

Canadian Network of Asset Managers

Annual General Meeting Minutes
Delta Burnaby
May 11, 2011

BY MUNICIPALITIES, FOR MUNICIPALITIES



2011 AGM Minutes

1. Call to Order

The meeting was called to order by S. Wyton, Chair.

2. Approval of Agenda

Moved by A. Gonthier that the agenda be approved as presented.

Seconded by B. Leeman

Carried.

3. Approval of Minutes

Moved by T. Latham that the minutes be approved as circulated.

Seconded by K. Gasmó

Carried.

Nominations and Elections

4. Nominations and Election of Seven(7) Board Members

S. Wyton reviewed the election process and encouraged all members in attendance that had not voted previous to head to the voting table at the back of the room. The current board structure consists of the following positions:

Current Structure of the CNAM board:

- 3 Non-Municipal members
- 7 Regional Municipal Members
 - Territories (Yukon, NWT, Nunavut)
 - West (BC, Alberta)
 - Prairie (Saskatchewan, Manitoba)
 - Ontario
 - Quebec
 - East (NS, N&L, NB, PEI)
 - First Nations
- 5 Municipal Members at Large

Nominations and Elections

4. Nominations and Election of Seven(7) Board Members

- **Five (5) positions are acclaimed; one position vacant.**
 - Territories, ACCLAIMED: Perry Heath – Government of NWT
- **Municipal Directors-at-Large: four candidates ACCLAIMED**
 - Barry Davis – City of Burnaby
 - Robert Gallivan – Region of Waterloo
 - Bradley Leeman – City of Edmonton
 - John Murray – City of Hamilton
- **First Nations: no candidates VACANT**

Nominations and Elections

4. Nominations and Election of Seven(7) Board Members

S. Wyton reviewed the candidates who have let their name stand for the two (2) vacant non-municipal positions.

- Kevin Bainbridge – Robinson Consultants Inc.
- Greg Chartier – Consultant
- Ross Homeniuk – AECOM
- Todd Latham – Actual Media and ReNew Canada Magazine

Chair's Report

Membership

S. Wyton reviewed the current membership numbers.

- **82 Total (2009)**
 - 57 Municipal
 - 17 Corporate
 - 2 Educational/Research
 - 6 Students
- **143 Total (2010)**
 - 99 Municipal
 - 30 Corporate
 - 7 Educational/Research
 - 7 Students

Chair's Report

- 2011 – 2015 Strategic Plan
 - Strategies:
 - Support knowledge generation
 - Enhance membership value
 - Create and maintain partnerships
 - Demonstrate the value of AM practice
 - International positioning
 - Committee Structure:
 - Membership Advisory – Alain Gonthier
 - Partnerships – Kevin Bainbridge
 - Education, Research and Technology – Gareth Lifton
 - Workshop – Barry Davis, Normand Hachey
 - Business Services – Normand Hachey

Chair's Report

- **Action in 2010:**

1. 2010 CNAM Workshop – Ottawa
2. 2011 CNAM Workshop - Burnaby
3. Regina National Infrastructure Summit
4. ISO Project Committee 251 – Asset Management
5. Support creation of International Infra Mgmt Manual
6. National Infrastructure Report Card

- **Action in 2010 (con't):**

5. **The CNAM Tereo Awards – The “Terrys”**

- **Terotechnology** is the economic management of assets. It is the combination of management, financial, engineering, and other practices applied to physical assets such as plant, machinery, equipment, buildings and structures in pursuit of economic life cycle costs.

Chair's Report

5. Partnership with the Institute for Asset Management (UK)
 - CNAM members are automatically IAM members, free of charge
 - Access to IAM knowledge center
 - Assets magazine
 - International networking and best practice development

- Action in 2011 (and beyond)
 1. Provincial partnerships – BC, Saskatchewan, Quebec, etc.
 2. National partnerships – FCM, Infrastructure Canada, etc.
 3. Regional workshops – Ontario, Saskatchewan/BC
 4. AM qualifications and knowledge center with the IAM
 5. ISO Project Committee 251
 6. Support FCM – National Infrastructure Strategy
 7. Enhance web presence
 8. National best practice research and development
 9. Establish member driven committees: TCA

Chair's Report

S. Wyton made a request for members to volunteer with CNAM to move various subcommittees forward . He reminded everyone to sign up at the back table for committees.

