



Annual General Meeting
Thursday March 8, 2018
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 58 people present including 55 members of the Branch, thereby achieving a quorum. Bernd welcomed our guests and new members Arlene Johnston, Katherine Kettler and Pat Ulicki.

- Board members present included Bernd Hirsekorn, Leslie Gaudette, Rocky (Glen) Rockwell, Ilene Fika, Thelma Graham, Steve Sawchuk, Charles Louth, Ian Spence and Stuart Wilson.
- Bernd conveyed regrets from: Sharon Riches
- A minute of silence was observed for our departed members.
- The **agenda** for the meeting was approved. **MSC Bernd Hirsekorn/ Leslie Gaudette**
- Approval of AGM **Minutes** held March 9, 2017 **MSC Ilene Fika/Joan Reynolds**

Branch AGM Reports:

• Bernd presented highlights from the 2017 Annual Reports received from the Board of Directors. Major themes of 2017 included: significant Advocacy initiatives through Leslie Gaudette and Branch volunteers connecting with our Members of Parliament on issues related to Bill C-27; a well-attended Survivor Benefits workshop, and a successful Preferred Partners' Expo. Two of our Meet & Chat afternoons included speakers from Collette Vacations and MEDOC/Johnson Insurance. Our members highly enjoyed the social events coordinated by Charles Louth, such as our "Let's Do Lunch" series, annual BBQ and scrumptious Christmas Lunch. Branch membership has grown by 1% to 2,166 members with the majority living in Surrey and Langley. Our Director for Branch Membership Marketing, Joy Hennen, completed a positive outreach activity at the PSAC convention in Vancouver and was successful in getting the NAFR website linked to the PSAC BC website. Branch Communications is efficiently coordinated through Stuart Wilson's expertise. We are using the new National website, SAGE, quarterly newsletters and a new email distribution service called "Mail Chimp" to inform our members about health benefits/pension issues and upcoming Branch events. More information is contained within the attached Director reports.

Approval of Financial Statements from 2017 and proposed Budget for 2018:

- Bernd stated that an independent reviewer, audited/reviewed the Branch financial statements for the year ending 31/12/2017 that showed earnings of \$368.06.
- Branch Treasurer Glen (Rocky) Rockwell gave an overview of the Branch financial reports. We have \$39,852.26 in assets including the banner purchased in 2015 and the computer equipment purchased in 2016, of which \$38,967.58 is in bank accounts and GICs.

- Leslie/Rocky reviewed the 2017 Balance Statement (see attachment) indicating that there was a small income. This Statement also shows the four Allocated Reserve Funds (Special Members Events Fund, Members Support Fund, Defence of Benefits Fund and Equipment Reserved) that are proposed to be retained in 2018. It is also proposed that a transfer of \$5,000 from the Special Member Events will be used to subsidize our 40th Anniversary in September 2018. **Motion to accept Balance Statement for 2017: MSC Rocky Rockwell/Bernd Hirsekorn**
- Rocky then reviewed the proposed 2018 budget, (see attachment) explaining the three budget columns and how the numbers were obtained. **Motion to accept the 2018 Branch Operating Budget, which includes the four Allocated Reserve Funds as outlined in the Budget. MSC Rocky Rockwell/Ray Cyr**

Attendance and Costs at BC04 General Meetings

Bernd/Charles

- Significant subsidization of meal costs by BC04 at AGM, BBQ and Christmas events. The Board is reviewing the need to possibly raise the Christmas Buffet fee to \$25/person
- Also, our Board of Directors has approved a \$37.50 per person fee for the upcoming 40th Anniversary Celebration on the 20th of September 2018. Entertainment next door in the Crystal Room; interest sheets at the table and more information to follow.
- Please note that the March 28 event Advance Care Planning is now changed to 22 March 2018 and the location is the 5-star catering room at the corner of Highway 10 and 188 Street.

Resolutions re. two Branch By-law amendments

Bernd/Ian Spence

- Bernd presented the background information behind the two resolutions (see attachments) to amend By-laws 5.1.2 and 8.5. These proposed amendments were published well in advance of this meeting.
- The proposed amendment to By-law 5.1.2 would revise the total number of Branch Directors from the current 12 – 14, to proposed 8 – 12. **Ian moved** that By-law 5.1.2 will state “The total number of directors on the Branch board shall be 8 – 12.” **Charles seconded the motion and Vote Carried.**
- The proposed amendment to By-law 8.5 would revise the Quorum from the current 40 to 35 members. **Ian moved** that By-law 8.5 will state “At any Branch Annual, Special or General meeting, the quorum required to conduct business is 35 members. **Bernd seconded the motion and Vote Carried.**

Motion for (Board) Authority to Appoint a Financial Reviewer for 2018

Bernd Hirsekorn

Bernd moved that this motion be accepted/Thelma seconded it and Vote Carried

Motion to Appoint Bank and Cheque Signing Officers for 2018

Bernd Hirsekorn

Bernd moved that the President, Vice-President, Treasurer and Secretary be appointed as Bank Signing Officers for our Branch/Gaston du Paul seconded the motion and Vote Carried.

