

RURAL MUNICIPAL ADMINISTRATORS' ASSOCIATION OF SASKATCHEWAN

Minutes of a regular meeting of the Executive Board of the RMAA

Cypress Hills, Saskatchewan

September 28 and 29, 2024

Present:

President	Sheila Keisig	Balcarres
Vice-President	Michelle Buechler	Paynton
Div. 1 Director	Amanda Baumgartner	Corning
Div. 2 Director	Carol Bellefeuille	Moose Jaw
Div. 3 Director	Raylene Checkley	Richmound
Div. 4 Director	Kelly Rea	Arran
Div. 5 Director	R. Doran Scott	Bradwell
Executive-Director	Rose Zimmer	Wolseley

Absent:

Div. 6 Director	Beck Carr	Edam
Director Ex-Officio	Bill Huber	Lipton
Past President	Guy Lagrandeur	Wilcox

The meeting was called to order at 1:10 p.m. by President Keisig.

President Keisig welcomed guest Callum Checkley.

<u>AGENDA</u>	27-2024	Director Baumgartner
That the agenda be adopted as presented.		CARRIED
<u>MINUTES</u>	28-2024	Director Rea
That the minutes of the Executive Board Meetings held on May 12, 2024 and May 16, 2024 be hereby approved as circulated.		CARRIED
<u>FINANCIAL STATEMENTS</u>	29-2024	Director Scott
That the financial statements for the period ended August 31, 2024 be approved as presented.		CARRIED
<u>SCHEDULE OF ACCOUNTS</u>	30-2024	Director Checkley
That the Schedule of Accounts for the period ending August 31, 2024, in the amount of \$171,426.32 be approved.		CARRIED
<u>CONVENTION SURVEY</u>	31-2024	Director Bellefeuille
That we acknowledge the results of the 2024 convention survey.		CARRIED
<u>CONVENTION RESOLUTION</u>	32-2024	Director Checkley
That in acknowledgement of a resolution carried at the annual convention, a resolution to create an internal communication portal on the association website, we post approved minutes and financial information.		CARRIED
<u>BYLAW 5 AMENDMENT</u>	33-2024	Director Baumgartner
That as annexed to these minutes, we put forth amendments to Bylaw 5 for a membership vote at the 2025 annual convention.		CARRIED
<u>ASSESSMENT APPEALS ADVISORY COMMITTEE</u>	34-2024	Director Baumgartner
That Director Rea be appointed as proxy to the Assessment Appeals System Advisory Committee.		CARRIED
<u>COMMITTEE REPORTS</u>	35-2024	Director Checkley
That the verbal committee reports be adopted as presented.		CARRIED
<u>DIVISION REPORTS</u>	36-2024	Director Buechler
That the verbal division reports be adopted as presented.		CARRIED
<u>FRATERNAL DELEGATE REPORTS</u>	37-2024	Director Scott
That the verbal fraternal delegate reports be adopted as presented.		CARRIED
<u>SASK POLYTECHNIC</u>	38-2024	President Keisig
That we remind Sask Polytechnic of our expectation to hold representation on the oversight committee for the Municipal Administration Diploma Program.		CARRIED

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Cypress Hills, Saskatchewan

September 28 and 29, 2024

BOARD OF EXAMINERS REPORT

39-2024

Director Rea

That we acknowledge the report from the Board of Examiners Secretary.

CARRIED

ADMINISTRATOR MENTORSHIP REPORT

40-2024

Director Bellefeuille

That we acknowledge the report from the Administrator Mentorship Program Coordinator.

CARRIED

LEGAL REPRESENTATION

41-2024

Director Scott

That the Executive Director hire appropriate legal representation to assist with any necessary legal situations and to provide legal advice should a need should arise.

CARRIED

CORRESPONDENCE

42-2024

Director Buechler

That the correspondence be approved and filed unless otherwise directed by the Board.

CARRIED

BOARD MEETING DATES

43-2024

Director Baumgartner

That the next board meetings be held on Sunday November 17 and Monday November 18, 2024 and Sunday March 2, 2025 at the SARM office in Regina, Saskatchewan.

