

## Gary Porter

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**From:** Mei Xue <mxwhyte@metroglass.ca>  
**Sent:** March 18, 2019 11:18  
**To:** Gary Porter  
**Subject:** FW: Reminder-Call for Reports and RSVPs for Wednesday's PGAA AGM

**Follow Up Flag:** FollowUp  
**Flag Status:** Flagged

Hi Gary:

Financial has not changed since I sent to you last time. I will double check with bank statement and update any changes and send to you soon. I will not be at the meeting.

Thank you and have a good day.

Best Regards,

*Meiwhyte*

Mei Whyte,

CFO, CEO



## Tradition of Excellence

**48 Years of Manufacturing innovative Aluminum Doors, Frames, Curtain Walls, Windows and Vents**

108, 1626 - 115 Ave. NE Calgary, AB T3K 2E4

Tel: 403-250-9290 Direct: 587-349-9089

Fax: 403-291-0599 Cell: 403-510-1380

Email: [mxwhyte@metroglass.ca](mailto:mxwhyte@metroglass.ca); [www.metroglass.ca](http://www.metroglass.ca)

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**Provincial Glaziers Association of Alberta  
Balance Sheet As at 31/12/2018**

<b>ASSET</b>			
<b>Current Assets</b>			
Bank	66,785.03		
Total Cash		66,785.03	
Accounts Receivable	200.00		
Allowance for Doubtful Accounts	0.00		
Total Receivable		200.00	
Prepaid Expenses	0.00		
Deposits	0.00		
Prepaid Expenses	0.00		
Total Prepays and Deposits		0.00	
<b>Total Current Assets</b>		66,985.03	
<b>Inventory Assets</b>			
Manuals		0.00	
Awards		0.00	
<b>Total Inventory Assets</b>		0.00	
<b>TOTAL ASSET</b>		66,985.03	
<b>LIABILITY</b>			
<b>Current Liabilities</b>			
Accounts Payable		0.00	
Accrued Accounts Payable	0.00		
GST Charged on Sales	783.33		
GST Paid on Purchases	-778.48		
GST Owing / Due		4.85	
<b>Total Current Liabilities</b>		4.85	
<b>TOTAL LIABILITY</b>		4.85	
<b>EQUITY</b>			
<b>Owners Equity</b>			
Member Equity		33,106.23	
Current Earnings		33,873.95	
<b>Total Owners Equity</b>		66,980.18	
<b>TOTAL EQUITY</b>		66,980.18	
<b>LIABILITIES AND EQUITY</b>		66,985.03	
<b>Generated On: 16/02/2019</b>			

**Provincial Glaziers Association of Alberta  
Income Statement 01/01/2018 to 31/12/2018**

<b>REVENUE</b>			
<b>Dues Revenue</b>			
Specification Manual Sales			0.00
Mis.Receivables			0.00
Masterglazier Registration Fee			-700.00
Dues			9,400.00
Golf Sponsorship	3,215.00		
Golf Registrations	5,425.00		
Golf Tournament	-5,204.00		
Golf Revenue			3,436.00
<b>Operating Revenue</b>			<b>12,136.00</b>
<b>Other Revenue</b>			
Web Site Revenue			0.00
Cost Sharing			0.00
Interest Revenue	14.91		
Total Other Revenue			14.91
<b>Other Operating Revenue</b>			<b>14.91</b>
<b>TOTAL REVENUE</b>			<b>12,150.91</b>
<b>EXPENSE</b>			
<b>General &amp; Administrative Expenses</b>			
CGA Membership Dues			800.00
Accounting & Legal			0.00
Bad Debts			0.00
Provincial Fees			0.00
Courier & Postage			0.00
Insurance			0.00
Interest & Bank Charges			0.00
GST Adjustment			0.00
Office Supplies			99.29
Membership Certificates			0.00
Apprentice Awards			0.00
Scholarship Funding			0.00
Website Development & Maintenance			0.00
Cost Sharing			0.00
Golf Tournament			327.88
Prizes and Promotional Items			0.00
Sponsorships			-23,000.21
Meeting Room Rental			50.00
ATCC MEMBERSHIP			0.00
ACA MEMBERSHIP DUE			0.00
Travel & Entertainment			0.00
<b>Total General &amp; Admin. Expenses</b>			<b>-21,723.04</b>
<b>TOTAL EXPENSE</b>			<b>-21,723.04</b>
<b>NET INCOME</b>			<b>33,873.95</b>
<b>Generated On: 16/02/2019</b>			

