**ALBERTA RURAL MUNICIPAL ADMINISTRATORS ASSOCIATION**

**EXECUTIVE MEETING**

**February 15, 2019**

**Royal Executive Inn, Nisku Alberta**

The Alberta Rural Municipal Administrators’ Association meeting was called to order at 9:00 a.m. by President Cyntha Vizzutti .

**PRESENT:**

Cindy Vizzutti President

Curtis Herzberg Vice President

Shawn Hathaway Director Zone 1

Al Hoggan Director, Zone 2

Tyler Lawrason Director, Zone 5

Irene Cooper Executive Director

**ABSENT:**

Leo Ludwig Director, Zone 3

Joulia Whittleton Director, Zone 4

**ADOPTION OF AGENDA**

Moved by Curtis Herzberg that the Agenda for the February 15, 2019 meeting be adopted as circulated.

Carried.

**ADOPTION OF MINUTES**

Moved by Shawn Hathaway that the Minutes of the June 11, 2018 meeting be adopted as circulated.

Carried.

**BUSINESS ARISING**

**MEETING WITH LGAA & SLGM**

Cindy Vizzutti will contact Kelly Lloyd, President of LGAA and set up a meeting in March in Red Deer. Cindy Vizzutti, Curtis Herzberg and Al Hoggan will attend and represent ARMAA.

**COMMITTEE REPORTS**

* Cindy Vizzutti reported that she had participated in several conference calls regarding Private Sewage Regulations.
* Curtis Herzberg had attended a workshop with Municipal Affairs regarding ICF’s

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**COMMITTEE REPORTS CONTINUED**

* Curtis Herzberg had attended the Municipal Sustainability meeting with Municipal Affairs. He advised that it is going to be a very slow process, however it is imperative that ARMAA be present.

**FINANCIAL REPORT**

The Executive reviewed the Financial Report circulated with the Agenda.

Moved by Shawn Hathaway that the Committee Reports and Financial Report be approved as presented.

CARRIED.

**POLICY MANUAL REVIEW**

Moved by Cindy Vizzutti that the Mileage Rate be set on an annual basis in accordance with CRA and that the 2019 rate be at .58 cents per kilometer.

CARRIED

Moved by Shawn Hathaway that Lifetime and Honorary Membership be deleted from Policy No. 05-14.

CARRIED

Moved by Al Hoggan that Policy No. 10-14 be referred to the Golf Committee for revision.

CARRIED

**2019 CONFERENCE**

The following was discussed and approved by the Executive:

* Entertainment for Thursday night be comedy
* A tour of Olds College be arranged
* Thursday evening be casual with a Chinese Food Buffet
* New Members be introduced Thursday Morning and the Executive make a point of introducing themselves and make the new members feel welcome to ARMAA
* Brownlee LLP be requested to speak on NFPA & OH&S Standards as related to Rural and Urban Agreements
* Reynolds Mirth Richards & Farmer LLP be asked to speak on Liability Protection in Funding Agreements

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**2019 CONFERENCE CONTINUED**

* Curtis Herzberg and Al Hoggan will meet with Jeff Holmes to plan an alternative event for members that do not participate in the Golf Tournament
* A charitable donation will be made in lieu of purchasing Conference Registration Gifts.

Moved by Tyler Lawrason that a donation in the amount of $4,000 be made to the Olds and District Hospice Society.

CARRIED

**AUDIT LETTER**

The Executive reviewed the recommendations made by the Auditors. Cindy Vizzutti will send a letter acknowledging the recommendations and responses from the Executive.

**ESTABLISHMENT OF CASH RESERVE**

Moved by Al Hoggan that a Cash Reserve in the amount of $40,000 be established.

CARRIED

**STRATEGIC PLAN**

Moved by Curtis Herzberg that the Strategic Plan be approved and that an implementation report be presented at the Conference.

CARRIED

Moved by Curtis Herzberg that a hospitality night be planned for ARMAA members during the RMA Conference from 4 to 6 p.m. on Thursday March 19, 2019 with a maximum budget of $2000.

CARRIED

Moved by Al Hoggan that Curtis Herzberg work with Irene Cooper to develop a proposal for a Social Media Consultant.

CARRIED

**2019 COMMITTEE APPOINTMENTS**

Moved by Al Hoggan that the Committee Appointments for 2019 be approved.

CARRIED

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**2019 FRATERNAL CONFERENCES**

Moved by Curtis Herzberg that attendance to the 2019 Fraternal Conferences be approved as discussed.

CARRIED

**DEPUTY MINISTERS MEETING**

Moved by Shawn Hathaway that discussion regarding a meeting with the Deputy Ministers be deferred to the next Executive Meeting.

CARRIED

**RMA MEETING INVITATION**

Curtis Herzberg advised that he would be available to meet with the RMA Board of Directors on February 21, 2019.

**ADJOURNMENT**

There being no further business the meeting adjourned at 12:42 p.m.

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PRESIDENT EXECUTIVE DIRECTOR