

MUNICIPAL SERVICE AND SUPPLIERS ASSOCIATION



Annual Report 2006 – 2007

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Presented at the Annual General Meeting, Wednesday October 24, 2007

Edmonton, Alberta

2007 ANNUAL BUSINESS MEETING AGENDA

Municipal Service and Suppliers Association

2007 Annual Board Meeting

Wednesday October 24, 2007

7:00 – 8:00 am

Shaw Salon 17/18, Shaw Convention Centre

AGENDA

1. Call To Order
2. Acceptance of the Agenda
3. Adoption Of Minutes from September 2006
4. Chairs Report
5. 2006 Audited Financial Report
6. 2007 Year to Date Finance Report
7. Election of Vice Chair (Alberta)
8. Election of WCWWA Director
9. Appointment of Treasurer (Bank Motion)
10. Appointment of Auditor (AK Ross)
11. Business Arising From Minutes
 - 11.1. City of Winnipeg Tendering Procedure
 - 11.2. MSSA Award
12. New Business
 - 12.1. 2008 Budget
 - 12.2. 2007 Tradeshow Feedback
 - 12.3. 2008 Show Sales
13. Adjournment

2006 ANNUAL BUSINESS MEETING MINUTES

Municipal Service and Suppliers Association

2006 Annual Board Meeting

September 25, 8:30 – 10:00 AM
Winnipeg MB

Present

| | |
|-----------------|----------------------------------|
| Jean Courcelles | Chair, Wolseley Waterworks |
| Darrell Stang | Chair Elect, Municipal Solutions |
| Mark Vogel | Weir Services |
| Don Webb | Mueller Canada |
| Dave Stephens | Mequipco Ltd |
| Peter Turgoose | PSI Pipeline Supply |
| Kevin McMechan | Canada Pipeline Accessories |
| David Tidy | Metcom |
| Terry Baturin | Metcom |
| Badil Ellinger | EP Engineered Pump |
| Dan O'Brien | Sanitherm Alberta |
| Al Turner | Echologics Engineering Inc |
| Audrey Arisman | Executive Director/Minute Taker |

Guests

1. Call to Order

Jean Courcelles (JC) called the meeting to order at 8:45 AM.

2. Acceptance of the Agenda

Items added to the agenda:

- Awards
- Guidance manual

Motion: to accept the agenda as amended. Carried.

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

Motion: to adopt the minutes of the October 17, 2005 Annual meeting. Carried.

4. Annual Report (Attached)

Chairs report reviewed.

Darrel Stang reported on the set up of online registration for WCWWA annual conference for 2007. MSSA has committed \$1500 to the set up of the system.

The 2007 tradeshow will be changed so that there are no papers conflicting with the show. Affiliate memberships are not being utilized as expected; numbers are actually down from the first year they were implemented. Many companies still seem to be unaware of the benefit of having affiliate members.

All members without links on the MSSA web page were sent out an email to inform them of the benefit. Several companies replied with links which have been added to the member page.

5. Election Of Vice Chair (Manitoba)

*Motion: To nominate Paul Ferreira, Royal Pipe Systems, as Vice President for 2007.
Seconded. Accepted.*

It was pointed out that Royal Pipe Systems does not generally have a booth at the tradeshow and may not be supportive of an employee involved in the planning of the 2009 WCWWA Tradeshow.

Action: JC will confirm with Paul Ferreria that he has support from his company to take the position.

6. Appointment Of Auditor

*Motion: To appoint AK Ross as auditor for 2006.
Seconded. Carried.*

7. Finance Policy

No comments were received on the draft Finance Policy provided at the meeting October 2005.

*Motion: To accept the finance policy as presented.
Seconded. Carried.*

8. Business Arising From Minutes

8.1. WCW Magazine

8.2. City of Winnipeg Tendering Procedure

Dave Stephens is continuing to work on the issue with the City of Winnipeg. No significant progress has been made.

9. New Business

9.1. 2007 Budget

Revenue will be much higher next year, as non-member WCWWA booth rates will include a membership.

Motion: To raise the membership fees to \$225 for 2007. Carried.

9.1.1. 2007 Sponsorships

No changes were made to the sponsorship plan from 2006. MSSA will fund the three 2007 provincial conferences with \$2000 each, and the WCWWA 2007 Conference with \$5000, with another \$1000 designated for the support of the online registration system.

9.1.2. 2007 Water for People Donations

\$1500 will be used to purchase items for the silent auctions held in Western Canada. Option of giving money only was discussed, as the funds do not generally bring as much in as they cost. The consensus was that the auctions make the events where they are held more interesting and the items promote MSSA more than a single cash donation would.

9.2. Awards

Darrell Stang reported the WCWWA is reviewing the awards presented at the annual conference. It was noted at the WCWWA Board meeting that there are no awards given that supplier members qualify for. There are supplier awards at the provincial association level, but those awards are voted on by members, not given by supplier peers.

Darrell suggested that MSSA have an award to recognize their members, to be named after John Mclure, (Mueller Canada) a WCWWA Life member and long time MSSA supporter.

Action: A committee of Don Webb, Al Turner and Dave Stephens will define the award criteria.

