

# MUNICIPAL SERVICE AND SUPPLIERS ASSOCIATION



## Annual Report 2017

### Contents

<i>2017 Annual Business Meeting Agenda</i>	2
<i>Nominations</i>	2
<i>Year in Review</i>	2
<i>Membership Report</i>	3
<i>John McClure Award</i>	4
<i>2016 Financial Review</i>	5
<i>2016 Annual General Meeting Minutes</i>	6

### Municipal Service and Suppliers Association Objectives:

- a) To support the knowledge and advancement of technology in the design, construction, operation and management of water quality systems and facilities;
- b) To increase the knowledge and understanding of the earth's water environment and encourage and promote action necessary for its enhancement;
- c) To strengthen and build alliances with organizations incorporating members of all professions dedicated to the preservation and enhancement of water quality and resources; and
- d) Serve the international community of water environment professionals.

### 2016-2017 Board of Directors

Chair	Vacant
Chair Elect	Richard Phelan, Xylem Water Solutions
Past Chair	Dan O'Brien, BioRio Water Technologies
Vice Chair	Don Burgess, DWG Process Supply Ltd
Treasurer	Jeff Kundert, Ramtech Environmental Products
WCW Director	Max Wong, Capital H2O Systems Inc

---

## 2017 ANNUAL BUSINESS MEETING AGENDA

**Wednesday September 20 2017**

**2:00 pm – 3:30 pm**

**Blair Nelson Room, TCU Place Saskatoon SK**

1. Call To Order
2. Acceptance of the Agenda
3. Adoption of Minutes from October 2016
4. Annual Report
5. Nominations
  - 5.1. Vice Chair (Saskatchewan, Regina)
6. Appointment of Auditor for Annual Review (Calvista LLP)
7. Business
  - 7.1. 2017 Exhibition Feedback
  - 7.2. 2018 Show Sales
8. Adjournment

---

### NOMINATIONS

#### Board Nominations

The MSSA meets once a year at the WCW Annual Conference and occasionally through the year via conference call. When possible, meetings may be arranged as part of a provincial conference.

#### MSSA Vice Chair – Saskatchewan, Regina Area

The Vice Chair will participate as a Director on the MSSA Board for a 4 year term, moving through the Executive positions (Vice Chair, Chair Elect, Chair and Past Chair) serving as Chair of MSSA in 2020.

The individual will serve on the following committees during their term:

- The WCW20 Annual Conference and Exhibition Planning Committee as Chair of the Exhibition Sub Committee. The Conference is booked for September 21<sup>st</sup> to 25<sup>th</sup> at the Double Tree by Hilton in Regina. The Exhibition will be held September 21<sup>st</sup> to 22<sup>nd</sup> at the Conexus Arts Centre. The Exhibition Sub Committee will work closely with the WCW office to plan the Exhibition.
- The WCW Saskatchewan Provincial Council (SPC) as representative for MSSA. The SPC plans and coordinates training events for Saskatchewan and meets 4 or 5 times during the year.

---

### YEAR IN REVIEW

The MSSA continues to support Western Canada Water (WCW) and its' Constituent Organization Conferences and events. Sponsorship includes the Alberta Water and Wastewater Operator Association (AWWOA), Manitoba Water and Wastewater Association (MWWA), Saskatchewan Water and Wastewater Association (SWWA), and the Northern Territories Water and Wastewater Association (NTWWA) in addition to the support of the Western Canada Water Annual Conference. Additional support was sent for the MWWA Golf Tournament again this year.

#### 2017 MSSA Chair

On January 26, 2017 we received the following notice from Kyle Mutch, MSSA Chair:

*I have submitted my resignation to FABCO and will be leaving the company at the end of the month. I am taking a role with a US company in a different industry. I will be spending the majority of my time over for the foreseeable future in the US and Eastern Canada which does not afford me the time to commit to either MSSA or WCW. For this reason I will be resigning from both MSSA & WCW as well.*

*I appreciate all of your support in the past and for your understanding in this matter.*

*Best Regards,*

*Kyle Mutch*

Kelly Franks stepped up to complete the exhibit preparations on the WCW17 Conference Planning Committee. The position of Chair remained empty for the remainder of Kyle's term, with Richard Phelan ready to step in as Chair Elect if needed.

