



ALBERTA
MUNICIPAL
SUPERVISORS
ASSOCIATION

2023

ANNUAL GENERAL MEETING

November 7 & 8, 2023

2023 AMSA AGM

1.0 2023 Annual General Meeting of Alberta Municipal Supervisors Association is Called to Order



2023 AMSA AGM



2.0 Approval of the Agenda

November 7, 2023

Call to Order & Quorum Declaration

Approval of Agenda

Approval AGM Minutes of **November 8-10, 2022**

Executive/Director Nominations

- President (2-Year term)
- Director, Zone 3 (1-Year term - Bi-Election) VACANT
- Director, Zone 4 (1-Year term - Bi-Election) VACANT

Approval Financial Statements **16/10/2022 -15/10/2023**

Approval Budget **16/10/2023 to 15/10/2024**

Bylaws - Review, amend as necessary

Long Service Recognition

November 8, 2023

Vote - Executive Positions

- President (2-Year term)
- Director, Zone 3 (1-Year term - Bi-Election) VACANT
- Director, Zone 4 (1-Year term - Bi-Election) VACANT

Vote – Bylaw Review

Committee Reports

Adjournment

2023 AMSA AGM

DAY 1 – November 7, 2023

Approval of AGM Minutes of November 8-10, 2022



2023 AMSA AGM

DAY 1 – November 7, 2023

Approval of Financial Statements – 16/10/2022 to 15/10/2023





Financial Statement

For the Year (16/10/2022) to (15/10/2023)

Assets		
Balance Ending as of October 15, 2022	\$ 148,380.84	
	Total Assets	\$ 148,380.84
Income		
2022 Outstanding Annual Membership Dues	\$ 16,300.00	
2023 Annual Membership Dues	\$ 58,700.00	
2023 Sponsorship	\$ 30,000.00	
Miscellaneous Revenue	\$ -	
	Total Income	\$ 105,000.00
	Total	\$ 253,380.84
Disbursements		
Bank Charges	\$ 171.62	
PayPal Fees/Website Hosting Fee/Google Annual Fee	\$ 2,671.02	
Early Registration Draws	\$ 199.49	
Lanyards/Engraving/Misc./Peer Award	\$ 682.84	
Promotional Items	\$ 9,573.70	
Edmonton Expo Centre	\$ 70,526.45	
Convention Keynote's	\$ 14,688.86	
Executive Director/Convention Expenses	\$ 26,577.56	
Executive Photos	\$ -	
Insurance	\$ 924.94	
	Total Disbursements	\$ 126,016.48
	Balance as of Oct 15, 2023	\$ 127,364.36



2023 AMSA AGM

DAY 1 – November 7, 2023

Approval of 16/10/2023 to 15/10/2024 Budget



2024 AMSA PROPOSED BUDGET

October 16, 2023 to October 15, 2024

REVENUE:

Membership Dues

Municipal Memberships	\$ 108,000.00
Associate Memberships	\$ 3,000.00
	\$ 111,000.00

Other Revenue

Sponsorship	\$ 35,000.00
Road Runner Magazine	\$ 1,000.00
Website Advertising	\$ 100.00
	\$ 36,100.00

EXPENDITURES:

Convention Expenses

Keynote/Guest Speakers x 2	\$ 25,000.00
Shaw Convention Centre - Rental/AV/Catering	\$ 80,000.00
Early Registration Draw Prize	\$ 1,000.00
Lanyards/Engraving/Misc./Peer Award	\$ 1,500.00

Miscellaneous Expenses

Bank Maintenance Fees	\$ 200.00
Website Hosting Fee/PayPal Main. Fees	\$ 2,750.00

Strategic Planning/Executive Mtg. Expenses	\$ 1,500.00
Misc. Office Expenses - Postage/Freight	\$ 300.00

Advertising Expenses

Promotional Items/Trade Show - Expenses	\$ 10,000.00
Executive photos	\$ 1,000.00

Contracted Services

Executive Director <i>(Includes Convention Expenses)</i>	\$ 27,000.00
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\$ 150,250.00	\$ 147,100.00
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-\$ 3,150.00

