**National Association of Federal Retirees**

**Fredericton and District Branch (NB62)**

**Minutes of Board of Directors Meeting**

**Via ZOOM – Tuesday, February 15, 2022 – 7:00 p.m.**

**PRESENT:**

Cyril Theriault, President

John Richards, Vice-Present and Advocacy Director, Elliott Keizer, Past-President, Elise Young, Treasurer, Evans Estabrooks, Membership Growth Director, Denise Blanchard, Admin Director, Gary Barfitt, Special Events Director, Mike McCormick, Communication Director

**Other Directors:** Glenn Fraser, Rae Hopper, Mariet van Groenewoud

**ABSENT:** Elliott Keizer,Norm Sheen, Chris Goddard, Ian Culligan

1. **WELCOME FROM THE PRESIDENT**

Cyril welcomed all to the meeting.

1. **AGENDA**

Moved by Cyril that the February 15th agenda be approved as circulated.

**Moved by Mariet CARRIED**

1. **MINUTES OF NOVEMBER 16TH MINUTES BOARD MEETING**

Cyril asked some clarification under 4b:” Evans suggested that Jeff a local lawyer as Robert Stoney has retired”. Mike mentioned that Evans might have suggested that John from National that deals with preferred partners. Evans indicated that it was Jeff Woflson, Manager of Recruitment and Member Services and John suggested that we re-write the sentence by taking out Jeff Wolson’s name as he has nothing to do with Partners.

Evans suggested adding a local lawyer to our local preferred partners.

**Motion by Cyril that the November 16 minutes be approved as circulated and amended**.

**Seconded by Denise CARRIED**

1. **BUSINESS FROM THE MINUTES**
2. **Board of Directors duties and responsibilities – Cyril Theriault**

Nothing to report. Once back to normal in-person meetings, he might be able to address it.

1. **Executive Meeting Report – Cyril Theriault**

The Executive met on January 20th via Zoom with Gary, Cyril, Mike, John, Elliott and Elise. Gary was invited because we wanted his input-on events as the Special Events Director.

Topics discussed:

* A planning session should be hold soon. Conclusion was that most wanted to wait for an in-person session later in the Fall. It might be possible to do one on Zoom by keeping the scope simple. Preliminary subjects could be discussed to be better prepared for and in-person session in the Fall. A short three questions survey (i.e., Survey Monkey) could be sent to the members by email for their input. Cyril: Opportunity though Sage.
* Initiate a meeting with Léonard LeBlanc to talk about the new program being initiated to help the poor branches with our Special Reserve Funds. Branch cannot exceed the totality of our operating costs for any operating year. There is a sub-committee comprised of Elliott, Elise and Cyril that had a discussion with Léonard on surpluses and finances on January 27th. Also, Cyril had a discussion with Léonard last November 8th on the same topic.
* Volunteers to help with the planning session: John, Mike, Denise, Glenn.
1. **REPORTS**
2. **Finance – Elise Young**

Elise presented her report and financial statement who were sent to the board prior to the meeting.

Actual Earnings/Loss and Balance Sheet for 2021 Fiscal Year

Please note that the results for the year have not yet been reviewed and should not be distributed beyond our board.

Earnings/Loss Statement

* Net earnings for the year ended December 31, 2021 totals $4,415, slightly less than the revised budget projections of $4,990.
* The attached spreadsheet compares the 2021 budget to actual revenues and expenditures for all categories.
* The total revenue amount of $13,017, was a little less than the projected amount of $13,500.
* Most of the expenditures for the year were incurred under two categories-Branch Advocacy (Federal Candidates session) and Branch Information Sharing (Newsletter)
* Covid-19 again this year, was the cause of many of our original budget projections not materializing.

Balance Sheet

* The Branch’s financial position is strong with total Net Assets of $ 42,661 (Checking account and Investments)
* The Reserved Equity Funds total $ 22,500 (3 Funds of $7,500 each)
* The current’s year’s net earnings have resulted in the Unreserved Equity balance increasing to $ 20,161.
* Based on a 3-year average of actual expenditures (2017; 2018 and 2019), our branch can accumulate an amount of $ 14,760 per National office’s direction. At the end of 2021, the branch’s unreserved equity exceeds this amount by $ 5,401.