**Provincial Glaziers Association of Alberta**

**General Ledger Report 01/01/2018 to 31/12/2018**

**Sorted by: Transaction Number**

	Date	Comment	Source #	JE#	Debits	Credits	Balance
<b>5750 Sponsorships</b>							
	11-06-2018	Skills Canada	1192	J18	1,000.00	0.00	0.00 Dr
	20-11-2018	S.A.I.T.	513	J41	0.00	24,530.21	1,000.00 Dr
	11-06-2018	Regan Hoet	1194	J47	530.00	0.00	23,530.21 Cr
					1,530.00	24,530.21	23,000.21 Cr

**Generated On: 16/02/2019**

## Gary Porter

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**Subject:** Cindy-PGAA Membership  
**Start:** Wed 2019-01-02 11:30  
**End:** Wed 2019-01-02 12:00  
**Recurrence:** (none)  
**Organizer:** Gary Porter

## Gary Porter

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**From:** Mei Xue <mxwhyte@metroglass.ca>  
**Sent:** February 16, 2019 13:05  
**To:** Gary Porter; 'Rick Makepeace'; leyglass@shaw.ca; 'Natasha Hillestad'; brent@ferguson.ca; 'Brian Risbey'; 'Gene Aquilini'; 'Keith Wallace'; taylor@laytonconsulting.com; ron@glassguild.com; 'Jonathon Greenland'  
**Cc:** 'Ross Wady'  
**Subject:** Year End Financials  
**Attachments:** Balance12312018.xls; Income12312018.xls; Ledger - Sponsorships .xls

**Follow Up Flag:** FollowUp  
**Flag Status:** Flagged

Hi Gary:

I am sending you the Financial statements as of 12/31/2018. Please review.

I am also working on Society Annual Return and GST return for 2018. I am only to discover that the fiscal year end we have should be on August 31 on each calendar year not December 31. Both returns are indicated on this date. But our financials are set on December 31 for years and before I took the books. I think we should change our books to correspond with correct fiscal from Society. What I can at this point is not to close the book on December 31, 2018 and keep it opening and running a 18 month fiscal year. Then we will be on the same period at September 1, 2019. Another way is to request for changing of our fiscal year to December 31 from Society and CRA. But both will take extra hours to get done. Hope we all still remember that took us long time to change directors' names with Society.

We can bring this to next meeting to discuss.

Thank you.

Best Regards,

*Meiwhyte*

Mei Whyte,

CFO, CEO



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<b>Generated On: 16/02/2019</b>			

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					1,530.00	24,530.21	

Generated On: 16/02/2019



# Glass & Architectural Metals Association

C/O Calgary Construction Association

2725-12 Street N.E. Calgary, Alberta Canada T2E 7J2

## GAMA Report;

- 1) **GAMA Dinner Meetings-** We are still seeing a steady attendance for the meetings sitting right around 30-35 per meeting. Our last meeting was March 14<sup>th</sup>, 2019 with 34 people in attendance.
- 2) **GAMA Meetings-** Our joint Dinner Meeting with the CSC is on April 9<sup>th</sup>, 2019.
- 3) **GAMA Executive-** This month we will see Don Martirez become our official CCA representative effective March 20<sup>th</sup>, 2019.
- 4) **GAMA Executive Meeting-** Next meeting is April 4<sup>th</sup>, 2019
- 5) **School Trade Shows-** As of now we have participated in two out of the three school trade shows lined up for 2019, there has been great feedback from both parents and students.
  - **Wed. February 20, 2019 @ Lord Beaverbrook High School**
  - **Wed. March 13, 2019 @ Father Lacombe High School**
  - **Wed. April 3, 2019 @ James Fowler High School**
- 6) **New Members -** Limitless Automatics and Doors – Voted in at our March 14<sup>th</sup> GAMA dinner meeting.
- 7) **GAMA Golf Tournament** – Friday June 21<sup>st</sup>, 2019 @ D’Arcy Ranch Golf Club (Okotoks, Alberta).
- 8) **CCA Career Expo** – Will be held on October 23<sup>rd</sup> 2019. Volunteers required to help work the booth. Costs associated with the expo (prizes, donations, incidentals, etc.) included in 2019 budget.
- 9) **Newsletter** – GAMA newsletter is in the final stages of completion and should be ready for the joint meeting in April. Kimm Monroe (Newsletter chair) has been working hard to get this done and we can’t wait to see the final product.
- 10) **Volunteers** – We have been fortunate to have the amazing volunteers we do for these events and couldn’t do it without their dedication and passion. We will be looking for these same types of volunteers for the upcoming Expo so keep an eye out for the email.

