**National Association of Federal Retirees**

**Fredericton and District Branch (NB62)**

**Minutes of Board of Directors Meeting**

**Saturday, April 9th, 2022 – 9:30 a.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:** Rae Hopper, Mariet van Groenewoud.

**ABSENT:** Norm Sheen, Chris Goddard, Ian Culligan.

1. **WELCOME FROM THE PRESIDENT**

Cyril welcomed all to the meeting.

1. **AGENDA**

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

**Seconded by Mariet CARRIED**

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

Under 3. - Mariet indicated that Jeff Wolson’s name should be Jeff Wolfson.

**Motion by Denise that the February 15th minutes be approved as circulated and amended**.

**Seconded by Gary CARRIED**

1. **BUSINESS FROM THE MINUTE****S**
2. **Nominating Committee Update - Elliott**

One candidate might be interested to join the board – Dino Kubrik. Norm Sheen is leaving the board.

1. **Planning Session Update – Cyril Theriault**

Planning session will be held in the fall. Proposed dates: Saturday, September 24th (9-3) at Hazen Park in Oromocto. Denise will check with Laurie Muise for availability.

Suggestion by Mariet that a facilitator could be outside the organization.

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

Cyril and Evans are going.

1. **AGM – May 3rd update - Cyril**

To-date we have 18 registered. Denise will ask Alex Charette to send a reminder to the members. Denise will send the documents for those who will attend a few days before the AGM. Some changes were made to the agenda (1) Elliott: remove details under a) and b);

(2) Elise: move item 8) move before item 7) - the agenda should have the approval of the amendment prior to presenting the report. Draw will be added at the end of the agenda. Cyril reminded everyone to registered their spouses if they have not. Gary will not attend but Joanne will.

1. **AMM Branch Representation 21-22 June, Gatineau – Cyril**

John and Elise will be attending as branch representative and Cyril as BSC (paid by National). John will take Cyril’s place as President (paid by National) and the branch will fund Elise’s attendance. Board in favor of Cyril’s suggestions.

**Motion be made by Cyril to approve Business arising from the Minutes**

 **CARRIED**

1. **REPORTS**
2. **Finance – Elise Young**

Elise presented her report and the Reserve Motions Template that were sent to the board prior to the meeting.She did not submit the statement of earnings & loss and the balance sheet; to be done at the next meeting. Elise will be gone from the 20th to 27th on vacation.

**Actual Earnings/Loss and Balance Sheet for 2022 Fiscal Year**

From January to date, we have issued 3 cheques for a total of $327.39. Of that $268.96 was paid to National office for a renewal of our Zoom license for 2022, the balance, telephone expense. Given that the review of our books for 2021 has not yet been done, I have not updated the accounting system. I will provide reports for 2022 at our next board meeting.

**AGM- May 3, 2022**

* The Treasurer’s report presented at our February 15th board meeting details the financial position that will be provided to the AGM membership. The reviewer, Nancy Williston, will be available to review the books at the end of the month. She is currently out of the country.
* The proposal to be submitted to the membership to change in the by-laws for Reserve Funds has been completed and is attached for your information. This document will be made available to members prior to the AGM. This item is on the agenda.
* The Reserve Motions Template with detailed information in regards to anticipated activities and estimated costs, will be presented to the membership at the AGM. A draft of the template is attached for your comments/feedback. As previously noted, this detail is now required due to a change in National office’s Regulation on Reserve Funds.

**Balance of Unreserved Equity exceeding National office’s policy**

* As previously mentioned, based on a 3-year average of actual expenditures (2017; 2018 and 2019), our branch can accumulate an amount of $ 14,651 per National office’s direction. At the end of 2021, the branch’s unreserved equity exceeds this amount by

$ 5,510.

* As per my last report, my understanding is that we have until September 2022 to decide what action we wish to take regarding this surplus. We can either set up another reserve fund, or transfer the surplus amount to National office (choice of 2 National Reserve Funds – Defense of Benefits or Infrastructure Fund).

**Motion by Elise to accept the Treasurer report.**

**Moved by Mariet - Seconded by John; CARRIED**

1. **Special Events – Gary Barfitt**

In-person meeting either Tuesday, October 18th or October 25th at the Ramada Inn in the form of a dinner/entertainment; to be confirmed later. In order for the members to register for the dinner, submission must be sent by July 8; in member’s home between Sept. 1 to 10.