Bank Balance as of October 15, 2023 = \$131,431.90

Estimated year end bank balance = \$128,281.90



2023 AMSA YTD ACTUAL
October 16, 2022 to October 15, 2023

	<u>2023 Budget</u>	<u>2023 Actual</u> 15-Oct-23	<u>2023 Budget to</u> <u>Actual</u>
<u>REVENUE:</u>			
Membership Dues			
Municipal Memberships	\$ 52,000.00	\$ 57,300.00	\$ 5,300.00
Associate Memberships	\$ 2,800.00	\$ 1,400.00	\$ (1,400.00)
	<u>\$ 54,800.00</u>	<u>\$ 58,700.00</u>	<u>\$ 3,900.00</u>
Other Revenue			
Sponsorship	\$ 40,000.00	\$ 30,000.00	\$ (10,000.00)
Road Runner Magazine	\$ 1,000.00	\$ -	\$ (1,000.00)
Website Advertising	\$ 100.00	\$ -	\$ (100.00)
Transfer from Reserve	\$ 53,950.00	\$ 37,665.64	\$ (16,284.36)
	<u>\$ 95,050.00</u>	<u>\$ 67,665.64</u>	<u>\$ (27,384.36)</u>
TOTAL REVENUE:	<u>\$ 149,850.00</u>	<u>\$ 126,365.64</u>	<u>\$ (23,484.36)</u>
<u>EXPENDITURES:</u>			
Convention Expenses			
Keynote/Guest Speakers x 2	\$ 25,000.00	\$ 14,688.86	\$ (10,311.14)
Shaw Convention Centre - Rental/AV/Catering	\$ 80,000.00	\$ 70,526.45	\$ (9,473.55)
Early Registration Draw Prize	\$ 1,000.00	\$ 199.49	\$ (800.51)
Lanyards/Engraving/Misc./Peer Award	\$ 1,500.00	\$ 682.84	\$ (817.16)
Miscellaneous Expenses			
Bank Maintenance Fees	\$ 150.00	\$ 171.62	\$ 21.62
Website Hosting Fee/PayPal Main. Fees	\$ 2,500.00	\$ 2,671.02	\$ 171.02
Strategic Planning/Executive Mtg. Expenses	\$ 1,500.00	\$ -	\$ (1,500.00)
Misc. Office Expenses - Postage/Freight	\$ 200.00	\$ 349.16	\$ 149.16
Insurance	\$ -	\$ 924.94	\$ 924.94
Advertising Expenses			
Promotional Items/Tradeshaw Expenses	\$ 10,000.00	\$ 9,573.70	\$ (426.30)
Executive photos	\$ 1,000.00	\$ -	\$ (1,000.00)
Contracted Services			
Executive Director (Includes Convention Expenses)	\$ 27,000.00	\$ 26,577.56	\$ (422.44)
TOTAL EXPENSES:	<u>\$ 149,850.00</u>	<u>\$ 126,365.64</u>	<u>\$ 23,484.36</u>
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

Bank Balance as of October 15, 2023 = \$131,431.90



Comparison of membership fees / convention fees of other similar organizations

Organization	Membership Fee	Convention Fee	Total	# of Conventions	Cost Per
AMSA	\$ 400	\$ -	\$ 400	2	\$ 200
APWA	\$ 331	\$ 690	\$ 1,021	1	\$ 1,021
CLGM	\$ 325	\$ 549	\$ 874	1	\$ 874
RMA	\$ -	\$ 1,405	\$ 1,405	2	\$ 703
RUSA	\$ 125	\$ 350	\$ 475	1	\$ 475
LGAA	\$ 225	\$ 525	\$ 750	1	\$ 750
\$800 Fees	\$ 800	\$ -	\$ 800	2	\$ 400



