

# **MUNICIPAL SERVICE AND SUPPLIERS ASSOCIATION**



## **Annual Report 2010 – 2011**

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### **2010-2011 BOARD OF DIRECTORS**

Chair	Kelly Franks
Chair Elect	Paul Ferreira
Past Chair /Treasurer	Nicky Currie
Vice Chair	Basil Ellinger
WCW Director	Nicky Currie

## **2011 ANNUAL BUSINESS MEETING AGENDA**

**Wednesday September 21, 2011**

**3:00 pm – 4:30 pm**

**Blair Nelson Room, TCU Place  
Saskatoon SK**

1. Call To Order
2. Acceptance of the Agenda
3. Adoption of Minutes from September 2010
4. Chairs Report
5. Financial Report
  - 5.1. Previous Year
  - 5.2. Year to Date
    - 5.2.1. 2011 WFP Donation  
*As per 2010 commitment of \$2000 additional funds to WFP in light of surplus funds*
6. Election of Vice Chair (Saskatchewan, Regina Area)
7. Appointment of Auditor (Thompson, Penner & Lo LLP)
8. Business Arising From Minutes
  - 8.1. MSSA Website
9. New Business
  - 9.1. Bylaw Review Taskforce
  - 9.2. 2012 Budget
  - 9.3. 2011 Tradeshow Feedback
  - 9.4. 2012 Show Sales
10. Adjournment

# 2010 ANNUAL GENERAL MEETING MINUTES

September 22, 2010

Hyatt Hotel, Calgary AB

## Present

Nicky Currie, Chair	AWI	Blair Benn	Lambourne Environmental
Gil Teixeira	A.H. McElroy Sales & Service	Dan Landry	Mequipco
Paul Wong	Capital H2O Solutions	Dave Stephens	Mequipco Ltd
Rick Rumpaul	ClearTech Industries	Ahron Nahmis	Metcon
John Hughes	Degremont	Gary Pawliuk	N.S Pawliuk & Sons
Bob Maravich	Delco Water	Keith Lumby	Norwood
Don Burgess	DWG Process Supply	Murray McLeod	PSI Pipeline Supply
Basil Ellinger	Engineered Pump Systems	Al Petsuk	Spartan Controls
George Bontus	Insituform Technologies Ltd	Merv Rogan	Target Products Ltd
Alan Thompson	IPEX	Bernie Mah	Westron Pumps
Doug Lemon	ITT Water & Wastewater	Sheldon Wrubleski	WJF Instrumentation
Nabeegh Subhani	ITT Water & Wastewater	Carole Van Kleek	WCW Staff Support
Greg Fisher	Jadler Industries		

### 1. Call to Order

Nicky Currie called the meeting to order at 2:13 pm

### 2. Acceptance of the Agenda

*Motion: To accept the agenda as presented. S/C*

### 3. Review and Adoption previous AGM.

*Motion: To adopt the minutes of the September 21, 2009 Annual meeting. S/C*

### 4. Chairs Report

Chair report was submitted by Nicky Currie

*The report was accepted as presented.*

### 5. 2009 Audited Financial Report

The 2009 financial report as prepared by Lo Porter Hetu was reviewed.

*Motion to accept the Audited Finance Report as presented. S/C*

### 6. 2010 Year to Date Finance Report

Current finances were presented. No budget concerns.

### 7. Elections

#### 7.1. Vice President (Alberta)

*Motion: To nominate Basil Ellinger, Engineered Pump Systems as Vice President for 2010-2011. S/C*

No further nominations were received.

*Basil Ellinger appointed as Vice Chair by acclimation.*

#### 7.2. WCW Director

*Motion: To appoint Nicky Currie, AWI as WCW Director for 2010-2013. S/C*

### 8. Appointment of Auditor

*Motion: To appoint Lo Porter Hetu as auditor for 2010. S/C*

## 9. Business Arising From Minutes

### 9.1. MSSA Website

Comments on website content were to be sent to the website committee (Nicky Currie, Peter Turgoose and Darrell Stang). No indication that anything was received.

- Current member list has been updated on the site.
- Can the links to the companies be put back on the Website?
- MSSA name tag ribbons will be brought to SWWA, MWWA and AWWOA Conferences.

