

# **MUNICIPAL SERVICE AND SUPPLIERS ASSOCIATION**



## **Annual Report 2005 – 2006**

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**Presented at the Annual General Meeting, Monday September 25, 2006**

Winnipeg Manitoba

## **2006 ANNUAL BUSINESS MEETING AGENDA**

### **Municipal Service and Suppliers Association**

#### **2006 Annual Board Meeting**

**Monday, September 25**

**9:00 - 10:30 am**

**Room 16, Winnipeg Convention Centre**

### **AGENDA**

1. Call To Order
2. Acceptance of the Agenda
3. Adoption Of Minutes Of October 17, 2005
4. Chairs Report
5. 2005 Audited Financial Report
6. 2006 Year to Date Finance Report
7. Election Of Vice President (Manitoba)
8. Appointment Of Auditor
9. Business Arising From Minutes
  - 9.1. City of Winnipeg Tendering Procedure
  - 9.2. Finance Policy
10. New Business
  - 10.1. 2007 Budget
    - 10.1.1. 2007 Sponsorships
    - 10.1.2. 2007 Water for People Donations
  - 10.2. 2006 Tradeshow Feedback
11. Adjournment

# 2005 ANNUAL BUSINESS MEETING MINUTES

## Municipal Service and Suppliers Association

### 2005 Annual Board Meeting

October 17, 7:30 – 8:30 AM

Saskatoon SK

#### Present

Randy Bracewell	Chair, ClearTech
Kevin McMechan	Past Chair, Canada Pipeline Accessories
John Courcelles	Chair Elect, Wolseley Waterworks
Darrel Stang	Vice Chair, Municipal Solutions
Don Burgess	DWG Process Supply
Don Campbell	ITT Flygt
Nicky Currie	AWI
Gary Pawliuk	NS Paliuk & Son
Dave Stephens	Mequipco Ltd
Ruth Tonn	Armour Valve Ltd
Mark Vogel	Weir Services
Don Webb	Mueller Canada
Peggy Luoma	WCWWA
Audrey Arisman	Executive Director/Note Taker

#### 1. Call to Order

Randy Bracewell called the meeting to order at 7:30 AM.

#### 2. Acceptance of the Agenda

*Motion: Don Web moved to accept the agenda, Darrell Stang seconded. Carried.*

#### 3. Review and Adoption Of Minutes Of October 18, 2004

*Motion: Don Campbell moved to adopt the minutes of the October 17, 2004 Annual meeting. Don Web seconded. Carried.*

#### 4. Annual Report (Attached)

Randy Bracewell presented his report for the year. (Attached)

Randy is recommending to the WCWWA board that the next Saskatoon tradeshow be held at the new Centennial facility with the papers in the same facility while the tradeshow is on.

Audited Financial reports were not available for the meeting.

*Motion: Mark Vogel moved that the board be allowed to review and accept the financial report. Darrel Stang seconded. Carried*

The report of the Chair was accepted.

#### 5. Election Of Vice President (Saskatchewan)

No Regina members were present. The board will solicit a candidate for Vice Chair.

#### 6. Appointment Of Auditor

*Motion: Dace Stephens moved that AK Ross be appointed auditor for 2005. Don Campbell seconded. Carried.*

#### 7. Business Arising From Minutes

##### 7.1. WCW Magazine

The WCWWA editorial committee is still frustrated that the MSSA members are not providing content for the news from the field and new product sections.

They are also looking for companies for the profile section.

## 7.2. City of Calgary Tendering Procedure

The issue seems to have ended with the city using some of the suggestions. It was felt the outcome was positive, even though minor changes were made.

Felt that using the MSSA name helped get the concerns heard.

Discussion on the problems in Winnipeg –the MSSA name could have some impact with discussion with them.

**Action:** A sub committee of Dave Stephens, Don Burgess, and perhaps Doug Lemon will draft a letter and initiate discussion with the City of Winnipeg.

## 7.3. MSSA Member Survey

Results of the member survey from last year were presented (attached).

## 8. New Business

### 8.1. Bursary Proposal

A Bursary proposal was made by AWWOA. There was some feedback provided from the board (information attached).

