



**BC 15 - Annual General Meeting Minutes
2022-Monday-March-14
Elder Citizens Recreation Assn Prince George BC
1692 – 10th Avenue
Lunch at 12:30 pm - AGM Meeting 1:00 pm**

President: Deb Nilsen

Treasurer: Rose Bowker

Seniors Liaison: Marilyn Rayner

Webmaster: Ben Wiebe

Historian: Rose Bowker

Vice President: Marian Muir

Secretary: Deb Tomlinson

Director at Large: Eileen Leinweber

Membership: Deb Nilsen

Meeting called to order by: Deb Nilsen **Time:** 1:05 p.m.

Quorum: Yes. 23 members attended in total. 18 members attended in-person and 5 members attended by Zoom. 3 non-members attended in-person.

PRESIDENT'S WELCOME

Member Introductions – In-person introductions were done by round table and Zoom.

Guests: Rick Devlieger, BSC, Regional (Zoom host along with Marian Muir, our VP)
Steve Sawchuk, BSC Fraser Valley West
Invitations were made to promote the activities of NAFR and three non-member guests attended in-person.

AGENDA

Additions: There were no additions but a change to the Agenda was required. On Page 3, 2nd paragraph, it should read "Election of **2022** Executive" (not 2021).

Motion made to accept Agenda with correction: Marilyn Rayner

Seconded: Hennie Cook.

Motion carried.

PREVIOUS MINUTES - AGM – March 8, 2021

There was a review of the previous minutes of the March 8, 2021, AGM held by Zoom.

Errors or omissions:

There were no noted errors or omissions.

Motion to accept the minutes of the March 8, 2021, AGM made by: Barb Tompkins

Seconded: Cam Sutherland

Motion carried.

PRESIDENT'S BRANCH REPORT

(See Presidents Report attached for full details)

Deb Nilsen noted she will do a brief report of activities and that the full President's Report is available on the Branch website.

-DebN attended 4 webinars related to National Standards for long-term care and improving the lives of seniors. On Jan 18th, 2022, DebN and Rose attended a Treasurer's webinar that focused on year-end processes and closing procedures for financial statements. On Feb 9th, 2022, they both attended a webinar on Reserves.

-District Information: The District Meeting was held in-person in Aldergrove, B.C. on Feb 18th, 2022. DebN and Rose attended from our Branch. Guest Speakers were Ramona Kaptyn, the president of the Whiterock Chapter of Canadian Association of Retired Persons (CARP), and Sheila Pither, past President of the Council of Senior Citizens Organization (C.O.S.C.O.). The meeting focused on increasing membership, use of technology such as Zoom, using a camera for meetings so those who cannot attend can take part in the member meetings, subsidization of branch functions, long term care, and volunteer recognition and awards.

- Leslie Gaudette, who is the Advocacy Program Officer for B.C. is also now the President of the Council of Seniors Citizen Organization (COSCO) for BC. DebN spoke of the benefit of NAFR working in conjunction with C.O.S.C.O.

-Member Meetings: DebN reviewed the member meetings held last year. A member meeting was held Jun 7, 2021, by Zoom, however, a quorum was not achieved so the meeting was for informational purposes only and no motions were carried. On Sept 13th, 2021, a member meeting was held by Zoom. Due to COVID19 restrictions the Christmas luncheon was cancelled.

-Jun 1st, 2021: Attended Zoom session which was to meet candidates vying for positions to serve on the board as district representatives for NAFR for the upcoming AMM.

-Jul 28th, 2021: Attended a Telephone Town Hall hosted by Northern Health Authority. Bonnie Henry, Adrien Dix, and others provided current information and answered questions on COVID19.

-Advocacy: When the Federal election was called in Sept 2021 our Branch sent letters to the candidates outlining the NAFR priorities. A follow-up congratulatory letter to the 3 successful candidates was sent out in January 2022. A response was received with an invitation to meet with one of the candidates. DebN and Rose met with NDP MP Taylor Bachrach on Mar 8th, 2022. Discussion focused on a national standard for care for seniors; National Pharmacare, retirement security for seniors and other NAFR priorities.

-Special Meeting of Members (SMM) Sep 8th, 2021: DebN attended the meeting by Zoom. Reserve issues and changes to regulations were discussed. Several amendments were put forward: changes to reserve categories; allowing personal vehicle vs rental vehicle for out-of-town travel; National to

cover cost of branch presidents to attend AMM; and a new committee to review the needs of branches.

