

***MUNICIPAL SERVICE AND SUPPLIERS
ASSOCIATION***



**Annual Report
2004 – 2005**

Presented at the Annual General Meeting, Monday October 17, 2005

Saskatoon Saskatchewan

WCS AWWA 2003-2004 Annual Report

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2005 ANNUAL BUSINESS MEETING AGENDA

Municipal Service and Suppliers Association

2005 Annual Board Meeting

October 17, 7:30 – 8:30 AM

Canadian Room, Sheraton Cavalier

AGENDA

1. Call To Order
2. Acceptance of the Agenda
3. Adoption Of Minutes Of October 17, 2004
4. Chairs Report
5. 2005 Financial Report
6. Election Of Vice President (Saskatchewan)
7. Appointment Of Auditor
8. Business Arising From Minutes
 - 8.1. WCW Magazine
 - 8.2. City of Calgary Tendering Procedure
 - 8.3. MSSA Member Survey Results
9. New Business
 - 9.1. Bursary Proposal
 - 9.2. Finance Policy
 - 9.3. Bank Signing Authority
 - 9.4. 2006 Water for People Donations
 - 9.5. 2005 Tradeshow Feedback
10. Adjournment

2004 ANNUAL BUSINESS MEETING 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

Call to Order

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

Acceptance of the Agenda

The agenda was accepted.

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.

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.

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.

Appointment Of Auditor

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

Business Arising From Minutes

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.

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.

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.

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.

New Business

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.

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.

Adjournment

Meeting was adjourned at 8:30 AM.

2005 BOARD OF DIRECTORS

Chair	Randy Bracewell
Chair Elect	Jean Courcelles
Past Chair	Kevin McMechan
Vice Chair	Darrell Stang

MSSA CHAIR REPORT

Total current membership – 78

Registered MSSA members for 2006 Tradeshow – 38

MSSA is sponsoring the Monday night “Sports Pub” and Entertainment at the annual conference

Planned Activities

- Annual meeting set for October 17
- Continued sponsorship of WFP events
- Continued sponsorship of provincial operator conferences through identification of association members and major prize offerings

WCWWA Issues

2011 tradeshow in Saskatoon must be booked into a larger venue, the hotel space being used is undersized and prohibits activities which attract additional delegates. We had to turn away many potential exhibitors for this event. We reduced the value to the delegates plus we turned away potential revenue.

MSSA is looking for a new board member from the Regina area

Additional Comments

MSSA is flush with assets. Ideas to utilize funds to benefit both MSSA interests and general membership are welcome.

Respectfully submitted,

Randy Bracewell

Chair, Municipal Service and Suppliers Association

MEMBERSHIP REPORT

MSSA Memberships	2005	2004	2003	2002	2001	2000	1999
Member Companies	78	68	57	56	59	54	68
Affiliate Members	17	21					
Total	95	89	57	56	59	54	68

MSSA WEBSITE

Summary by Month										
Month	Daily Avg				Monthly Totals					
	Hits	Files	Pages	Visits	Sites	KBytes	Visits	Pages	Files	Hits
Sep 2005	70	55	22	12	178	7685	257	465	1162	1476
Aug 2005	68	54	18	12	221	11122	386	571	1675	2123
Jul 2005	71	54	19	13	242	11220	410	619	1696	2216
Jun 2005	82	63	18	11	253	10083	346	568	1910	2488
May 2005	109	75	26	15	249	13985	474	809	2336	3404
Apr 2005	92	66	22	13	250	12705	419	682	1989	2770
Mar 2005	62	44	16	10	216	9302	312	521	1364	1924
Feb 2005	72	54	17	10	241	10650	300	489	1512	2022
Jan 2005	46	33	13	7	230	6682	242	419	1029	1456
Dec 2004	36	23	11	7	183	5087	217	361	732	1122
Nov 2004	66	48	19	9	195	12401	285	585	1446	2002
Oct 2004	64	45	17	9	195	9389	283	540	1403	1992
Totals						120311	3931	6629	18254	24995