Bursary proposal was not approved. A scholarship to people going into the industry was supported. Scholarships should be to member offspring.

Discussion on use of funds:

Financial support may be given to develop training with the Constituent Organizations or the WCWWA Provincial Councils. Seminars can be done through the Provincial Councils as well. There was some discussion on Webinars.

Suggested to fund a site for training on equipment. Similar facility has been set up in Ontario, with government funding - Walkerton Clean Water Centre

MSSA is open to proposals from Constituent Organizations for support of educational programs.

### 8.2. Finance Policy

Draft policy presented to the membership. (Attached)

**Action:** Members to review draft finance policy, and provide feedback.

### 8.3. Bank Signing Authority

*Motion Kevin moved that Darrel Stang and Audrey Arisman have signing authority for the MSSA bank account. Don Web seconded. Carried.*

### 8.4. 2006 Water for People Donations

Consensus was to continue to support next year's silent auctions with items, value to be approximately \$150 per auction.

### 8.5. 2005 Tradeshow Feedback

Sunday night was good this year. Felt that the Saskatchewan conferences have better attendance on the first night than those in Alberta and Winnipeg; may be due to having more out of town delegates.

Interest was expressed in making changes to the Sunday night event.

SWWA conference does a good job in the conference for the tradeshow.

**Action:** Darrel Stang and Don Burgess will meet with Peggy Luoma see what can be done with the Edmonton conference. Ideas will be provided to the membership for feedback.

## 9. Adjournment

Meeting was adjourned at 8:45 AM.

## **2005-2006 BOARD OF DIRECTORS**

Chair	Jean Courcelles
Chair Elect	Darrell Stang
Past Chair	Randy Bracewell
Vice Chair	Chris Shannon

## **MSSA CHAIR REPORT**

### **2006 Activities**

- Sponsorship program for provincial operator conference has been increased from \$500.00 to \$2000.00. The board of director of each individual province will decide how the money is distributed.
- MSSA members received Western Canada tradeshow registration forms two weeks before non-members.
- MSSA will fund \$1500.00 towards the WCWWA online registration system that is presently being developed.

### **Planned Activities**

- Board of directors should meet more than once a year.
- MSSA continues to support WFP
- MSSA chair will continue to chair the WCWWA tradeshow sub committee.

### **WCWWA Issues**

- During the WCWWA convention, we must ensure the technical papers do not conflict with tradeshow.

### **Industry Issues**

- Concerns with the City of Winnipeg tendering procedures

### **Additional Comments**

- Extremely please with the support from Peggy, Audrey and Muriel from the WCWWA office, a great thanks to all of them.

Respectfully submitted,

*Jean Courcelles*

Chair, Municipal Service and Suppliers Association

## MEMBERSHIP REPORT

<b>MSSA Memberships</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	87	78	68	57	56	59	54	68
Affiliate Members	9	17	21					
Members in Tradeshow	51	33	53	42	40			
<b>Total</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>

## MSSA WEBSITE

<b>Summary by Month</b>								
<b>Month</b>	<b>Daily Avg</b>			<b>Monthly Totals</b>				
	<b>Hits</b>	<b>Pages</b>	<b>Visits</b>	<b>Sites</b>	<b>KBytes</b>	<b>Visits</b>	<b>Pages</b>	<b>Hits</b>
Aug 2006	164	34	19	367	44873	570	1024	4943
Jul 2006	132	35	19	412	37240	615	1085	4096
Jun 2006	140	30	19	379	41164	577	924	4200
May 2006	21	4	3	87	5585	96	137	680
Apr 2006	127	30	17	329	36321	519	902	3815
Mar 2006	150	33	21	453	41944	673	1030	4675
Feb 2006	156	34	21	372	38829	600	960	4388
Jan 2006	144	27	17	383	39085	542	867	4488
Dec 2005	92	25	16	272	24666	517	787	2875
Nov 2005	85	21	14	230	18354	438	654	2563
Oct 2005	87	21	13	231	16429	419	674	2726

