

MUNICIPAL SERVICE AND SUPPLIERS ASSOCIATION



Annual Report 2007 – 2008

Contents

<i>2008 Annual Business Meeting Agenda</i>	2
<i>2007 Annual Business Meeting Minutes</i>	3
<i>2007-2008 Board of Directors</i>	6
<i>MSSA Directors Report</i>	6
<i>John McClure Award</i>	7
<i>Membership Report</i>	7
<i>MSSA Website</i>	7
<i>2008 Financial Report</i>	8
<i>2009 Budget</i>	9

2008 ANNUAL BUSINESS MEETING AGENDA

Municipal Service and Suppliers Association

2007 Annual Board Meeting

Wednesday September 24, 2008

8:00 – 10:00 am

PIERO Room, Delta Regina Hotel

AGENDA

1. Call To Order
2. Acceptance of the Agenda
3. Adoption Of Minutes from September 2007
4. Chairs Report
5. 2007 Audited Financial Report
6. 2008 Year to Date Finance Report
7. Election of Vice Chair (Saskatchewan)
8. Appointment of Auditor (Lo Porter Hetu)
9. Business Arising From Minutes
 - 9.1. City of Winnipeg Tendering Procedure
 - 9.2. MSSA Award
10. New Business
 - 10.1. 2009 Budget
 - 10.2. MSSA Website
 - 10.3. 2008 Tradeshow Feedback
 - 10.4. MSSA Member Recognition
 - 10.5. 2009 Show Sales
11. Adjournment

2007 ANNUAL BUSINESS MEETING MINUTES

MINUTES

Municipal Service and Suppliers Association

2007 Annual General Meeting

October 24, 2007

Shaw Conference Centre, Edmonton AB

Present

Darrel Stang	Chair, Municipal Solutions
Don Burgess	DWG Process Supply
George Bontus	Insituform Technologies
Dave Brewer	Robar Industries Ltd
Don Campbell	ITT Flygt
Elaine Connors	Jelcon Equipment Ltd
Nicky Currie	AWI
Don Darker	FloTech Pump
Basil Ellinger	EP Engineered Pump
Paul Ferreira	Royal Pipe Systems
George Matsugu	Siehens Water Technologies
Michel Morency	ITT Flygt
Ahrod Nahmias	Metcon Sales & Engineering Ltd
Shayne Robinson	Waste Not Ltd
Howard Romney	Robar Industries Ltd
Doug Smart	Galaxy Plastics
Dave Stephens	Mequipco Ltd
David Tidy	Metcom
Dave Van Vliet	bd WaterTech
Don Webb	Mueller Canada
Paul Wong	Capital H2O Solutions
Audrey Arisman	Executive Director/Notes

Guests

Call to Order

Darrell Stang called the meeting to order at 7:12 AM.

Acceptance of the Agenda

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

Review and Adoption Of Minutes Of October 18, 2004

Motion: To adopt the minutes of the September 25 2006 Annual meeting. S/C

Annual Report (Attached)

Chairs report was reviewed.

The 2006-2007 MSSA Annual report was accepted as presented.

Election Of Vice President (Alberta)

Motion: To nominate Nicky Currie, AWI, as Vice President for 2008. S/C

No further nominations were received. Nicky Currie elected as 2008 Vice Chair by acclamation.

Election of WCWWA Director

Motion To nominate Kevin McMechan as WCWWA Director. S/C

No further nominations were received.

Motion To appoint Kevin McMechan as WCWWA Director for a three year term effective immediately. S/C

Action To update the guidance manual to include the role of WCWWA Director

Appointment of Treasurer

Motion To appoint Nicky Currie as MSSA Treasurer.

Motion For Audrey Arisman and Nicky Currie to have signing authority for the MSSA Bank Account. S/C

Appointment Of Auditor

Motion: To appoint AK Ross as auditor for 2007. S/C

Business Arising From Minutes

City of Winnipeg Tendering Procedure

Dave Stephens is continuing to work on the issue with the City of Winnipeg. There has been some progress with the City. Dave is continuing in his efforts to wear them down.

