

EXECUTIVE MINUTES
Urban Municipal Administrators' Association of Saskatchewan
Old Bowling Green, Saskatoon Inn Hotel & Conference Centre, Saskatoon
09:00 am – Saturday, September 16, 2023

PRESENT	President:	Barry Elliott
	Vice President:	Landon Chambers
	Directors:	Stephen Schury
		Janelle Desautels
		Jennifer Gritzfeld
		Marty Baroni
		Kelly Hoare
Meredith Norman		
	Executive Director:	Shannon Ulsifer
	Executive Assistant:	Jason Chorneyko
		Lovely Magnaye
ABSENT	Past President:	Rodney Audette

CALL TO ORDER

President Barry Elliott called the meeting to order at 09:00 a.m.

AGENDA

77-23 CHAMBERS That the agenda be approved as amended.

CARRIED

JUNE 6, 2023 EXECUTIVE MEETING MINUTES

78-23 DESAUTELS That the June 6, 2023, Executive Meeting Minutes be approved as presented.

CARRIED

JUNE 9, 2023 EXECUTIVE MEETING MINUTES

79-23 NORMAN That the June 9, 2023, Executive Meeting Minutes be approved as presented.

CARRIED

2023 CONVENTION MINUTES AND REPORTS

80-23 CHAMBERS That the 2023 UMAAS Convention Minutes and Reports be approved as presented.

CARRIED

POLICY # 12 - SCHOLARSHIP PROGRAM

81-23 BARONI That Policy # 12 – Scholarship Program be approved as amended and attached hereto.

CARRIED

JOINT MEETING WITH RMAA

82-23 SCHURY That Vice President Chambers will coordinate the meeting with the RMAA and collect topics for discussion.

CARRIED

LIST OF ACCOUNTS

83-23 DESAUTELS That the attached list of accounts be approved as presented.

CARRIED

SEPTEMBER 16, 2023 UMAAS EXECUTIVE MEETING MINUTES

FINANCIAL REPORTS

84-23 CHAMBERS

That the Financial Reports for the period ended June 30, 2023, July 31, 2023, and August 31, 2023 be accepted, and attached hereto.

CARRIEDBOARD OF EXAMINERS REPORT

85-23 SCHURY

That we accept the Board of Examiners Report as submitted by Brad Hvidston, Secretary of the Board of Examiners.

CARRIEDPOLICY # 10 – BOARD, COMMITTEES AND APPOINTMENTS

86-23 CHAMBERS

That we approve Policy # 10 – Boards, Committees and Appointments as amended, and attached hereto.

CARRIEDSHARING UMAAS MEETING MNUTES WITH SUMA BOARD OF DIRECTORS

87-23 NORMAN

That we instruct the Administration to provide the approved UMAAS Executive Meeting Minutes to the SUMA Board of Directors.

CARRIEDSASKATCHEWAN EMPLOYMENT ACT AND REGULATIONS

88-23 HOARE

That we instruct Executive Director Chorneyko to prepare a letter to express UMAAS recommendation(s) to the review of The Saskatchewan Employment Act and corresponding Regulations.

CARRIED

The meeting was recessed at 10:24 a.m.

The meeting resumed at 10:40 p.m.

ASHRAFUL ALAM

89-23 CHAMBERS

That the report regarding Ashraful Alam be accepted and filed as correspondence.

CARRIEDDISCIPLINARY COMPLAINT

90-23 SCHURY

That we instruct the Administration to send the Disciplinary Policy to our solicitor for review.

CARRIEDSUPPORT FOR ADMINISTRATORS

91-23 BARONI

That we send a survey to our members to capture issues, challenges and stories of municipalities that have Council-Administration issues, for future presentation.

CARRIEDMENTOR AND LOCUM LIST

92-23 BARONI

That we put a disclaimer on the mentor and locum lists posted on our website advising Administrators / Municipalities that we do not monitor the people on the list and that we advise them to conduct due diligence before hiring them.

CARRIEDSAMPLE CAO CONTRACTS

93-23 CHAMBERS

That we send copies of sample CAO contracts posted on our website to our solicitor for review/advice and put a disclaimer on the post that it is for reference only.