CARRIED

The Executive Director informed the Board of her retirement intentions.

Meeting recessed until Sunday morning at 8:15 a.m.

Director Checkley attended via ZOOM.

LOGO MODERNIZATION

44-2024

Director Scott

That we obtain quotes for the modernization of our brand and logo.

CARRIED

SALARY SCHEDULE 2025

45-2024

Director Baumgartner

That the RMAA Salary Negotiation Committee be instructed to prepare the 2025 salary proposal and brief for presentation to the SARM Board with a request for a 3.0 percent increase to all levels of the current schedule; the Saskatchewan CPI is 1.1% from August 2023 to August 2024.

CARRIED

ADJOURNMENT

46-2024

Director Scott

That this meeting now adjourn. 10:45 a.m.

CARRIED

Sheila Keisig, President

Rose Zimmer, Executive Director

Rural Municipal Administrators' Association
Balance Sheet As at 31/08/2024

ASSET

Current Assets

CASH - Fast Track Account	264,269.24
CASH - Bank Balance	262,014.78
Term Deposits	33,147.38
TOTAL CASH	559,431.40

INVESTMENTS

Other Investments	5.00
TOTAL INVESTMENTS	5.00

ACCOUNTS RECEIVABLE

Accounts Receivable	1,396.47
General Accounts Receivable	-999.75
Allowance for Doubtful Accounts	0.00
TOTAL ACCOUNTS RECEIVABLE...	396.72

PREPAID EXPENSES

Prepaid Expenses	10.00
Prepaid Expenses	2,230.44
TOTAL PREPAID EXPENSES	2,240.44

OFFICE EQUIPMENT

Filing Cabinets	1,832.53
Accum Amort - Furniture & Fixtur...	-1,317.30
Lap Top Computers & Accessories	3,868.32
Accum Amort - Computer & Acce...	-2,932.07
TOTAL OFFICE EQUIPMENT	1,451.48

TOTAL ASSET 563,525.04

LIABILITY

CURRENT LIABILITIES

Accounts Payable	0.00
TOTAL CURRENT LIABILITIES	0.00

TOTAL LIABILITY 0.00

EQUITY

SURPLUS

Accumulated Surplus	0.00
Retained Earnings - Previous Year	479,598.66
Current Surplus	83,926.38
SURPLUS	563,525.04

TOTAL EQUITY 563,525.04

LIABILITIES AND EQUITY 563,525.04

Rural Municipal Administrators' Association Income Statement 01/01/2024 to 31/08/2024

REVENUE

MEMBERSHIPS

Active Membership Fees	128,456.25
Associate Membership Fees	16,800.00
TOTAL MEMBERSHIPS	145,256.25

INVESTMENT INCOME

Interest on Term Deposits	2,964.63
TOTAL INVESTMENT INCOME	2,964.63

CONVENTION INCOME

Admin Tour - Registration Fees	-7,000.00
Convention Registration	17,900.00
Golf Fees	7,200.00
Commercial Sponsorships	29,450.01
Gang of Three Sponsorship	3,000.00
Trade Show Booths	16,000.00
TOTAL CONVENTION INCOME	66,550.01

SUNDRY INCOME

Workshop Fund Revenue	38,000.00
Workshop Fund - Urban	33,005.00
Interest Revenue	10,379.88
TOTAL SUNDRY INCOME	81,384.88

BOARD OF EXAMINERS

Fees - C Certificates	7,700.00
Fees - A Certificates	14,700.00
Acting Permit Fee	2,400.00
TOTAL BOARD OF EXAMNER...	24,800.00

