DRAFT MINUTES
ASSOCIATION OF CONDOMINIUM MANAGERS OF ALBERTA
(ACMA)
BOARD OF DIRECTORS MEETING
Friday, January 9, 2015 - 10:00 conference call

Present: Pam Wilson  Vicci O'Brien
          Beverley Matthias  Lucien Roy
          Tamara Langille  Crystal Deley
          Greg McPherson – Recording Secretary

Regrets: Khrista Vogt

1. Call to Order – 10:03 a.m.

2. Approval of the Agenda

MOTION: Moved by V. O'Brien to approve the agenda as presented.
Seconded by T. Langille.
Carried.

3. Presentation of the Previous Minutes of November 7, 2014

One Correction - Item 9, completed exams – Rose only sent the ACM exam information.

MOTION: Moved by C. Deley to approve the minutes of the November 7, 2014 Board Meeting as amended.
Seconded by B. Matthias.
Carried.

4. Board of Directors

a. P. Wilson noted the association currently has 7 Directors in total which is the minimum required per the ACMA Bylaws.

b. Require additional directors to the Board of Directors in Calgary. P. Wilson requested existing directors to approach individuals who you feel would be a value to the organization.

5. Governance - Ethics

L. Roy - has word processing been completed of the suggested revisions been made as final copy? If so, provide to P. Wilson to hold for future Bylaw amendments.

Discussion:
  • L. Roy responded he hasn’t completed it yet. He had a question.
  • L. Roy asked how responses should be done.
    o Suggested to keep it as communication by electronic means. Suggested copying the wording from Bill 9.
6. Board Meeting and Luncheon Dates

November Calgary luncheon was cancelled - No managers were registered - Gasonic Instruments were expected to present on the dangers of carbon monoxide. Why was there poor registration? Topic?

Discussion:
- V. O’Brien commented they have Gasonic in their offices a number of times. C. Deley said the same. Likely Gasonic has been in other offices as well.
- V. O’Brien suggested the Board discuss and approve luncheon topics beforehand to ensure the topic is of interest.
  - P. Wilson noted there is an event spreadsheet. She will send to the Board and ask for comments on the proposed speakers and topics.
- C. Deley also noted the topic description maybe could have been written differently.
- It was noted there are registrations coming in for the January luncheons. Over 50 so far for Calgary and approximately 15 for Edmonton.
- B. Matthias noted she is trying to do a luncheon every month to engage members in Edmonton more and build that sense of networking.
- It was noted legal topics are popular for managers.

7. Education

ACM - The outline on the Web states:
Candidate (individual non-voting): Any person employed in a full-time capacity in the management of condominiums, is eligible to become a candidate member of the Association provided that they agree to meet all the criteria and write the ACM examination within three (3) years of becoming a member and write the RCM examination within two (2) years of receiving their ACM designation. All candidates must be nominated by 2 ACMA members.

The current bylaws state:
Candidate (non-voting) - Any person in Alberta directly employed in property management with a portfolio which includes condominiums may become a member of the Association and must agree to meet all of the criteria to be eligible to write and pass the R.C.M. examination within 2 years of receiving the A.C.M designation. All candidates must be nominated by 2 ACMA members.

The statement from the bylaws does not make any indication of the timeframe in which a Candidate must obtain the ACM designation; unlike the statement on the website.

Comments & Question re: ACM Education & Candidate Membership:

a.) Although the bylaws had some revisions and sent to the membership in 2013, (and not passed) there appear still to be a number of areas for discussion and revision. Table to another date specific to bylaw review in preparation for AGM - wish to have any revisions sent to members in May 2015.

b.) There are a number of individuals who have achieved the ACM Designation since 2003. Some are, or are no longer, practicing in the field. This information will be determined by current membership registration Greg is compiling with the data provided from Rosalie Schiller, P. Wilson and through the database being created with Blue Ocean.

c.) With regard to those individuals who are current members, holding an ACM Designation, and have for 3 or more years; should they be approached with advice they must now commence the RCM designation process to maintain their membership?
d.) If so, a form letter should be prepared and distributed to all ACM designates through ACMA office; with a timeline for registration in the RCM designation program.

Discussion:
- Suggested that the website be revised to be in line with the bylaws.
- ACM members are not required to pursue an RCM.
- The proposed bylaws will also need to be altered state so.

DECISION: The Board agreed not to force and ACM members to pursue the RCM designation. This will need to be changed in the bylaws and on the website.

RCM

a. Course material:
P. Wilson is unable to manage the preparation of table of contents per course binder into a spreadsheet for tracking purposes of who could be approached for revision.

ACMA to engage the services of Simona from ACMS for straight word processing purposes $20/hour to a maximum of $500, completion date by January 19th.