CARRIED

SEPTEMBER 16, 2023 UMAAS EXECUTIVE MEETING MINUTES

RURAL EMPLOYMENT FREE JOB FAIR

94-23 NORMAN

That we authorize Director Schury to attend the Rural Employment Free Job Fair to represent UMAAS.

CARRIEDROGER WOWK

95-23 SCHURY

That all future correspondence from Roger Wowk be forwarded to President Elliott.

CARRIEDBOARD ORIENTATION PACKAGE

96-23 CHAMBERS

That we instruct the Administration to prepare a Board Orientation Package for 2024 Implementation.

CARRIED*The meeting was recessed at 12:12 p.m.**The meeting resumed at 12:38 p.m.*CHANGE CONVENTION DATES

97-23 CHAMBERS

That we move the UMAAS Convention to May 28 - 31, 2024 and send a survey to members for a possible change in September (or other months) for the 2025 Convention.

CARRIEDDIVISION 3 REPORT

98-23 NORMAN

That we accept the Division 3 Report as presented.

CARRIEDDIVISION 5 REPORT

99-23 HOARE

That we accept the Division 5 Report as presented.

CARRIEDDIVISION 2 REPORT

100-23 DESAUTELS

That we accept the verbal report from the Division 2 Director as presented.

CARRIEDCALL FOR WORKING GROUP REPRESENTATIVE

101-23 NORMAN

That we nominate Vice President Chambers to represent UMAAS in the Municipal Election Candidate Resource Collaboration Working Group.

CARRIEDCUSTOMIZED REGULATORY SUPPORT SERVICES

102-23 CHAMBERS

That the report regarding Customized Regulatory Support Services be accepted and filed as correspondence.

CARRIEDLOCAL GOVERNMENT ROADSHOW

103-23 HOARE

That the report regarding the Local Government Roadshow be accepted and filed as correspondence.

CARRIEDMUNICIPAL ELECTION CANDIDATE RESOURCE COLLABORATION

104-23 CHAMBERS

That the report from the Municipal Election Candidate Resource Collaboration Working Group be accepted and filed as correspondence.

CARRIED

SEPTEMBER 16, 2023 UMAAS EXECUTIVE MEETING MINUTES

ORGANIZATIONAL GUIDE FOR MUNICIPALITIES

105-23 CHAMBERS That the Organizational Guide for Municipalities from Fred Sutter be accepted and filed as correspondence.
CARRIED

SUMA BOARD OF DIRECTORS MEETING MINUTES

106-23 DESAUTELS That the SUMA Board of Directors Meeting Minutes be accepted and filed as correspondence.
CARRIED

TOWN OF HAFFORD ADMINISTRATOR ISSUES

107-23 NORMAN That the report regarding Town of Hafford Administrator Issues be accepted and filed as correspondence.
CARRIED

RESIGNATION - WINTRINGHAM

108-23 DESAUTELS That we accept the resignation of Division 5 Director Pamela Wintringham, with regret.
CARRIED

RESIGNATION - COSTLEY

109-23 CHAMBERS That we accept the resignation of Past President Chris Costley, with regret.
CARRIED

AFTER CONVENTION REPORT

110-23 HOARE That we accept the 2023 After Convention Report as presented.
CARRIED

WEBSITE UPDATES

111-23 CHAMBERS That we accept the report regarding website updates as presented.
CARRIED

SIGNING AUTHORITY

112-23 SCHURY That we remove Christ Costley and add Vice President Landon Chambers to UMAAS' signing authority for all bank accounts, investments, visa and debit cards effective June 9, 2023.
CARRIED

DIVISION 5 DIRECTOR ELECTION RETURNING OFFICER

113-23 SCHURY That we appoint Executive Director Chorneyko as the Returning Officer for the Division 5 Director Election.
CARRIED

POLICY # 9 - ELECTIONS BY MAIL

114-23 SCHURY That we instruct the Administration to amend Policy # 9 – Elections by Mail and authorize the distribution and acceptance of ballots via electronic mail.
CARRIED

EXECUTIVE DIRECTOR'S REPORT

115-23 NORMAN That we accept the Executive Director's Report as presented.
CARRIED

2024 CONVENTION VENUE

116-23 DESAUTELS That we hold the 2024 UMAAS Convention at Saskatoon Inn and Conference Centre.

