



MINUTES

THE CITY OF EDMONTON MANAGEMENT ASSOCIATION

BOARD MEETING Tuesday, December 9, 2014 Boardroom 24, 18th Floor, Century Place

PRESENT: Tim Cleveley, President
Brian McCulloch, Secretary-Treasurer
Dan Alexander
Jilian Campbell
Robert Kuziw
Jim McDonald
Beatrice McMillan
Satya Gadidasu
Christa Cruthers, Executive Coordinator
Chrisy Burton, Recording Secretary

ABSENT: Brenda Waluk

14.12.1 **CALL TO ORDER**

President, Tim Cleveley called the meeting to order at 12:05 p.m.

14.12.2 **APPROVAL OF AGENDA**

Moved by Dan Alexander, seconded by Jim McDonald that the Agenda be approved as amended. Added 14.12.6e Cross Cancer and Autism Society Donation Requests

CARRIED

14.12.3 **APPROVAL OF MINUTES – November 4, 2014**

Moved by Satya Gadidasu, seconded by Brian McCulloch that the Minutes be approved as presented.

CARRIED

14.12.4 **UNFINISHED BUSINESS:**

13.1.4 **Directors' Liability Insurance - status**

ACTION: Brian to fax newly revised bylaws (recently approved at Fall and Special General Meeting Luncheon) to insurance company.

14.4.4b **Board Succession Planning - development of recognition policy** – Reviewed the draft policy for Recognition of Board Service developed by Tim.

Moved by Jilian Campbell, seconded by Robert Kuziw that the Recognition of Board Service policy be approved as amended.

CARRIED

ACTION: Communications Committee to review plaque ideas for recognition.

ACTION: Tim and Christa to finalize Recognition policy and circulate to the Board.

ACTION: Review Board structure, Policy format and creation of Governance Committee at the January Planning Session.

14.11.5b **Legal Assistance**

Christa revised the Legal Assistance form and posted it on the website.

ACTION: The Board to provide Christa with their feedback regarding the wording on the website for Legal Assistance.

14.11.5e **Members Satisfaction Survey – Review of 2014**

ACTION: Christa to provide the Board with the draft survey questions for review.

14.11.6b **Governance Mandate**

Jilian followed up with Nicole regarding receiving CEMA information while on maternity leave and Nicole mentioned she will catch up when she gets back to work.

14.11.6d **Videoconferencing – connect online with remote colleagues** - Table for January

14.12.5 DECISIONS:

14.12.5a **Events Committee – Report to the Board**

- Holiday Luncheon – Dec 4, 2014 – received \$3200 for Food Bank
- AGM – Guest Speaker – suggested speakers for the AGM were discussed: Simon Farbrother, Rick Daviss (Arena), Linda Cochrane and Dorian Wandzura. **ACTION:** Robert to follow up to see if Rick Daviss is available to speak.
- Retirement Brown Bag Session – Christa confirmed that Blueneck is available to speak on January 19th for a Brown Bag Session. It was decided to have ARTA come to a separate brown bag session.
- Ideas for other brown bag information sessions included a lawyer to speak about labour relations as managers and as individuals as well as guidance of the process to engage LAPP and HR with a retirement theme.
- **ACTION:** Brian McCulloch to follow up with Anne Dingwall regarding the retirement planning sessions.

14.12.5b **Communications Committee – Report to the Board**

- Soft Launch and Launch of CEMA Rebranding (logo and website) - almost ready to soft launch. It was agreed that a demo of the new website be done at the Planning Session to show the CEMA reps. Official launch to be at the AGM.
- SWAG (item and budget) – suggested giveaway items include smart phone/tablet chargers or flash drives. Need to decide on what to give out and the approach to roll it out to members.

14.12.5c **2015 CEMA Planning Session**

- Date and Location – January 23 at Chancery Hall Basement Training Room
- Preparation of Agenda Items – policies review/creation; terms of reference review/creation; 2015 budget. **ACTION:** Board members to review and let Christa know any additions/changes for the planning session agenda.

14.12.5d **Donate a Ride – Sponsorship Request**

The donation request from Donate a Ride was turned down as CEMA donates through ECECAF. **ACTION:** Brian to respond to Donate a Ride..

14.12.6 INFORMATION/OTHER BUSINESS:

14.12.6a **Financial**

Brian presented the Budget and Financial Results to November 30, 2014.

14.12.6b **Long Term Disability – Update**

Communication was sent out to all management and out of scope employees on November 24, 2014 regarding CEMA LTD Premium Rebate and Rate Reduction outlining the following changes for temporary rate reduction, COLA adjustment for current LTD recipients and refund for premiums paid in 2013.

14.12.6c **CEMA/HR Meeting – November 7, 2014**

Tim provided an update for the November 7th CEMA/HR meeting, the meeting focused on preparing communication for LTD and Contingency Planning.

14.12.6d **Union/Association with CLT Meeting**

The Union/Association meeting with CLT is scheduled for December 18, 2014.

14.12.6e **Cross Cancer and Autism Society Donations**

Board agreed not to provide donations as they do not meet the policy's criteria.

14.12.7 ADJOURNMENT

The meeting adjourned at 1:10 pm

<p>Next Board Meeting: Tuesday, January 13, 2015, 12:00 p.m. to 1:00 p.m. Planning Session: Friday, January 23, 8:00 a.m. to 1:00 p.m.</p>