2023 AMSA AGM

DAY 1 – November 7, 2023

AMSA 2023 Executive/Director Nominations



2023 AMSA AGM

DAY 1 – November 7, 2023

Bylaw Review



2023 AMSA AGM

DAY 1 – November 7, 2023

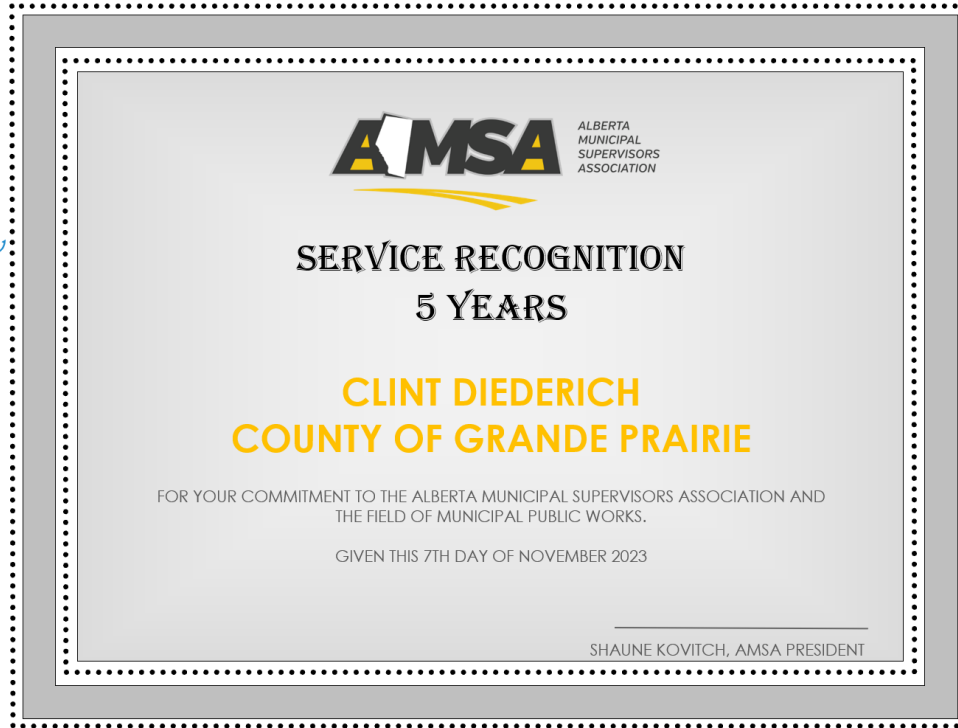
Long Service Recognition



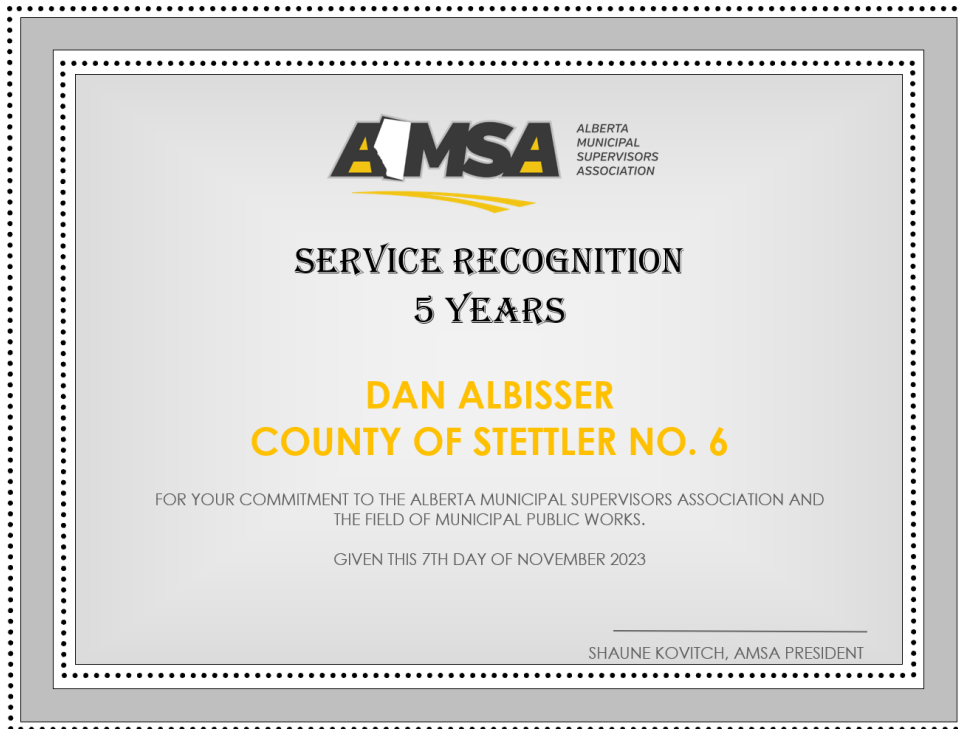
CELEBRATING 5 YEARS



CELEBRATING 5 YEARS



CELEBRATING 5 YEARS



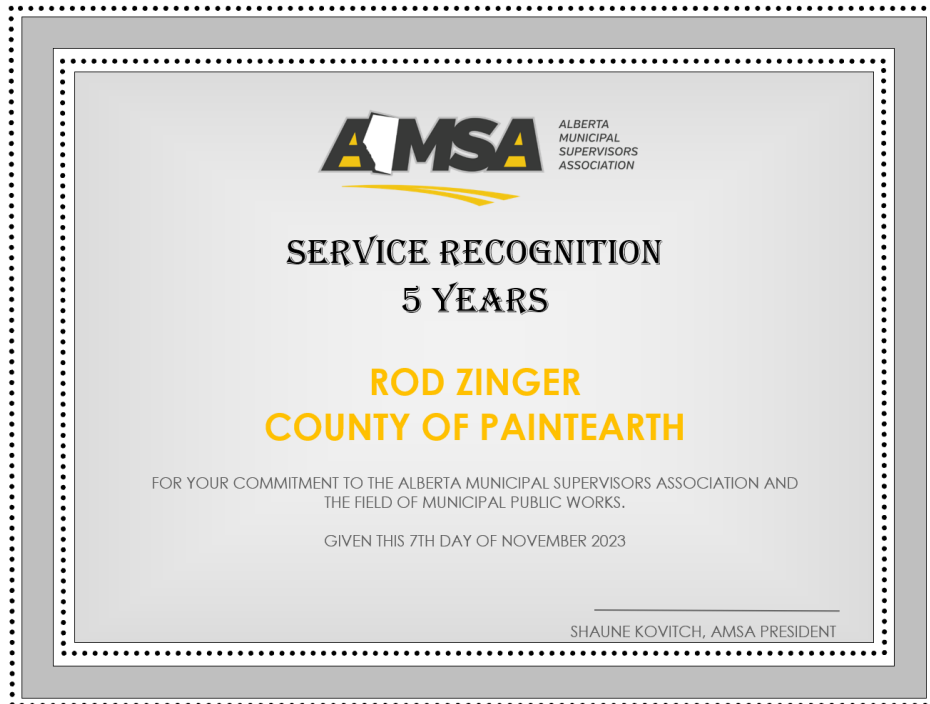
CELEBRATING 5 YEARS



CELEBRATING 5 YEARS



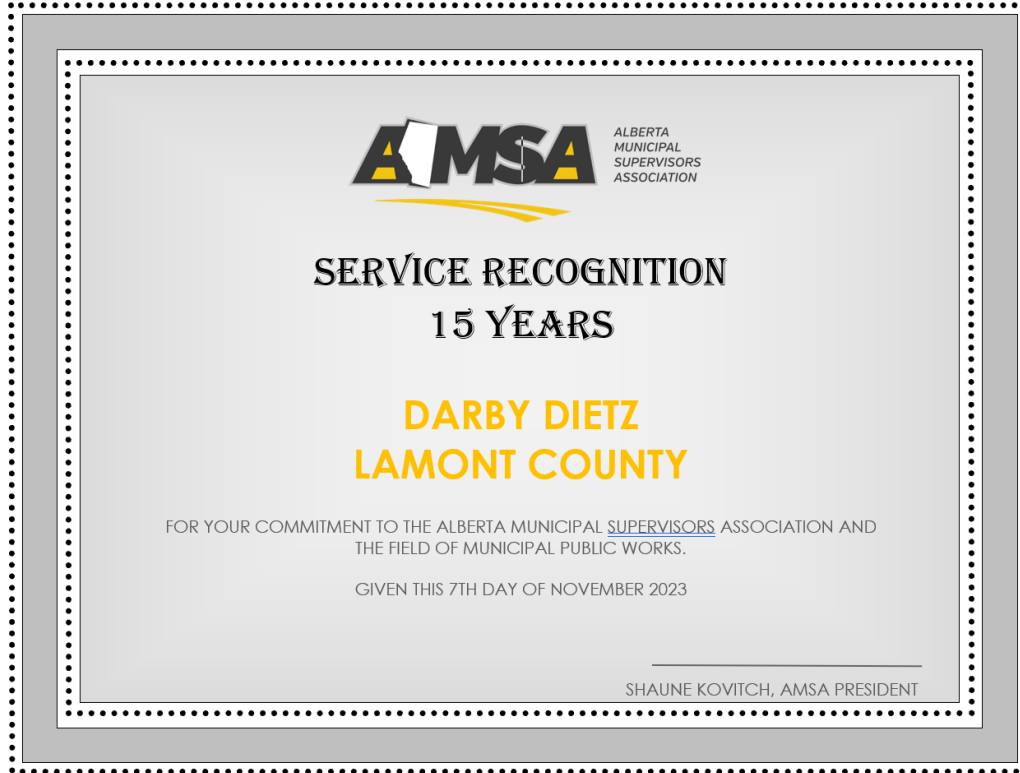
CELEBRATING 5 YEARS



CELEBRATING 5 YEARS



CELEBRATING 15 YEARS



CELEBRATING 20 YEARS



CELEBRATING 25 YEARS



2023 AMSA AGM

DAY 1 – November 7, 2023

AGM DAY 1 CONCLUDES



2023 AMSA AGM

DAY 2 – November 8, 2023

Unless positions are appointed by Acclamation
VOTE – Executive/Director Positions

- President (2-Year term)
- Director, Zone 3 (1-Year term - Bi-Election) VACANT
- Director, Zone 4 (1-Year term - Bi-Election) VACANT



2023 AMSA AGM

DAY 2 – November 8, 2023

If there are amendments from the floor on AGM DAY 1
VOTE – Bylaw Review



2023 AMSA AGM

DAY 2 – November 8, 2023

Committee Reports



2023 AMSA AGM

DAY 2 – November 8, 2023

Adjournment