Action: Don Webb will provide information on John McClure.

9.3. Guidance Manual

The office and the board will work on a guidance manual for the MSSA board. The manual should contain descriptions for all board positions with expectations for the roles.

9.4. WCW Magazine

The MSSA chair is to submit a report in the magazine.

The magazine continues to look for input for News from the Field. Reminders will be sent to all members when deadlines are pending. There are several members with either bad email addresses or not at all, all members should ensure that their contact information is up to date.

9.5. 2006 Tradeshow Feedback

- No traffic 5-6 pm on Sunday, the show could start at 7 pm, with lots food so that people don't have to go out for dinner.
- Complaints about the Sunday night food – would like to have something more substantial than finger food, and there was not enough variety.
- Everything else running well
- MWWA conference initiative: New innovations. The planning committee will determine the best innovations in the tradeshow and give the company the opportunity to showcase their product at the end of the conference.

10. Adjournment

Meeting was adjourned at 9:57 AM.

2006-2007 BOARD OF DIRECTORS

| | |
|-------------|-----------------|
| Chair | Darrell Stang |
| Chair Elect | Chris Shannon |
| Past Chair | Jean Courcelles |
| Vice Chair | Paul Ferreria |

MSSA CHAIR REPORT

Activities since last Meeting

- We have increased our membership to 170 companies with the assistance of the Conference planning committee including a membership fee in the non member booth fee.
- We donated \$2,000.00 to each of the Operator Shows – AWWOA, MWWA, NTWWA and SWWA.
- The Board of Directors held a mid year meeting in March at the AWWOA Conference.
 - A Board Guidance manual has been developed as a reference for the board.
 - The Board decided to add a WCWWA Director and a Treasurer, each of which would be a three year term. The WCWWA Director should have previously served on the MSSA Board.

Planned Activities

- Darrell will be passing the baton to Chris Shannon this year

WCWWA Issues

- The Board decided to discontinue using the WCWWA Membership cards.
- MSSA sponsored a trip to Mexico to encourage traffic at the Tuesday evening show. Note pads were also included in the registration packages with the MSSA logo on them.
- MSSA sponsored the fees for the on line registration system.
- The 2008 Conference planning committee is planning to pre sell the 2008 show at this year's event.

Industry Issues

- None to date

Additional Comments

- It doesn't look like we are going to get enough exhibitors to fill all the available booths. I was too optimistic with respect to the results we would achieve. The show being close to WEF did not allow some companies to participate. WCWWA's plan to continue with September conferences when ever possible will alleviate this issue.

Respectfully submitted,

Darrell Stang

Chair, Municipal Service and Suppliers Association

MEMBERSHIP REPORT

| MSSA Memberships | 2007 | 2006 | 2005 | 2004 | 2003 | 2002 | 2001 | 2000 | 1999 |
|----------------------|------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Member Companies | 176 | 87 | 78 | 68 | 57 | 56 | 59 | 54 | 68 |
| Affiliate Members | 13 | 9 | 17 | 21 | | | | | |
| Total | 185 | 96 | 95 | 89 | 57 | 56 | 59 | 54 | 68 |
| Members in Tradeshow | All* | 51 | 33 | 53 | 42 | 40 | NA | NA | NA |

*membership included with sale of non member booths

MSSA WEBSITE

| Summary by Month | | | | | | | | | |
|------------------|-----------|-------|--------|----------------|---------------|-------------|--------------|--------------|--------------|
| Month | Daily Avg | | | Monthly Totals | | | | | |
| | Hits | Pages | Visits | Sites | KBytes | Visits | Pages | Files | Hits |
| Sep 2007 | 133 | 33 | 21 | 402 | 41743 | 565 | 863 | 2600 | 3472 |
| Aug 2007 | 128 | 32 | 21 | 427 | 37610 | 654 | 1002 | 2843 | 3976 |
| Jul 2007 | 124 | 37 | 28 | 461 | 47494 | 869 | 1175 | 2591 | 3858 |
| Jun 2007 | 129 | 41 | 32 | 604 | 50743 | 976 | 1255 | 2733 | 3886 |
| May 2007 | 134 | 35 | 21 | 455 | 40935 | 678 | 1098 | 3101 | 4169 |
| Apr 2007 | 125 | 35 | 24 | 382 | 33741 | 723 | 1076 | 2783 | 3750 |
| Mar 2007 | 156 | 43 | 25 | 493 | 51301 | 778 | 1360 | 3622 | 4850 |
| Feb 2007 | 157 | 41 | 25 | 481 | 47414 | 722 | 1150 | 3457 | 4418 |
| Jan 2007 | 163 | 46 | 33 | 568 | 49784 | 1026 | 1445 | 3622 | 5077 |
| Dec 2006 | 100 | 35 | 23 | 344 | 30097 | 726 | 1095 | 2079 | 3127 |
| Nov 2006 | 102 | 27 | 15 | 302 | 30572 | 465 | 822 | 2410 | 3087 |
| Oct 2006 | 122 | 43 | 23 | 331 | 50714 | 732 | 1361 | 2905 | 3800 |
| Totals | | | | | 512148 | 8914 | 13702 | 34746 | 47470 |