CARRIED

NEXT MEETING DATE AND VENUE

117-23 DESAUTELS That the meeting with the Minister of Government Relations be held on November 17, 2023, and the next Executive Meeting be held on November 18, 2023, in Regina.

CARRIED

ADJOURN

118-23 NORMAN That we adjourn the meeting at 1:39 p.m.

CARRIED

President

Executive Director



POLICY # 12	RES #	LAST UPDATED: June 12, 2012
POLICY NAME SCHOLARSHIP PROGRAM		SUPERSEDES POLICY: Not Applicable
		APPROVAL DATE: September 16, 2023

A. OBJECTIVE:

To provide 3 annual scholarships in the amount of \$1,000 each to people desiring to obtain their education requirement for the Standard and Advanced Certificate, effective January 1, 2024.

B. CRITERIA:

Applicants must meet all of the following criteria:

1. Must be employed by an urban or northern municipality.
2. Must be a current member of UMAAS.
3. Shall have completed the first semester of the program.

C. APPLICATION PROCEDURE:

1. Applicants shall submit a letter of application for funding assistance to the Advisory Committee. The application must provide the following:
 - ✓ Length of service as an Administrator or Assistant Administrator
 - ✓ How long the applicant has been a member of UMAAS?
 - ✓ Indicate if employing Council will be providing any assistance
 - ✓ Outline community activities
 - ✓ Outline education previously obtained
 - ✓ Confirm successful completion of at least one semester under the Local Government Administration Certificate Program
 - ✓ Provide any additional information which may assist the Committee to reach a decision
2. Application deadline is October 1st of each year.

D. PAYMENT PROCEDURE:

1. 50% of the scholarship shall be paid upon successful completion of the 2nd semester.
2. The remaining 50% shall be paid upon successful completion of the 3rd semester and proof of enrollment into the 4th semester.
3. The Committee will be permitted to consider the spring semester in the awarding of the scholarships.



4. The Committee may award partial scholarships on a per semester basis, provided applications are received in advance of the semester start date.

E. GENERAL:

1. The Committee's decision shall be final.
2. The Committee shall not be required to provide reasons for its decision.
3. The Committee shall, from time to time, recommend amendments to the criteria or application procedure.



List of Accounts
As of August 31, 2023

Cheque #	Vendor	Re:	Amount
4865	Kota Graphics	Pull-up Banners	\$ 886.00
4866	Charlie's Charter Ltd.	Golf Tournament Bus	\$ 1,260.00
4867	Diskotek Entertainment	Convention Equipment Rental - Balance	\$ 2,940.00
4868	Wintringham Pamela	Convention Prizes	\$ 52.00
4869	Chambers Landon	RMAA Conference	\$ 545.54
4870	Desautels Janelle	Convention Prizes	\$ 500.75
4871	Town of Cudworth	Refund - Convention Registration	\$ 52.50
4872	Town of Spritwood	Refund - Convention Registration	\$ 52.50
4873	Town of Wapella	Refund - Convention Registration	\$ 21.00
4874	Town of Sturgis	Refund - Convention Registration	\$ 52.50
4875	Town of Ituna	Refund - Convention Registration	\$ 105.00
4876	Village of Drake	Refund - Convention Registration	\$ 52.50
4877	District of Katepwa	Refund - Convention Registration	\$ 52.50
4878	Town of Leroy	Refund - Convention Registration	\$ 52.50
4879	Village of Denzil	Refund - Convention Registration	\$ 52.50
4880	Village of Glaslyn	Refund - Convention Registration	\$ 52.50
4881	Town of Cudworth	Refund - Convention Registration	\$ 52.50
4882	Town of Balgonie	Refund - Convention Registration	\$ 52.50
4883	Town of Waldheim	Refund - Convention Registration	\$ 105.00
4884	RV of Turtle View	Refund - Convention Registration	\$ 52.50
4885	Town of Watson	Refund - Convention Registration	\$ 52.50
4886	Town of Elrose	Refund - Convention Registration	\$ 52.50
4887	Town of Assiniboia	Refund - Convention Registration	\$ 52.50
4888	Village of Paddockwood	Refund - Convention Registration	\$ 52.50
4889	Town of Creighton	Refund - Convention Registration	\$ 52.50
4890	Town of Wynyard	Office Rent/Supplies - June 2023	\$ 472.50
4891	Barrett Cheryl	RMAA Fraternal Delegate Accommodation	\$ 357.75
4892	Hoare Kelly	Convention Prizes	\$ 393.34
4893	Ten10 Paramedic	Convention Speaker	\$ 1,111.86
4894	SUMA	Executive Meeting Room - April 17, 2023	\$ 113.63
4895	Comstock Keith	Convention Speaker	\$ 305.00
4896	Siegel David	Convention Speaker	\$ 3,124.96
4897	Chorneyko Jason	Convention Prizes	\$ 125.52
4898	Magnaye Lovely Jane	Meals	\$ 40.00
4899	Valley Regional Park	Convention Golf Tournament	\$ 1,464.13

