

**Professional Municipal Administrators
Board Meeting
Rocky Harbour, June 18-19, 2015**

MINUTES

In Attendance:

Derrick Bragg – President
Brian Peckford – Vice President
Rodney Cumby – Treasurer
Nigel Black – Avalon Director
Vida Greening – Eastern Director
Michelle Brown – Central Director
Curtis Richards – Western Director
Krista Planke – Executive Director

Regrets:

Hayward Broomfield – Northern Director

1. Call to Order

President Derrick Bragg called the meeting to order at approximately 7:00 pm and welcomed everyone present.

2. Adoption of Agenda

06/18/2015 – 10 Resolved that the Agenda be adopted as presented.
Moved by Brian Peckford, seconded by Vida Greening.
All in favor, motion carried.

3. Adoption of Minutes

06/18/2015 - 11 Resolved that the minutes of March 5, 2015, be adopted as presented.
Moved by Vida Greening, seconded by Curtis Richards.
All in favor, motion carried.

4. Action Report

1. Facebook page set up and updated regularly.
2. Applicants for honorary membership have been notified and deferred until 2016.
3. Policy manual updated to include Per Diems for teleconference Board meetings.
4. Constitutional changes forwarded to Board and ratified at 2015 AGM.

5. Committees

5.1 Committee Reports

5.1.1 *Communications and Public Awareness*

PMA has set up active Facebook page and will continue 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. Discussion ensued regarding the Core Program and the possibility to expand on current modules or add a new phase.

5.1.3 *Finance and Administration*

5.1.3.1 Adoption of Financial Statements

06/18/2015 - 12 Resolved that the financial report for Jan. 1-June 15, 2015, be adopted as presented.
Moved by Rodney Cumby, seconded by Vida Greening.
All in favor, motion carried.

5.1.3.2 Adoption of Cheque Log

Noted that the Cheque Log was not included in the Board package and will be presented at the next Board meeting.

5.1.3.3 Approval of Board Meeting Expenses

06/18/2015 - 13 Resolved to pay all expenses associated with the Board meeting in Rocky Harbour.
Moved by Rodney Cumby and seconded by Nigel Black.
All in favor. Motion Carried.

Discussion took place regarding money in PMA bank account. It was agreed to move \$120,000 into a GIC. The amount was based on the current annual profit of approximately \$30,000, for 4 years.

06/18/2015 – 14 Resolved to move \$120,000 from chequing account into GIC.
Moved by Rodney Cumby and seconded by Michelle Brown.
All in favor, Motion carried.

The 2015 Budget was presented at this time.

06/18/2015 – 15 Resolved to accept the 2015 PMA Budget as presented.
Moved by Rodney Cumby and seconded by Curtis Richards.
All in favor, motion carried.

5.1.4 *External Relations and Legislative Review*

Discussion took place around various legislation and what Clerks may have issues with. It was agreed to survey the membership to determine what areas of the Municipalities Act in particular they have problems with.

5.1.5 *Constitution/Membership*

Ratified amendments have been made to the PMA constitution and forwarded to the membership. It will continue to be monitored and updated as determined by the committee.

5.1.6 *Municipal Assessment Agency*

Meeting took place on May 28-29 in Grand Falls-Windsor. 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*

It was stated that the pension plan is presently doing very well. It was also mentioned that PMA met with Mary Galway on the possibility of a separate plan for PMA members who currently don't qualify due to pre-existing health issues. The issue is the possibility that this plan could drive up the rates for everyone. A survey will be developed and forwarded to the membership to determine if the interest is there.

5.1.8 *MSC - NL*

President Bragg gave an overview of MSC-NL, its origin, and the history of their past Executive Director, John Dicks. The premise of the association is to organize training for municipalities in the occupational health and safety field. It is currently funded through WHSCC.

At this time, PMA struck its own OHS committee. The members are Brian Peckford, Chair, with Curtis Richards and Nigel Black.

6. New Business

6.1 Oath of Office

New Board members Nigel Black and Michelle Brown were sworn into office.

6.2 Fall Forum – Sept. 24-25, 2015-09-14

Planning will begin for the 3rd annual Fall Forum to be held at Hotel Gander on Sept. 24-25. Discussion ensued on the possibility of including safety training on the agenda. Discussion also took place on Asset Management. It was stated that MIGA is presently developing guidelines with training to come in the future.

6.3 Convention 2015

Convention 2015 was very successful with 179 delegates and 16 exhibitors. All sessions were well attended with profit exceeded budgeted amount by \$11, 000.

6.4 Core Program

Discussion around whether to expand on the current 5 modules or add a 2nd stream. It was agreed to discuss with the membership once the five modules have been offered. LW will also survey the membership after the final offering of the program.

6.5 CAMA 2015

CAMA took place in Jasper, Alberta from May 31-June 3. President Bragg and staff attended at that time. The conference was very informative but in particular, the Interprovincial meeting. Areas discussed were Members in Transition, Mentorship, and resource guides for Council. PMA shared their experiences in these areas.

6.6 Fire Dept. Assessment Report

FES has released a report outlining the capability of volunteer fire departments in NL. It was stated that this report has been forwarded to all municipalities.

7. Correspondence

7.1 Email – John Walsh

John Walsh completed the previous PMA Strategic Plan. He has written to offer his services in updating the existing plan. It was agreed to contact the Dept. of Innovation, Business, and Rural Development as they have facilitators and funding in place for Municipalities. It may qualify for PMA as well.

8. Round Table

Board members welcomed new members Nigel Black and Michelle Brown. Indicated their positive experience serving on the PMA Board and hope they share in that.

President Bragg thanked everyone for attending the meeting and for the opportunity to attend the CAMA conference this year.

PMA staff indicated the need to have the PMA website updated to allow updated and monitoring to be done in house. It was agreed to receive quotes which the Communications Committee would review and decide on.

06/19/2015 – 16 Resolved to upgrade the PMA Website to allow in house maintenance.
 Moved by Rodney Cumby and seconded by Nigel Black.
 All in favor. Motion Carried.

9. Next Board Meeting

Teleconference in September. Date to be determined.

10. Adjournment

Meeting adjourned at approximately 4:00 pm, June 19.

06/19/2015 – 17 Resolved to adjourn meeting of June 18-19, 2015.
 Moved by Brian Peckford and seconded by Vida Greening.
 All in favor. Motion Carried.

ACTION Report

#	Description	Performed By	Notes
1	Update Committee Lists	Krista	
2	Meet with MSC-NL to determine plan for the association and PMA's role	Krista	
3	Develop Terms of Reference for OHS Committee	Krista	
4	Email link to Fire Dept assessment report to membership	Krista	
5	Make application for strategic planning funding to Dept. of IBRD.	Krista	
6	Survey membership regarding Core Program modules and where to from here	Krista	