MSSA Awards

Don Webb provided information on John McClure and criteria for the award:

MSSA John McClure Award

John McClure was a long - term dedicated employee of 47years 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 MSSA Board of Directors and will be presented at the annual WCWWA Conference by the current MSSA Chair.

This award is given to an individual in the industry who has demonstrated excellence and dedication to the MSSA and to the WCWWA.

Motion To create the John McClure MSSA Award. S/C

It was decided that the award should be a plaque, and it should be presented at the annual awards banquet. The office will take care of preparing the plaque.

Nomination procedure will have to be clarified by the MSSA board of directors prior to 2008 presentation. MSSA members with nomination suggestions should forward them to the office.

New Business

2008 Budget

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

Motion: To accept the 2008 budget as presented. S/C

2007 Tradeshow Feedback

- Trip give-a-way to increase traffic may need a few years to build some momentum
- Suggested that students be given free passes for the first evening.
- The night was long suggested to shift to 5 to 9. Was decided to leave it at 6 to 10 for now
- Free passes for last afternoon on last day to be re-instituted. Time limit for these will be very limited; otherwise attendees will be expected to pay the fee for the tradeshow.
- Draw activity was not heard by everyone – a better speaker system should be used.
- Suggested to have an additional prize on the second day – but smaller.
- Prize needs better promotion; knowledge of it should gain some momentum as a continued initiative.

Motion To have a prize on the first day the annual conference of \$5000, and a \$2000 prize on the second day. S/C

2008 Show Sales

The floor plan and sales form for the 2008 show in Regina was made available by the 2008 planning committee. Booths will be available to all 2007 show participants at the registration desk. Members at the meeting were allowed first selection of booth space. Order of selection was determined by random draw.

Adjournment

Timing for next year's AGM was discussed. Meeting time to be moved to 8 am, members were not concerned with the possibility of missing the opening session and the keynote speaker.

Meeting was adjourned at 8:30 AM.

2007-2008 BOARD OF DIRECTORS

Chair	Chris Shannon
Chair Elect	Paul Ferreria
Past Chair	Darrell Stang
Vice Chair	Nicky Currie
WCW Director	Kevin McMechan

MSSA DIRECTORS REPORT

Alas another year under our belts and, as usual, 2008 presented us with some challenges, which also lead to some successes. One challenge involved our chair, Chris Shannon, who informed us that he and his family had accepted an opportunity to pursue their careers in Europe, which would likely see them departing by early-mid summer....we wish Chris and family all the best and future success with their European venture, and thank Chris for his time served with MSSA!

Fortunately (the successes), thanks to the work already done (Planning Committee & WCWWA Staff), a lot of the planning & organization for this years conference & trade show was in place, or well on the way to being so AND, a big THANKS....not once, but twice....to Randy Cheater & Wade Shatkov who both graciously stepped forward to take over the reins for Chris, and see us through this years conference.

....and with the conference in mind, as mentioned, a lot is already in place and we are looking forward to a great show. The Regina spirit, and indeed the Saskatchewan spirit will be front and center. Being home to the reigning Grey Cup champions, some of this years festivities will have a CFL theme; kicking off with a 'tail gate' gathering and social time on the Tuesday evening, so bring your colors and wear them with pride.

The football spirit will be further highlighted with the MSSA sponsored Grand Prize of a trip for two to this years Grey Cup in Montreal. MSSA will also sponsor a second prize for a \$2000.00 travel gift certificate. Entry and announcement of the winners for both these will take place during the conference.

Another highlight for MSSA will be the inaugural presentation of The John McClure Award. This award will be presented annually to an individual member who exemplifies the same integrity and dedication to industry, association, customer, friend and family that John did as the Mueller Canada Representative for the Prairie Region. For more information on John McClure and this award please see our MSSA website.

