

**NAFR – Fredericton and District Branch (NB62)**

**Zoom Annual General Meeting**

**May 4th, 2021 – 2:00 pm**

**BOARD MEMBERS 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**.**

**BOARD MEMBER ABSENT**

Elise Young.

1. **WELCOME FROM THE PRESIDENT**

Elliott Keizer welcomed all to the meeting.

1. **INTRODUCTION OF BOARD MEMBERS**

Elliott Keizer introduced the Board and welcomed Léonard LeBlanc, National Director to the meeting. He thanked the Committee involved in preparing the AGM – Gary Barfitt, Denise Blanchard, Cyril Theriault, Pete Kerr (Branch Service Coordinator from Nova Scotia and former National Director) and Richard Ward.

1. **CALL MEETING TO ORDER – Elliott Keizer**

The President called the 2021 Annual General Meeting (AGM) to order and establish a Quorum. Meeting is being recorded on Denise’s phone to be used for the minutes.

1. **APPROVAL OF THE AGENDA – Elliott Keizer**

Motion that the agenda be approved as distributed.

**Moved: Cyril Theriault Seconded: Mariet Groenewoud APPROVED**

1. **APPROVAL OF MINUTES OF THE 2019 AGM OF MAY 7TH, 2019 – Elliott Keizer**

Motion to approve the minutes of the 2019 Annual General Meeting/Spring Dinner as distributed.

**Moved: Rae Hopper Seconded: John Richards APPROVED**

1. **PRESIDENT'S REPORT – Elliott Keizer**

The President presented his report.

Despite Covid the Board has held regular meetings by Zoom. Highlights:

* Presentation to Provincial Health Minister ‘s Public Consultation on April 20 – John Richards
* Active Membership Growth Committee – Evans Estabrooks
* Treasurer spearheading Reserve’s adjustments – Elise Young
* Newsletter near distribution from Communications (ready to be sent by Canada Post) – Mike McCormick
* Planning, reserving and cancelling events – Gary Barfitt
* By-law’s adjustments – Cyril Theriault
* Denise Blanchard carrying out a bundle of administrative items from her new home in Miscou.
* You and Your Survivor finally out in print-Our branch pushed for it
* It is Elliott’s last AGM as President. He first joined FSNA as an Associate Member while still working.
* Joined the Board October 2006, with Ron Brooks.
* He became President in winter of 2013-14 when Ron stepped down. Other Board members at that time were: Cyril Theriault, Ron Brooks, Frank Sauntry, Gary Barfitt, Denise Blanchard, Wilson King, Clayton Tupper, Jacques Piché, Leland Archibald, Norm Sheen, Rae Hopper, Wayne Gunter, Perry Hatfield and Patricia Parril.
* He thanked all of the past and present Board members for their support and Léonard for his guidance in all things National and for his attendances at our meetings.

1. **REPORTS**
   * 1. **Membership Growth Committee (MGC) – Evans Estabrooks**

MGC Members: Evans Estabrooks (chairperson), Mariet van Groenewoud, Agnes Murphy, and Elise Young. The report covers the years 2019 and 2020 since there was no Branch AGM in 2020.

Membership has been steadily but slowly declining for at least the past five years from 1949 members in 2017 to 1870 in 2020. In 2019, 86 members became Inactive and in 2020, 73 became Inactive due to becoming deceased, resigning or not paying their fees. The MG goal has been to stop the declining membership.

The MGC plans for 2021 are:

(1) make contact and provide NAFR information with the new Transition Support Centre at CAF Base Gagetown for all personnel leaving the service;

(2) contact the RCMP Veterans Associations and several Federal worksites if Covid restrictions allow and

(3) the production of a Branch newsletter and Branch e-blasts to encouraged members engaged and informed on local issues.

**Evans invited questions and moved a motion to accept the report as previously distributed.**

**Seconded: Mariet van Groenewoud APPROVED**

* 1. **Financial Statements – John Richards *for Elise Young***

1. Review of Financial Statements 2019

The Financial Statements for the year ended December 31, 2019, were reviewed by Gil Farmer, member of the Fredericton and District Branch (NB62) and the accounts were found to be in good order.

The Balance Sheet reports Net Assets of $ 27,619 as at December 31, 2019. Of this amount $ 15,000 is held in three Reserved Equity Funds of $ 5,000 each, to be used for future specific non-recurring events/activities.

The Earnings/Loss Statement shows the Branch ended the year with a small deficit of $59, compared to a projected deficit of $ 1,820. Although there were variances between budgeted items and actual expenditures in certain categories, the overall deficit was close to budgeted amount.

