

Canadian
Network
of Asset
Managers

**Annual General Meeting
Minutes
Hyatt Regency
Calgary, Alberta
Wednesday, May 17, 2017**



Order of Business

1. Call to Order

The meeting was called to order by J. Murray, Chair.

1. Approval of Agenda

Moved by S. Jha that the agenda be approved as presented.

Seconded by J. Shaw

Carried.

2. Approval of 2016 Minutes

Moved by S. Vanesse that the 2016 minutes be approved as presented.

Seconded by M. Osborne

Carried.

Nominations and Elections

4. B. Leeman, Past Chair reviewed the current status of the board of directors.

Current Structure of the CNAM board (total of 15):

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

Nominations and Elections

4. B. Leeman announced the nominees for the election of One (1) Board Members (Non- Public Sector):

- John Murray
- Serge Vanesse

• The election will be open for another short period, please vote at the registration desk in the hallway if you have not done so and wish to participate.

These positions were uncontested and confirmed by acclamation.

- Melissa Osborne (Director at Large)
- Alicia Keating (Director at Large)
- Sudhir Jha (NWT)
- Chris Klos (Director at Large)

These positions are available for nominations

- First Nations

Nominations and Elections

4. B. Leeman made the Call for Nominations from the floor (three times)

These positions are available for nominations

- First Nations

There were no nominations from the floor for the First Nations position. This will remain open and should the board find a candidate they will appoint someone prior to the next AGM and election.

B. Leeman confirmed that the election results will be announced later in the meeting.

CNAM's Vision & Mission

J. Murray returned to the stage and reviewed the revised vision and mission as updated at the Fall 2016 Strategic Planning session.

VISION

- Fostering excellence in public infrastructure asset management

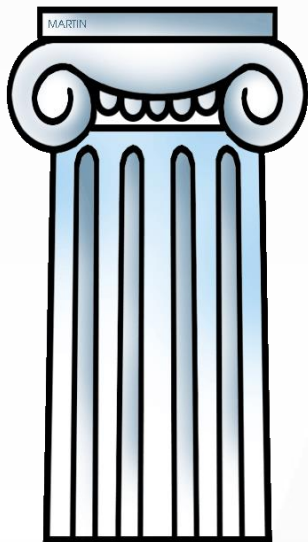
MISSION

- To advance asset management practices through **leadership, innovation and collaboration**

Strategic Pillars

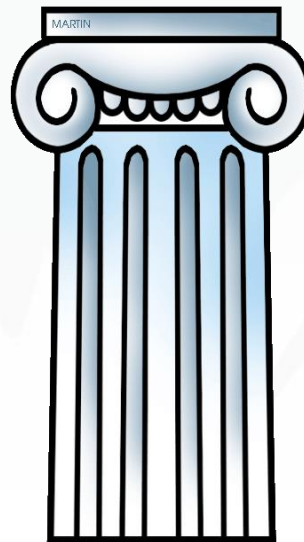
Leadership

Increase capacity to enhance and promote asset management.



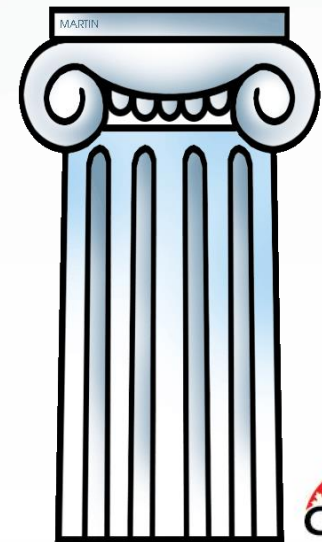
Innovation

Engage in and support knowledge generation, consolidation and dissemination of asset management.



Collaboration

Build sustainable relationships and networks to unify and improve the state of asset management.



