**National Association of Federal Retirees**

**Fredericton and District Branch (NB62)**

**Minutes of Board of Directors Meeting (Zoom)**

**Monday, February 20th, 2023 – 7 p.m.**

**PRESENT:**

Cyril Theriault, Elise Young, Evans Estabrooks, Mariet van Groenewoud, Gary Barfitt, Ian Culligan, Glen Fraser, Mike McCormick, Rae Hopper and Denise Blanchard

**ABSENT:** Dino Kubik, Chris Goddard, John Richards

1. **WELCOME FROM THE PRESIDENT**

Cyril welcomed all to the meeting.

1. **APPROVAL OF AGENDA**

Items added to the minutes:

5f) Nominating Committee Report – Mike

6a) AMM Meeting June 20 through 22, 2023 at the Hilton Lac-Leamy in Gatineau Quebec.

6f) AGM Minutes - Cyril

**Moved by Cyril that the agenda be approved as amended and circulated.**

**Seconded by Gary CARRIED**

1. **APPROVAL OF MINUTES OF NOVEMBER 21st, 2022**

The minutes were approved as circulated.

**Moved by Evans that the minutes of the November 21st board meeting be accepted as circulated.**

**Seconded by Ray CARRIED**

1. **BUSINESS ARISING FROM THE MINUTE****S**
2. **Planning Session – Saturday, February 11th, 2023**

Planning session was a report from Mike regarding the survey. No steps were identified, and it was left to the Board.

Mike commented that the most useful part was the discussion about the implications and opportunities were because of the result of the survey.

Mariet sent Bonnie a link as background information from National. <https://www.federalretirees.ca/en/about-us/strategic-plan>.

Question was “do we want a Strategic Plan or an Operational Plan”? After discussion, it was decided that we need to identify what we are going to do, set a date to get together (with the new Board members) with Bonnie as a facilitator. Mariet will ask Bonnie for an outline.

Date: March 25th, 9:00 a.m. to 12:00 p.m. - Location: Mariet’s lodge

Mariet will check with Bonnie and get back to us.

1. **Review 2023 Board Meeting Dates**

Tuesday, October 10th date was removed.

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

Elise presented the Treasurer’s report and proposed 2023 Budget that were previously sent to the Board.

Highlights:

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

The attached spreadsheet as well as the Earnings/Loss statement show a deficit for the year of $ 2,351. The budget projected a deficit of $160.

The attached spreadsheet compares the 2022 budget to actuals for all categories. See variance column. The most significant variance is under Branch Recruitment. Budgeted $3,000-(2 categories now under one) spent $8,115.

Since the previous report, costs related to the member surveys as well as the costs of the Sage insert have been accounted for. These costs were significantly higher than budgeted. Overall, the branch incurred a deficit of $ 2,351 for the year.

**Elise moved the acceptance of the Treasurer’s report.**

**Seconded by Evans CARRIED**

**Proposed Budget 2023**

Projecting a deficit of $ 3,960 for the year. Elise revised the expense categories to match National Office.

**Elise moved the acceptance of the 2023 proposed Budget.**

**Seconded by Mariet CARRIED**

1. **Special Events – Gary Barfitt**

AMM scheduled for Tuesday, May 2nd. Waiting for the final agreement with the Ramada Inn.

**Motion by Gary to accept the Special Events report.**

**Seconded by Rae CARRIED**

1. **Membership Growth Report (MGC) – Evans Estabrooks**

Evans presented his report that was previously sent to the board.

Highlights:

The MGC met in person on DC 12/22 to review progress and have communicated by email at numerous times.

**Branch Membership Numbers**

Branch Active Member numbers as of year-end 2022 were 1811 down slightly from 1819 a year earlier.

**MGC Activities**

The recruitment handout 'Why Should I Join NAFR?' has been revised and printed in both English and French during the past three months. A worksite 'Invitation to Meet' in English & French was drafted in preparation for a worksite visit at NRCAN. The invitation was sent out by NRCAN to its employees and the invitation was extended to RCMP and DFO in the area. The NRCAN visit was held on January 31 with a disappointing turnout, but five prospective members signed up to receive the FRED e-newsletter. Apparently most Federal workers are still working from home.

No further contact has been made with CAF Gagetown Base Personnel Selection Officers' office (BPSO), but a new contact was made with the Transition Support Centre. The 'Why You Should Join NAFR?' was sent by emails with a request to distribute it at their Centre. The response to date has been “I am waiting for a response from up the chain”. The achievement report for MGC 2022 Operational Plan is expected to be available for the Feb. 13/23 Board meeting.