## 2006 FINANCIAL REPORT

	2006 Budget	Anticipated Year End	2006 YTD	2005	2004	2003	2002	2001	2000
<b>REVENUE</b>									
<b>Membership Revenue</b>									
Membership	16,000	17,195	17,195	15,400	13,600	11,400	11,220	11,800	10,877
Affiliate Members	300	135	135	255	315				
<b>Total Membership Revenue</b>	<b>16,300</b>	<b>17,330</b>	<b>17,330</b>	<b>15,655</b>	<b>13,915</b>	<b>11,400</b>	<b>11,220</b>	<b>11,800</b>	<b>10,877</b>
<b>Other Revenue</b>									
Interest Revenue	250	1250	1250	446	243	266	-	-	-
<b>Total Other Revenue</b>	<b>250</b>	<b>1250</b>	<b>1250</b>	<b>446</b>	<b>243</b>	<b>266</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL REVENUE</b>	<b>16,550</b>	<b>18,580</b>	<b>18,580</b>	<b>16,101</b>	<b>14,158</b>	<b>11,666</b>	<b>11,220</b>	<b>11,800</b>	<b>10,877</b>
<b>EXPENSE</b>									
<b>Conference Support/Sponsorship</b>									
Water For People Donations	1,500	1423	1423	1630		920			
WCWWA Conference Sponsorship	5,000	5118	5118	7,298	3,383	2,666	6,615	1,394	717
AWWOA	2,000	2000	2000	500	-	-	-	-	-
MWWA	2,000	2000	2000	500	-	500	500	500	-
SWWA	2,000	2000	0	500	400	502	472	535	562
<b>Total Conference Support</b>	<b>12,500</b>	<b>12,541</b>	<b>10,541</b>	<b>10,429</b>	<b>3,783</b>	<b>4,588</b>	<b>7,587</b>	<b>2,429</b>	<b>1,278</b>
<b>Member Expenses</b>									
WCWWA Levy	1,200	1229	1193	1040	1,040	681	729	770	756
Promotional Items	200	400	301	5,500					
<b>Total Member Expenses</b>	<b>1,400</b>	<b>1629</b>	<b>1494</b>	<b>6,540</b>	<b>1,040</b>	<b>681</b>	<b>729</b>	<b>770</b>	<b>756</b>
<b>Board Expenses</b>									
Meeting Expenses	-	0	0	-	-	-	-	-	90
Insurance	838	1053	1053	-	-	-	-	-	1,655
<b>Total Board Expenses</b>	<b>500</b>	<b>1053</b>	<b>1053</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,745</b>
<b>Administration Expenses</b>									
WCWWA Contract Services	1,200	2000	1861	1,471	990	562	936	1,043	838
Professional Fees	1,000	1155	955	1,685	627	1,382	30	292	861
Bank Fees	100	86	72	101	60	27	-	-	-
Office Supplies	50	150	2	17	0	64	170	67	124
Postage/Courier	20	50	2	1	15	67	2	-	-
Telephone and Internet	150	135	0	133	144	142	-	-	-
<b>Total Administration Expenses</b>	<b>2,520</b>	<b>3576</b>	<b>2892</b>	<b>3,408</b>	<b>1,836</b>	<b>2,244</b>	<b>1,138</b>	<b>1,402</b>	<b>1,823</b>
<b>TOTAL EXPENSES</b>	<b>17,258</b>	<b>18,799</b>	<b>15,980</b>	<b>20,376</b>	<b>6,659</b>	<b>7,512</b>	<b>9,455</b>	<b>4,602</b>	<b>5,602</b>
<b>NET INCOME</b>	<b>-708</b>	<b>-219</b>	<b>2600</b>	<b>-4,275</b>	<b>7,499</b>	<b>4,154</b>	<b>1,765</b>	<b>7,198</b>	<b>5,275</b>
<b>Retained Earnings Year End</b>	<b>47182</b>	<b>47,671</b>		<b>47,890</b>	<b>52,166</b>	<b>46,385</b>	<b>44,619</b>	<b>37,421</b>	<b>32,146</b>

### Membership Equity

Retained Earnings as of January 1, 2006 \$47,889.26

### Assets

	Amount	Market Value
TML Linked Deposit Notes	\$15,000.00	\$15,562.50
Bank Account As of August 31, 2006		\$40,847.89
Due to WCWWA		\$4518.34
<b>Total Current Assets</b>		<u><b>\$51,892.05</b></u>