- **Subcommittees:**

- Partnership
- ISO PC 251
- Awards
- Regional Workshops
- Competency & Qualifications framework (IAM)
- AM Roadmap & practices
- Membership sales
- TCA

Chair's Report

5. Chair's Report

S. Wyton requested a motion from the floor to accept the Chair's report.

Moved by K. Bainbridge that Chair's report be accepted.

Seconded by R. Homeniuk

Carried.

6. Financials

N. Hachey, Treasurer reviewed the 2009- 2010 financial statements.

2009-2010 Financial report

Revenue report as of September 30, 2010

Revenue	Budget	Actuals
Membership Dues	\$ 41,000	\$ 22,050
Conference revenue	\$ 220,000	\$ 177,811
Sponsorship/Advertising	\$ 6,000	\$ -
Total revenue	\$ 267,000	\$ 199,861

2009-2010 Financial report

Expenses	Budgeted	Actuals
General administrative expenses		
Office start up	\$ 2,500	\$ 1,352.75
Association Management	\$ 12,000	\$ 13,000.00
Association start up costs	\$ 100	\$ -
Bank/Credit Card fees	\$ 2,250	\$ 1,299.76
Photocopies/Supplies/Stationary	\$ 500	\$ 384.06
Postage/Courier	\$ 300	\$ 149.94
Admin Expenses (travel/meetings)	\$ 2,500	\$ 948.36
Financial Review/Audit	\$ 2,000	\$ -
Sub total	\$ 22,150	\$ 17,134.87
Board of directors expenses		
Conference Calls (based on 4)	\$ 1,000	\$ 1,203.08
Board of Directors Insurance	\$ 1,800	\$ 840.00
Board of Directors Expenses	\$ 5,000	\$ -
Long Distance/telephone	\$ 250	\$ -
Gifts and recognition	\$ -	\$ 49.94
Sub total	\$ 8,050	\$ 2,093.02
Marketing and communications		
Website Development/Updates	\$ 17,000	\$ 24,908.75
Marketing and Communications	\$ 12,000	\$ 10,948.60
Business Plan development	\$ 5,000	\$ 1,150.00
Media Sponsorship	\$ 1,000	\$ 4,000.00
Sub total	\$ 35,000	\$ 41,007.35
Conference expense		
2010 Conference expense	\$ 166,000	\$ 137,037.37
2011 Conference cash advance		\$ 3,509.00
Sub total	\$ 166,000	\$ 140,546.37
TOTAL EXPENSES	\$ 231,200	\$ 200,781.61

2009-2010 Financial report

Revenue and expense summary as of September 30, 2010

Revenues	Budget	Actuals
	\$ 267,000	\$ 199,861
Expenses	Budget	Actuals
	\$ 231,200	\$ 200,782
Revenues-expenses	Budget	Actuals
	\$ 35,800	-\$ 921

2009-2010 Financial report

Assets

Bank account			\$	36,647.58
Accounts receivable			\$	3,911.25
Total assets			\$	40,558.83

Liabilities

GST paid			-\$	8,860.98
GST collected			\$	9,906.80
Accounts payable			\$	16,233.55
Prepaid			\$	-
Total liabilities			\$	17,279.37

EQUITY

Accumulated earnings- beginning of the year			\$	24,200.45
Current years earnings			-\$	920.99
Accumulated earnings- end of the year			\$	23,279.46
TOTAL LIABILITIES AND EQUITY			\$	40,558.83

Agenda

6. Financial Report

Moved by N. Hachey that the 2009 – 2010 financials be accepted as presented.

Seconded by F. Blues

Carried.

7. New Business

No new business was discussed.

8. Announcement of Election Results

The election was closed and the results were announced by S. Wyton.

- Kevin Bainbridge – Robinson Consultants Inc.
- Ross Homeniuk – AECOM

Moved by A. Gonthier to accept the election results as presented.

Moved by G. Felio

Carried.

S. Wyton requested a motion from the floor to destroy the ballots.

Moved by R. Crook that the ballots be destroyed

Seconded by B. Davis

Carried.

9. Adjournment

Meeting adjourned.



Canadian Network of Asset Managers

Thank you for your support

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