New Direction from National Office: Unreserved Equity

* A recent decision by National office advises branches that any amount exceeding the 3-year average will have to be moved to a Reserve Fund or transferred to National office (choice of 2 National Reserve Funds – Defense of Benefits or Infrastructure Fund)
* The Infrastructure Fund is currently being developed. The new reserve fund will allow any branch in Canada to apply to National Office for funds to undertake various activities- yet to be determined)
* My understanding is that the Branch has until September 2022 to decide what action they wish to take in regards to surplus funds (amount exceeding 3-year average). More information will be forthcoming on this issue.

Change in By-laws for Reserve Funds-Update from National Office

Per November Bulletin:

*At the Sept.15 special meeting of members (SMM), Regulation 4.3 paragraph 5.1 was updated to read “Branch reserves shall be presented to branch members at each annual general meeting.”* In addition, they have removed para 5.2 regarding spending authority.

Prior to this change, as you are all aware, any changes to Reserve funds had to be approved at the branch’s Annual General Meeting.

National office has advised all branches that they should review their branch by-laws to determine if they require updating to adhere to new. In reviewing them, I believe they should be updated and presented at the next AGM. National office has provided wording that can be used to update the branch’s by-laws.

Proposed Budget 2022

Attached is a proposed budget for 2022. The projected deficit of $160 is again dependent on being able to meet in person, have info-sessions and travel to Ottawa in the fall.

**Motion by Elise to accept the Treasurer report and the Budget for 2022 projecting a deficit of $160.**

**Seconded by: Mariet CARRIED**

1. **Special Events – Gary Barfitt**

As things are settling down, Gary is looking at activities for Fall like a welcome back to members. Evans suggested a corn boil or BBQ in September. Elise mentioned the new rule by National that in order not to charge our members ($10 rule), it has to be advertised as recruitment exercise i.e., members and prospective members bring a friend.

1. **Membership Growth Report – Evans Estabrooks**

Evans presented the MGC Report that was previously sent to the board.

The MGC met on November 23rd via Zoom with the main purpose being to discuss the MGC Operation Plan for the rest of 2021 and to discuss the interests of the volunteers.

Branch Membership Numbers

Membership numbers as of the end of December ­2021 were 1865 Active Member, which is an improvement from last summer when the numbers were below 1800.

MGC Activities

MGC members continue to encourage the Fredericton Branch to communicate with members by way of a welcome letter to new members and an e-blast message to all branch members with emails.

National Recruitment Committee

The National Ad-hoc Recruitment Committee (AHRC) held its 9th meeting by Zoom on December 13th, 2021 with myself participating. National membership numbers indicate 165,000 to end of Nov./21 with 1200 new members in Oct. & Nov. alone.

The Mega Recruitment Drive (MRD) ran from Sept.1-Dec. 31/21 with 460 successful referrals to Dec. 2/21. Final numbers from this MRD are not yet available but should be announced soon along with the winners of various prizes.

Accomplishment report was not sent ahead because of a few last items that needed some attention. He suggested to spend a few minutes to talk about it or Denise could send it with the minutes and discuss it at the next meeting. Decision was made to discuss it at the present meeting.

The Top Ten Things to Know Before Retirement" booklet is not available on-line as I clarified at the meeting so I would suggest "The TTT booklet is still in draft but is expected to be available on-line soon" (**see attached report**).

**Evans moved receipt of the Membership Growth Report.**

**Seconded by Rae Hopper CARRIED**

1. **Communication – Mike McCormick**

Nothing has been done since the last meeting. All previous partners were contacted (see November 16th minutes). Alex and Mike will stay in touch regarding Preferred Partners in order to not duplicate with the National Partners. Mike would like to feature our partners on Facebook. Would like to put more local information on our Facebook page.

SAGE: Would like to go with a more simplified version of Sage. Next Sage deadline is April 6th. Sage could be a better way to reach our members who do not use email or social media. Cyril said that if the date works out well, we could do the newsletter and seek input from the membership.

**Cyril moves acceptance of the verbal Communication report as presented.**

**Seconded by Elise Young CARRIED**

1. **Advocacy – John Richards**

Watching carefully what is happening with the New Brunswick Health Reform. The government launched a series of initiatives to improve access to primary care.