MOTION: Moved by V. O; Brien to engage the services of Simona from ACMS for straight word processing purposes $20/hour to a maximum of $500, completion date by January 19th.
Seconded by T. Langille.
Carried.

Next step is the need to make calls and emails "Call for Expertise" to applicable professionals requesting their input for revision to the content.

b. Cost per manual:

P. Wilson reviewed ACMOs website and determined the costs listed on the ACMA website were not in line with ACMO. It seemed appropriate the costs for the manuals and exam fees be the same, until such time as ACMA has amended the manual content, has found individuals to teach the programs and a facility to do so. Therefore, the website and forms have been updated to meet ACMOs costs.

8. Completed Exams - RCM & ACM

Details have been made available and provided to G. McPherson to compare with existing membership list. The information will not be lost, it will be a database going forward as historical record; however all exams will be destroyed.

9. Financial

a. Revenue Opportunities

Current revenue opportunities include newsletter advertising and sponsorship of luncheons.
b. Newsletter Advertising

G. McPherson has sent call for advertising opportunities to all Associate Members. P. Wilson provided a script describing size and cost of ad and artwork requirements.

c. Sponsorship for Luncheons

More sponsors are needed.

ACTION: November 7 2014 - The ACMA office to send a communication out to Associate members that advertising is available for the newsletter. – G. McPherson sent an email out to associate members on the general sponsorship opportunities available for luncheons. Received email text from P. Wilson on newsletter advertising opportunities, January 4th. COMPLETE.

ACTION: November 7 2014 - G. McPherson to prepare an email distribution list specific to each membership category to ensure what is of interest is received by only those parties. – COMPLETE.

d. Financial Reporting

Quickbook change over complete. McPherson Management entered all data from April 1st through to October 31 to provide ACMA with a full set of accounting for the current fiscal year in Quickbooks, rather than loss of detailed data stored in Simply Accounting.

Financial Statement Review

e. Accounts Receivable

A/R balance $6425 o/s @ Dec 31 2014.

A/R follow up took place in December by B. Matthias, V. O'Brien, & P. Wilson.

Request McPherson Management to further pursue o/s a/r by way of telephone once emails have been sent out. Confirm whether or not individual wishes to maintain their membership.

Management of A/R option going forward:

i.) If any members have not paid after 3 months, should they be removed as a member and sent a formal notice. For ACM/RCM members the notice will reiterate they are not permitted to utilize the designation unless membership is current.

Discussion:

- The Board agreed that after 3 months, members should be taken off the list and sent the appropriate letters.
- P. Wilson reported on the bank balance in the ACMA bank account and the transfer of funds out of the general operating account to the Joint Conference account.
f. Change in Banking Institutions

G. McPherson - cheques received from RBC. Upon clearing of all cheques from the Servus account, the Servus account will be closed and the balance of cash will be transferred to RBC. - **ANTICIPATED COMPLETION - JANUARY 12, 2015**

g. Paypal & Manual Credit Card processing

Upgraded to a PayPal Professional account so ACMA can accept and process credit cards manually by telephone. The cost to ACMA is $35 per month. - **COMPLETE**

10. Communication - Database/Web-site / Newsletter / Social Media

a. Database/Website


G. McPherson noted that all the actions on the website are complete and the office will be sending an email to all members with directions on how to retrieve their usernames and passwords and information on what changes have been made.

b. Newsletters

January 2015 - will be specific to RCM Designation. P. Wilson waiting for approval from Janice Schenk of ACMO to utilize her article from the fall issue of CM magazine with revision to remove reference to Ontario.

Discussion:
- The Board discussed getting help with the newsletter and collecting articles for the newsletter.

c. Social Media

Did T. Langille and K. Vogt connect with regard to access for Twitter, LinkedIn accounts?
- T. Langille noted she has access to the Twitter accounts. The LinkedIn account is not set up as of yet.
- T. Langille reported on what she is following on Twitter and what is being tweeted.

P. Wilson reported that Steve Thomas from McPherson Management has a degree in public & media relations. He is well versed in social media and can be a great resource to ACMA. P. Wilson has asked Greg McPherson to prepare a proposal for Steve’s services to start with perhaps a meeting to discuss social media, platforms, purpose, and how to reach our target audience.
11. Brochure

See marked up brochure from P. Wilson, email January 4, 2015 for review & revision made by McPherson Management January 7, 2015. The text revision is from the Strategic Planning Session. Please reference October 13, 2014 - 2:34 p.m.

Is the BoD in agreement with the proposed changes?
- The Board discussed some minor revisions to the brochure.
- The Board has satisfied with the revisions and the brochure is ready for print.

