



Annual General Meeting
Thursday March 14, 2019
Newlands Golf and Country Club,
Langley BC

MINUTES

Call to Order:

- The meeting was called to order at 11:30 am by Branch President Bernd Hirsekorn, with 67 people present including 50 members of the Branch, thereby achieving a quorum.
- A minute of silence was observed for our departed members.

Bernd welcomed our guests and new members from the CBSA retirees, including Marilyn McGarry and John Aldag (MP – Langley-Cloverdale).

- Board members present included: Bernd Hirsekorn, Leslie Gaudette, Ilene Fika, Thelma Graham, Steve Sawchuk, Charles Louth, Ian Spence, Joy Hennen, Stuart Wilson and Sharon Riches
- Bernd conveyed regrets from: Katherine Kettler and Rocky (Glen) Rockwell who were unable to attend

1. The **agenda** for the meeting was approved. **MSC Bernd Hirsekorn/Joy Hennen**

2. Approval of AGM **Minutes** held March 8, 2018 **MSC Ilene Fika/Ian Spence**

3. **Branch President's and Directors' Reports:** **Bernd Hirsekorn**

- Bernd presented highlights from the 2018 Annual Reports received from the Board of Directors. Main activities of 2018 included: workshops in Advanced Care Planning and Pain Management, the well-attended and inspiring Tri-Regional Meeting in Chilliwack, the honour of receiving the Branch Excellence award in June 2018, our enjoyable GM and BBQ in July, the December GM and Christmas luncheon, and several “let’s do lunch” gatherings organized by our social director Charles. Our highlight of the year and decade was the Fraser Valley West Branch’s 40th Anniversary, which was attended by many dignitaries including our National President, Jean-Guy Soulière, along with four supporting Preferred Partners.
- Branch directors worked very hard to promote our Branch goals and interests. Attached reports from Leslie Gaudette in the area of Advocacy, and from Charles Louth in the area of Social Events demonstrate how engaged and committed they were to meet these objectives. Membership increased by 1% to 2,188 members with the majority living in Surrey and Langley. Our Director for Branch Membership Marketing, Joy Hennen, completed several positive outreach activities with PSAC and local RCMP detachments.

Branch Communications is efficiently coordinated through Stuart Wilson's expertise. Our website is updated regularly to provide members with current information on all NAFR initiatives both local and National and information including benefits/pension developments and Branch events. We are also using an email distribution service called "Mail Chimp" to inform our members about upcoming events and to distribute our Monthly updates and Quarterly Newsletters. *More information is contained within the President's Annual report.*

4. Branch Financial Reports: Bernd Hirsekorn/Leslie Gaudette

4.1 Approval of Financial Statements from 2017 and 2018: (see attachments) Bernd asked Leslie to present the statements that she and Rocky had produced.

- Leslie gave an overview as to why we had to review 2017 statements due to a change in the reporting system to an Accrual method. The Earning/Loss Statement for 2017 showed a loss of \$1,713.60 and the Earnings/Loss Statement for 2018 showed a loss of \$6,381.83.
- Bernd stated that an independent reviewer, audited/reviewed the Branch financial statements for the year ending 31/12/2018 showing a loss of \$6,381.83, which included the budgeted \$5,000 we spent on our 40th Branch Anniversary event.

Motion to accept Earnings/Loss Statement for 2017: MSC Leslie Gaudette/Joanne Picard. Vote carried

Motion to accept Earnings/Loss Statement for 2018: MSC Leslie Gaudette/Ian Blake. Vote carried

Motion to accept Balance Statements for 2017 and 2018: MSC Leslie Gaudette/Dave Turnbull. Vote carried

4.2 Approval of Proposed Operating Budget for 2019:

- Leslie then reviewed the proposed 2019 budget, (see attachment)

Motion to accept the 2019 Branch Operating Budget: MSC Leslie Gaudette/Thelma Graham. Vote carried

4.3 Motions on Branch Reserved Equity Allocations: (see attachment)

- Leslie then explained that reporting on the Branch Reserved funds have gone through some changes based on the National Office's financial reporting and CRA's requirements. This resulted in making the following Motions at our AGM:

4.3.1 Motion to accept the reduction in value of \$5,000 from the 'Special Members Events Fund', facilitating funding for our 40th Anniversary Celebration in 2018, and leaving \$2,000 Equity remaining in this fund. ***MSC Leslie Gaudette/Joanne Picard. Vote carried***

4.3.2 Motion to terminate the existing BC04 'Defence of Benefits Fund'. In terminating this BC04 fund, BC04 shall contemplate the establishment of a new BC04 'Branch Advocacy Reserved Equity' allocation. ***MSC Leslie Gaudette/Gaston du Paul. Vote carried***

4.3.3 Motions to establish and approve four Branch Reserved Equity Allocations:

Preamble: Branches have been requested to refer to their reserves using the term Reserved Equity, rather than the previously used term of 'Reserve Fund'.