## **WCW17**

The Exhibition sold out in June with 107 booths. Premium booths were offered in preferred locations; however demand for all of these booths was not high. Due to the apparent lack of perceived value for the premium booth and the management issues (managing these booths is not something the WCW database handles easily) it is not recommended that this practice continue.

The WFP auction will run with the exhibits and the WCS AWWA 'Best of West' Taste Test will be held on Wednesday prior to lunch in the exhibition.

### **Stand Alone Representatives**

A new registration category was added for attendees this year for individuals wishing to attend the Exhibition for the purpose of promoting their product or service without a booth registration. This Stand Alone registration is valid for the Tuesday evening exhibition and Wednesday exhibition hours only. There is no access to the rest of the conference.

### **Tuesday Evening Exhibit Reception**

The Tuesday reception features an Oktoberfest theme. There will be German related foods and entertainment. The first 140 attendees through the door are to receive a complimentary beer stein.

### **Wednesday Lunch & 'Learn on the Go' with Exhibitors**

MSSA is the host for the Exhibition lunch. We have strived to provide an interesting food experience for attendees again this year.

## **WCW18**

Planning is underway for the 2018 Exhibition. The show will be in a new space in the Winnipeg Convention Centre September 23-24 and efforts have been made to make the floor space as accommodating as possible to a good delegate experience.

---

## **MEMBERSHIP REPORT**

The WCW Exhibition application includes a mandatory MSSA membership. Funds are used by MSSA to promote attendance to the Exhibition. This policy was instituted by the MSSA Board of Directors and is supported by the membership. .

MSSA membership is a company membership, with one individual selected as primary representative. Additional Company representative can be added to the mailing list for a nominal fee of \$15 each.

MSSA membership benefits are:

- First right to refusal on WCW Conference exhibit space
- Promotion at WCW, AWWOA, MWVA, NTWWA and SWVA Trade Shows
- Participation WCW seminar mini-tradeshows
- Contribute to the WCW Magazine "Western Canada Water" News from the Field, New Product Showcase, Company Profiles, Member Profiles
- Listing in WCW annual membership directory "Who's Who"
- Access to WCW membership
- Information on, and option of a Page on the MSSA Website

<b>MSSA Memberships</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>	<b>2014</b>	<b>2013</b>	<b>2012</b>	<b>2011</b>	<b>2010</b>	<b>2009</b>	<b>2008</b>	<b>2007</b>	<b>2006</b>	<b>2005</b>	<b>2004</b>	<b>2003</b>	<b>2002</b>
Member Companies	99	116	113	134	151	154	161	191	165	161	176	87	78	68	57	56
Affiliate Members	7	14	14	9	15	14	21	20	16	30	13	9	17	21		
<b>Total</b>	<b>109</b>	<b>130</b>	<b>127</b>	<b>143</b>	<b>166</b>	<b>168</b>	<b>182</b>	<b>211</b>	<b>181</b>	<b>191</b>	<b>185</b>	<b>96</b>	<b>95</b>	<b>89</b>	<b>57</b>	<b>56</b>

---

## **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 WCW.

### **John McClure Award Winners**

2008	Peter Vanderstelt	Wolseley Waterworks Group	Regina, SK
2009	Don Webb	Mueller Canada	Winnipeg, MB
2010	Don Boisjoli	ClearTech Industries Inc	Edmonton, AB
2011	Glen Cotton	Wolseley Engineered Pipe Group	Saskatoon, SK
2012	Alan Thompson	IPEX Management Inc	Winnipeg, MB
2013	Darrel Stang	FlowPoint	St Albert, AB
2014	Murray McLeod	PSI Pipeline Supply International	Vancouver, BC
2015	Doug Lemon	Xylem Water Solutions	Winnipeg MB
2016	David Hambley	Anthratch Western Inc	Calgary AB

No nominations were received for the 2017 John McClure MSSA Award.

