

**ALBERTA RURAL MUNICIPAL ADMINISTRATORS ASSOCIATION  
EXECUTIVE MEETING  
November 12, 2019  
Edmonton Convention Centre – Salon 4**

The Alberta Rural Municipal Administrators' Association meeting was called to order at 1:00 p.m. by President Al Hoggan .

**PRESENT:**

Al Hoggan	President
Leo Ludwig	Vice President
Shawn Hathaway	Director Zone 1
Ryan Maier	Director, Zone 3
Joulia Whittleton	Director, Zone 4
Tyler Lawrason	Director, Zone 5
Irene Cooper	Executive Director

**ABSENT:**

Mike Haugen	Director, Zone 2
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**DELEGATION:**

Brent Williams

**ADOPTION OF AGENDA**

Moved by Shawn Hathaway that the Agenda for the November 12, 2019 meeting be adopted as circulated.

Carried.

**ADOPTION OF MINUTES**

Moved by Shawn Hathaway that the Minutes of the February 15, 2019 meeting be adopted as circulated.

Carried.

**FINANCIAL REPORT**

Moved by Ryan Maier that the Financial Report be accepted as presented.

Carried.

### **CHANGE OF SIGNING AUTHORITY**

Moved by Joulia Whittleton that Cynthia Vizzutti and Curtis Herzberg be removed from the Royal Bank Signing Authority and that Al Hoggan and Leo Ludwig be added. Irene Cooper to remain as the third signing authority and that any 2 signatures sign cheques.

Carried.

### **ARMAA STRATEGIC PLAN**

The Executive discussed the Implementation Strategy of the Strategic Plan and developed the following:

- Al Hoggan will develop a PowerPoint presentation for the Spring RMA Convention
- Zone Directors will recruit CAO's and members within their Zones
- Irene Cooper will develop a Facebook page
- Possible development of sessions for members in conjunction with the RMA Convention (joint session with AMSA)

### **GOLF TOURNAMENT**

Brent Williams attended the meeting at 1:30 p.m. is discuss the 2019 Golf Tournament and future Tournaments.

The location of the 2020 Golf Tournament will be determined by the Golf Committee

Moved by Shawn Hathaway that 50% of the golf revenue profit realized in 2019 be placed in reserve for the 2021 Golf Tournament.

Carried.

### **MEMBER STATUS – EMPLOYMENT TRANSITION OR LEAVE POLICY**

Moved by Shawn Hathaway that the Member Status – Employment Transition or Leave Policy No. 01-19 be adopted with the amendment to #4.

Carried.

### **2019 CONFERENCE**

The Board discussed the 2019 Conference and concurred that it was successful despite the low attendance by ARMAA Members.

### **2020 CONFERENCE**

The 2020 Conference will be held in Westlock. The following suggestions were discussed:

- Tour of Alfalfa Plant in Legal
- Tour of the Buddhist Centre in Westlock

**2020 CONFERENCE CONTINUED**

- Tour of Triple J Livestock Operation in Westlock
- Panel to discuss Governance and Management (Roles & Responsibilities)
- Panel to discuss Code of Conduct
- Panel to discuss ICF's – Lessons Learned and Best Practices
- Information Session – Local Authorities Election Act

Al Hoggan will contract Jack Novack to determine the possibility of a presentation.

**2021 CONFERENCE**

Input will be requested from the members as to the location of the Conference that will celebrate ARMAA's 100<sup>th</sup> year as a Association.

**BUDGET**

Moved by Leo Ludwig that the 2019 Budget be adopted as the 2020 Interim Operating Budget.

Carried.

**2019-2020 COMMITTEE APPOINTMENTS**

Moved by Tyler Lawrason that the 2019-2020 Committee Appointments be approved.

Carried.

**EXECUTIVE DIRECTOR CONTRACT**

Moved by Leo Ludwig to table discussion of the Executive Directors Contract to the next meeting.

Carried.

**NEXT MEETING**

The next meeting will be held January 31, 2020 at the Royal Executive Inn, Nisku.

**AJOURNMENT**

Moved by Shawn Hathaway that the meeting be adjourned at 3:30 .m.

Carried.

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Al Hoggan, President

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Irene Cooper , Executive Director