4900	Village of Canwood	Refund - Convention Registration	\$ 50.00
4901	Wintringham Pamela	LGAA Conference	\$ 1,378.64
4902	Chorneyko Jason	June 2023 Payroll	\$ 1,139.89
4903	Hvidston Brad	June 2023 Payroll	\$ 771.20
4904	Magnaye Lovely Jane	June 2023 Payroll	\$ 1,389.89
4905	Canada Revenue Agency	June 2023 Payroll	\$ 2,492.23
4906	M.E.P.P.	June 2023 Payroll	\$ 1,060.30
4907	Travelodge Hotel	2023 Convention Venue	\$ 41,838.96
4908	SUMA	2022 Municipal Update Advertising	\$ 315.00
4909	Wynyard Advance	Convention Supplies - Table Tents	\$ 166.50
4910	Town of Fort Qu'Appelle	Refund - Convention Registration	\$ 210.00
4911	RV of Aquadeo	Refund - Convention Registration	\$ 210.00
4912	Village of Kenosee	Refund - Convention Registration	\$ 273.00
4913	Town of Canora	Refund - Convention Registration	\$ 210.00
4914	Town of Pilot Butte	Refund - Convention Registration	\$ 273.00
4915	Town of Blaine Lake	Refund - Convention Registration	\$ 546.00
4916	Town of Wynyard	Office Rent/Supplies - July 2023 and Convention S	\$ 602.50
4917	Village of Punnichy	Refund - Convention Registration	\$ 210.00
4918	Canada Revenue Agency	GST 2023-Q1	\$ 14.66
4919	Canada Revenue Agency	GST 2023-Q2	\$ 509.88
4920	Bakertilly	2022 Audit	\$ 2,103.45
4921	Chorneyko Jason	July 2023 Payroll	\$ 1,139.89
4922	Hvidston Brad	July 2023 Payroll	\$ 771.20
4923	Magnaye Lovely Jane	July 2023 Payroll	\$ 1,389.89
4924	M.E.P.P.	July 2023 Payroll	\$ 1,060.30
4925	Canada Revenue Agency	July 2023 Payroll	\$ 2,492.23
4926	Insurance Matters	2023 Insurance	\$ 1,190.38
4927	Lerat Nicole	Office Inspection	\$ 491.50
4928	Town of Wynyard	Office Rent/Supplies - Aug 2023	\$ 472.50
4929	Dolezsar Richard	Office Inspection	\$ 739.70
4930	Listrom Paul	Office Inspection	\$ 503.70
4931	Chorneyko Jason	August 2023 Payroll	\$ 1,139.89
4932	Hvidston Brad	August 2023 Payroll	\$ 771.20
4933	Magnaye Lovely Jane	August 2023 Payroll	\$ 1,389.89
4934	Canada Revenue Agency	August 2023 Payroll	\$ 2,492.23
4935	M.E.P.P.	August 2023 Payroll	\$ 1,060.30



Urban Municipal Administrators' Association of Saskatchewan
Statement of Financial Activities
For the Period Ending June 30, 2023