**National Recruitment Committee**

The National Ad-hoc Recruitment Committee (AHRC) has not met since the Zoom meeting on NV 09, 2022. National Office is recruiting a new Membership Services Director and the announcement should be made shortly. The Mega Recruitment Drive (MRD) finished on Dec. 31/22 but there has been little information provided about the results. The next meeting of the National Recruitment Committee is expected to be held in late February or March.

After serving six years as MGC Director, Evans is resigning from the Board effective on the May 2nd, 2023, AGM.

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

**Seconded by Rae CARRIED**

1. **Communication and Nominating Committee – Mike McCormick**

Survey results to date

Mike sent the Survey results to the Board prior to the meeting. Two reports: intern and final. Discussion followed at the planning session.

Mike looked at other branch’s websites and social media for ideas that we could utilize. He is doing training on social media and websites. From the survey results he received updates regarding addresses, passed away and people asking not to receive communication.

Next Sage deadline is March 31st with information regarding the AGM event and the Branch regular report. Extra money used to cover extra cost for Sage.

**Moved by Mike to accept of the Communication report as presented.**

**Seconded by Rae CARRIED**

Nominating Committee

Elliot asks Mike to deliver the report on behalf of the Nominating Committee.

In reference to By-Laws 6.1.2, Elliot also asks the Board to approve Mike’s appointment as a member of the Nominating Committee.

* Board members terms that are running out in May: John, Elise, Evans, Mike, Ian and Cyril. Elise and Mike are remaining on the Board. Needs new nominees to replace John, Evans, Ian, Denise and Cyril. Cyril will be Past President for one year.
* People that have agreed to have their names stand: Hugh Hicks, Dorma Grant, Richard Ward and Scott McConaghy.
* Mariet van Groenewoud has agreed to replace Cyril as President and might have someone to replace Denise as a permanent position.

**Cyril moved the appointment of Mike to the Nominating Committee.**

**Seconded by Mariet CARRIED**

**Motion to accept the Nominating Committee report as presented.**

**Moved: Mike Seconded: Ian CARRIED**

1. **Advocacy – John Richards**

John is absent. Nothing to report.

1. **NEW BUSINESSES**
2. **Representatives at the district meeting in Dartmouth from April 19-20, 2023, and AMM June 20 through 22, 2023 at the Hilton Lac-Leamy in Gatineau - Cyril**

District Meeting – April 19-20

Cyril is going as BSC while someone can go in Cyril’s place as President. The branch is entitled to two representatives: the President and someone else. As an incoming Board member, Dorma Grant is going as the Provincial Advocacy Officer. Mariet offers to go but would like to see an agenda before committing, also maybe Elise and Mike. Deadline is March 3rd.

2023 Annual Meeting of Members (AMM)

June 20 through 22, 2023 at the Hilton Lac-Leamy in Gatineau Quebec. Cyril going as BSC and Mariet as President. New Board members might be interested.

* 1. **Storage Unit - Ian**

Mariet proposed that we don’t do anything and moved on; no further action on it will occur. Tabled.

1. **Bilingual information (Louis Turgeon) - Cyril**

Mr. Turgeon want French surveys to be sent to him. The Branch took a decision 6-7 years ago that its main operating line would be English. Possibility to translate documents in French if needed. Need over 10% of membership is needed to get bilingual information. National is required to do bilingual but the branches are not. To be discussed at a future meeting or planning session.

1. **Samples 60th anniversary logos - Evans**

Evans presented the different type of materials with the 60th anniversary logos he received from National. How to use these logos and what will the Branch do?

He contacted the President of the PEI Branch as they are doing something interesting. Waiting for a reply. Evans suggested the lens cleaner and jellybeans products. Mariet mentioned a pop socket, flashlight, and a notebook. She will contact Karen Ruttan to find out more. Add to the agenda at the next meeting.

**e) Document Formatting Issues - Mariet**

There have been some formatting issues regarding Word when using a free version of Word.

**f) Annual General Meeting - Cyril**

Cyril asked Denise if she would be willing to travel to Fredericton to take the minutes for the AGM in May providing the Board pay gasoline. The Board agreed and Denise accepted.

**Adjournment at 9:00 p.m. Next Zoom meeting: April 11th, 7:00 p.m.**

**Recorded by:**

**Denise Blanchard, Acting Admin Director**

**Carried by:**

**Cyril Theriault, President**