**National Association of Federal Retirees**

**Fredericton and District Branch (NB62)**

**Minutes of Board of Directors Meeting**

**Via ZOOM – Tuesday, April 13th, 2021 – 2:00 p.m.**

**PRESENT:**

Elliott Keizer, Cyril Theriault, Elise Young, Evans Estabrooks, John Richards, Denise Blanchard, Gary Barfitt, Mike McCormick, Norm Sheen, Ian Culligan, Rae Hopper, Mariet van Groenewoud and Richard Ward (guest).

1. **WELCOME FROM THE PRESIDENT**

Elliot welcomed all to the meeting.

1. **APPROVAL OF THE AGENDA**

The agenda was approved as circulated.

**Moved by Evans Seconded by Cyril APPROVED**

1. **MINUTES OF BOARD MEETING**

Motion by Elliott that the minutes of April 13th be approved as circulated.

**Moved by Denise Seconded by Norm APPROVED**

1. **BUSINESS FROM THE MINUTES**
2. Board of Directors duties and responsibilities – Cyril

Nothing to report.

1. **REPORTS**
2. **Finance – Elise**

Elise presented her report which was sent to the board prior to the meeting.

**Review of 2020 Financial Statement** - The Financial Statements of December 31, 2020 were reviewed on March 10, 2021 by Nancy Williston, member of the NB62 Branch and found the statements and accounts in good order.

**Reserves Motions Template** - Elise had a telephone conversation with Paula Gilmore to explain our approach to the motions. The Board approved the motions without outlining specific activities and costing. The motion as approved will be presented to the Members at the AGM on May 4th, 2021.

**Documentation for the upcoming AGM -** The 2019 and 2020 Financial Statements, the 2020 and 2021 Approved budgets and the Reserves Motion Template will be sent to Denise to be distributed to the members attending the AGM.

Actual 2021 expenditures to date: Three cheques written for a total of $116.68. Elise will present the spreadsheet with actuals to the 2021 budget at our next meeting.

**Motion by Elise to accept the Treasurer’s report as presented.**

**SECONDED: Denise APPROVED**

1. **Special Events – Gary**

Fall AGM Dinner will be held on 19 October 2021 at Ramada Inn with a maximum of 50 people allowed. Meal will be served at the table instead of a buffet. The meeting could be cancelled again if the COVID situation were to worsen.

**Moved by Gary Seconded by Cyril APPROVED**

1. **Membership Growth Report – Evans Estabrooks**

Evans presented the MGC Operational Plan.

**Strategic Goal Directions** – to promote membership retention and growth by

(1) Maintaining focus on identifying and meeting the needs of our members:

sending e-blasts and newsletters to our members; quarterly welcome letter to new members; liaise with Communications and Advocacy committees; information and educational sessions and contact non-paying and inactive members by telephone.

(2) Recruit 70 new members by providing NAFR information at Federal worksites such as Military, Public Service and RCMP.

Evans informed us that Agnes Murphy left the committee.

**Moved by Evans Seconded by Mariet APPROVED**

1. **Communication – Mike McCormick**

Mike presented his report. The newsletter has been sent to the printer. Next newsletter will be in the Fall. Open to any suggestions from the board. Mike thanked Richard Ward for his help at the beginning by converting the list of members from Excel to Word.

Evans suggested that the Editor’s name be added on the newsletter as the Editor. He talked about the following statement: “*The views expressed in this article may not reflect the views of the officers or branch board of directors…”.* Since it does not say who wrote this, he suggested that it should have an editor’s comment saying that this is not part of the original article. Mike acknowledged Evan’s suggestion and after further discussion, he will add his name on the front page. Once the final copy comes back from the printer, Denise will add it to the website.

**Moved by Mike Seconded by Rae APPROVED**

1. **Advocacy – John Richards**

Before John presented his report, he informed us that Gil Farmer passed away on March 28; Gil was a member that reviewed our financial statement every year.

John prepared a written submission and sent it to the NB Health Reform Consultation for Fredericton. The report was based on the results received from the survey. The focus was on the number of family doctors as a higher percentage of our members do not have a family doctor.

A written submission was submitted by John and Mariet to the Consultation Committee on March 29, and he asked if we could give an oral presentation; did not heard anything back. Since the Consultation Committee for Fredericton is meeting on April 20th, John expects to hear from them after the meeting.

Evans asked if this report could be shared with other branches and organizations. The board agreed that it should be shared as the Advocacy Committee see fits to do it but only after April 20th. Denise will add the report on our website after April 20th.

**Motion by John** **Seconded: Rae APPROVED**

1. **NEW BUSINESS**
2. **Preparation and Zoom Information for AGM – Elliott Keizer**

Need a quorum of 25 to hold AGM. Cyril, Denise and Gary spoke to Peter Kerr and Peter said that he could handle document sharing. Richard Ward volunteer to look after the voting, counting and comments from the members.

The Board familiarize themselves with the various Zoom tools such as the waiting room, messaging, voting tools, co-host, etc.… Everyone should sign-in 15 minutes before the meeting. Elliott, Gary, Denise and Cyril will have a Zoom meeting with Peter Kerr and Richard Ward on Thursday, April 22nd at 2:00 pm.

1. **Approval of new By-Laws with Amendments – Cyril Theriault**

Cyril reviewed the one-pager Amendments to 2018 version By-Laws. The document outlines all the changes that will go before the board at the AGM.

**Cyril moves that the By-Laws Amendments as submitted be approved by the Board and approved for submission to the May 4th AGM**.

**Seconded by: Denise APPROVED**

1. **Next Board Meeting – in person or Zoom – Denise Blanchard**

Because of COVID19, the Board agreed to cancel the reservations made for in-person meeting at Hazen Park and continue to meet via Zoom. Denise will inform Laurie Muise. Next Zoom meeting will now be held on Tuesday, June 8th at 2:00 p.m.

1. **Regional Zoom Meeting – February 19th – Elliott Keizer**

Elliott expressed his concerns about the second health survey that was done without consulting the Branches and the pension issues.

1. **Coordination Discussion – Evans Estabrooks**

On March 4th. a Zoom meeting was held among the Membership, Communications and Advocacy Committees to discuss communications. There is a need for a branch communication strategy because of the reduce number of branch volunteers. Mike agreed to update the Terms of Reference for the Communication Committee. Also trying to gather information from the Branche’s websites and Facebook use. Evans will re-circulate the membership engagement survey done in 2020.

It was agreed that this information was very useful, and suggestion was made to ask to have a broader discussion with the Board.

Mike suggested that it could be a standing agenda item and mentioned that we could ask for more volunteers in the next newsletter.

Evans suggested to plan our strategy as to where we want to go for our board and for the future since our last Strategic meeting was held two years ago. Encourage all board members to participate in one of the committees.

Denise will add Communication Coordination as a standing item on the agenda.

**Elections – Cyril Theriault**

All current board members whose term have come up are standing for re-election. Elliott will become Past President and Cyril will be President. Opening for a Vice-President and two openings on the Board. Shortly after the May 4th AGM, (Tuesday, June 8th) we will need to appoint a Vice-President and assuming that people that are holding those position are willing to retain them.

Meeting adjourned at 3:45 p.m.

**Next Zoom Meeting: Tuesday, June 8th, 2021 – 2:00 p.m.**

**Recorded by:**

 **Denise Blanchard, Admin Director**

**Approved by:**

**Elliott Keizer, President**