Lastly, I want to thank all of our individual members and their representative companies for their continued support of the MSSA and our involvement in the annual conference. It is your continued support that helps make each years conference a successful gathering and sharing of information. Plans are already under way for Winnipeg for 2009 but I hope and trust we will cross paths in Regina this year.

GO STAMPS GO!

Respectfully submitted,

Kevin McMechan

WCW Director, Municipal Service and Suppliers Association

JOHN McCLURE AWARD

John McClure was a long - term dedicated employee of 47years 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 WCWWA.

MEMBERSHIP REPORT

MSSA Memberships	2008	2007	2006	2005	2004	2003	2002	2001	2000	1999
Member Companies	158	176	87	78	68	57	56	59	54	68
Affiliate Members	31	13	9	17	21					
Total	189	185	96	95	89	57	56	59	54	68
Members in Tradeshow	All*	All*	51	33	53	42	40	NA	NA	NA

*membership included with sale of non member booths

MSSA WEBSITE

The screenshot shows the website for the Municipal Service & Suppliers Association (MSSA). The header includes the organization's name and logo. A navigation bar contains links for Home, MSSA Board, MSSA Members, Awards, and Contact Us. The main content area is titled 'Municipal Service & Suppliers Association' and contains the following text:

The Municipal Service and Suppliers Association (formerly the Equipment and Contractors Association) was formed in 1995 to support the efforts of associations such as the Western Canada Water and Wastewater Association.

Membership in the association is comprised of persons interested in furthering the objectives of the association and consists of suppliers, manufacturers, consultants, and contractors and anyone whose application for admission as a member has received the approval of the board of directors.

A board of four directors manages the properties and business of the MSSA. The board generally meets once a year, usually at the annual WCWWA conference. The annual general membership meeting is also held at this time.

Some of our objectives include:

The Municipal Service and Suppliers Association (formerly the Equipment and Contractors Association) was formed in 1995 to support the efforts of associations such as the Western Canada Water and Wastewater Association.

Membership in the association is comprised of persons interested in furthering the objectives of the association and consists of suppliers, manufacturers, consultants, and contractors and anyone whose application for admission as a member has received the approval of the board of directors.

A board of four directors manages the properties and business of the MSSA. The board generally meets once a year, usually at the annual WCWWA conference. The annual general membership meeting is also held at this time.

Some of our objectives include:

- To support the knowledge and advance of technology in the design, construction, operation, and management of water quality systems and facilities

The sidebar on the left contains a 'NEWS' section with a link to 'Submit your nomination for the John McClure award now.'

The MSSA Website was transferred to hosting and maintenance with RAK Solutions. <http://www.wcmssa.net>. Content is still being updated and the full membership list will be brought up to date post conference.

2008 FINANCIAL REPORT

Membership Equity

Retained Earnings as of January 1, 2008 57,132.60\$

Assets

Bank Account As of September 4, 2008 64,504.98
 Due from WCWWA 2265
 TML Linked Deposit Notes 17029.50
Total Current Assets 83,799.48