Chair's Report

- Updated 5yr Strategic Plan
 - Including a 2yr action plan of strategic initiatives / dashboard
- Hired an Executive Director
- Increase in membership & conference attendance
- Continued our strategic partnerships / collaborations
- Strengthened our relationship with FCM
- Continued our series of educational webinars
- NPN – development of an educational outreach program
- CNAM quarterly newsletter released this year.
- Rebuild of CNAMpedia
- Development of a new sponsorship program
- Volunteers Required

Chair's Report

- J. Murray recognized and introduced current Committee Chairs:
- Membership Advisory & Awards – Pious Maposa
 - Partnerships – Melissa Osborne
 - Education, Research and Technology – Rob Corazzola
 - Conference – Steve Wyton (2017), Melissa Osborne (2018)
 - Business Services – Russell Crook
 - New Professionals Network – Iain Cranston & Jason Davies
 - Marketing & Communications – Todd Latham & Kate Cheney

SUMMARY STATEMENT OF OPERATIONS

FOR THE YEARS ENDED SEPTEMBER 30 (unaudited)

	2016	2015
Revenues		
Conference registrations	\$161,431	\$132,995
Conference sponsorships	\$90,826	\$66,250
Membership dues	\$46,785	\$41,301
Workshops and other	<u>\$7,920</u>	<u>\$7,693</u>
	<u>\$306,962</u>	<u>\$248,239</u>
Expenses	<u>\$257,624</u>	<u>\$245,049</u>
Excess of Revenues over Expenses	<u>\$49,338</u>	<u>\$3,190</u>

SUMMARY STATEMENT OF EXPENSES FOR THE YEARS ENDED SEPTEMBER 30 (unaudited)			
Conference Expenses		\$211,108	\$194,076
General & Administrative			
Association management		\$15,750	\$15,000
Administration expenses		\$1,772	\$2,405
Professional fees		<u>\$2,425</u>	<u>\$2,350</u>
		\$19,947	\$19,755
Board of Directors Expenses			
Board Meetings		\$3,211	\$2,087
Insurance		<u>\$909</u>	<u>\$909</u>
		\$4,120	\$2,996
Marketing & Communications			
Marketing & Communications		\$16,400	\$10,000
Website development/updates		\$854	\$15,044
Strategic plan development		\$4,295	\$3,178
Webinar Expenses		<u>\$900</u>	<u>0</u>
		\$22,449	\$28,222
Total Expenses		\$257,624	\$245,049

**STATEMENT OF FINANCIAL POSITION
FOR THE YEAR ENDED SEPTEMBER 30, 2016**

	2016	2015
Assets		
Cash	\$111,037	\$70,946
Accounts Receivable	\$56,446	\$50,611
Prepaid Expenses	\$5,361	\$5,670
	\$172,844	\$127,227
Liabilities		
Accounts Payable	\$19,113	\$9,248
Goods & Services Taxes Payable	\$2,368	\$72
Deferred Memberships	0	\$15,882
	\$21,481	\$25,202
Net Assets	\$151,363	\$102,025

STATEMENT OF CASH FLOW
AS AT SEPTEMBER 30, 2016 (unaudited)

	2016	2015
Cash Flow from Operations		
Excess of revenues over expenses	\$49,338	\$3,190
Changes in Non-Cash Working Capital		
Decrease in pre-paid expenses	\$310	\$6,839
Decrease (increase) in deferred revenues	(\$15,882)	\$15,882
Increase (decrease) in accounts payable	\$9,863	(\$5,880)
(Increase) in accounts receivable	(\$5,835)	(\$34,623)
Increase (decrease) in taxes payable	<u>\$2,297</u>	<u>(\$377)</u>
	<u>(\$9,247)</u>	<u>(\$18,159)</u>
Net increase (decrease) in cash	<u>\$40,091</u>	<u>(\$14,969)</u>
Cash Position, Beginning of year	<u>\$70,946</u>	<u>\$85,915</u>
Cash Position, End of Year	<u>\$111,037</u>	<u>\$70,946</u>

FINANCIAL REPORT

D. Cutts, Executive Director reviewed the financial standing of the association. There has been a 24% increased in revenues in the last year with an increase of \$50,000 in net assets since previous year.

Moved by M. Osborne that the September 30, 2016 Unaudited Financial Statements as reported.

Seconded by B. Leeman

Carried.

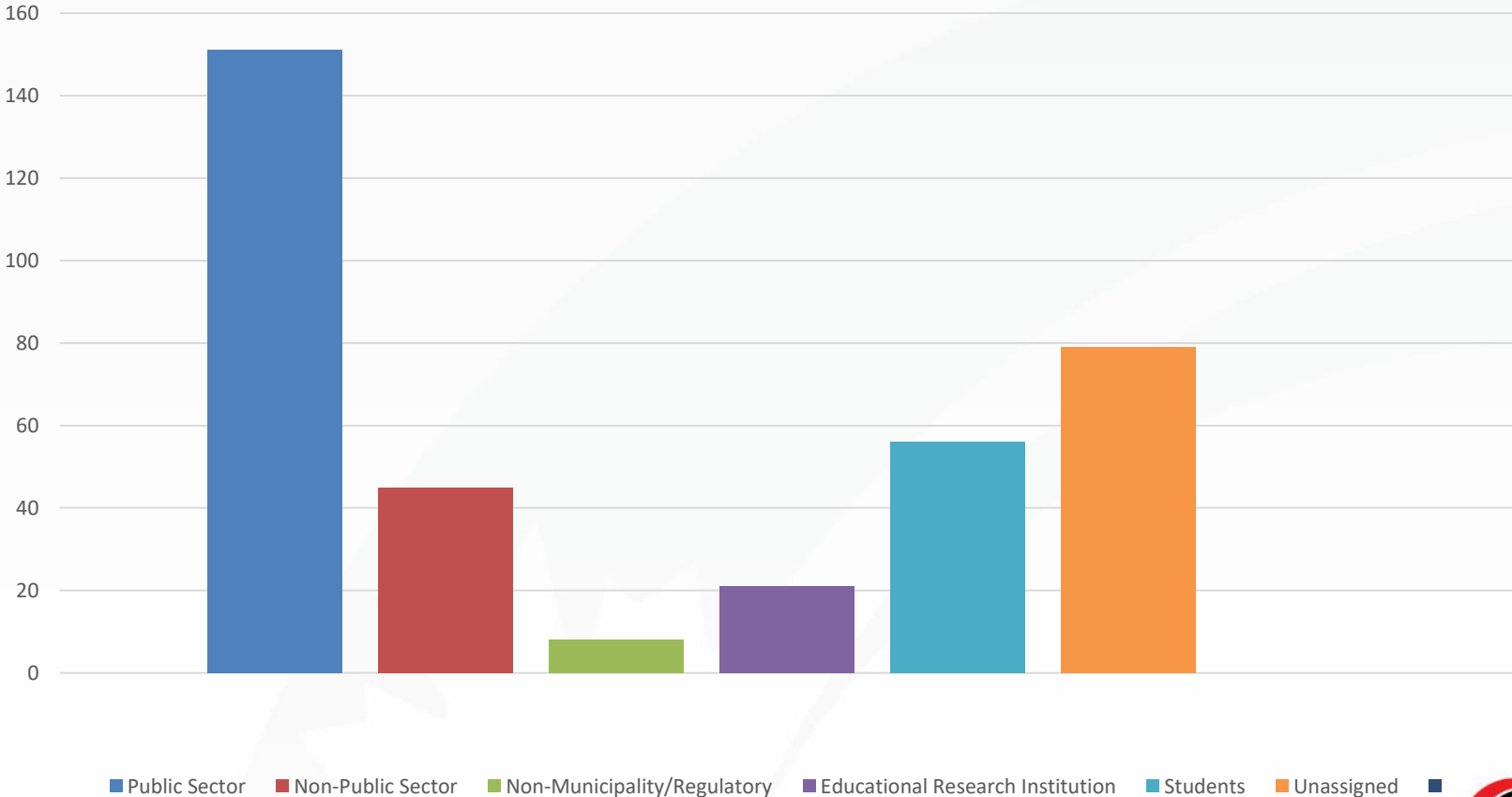
Membership Overview

P. Maposa, Membership Chair updated the membership on the progress of membership committee over the last year.

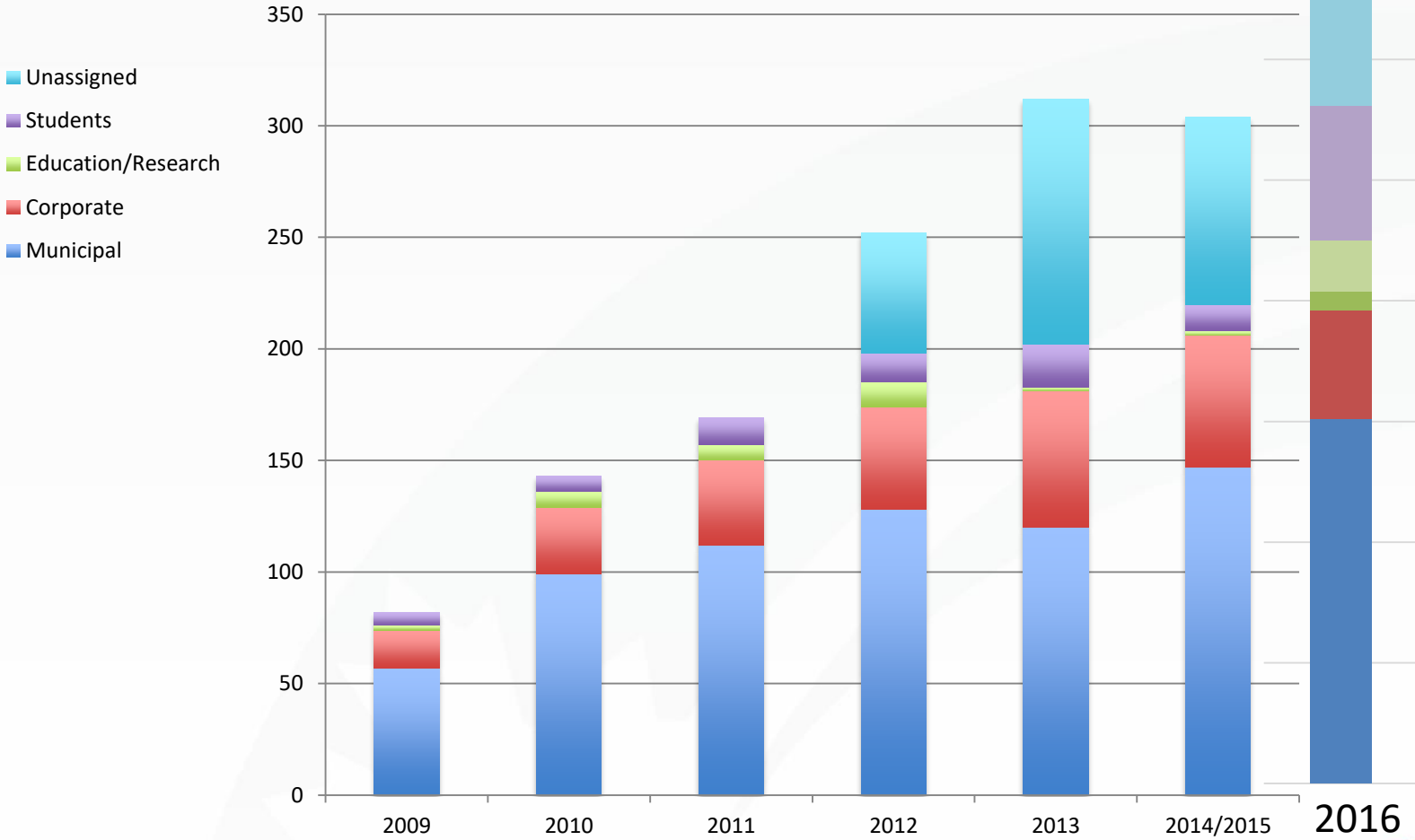
1. Tereo Award expanded to recognize 1st, 2nd and 3rd winners
2. Asset Management Pioneer Award starting in 2017
3. Asset Management Ambassador Award starting in 2018
4. Revamping the membership benefits in 2017

Membership Overview

2016-17 Membership as of April 30, 2017 – 460 MEMBERS



Membership Overview



Since CNAM 2016

M. Osborne, Vice Chair & Partnership Chair reviewed the current partners that CNAM has MOUs with and the benefits to the membership.

Education and Training

- Canadian Institute
 - Discount for members at West and East AM conference
 - 2017 West discounted rate is \$1095
 - Assist with development of relevant topics and speakers
- IPWEA
 - Discount for members on course to obtain Professional Asset Management Certificate

Since CNAM 2016

National and Regional

- Canadian Society of Civil Engineers (CSCE)
 - Collaborated on survey regarding education and skills for asset managers
 - Promotion of each others awards
 - CSCE participated in Tereo award evaluations
- Asset Management Ontario (AMONTario)
 - Sharing ideas and promotion of each others events

Since CNAM 2016

Communities of Practice

- Centre d'expertise et de recherche en infrastructures urbaines (CERIU)
- Asset Management – Saskatchewan (AM-SK)
- Atlantic Infrastructure Management (AIM)

To promote and recognize the lead **regional** network groups (Communities of Practice) in infrastructure asset management across Canada.

To recognize the benefits of a strategic relationship between CNAM and the various Communities of Practice to promote and strengthen the communications of asset management.

To initiate alignment of CNAM and the various Communities of Practice on asset management best practices and agreement on sharing of resources where appropriate

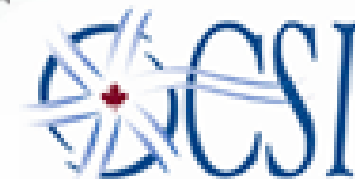
In discussions with...

- Institute of Asset Management – Canadian Chapter (IAM Canada)
- Plant Engineering and Maintenance Association of Canada (PEMAC)
- Federation of Canadian Municipalities (FCM)

Partnerships



AMONTario



Education, Research & Training

R. Corazzola, ERT Chair reviewed the Committees direction and accomplishments for the year:

Objective:

- Engage in and support knowledge generation, consolidation and dissemination

Key Accomplishments:

- Providing membership with access to leading providers in Asset Management training
- CNAM hosted Webinars on Asset Management related topics

Future Focus:

- Update and refresh CNAMpedia through 2017, on the CNAM Web platform
- Develop a White Paper and Educational Technology, including AM101 Briefing document, and an Acronym/Glossary of training information – released to members June, 2017
- Provide CNAM members with diversified AM training availability through a qualified process.
- Provide CNAM members with high-quality educational webinars in the area of Asset Management.

New Professionals Network

I. Cranston, NPN Chair revised the activities of the New Professionals Network, the student membership has increased three-fold this year. He is looking for volunteers for the initiatives the committee has outlined.

Objective:

To support the activities of CNAM by getting more young professionals and students involved in the association.

Key Accomplishments:

1. Tripled CNAM student membership in three years since inception in at CNAM 2014 in Toronto, and up ~10% on last year.
2. Organized the annual student symposium. This years 4th annual set of posters.
3. Developed and launched the Educational Outreach program, to present CNAM and AM to students.

Future:

1. Rolling out the Educational Outreach program.
2. Looking for volunteers to help with growing the group.

Chair's Report

5. Chair's Report

Moved by B. Leeman to accept Chair's report as submitted and presented.

Seconded by A. Keating

Carried.

New Business

New business items

No new business at this time.

Election Results

- Announcement of Election Results
- B. Leeman announced the election results:
 - ❖ J. Murray, PSD Non-Public Sector representative
- Introduce the 2017 – 2018 board of directors.
Board members please stand to be recognized.

Moved by S. Wyton that the election results be accepted as presented

Seconded by S. Vanasse

Carried.

Volunteer Opportunities

Please Get Involved!

- Subcommittees/Working Groups:
 - Partnership
 - Awards & Recognition
 - Annual Conference and Regional Workshops
 - Webinars
 - Education and Research
 - Membership
 - CNAMpedia
 - Communications
 - New Professionals Network

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Thank you for your support

