

MINUTES
Municipal Service and Suppliers Association
2004 Annual Board Meeting
October 17, 7:00 – 8:00 AM
Glen 208, Telus Convention Centre

Present

Kevin McMechan	Chair, Canada Pipeline Accessories
Randy Bracewell	Chair Elect, ClearTech
John Courcelles	Vice Chair, Wolseley Waterworks
Blair Baxter	Robar
Don Boisjoli	ClearTech
Doug Freebord	Norwood Foundry
George Matsugu	US Filter/Wallace and Tiernan
Alan Thompson	IPEX
Peter Turgoose	PSI Pipeline Supply
Mark Vogel	Weir Services (Peacock)
Audrey Arisman	Executive Director/Minute Taker

Guests

1. Call to Order

Kevin McMechan called the meeting to order at 7:10 AM.

2. Acceptance of the Agenda

The agenda was accepted.

3. Review and Adoption Of Minutes Of October 17, 2003

Motion: Mark Vogel moved to adopt the minutes of the October 17, 2003 Annual meeting. John Courcelles seconded. Carried.

4. Annual Report (Attached)

Kevin McMechan reported to the board on the activities of WCWWA. The role of MSSA and membership was discussed. Involvement of consultants in the association was discussed.

2003 finances as audited by AK Ross were provided.

The report of the Chair was accepted. Attached.

5. Election Of Vice President (Alberta)

Randy Bracewell nominated Darrel Stang, Municipal Solutions to sit as Vice Chair for 2005.

Darrel Stang was appointed Vice Chair by acclamation.

6. Appointment Of Auditor

Motion: Mark Vogel moved that AK Ross be appointed auditor for 2004. Don Boisjoli seconded. Carried.

7. Business Arising From Minutes

7.1. WCW Magazine

Reminder to all members that the magazine is always looking for input from the MSSA members.

Members are reminded to send their submissions to Alan Thompson.

It was requested that the magazine send notification whether or not submissions will appear in the next issue.

Back issues of the magazine need to be catalogued and indexed. Would be a good job for summer student. Was proposed that MSSA sponsor the project, articles printed regarding historical would then be headed with MSSA acknowledgment.

WCWWA Board has voted to continue the contract with Kelman Publishing.

7.2. City of Calgary Tendering Procedure

A letter was sent to the City of Calgary regarding their tendering procedures and a meeting was held with the city. Follow up from MSSA is still to be provided. Ted Thrush, Dave Stephens and Kevin McMechan met and will continue with the processes.

7.3. MSSA Member Survey

MSSA draft survey was presented. Feedback needed on the survey, to be sent to Audrey Arisman in the next week. Survey will be sent to all members via email and information will be collected online.

Requested that non-members be surveyed for feedback on what would make them members.

Members need to provide comments on best time for the meeting at the annual conference.

7.4. MSSA Website

It was suggested that the MSSA Member list should be labelled as list to view member, not list for members.

Request for statistics on the website.

8. New Business

8.1. 2005 Water for People Donations

Consensus was to continue to support the silent auctions with items.

Motion: Don Boisjoli moved to spend \$150 per WFP Silent Auction in 1005. Mark Vogel seconded. Carried.

8.2. 2004 Tradeshow Feedback

Maps to get into the facility would have been beneficial

Show services charges were levied for storage of display material. Requested that a letter be sent from the association to the convention centre protesting the charges.

Sunday start of the tradeshow hampers displayers ability to get displays to the centre.

Saskatoon conference may be trying a Sunday social with a Monday only tradeshow.

Show would open Monday at 10 coffee break, lunch and dinner with evening in the tradeshow. Consultants need to be involved with the Sunday Social.

BCWWA charges corporate registration for business members to have company name on nametag.

9. Adjournment

Meeting was adjourned at 8:30 AM.