Income – Year to Date

Income

4000 · Membership Revenues

4010 · Membership Fees 37,350.00 40,000.00 -2,650.00

4020 · Associate Members 390.00 300.00 90.00

Total 4000 · Membership Revenues 37,740.00 40,300.00 -2,560.00

4500 · Other Revenue

4510 · Interest Income 0.00 813.33 -813.33

Total 4500 · Other Revenue 0.00 813.33 -813.33

Total Income 37,740.00 41,113.33 -3,373.33

Expense

5000 · Conference Support/Sponsorship

5010 · Water For People 1,096.85 1,500.00 -403.15

5020 · WCWWA Conference 907.73 1,333.33 -425.60

5030 · AWWOA Conference 2,000.00 2,000.00 0.00

5040 · MWWA Conference 2,000.00 2,000.00 0.00

5050 · SWWA Conference 0.00 0.00 0.00

5060 · NTWWA Conference 0.00 0.00 0.00

Total 5000 · Conference Support/Sponsorship 6,004.58 6,833.33 -828.75

5100 · Member Expenses

5110 · WCWWA Levy 1,146.60 2,640.00 -1,493.40

5120 · Promotional Expenses 508.54 300.00 208.54

Total 5100 · Member Expenses 1,655.14 2,940.00 -1,284.86

5200 · Board Expenses

5205 · O & D Insurance 676.00 1,050.00 -374.00

5210 · Meeting Expenses 36.79 100.00 -63.21

Total 5200 · Board Expenses 712.79 1,150.00 -437.21

5500 · Administration Expenses

5510 · Contract Services 1,797.60 1,626.67 170.93

5520 · Professional Fees 3,371.08 813.33 2,557.75

5530 · Bank Fees 62.00 67.79 -5.79

5540 · Office Supplies 468.17 135.54 332.63

5550 · Postage/Courier 2.18 67.79 -65.61

5560 · Telephone and Internet 2,625.00 91.50 2,533.50

Total 5500 · Administration Expenses 8,326.03 2,802.62 5,523.41

Total Expense 16,698.54 13,725.95 2,972.59

21,041.46 27,387.38 -6,345.92

2009 BUDGET

	2009 Draft Budget	2008 Budget	2008 YTD	2007	2006	2005	2004
REVENUE							
Membership Revenue							
Membership	40,000	40,000	\$37,350	38,660	17,195	15,400	13,600
Affiliate Members	400	400	\$390	195	135	255	315
Total Membership Revenue	40,400	40,400	\$37,740	38,855	17,330	15,655	13,915
Other Revenue							
Interest Revenue	1,200	1,200	\$0	759	1,882	446	243
Total Other Revenue	1,200	1,200	\$0	759	1,882	446	243
TOTAL REVENUE	41,600	41,600	\$37,740	39,614	19,211	16,101	14,158
EXPENSE							
Conference Support/Sponsorship							
Water For People Donations	1,500	1,500	\$1,097	964	1,423	1,630	
WCWWA Conference							
Sponsorship	10,000	10,000	\$908	11,972	5,726	7,298	3,383
AWWOA	2,000	2,000	\$2,000	2,000	2,000	500	0
MWWA	2,000	2,000	\$2,000	2,000	2,000	500	0
SWWA	2,000	2,000	\$0	2,000	2,000	500	400
NTWWA	2,000	2,000	\$0	2,000			
Total Conference Support	19,500	19,500	\$6,005	20,936	13,149	10,429	3,783
Member Expenses							
WCWWA Levy	2,500	2,640	\$1,146	3,307	1,231	1,040	1,040
Promotional Expenses	1,000	300	\$509	0	633	5,500	
Total Member Expenses	3,500	2,940	\$1,655	3,307	1,864	6,540	1,040
Board Expenses							
O & D Insurance	1,000	1,050	\$676	788	746	0	0
Meeting Expenses	100	100	\$37	55	19	0	0
Total Board Expenses	1,100	1,150	\$713	843	765	0	0
Administration Expenses							
WCWWA Contract Services	3,000	2,400	\$1,798	2,659	2,392	1,471	990
Professional Fees	1,200	1,200	\$3,371	1,835	1,080	1,685	627
Bank Fees	100	100	\$62	234	86	101	60
Office Supplies	100	600	\$468	75	27	17	0
Postage/Courier	100	100	\$2	8	21	1	15
Telephone and Internet	3,000	3,000	\$2,625	105	193	133	144
Total Administration Expenses	7,500	7,400	\$8,326	4,916	3,798	3,408	1,836
TOTAL EXPENSES	31,600	30,990	\$16,698	30,002	19,577	20,376	6,659
NET INCOME	10,000	10,610	21,042	9,612	-366	-4,275	7,499
Retained Earnings Year End	77,746	67,746	78,178	57,136	47,524	47,890	52,166