Advocacy recognize that there are some other drivers. John received a report from Sandy Theriault regarding National Long-Term Care Services and how it is going to impact us. Our organization is interested in long-term care services which might change our advocacy at the National level. This could be discussed in our planning session and get direction the board and membership.

Advocacy goals: increase our presence locally and engage some of our members and recruit members and increase our visibility and influence as a branch within the organization. John said that a Member of Parliament said she knew who we were because at the last election we were the first one of organize a session that she attended and Ottawa liked it. John tried to show NAFR webpage with the article about our All-candidates zoom Q&A session but could not since he was not the host of our meeting; he will send the link.

**John moves acceptance of his verbal report as presented.**

**Seconded by Ray Hopper CARRIED**

1. **Communication – Mike McCormick**

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**Cyril moves acceptance of the verbal Communication report as presented.**

**Seconded by Elise Young CARRIED**

1. **NEW BUSINESSES**
2. **10 Benefit Rule – Evans**

This was put on the agenda so all board members were aware of the new rule. At the board meeting the topic had been discussed by Elise under the Financial Report.

1. **Anti-Spam Legislation – Evans**

At the last National Recruitment meeting’s, the following comment was made: “*Because of the anti-spam legislation, branches will need consent from individual members in order to directly send them emails*.”*.* The question is what makes email so important as telephone numbers and addresses are not covered.

Denise mentioned that when someone becomes a new member, National asked members those questions and this information is already in the National database.

1. **Atlantic District Meeting 20-21 April 2022 – Dartmouth, NS – Cyril**

District Meeting dates are April 20 and 21 at the Best Western Hotel & Suites in Dartmouth.

Cyril will be going as the BSC for NB and is asking for two volunteers to attend. National has adopted a policy where each region will respect whatever the regional rules are with respect to COVID. Indications are that by the end of April, the Atlantic provinces will be open for in-person meetings.

Evans asked for the topics to be covered. Usually, they covered whatever comes up at the Annual Members meeting in Hull to be held in June, any proposed by-laws changes nationally and local topics also. Denise already sent the 1st message from Peter Kerr and a 2nd one will be sent also.

Inform Cyril if interested to attend and in turn he will inform the Executive.

1. **Branch Nominating Committee for AGM – Cyril for Elliott**

Glenn Fraser will serve with Elliott on the Nominations Committee and, as per article 6.1.2 of our Branch by-laws, Elliott asked the board to approve this appointment.

**Cyril asked that the board to approve that Glenn Fraser will serve on the Nominating Committee with Elliott Keizer.**

**Moved by Evans Estabrooks CARRIED**

The following Board Members have their terms running out in May, 2022: Norm Sheen, Gary Barfitt, Denise Blanchard, Rae Hopper, Mariet van Groenewoud.

In addition, our bylaws require that any position filled by the Board (as opposed to elected at an AGM) shall be up for election at the next AGM.  So that adds Glenn Fraser and Chris Goddard to the list for a total of seven whose term would expire in 2022 if they are not re-approved at the AGM.

All should be for two-year terms (2022-24) and that will leave six to run out in 2023 and seven in 2024, which is a good balance.

Cyril asked if some do not want to stand for re-election (except for Chris and Norm who are not present). Denise cannot since she will be unable to attend in-person meetings.

There is one vacancy on the board so there is an opportunity to join as a replacement for Denise.

1. **AGM – plan for Zoom or in-person by May 5, 2022 – Cyril**

Modified for a quorum that Cyril will distribute.

Evans suggested that possibly a 'Hybrid' or combined meeting (having both) could be held.

Mariet said if restrictions are to be lifted by the end of March and are fully vaccinated, maybe there won’t be a need for a Zoom meeting. Smaller meeting with masks and precautions.

John mentioned that our members are very vulnerable so the attendance might be slim.

Need to rely on National, Chris and Richard in order to have a combine meeting. Cyril will circulate the results of the discussion for further comments by email, Executive meeting or a quick board Zoom meeting.

1. **Adjournment**

Mariet moved to adjourn the meeting at 9:10 p.m.

**Seconded by Denise**

**Next Zoom Meeting: Saturday, April 9th, 2022 – 9:30 a.m.**

**Recorded by:**

**Denise Blanchard, Admin Director**

**Carried by:**

**Cyril Theriault, President**