Spending authority for these reserves was duly established by a motion passed at the 2017 AGM for Branch BC04, which 'gave authority to the Branch to establish authorized spending authority for the Board of Directors regarding the use of allocated Branch Reserve Funds, up to \$5,000 in a current fiscal year.'

This means the BC04 Board may approve use of up to \$5,000 of Reserved Equity in any NAFR Fraser Valley West Branch BC04, Annual General Meeting, March 14, 2019 Page 2

one year and this amount may come from one or more of the reserved equity allocations. Authority to use amounts of \$5,000 or more of Reserved Equity will require approval at an Annual or Special General Meeting.

4.3.3.1 'Special Events Reserved Equity' allocation in the amount of \$4,000.

MSC Leslie Gaudette/Sharon Riches. Vote carried

4.3.3.2 'Volunteer Training and Development Reserved Equity' allocation in the amount of \$6,000. ***MSC Leslie Gaudette/Joy Hennen. Vote carried***

4.3.3.3 'Branch Advocacy Reserved Equity' allocation in the amount of \$6,000.

MSC Leslie Gaudette/Bernd Hirsekorn. Vote carried

4.3.3.4 'Equipment Reserved Equity' allocation in the amount of \$3,000.

MSC Leslie Gaudette/Joanne Picard. Vote carried

5. Motion for (Board) Authority to Appoint a Financial Reviewer for 2019 Bernd Hirsekorn
Bernd moved that this motion be accepted/***Sharon Riches seconded it and Vote Carried***

6. Motion to Appoint Bank and Cheque Signing Officers for 2019 Bernd Hirsekorn
Bernd moved that the President, Vice-President, Treasurer and Secretary be appointed as Bank Signing Officers for our Branch/***Joy Hennen seconded the motion and Vote Carried.***

7. Dismissal of the BC04 Board of Directors Bernd Hirsekorn

- At this point Bernd Hirsekorn conveyed, on behalf of the Branch members, a sincere Thank You to our Board of Directors for their valued contributions in aid of our Federal Retiree Association goals. Thanks to our Branch members for the opportunity to serve on the Board.
- We extend a special 'Thank You' to Charles Louth for providing his groundbreaking leadership and guidance as Director, Branch Social Activities for the past 9 years which have included many grand and cordial events, especially our 40th Branch Anniversary gala event.
- We would also like to express our appreciation to Leslie Gaudette for her many years of service and invaluable guidance as our Branch navigated through Bylaw changes, Advocacy initiatives and those ever-evolving Financial Reporting challenges.
- In accordance with our Branch Bylaws, Part 6.4, we now declare our 2018 Board of Directors dismissed and will now proceed with our Election of a new BC04 Board of Directors. He then turned the meeting over to Ian Blake as the Nominations Committee Chair.

8. Nomination and election of officers Ian Blake

Ian Blake, our current Branch's Services Coordinator, chaired the meeting for election of officers for the 2019-2020 Board of Directors. Officers/directors nominated by the nominations committee were introduced and asked if they accepted their nominations. Nominations from the floor were called three times for each position.

- ***Motion to elect Executive positions: Ian Blake***
Bernd Hirsekorn to the position of President; Ian Spence to the position of Vice-President; Rocky (Glen) Rockwell to the position of Treasurer; and Ilene Fika to the position of Secretary. ***MSC Ian Blake/Leslie Gaudette. Vote carried***

- **Election of Directors-At-Large:**

For the 8 positions of Director-at-Large, the following Branch members have agreed to serve:

- (1) Steve Sawchuk,
- (2) Katherine Kettler,
- (3) Sharon Riches,
- (4) Joy Hennen,
- (5) Thelma Graham,
- (6) Stuart Wilson and
- (7) Frank Mahendra.
- (8)

The Nominations Chair reported that Rocky (Glen) Rockwell and Katherine Kettler had agreed in writing with their nominations. No other nominations were received from the floor for the one remaining vacant position. Nominations from the floor were called three times for each position. The elected officers were introduced and congratulated by the Branch Services Coordinator, Ian Blake. The branch officers/directors for 2019-2020 for the Fraser Valley West Branch comprise: the Signing Officers being President Bernd Hirsekorn, Vice-President Ian Spence, Treasurer Glen (Rocky) Rockwell and Secretary Ilene Fika; and the Directors-at-Large who will be assigned to specific portfolios at the first Board meeting to be held 25 April 2019.