AMM: The AMM is being held in Gatineau this year from June 21st to 23rd, 2022. The plan is for another member of the executive to attend along with the President. National Office is now covering the full cost for the Branch President to attend. The Branch will only need to cover the cost of the 2nd person attending.

Membership: Our membership has decreased due to COVID19 and recruitment will be a focus for the upcoming year.

VICE PRESIDENT'S REPORT

(See Vice Presidents Report attached for full details)

Marian stated she has been Branch Vice President for a couple of years now and is very happy to see people face to face. Marian organizes all of our Zoom meetings and for this AGM has set up our camera so out-of-town members can participate. Also, with the projector Marian was able to display reports on a screen for viewing.

Marian referred to the Branch Calendar which is on the website www.federalretirees.ca /Branches and demonstrated on the large screen how to access our Branch information and reports.

-Marian is also helping Marilyn with the review of the bylaws. The Branch does have bylaws in place and DebN thanked previous members for their work on these.

TREASURER/ADVOCACY REPORT

(See Treasurer and Advocacy Report attached for full details)

(See Financial Statements attached– Balances, Earnings/Loss, Budget)

2021 Annual Financial Report

The Reviewed Financial Statements for the year 2021 showing an Earnings (Loss) of \$1,875.82 were presented. (Marian used projector to display on screen).

The **Earnings/Loss statement** was discussed. Branch revenues totaled \$2,684.38; expenses \$808.56; for net earnings of \$1,875.82. The \$65 under Advocacy was payment for membership at the Prince George Council of Seniors (PGCOS). A camera and tripod were purchased this year to enable out-of-town members to participate at in-person meetings. The \$89.59 under Branch Financial Management was the annual purchase of Microsoft 365 for the branch laptop. The purchase under Community activities was our wreath for Remembrance Day.

The **Balances** statement was discussed. Branch net assets total is \$8,996.34 with a corresponding total equity of the same amount. Assets were reviewed and mainly consists of 3 term deposits and the bank chequing account. The \$681.76 is a fees receivable from National Office. The liability of \$165 noted is a National office adjustment. Reserved equity is \$3,513.50. Our branch Financial Statements for the year ending Dec 31st, 2021, were reviewed by Billie Sherwin and Hennie Cook.

Motion to accept 2021 Financial Statements as presented made by: Marilyn Rayner

Seconded: Pat Frank

Motion carried.

Reserves Based on 2021

BRANCH

BC 15 – Prince George

For the year ending

2021

Name & Amount	Define (To be used for)	Timeline (To be used when)	Justify Amount (actual dollar = amount)	Use/Transfer authority
Special Events \$300	60 th Anniversary Tea	By Dec 31, 2022	Venue Rental & Refreshments - \$200 Guest Speaker - \$100	Board may use up to \$300 without additional approval
Recruitment & Communications \$1,200	Satellite Meetings to increase recruitment Smithers (11) & Quesnel (14)	By Dec 31, 2024	Venue Rental - \$100 Travel - \$600 Refreshments - \$500	Board may use up to \$1,200 per event without additional approval
Advocacy \$500	Federal & Provincial Election Town Halls	By Dec 31, 2025	Venue Rental - \$200 Refreshments - \$300	Board may use up to \$500 without additional approval
IT & Equipment \$1,000	Purchase IT Equipment	By Dec 31, 2024	Laptop \$700 Printer \$300	Board may use up to \$1,000 without additional approval
Training & Succession Planning \$3,000	Send one Branch Observer to AMM	By Dec 31, 2022	Travel - \$1,200 Meals & Accommodations - \$1,800	Board may use up to \$3,000 without additional approval

Rose presented the Reserves Motion Template for the period ending December 31, 2021. Reserves are set up under National office regulations and CRA policies and procedures. The purpose is to allocate for expenses that are planned for within a five-year period. National regulations require a motion of the Branch Board to approve the Reserves Template and then presentation to the members at the AGM.

Last year we had reserves under Special Events of \$1198.81 on the Balances sheet which is replaced by the \$1,200 under Recruitment and Communications (recategorized by National office as a better fit.) Our Special Events category will have to be slightly amended as the 60th Anniversary of NAFR is not until next year. Our Advocacy category will be used in the event of a federal or provincial election and is set to be used by 2025. The plan for IT and Equipment is for the purchase of a new printer and possibly new laptop by 2024. Total Reserves is \$6,000. The allowable calculation for reserves is based on a 3- year calculation of branch average expenses, set by National office. If funds are not allocated to reserves, then National claws back the funds as they have to ensure we maintain our not-for-profit status.

2022 Budget Forecast

The Budget forecast for the year 2022 shows revenues of \$2,410.00 with corresponding expenses for the same amount, resulting in no net earnings or loss for budget purposes.