REVENUE	Current	Year to Date	Budget	Variance	%
Executive and Admin					
4101 Membership Fees	666.67	106,305.40	115,000.00	- 8,694.60	-7.56%
4103 Board of Examiners	4,458.18	15,253.68	31,000.00	- 15,746.32	-50.79%
4106 Advertising	0.00	900.00	1,800.00	- 900.00	-50.00%
Convention					
4401 Convention Registration	2,000.00	41,260.00	35,000.00	6,260.00	17.89%
4405 Convention Sponsors	510.00	20,060.00	19,000.00	1,060.00	5.58%
4110 Convention Golf/Tour/Banquet	0.00	8,110.00	7,800.00	310.00	3.97%
4415 Convention Exhibits	0.00	9,900.00	9,600.00	300.00	3.13%
Total Revenue	7,634.85	201,789.08	219,200.00	- 17,410.92	
EXPENDITURES					
Executive Expenses					
5210 Executive Mileage	1,281.12	5,479.75	17,000.00	11,520.25	67.77%
5212 Executive Meals	128.57	1,124.56	5,500.00	4,375.44	79.55%
5213 Executive Per Diem	429.05	1,000.48	0.00	1,000.48	0.00%
5215 Executive Rooms	108.51	1,412.98	10,000.00	8,587.02	85.87%
5220 Executive Electronic Devices	1,199.30	2,518.57	0.00	2,518.57	0.00%
Admin Expenses					
5230 Office Rent and Supplies	628.97	3,897.52	7,500.00	3,602.48	48.03%
5240 Bank Fees	55.35	247.40	200.00	47.40	-23.70%
5250 Legal/Bond/Insurance	0.00	1,869.07	6,000.00	4,130.93	68.85%
5255 Computer and Website Maintenance	17.97	17.97	3,000.00	2,982.03	99.40%
5260 Education and Scholarship	0.00	300.00	6,800.00	6,500.00	95.59%
5299 Other General and Admin Expenses	0.00	2,580.92	8,200.00	5,619.08	68.53%
Payroll Expenses					
5263 Board of Examiners - Salary and Benefits	1,380.69	8,284.14	15,200.00	6,915.86	45.50%
5264 Board of Examiners - Overhead/Office Inspection	0.00	6,926.29	14,000.00	7,073.71	50.53%
5325 ED and EA - Salary	4,697.96	28,187.76	66,400.00	38,212.24	57.55%
5327 CPP Employer Share	244.82	1,468.92	2,400.00	931.08	38.80%
5330 EI Employer Share	107.22	643.32	2,300.00	1,656.68	72.03%
5331 MEPP Employer Share	422.82	2,536.92	2,400.00	136.92	-5.71%
5440 WCB Expense	0.00	135.19	100.00	35.19	-35.19%
Convention Expenses					
5601 Hotels/Meals/Mileage	40,334.04	40,334.04	38,000.00	2,334.04	-6.14%
5605 Convention Golf and Tours	13,734.39	14,150.15	15,000.00	849.85	5.67%
5615 Convention Entertainment	0.00	5,006.76	3,500.00	1,506.76	-43.05%
5620 Convention Speakers	5,651.54	5,651.54	12,500.00	6,848.46	54.79%
5625 Hospitality Room	160.95	160.95	800.00	639.05	79.88%
5630 Convention Printing/Supplies	843.81	843.81	1,000.00	156.19	15.62%
5635 Convention Badges/Trophies/Pins/Gifts	927.36	11,116.92	10,000.00	1,116.92	-11.17%
5640 Convention Equipment Rental	2,807.57	4,240.00	4,200.00	40.00	-0.95%
Total Expenditures	75,162.01	150,135.93	252,000.00	101,864.07	
Revenue	7,634.85	201,789.08	219,200.00	- 17,410.92	
Expenditures	75,162.01	150,135.93	252,000.00	101,864.07	
Surplus (Deficit) -	67,527.16	51,653.15	- 32,800.00	- 119,274.99	



Urban Municipal Administrators' Association of Saskatchewan
Statement of Financial Activities
For the Period Ending July 31, 2023