TOTAL REVENUE 320,955.77

EXPENSE

ADMINISTRATION

Audit	3,330.00
Bank Service Charges	415.00
Certificate/Awards/Pins	43.85
Curling Expense	1,735.95
Salary - Executive-Director	24,437.04
CPP Expense	1,799.52
El Expense	956.70
MEPP Expense	3,141.92
Total Employee Deductions	30,335.18
Fraternal Delegates Expense	3,087.40
RMAA President Honorarium	3,648.00
Insurance & Bond	5,495.04
Lou Jacobs Award Expense	400.00
Postage	258.46
Stationery & Supplies	525.67
Telephone	565.68
Website Maintenance	16,566.75
Workers' Compensation Board L...	125.95
Misc Costs & Asset Management	2,323.52
Workshop Fund - Expense	20,639.62
TOTAL ADMINISTRATION	89,496.07

BOARD MEETING AND TRAVEL

Executive Board Meetings	8,658.45
Committee Meetings	3,636.48
Workshop Fund - Director Expen...	2,506.85

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**Rural Municipal Administrators' Association
Income Statement 01/01/2024 to 31/08/2024**

TOTAL MEETING & TRAVEL E...		<u>14,801.75</u>
CONVENTION EXPENSE		
Golf		8,283.39
Admin on the Go Tour		-7,000.00
Visiting Fraternal Delegate Expe...		324.09
Monday Social	6,170.50	
Coffee/Juice Service	9,378.26	
Audio/Visual Service	12,839.51	
Tuesday Luncheon	15,831.73	
Wednesday Noon Luncheon	14,278.89	
Hospitality Suite	<u>582.25</u>	
Total Hotel Costs		59,081.14
Door Prizes		688.50
Printing/Postage/Stationery		720.75
Seminars & Speakers		1,837.50
Misc. Convention Expense		<u>23,468.12</u>
TOTAL CONVENTION EXPENSE		<u>87,403.49</u>
TSS PROGRAM		
TSS Designated Advisor Salary		16,105.63
TSS Coordinator Salary		<u>3,333.36</u>
TOTAL TSS EXPENSE		<u>19,438.99</u>
BOARD OF EXAMINERS		
Board Secretary Services		10,473.04
Supplies and Stationery		346.19
Phone, Postage & Courier		429.44
Office Inspection Services		<u>14,640.39</u>
TOTAL BOARD OF EXAMINER...		<u>25,889.06</u>
TOTAL EXPENSE		<u>237,029.39</u>
NET INCOME		<u><u>83,926.36</u></u>

Rural Municipal Administrators' Association
Trial Balance As at 30/04/2024

Ac...	Account Description	Debits	Credits
1108	CASH - Fast Track Account	262,776.29	-
1110	CASH - Bank Balance	392,493.47	-
1170	Term Deposits	33,147.38	-
1210	Other Investments	5.00	-
1304	Accounts Receivable	6,096.47	-
1305	General Accounts Receivable	-	999.75
1420	Prepaid Expenses	5,000.00	-
1450	Prepaid Expenses	2,230.44	-
1505	Filing Cabinets	1,832.53	-
1506	Accum Amort - Furniture & Fixtur...	-	1,317.30
1515	Lap Top Computers & Accessories	3,868.32	-
1516	Accum Amort - Computer & Acce...	-	2,932.07
3560	Retained Earnings - Previous Year	-	479,598.66
4005	Active Membership Fees	-	126,225.00
4010	Associate Membership Fees	-	16,800.00
4205	Interest on Term Deposits	-	1,471.68
4307	Convention Registration	-	17,600.00
4310	Golf Fees	-	7,100.00
4315	Commercial Sponsorships	-	25,850.00
4317	Gang of Three Sponsorship	-	3,000.00
4320	Trade Show Booths	-	16,000.00
4405	Workshop Fund Revenue	-	37,400.00
4406	Workshop Fund - Urban	-	32,905.00
4440	Interest Revenue	-	5,400.06
4605	Fees - C Certificates	-	4,550.00
4610	Fees - A Certificates	-	7,000.00
4620	Acting Permit Fee	-	1,400.00
5005	Audit	3,330.00	-
5010	Bank Service Charges	215.00	-
5035	Curling Expense	783.45	-
5040	Salary - Executive-Director	12,218.52	-
5045	CPP Expense	899.76	-
5050	EI Expense	405.68	-
5055	MEPP Expense	1,570.96	-
5080	Insurance & Bond	4,662.94	-
5095	Postage	234.20	-
5105	Stationery & Supplies	30.74	-
5110	Telephone	282.84	-
5112	Website Maintenance	9,296.25	-
5114	Workers' Compensation Board L...	125.95	-
5140	Misc Costs & Asset Management	639.84	-
5180	Workshop Fund - Expense	20,639.62	-
5205	Executive Board Meetings	620.28	-
5210	Committee Meetings	1,615.46	-
5220	Workshop Fund - Director Expen...	985.65	-
5305	Golf	4,008.73	-
5355	Door Prizes	199.79	-
5365	Seminars & Speakers	875.00	-
5510	TSS Designated Advisor Salary	9,438.17	-
5515	TSS Coordinator Salary	1,666.68	-
5613	Board Secretary Services	5,236.52	-
5630	Phone, Postage & Courier	117.59	-
		<u>787,549.52</u>	<u>787,549.52</u>