The Unreserved Equity balance at year end is $ 12,678. Given the non-for-profit status of the organization, the Branch can accumulate up to one year’s average expenditures as “unreserved equity” ($14,760 for 2019) per National Office direction. The balance as at December 31, 2019 is therefore acceptable.

The reviewer was Gil Farmer and following his passing six weeks ago, Nancy Williston**,** member of the Fredericton and District Branch (NB62), has agreed to do the 2020 financial records.

**Motion by John to accept the report and of the Reviewed Financial Statements for the year ended December 31, 2019, showing a loss of $58.74.**

**Moved: Rae Hopper Seconded: Elliott Keizer APPROVED**

1. Review of Financial Statements – 2020

The Financial Statements for the year ended December 31, 2020, were reviewed by Nancy Williston, member of the Fredericton and District Branch (NB62) and the accounts were found to be in good order.

The Balance Sheet reports Net Assets of $38,246 as at December 31, 2020. Of this amount, as in 2019, $15,000 is held in three Reserved Equity Funds of $5,000 each. The following agenda item “Reserves Motion Template”, will address these reserve funds.

The Earnings/Loss Statement shows the Branch ended the year with a significant surplus of $10,626. The revised budget projected a surplus of $10,395. The surplus was due to COVID-19 and the Branch’s inability to proceed with various activities such as the spring and fall dinners as well as not attending National and Regional meetings. These two activities account for $ 8,000 of the total surplus.

The Unreserved Equity balance at December 31, 2020 is $ 23,246, considerably higher than a year’s average expenditures. The proposed motions on the Reserve Funds, which is the next agenda item, if approved, will result in decreasing this amount to $ 15,746, a more acceptable level per National Office’s directive.

**Motion by John to move acceptance of the Treasurer’s report and of the Reviewed Financial Statements for the year ended December 31, 2020, showing earnings of $10,626.**

**Moved: Rae Hopper Seconded: Mariet van Groenewoud APPROVED**

Pete Kerr asked if Elise will appoint the new reviewer. Since Elise is the Treasurer, and it is the President to appoint a reviewer and Elise will make a recommendation to approve the next reviewer. Following Elise’s recommendation, Nancy Williston has agreed to review the 2021 financial records.

By-Laws mentions that the reviewer for next year should be done at the AGM.

**Elliot asked to give the Board the authority to appoint the new reviewer for next year***.*

**Moved: Mariet van Groenewoud Seconded: Rae Hopper APPROVED**

1. 2021 Budget Presentation

For the year 2021, the branch is projecting a deficit of $3,475. The projected deficit is very dependent on being able to hold the branch fall dinner, in person information sessions, and the ability to travel to National and Regional meetings. The budget may require adjustments if COVID-19 continues to prevent the branch from undertaking these activities.

1. Reserves Motion

The Reserve Motions template was distributed to all participating members prior to the AGM.

The expenditures should take place within a reasonable time frame of 3-5 years.

The Reserve Motion Template being proposed will result in the following:

* Two Reserved Equity Funds will be dissolved – Equipment Fund and Defense of benefits Fund ($5,000 each).

**Motion by John that all those in agreement of dissolving the Equipment Fund and Defense of benefits Fund say “aye”.**

**Moved: Mariet van Groenewoud Seconded: Rae Hopper APPROVED**

**Those two Funds have now been dissolved.**

* Two new Reserved Equity Funds will be established – Advocacy Special Reserve Fund and Recruitment/Communications/Events Fund ($7,500 each).

**Motion by John that all those in agreement of creating two new Special Reserved Funds say “aye”.**

**Moved: Evans Estabrooks Seconded: Rae Hopper APPROVED**

* The Reserved Equity Training/Succession Planning Fund will be increased in value from $5,000 to $7,500.
* **The actions identified in the Reserves Motions Template were approved as presented.**

The above will result in an overall increase of $7,500 to the Reserve Equity Funds.

Approval will result in decreasing the “Unreserved Equity” balance at the end of December, 2020 to $15,746, a more acceptable level per National office’s directive.

* 1. **Advocacy – John Richards**

Our branch has had a very successful recent history of advocacy by (1) hosting two all-candidates meetings (one provincial and one federal) that were well received and (2) our branch initiated a members’ health survey last year. Our most recent foray was a written submission to the NB Health Care Engagement Process and participation in the Fredericton Engagement Session. The aim of our advocacy activities is to highlight issues that are important to our members and to increase our visibility locally which hopefully will help boost our membership levels.

Recognizing the increasing importance of Advocacy of local issues to our branch our Board agreed to establish an Advocacy Director who will be part of the Executive. This ensures that advocacy is an on-going priority for our branch and that our activities are effective, on-going and contribute to our members’ interests. The Advocacy Director will also interact with the advocacy directorate in Ottawa.