REVENUE	Current	Year to Date	Budget	Variance	%
Executive and Admin					
4101 Membership Fees	371.21	106,676.61	115,000.00 -	8,323.39	-7.24%
4103 Board of Examiners	0.00	15,253.68	31,000.00 -	15,746.32	-50.79%
4106 Advertising	0.00	900.00	1,800.00 -	900.00	-50.00%
4116 Workshop Registrations	10,259.77	10,259.77	55,000.00 -	44,740.23	-81.35%
Convention					
4401 Convention Registration	0.00	41,260.00	35,000.00	6,260.00	17.89%
4405 Convention Sponsors	0.00	20,060.00	19,000.00	1,060.00	5.58%
4110 Convention Golf/Tour/Banquet	0.00	8,110.00	7,800.00	310.00	3.97%
4415 Convention Exhibits	0.00	9,900.00	9,600.00	300.00	3.13%
Total Revenue	10,630.98	212,420.06	274,200.00 -	61,779.94	
EXPENDITURES					
Executive Expenses					
5210 Executive Mileage	0.00	5,479.75	17,000.00	11,520.25	67.77%
5212 Executive Meals	0.00	1,124.56	5,500.00	4,375.44	79.55%
5213 Executive Per Diem	0.00	1,000.48	0.00 -	1,000.48	0.00%
5215 Executive Rooms	0.00	1,412.98	10,000.00	8,587.02	85.87%
5220 Executive Electronic Devices	0.00	2,518.57	0.00 -	2,518.57	0.00%
Admin Expenses					
5230 Office Rent and Supplies	450.00	4,347.52	7,500.00	3,152.48	42.03%
5240 Bank Fees	0.00	247.40	200.00 -	47.40	-23.70%
5245 Audit	2,008.70	2,008.70	1,700.00 -	308.70	-18.16%
5250 Legal/Bond/Insurance	0.00	1,869.07	6,000.00	4,130.93	68.85%
5255 Computer and Website Maintenance	18.02	35.99	3,000.00	2,964.01	98.80%
5260 Education and Scholarship	0.00	300.00	6,800.00	6,500.00	95.59%
5299 Other General and Admin Expenses	300.00	2,880.92	8,200.00	5,319.08	64.87%
Payroll Expenses					
5263 Board of Examiners - Salary and Benefits	1,380.69	9,664.83	15,200.00	5,535.17	36.42%
5264 Board of Examiners - Overhead/Office Inspection	0.00	6,926.29	14,000.00	7,073.71	50.53%
5325 ED and EA - Salary	3,308.07	31,495.83	66,400.00	34,904.17	52.57%
5327 CPP Employer Share	244.82	1,713.74	2,400.00	686.26	28.59%
5330 EI Employer Share	107.22	750.54	2,300.00	1,549.46	67.37%
5331 MEPP Employer Share	422.82	2,959.74	2,400.00 -	559.74	-23.32%
5440 WCB Expense	0.00	135.19	100.00 -	35.19	-35.19%
Convention Expenses					
5601 Hotels/Meals/Mileage	0.00	40,334.04	38,000.00 -	2,334.04	-6.14%
5605 Convention Golf and Tours	0.00	14,150.15	15,000.00	849.85	5.67%
5615 Convention Entertainment	0.00	5,006.76	3,500.00 -	1,506.76	-43.05%
5620 Convention Speakers	0.00	5,651.54	12,500.00	6,848.46	54.79%
5625 Hospitality Room	0.00	160.95	800.00	639.05	79.88%
5630 Convention Printing/Supplies	283.14	1,126.95	1,000.00 -	126.95	-12.70%
5635 Convention Badges/Trophies/Pins/Gifts	0.00	11,116.92	10,000.00 -	1,116.92	-11.17%
5640 Convention Equipment Rental	1,932.00	6,172.00	4,200.00 -	1,972.00	-46.95%
Total Expenditures	10,455.48	160,591.41	253,700.00	93,108.59	
Revenue	10,630.98	212,420.06	274,200.00 -	61,779.94	
Expenditures	10,455.48	160,591.41	253,700.00	93,108.59	
Surplus (Deficit)	175.50	51,828.65	20,500.00 -	154,888.53	



Urban Municipal Administrators' Association of Saskatchewan
Statement of Financial Activities
For the Period Ending August 31, 2023