Rural Municipal Administrators' Association
Purchases Journal 01/09/2024 to 31/10/2024

		Account Number	Account Description	Debits	Credits
05/09/2024	J1150	Cash, AugCollabriaCard, Collabria Credit Card c/o Prairie Centre Credit Un.			
		1420	Prepaid Expenses	2,000.00	-
		1110	CASH - Bank Balance	-	2,000.00
27/09/2024	J1153	11674, SpringWkshops, UMAAS			
		5180	Workshop Fund - Expense	23,510.77	-
		1110	CASH - Bank Balance	-	23,510.77
30/09/2024	J1154	Cash, BdCommSept2024, Raylene Checkley			
		5205	Executive Board Meetings	633.20	-
		5215	Divisional Meetings	200.00	-
		1110	CASH - Bank Balance	-	833.20
30/09/2024	J1155	Cash, MEPPSept2024, Municipal Employees Pension Plan			
		5055	MEPP Expense	785.48	-
		1110	CASH - Bank Balance	-	785.48
30/09/2024	J1156	Cash, PayrollDedSept24, Receiver General			
		5045	CPP Expense	449.88	-
		5050	EI Expense	173.86	-
		5056	Income Tax Expense	750.00	-
		1110	CASH - Bank Balance	-	1,373.74
30/09/2024	J1157	Cash, BOE/AMP/Psotage24, Jill Palichuk			
		5515	TSS Coordinator Salary	416.67	-
		5613	Board Secretary Services	1,309.13	-
		5630	Phone, Postage & Courier	20.99	-
		1110	CASH - Bank Balance	-	1,296.70
		5045	CPP Expense	-	60.54
		5050	EI Expense	-	21.73
		5055	MEPP Expense	-	117.82
		5056	Income Tax Expense	-	250.00
30/09/2024	J1158	Cash, SeptInternet24, Sask Tel			
		5110	Telephone	70.71	-
		1110	CASH - Bank Balance	-	70.71
30/09/2024	J1159	11675, Div/Frat/bdSept2024, Carol Bellefeuille			
		5065	Fraternal Delegates Expense	1,539.40	-
		5205	Executive Board Meetings	1,279.75	-
		5210	Committee Meetings	200.00	-
		5215	Divisional Meetings	721.20	-
		1110	CASH - Bank Balance	-	3,740.35
30/09/2024	J1160	11676, SeptBdMtg2024, Sheila Keisig			
		5205	Executive Board Meetings	1,717.84	-
		1110	CASH - Bank Balance	-	1,717.84
30/09/2024	J1161	11677, Div/BdMtg/Comm024, Kelly Rea			
		5205	Executive Board Meetings	2,149.10	-
		5210	Committee Meetings	100.00	-
		5215	Divisional Meetings	366.60	-
		1110	CASH - Bank Balance	-	2,615.70
30/09/2024	J1162	11678, SeptBd/Div2024, Amanda Baumgartner			
		5205	Executive Board Meetings	1,880.80	-
		5215	Divisional Meetings	1,187.43	-
		1110	CASH - Bank Balance	-	3,068.23
30/09/2024	J1163	11679, Bd/Frat/CommSept24, R. Doran Scott			
		5065	Fraternal Delegates Expense	1,541.08	-
		5205	Executive Board Meetings	1,692.10	-
		5210	Committee Meetings	470.00	-
		1110	CASH - Bank Balance	-	3,703.18

