**Quinte Branch 2021 Annual General Meeting**

**April 20, 2021 (Zoom)**

**Welcome**

Meeting opened at 1:00 pm. Joan Rockburne, President, welcomed everyone. Branch quorum requirement was set at 11 members and there were 12. Joan introduced board members: Kathy Nisbet – Vice-President; Pat Russell, Treasurer, Dianne Raniowski – Membership & Social Convenor Coordinator; and directors-at-large – Nancy Landry and Sharon Brohm. To familiarize everyone with Zoom voting, a test vote was done using Raised Hands.

**Approval of 2019 AGM Minutes**

Pat Russell shared that the 2019 minutes reflected the $5,000 sent to National Office was designated for Branch support. National Office advised that this was no longer a viable option; the funds were deposited to the Defence of Benefits fund in 2019 and 2020.

**The April 30, 2019 Annual General Meeting minutes with correction was moved by Kathy Nisbet and seconded by Dianne Raniowski. Carried**.

**President’s Report - Activities of the Branch Board since the last AGM and Priorities for the Current Year**

* In 2019 the most significant activity was the branch hosting the Bay of Quinte federal all-candidates meet & greet. Kudos to Pat Russell for heading up this huge event, and many thanks to Rose Doran who volunteered and board members for their support.
* Reach 338, with the aim to ensure that there is some sort of advocacy activity that engages Members of Parliament in every riding, in December 2020, I had a Zoom meeting with Bay of Quinte MP Neil Ellis with the focus on long-term and home care and the need for national standards.
* There were 4 Branch Reports in the Sage Magazine: 2 in 2019 and 2 in 2020. The Branch website was developed. The Branch also established its own Facebook page and the address is National Association of Federal Retirees Quinte.
* The branch board met three times in 2019 and once in 2020.
* Regarding social events, the 2019 Christmas luncheon was cancelled due to insufficient numbers, and due to COVID, the 2020 AGM and Christmas events were as well.
* In September 2019 the branch office changed from being open every Tuesday, to being open every 2nd and 4th Tuesday of the month, still with the hours 1:00 to 3:00 pm, except for July and August.
* In 2019 board members engaged themselves in the community, getting involved in Belleville’s Older Adult Fair, National Public Service Week, and Veterans’ Week.
* Branch membership declined: at the end of 2018 - 942; 2019 – 885; 2020 - 841.
* In 2019 the President attended in-person, the National Association’s Annual Members Meeting, held in Gatineau. In 2020, it was held virtually. For the 2019 Ontario Presidents Forum meeting in Toronto, Pat Russell also attended, as Treasurers were given training. 2020’s Forum was held virtually.
* Branch office: the legion building and the memorial arena are to be redeveloped by Task Force Engineering and Legion Branch #99 was given notice to vacate. The Legion’s president advised as our branch has been renting office space from them for years, they wanted that to continue. With the Legion unable to find a new location, Task Force Engineering has told them they will find one and the Legion will not be put out on the street. Next spring is now the target when things may get moving.
* National Office has advised branches that any planning for member meals and events for 2021 should consider that subsidizing member attendance is not recommended. Subsidies should not exceed $10 per member per year and there should not be separate pricing for members and non-members. We have requested guidance from National Office as this will greatly affect attendance at our social functions as the branch has covered/supplemented in the past.
* Recruitment to fill core positions, President, Vice President and Treasurer, at next year’s AGM. The present board members will have completed their 3-year terms at next year’s AGM and the intention is to not run for another term. All board members have held various board positions for many years, one since 2006 and others since 2010 & 2011. This year recruitment is a priority, to ensure continuation of the branch’s existence.

**2019 and 2020 Financial Statements**

Pat Russell advised because of the COVID pandemic the branch did not have an AGM in 2020 and was required to present both the 2019 and 2020 financial documents at this meeting. The branch received a letter from National Office acknowledging and thanking us for the $5,000 contribution to the Defence of Benefits Fund.

Pat advised the Quinte Branch Financial documents for 2019 and 2020 were reviewed by member, Barry Birkett, in March 2020 and 2021 respectively. It was determined all financial documentation were in order and the financials were managed according to guidelines set out by National Office and ending December 2019 and 2020 respectfully, the financial position of the Quinte Branch was acceptable.

**The 2019 Reviewed Financial Statements showing a Loss of $3,075.88 were presented. Moved by Dianne Raniowski, seconded by Kathy Nisbet; Carried.**

**The 2020 Reviewed Financial Statements showing a Loss of $346.89 were presented. Moved by Nancy Landry, seconded by Sharon Rowsome; Carried.**

**2021 Budget**

Pat presented the budget, noting it was hard to guesstimate due to COVID. Projected is a surplus of $1,555.

**Reviewer for 2021**

Pat advised Barry Birkett agreed to be the branch reviewer for 2021. Further, the board appreciates Barry’s participation in the year-end process, adding he does a really good job and is great to work with.

**Surplus Funds**

Pat advised that having said our financial position is acceptable, they are, but not according to Revenue Canada and the National Office Auditors. She explained during a recent audit it was determined that most branches have excessive funds in reserves and unreserved equity. This is not acceptable under the Not-For-Profit Act, which the Association is subject to. Excess funds in these branch accounts puts our Not-For-Profit status in serious jeopardy. Branches are only allowed to have one year’s operating expenses based on a 3-year average, years 2017/18/19; 2020 was not taken into account because of the pandemic. No major expenses are expected this year, and as a result, the branch will have an excess this year.

As of December 2020, net assets $16,544.35, minus the reserved equity $2,500, minus computer equipment $639.22, minus average operating expenses $8678.03, equals a surplus of $4,727.10.

To resolve this surplus, Pat explained there were two choices. (1) Create a reasonable and justifiable reserve, for which, because we have reserves already for training and new computer equipment, there is no need to set up another. (2) Contribute to the National Defence of Benefits or other Association reserve. These funds are held at the National level in reserves as approved by branch presidents at the annual members meeting and are used regularly in accordance with their terms. The only option is (2).

**Issuing a cheque in the amount of $4.727.10 to National Office, representing Quinte Branch’s surplus. Moved by Rose Doran, seconded by Dianne Raniowski. Carried.**

**Board Recruitment**

The President had already spoken on this in her Report. Over the next year eblasts and other initiatives to recruit will be used, adding she will do all that she can to keep the branch active.

**Election of Branch Secretary**

There were no nominations from the floor; the position remains vacant.

**Adjournment**

Joan thanked Rick Devlieger, Branch Service Coordinator from Duncan, B.C. for monitoring the Zoom meeting, as well as the branch members for participating in today’s meeting. The president announced the 2021 Quinte Branch Annual General Meeting adjourned at 1:43 pm.

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Joan Rockburne, President Kathy Nisbet, Vice-President