



**Professional Municipal Administrators
TELECONFERENCE Board Meeting
March 5, 2015**

MINUTES

In Attendance:

Derrick Bragg – President
Rodney Cumby – Treasurer
Neil Shute – Avalon Director / Acting VP
Vida Greening – Eastern Director
Brian Peckford – Central Director
Curtis Richards – Western Director
Hayward Broomfield – Northern Director
Krista Planke – Executive Director

1. Call to Order

President Derrick Bragg called the meeting to order at approximately 3:00 pm and welcomed everyone present.

2. Adoption of Agenda

03/05/2015 – 1 Resolved that the Agenda be adopted as presented.
Moved by Rodney Cumby, seconded by Neil Shute.
All in favor, motion carried.

3. Adoption of Minutes

3.1 03/05/2015 - 2 Resolved that the minutes of Nov. 20-21, 2014, be adopted as presented.
Moved by Vida Greening, seconded by Hayward Broomfield.
All in favor, motion carried.

4. Action Report

1. Met with Andy Morgans on Jan. 15 to discuss any legislative changes that may be announced in 2015 that will affect Municipal Administrators. We were advised that the Dept. will be releasing a training circular outlining various training workshops they are committed to. Ie. Cash Handling, Conflict Resolution & Conducting Meetings.
2. Website is continuously updated with additional policies & relevant info.
3. Thank you letters were sent to all Board members Council.
4. Agreed to set up PMA Facebook page with Krista to monitor.
5. PMA Constitution has been reviewed with suggested amendments. See Committee reports.
6. At this time, discussion took place around paying Per Diem for meetings via teleconference. It was agreed to include this policy in the PMA Policy Manual.

03/05/2015 – 3 Resolved to pay Per Diem for Board meetings held via teleconference.
Moved by Brian Peckford and seconded by Neil Shute.
All in favor. Motion Carried.

7. Correspondence has taken place with Gail Pomroy. Arrangements will be made with Executive members to meet with Gail to discuss further.

5. Committees

5.1 Committee Reports

5.1.1 *Communications and Public Awareness*

PMA will set up Facebook account - continuing to correspond with membership via email, website, twitter, mail, and fax.

5.1.2 *Education, Training and Professional Development*

Discussion focused on the agenda for convention, April 15-17. Topics were outlined for training sessions for the event.

5.1.3 *Finance and Administration*

5.1.3.1 Adoption of Financial Statements

03/05/2015 – 4 Resolved that the financial report for Jan. 1-March 4, 2015, be adopted as presented.
Moved by Rodney Cumby, seconded by Curtis Richards.
All in favor, motion carried.

Auditor's report for year ending Dec. 31, 2014 would be presented and accepted by membership at upcoming AGM.

5.1.3.2 Adoption of Cheque Log

03/05/2015 – 5 Resolved that the cheque log for Jan. 1-Mar. 4, be adopted as presented.
Moved by Rodney Cumby, seconded by Vida Greening.
All in favor, motion carried.

5.1.3.3 Approval of Board Meeting Expenses

03/05/2015 - 6 Resolved to pay all expenses associated with this teleconference.
Moved by Rodney Cumby and seconded by Hayward Broomfield.
All in favor. Motion Carried.

5.1.4 *External Relations and Legislative Review*

A review is taking place of the Urban/Rural Planning Act. PMA has been invited to participate in this review and make recommendations. A meeting will take place on March 9 with the Dept. of Municipal Affairs to discuss.

5.1.5 *Constitution/Membership*

Suggested amendments were distributed in the meeting package for Board review. Discussion took place on criteria for Honorary Membership. It was agreed to solicit an outside consultant to review and create criteria. All new applications must meet the new criteria once adopted.

03/05/2015 – 7 Resolved to solicit LW Consulting to draft Honorary membership criteria to PMA.
Moved by Brian Peckford and seconded by Hayward Broomfield.
All in favor. Motion Carried.

Two nominees for 2015 AGM will be notified and deferred until 2016.

5.1.6 *Municipal Assessment Agency*

Meeting took place on February 5 & 6 in Bay Roberts. Robert Hobbs, Mayor of Bishop Falls is the new Central Director and Debra Barney, DM, Town of L'Anse au Loup, is the new Labrador Director. Al Hawkins, Mayor of GFW is now the MNL representative. Next meeting to take place in HV-GB on August 5-6. Discussions around GIS mapping continues.

5.1.7 *TRIO*

Plan continues to do well with new members joining. Discussions ongoing around union members wanting to participate on Trio Board. There is currently no representation.

6. New Business

6.1 Core Program – Next Phase

Discussion was had around the Core Program and where to from here. It was agreed that the Education Committee would discuss next phases and possible courses.

6.2 Convention 2015

An overview was given of the convention agenda and roles of Directors. Noted that, at the AGM, election for the VP position would take place first with regional directors to follow.

6.3 MNL

Short discussion on MNL's role to lobby for legislative changes on behalf of towns. PMA not a political association.

6.4 CAMA Conference 2015

Discussion on attendance at CAMA 2015 to be held in Jasper, AB on June 1-3.

03/05/2015 – 8 Resolved that PMA President and Executive Director will attend CAMA conference annually. If either unable to attend, another PMA representative can attend.
Moved by Rodney Cumby and seconded by Neil Shute.
All in favor. Motion Carried.

7. Round Table

Nothing further to add from Directors.

8. Next Board Meeting

June 18-19, Rocky Harbour.

9. Adjournment

Meeting adjourned at approximately 4:30 pm.

03/05/2015 – 9 Resolved to adjourn meeting of March 5, 2015.
Moved by Rodney Cumby and seconded by Brian Peckford.
All in favor. Motion Carried.

ACTION Report

#	Description	Performed By	Notes
1	Set up PMA Facebook Page	Krista	
2	Write 2 Honorary Member nominees and inform plans to defer until 2016 AGM	Krista	
3	Include teleconference per diems to Policy Manual.	Krista	
4	Review recommendations for constitutional changes and forward to Brian as Chair.	Entire Board	