Sincerely,

Natasha Hillestad  
2019 GAMA President



## PGAA Certificate of Leadership: 2019 Questionnaire

The Certificate of Leadership is an initiative of GAMA, the GTA and the PGAA which aims to showcase the companies who are actively participating in growing the Glazing Trade in Alberta. By filling out the following questionnaire, your company is eligible to receive a Certificate of Leadership that you will be proud to display. In addition to the certificate, company names will be posted on the PGAA website.

Thank you for your involvement in the PGAA, GAMA and the GTA. Your association membership - and more importantly participation in your association - ensures the continued growth of the Glazing Trade across Alberta.

### **1. Company Information:**

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Email: \_\_\_\_\_

Is your company COR Certified? (Mandatory for 2019 Safety Star):

- Yes  
 No

Certificate Number: \_\_\_\_\_

Are you a dues-paying member of both the GTA and GAMA?

- Yes - I'm filing for both offices  
 Yes - Each office will file individually  
 No - We only have one office

### **2. Company Type:**

Please select 1:

- I am a Supplier (Skip question 3 and proceed to question 4)  
 I am a Contractor (Skip question 4)

### **3. Contractor information:**

Ratio of Journeymen to Apprentices: \_\_\_\_\_ Journeymen to \_\_\_\_\_ Apprentices

Does your company provide any of the following training for your journeymen and/or apprentices?

- Standard First Aid  
 CSTS/WHMIS  
 Fall Protection  
 Swing Stage  
 Scissor Lift  
 Scaffold  
 Other: \_\_\_\_\_

*current level*

## **4. Supplier information**

As a supplier, do you work on sites along side glazing contractors?

- Yes  
 No

If yes, does your company provide any of the following training for your employees?

- Standard First Aid  
 CSTS/WHMIS  
 Fall Protection  
 Swing Stage  
 Scissor Lift  
 Scaffold  
 Other: \_\_\_\_\_

## **5. PGAA/GAMA/GTA Participation**

Has your company participated in at least 3 meetings of your association (PGAA, GAMA, GTA) in the last year?

- Yes  
 No

Has someone from your company participated in other activities other than regular meetings?

- |   |   |
|---|---|
| <input type="checkbox"/> CCA Career Fair                    | <input type="checkbox"/> GTA Golf Committee     |
| <input type="checkbox"/> LAC                                | <input type="checkbox"/> GAMA Golf Committee    |
| <input type="checkbox"/> PAC                                | <input type="checkbox"/> PGAA Golf Committee    |
| <input type="checkbox"/> CGA                                | <input type="checkbox"/> Master Glazier Program |
| <input type="checkbox"/> School Job Fair/ Information Event | <input type="checkbox"/> Skills Job Fair        |
| <input type="checkbox"/> Other: _____                       |   |

Please indicate below the activities or events that your company would be willing to support:

## **6. Additional information**

Please provide at least one additional service that you feel would benefit you as a member:

I certify that the above answers are true to the best of my knowledge.

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

PROVINCIAL GLAZIERS ASSOCIATION OF ALBERTA

2019

# CERTIFICATE OF LEADERSHIP

Presented to:

YOUR COMPANY NAME HERE

*For leadership in the following categories:*



SAFETY



APPRENTICESHIP



TECHNICAL TRAINING



COMMITMENT



# Provincial Glaziers Association of Alberta

## Annual General Meeting

### Education Directors Report

March 20, 2019

As everyone is aware the Master Glazier Program is on hold. Should we pursue a replacement program and if so how do we go about that. Last fall Gary and I met with SAIT instructors, Brian and Gino. Their suggestion was to investigate the possibility of a 5<sup>th</sup> year SAIT taught program supported by AIT. It could be a Master Glazier designation or some other designation to be determined. Courses taught would not necessarily be the same as we put forth for the MGP we have on hold.

The only way we can determine if there is interest in a continuing education initiative is to talk to our members. The PGAA needs to survey our members for answers to the following questions. Would continuing education beyond Journeyman status be of any benefit to your installers? If so, what course material would you suggest should be covered? If there is no interest in a 5<sup>th</sup> year program for any of your journeymen what are your reasons? Are there other continuing education initiatives that you think PGAA could undertake that would help your company and your employees?

Since we did not get the buy in we expected last time we need to determine if pursuit of a continuing education initiative is worth while or do we spend our energy on other endeavours.

Ross Wady

Education director

## Gary Porter

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**From:** Taylor Wight <taylor@laytonconsulting.com>  
**Sent:** March 18, 2019 13:31  
**To:** Gary Porter  
**Subject:** Future PGAA Direction?