## 10. New Business

### 10.1. 2011 Budget

- Agreed that the MSSA money is given as a sponsorship for conference and MSSA should be recognized for it – want more recognition
- Draft budget continued same as last year.
- Suggested to give a cash donation to WFP if there is a surplus. Decision can be made each year at the annual meeting as year end can be easily forecast at that point.

*Motion: To accept the 2011 budget as presented. S*

*Adjustments:*

- Reduce the membership revenue amount from \$40,000 to \$30,000.
- Make a donation for 2010 to Water for People for \$2000.
- Lower Contract Services to \$2000 from \$3000
- Contingency expense dropped to \$600.

*Motion carried with the changes.*

### 10.2. Tradeshow 2010 Feedback

- Traffic in the trade show was lowered because another company party
- Letter should be sent to the company from the board indicating that they lots of challenges \should not do a conflicting party
- Ask conference hotel to block other functions that are planned prior
- Advice to go to others that the social events are not to conflict with the trade show and should be noted in the WCW magazine (Conference issue) if possible.
- Association policy/code of ethics.
- \$5000.00 give a way had entries only 75 entries
- \$125.00 for trade show additional reps was high.
- Perhaps use of passes then the consultants could bring who they want.
- Trade show hours - done to not conflict with program
- Trade Show times need to be put on the second or third page of the program expand the program description to ½ page.
- Change the name from Trade show to Exhibition
- The theme was okay- the movie was good
- Carpets were expensive and not very good quality. This should be part of the show
- Registration needs more computers
- St George people were not there to answer question. They need to have a show service desk in registration area to help with questions

## 11. 2011 Show Sales

- 2011 floor plans and application forms were distributed to members in attendance. 2011 fee includes 2 delegates per booth.
- It was felt that because the 2011 show will only have 100 booths that each company can have only 1 booth.

## 12. Adjournment

Meeting was adjourned at 3:46 pm

## MSSA DIRECTORS REPORT

### Activities since last Meeting

- MSSA Finance Audit: The 2010 MSSA Audited Financial Report was provided by Thompson, Penner & Lo LLP and approved by the Executive Committee.
- MSSA promotion: A stand-up display to enhance recognition of MSSA and its contribution at industry events has been developed. The display will be seen at WCW and various other industry exhibitions and networking events.
- The WCW 2011 Exhibition: The Exhibition is a sell out with Kelly Franks, Chair and his organizing committee doing an excellent job. 108 booths were sold (8 more booth spaces were added to the original floor plan). A Canadian football theme was chosen for the Exhibition. Delegate and supplier participation was encouraged through dressing in team colors and booth decorations. MSSA donated \$10,000 to the WCW Annual Conference which was used to sponsor the Exhibition lunch on Wednesday, September 21 and to purchase a trip for 2 to the 2011 Grey Cup in Vancouver which encouraged delegate attendance at the Exhibition.
- John McClure Award: Industry nominations were brought forward and the MSSA Executive Committee voted for a worthy recipient of this Award which will be presented during the Conference.
- The MSSA Annual General Meeting will be held on Wednesday, September 21. Incoming Chair is Paul Ferreira, Wolseley Canada, Manitoba and Vice Chair is Basil Ellinger, Engineered Pumps Alberta. Booths for WCW 2012 in Winnipeg will be sold after the meeting.

Respectfully submitted:

*Nicola Currie,*  
MSSA Past Chair

## JOHN McCLURE AWARD

John McClure was a long - term dedicated employee of 47 years with Mueller Canada. John started in the factory in 1940 and was soon recognized by Mueller senior management who put John on the road as a salesman in 1950 in Southwestern Ontario. In 1956, John moved to Winnipeg to take the Prairie region position vacated by Duevy Westcott who later went on to form Westburne presently called Wolseley. Anyone who had any dealings with John throughout the years remembers the integrity and dedication he had to his company, his customers and to the industry in which he worked. This recipient exemplifies these qualities of a valued supplier in our industry.

### Notes:

- The John McClure MSSA Award is to be given to an individual and not a company.
- The award recipient will be chosen by the four MSSA board members and will be presented at the annual WCWWA convention by the provincial member in the hosting province.
- This supplier's award is given to an individual in the industry who has demonstrated excellence and dedication to the MSSA and to the WCW.