## 2016 FINANCIAL REVIEW

The full 2016 review of the statement of financial position for MSSA was completed by Calvista LLP and reported in part below. The full 2016 Financial Statements are available on request.

### Review Engagement Report

*To the Members of Municipal Service and Suppliers Association*

*We have reviewed the statement of financial position of Municipal Service and Suppliers Association as at December 31, 2016 and the statements of operations and changes in net assets and cash flows for the year then ended. Our review was made in accordance with Canadian generally accepted standards for review engagements and, accordingly, consisted primarily of inquiry, analytical procedures and discussion related to information supplied to us by the Association.*

*A review does not constitute an audit and, consequently, we do not express an audit opinion on these financial statements.*

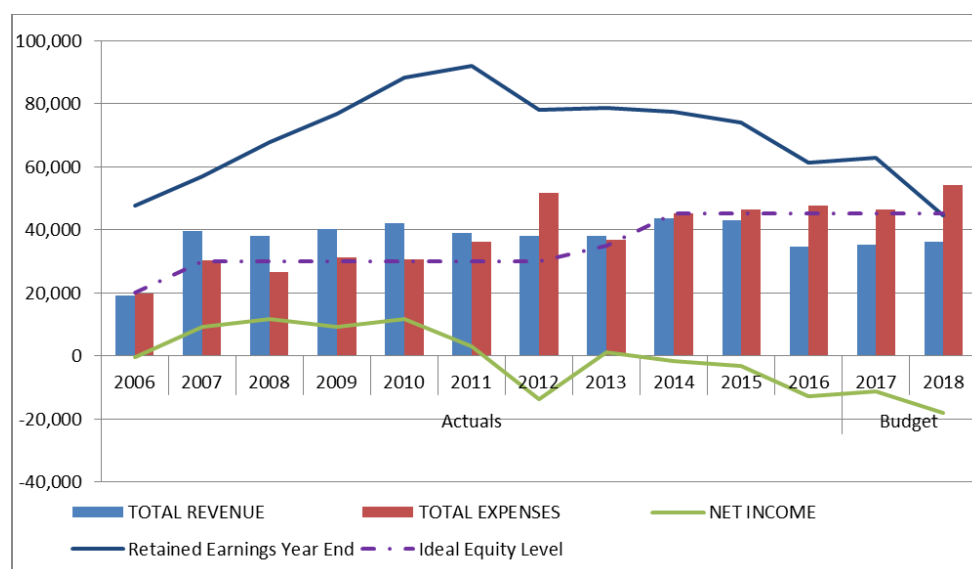
*Based on our review, nothing has come to our attention that causes us to believe that these financial statements are not, in all material respects, in accordance with Canadian accounting standards for not-for-profit organizations.*

*Calgary, Alberta, June 9, 2017 Calvista LLP Chartered Professional Accountants*

### Statements of Operations and Changes in Net Assets

#### For the Year Ended December 31, 2016

	2016	2015
<b>Revenue</b>		
Membership dues	34,479	34,580
Education and training	-	7,300
Investment income	126	1,039
	<u>34,605</u>	<u>42,919</u>
<b>Expenses</b>		
Tradeshows and conferences	30,440	31,639
Contracted services -WCW	4,464	2,163
Professional fees	5,117	5,061
Advertising and promotion	3,427	2,381
Levy - WCW	2,003	1,991
Postage, office and miscellaneous	346	1,340
Telephone and internet	1,081	1,019
Insurance	553	553
Interest and bank charges	70	96
	<u>47,501</u>	<u>46,243</u>
Excess (deficiency) of revenue over expenses	<b>(12,896)</b>	<b>(3,324)</b>
Unrestricted net assets, beginning of the year	74,080	77,403
Unrestricted net assets, end of the year	<u><b>61,184</b></u>	<u><b>74,079</b></u>