1. **OTHER BY-LAWS AMENDMENTS – Cyril Theriault**
   1. Advocacy

Replace existing 5.7 (page 7) with the following:

The Branch board shall appoint a director to serve as Advocacy Director. Working with the board, the Advocacy Director shall develop the branch’s Advocacy Strategy. The Advocacy Director shall also liaise with the Advocacy Program Officer and the National Advocacy Director and group. The Advocacy Director shall develop specific initiatives which contribute to both the national NAFR advocacy agenda and specific branch objectives thereby increasing branch visibility and relevance to members.

Renumber current sections 5.7 – 5.10.1 to 5.8 – 5.10.2.

Page 3 definitions – expend definition of Branch Executive to include new position of Advocacy Director, resulting in Executive of 6 as opposed to 5.

* 1. Executive

Page 5, section 5.1.1 – change 9 to 8 additional directors to reflect that Executive is now 6 rather than 5, maintain overall maximum of 14.

* 1. Administrative
* Cover page – update approval date of board, branch and National Board.
* New section 8.1.4, due to recent circumstances:

8.1.4 A Branch Annual, Special or General Meeting may be conducted by any telephonic, electronic or other means of communication that permits all members to communicate adequately with one another.

* Part XII – Effective Date will include 2018 and 2021 amendments – Last page.

**Motion by Cyril that the By-Laws be approved as distributed at least once.**

**Moved: Denise Blanchard Seconded: John Richards APPROVED**

1. **NOMINATING COMMITTEE REPORT – Evans Estabrooks and Elliott Keizer**
   1. Election of Directors to fill positions to 2022 – Evans Estabrooks

Some of the Directors reach the end of their two-year term in May 2020. Because there was no AGM last year, their terms were extended by National to May 2021:

Norm Sheen, Gary Barfitt, Cyril Theriault, Denise Blanchard, Rae Hopper, and Mariet van Groenewoud (who was appointed by the Board on October 14, 2020 to fill a vacancy when Andrew Gunter stepped down.

Standing for reelection are: Norm Sheen, Gary Barfitt, Denise Blanchard, Rae Hopper and Mariet van Groenewoud. The Nominating Committee submit these names to the Board for term ending in May 2022. This was done so that we could have half of the Board elected each year. Call 3 times for nominations from the floor. Evans declared these Directors elected for a one-year term.

* 1. Election of the new President – Evans Estabrooks

Elliott Keizer’s term ends today and the Nominating Committee submits the name of Cyril Theriault for President. Call 3 times for nominations from the floor. Declare Cyril Theriault as the new Branch President. Elliott become Past-President and remains a Board member for the next year.

* 1. Election of Directors to fill positions to 2023 – Elliott Keizer

The Nominating Committee submit the following names for reelection to the Board for term ending in 2023:

Evans Estabrooks, John Richards, Mike McCormick, Ian Culligan and Elise Young. Chris Goddard was also on the list but he stepped down a few months ago. Call 3 times for nominations from the floor. Declare the Directors elected.

As the new President, Cyril mentioned that everybody on the Executive is staying on the Executive in the role that they currently have. Also, the By-Laws says that “*the Branch board shall appoint the Past-President to be a member of the Board for the following year*”. He asked that we appoint Elliott Keizer to be a member of the Board for the following year and as an advisor for the Executive Committee.

There is also an opening for Vice-President; he asked for volunteer from the floor. If not, the President will send an email informing that the Board will have a meeting to get a Vice-President.

1. **REMARKS FROM LÉONARD LEBLANC, ATLANTIC NATIONAL DIRECTOR**

Léonard thanked Elliott and the Board for all the work that has been done. Elliott’s leadership is well recognized on the National Board and wished him well as an advisor to the Executive.

He also congratulated Cyril for his nomination as President.

The National Board met last week to discuss in-person meeting and decided that because of COVID situation in certain provinces, no decision has been made regarding in-person meetings at this time. Until herd immunity is reached, National is not able to make a decision. Hoping that the National Fall meeting in October or November will be held in-person.

Meetings with MPs regarding across the country regarding Advocacy on a regular basics. Local branches are meeting with their local MPs and sharing what are the Association’s priorities.

The “You and Yours Survivors” publication is now available and Léonard congratulated Elliott for being a champion of this publication.

**DRAW FOR TWO SOBEY’S GIFT CERTIFICATES – Gary Barfitt**

Winners: Frank Sauntry and Richard Ward.

Having concluded the business at hand, Cyril declared the meeting adjourned at 3:00 p.m.

**Moved: Sandy Theriault Seconded: Rae Hopper APPROVED**



Recorded by:



Approved by: