

Branch Board Meeting Minutes
ZOOM Videoconference
March 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
Member at Large - Shawn Barker
Secretary - Robert Jackson

Regrets -

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

President Chris Hawksworth opened the meeting at 1:00 pm by introducing new Board member **Shawn Barker**. Following which ***the minutes of the previous meeting (February 2021 Board Meeting) were approved by a show of hands.***

Chris and **Doug** will co-host the April AGM, with Doug coordinating the display of documents while Chris addresses the meeting.

Diane gave the Treasurer's update, stating the financial audit is now complete.

Bill provided the membership update, noting the Branch gained 16 new members in 2019, and 19 new members in 2020. We also lost members over the same timeframe, 24 in 2019, and 14 in 2020. Some of these members indicated they had no contact from National Office respecting the renewal of their membership. **Bill will send an e-mail to the National Membership team hi-liting this issue.**

Gloria updated the advocacy initiative, noting with the pandemic now is not the time for in-person meetings. **However Gloria will try to set phone appointments with our local MPs (Marilyn Gladu, Benn Lobb, Lianne Rood) and MPP Bob Bailey.**

Chris confirmed nominations for Vice President (Gloria Cayea); Treasurer (Diane Kerr); and Director of Membership (Bill Mason). In addition the Program Coordinator role will be filled jointly by Pat Mason (outreach) and Gloria Cayea (venue coordination). Shawn Barker expressed an interest in learning more about the Volunteer & Recruitment Director position, and **Chris will send info on this position to Shawn**

Diane moved the approval of the Reserves motion as attached at Appendix A. Seconded by **Gloria** and **approved by a show of hands.**

Diane presented the 2020 financial statements (February 26, 2021 version), which were **approved by a show of hands** on a motion made by **Gloria**, seconded by **Doug**.

The Board discussed the cost/benefit of replacing its laser printer with an ink jet, and **decided to continue with the existing printer.**

The Board discussed the number of member meetings and social events likely in 2021. **Diane** noted National has made changes to the ability for Branches to subsidize member participation. The Branch is now limited subsidizing to a maximum of \$10 per person per year. On the other hand, some funding may be available if the Branch holds membership recruitment/promotion events,

although restrictions and conditions apply. For planning purposes, ***the Board decided to budget for two General/Recruitment meetings in the September-November timeframe, and for a Golf tournament. Bill, with the assistance of Murray and Shawn, will coordinate the Golf tournament.***

The Board discussed the need for minutes if a meeting doesn't involve tabling and discussing motions, e.g. if the meeting only involves providing the membership with information and updates, are minutes required? ***No conclusion was reached.***

Pat described to the Board the difficulties associated with members being left off mailing lists and those not receiving e-mails. ***Pat will continue to follow-up with members not receiving communication from National.***

Diane presented the 2021 Branch Budget for review. The number of mailings; the purchase of paper and stamps; the purchase of printer cartridges; funding associated with the Volunteer of the Year; lunch for volunteers; and the purchase of tickets/pins/mugs/promotional material were discussed. ***Diane will revise the 2021 budget and the Board will conduct an approval vote by e-mail prior to the next meeting.***

The next Zoom Board meeting will be April 6, 2021, at 1 pm.

The meeting adjourned on a motion by **Murray**.

Appendix A Reserves Motion

Name & Amount	Define (To be used for)	Timeline (To be used when)	Justify Amount	Spending authority
Reserved Equity: Equipment \$2000	To purchase Computer, Software, Case, and Office Equipment as required	By Fall of 2025 (once every 5 years)	\$1600 for computer system \$400 for miscellaneous office equipment	Board may use up to \$2000. per year without additional approval
Reserved Equity: Volunteer Engagement \$2000.	To send an observer to the AMM once in the next 3-5 years	Spring 2026	\$1500. For Hotel and meal plan \$500. For travel	Board may use up to \$2000. Without prior approval within the next 5 years
Reserved Equity: Branch Advocacy \$1500.	To have Townhall meetings in the next Provincial and/or Federal Elections	Within the next 4 years	\$500. For Hall rental per election \$250. For refreshments per election	Board may use up to \$1500. Without additional approval

Moved by _____ Seconded by _____ Carried / Not Carried Date:

Note: Either copy and paste the filled-out table directly into the AGM/GM minutes or attach it to minutes **only if** amounts represented in the above table also appear in the minutes. This will help to tie the minutes to the attachment to ensure the documents referred to agree

Final pending Board approval