BBQ should be held in August; where and how? Evans suggested Mariet’s lodge; she indicated that it is feasible by getting back together safely. To be discussed at the next meeting. Denise will send an email to the board for their preferences.

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

The Membership Growth Committee (MGC), composed of Mariet van Groenewoud, Elise Young, Glenn Fraser and myself, communicated by email to finalize the 2022 MGC Operation Plan. The Op Plan is attached to this report.

Discussions are on going with the CAF Gagetown Base Personnel Selection Officer (BPSO) about the Fredericton and District Branch being more involved in the SCAN seminars (virtual and in person) for retiring members.

**Branch Membership Numbers**

Branch membership numbers as of the end of March, 2022 were 1806 Active Member, with 20 being new members since Jan. 1/22. Apparently, there has been a decrease in active membership of 59 since the beginning of 2022 due to death, cancellation or non-payment.

**National Recruitment Committee**

The National Ad-hoc Recruitment Committee (AHRC), on which I volunteer, is to hold its 10th meeting by Zoom on April 19, 2022 at 2:30 p.m. Updated national membership numbers and recruitment efforts will be available after that meeting. Mariet expressed her interest in attending the meeting. Evans will confirm the time.

The new recruitment booklet “The Top Ten Things to Know Before Retirement” is now available for members on the retiree’s website at: [Subscribe to our newsletter | Federal Retirees](https://www.federalretirees.ca/en/news-and-events/subscribe-to-our-newsletter).

Non-members have to sign up to the association e-newsletter for prospective members (Fred). The booklet should be useful for recruitment at the NAFR information table or booth during local Federal worksite visits.

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

**Seconded by Elliott CARRIED**

1. **Communication – Mike McCormick**

No summer submissions for Sage; next submission in the Fall.

In need of good promotional material (written or electronic). First, determine the messaging we want; survey should provide more input as to want member needs; how to encourage members to stay with us and/or attract new members. Planning session should also provide good messaging options. Keeping in touch with Alex Charette at National as to what they can do for us and what type of training they can provide.

Cyril suggested that board members prepare a two minutes video and post that on our website. John will report on the survey.

**Motion by Cyril to accept of the Communication report as presented.**

**Moved by Mariet; Seconded by Elise Young CARRIED**

1. **Advocacy – John Richards**

Mariet, Mike, Glenn and John put together a small survey to be sent to our members. Will use the result for our planning session.

John went through the questions that will be presented to our members:

(1) Why did you join NAFR; (2) what has the branch done well? (3) what can we do better? (4) what 3 priorities should we devote your dues and our time and resources to? (5) suggestions for organizing an information session; (6) how do you prefer to be contacted? Survey should be back by the end of May. John suggested that we have six $50 gift certificates (total of $600.) for those who returned the survey quickly. Cost for mailing is $6,500. to be done by an outside company.

**John moved that the report be accepted and that the expenditures for the survey be approved by the Board.**

**Seconded by Elliott Keizer CARRIED**

1. **NEW BUSINESSES**
2. **Advertising costs of AGM on our Facebook page – Denise**

Denise posted the invitation for the AGM on our Facebook page. In order for the invitation to stay on the top of the page, we need to “boost” the advertising for a cost of $60. Denise is asking for approval of the Board to spend the money.

**Mariet moved that the $60 be approved to boost the Facebook page listing for the AGM.**

**Seconded by Elise Young.**

Discussion: Mike explained that “boosting” is a paid ad. So far, the post has reached 137 people. Boosting goes to anyone and would go beyond our target audience. He recommends that we repost the event to refresh the notification section. Mike will “pin” the post that will keep it at the top of the page.

**Mariet withdraw the motion.**

1. **Google Calendar – Denise**

Denise prepared and sent a template for the board to explain how to use Google calendar. All board members will have access to the calendar. Board needs training on how to use these tools. Mariet suggested that we do it at the planning session. To be discuss at the next board meeting.

1. **Adjournment**

Cyril declares the meeting adjourn at 12:00 p.m.

**Next Zoom Board Meeting: Tuesday, June 7th, 2022 – 2:00 p.m.**

**Recorded by:**

 **Denise Blanchard, Admin Director**

**Carried by:**

 **Cyril Theriault, President**