PRESIDENT	Bernd Hirsekorn
VICE PRESIDENT	Ian Spence
TREASURER	Rocky (Glen) Rockwell
SECRETARY	Ilene Fika
DIRECTOR-AT-LARGE	Steve Sawchuk
DIRECTOR-AT-LARGE	Thelma Graham
DIRECTOR-AT-LARGE	Sharon Riches
DIRECTOR-AT-LARGE	Katherine Kettler
DIRECTOR-AT-LARGE	Joy Hennen
DIRECTOR-AT-LARGE	Frank Mahendra
DIRECTOR-AT-LARGE	Stuart Wilson
DIRECTOR-AT-LARGE	

- Bernd Hirsekorn addressed the membership indicating that Rocky Rockwell will keep the Treasurer role for a few more months but that, after six years, he has decided to step down. Thelma Graham has agreed to undertake this role once they have time to go over all the financial areas of responsibility and she becomes familiar with the Accounting System.

9. Adjournment: The meeting was adjourned at 12:15 pm followed by a delicious buffet lunch.

Signed on this day of ____ March, 2019 by:

Bernd Hirsekorn, President

Ilene Fika, Secretary



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Agenda Item 4.3: Motions on Branch Reserved Equity Allocations

1. Motion to accept the reduction in value of \$5,000 from the 'Special Members Events Fund', facilitating funding for our 40th Anniversary Celebration in 2018, and leaving \$2,000 Equity remaining in this fund.

Justification: A motion, approving the use of this amount was passed at our 2018 AGM. This motion of acceptance is now required by the Canada Revenue Agency, as advised by our National Office financial officer.

2. Motion to terminate the existing BC04 'Defence of Benefits Fund'. In terminating this BC04 'Defence of Benefits Fund', BC04 shall contemplate the establishment of a new BC04 'Branch Advocacy Reserved Equity' allocation.

Justification: As we have recently been advised that only National Office can incur costs related to Defence of Benefits, a separate Branch reserve is not required.

3. Motion(s) to establish and approve four (4) Branch Reserved Equity Allocations

Preamble:

Branches have been requested to refer to their reserves using the term Reserved Equity, rather than the previously used term of 'Reserve Fund'.

Spending authority for these reserves was duly established by a motion passed at the 2017 AGM for Branch BC04, which 'gave authority to the Branch to establish authorized spending authority for the Board of Directors regarding the use of allocated Branch Reserve Funds, up to \$5,000 in a current fiscal year.' This means the BC04 Board may approve use of up to \$5,000 of Reserved Equity in any one year and this amount may come from one or more of the reserved equity allocations. Authority to use amounts of \$5,000 or more of Reserved Equity will require approval at an Annual or Special General Meeting.

3.1 'Special Events Reserved Equity' allocation in the amount of \$4,000.

This Reserved Equity is intended for extraordinary Special BC04 Events, including Recruitment Initiatives, and is intended to support the development of promotional materials and events aimed at expanding Branch membership, in collaboration with District and National Initiatives, as we align Branch Activities with the National Strategic Plan.

Expenditures of Branch Reserved Equity may only proceed with prior approval by the BC04 Board with maximum spending authority over all Reserved Equity not to exceed \$5,000 per year.

3.2 'Volunteer Training and Development Reserved Equity' allocation in the amount of \$6,000.

This Reserved Equity is intended to support training and development of Branch volunteers by enabling their attendance at conferences and training events within the District, by supporting specific skills development (e.g., technology training) and by sending observers to the national Annual Members Meeting, for which a need is anticipated to arise as we align Branch activities with the National Strategic Plan.

Expenditures of Branch Reserved Equity may only proceed with prior approval by the BC04 Board, with maximum spending authority over all Reserved Equity of \$5,000/year.

3.3 'Branch Advocacy Reserved Equity' allocation in the amount of \$6,000.

This Reserved Equity is intended to support Branch participation in advocacy initiatives in collaboration with District and National Initiatives for the 2019 Federal Election and the next Provincial election to occur by 2021. This could include Town Halls, All-Candidates meetings and participation in activities along with partner groups, which we anticipate will arise as we align Branch Activities with the National Strategic Plan.

Expenditures of Branch Reserved Equity may only proceed with prior approval by the BC04 Board, with maximum spending authority over all Reserved Equity of up to \$5,000/year.

3.4 'Equipment Reserved Equity' allocation in the amount of \$3,000.

This Reserved Equity is intended for use over the next four years to replace, repair and purchase computers and software, and for related technical and other equipment for Branch use by the Secretary and the Treasurer to fulfill their responsibilities for record keeping, as well as for other Board members as needed as Branch BC04 aligns its activities with the National Strategic Plan.

Expenditures of Branch Reserved Equity may only proceed with prior approval by the BC04 Board, with maximum spending authority over all Reserved Equity of up to \$5,000/year.

