



THE CITY OF EDMONTON
MANAGEMENT ASSOCIATION

BOARD MEETING
Tuesday, November 4, 2014
Main Boardroom, 1200, Scotia Place, Tower 1

PRESENT: Tim Cleveley, President
Brenda Waluk, Vice President
Brian McCulloch, Secretary-Treasurer
Dan Alexander
Jilian Campbell
Jim McDonald
Beatrice McMillan
Christa Cruthers, Executive Coordinator
Chrisy Burton, Recording Secretary

ABSENT: Robert Kuziw
Satya Gadidasu

14.11.1 **CALL TO ORDER**
President, Tim Cleveley called the meeting to order at 12:05 p.m.

14.11.2 **APPROVAL OF AGENDA**
Add 6e Long Term Disability Status Update and 6f Communication Committee Update. Moved by Brenda Waluk, seconded by Dan Alexander that the Agenda be approved as amended. **CARRIED**

14.11.3 **APPROVAL OF MINUTES – October 14, 2014**
Action to be added under Item 14.10.7a: Events Committee to oversee the planning for the retirement brown bag session presentations. Moved by Jim McDonald, seconded by Brenda Waluk that the Minutes be approved as amended. **CARRIED**

14.11.4 **UNFINISHED BUSINESS:**
13.1.4 **Directors' Liability Insurance - status**
ACTION: Brian to gather Directors' Liability Insurance dollar value on coverage options from the insurance company and to provide the up to date bylaws to the insurance company upon approval by the CEMA membership. **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** - in progress. Tim will provide a draft for the next Board meeting.

14.11.5a **DECISIONS:**
Events Committee
- Events Summary and Budget for Golf Tournament 2014 was provided. The 2015 Golf Tournament is scheduled for June 12, 2015 at Legends Golf Course.
- Event Summary for Fall Special Meeting Luncheon October 15, 2014 was provided. There were 454 confirmed guests, actual attendance 437.
- December 4 Holiday Luncheon – confirmed details (chocolates, special guests)
- Volunteer Opportunity – Stuff a Bus - Various volunteer opportunities at Media Event, Bus at City Hall, Day of Caring, and Bus Offload taking place November 17 to 29th.
- 2015 Luncheons – from four to three - discussed eliminating one lunch (preferably June) for 2015, being fiscally prudent, and actively engaging in more opportunities for members, e.g. educational sessions.
Moved by Brenda Waluk, seconded by Dan Alexander to eliminate one luncheon for 2015 luncheon season. **CARRIED**
ACTION: Refer to Events and Communication Committees for 2015 luncheon replacement activities (including dollar figure to be applied to each new event) and messaging of such.

- 2015 AGM – discussed CEMA rebranding (logo and website) launch and a guest speaker is needed
- CART/Assisted Listening Device Request - a reserved table will be made available at the front.

14.11.5b **Legal Assistance**

The following have been approved 14-001 (\$500), 14-002 (\$315) and 13-006 (\$1972).

The Board reviewed and updated the Legal Assistance form. The new form will be effective for November 2014. (The process is to submit application form along with invoice. Member will be reimbursed up to a maximum of \$1500 for legal services.)

14.11.5c **BOOM Group**

Beatrice and Christa provided information on the Boom Group which is a group that offers discounts across Canada. Due to the cost per member and the limited local (Edmonton) discounts available, the Board agreed not to pursue the BOOM Group.

Brenda shared information on Innovi Cares which is a free card that allows you to get high end prescription medications for the generic cost: www.innovicare.ca.

14.11.5d **2015 CEMA Planning Session**

- Date and Location - Chrisy to coordinate a date, suggested January 23rd
- Preparation of Agenda Items – suggested topics include policies review/creation (as per new bylaws); terms of reference review/creation; 2015 budget, board meeting process/agenda restructuring; CEMA structure -current and proposed.

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

It was agreed to conduct the annual member satisfaction survey.

ACTION: Board members to send questions to Christa to include in the member satisfaction survey.

INFORMATION/OTHER BUSINESS:

14.11.6a **LAPP Stakeholder Meeting**

Brenda provided an update on the LAPP Stakeholder meeting she attended.

14.11.6b **Governance and Mandate**

- Board Succession – **ACTION: Jilian to follow up with Nicole to see if she would like to receive CEMA correspondence while on leave.**
- CEMA Structure/Governance Model Review - discuss at Planning Session.

14.11.6c **CEMA/HR Meeting – Rescheduled from October 29**

The October 29 meeting has been re-scheduled for November 7.

14.11.6d **Videoconferencing – connect online with remote colleagues**

Table for the December Board meeting.

14.11.6e **Long Term Disability**

Jim provided an update on the Long Term Disability rate reduction and rebate for management employees.

14.11.6f **Communications Committee Update**

Beatrice and Christa shared the draft new look for our website and letterhead with the Board.

14.11.7 **ADJOURNMENT**

The meeting adjourned at 1:40 pm.

Next Board Meeting: Tuesday, December 9, 2014, 12:00 p.m. to 1:00 p.m.