MSSA MEMBER SATISFACTION SURVEY

NOVEMBER 24, 2004

CURRENT BENEFITS AND FEATURES	Total Responses – 18 of 60 – 30%		
Over all, how satisfied are you with the Municipal Services and Suppliers Association?	Very satisfied	2	11%
	Somewhat satisfied	10	56%
	Neither satisfied nor dissatisfied	5	28%
	Somewhat dissatisfied	0	
	Very dissatisfied	0	
	Did Not Answer	1	5%
If you are DISSATISFIED: Why?	<ul style="list-style-type: none"> Don't receive a lot of communication as to what the Association is doing on behalf of its members 		
How satisfied are you with the value you receive from MSSA membership?	Very satisfied	3	17%
	Somewhat satisfied	7	39%
	Neither satisfied nor dissatisfied	7	39%
	Somewhat dissatisfied	0	
	Very dissatisfied	0	
	Did Not Answer	1	5%
If you are DISSATISFIED: Why?	<ul style="list-style-type: none"> An increase communication would be nice 		
For each of the MSSA Resources you make use of:			
How satisfied are you with the: quarterly WCWWA magazine, Western Canada Water?	Very satisfied	8	44%
	Somewhat satisfied	3	17%
	Neither satisfied nor dissatisfied	3	17%
	Somewhat dissatisfied	1	5%
	Very dissatisfied	0	
	Did Not Answer	3	17%
If you are DISSATISFIED: Why?	<ul style="list-style-type: none"> Lack of articles, too many advertisements 		
How satisfied are you with the: Who's Who - Annual Membership Guide?	Very satisfied	6	33%
	Somewhat satisfied	3	17%
	Neither satisfied nor dissatisfied	5	28%
	Somewhat dissatisfied	1	5%
	Very dissatisfied	0	
	Did Not Answer	3	17%
If you are DISSATISFIED: Why?	<ul style="list-style-type: none"> Not sure how much it is referred to by the readers Advertising fees on the high side for what we get 		
How satisfied are you with MSSA web site?	Very satisfied	0	
	Somewhat satisfied	8	44%
	Neither satisfied nor dissatisfied	6	33%
	Somewhat dissatisfied	1	5%
	Very dissatisfied	0	
	Did Not Answer	3	17%
Suggestions for improvement - Other comments regarding the website:	<ul style="list-style-type: none"> Links directly to company web site. Product news from WCWWA magazine be put on the web site. Links to company web sites would be a benefit. Maybe some cross-references or access lists by what we sell, e.g. Pumps. 		

Have you made use of your access to the WCWWA member database?	Yes	4	23%
	No	12	66%
	Did Not Answer	2	11%
Do you contribute to the WCWWA Magazine "Western Canada Water" News from the Field, New Product Showcase, Company Profiles, and Member Profiles?	Yes	10	56%
	No	6	33%
	Did Not Answer	2	11%
Have you participated in WCWWA seminar mini tradeshow?	Yes	3	17%
	No	12	66%
	Did Not Answer	3	17%
CONFERENCE FEEDBACK			
Do you regularly participate in the Trade Show of the WCWWA Conference?	Yes	14	78%
	No	2	11%
	Did Not Answer	2	11%
How satisfied are you with the WCWWA October Conference Tradeshow?	Very satisfied	6	33%
	Somewhat satisfied	2	11%
	Neither satisfied nor dissatisfied	4	23%
	Somewhat dissatisfied	4	23%
	Very dissatisfied	1	5%
	Did Not Answer	1	5%
If you are DISSATISFIED: Why?			
<ul style="list-style-type: none"> • Just Ridiculous Display and Storage costs. We were held hostage at have to make sure the organizers are aware of who is in completion with whom and place away from each other. • Not always the right type of customers • Even in Calgary (big draw) the Sunday night really was a dud as booth activity went. Actually I was underwhelmed by the 'steer & beer' too, but I know how hard it is to plan those activities to try to 'hook' delegates & feed them. If you have 'booths' all day Monday incl. the evening, the rule of no Hosp. Rooms will have to be much more strictly watched. • Not enough traffic by booth, but I am not sure why not • "Extra costs" are unprecedented and unreasonable. • Ridiculous Display and Storage costs. We were held hostage at that location. MSSA should pick display area and run it. • Greater involvement of attendees from the smaller communities would be beneficial. 			
How satisfied are you with the value you receive from your tradeshow booth?	Very satisfied	4	23%
	Somewhat satisfied	5	28%
	Neither satisfied nor dissatisfied	1	5%
	Somewhat dissatisfied	3	17%
	Very dissatisfied	1	5%
	Did Not Answer	4	23%
If you are DISSATISFIED: Why?			
<ul style="list-style-type: none"> • Sunday evening is a waste of time • Poor traffic flow especially on Sunday evenings • Price far too high. Too much competition during display times. 			
Please indicate which format you prefer:	Workshop/Tours- Sunday, Conference Monday to Wednesday	5	28%
	Workshop/Tours- Tuesday, Conference Wednesday to Friday	9	50%
	Did Not Answer	4	23%