Revenue: Fees received from National have dropped some to \$2,400.

Expenses: Stationery expense is estimated at \$200, and Branch Membership and Recruitment is estimated at \$300. The executive hopes to have something in the summer such as a barbeque. National Public Service Week will likely be by electronic means again this year. The category Branch Financial Management is for the purchase of Microsoft 365 for the laptop. The Christmas meal event is budgeted at \$500.

A question was raised for further details of the \$250 expense under Branch Volunteer Support & Engagement. Rose explained this would be towards something such as a lunch or event to recognize past volunteers. We have been unable to do this for the past couple of years due to the inability to have in-person meetings and have missed recognizing some past members so hope to be able to do this at an in-person event.

Motion to accept 2022 Budget as presented made by: Eileen Leinweber

Seconded: Hennie Cook

Carried.

2022 Reviewers

It was presented that Hennie Cook and Billie Sherwin have indicated they are both willing to do the task again of reviewing the financial statements for the 2022 year-end.

Motion to approve Hennie Cook and Billie Sherwin as the 2022 reviewers made by: Rose

Seconded: Barb Tompkins.

Carried.

Advocacy

(See Treasurer and Advocacy Report attached for full details)

Rose noted the full report is on our website. www.federalretirees.ca under Branches/British Columbia/Prince George. Thanks to Ben for organizing all the reports so well.

In January of 2021 the provincial election letter campaign was wrapped up. In the fall of 2021, a federal election was called, and National office initiated a letter campaign to educate MPs as to the priorities of NAFR and to advocate for all seniors. Our Branch issued 17 letters to party candidates in our area. In January of 2022 congratulation letters were sent via email to the 3 MPs re-elected within our Branch boundaries.

Our contact with MPs has been fairly successful. We have had Zoom meetings and as a result of the congratulatory letter sent in January 2022, NDP MP Taylor Bachrach responded with an invitation to meet. DebN and Rose met with Mr. Bachrach on Mar 8, 2022, and discussed issues such as National Pharmacare and long-term care for seniors

DIRECTOR REPORTS

Historian Report: Rose Bowker
(See Historian Report attached for full details)

Rose noted that the Historian report is for archives and covers one AGM to the next AGM. The report lists executive members, dates of Branch meetings, and gives brief details as to Branch events and initiatives. The Historian and Treasurer information/records are stored in the Branch's file cabinet at the Treasurer's residence.

Web Report: Ben Wiebe

Ben gave us his report by Zoom. All reports and corrections are posted as received. All of the Branch reports, a calendar of events, and COVID19 information are available on the website.

All posting to the Branch website has to be approved by National Office. Ben said he has made significant progress this year with posting instructions and is more comfortable with updating the website.

Senior's Liaison Report: Marilyn Rayner
(See Senior's Liaison Report attached for full details)

Marilyn continues to send out minutes and information from the Prince George Council of Seniors (PGCOS). As well as being our Branch liaison, Marilyn is now also a director for the PGCOS.

UNFINISHED BUSINESS

Administrative Boundaries: To realign boundaries with electoral.

Bylaw Review – Marilyn Rayner and Marian are working on. Our current bylaws already allowed us to hold electronic meetings which was beneficial for us during the current pandemic.

NEW BUSINESS

Dates for 2022 General Meetings: June 13th, September 19th, December 12th.

Election of 2022 Executive

-Hennie Cook was appointed as the chair of the nominations committee. The role is to assist with the nomination and elections of eligible branch members to available positions on the Branch executive, and to present to the branch annual meeting a list of eligible candidates.

PG 15 By-law 5.1.1 requires a minimum of three (3) and no more than seven (7) members.

Nominations from nomination representative – Hennie Cook:

Rose Bowker

Eileen Leinweber

Marian Muir

**Deb Nilsen
Marilyn Rayner
Ben Wiebe
Deb Tomlinson**

Hennie asked for nominations from the floor: There were no nominations from the floor. Nominations were closed. The above 7 members were elected by acclamation.

New Board of Directors: Ben Wiebe, Deb Nilsen, Deb Tomlinson, Eileen Leinweber, Marilyn Rayner, Marian Muir, Rose Bowker. The directors will meet in a separate meeting to assign their roles.

A Draw for door prizes took place.

ADDITIONAL INFORMATION FOR MEMBERS

National Association of Federal Retirees Website: www.federalretirees.ca

Branch Email: Princegeorgebranch@federalretirees.ca

MEETING ADJOURNED: 2:05 pm.