

**Branch Board Meeting Minutes
ZOOM Videoconference
February 2, 2021**

Branch web site <https://www.federalretirees.ca/Bluewater>

Note: decision and action items are in ***bold italic***

Present -

President - Chris Hawksworth
Advocacy Chair - Gloria Cayea
Treasurer - Diane Kerr
Director of Membership - Bill Mason
Outreach Coordinator - Pat Mason
IT and Web Site Coordinator - Doug Kerr
Member at Large. - Murray Lester
Secretary - Robert Jackson

Regrets -

Member at Large - Georgina MacIssac
Member at Large - Diana Wright

President Chris Hawksworth opened the meeting at 7:02 pm with the approval of the previous meeting minutes (October 2020 Board Meeting) by a show of hands. ***The approval carried.***

Chris asked **Diane** for the Treasurer's update. Diane briefed the Board on 2020 financial position and records; on an upcoming webinar concerning surplus funds and reserves; and advised National specifically does not allow the use of gift cards to recognize volunteers. However other options are available to the Branch when it comes to recognizing the service provided by our callers.

Bill provided the membership update, noting the Branch was down 23 members since this time last year. There is no clear reason why.

Gloria updated the advocacy initiative, noting that with everyone's attention being directed towards the pandemic now is not the time to approach MPs with NAFR concerns. After the vaccination program is complete will be a better time to resume advocacy with MPs.

New Business:

Chris noted the upcoming vacancies on the Executive and the Board officers, and that the Vice-President's position is already vacant. **Diane** stated that National would assume financial control of any Branch without a Treasurer. **Chris** polled the Executive and Board officers for interest in serving the various vacancies. In the absence of external nominees Board members expressed some interest in filling the Vice President, Treasurer, Director of Membership executive positions; and the Program Coordinator officer position. **Bill** said the request for nominations should go to members through direct means, i.e. mail-outs, direct contact (Covid safe of course).

Chris requested the Board's permission to purchase a Zoom licence to allow the Board to schedule meetings including membership meetings at our convenience. **Approved by vote**

A motion from the floor *"Move that a Branch Policy/Decision be discussed/created re Board expressing sympathy/congratulations/etc. to members who are impacted by significant events (i.e. death in the family)"* was discussed by the Board. It was noted except in extenuating circumstances NAFR funds are not permitted to be used for these purposes. **The Board decided it would consider this matter on a case-by-case basis. The motion was defeated.**

A motion from the floor *"Move that a Branch Policy be created for process by which Board email votes are conducted"* was dis-

cussed by the Board. **The Board decided to create a policy stating the President will issue a summary email stating the number of yes/no votes received. The motion carried.**

A motion from the floor *"Move that the Branch write-off the value of the "Bluewater Branch - Assets - Computer & Equipment" account at a yearly rate of 20%"* was discussed and **the motion carried.**

A motion from the floor *"Move that the Branch will not show Branch financial information (dollar amounts) on the Branch web site. Instead we will redact that information from the minutes and other documents to be posted to the web site with a note indicating members that wishing to see the redacted information are to request it from the President/Secretary"* was discussed and **the motion carried.**

A motion from the floor *"Move that the "Bluewater Branch By-Laws" section of the Branch web site be renamed "Bluewater Branch By-Laws/Policies" and that Branch Policies be posted there along with our Branch By-Laws as they become available or are updated"* **was not seconded.** The Board discussed setting up a separate "policy" section on the Branch website for displaying Branch policy procedures.

Doug suggested the callers should be used to reach out to the membership and check-in with people. **Pat agreed to talk to the callers and arrange a 'check-in' callout, possibly incorporating an email blast as well**

The Board scheduled the next Zoom Executive Meeting for Tuesday, March 2 at 1 pm.

The Board scheduled the Zoom AGM for Wednesday, April 14, at 1 pm. Chris will send out an email blast advising the membership by February 17. A second email blast will be sent out with financial statements once the Board approves the audited 2020 financials at March Board meeting.

Following which the meeting adjourned at 8:14 pm.