Would you support a delegate social the first night (Workshop/Tour day) with tradeshow all day, the first full day of the conference?	Yes	13	72%
	No	1	5%
	Did Not Answer	4	23%
Comments	It's worth a try.		
Assuming that the above format is adopted, what would your preferred time for the MSSA annual meeting be?	Monday afternoon, while the delegates are attending papers	6	33%
	Tuesday morning breakfast meeting	7	39%
	Did Not Answer	5	28%
Comments/Suggestions:	<ul style="list-style-type: none"> No preference Or maybe Sunday night 'beer' meeting. I imagine a meeting would be best if just after the tradeshow (Tues. AM) 		
Any additional comments/feedback regarding the Conference?	<ul style="list-style-type: none"> Trade Show should not be open during other conference events i.e. technical papers, workshops, etc. Well done event but few participants in the booth area. Open the booth area to operators and delegates. MSSA should pick and negotiate the display area. 		
FUTURE BENEFITS AND FEATURES			
Participating in WCWWA seminars as a presenter?	Very Interested	4	23%
	Somewhat Interested	7	39%
	Not at all Interested	2	11%
	Did Not Answer	4	23%
	<ul style="list-style-type: none"> I have presented at an AWWOA seminar ~12 yrs ago. Is this not already available to suppliers, e.g. a brand new product's benefits? 		
An online message board for information exchange between members?	Very Interested	2	11%
	Somewhat Interested	9	50%
	Not at all Interested	3	17%
	Did Not Answer	3	17%
Would you participate at MSSA meeting at the AWWOA conference?	Very Interested	2	11%
	Somewhat Interested	9	50%
	Not at all Interested	3	17%
	Did Not Answer	4	23%
Would you participate at MSSA meeting at the MWWA conference?	Very Interested	4	23%
	Somewhat Interested	10	56%
	Not at all Interested	0	
	Did Not Answer	4	23%

FINANCIAL REPORT

	2006 Budget	Anticipated Year End	2005 YTD	2004	2003	2002	2001	2000	1999	1998
REVENUE										
Membership Revenue										
Membership	16,000	15,600	15,400	13,600	11,400	11,220	11,800	10,877	14,196	13,783
Affiliate Members	300	255	255	315						
Total Membership Revenue	16,300	15,855	15,655	13,915	11,400	11,220	11,800	10,877	14,196	13,783
Other Revenue										
Interest Revenue	250	250	-	243	266	-	-	-	-	-
Total Other Revenue	250	250	-	243	266	-	-	-	-	-
TOTAL REVENUE	16,550	16,105	15,655	14,158	11,666	11,220	11,800	10,877	14,196	13,783
EXPENSE										
Conference Support/Sponsorship										
Water For People Donations	1,500	1,524	1,524		920					
WCWWA Conference Sponsorship	5,000	7,000	5,000	3,383	2,666	6,615	1,394	717	1,639	1,904
AWWOA	500	500	500	-	-	-	-	-	481	535
MWWA	500	500	500	-	500	500	500	-	640	513
SWWA	500	500	-	400	502	472	535	562	-	568
Total Conference Support	8,000	10,024	7,524	3,783	4,588	7,587	2,429	1,278	2,760	3,520
Member Expenses										
WCWWA Levy	1,200	1,140	950	1,040	681	729	770	756		
Promotional Items	200	5,326	5,144							
Total Member Expenses	1,400	6,466	6,094	1,040	681	729	770	756		
Board Expenses										
Meeting Expenses	-	-	-	-	-	-	-	90	87	367
Insurance	500	-	-	-	-	-	-	1,655	-	-
Total Board Expenses	500	-	-	-	-	-	-	1,745	87	367
Administration Expenses										
WCWWA Contract Services	1,200	1,200	1,016	990	562	936	1,043	838	2,317	3,841
Professional Fees	1,000	750	578	627	1,382	30	292	861	-	-
Bank Fees	100	100	76	60	27	-	-	-	-	-
Office Supplies	50	50	-	0	64	170	67	124	225	1,820
Postage/Courier	20	-	-	15	67	2	-	-	-	280
Telephone and Internet	150	133	133	144	142	-	-	-	-	-
Total Administration Expenses	2,520	2,233	1,803	1,836	2,244	1,138	1,402	1,823	2,542	5,940
TOTAL EXPENSES	12,420	18,722	15,421	6,659	7,512	9,455	4,602	5,602	5,389	9,828
NET INCOME	4,130	-2,617	234	7,499	4,154	1,765	7,198	5,275	8,807	3,955
Retained Earnings Year End		49,548		52,166	46,385	44,619	37,421	32,146	23,339	19,384

Membership Equity

Retained Earnings as of January 1, 2005 **\$52,165.73**

Investments

	Maturity Date	Amount	Market Value
Term Deposits	03-2006	\$5,000.00	\$5,000.00
TML Linked Deposit Notes		\$15,000.00	\$15,759.00
Total Investments		\$20,000.00	\$20,759.00

Bank Account As of Sept 15, 2005

\$41,620.66

Due from WCWWA

\$1,045.00

Total Current Assets

\$63,424.66