

QC 60 OUTAOUAIS BRANCH

RESERVE FUNDS – 2022

Title & Amount	Definition (Use)	Maturity (Date(s) of use)	Amount Justification	Spending Authority
Reserved Capital Recruitment and communications \$13,500	Execution of activities aimed at recruiting and retaining members as well as the creation/purchase of loyalty items and the holding of thank you events for our volunteers	2023 to Spring 2027	<ul style="list-style-type: none"> -Regional fairs \$4,000 - initial mailing costs to members who do not have a telephone identified in CRM \$1,000 -Identification jacket \$1,000 - Purchase of scarves \$1,000 - Pilot project involving the rental of room/equipment for the holding of meetings of groups of members from the same neighbourhood/postal code \$4,500 - Purchase of loyalty items \$ 2,000 	The Board of Directors can utilise up to \$9,500/without additional approval
Reserved Capital Special Events \$20,500	Organization of events celebrating the 60th anniversary of the NAFR	Fall 2023	<p><i>-FY 2022- \$7,000 was spent on the 30th anniversary banquet</i></p> <ul style="list-style-type: none"> - Room rental costs \$2,000 - Meal \$12,000 - Room preparations \$1,000, - Accompanying wines \$4,000, - Animations \$1,500 	The Board of Directors can utilise up to \$20,500/without additional approval
Reserved Capital Special Regional Events \$10,000	Organization of visits and meetings with our members outside the region (such as Abitibi-Timiskaming)	Fall 2023 & 2024	<p>Out-of-region travel expenses for directors \$6,000.</p> <ul style="list-style-type: none"> -Room rental/equipment for meetings \$4,000 	The Board of Directors can utilise up to \$5,000/without additional approval

Title & Amount	Definition (Use)	Maturity (Date(s) of use)	Amount Justification	Spending Authority
Reserved Capital Training & Succession Planning \$11,500	Fees/Professional Training Courses for Directors and Volunteers	2023-2024	- FY 2022- \$3,000 costs for Lac-à-l'épaule - Operations of a board of directors \$4,000 - Training of the 7 administrators for an amount of up to \$1,000 / person on the use of Acrobat Pro, OneDrive and the MS 365 suite - \$7,000 - Events or gifts of thanks to volunteers who complete their mandate \$ 500	The Board of Directors can utilise up to \$9,000/without additional approval.
Reserved Capital Information Technology and electronic equipment purchases \$8,000	IT equipment for branch administrators and employees	2023-2027	- FY 2022 \$6,000 was committed for laptops - Replacement of 5 computers/ laptops @ \$1,200 \$6,000 Purchase of hybrid projector camera with microphone for indoor meeting and zoom. \$2,000	The Board of Directors can utilise up to \$8,000/without additional approval.
Total \$63,500				

It is proposed by Mr. René Caron, seconded by Mr. Jacques Lecompte, to establish a reserve fund of \$63,500 dedicated to member service, communication and membership recruitment, the celebration of the 60th anniversary of the Association, the improvement of information technologies of the section, as well as the training of Board members.