

MINUTES OF THE URBAN MUNICIPAL ADMINISTRATORS' ASSOCIATION OF
SASKATCHEWAN EXECUTIVE MEETING HELD IN THE APOLLO 2 ROOM AT THE
SASKATOON TRAVELODGE HOTEL ON SATURDAY, APRIL 10, 2010.

PRESENT	Pres- Michele Schmidt (speaker phone) VicePres- Shelley Funk Past Pres- Kim Gartner Directors- Nicole Lerat, Rodney Audette, Jason Chorneyko, Kathy Reschny (speaker phone), Therese Chartier Executive Director – Richard Dolezsar
ABSENT	Directors – Deb Machay, Cathy Coleman, Sherry Magnuson
CALL TO ORDER	Vice President Shelley Funk called the meeting to order at 9:00 a.m.
ADOPT AGENDA	17-10 KIM GARTNER that the Agenda be adopted as amended. CARRIED
MINUTES	18-10 NICOLE LERAT that the minutes of the February 1, 2010 Executive Meeting be approved. CARRIED
CAO DESIGNATION – MUNICIPAL AFFAIRS	19-10 RODNEY AUDETTE that we reply to the Ministry of Municipal Affairs to clarify and further pursue the change of our official designation to Chief Administrative Officer (CAO) CARRIED
STRATEGIC PLAN	20-10 JASON CHORNEYKO that we defer update of our next five year Strategic Plan to our September Executive Meeting. CARRIED
FINANCIAL STATEMENT	21-10 RODNEY AUDETTE that the Financial Statement for the period ended March 31, 2010 be accepted. CARRIED
CONVENTION AGENDA REVIEW	Executive Director Richard Dolezsar and Convention Committee Chair Kathy Reschny went through an item by item review of the preliminary 2010 Convention Program. Several issues were identified to be addressed prior to distributing a second Program draft.
TRAVELODGE STAFF	The Executive met with Travelodge Staff Alana McLennan, Sales Manager and Eva Wiegel, Conference Services Manager. The following Conference items were reviewed: -Banquet theme related items -BBQ details at Rodeos -Breakout rooms for Wednesday afternoon sessions -Passports – Exhibitors stamped for draw? -Costs of various special options will be provided -Dedicated contact on staff throughout the Conference
PILOT INTERNSHIP PROGRAM	President Schmidt reported that the proposed Pilot Internship Program was at a standstill until funding issues are resolved. Work will continue on this Program with the hope of finding funding.
BOARD OF EXAMINERS REPORT	22-10 JASON CHORNEYKO that the Board of Examiners Report be acknowledged. CARRIED
BOARD OF EXAMINERS- DISCUSSION ITEMS	-Conditional Certificates – Mentorship Program resources needed. -Should be high priority and focused in Newsletter, Website, etc.

	-Mentorship guidelines based on training documents – should be part of established policy. -Suggested Mentor section be added to Website under Board of Examiners.	
SUMA COMMITTEE REPORTS- CORPORATE SERVICES/ CONVENTION PLANNING	23-10 JASON CHORNEYKO that we acknowledge Sask Urban Municipalities Association Committee Reports: -Corporate Services -Convention Planning	CARRIED
SAMA MAINTENANCE REPORTING AND COMMUNICATIONS	24-10 RODNEY AUDETTE that we acknowledge the Report on Sask Assessment Management Agency’s March 23 & 24, 2010 Committee Meeting on Maintenance Reporting and Communications.	CARRIED
AUDITED FINANCIAL STATEMENT	25-10 RODNEY AUDETTE that the Audited Financial Statement for the year ended December 31, 2010 be accepted as presented.	CARRIED
BOARD PER DIEM	26-10 RODNEY AUDETTE that the Executive Director draft a policy amendment to deal with Board remuneration for: -Special travel circumstances -Per diem based on \$150.00/day when regular work salary is forfeited for UMAAS duties.	CARRIED
SASBO-JOINT MEETING	27-10 KIM GARTNER that we suggest a joint meeting with representatives of the Sask Association of School Board Officials Board of Directors be proposed in conjunction with our annual joint meeting with the Rural Municipal Administrators Association Board.	CARRIED
SUSTAINABILITY SELF ASSESSMENT TOOL PROJECT	28-10 NICOLE LERAT that we review and forward comments on the draft Sustainable Self-Assessment Tool Project Charter to the Ministry of Municipal Affairs.	CARRIED
SACC SPRING MEETING	29-10 KIM GARTNER that President Michele Schmidt attend the May 6 th and 7 th Sask Association of City Clerks’ meeting in Prince Albert on our behalf.	CARRIED
CORRESPONDENCE	30-10 THERESE CHARTIER that the correspondence be acknowledged and filed.	CARRIED
ACCOUNTS	31-10 JASON CHORNEYKO that the accounts be approved for payment.	CARRIED
NEXT MEETING	The next meeting will be held on Tuesday, June 8, 2010 at 4:00 p.m. at the Saskatoon Travelodge.	
ADJOURNMENT	32-10 NICOLE LERAT that we do now adjourn at 12:20 p.m.	CARRIED

President

Executive Director

