

Branch Board Meeting Minutes
ZOOM Teleconference
October 12, 2022

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

Present -

President - Lawrie Lachapelle
Vice President / Advocacy - 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 -

Past President - Chris Hawksworth

President Lawrie Lachapelle opened the meeting at 1:10pm.

The minutes of the June 20,2022, Branch Board meeting were tabled and subsequently approved on a motion by **Diane** seconded by **Pat**. Motion carried.

Diane presented National Office's request for Branches to amend their By-Laws, in our case specifically paragraph 9.6 *Defence of Benefits Emergency Reserve Fund*. See Appendix A for a copy of National's request. On an interim basis the Board approved the amendment on a motion by **Diane**, seconded by **Murray**. The Board notes the amendment must be tabled at the next AGM for formal approval.

Pat provided an update of the Branch's annual Christmas meeting, which will be held at the Sarnia Legion. Entertainment has been arranged.

After discussion it was agreed the Christmas meeting will also be a recruitment event. **Lawrie** will design a poster/flyer to use both internally and also externally to promote the event to potential members from groups such as the Coast Guard Alum and Coast Guard Employee Association. **Diane** will vet event promotional materials to ensure compliance with Canada Revenue Agency requirements. The price of the meal including gratuity is \$26. The cost charged for members and potential members will be \$5, and \$26 for non-members. The Board estimates some 50 attendees will qualify for the \$5 rate, therefore the Branch will need to fund approximately $50 * \$21 + \200 for entertainment + a small amount for decorations and miscellany.

Members will be informed via our website, an e-mail blast, call-outs, and advertising in local papers. **Pat** will coordinate any dietary restriction requests such as turkey allergies or gluten-free.

Diane is coordinating the purchase of the Remembrance Day wreath, and the annual donation to the Royal Canadian Legion as per the Branch budget. **Bill** will check for the availability of a retired Armed Forces member to represent the Branch at this year's Remembrance Day parade and ceremony. If not available, the Legion will be asked to lay the wreath on the Branch's behalf.

Gloria discussed plans to have a speaker address Canada's national pharmaceutical program at the Branch's February meeting. **Gloria** will also be requesting funding for a MP and/or MPP town-hall meeting to discuss issues of interest to the membership e.g. the national pharmaceutical program, long term care, etc. **Gloria** will be contacting the local MPs and MPPs re their availability for such an event.

Gloria led a discussion concerning the number of membership meetings held each year. Given changes in membership numbers outside of Sarnia, the price of gas and hosting costs outside the

Sarnia area it may be time to reconsider the number and location of general membership meetings. Discussion centered on having an annual Christmas meeting, one general members meeting, the AGM and one special event (e.g. a cruise or etc) per year. **The Board undertook to consider this discussion and reopen the topic at its next meeting.**

Pat briefed the meeting on the member's survey conducted as followup to the August Duc d'Orleans II cruise. Appendix B refers. **Pat** will also be contacting a potential new member recruited through the cruise.

Other business discussed included:

- **Lawrie** will bring items from AMM and Branch stock such as NAFR coasters, jelly bean packets, the Survivors's Handbook, etc. to the Christmas meeting for distribution to the members;
- **Lawrie** as President will send a welcoming e-mail to new members;
- **Lawrie** and **Doug** continue to work on a members survey;
- **Lawrie** with input from **Doug** answered the core function survey from National Office;
- **Diane** will arrange the annual Christmas greetings e-mail blast to the membership. **Diane** will also coordinate the mailing of Christmas cards to the approximate 100 members without an e-mail address; **Lawrie** will sign the cards;
- **Diane** gave the financial update;
- **Bill** updated the membership numbers: 2 new members, 4 moved out of the Branch's area, 3 moved in and 1 deceased since the last report. Currently there are 511 members in total;
- **Doug** reiterated the need for Board input to ensure accuracy and consistency respecting the Web page and SAGE updates.

There being no other business the meeting adjourned on a motion by **Bill**, seconded by **Murray**. Motion carried.

The next Board meeting is scheduled for November 2, 2022.

Appendix A

REMINDER: AMENDING BRANCH BYLAWS REGARDING BRANCH RESERVES

If your branch did not amend its bylaws in 2022, please confirm that they do not include any references to a “defence of benefits emergency reserve” (or similar wording). As we noted in previous bulletins, this reserve is no longer in compliance with regulation 4.3 (branch reserves and surplus funds), which was amended at the 2021 special meeting of members (SMM). If your bylaws still list one such reserve, the branch board or executive should amend the bylaws accordingly at the first opportunity and present that amendment to the branch’s members at the next meeting of members.

As a reminder, the provisions on reserves in your branch bylaws should be amended to the following recommended wording:

“Reserve funds — The branch may establish and maintain reserve funds in accordance with the Association’s regulations. The branch board has the authority to create, change or remove such reserves and must present a report on the status of all branch reserves at each annual general meeting as part of the presentation of the branch’s financial statements.”

Most branch bylaws would have a section 9.6 about branch reserves (or titled “defence of benefits emergency reserve fund,” which should be updated to “branch reserve funds”). You may also have another section for “maximum amount” or provisions about the authorization for withdrawal. These should be removed to be replaced by the suggested wording above, which is neutral and covers all types of reserves allowed by regulation 4.3.

Appendix B

Post Duc d'Orleans II cruise survey results

Out of 19 surveys sent, 11 responses received:

1- Did you enjoy the Cruise- All said yes.

2- Would you go on another Cruise? -4 said yes
-3 said not every year
-4 said definite no

3- What other social event would interest you?

| | | | |
|--------------------------|--------------------|-----------------|----------------|
| Picnic | Winery tour | Pig Roast | Murder Mystery |
| Night | Theater and Dinner | | |
| Bus Tour | Lawn Bowling | Boat Show | Yuk Yuk Night |
| | Comedy Show | | |
| Trivia Night at Brew Pub | | Play in Toronto | Bluejay Game |
| Leaf Game | | | |
| Sting Hockey Game | | Axe Throwing | Golf |

4- Was cost a factor?- All said "no" as long as the event was worthy of it.

Other comments received:

- Would have been nice had our group had a specific meeting place prior to boarding.
- Would have been nice had we all had our name badges on.
- The Duc d'Orleans II was too crowded.
- Individual lunch handed out was a good idea. Some would not have eaten had the lunch been buffet style. However, one replied they did not enjoy the lunch at all.

5.- We had a total of 39 people attend:

34 members

4 non members

1 potential member