## John McClure Award Winners

2008	Peter Vanderstelt	Regina SK
2009	Don Webb	Winnipeg MB
2010	Don Boisjoli	Edmonton AB

## MEMBERSHIP REPORT

The WCW Tradeshow application includes a mandatory Municipal Service and Supplier Association (MSSA) membership. Funds are used by MSSA to promote attendance to the tradeshow and was instituted by the MSSA Board of Directors. .

MSSA membership is a company membership, with one individual selected as primary representative. Additional Company representative can be added to the mailing list for a nominal fee of \$15 each.

MSSA membership benefits are:

- First right to refusal on WCW Conference exhibit space
- Promotion at WCW, AWWOA, MWWA, NTWWA and SWWA Trade Shows
- Participation WCW seminar mini-tradeshows
- Contribute to the WCW Magazine "Western Canada Water" News from the Field, New Product Showcase, Company Profiles, Member Profiles
- Listing in WCW annual membership directory "Who's Who"
- Access to WCW membership
- Information on, and option of a Page on the MSSA Website

<b>MSSA Memberships</b>	<b>2011</b>	<b>2010</b>	<b>2009</b>	<b>2008</b>	<b>2007</b>	<b>2006</b>	<b>2005</b>	<b>2004</b>	<b>2003</b>	<b>2002</b>	<b>2001</b>	<b>2000</b>	<b>1999</b>
Member Companies	161	191	165	161	176	87	78	68	57	56	59	54	68
Affiliate Members	21	20	16	30	13	9	17	21					
<b>Total</b>	<b>182</b>	<b>211</b>	<b>181</b>	<b>191</b>	<b>185</b>	<b>96</b>	<b>95</b>	<b>89</b>	<b>57</b>	<b>56</b>	<b>59</b>	<b>54</b>	<b>68</b>

## FINANCIAL REPORTS

<b>2010</b>	Budget	Year End	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
<b>REVENUE</b>						
Membership	\$40,400	\$43,950	\$33,810	\$5,415	\$4,725	\$0
Other Revenue	\$1,000	-\$1,802	\$0	\$0	\$0	-\$1,802
<b>TOTAL REVENUE</b>	<b>\$41,400</b>	<b>\$42,149</b>	<b>\$33,810</b>	<b>\$5,415</b>	<b>\$4,725</b>	<b>-\$1,802</b>
<b>EXPENSE</b>						
Conference Support/Sponsorship	\$24,000	\$22,158	\$7,079	\$0	\$2,080	\$13,000
Membership Expenses	\$4,600	\$3,021	\$2,117	\$328	\$576	\$0
Board Expenses	\$3,000	\$553	\$230	\$322	\$0	\$0
Administration Expenses	\$9,800	\$4,869	\$439	\$11	\$3,207	\$1,211
<b>TOTAL EXPENSE</b>	<b>\$41,400</b>	<b>\$30,601</b>	<b>\$9,865</b>	<b>\$661</b>	<b>\$5,863</b>	<b>\$14,211</b>
<b>NET Surplus/Deficit</b>	<b>\$0</b>	<b>\$11,548</b>	<b>\$23,945</b>	<b>\$4,754</b>	<b>-\$1,138</b>	<b>-\$16,013</b>

Membership Equity

**Retained Earnings** as of January 1, 2011 **76,859**

**Assets** (As of August 31, 2011)

Bank Account	26,298.56
Due from WCW	3504.00
Investments	80,000.00
<b>Total Current Assets</b>	<u><b>109,802.56</b></u>