**Rural Municipal Administrators' Association
Purchases Journal 01/09/2024 to 31/10/2024**

		Account Number	Account Description	Debits	Credits
30/09/2024	J1164	11680, SpetD/Comm.	Michelle Buechler		
		5205	Executive Board Meetings	1,828.10	-
		5215	Divisional Meetings	365.00	-
		1110	CASH - Bank Balance	-	2,193.10
30/09/2024	J1165	11681, SeptSal/Bd2024,	Rose Zimmer		
		5040	Salary - Executive-Director	3,054.63	-
		5205	Executive Board Meetings	714.10	-
		1110	CASH - Bank Balance	-	2,778.70
		5045	CPP Expense	-	164.40
		5050	EI Expense	-	50.71
		5055	MEPP Expense	-	274.92
		5056	Income Tax Expense	-	500.00
08/10/2024	J1166	11682, 2025DepositConventio,	Saskatoon Inn & Conference Centre		
		1420	Prepaid Expenses	10,200.00	-
		1110	CASH - Bank Balance	-	10,200.00
30/10/2024	J1169	11683, 2026ConvDepo,	Delta Regina		
		1420	Prepaid Expenses	10,000.00	-
		1110	CASH - Bank Balance	-	10,000.00
30/10/2024	J1172	11684, OctSal/NegMtg24,	Rose Zimmer		
		5040	Salary - Executive-Director	3,054.63	-
		5210	Committee Meetings	431.79	-
		1110	CASH - Bank Balance	-	2,496.39
		5045	CPP Expense	-	164.40
		5050	EI Expense	-	50.71
		5055	MEPP Expense	-	274.92
		5056	Income Tax Expense	-	500.00
30/10/2024	J1173	Cash, OctBOE/AMP24,	Jill Palichuk		
		5515	TSS Coordinator Salary	416.67	-
		5613	Board Secretary Services	1,309.13	-
		1110	CASH - Bank Balance	-	1,275.71
		5045	CPP Expense	-	60.54
		5050	EI Expense	-	21.73
		5055	MEPP Expense	-	117.82
		5056	Income Tax Expense	-	250.00
30/10/2024	J1174	Cash, OctDed2024,	Receiver General		
		5045	CPP Expense	449.88	-
		5050	EI Expense	173.86	-
		5056	Income Tax Expense	750.00	-
		1110	CASH - Bank Balance	-	1,373.74
30/10/2024	J1175	Cash, OctMEPP2024,	Municipal Employees Pension Plan		
		5055	MEPP Expense	785.48	-
		1110	CASH - Bank Balance	-	785.48
30/10/2024	J1176	Cash, OctInt2024,	Sask Tel		
		5110	Telephone	70.71	-
		1110	CASH - Bank Balance	-	70.71
30/10/2024	J1177	11685, 67811462,	Supreme Office Products		
		5140	Misc Costs & Asset Management	102.62	-
		1110	CASH - Bank Balance	-	102.62
30/10/2024	J1178	11686, AMPFall2024,	Joan Babecy		
		5510	TSS Designated Advisor Salary	5,002.42	-
		1110	CASH - Bank Balance	-	5,002.42
31/10/2024	J1181	Cash, OctCreCard2024,	Collabria Credit Card c/o Prairie Centre Credit Un.		
		5095	Postage	13.17	-
		5140	Misc Costs & Asset Management	1,872.10	-

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**Rural Municipal Administrators' Association
Purchases Journal 01/09/2024 to 31/10/2024**

<u>Account Number</u>	<u>Account Description</u>	<u>Debits</u>	<u>Credits</u>
1110	CASH - Bank Balance	-	1,386.53
5205	Executive Board Meetings	-	498.74
		<u>85,760.28</u>	<u>85,760.28</u>