Hi Gary,

I have put considerable thought into what the PGAA could do to define itself more clearly, and provide meaningful value to its members. One of the main concerns I have been hearing within the industry is that the race to the bottom in the industry continues to accelerate. The good glazing companies within the association are being increasingly underbid by a few different types of companies:

- a. Small companies that don't carry the overhead necessary to maintain a long term business nor the expertise to tackle the jobs they have been taking on.
- b. Shady companies who consciously find ways to subvert some rules and regulations in order to save costs.
- c. Out of province companies who can supply cheaper labor or products from outside the province.

Seeing this has made me wonder what are the main drivers that are encouraging this downward spiral? From what I have heard, here are some theory's:

1. General Contractors are focusing on cost more than ever before.
  - a. Ironically sacrificing quality and reliable delivery to save cost in the short term can often lead to more cost overruns in the long run.
2. The specifications that companies are expected to follow are often unrealistic and not always expected to be fully met.
  - a. Often companies bid on jobs knowing that they can't deliver the exact specified requirements (because no one could for a reasonable cost) then expect to deliver something less than was specified reasoning that what was written in the spec wasn't actually what was expected.
3. The current codes and regulations that are in place are not being fully enforced.
  - a. I can't think of anything more harmful to an industry than having rules in place that are not enforced. That basically rewards some companies for not following the rules, and punishes the other companies that are bound by knowledge and moral ethics to follow the rules.

I feel like PGAA is in a good position to do something about these issues, and perhaps they already are or have in the past. I lack the experience to know exactly how to best approach these issues, I have a few ideas but I'm sure the wisdom and experience of the PGAA executive would be able to come up with far better ideas than I could if we chose to head in that direction as an association. But for the sake of discussion, here are a few ideas I've had:

1. Recognize companies that are living up to a standard of excellence and preach to general contractors the importance of hiring those types of companies.
2. Work with spec writers to simplify what is added to the spec for glazers and keep specifications within a reasonable and adherable level.
3. Create training material/presentations to give to city inspectors, general contractors, architects etc. to explain what the main code requirements in our industry are, and how to design for those requirements, then help ensure those requirements are followed.

I look forward to hearing your thoughts on this.

Thanks!



**Taylor Wight** - Design Engineer (EIT), Thermal Simulator, Passive House Consultant

T: 604.530.6611 F: 604.530.6101 C: 403-815-0215



## Gary Porter

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**From:** Shelley Andrea <shelley.andrea@albertaconstruction.net>  
**Sent:** March 19, 2019 11:19  
**To:** Gary Porter; Karen Rutherford-ARCA; Karen Schneider-Masonry Contractors Assoc. of AB; Malcolm Kirkland-Merit; Neil Tidsbury-CLR; Paul de Jong-PCA; Russell Evans-MCA Alberta; Sheri McLean-ECAA; Wilma Agnew-SMCAA  
**Cc:** Ken Gibson-ACA Exec. Director; Jonathan Williams-ACA Policy Analyst; Belinda Nixon-ACA  
**Subject:** AB Election: ACA Advocacy Message to Share  
**Attachments:** candidate scorecard.pdf

The Provincial election has now been called.

ACA's non-partisan strategy includes an ACA election website at [http://albertaconstruction.net/?page\\_id=2369](http://albertaconstruction.net/?page_id=2369) and a candidate scorecard. The questions contained in the scorecard are written from the perspective of construction employees to raise the profile of our industry in candidate / citizen interactions. The questions have been approved by ACA and partner associations with a focus on ACA's 2 key election advocacy messages:

- Sustained, predictable, adequate Provincial investment in infrastructure to support the more than 1 in 10 Alberta working families that earn their living in construction
- Regulations to support workers need to fit the unique project-based, seasonal, often remote nature of construction work

ACA requests your assistance as follows:

1. Please email your members the following message:

"The Provincial election has now been called.

The non-partisan position of your construction association is to raise the profile of Alberta's construction industry and the importance of supporting construction jobs through sustained investment. It is important that as many individual Albertans as possible share these messages in their interactions with candidates from all political parties.

We need your help. Please communicate to your Alberta employees our election website address at [http://albertaconstruction.net/?page\\_id=2369](http://albertaconstruction.net/?page_id=2369). The website provides an overview of party statements relevant to construction, information on where to vote, etc.

Please also share with your employees the attached candidate scorecard (PDF file). The scorecard questions are non-partisan and intended to raise issues from the perspective of employees, the more than 1 in 10 Alberta workers earning their living in construction."

2. Please put the following message in your weekly bulletin for the next 2 weeks:

"The Provincial election has now been called.

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Thank you for your help.

*Shelley Andrea on behalf of:*

Jonathan Williams

Policy Analyst

Alberta Construction Association

18004 - 107 Avenue, Edmonton, AB T5S 2J5

P. 780.455.1122

