ORDER	President Michele Schmidt called the meeting to order at 1:35 p.m
ADOPT AGENDA	1-10 DEB MACHAY that the Agenda be adopted as amended moving the Convention Committee Report to the last item.  CARRIED
PRESIDENT'S REMARKS	President Michele Schmidt commented on the development process with Municipal Affairs relating to the proposed "Internship Program".
CHIEF ADMINISTRATIVE OFFICER (CAO) DESIGNATION	2-10 RODNEY AUDETTE that we initiate the necessary actions to amend legislation and regulations to have our professional designation changed from "Administrator or Clerk" to "Chief Administrative Officer (CAO)".  CARRIED
LGA-UMAAS INTERN BURSARY	3-10 NICOLE LERAT that we offer initiation of a new Program establishing two \$1000 Intern Bursaries subject to establishment of an official internship program in conjunction with Municipal Affairs and Rural Municipal Administrators Association.  CARRIED
MINUTES	4-10 KIM GARTNER that the November 20 <sup>th</sup> , 2009 Executive Meeting minutes be approved.  CARRIED
FINANCIAL STATEMENT	5-10 CATHY COLEMAN that the Financial Statement for the period ended December 31 <sup>st</sup> , 2009 be accepted.  CARRIED
2010 BUDGET	6-10 RODNEY AUDETTE that the 2010 Budget be hereby adopted as annexed hereto and forming a part of these minutes.  CARRIED
STRATEGIC PLAN REVIEW	Executive members conducted a preliminary review of the 2005 to 2010 UMAAS Strategic Plan and discussed new potential objectives: -Internship Program -Competency Chart -Recruitment of new administrators -Change of designation to CAO -Newsletter upgrade -2011 Convention Theme—"Municipal CAO—Career of the Future"
EDUCATION COMMITTEE- COMPETENCY CHART	7-10 NICOLE LERAT that we defer the Competency Chart review and update to the next meeting.  CARRIED
BOARD OF EXAMINERS REPORT	8-10 MICHELE SCHMIDT that the December 3 <sup>rd</sup> , 2009 Board of Examiners Report be acknowledged.  CARRIED

RURAL/URBAN GOVERNANCE WORKING GROUP	9-10 KIM GARTNER that Director Sherry Magnuson be appointed as UMAAS representative to the proposed Rural/Urban Governance Restructuring group.	CARRIED
PSAB 3150 READINESS SURVEY	10-10 JASON CHORNEYKO that we acknowledge the PSAB readiness survey as distributed by Steve Brown, Municipal Affairs.	CARRIED
STEVE BROWN, MUNICIPAL AFFAIRS, SENIOR FINANCIAL ANALYST	Discussion Items: (1) Municipal Accounting Manual update -Shelley Funk will represent UMAAS on the Accounting Manual working group. (2) Municipal Affairs Involvement in 2010 UMAAS Conference -PSAB – TCA one hour presentation and question and answer session on Thursday morning. -SUMA Support Program available until March, 2011. -Incorporation of Advisory Services personnel as additional on-going resources.	
FRATERNAL CONFERENCE ATTENDANCE	11-10 SHELLEY FUNK that the following delegates be appointed: RMAA – Regina - May 17 <sup>th</sup> to 20 <sup>th</sup> – Kim Gartner LGAA – Red Deer – March 17 <sup>th</sup> to 19 <sup>th</sup> – Nicole Lerat MMAA – TBA - Cathy Coleman SASBO - TBA - Kathy Reschny	CARRIED
BYLAW 3-08 DIVISION LIST UPDATE	12-10 JASON CHORNEYKO that we approve the updated Bylaw No. 3-08 Division Municipality lists as amended.	CARRIED
CONVENTION COMMITTEE REPORT	Kathy Reschny, Convention Committee Chair reported on the following Convention Planning Components: -Kickoff speaker – Joan McKusker -Minister’s attendance at the luncheon -Workshops – Back to Basics, Retirement Planning, Human Resources, PSAB, Communications. -Caribbean Banquet theme -Golf and Tour alternatives -EFAP presentation	
EXHIBIT FEE	13-10 SHERRY MAGNUSON that the 2010 Convention Exhibitor fee be set at \$200.	CARRIED
CORRESPONDENCE	14-10 RODNEY AUDETTE that the correspondence be acknowledged and filed.	CARRIED
ACCOUNTS	15-10 DEB MACHAY that the accounts be approved for payment.	CARRIED
NEXT MEETING	The next meeting will be on Saturday, April 10 <sup>th</sup> , 2010 at the Travelodge Hotel in Saskatoon.	
ADJOURNMENT	16-10 CATHY COLEMAN that we do now adjourn at 4:10 p.m.	CARRIED