If so, P. Wilson will send copy to Hyphen Studios, Lethbridge; current holder of artwork. Rick Murti worked with this company previously.

12. Membership

a. Applications

ASSOCIATE MEMBERSHIPS - follow up from November’s meeting

_Stampede Elevator._ We followed up. He was second guessing his membership at this point and wasn’t sure if he would submit payment or not. I would leave it as is for now.

_The Dueck Group._ I also followed up. They are a security company ([www.thedueckgroup.com](http://www.thedueckgroup.com)). They have a contract with The Wedge Woods of New Discovery. C-era is the property management company. Diane Vine is the contact. C-era is a Corporate member of ACMA. Diane is also a REIC member. At the time he didn’t have another contact. But given he is working with C-Era, I would recommend approving.

Given the above information and to no longer hold up the membership process. P. Wilson advised G. McPherson to proceed with Membership of **Dueck Group. Process is complete and Dueck Group has Paid.**

**Discussion:**
- It was noted that Benchmark now manages the Wedge Woods.

**Steller Condominium Management** - Alicia Jentner - application December 5th.

**MOTION:** Moved by T. Langille to approved the membership application by Steller Condominium Management.
Seconded by B. Matthias.
Carried.

Payment upon approval of membership.


**Meeting held December 17th.** WinSport - Canada Olympic Place - has been secured as the location $5000 deposit made from the conference proceeds.
13. (con’t).....

**Accounting** - it was agreed to have ACMA continue as the hosting administrator of the conference. It was also agreed to separate the accounts of ACMA and the joint conference, through ACMA. Board Resolution completed December 19th. P. Wilson (ACMA representative), C. Deley (REIC representative) and G. McPherson (as 3rd signatory), attended RBC to open account, transfer funds on January 7th. McPherson Management to create a separate Company in Quickbooks to commence separate accounting for the joint conference.

**MOTION:** Moved by V. O’ Brien to ratify the Board resolution as described above.
Seconded by T. Langille.
Carried

**2014 PROCEEDS** - $19,926 total proceeds for all three organizations. Less $5,000 deposit to Winsport for 2015 = $14,926 less $2,500 operating funds to joint bank account = $12,426 / 3 = $4,142 disbursed to each organization - ACMA CCI REIC.

A **Memorandum of Understanding** will be discussed with John McDougall. Bruce Simpson, representing REIC has been charged with this task.

**Discussion:**
- C. Deley asked the Board to think of topics for the Committee to consider.
  - V. O’ Brien commented that a session on Bill 9 will be needed on how it affects condominium management.
- P. Wilson added the committee would like to come up with a Brand name and logo for the conference.

14. **Buildex Edmonton March 17 & 18 2015**

More planning will be required in February.

15. **Presentation & Gift to former board members:**

Further discussion required regarding form of acknowledgement of past members. Options need to be provided by other Board Members. Certificates for the others with tenure dates? Plaques for the others?

**Discussion:**
- C. Deley commented that people who volunteer on a board should be recognized. R. Evans, R. Schiller, R. Murti and A. Whyte for example should all be recognized. The Board agreed.
- ACMA should come up with a simple plaque to present to past board members.
- A certificate of appreciation could be presented.

**ACTION:** B. Matthias to find out from R. Evans how long she was on the Board.

**ACTION:** C. Deley to find out from R. Schiller how long she was on the Board.
16. ACMA Swag

Letter openers received. Edmonton and Calgary both have stock. These will be handed out at luncheons, conferences, Buildex etc…

17. Strategic Planning Session - September 5, 20104

Will update task spreadsheet after January 9th Board meeting. P. Wilson provided a brief overview of tasks being worked on. The list is gradually being worked on.

18. Median Annual Expenses - Condominiums - IREM.

C. Deley provided outline for Newsletter. Will distribute for February and then again in September at the beginning of budget season.

19. CPA - BILL 9

See outline prepared by P. Wilson January 8 2015.

20. Licensing

P. Wilson approached RECA in December and had been advised nothing has been formalized as of yet given the Bill 9 is proposed.

21. RECA - Advisory Committee - Condominium Management

P. Wilson applying for position.

C. Deley commented J. Lekopoy has applied.
V. O'Brien commended C. Mehls has also applied.

22. Other Business

C. Deley noted she has some historical minutes and boxes for ACMA. She will hand the minute binder and boxes to the ACMA office. The Board of Directors approved the expense of C. Deley hiring a handyman to provide assistance in the moving of boxes from her office to the ACMA office.

23. Adjournment

Next meeting: February 6, 2015 - 10:00 a.m.

The meeting was adjourned at 11:10 a.m.