

EXECUTIVE MINUTES
Urban Municipal Administrators' Association of Saskatchewan
via Zoom
11:00 a.m. – Tuesday, December 12, 2023

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

CALL TO ORDER

President Barry Elliott called the meeting to order at 11:05 a.m.

SURVEY TO MEMBERS

150-23 HOARE

That we send a survey to all members regarding the possibility of changing the membership fee to an all-inclusive fee.

CARRIED

GOLF AND TOUR RATES

151-23 CHAMBERS

That we increase the golf and tour rates for the convention to \$100 plus taxes per person.

CARRIED

2024 BUDGET

152-23 NORMAN

That we the 2024 budget be approved as amended and attached hereto and forming a part of these minutes.

CARRIED

ADJOURN

153-23 HOARE

That we adjourn the meeting at 11:50 a.m.

CARRIED

President

Executive Director

DECEMBER 12, 2023 UMAAS EXECUTIVE MEETING MINUTES

Urban Municipal Administrators' Association of Saskatchewan				
2024 Budget				
Revenue		2023 Budget	2023 YTD	2024 Budget
<u>Admin</u>				
4101	Membership Fees	115,000.00	115,115.34	120,000.00
4103	Board of Examiners	31,000.00	22,010.82	31,000.00
4106	Advertising	1,800.00	1,500.00	1,800.00
4116	Workshop Registrations	55,000.00	53,259.77	55,000.00
4117	Interest Income	5,000.00	0.00	5,000.00
4125	Scholarship Funds	0.00	0.00	0.00
4130	Other Revenue	200.00	0.00	500.00
4201	Transfers from Reserves	0.00	0.00	0.00
<u>Convention</u>				
4401	Convention Registration	35,000.00	41,060.00	42,000.00
4405	Convention Sponsors	19,000.00	19,550.00	19,500.00
4410	Convention Golf/Tour/Banquet	7,800.00	8,610.00	14,000.00
4415	Convention Exhibits	9,600.00	9,900.00	10,000.00
4420	Convention Other Revenue	0.00	3,150.00	2,500.00
<u>Grants</u>				
4501	Provincial Grants	0.00	0.00	0.00
4502	Federal Grants	0.00	0.00	0.00
Total Revenue:		279,400.00	274,155.93	301,300.00
Expenses				
<u>Executive Board</u>				
5205	Executive Meeting Room	300.00	308.51	1,550.00
5210	Executive Mileage	17,000.00	12,869.77	20,000.00
5212	Executive Meals	5,500.00	2,541.58	5,000.00
5213	Executive Per Diem	0.00	1,286.20	1,500.00
5215	Executive Rooms	10,000.00	4,214.54	10,000.00
5220	Executive Electronic Devices	0.00	3,789.83	1,000.00
<u>General Office</u>				
5230	Office Rent/Postage/Office Supplies	7,500.00	6,041.11	8,000.00
5240	Bank Fees	200.00	368.25	200.00
5245	Audit	1,700.00	2,008.70	2,500.00
5250	Legal/Bond/Insurance	6,000.00	4,853.50	6,000.00
5255	Computer and Website Maintenance	3,000.00	108.07	5,300.00
5257	Newsletter/Promo	1,500.00	300.00	500.00
5260	Education/Scholarships	6,800.00	1,200.00	3,300.00
5268	Workshops	31,000.00	14,518.56	30,000.00
5270	Other General & Admin Expenses	8,200.00	2,580.92	3,000.00
5275	Strategic Planning	0.00	0.00	10,000.00
<u>Administration</u>				
5263	Board of Examiners - Salary and Benefits	15,200.00	15,152.85	17,217.00
5264	Board of Examiners - Overhead/Inspection	14,000.00	11,829.16	12,000.00
5325	ED and EA Salary	59,200.00	51,677.56	58,913.00
5327	CPP Employer Share		2,693.02	3,500.00
5330	EI Employer Share	7,200.00	1,179.42	1,000.00
5331	MEPP Employer Share		4,651.02	5,500.00
5440	WCB Expense		135.29	200.00
<u>Convention</u>				
5601	Hotels/Meals/Mileage	38,000.00	40,334.04	45,000.00
5605	Golf and Tours	15,000.00	14,150.15	15,000.00
5615	Entertainment	3,500.00	5,006.76	5,000.00
5620	Convention Speakers	12,500.00	5,651.54	10,000.00
5625	Hospitality Room	800.00	160.95	500.00
5630	Convention Printing/Supplies	1,000.00	1,323.00	1,500.00
5635	Convention Badges/Trophies/Pins/Gifts	10,000.00	12,386.43	13,000.00
5640	Convention Equipment Rental	4,200.00	4,240.00	4,500.00
5665	Other Convention Expenses	0.00	1,932.00	0.00
Total Expenses:		279,300.00	229,492.73	300,680.00
Revenue		279,400.00	274,155.93	301,300.00
Expenses		(279,300.00)	(229,492.73)	(300,680.00)
Surplus (Deficit)		100.00	44,663.20	620.00