2010 BUDGET

	08 BUDGET	08 ACTUAL	09 BUDGET	09 YTD	10 BUDGET
Membership Fees	\$ 41,000.00	\$ 42,428.00	\$ 51,750.00	\$ 51,899.94	\$ 51,500.00
Board of Examiners	\$ 4,500.00	\$ 10,143.00	\$ 6,000.00	\$ 8,000.16	\$ 5,800.00
Workshop Fund Revenue	\$ 25,000.00	\$ 15,360.00	\$ 25,000.00	\$ 54,164.79	\$ 25,000.00
Advertising Sales	\$ 200.00		\$ 200.00	\$ -	\$ -
Web Link Setup	\$ -		\$ -	\$ -	\$ -
Scholarship Funds	\$ -		\$ -	\$ -	\$ -
Interest Income	\$ 3,500.00	\$ 5,969.00	\$ 3,500.00	\$ 5,895.81	\$ 5,000.00
UMAAS Memorabilia	\$ 100.00		\$ 100.00	\$ -	\$ -
Other Revenue	\$ -	\$ 100.00	\$ -	\$ -	\$ -
Convention Registrations	\$ 18,500.00	\$ 21,485.00	\$ 20,000.00	\$ 22,340.00	\$ 22,000.00
Convention Donations	\$ 17,000.00	\$ 16,250.00	\$ 17,000.00	\$ 18,650.00	\$ 19,000.00
Convention Tapes	\$ -		\$ -	\$ -	\$ -
Convention Exhibits	\$ 2,400.00	\$ 2,250.00	\$ 2,400.00	\$ 2,850.00	\$ 2,900.00
Convention Hosp Room	\$ 500.00	\$ 485.00	\$ 500.00	\$ 270.00	\$ 300.00
Convention Golf/Tours	\$ 1,300.00	\$ 1,620.00	\$ 1,600.00	\$ 3,175.00	\$ 3,200.00
Transfer From Reserves	\$ -		\$ 5,000.00	\$ -	\$ 10,000.00
<b>Total Revenue</b>	<b>\$114,000.00</b>	<b>\$ 116,090.00</b>	<b>\$133,050.00</b>	<b>167,245.70</b>	<b>\$144,700.00</b>
Executive Meeting Rooms	\$ 1,200.00	\$ 1,297.00	\$ 1,500.00	\$ 1,498.49	\$ 1,500.00
Executive Mileage	\$ 11,000.00	\$ 11,129.00	\$ 11,000.00	\$ 13,165.58	\$ 12,000.00
Executive Meals	\$ 3,000.00	\$ 2,695.00	\$ 3,000.00	\$ 1,942.97	\$ 3,000.00
Executive Rooms	\$ 7,000.00	\$ 9,211.00	\$ 8,000.00	\$ 8,083.70	\$ 9,000.00
Salaries incl. Vacation Pay	\$ 25,000.00	\$ 25,500.00	\$ 28,000.00	\$ 29,615.28	\$ 30,500.00
Benefits	\$ -	\$ -	\$ 4,200.00	\$ 2,143.17	\$ 3,500.00
Newsletter/Promo/Pins/Badges	\$ 2,500.00	\$ 1,669.00	\$ 7,500.00	\$ 2,595.37	\$ 5,000.00
Postage & Office Supplies	\$ 4,700.00	\$ 5,202.00	\$ 4,700.00	\$ 4,678.24	\$ 4,700.00
Audit	\$ 450.00	\$ 630.00	\$ 650.00	\$ 714.00	\$ 750.00
Telephone	\$ 1,000.00	\$ 540.00	\$ 1,000.00	\$ 489.33	\$ 700.00
Bank Charges	\$ -	\$ -	\$ -	\$ 130.62	\$ 200.00
Comp Sys/Web Page Maint	\$ 1,000.00	\$ 1,784.00	\$ 1,000.00	\$ 1,807.54	\$ 2,000.00
Legal/Bond/Insurance	\$ 1,500.00	\$ 1,216.00	\$ 1,500.00	\$ 892.00	\$ 1,000.00
Education/Scholarships	\$ 1,200.00	\$ 1,765.00	\$ 1,200.00	\$ 800.00	\$ 1,200.00
Bd of Ex - Salary/Overhead	\$ 4,000.00	\$ 5,412.00	\$ 7,000.00	\$ 7,342.30	\$ 8,000.00
Strategic Planning	\$ -	\$ -	\$ -	\$ -	\$ -
Workshops	\$ 7,000.00	\$ 4,753.00	\$ 7,000.00	\$ 17,091.62	\$ 8,000.00

Emp & Fam Assist Program	\$ 2,400.00	\$ 4,800.00	\$ 4,800.00	\$ 1,200.00	\$ -
Discipline Policy Review	\$ -	\$ -	\$ -	\$ -	\$ -
Other Gen & Admin Expenses	\$ 100.00	\$ 200.00	\$ 100.00	\$ 25.00	\$ 100.00
Convention Equip Rental	\$ 1,300.00	\$ 1,339.00	\$ 1,300.00	\$ 1,881.25	\$ 2,000.00
Convention Hotel & Meals	\$ 21,000.00	\$ 20,334.00	\$ 21,000.00	\$ 24,833.75	\$ 27,500.00
Convention Entertainment	\$ 1,500.00	\$ 3,750.00	\$ 3,000.00	\$ 2,725.00	\$ 4,000.00
Convention Orchestra	\$ 1,500.00	\$ -	\$ -	\$ -	\$ -
Convention Hospitality Room	\$ 500.00	\$ 384.00	\$ 500.00	\$ 344.74	\$ 500.00
Convention Printing & Supplies	\$ 2,800.00	\$ 2,562.00	\$ 2,800.00	\$ 2,660.60	\$ 4,000.00
Badges/Trophies/Pins/Gifts	\$ 2,000.00	\$ 95.00	\$ 2,000.00	\$ 2,319.19	\$ 2,500.00
Golf & Tours	\$ 3,400.00	\$ 5,000.00	\$ 4,000.00	\$ 7,185.65	\$ 7,500.00
Convention Speakers	\$ 5,000.00	\$ 2,700.00	\$ 3,000.00	\$ 2,525.00	\$ 4,000.00
Transfers to Capital	\$ -	\$ 2,156.00	\$ -	\$ 4,804.18	\$ -
Other Convention Expenses	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$112,050.00</b>	<b>\$ 116,123.00</b>	<b>\$129,750.00</b>	<b>143,494.57</b>	<b>\$143,150.00</b>
<b>Profit/Loss</b>	<b>\$ 1,950.00</b>	<b>\$(33.00)</b>	<b>\$ 3,300.00</b>	<b>\$ 23,751.13</b>	<b>\$ 1,550.00</b>