Dismissal of the BC04 Board of Directors

Bernd Hirsekorn

At this point Bernd Hirsekorn conveyed, on behalf of the Board, thanks to the members for the opportunity to serve on the Board. He then turned the meeting over to Ian Spence as the Nominations Committee Chair.

Nomination and election of officers

Ian Spence

Ian Spence, the former Director of Branch Governance, chaired the meeting for election of officers for the 2018-2019 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:

Bernd Hirsekorn to the position of President; Leslie Gaudette to the position of Vice-President; Rocky (Glen) Rockwell to the position of Treasurer; and Ilene Fika to the position of Secretary.

Election of Directors-At-Large:

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

- (1) Steve Sawchuk,
- (2) Charles Louth,
- (3) Sharon Riches,
- (4) Joy Hennen,
- (5) Thelma Graham,
- (6) Ian Spence, and
- (7) Stuart Wilson.

The Nominations Chair reported that Sharon Riches and Joy Hennen had agreed in writing with their nominations. Ian asked for nominations from the floor for the one remaining vacant position. One nomination from Katherine Kettler was received. Nominations from the floor were called three times for each position. ***Ian Spence moved that the election of the Executive positions and the Directors-at-Large be accepted; Sandi Britton seconded it and the Vote carried.***

The elected officers were introduced and sworn in by the Branch Services Officer, Ian Blake, using the Pledge of Office. The branch officers/directors for 2018-2019 for the Fraser Valley West Branch comprise: the Signing Officers being President Bernd Hirsekorn, Vice-President Leslie Gaudette, 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 19 April 2018.

PRESIDENT	Bernd Hirsekorn
VICE PRESIDENT	Leslie Gaudette
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	Charles Louth
DIRECTOR-AT-LARGE	Joy Hennen
DIRECTOR-AT-LARGE	Ian Spence
DIRECTOR-AT-LARGE	Stuart Wilson
DIRECTOR-AT-LARGE	Katherine Kettler

Closing: The meeting was adjourned at 12:30 pm followed by a delicious buffet lunch.

Signed on this day of _____ March, 2017 by:

Bernd Hirsekorn, President

Ilene Fika, Secretary



**National Association of Federal Retirees
Fraser Valley West Branch BC 04**

Proposal, item 6.1 on the AGM Agenda

Proposal to Amend the By-laws (for consideration at Branch Annual Meeting, March 8, 2018)

Be it resolved that paragraph 5.1.2 of the By-laws of Branch BC 04 as approved in 2015, be amended to change the “total number of directors” from 12-14 to 8-12.

The current wording is:

5.1.1 Composition

The Branch board shall comprise at least four elected directors. The four directors shall serve as the following officers: President, Vice-President, Treasurer and Secretary.

5.1.2 The total number of directors on the Branch board shall be 12-14. Subsequent changes to the number of directors may be made in accordance with the provisions for any other amendment to these By-laws set out in Part X.

The proposed wording is:

5.1.2 The **total number of directors on the Branch board shall be 8-12.** Subsequent changes to the number of directors may be made in accordance with the provisions for any other amendment to these By-laws set out in Part X.

Rationale:

In its experience over the past three years, the Branch has found it difficult to recruit and maintain the minimum 12 volunteers to serve as directors, as specified in 5.1.2 . Over the past year, the board has operated with 11 directors, which does not conform to the Branch by-laws. The proposed range of 8-12 is more realistic and will enable the board to function through a variety of possible scenarios: with the minimum 8 directors, the board should be able to ensure continuity and back-up for the four ‘executive’ positions as well as meet the Branch’s on-going obligations and objectives; with as many as 12 directors, the board will have the flexibility to address challenges as they arise, take on more creative projects, and engage the talents of willing volunteers in our Branch.

For information:

PART X - Amendments to Branch By-laws

10.1 A proposal to amend these by-laws requires approval by a majority (50%+1) of the votes cast at a Branch Annual Meeting or Branch Special Meeting.

10.1.1 The text of the proposed amendment must be included in the Notice for the Branch Meeting.

8.4 Notice of Branch Meetings

The Branch board shall ensure that Members are given adequate notice of Branch Meetings.

8.4.1 For a Branch Annual Meeting, notice shall be given in the period 21 to 60 days prior to the meeting.

Proposal to Amend the By-laws BC04-2018-02

(for consideration at Branch Annual Meeting, March 8, 2018)

Be it resolved that paragraph 8.5 of the By-laws of Branch BC 04 as approved in 2015, be amended to change the number that constitutes a quorum from the current 40 members to 35 members.

The current wording is:

8.5 Quorum

At any Branch Annual, Special or General meeting, the quorum required to conduct business is 40 members.

The proposed wording is:

8.5 Quorum

At any Branch Annual, Special or General meeting, the quorum required to conduct business is 35 members.

Rationale:

Over the past three years, operating under the 2015 By-laws, the Branch has not experienced the situation where a meeting has failed for lack of a quorum... but the margin has been slim in some cases. The general guidance from National Office is that the minimum quorum for Branch meetings should be 2 ½ times the number of directors on the Branch board; this ratio does not impose an impossibly high barrier but still should ensure there is opportunity for meaningful input from the members on any proposals put forward by the board.

If the proposal to change the number of directors from 12-14 to 8-12 is accepted, it is submitted that changing the number that constitutes a quorum from 40 to 35 is also appropriate.