REVENUE	Current	Year to Date	Budget	Variance	%
Executive and Admin					
4101 Membership Fees	190.48	106,867.09	115,000.00	-8,132.91	-7.07%
4103 Board of Examiners	0.00	15,253.68	31,000.00	-15,746.32	-50.79%
4106 Advertising	0.00	900.00	1,800.00	-900.00	-50.00%
4116 Workshop Registrations	0.00	10,259.77	55,000.00	-44,740.23	-81.35%
Convention					
4401 Convention Registration	0.00	41,260.00	35,000.00	6,260.00	17.89%
4405 Convention Sponsors	0.00	20,060.00	19,000.00	1,060.00	5.58%
4110 Convention Golf/Tour/Banquet	0.00	8,110.00	7,800.00	310.00	3.97%
4415 Convention Exhibits	0.00	9,900.00	9,600.00	300.00	3.13%
4420 Convention Other Revenue	3,150.00	3,150.00	0.00	3,150.00	0.00%
Total Revenue	3,340.48	215,760.54	274,200.00	-61,589.46	
EXPENDITURES					
Executive Expenses					
5210 Executive Mileage	0.00	5,479.75	17,000.00	11,520.25	67.77%
5212 Executive Meals	0.00	1,124.56	5,500.00	4,375.44	79.55%
5213 Executive Per Diem	0.00	1,000.48	0.00	-1,000.48	0.00%
5215 Executive Rooms	766.66	2,179.64	10,000.00	7,820.36	78.20%
5220 Executive Electronic Devices	635.63	3,154.20	0.00	-3,154.20	0.00%
Admin Expenses					
5230 Office Rent and Supplies	450.00	4,797.52	7,500.00	2,702.48	36.03%
5240 Bank Fees	0.00	247.40	200.00	-47.40	-23.70%
5245 Audit	0.00	2,008.70	1,700.00	-308.70	-18.16%
5250 Legal/Bond/Insurance	1,190.38	3,059.45	6,000.00	2,940.55	49.01%
5255 Computer and Website Maintenance	36.04	72.03	3,000.00	2,927.97	97.60%
5260 Education and Scholarship	0.00	300.00	6,800.00	6,500.00	95.59%
5299 Other General and Admin Expenses	0.00	2,880.92	8,200.00	5,319.08	64.87%
Payroll Expenses					
5263 Board of Examiners - Salary and Benefits	1,380.69	11,045.52	15,200.00	4,154.48	27.33%
5264 Board of Examiners - Overhead/Office Inspection	1,649.44	8,575.73	14,000.00	5,424.27	38.74%
5325 ED and EA - Salary	4,697.96	36,193.79	66,400.00	30,206.21	45.49%
5327 CPP Employer Share	244.82	1,958.56	2,400.00	441.44	18.39%
5330 EI Employer Share	107.22	857.76	2,300.00	1,442.24	62.71%
5331 MEPP Employer Share	422.82	3,382.56	2,400.00	-982.56	-40.94%
5440 WCB Expense	0.00	135.19	100.00	-35.19	-35.19%
Convention Expenses					
5601 Hotels/Meals/Mileage	0.00	40,334.04	38,000.00	-2,334.04	-6.14%
5605 Convention Golf and Tours	0.00	14,150.15	15,000.00	849.85	5.67%
5615 Convention Entertainment	0.00	5,006.76	3,500.00	-1,506.76	-43.05%
5620 Convention Speakers	0.00	5,651.54	12,500.00	6,848.46	54.79%
5625 Hospitality Room	0.00	160.95	800.00	639.05	79.88%
5630 Convention Printing/Supplies	0.00	1,126.95	1,000.00	-126.95	-12.70%
5635 Convention Badges/Trophies/Pins/Gifts	0.00	11,116.92	10,000.00	-1,116.92	-11.17%
5640 Convention Equipment Rental	0.00	6,172.00	4,200.00	-1,972.00	-46.95%
Total Expenditures	11,581.66	172,173.07	253,700.00	81,526.93	
Revenue	3,340.48	215,760.54	274,200.00	-61,589.46	
Expenditures	11,581.66	172,173.07	253,700.00	81,526.93	
Surplus (Deficit) -	8,241.18	43,587.47	20,500.00	-143,116.39	