---

## 2016 ANNUAL GENERAL MEETING MINUTES

October 5 2016

Telus Convention Centre, Calgary AB

### Present:

Dan O'Brien	Chair/Bow Rio Water	Danielle Gauvreau	Mequipco
Janet Schermerhorn	AWI	David Rushka	Metcon
Shannon Webb	AWI	Jordan Webb	Mueller
Max Wong	Capital H2O	Murray McLeod	Proline Fittings
Mike Cawson	ClearTech	Sharna Batey	Ramtech
Kelly Franks	Delco	John Hughes	SUEZ
Don Burgess	DWG Process	Dominic Janssen	Waste 'n Water Tech
Steve Krutko	Ford Meter Box	Doug Lemon	Xylem
Allen Thompson	IPEX	Kristen McGillivray	WCW Staff

### 1. Call To Order

Dan O'Brien called the meeting to order at 3:10 PM.

### 2. Acceptance of the Agenda

Agenda accepted as presented.

### 3. Adoption of 2015 Minutes

*Motion: To adopt the minutes of the September 2015 Annual Meeting. Seconded. Carried.*

### 4. 2015 Financial Summary

MSSA membership has dropped significantly in the last five years. The MSSA would like the WCW office to investigate the reasons for lower MSSA membership.

*Motion: To accept the Annual Report as presented. Seconded. Carried.*

### 5. Nominations

#### 5.1. Vice Chair (Alberta, Edmonton)

Don Burgess nominated for Vice-Chair.

*Motion to appoint Don Burgess, DWG Process as Vice Chair 2016-2017. Seconded. Carried.*

#### 5.2. WCW Director

Max Wong nominated as WCW Director (3 year term).

*Motion to appoint Max Wong, Capital H2O as WCW Director 2016-2019. Seconded. Carried.*

#### 5.3. Appointment of Auditor for Annual Review (Calvista LLP)

*Motion: To appoint Calvista LLP as Auditor for the 2016 financial review. Seconded. Carried.*

### 6. Business

#### 6.1. 2016 Exhibition Feedback

Exhibition Hours and Set-up

- Would like to see the exhibition hours for Day 1 of the annual conference change. Suggested hours are 4:00 PM to 8:00 PM. Kelly Franks will see if this is possible to try for WCW17 in Saskatoon next September.
- Add cocktail tables to the exhibition floor.
- Food stations were well-liked and received by both exhibitors and attendees. Recommend trying the same meal format in the exhibition hall for WCW17.

Scheduling Conflict

- Special sessions were scheduled by the WCW16 Conference Planning Committee during exhibition hours. They were advised by the office of the conflict and continued without the support of the WCW office.

- MSSA members present discussed that future Conference planning committees must respect dedicated exhibition time.

#### Exhibition Fees and Entry Requirements

- The WCW staff asked for clarification on who can be considered for Exhibition Guest Passes. There was a general agreement from members present that free tradeshow passes must only go to those without the ability to sell products or services on the show floor. They also re-affirmed that stand alone reps (no booth) must pay \$250.00 to access the exhibition floor and do not have access to the rest of the conference.
- A new fee was created to make it easier for exhibitors to bring additional booth representatives. Additional reps (with a paid booth) can register for exhibition only at a rate of \$100.00. They will have no additional access to conference or social events related to the conference.
- Additional reps wishing to attend other conference activities or social events must continue to pay the \$250.00 fee.

#### **6.2. 2016 Show Sales**

Those present selected booths for WCW17. Payments will be processed by staff in October. Sales will be opened to all other companies once that has been completed.

#### **6.3. Adjournment**

Meeting was adjourned at 4:30 PM.