2007 FINANCIAL REPORT

| | 2007 Budget | Anticipated Year End | 2007 YTD | 2006 | 2005 | 2004 | 2003 | 2002 | 2001 | 2000 |
|---------------------------------------|----------------|-------------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| REVENUE | | | | | | | | | | |
| Membership Revenue | | | | | | | | | | |
| Membership | 40,000 | 38,660 | 38,210 | 17,195 | 15,400 | 13,600 | 11,400 | 11,220 | 11,800 | 10,877 |
| Affiliate Members | 300 | 225 | 195 | 135 | 255 | 315 | | | | |
| Total Membership Revenue | 40,300 | 38,885 | 38,405 | 17,330 | 15,655 | 13,915 | 11,400 | 11,220 | 11,800 | 10,877 |
| Other Revenue | | | | | | | | | | |
| Interest Revenue | 1,200 | 1,200 | 0 | 1,882 | 446 | 243 | 266 | - | - | - |
| Total Other Revenue | 1,200 | 1,200 | 0 | 1,882 | 446 | 243 | 266 | - | - | - |
| TOTAL REVENUE | | 40,085 | | 19,211 | 16,101 | 14,158 | 11,666 | 11,220 | 11,800 | 10,877 |
| EXPENSE | | | | | | | | | | |
| Conference Support/Sponsorship | | | | | | | | | | |
| Water For People Donations | 1,500 | 1,000 | 964 | 1,423 | 1630 | | 920 | | | |
| WCWWA Conference Sponsorship | 10,000 | 10,000 | 3,733 | 5,726 | 7,298 | 3,383 | 2,666 | 6,615 | 1,394 | 717 |
| AWWOA | 2,000 | 2,000 | 2,000 | 2,000 | 500 | - | - | - | - | - |
| MWWA | 2,000 | 2,000 | 2,000 | 2,000 | 500 | - | 500 | 500 | 500 | - |
| SWWA | 2,000 | 2,000 | | 2,000 | 500 | 400 | 502 | 472 | 535 | 562 |
| NTWWA | 2,000 | 2,000 | | | | | | | | |
| Total Conference Support | 19,500 | 19,000 | 8,697 | 13,149 | 10,429 | 3,783 | 4,588 | 7,587 | 2,429 | 1,278 |
| Member Expenses | | | | | | | | | | |
| WCWWA Levy | 2,640 | 2,125 | 2,111 | 1,231 | 1040 | 1,040 | 681 | 729 | 770 | 756 |
| Promotional Expenses | 300 | 0 | 0 | 633 | 5,500 | | | | | |
| Total Member Expenses | 2,940 | 2,125 | 2,111 | 1,864 | 6,540 | 1,040 | 681 | 729 | 770 | 756 |
| Board Expenses | | | | | | | | | | |
| Meeting Expenses | 50 | 55 | 55 | 19 | - | - | - | - | - | 90 |
| Insurance | 1,050 | 788 | 788 | 746 | - | - | - | - | - | 1,655 |
| Total Board Expenses | 1,100 | 843 | 843 | 765 | - | - | - | - | - | 1,745 |
| Administration Expenses | | | | | | | | | | |
| WCWWA Contract Services | 2,400 | 2,400 | 2,091 | 2,392 | 1,471 | 990 | 562 | 936 | 1,043 | 838 |
| Professional Fees | 1,200 | 1,200 | 581 | 1,080 | 1,685 | 627 | 1,382 | 30 | 292 | 861 |
| Bank Fees | 100 | 230 | 219 | 86 | 101 | 60 | 27 | - | - | - |
| Office Supplies | 200 | 200 | 6 | 27 | 17 | 0 | 64 | 170 | 67 | 124 |
| Postage/Courier | 100 | 50 | 5 | 21 | 1 | 15 | 67 | 2 | - | - |
| Telephone and Internet | 135 | 135 | 0 | 193 | 133 | 144 | 142 | - | - | - |
| Total Administration Expenses | 4,135 | 4,215 | 2,902 | 3,798 | 3,408 | 1,836 | 2,244 | 1,138 | 1,402 | 1,823 |
| TOTAL EXPENSES | 27,675 | 26,183 | 14,553 | 19,577 | 20,376 | 6,659 | 7,512 | 9,455 | 4,602 | 5,602 |
| NET INCOME | 13,825 | 13,902 | 23,852 | -366 | -4,275 | 7,499 | 4,154 | 1,765 | 7,198 | 5,275 |
| Retained Earnings Year End | 61,349 | 61,426 | 71,376 | 47,524 | 47,890 | 52,166 | 46,385 | 44,619 | 37,421 | 32,146 |

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Membership Equity

Retained Earnings as of January 1, 2007 \$47,522.69

Assets

| | Amount |
|---------------------------------------|---------------------------|
| Bank Account As of September 30, 2007 | \$39,910.86 |
| Due from WCWWA | \$16,493.51 |
| TML Linked Deposit Notes | <u>\$16,270.50</u> |
| Total Current Assets | <u>\$72,674.87</u> |