<b>2011</b> (As of August 31, 2011)	<i>Estimated Year End</i>	<i>Year to date</i>	<b>Budget</b>	<b>% Actual/ Budget</b>
<b>REVENUE</b>				
Membership	\$38,840	\$37,265	\$30,300	123%
Other Revenue	\$0	\$0	\$1,000	0%
<b>TOTAL REVENUE</b>	<b>\$38,840</b>	<b>\$37,265</b>	<b>\$31,300</b>	<b>119%</b>
<b>EXPENSE</b>				
Conference Support/Sponsorship	\$24,080	\$10,696	\$24,000	45%
Membership Expenses	\$3,507	\$3,338	\$4,100	81%
Board Expenses	\$577	\$577	\$3,000	19%
Administration Expenses	\$5,300	\$3,313	\$6,800	49%
<b>TOTAL EXPENSE</b>	<b>\$33,465</b>	<b>\$17,924</b>	<b>\$37,900</b>	<b>47%</b>
<b>NET Surplus/Deficit</b>	<b>\$5,375</b>	<b>\$19,341</b>	<b>-\$6,600</b>	<b>-293%</b>

## 2012 DRAFT BUDGET

	2012 Budget	2011 Est YE	2010	2009	2008	2007
<b>REVENUE</b>						
<b>Membership Revenue</b>						
Membership	40,000	38,471	43,650	37,575	37,575	38,660
Affiliate Members	400	369	300	285	390	195
<b>Total Membership Revenue</b>	<b>40,400</b>	<b>38,840</b>	<b>43,950</b>	<b>37,860</b>	<b>37,965</b>	<b>38,855</b>
<b>Other Revenue</b>						
Interest Revenue	0	0	-1,802	2,405	0	759
<b>Total Other Revenue</b>	<b>0</b>	<b>0</b>	<b>-1,802</b>	<b>2,405</b>	<b>0</b>	<b>759</b>
<b>TOTAL REVENUE</b>	<b>40,400</b>	<b>38,840</b>	<b>42,148</b>	<b>40,265</b>	<b>37,965</b>	<b>39,614</b>
<b>EXPENSE</b>						
<b>Conference Support/Sponsorship</b>						
Water For People Donations	2,000	2,000	3,079	1,570	1,097	964
WCW Conference Sponsorship	10,000	10,000	7,080	8,715	5,287	11,972
AWWOA	3,000	3,000	3,000	3,000	2,000	2,000
MWWA	3,000	3,080	3,000	3,000	2,000	2,000
SWWA	3,000	3,000	3,000	3,000	2,000	2,000
NTWWA	3,000	3,000	3,000	3,000	2,000	2,000
<b>Total Conference Support</b>	<b>24,000</b>	<b>24,080</b>	<b>22,158</b>	<b>22,285</b>	<b>14,383</b>	<b>20,936</b>
<b>Member Expenses</b>						
WCW Levy	2,500	2,300	2,684	2,344	1,310	3,307
Promotional Expenses	2,000	1,107	270	0	819	0
Awards	100	100	67	33	128	
<b>Total Member Expenses</b>	<b>4,600</b>	<b>3,507</b>	<b>3,021</b>	<b>2,377</b>	<b>2,258</b>	<b>3,307</b>
<b>Board Expenses</b>						
O & D Insurance	1,000	563	553	322	676	1,094
Meeting Expenses	2,000	15	0	51	37	55
<b>Total Board Expenses</b>	<b>3,000</b>	<b>577</b>	<b>553</b>	<b>373</b>	<b>713</b>	<b>1,149</b>
<b>Administration Expenses</b>						
WCW Contract Services	3,000	2,000	1,361	2,033	2,386	2,659
Professional Fees	3,500	3,000	3,002	3,298	3,371	1,835
Bank Fees	100	100	70	91	92	234
Office Supplies	600	0	37	76	587	75
Postage/Courier	100	100	27	176	2	63
Telephone and Internet	1,000	100	372	326	2,625	105
misc contingency	500	0	0	0		
<b>Total Administration Expenses</b>	<b>8,800</b>	<b>5,300</b>	<b>4,869</b>	<b>6,000</b>	<b>9,063</b>	<b>4,917</b>
<b>TOTAL EXPENSES</b>	<b>40,400</b>	<b>33,465</b>	<b>30,601</b>	<b>31,035</b>	<b>26,417</b>	<b>30,310</b>
<b>NET INCOME</b>	<b>0</b>	<b>5,375</b>	<b>11,547</b>	<b>9,229</b>	<b>11,548</b>	<b>9,304</b>
Retained Earnings Year End	<b>93,554</b>	<b>93,554</b>	<b>88,179</b>	<b>76,859</b>	<b>67,629</b>	<b>56,827</b>