

## NAFR York Special Branch Board Meeting (Zoom)

09:30 – 10:30 AM Nov 27, 2023

**Present:** Fred Conway, President; Tom Nichols, Past President/Outgoing Treasurer; John MacPhee, Treasurer; Marie MacPhee, Events; Frank Froude, Web Editor; Vasdev Sawhney, Director-at-Large; Sharon Paris, Director; Joe Vettese, Director.

**Regrets:** Ed Millar, Secretary; Linda Laffree, Membership.

1. **Approval of the Agenda:** Fred Conway introduced the agenda of this special meeting, focusing on the bank account situation. Approval moved by Marie, seconded by Frank – approved.
2. **Bank Account Situation**
  - a. John MacPhee described the events affecting the Branch's account and the current situation. The Branch has been affected by multiple frauds starting on 19-Sept, with latest on 20-Nov (see attached bank reports).
  - b. Tom noted and reported the initial fraud, based on the mailed Sept. bank statement received mid-Oct. Fraudulent "pre-approved" withdrawals could be challenged by phone, but later fraudulent cheque withdrawals (discovered mid-Nov) required completion of an in-person report.
  - c. John attempted to file the requisite report on Nov-15 but discovered that the new bank signature list (completed Nov-3) had not been processed, so he had no status. Nonetheless the account home branch agreed to take action.
  - d. Subsequent "pre-approved withdrawals" have been challenged and reversed. Bank investigation of the fraudulent cheques is ongoing, but the expectation is that the funds will be recovered.
  - e. In view of apparently ongoing fraudulent activity affecting this account, John recommended closing this account and opening another. However, the number of signing officers makes this difficult.
  - f. **Discussion** topics: number of signing officers, desirability of changing banks, care to assure orderly recovery of funds by consulting with staff at the home branch. It was concluded that expense claims in

hand cannot be paid until the situation stabilizes, though charged to the 2023 financial year.

- g. **Moved** by Marie, seconded by Joe, that John arrange to open a new account at a convenient TD branch, with John, Tom, Fred and Joe as signing officers, with funds from the current account, which should otherwise be frozen for withdrawals. Approved.
  - h. **Action** – Tom will keep Ottawa apprised of developments, The next quarterly transfer of the Branch’s dues share will be in Jan – should be to the new account.
  - i. **Action** – John will lead the opening of a new account, and assure fund recovery and closing of the old account in consultation with bank officials. The closing may require the presence of all signing officers (John, Marie, Tom, Fred, Joe and Vas).
3. **York equipment test**
- a. Tom: this planned meeting was to train people in the set up for a hybrid meeting, develop strategies for equipment failure and identify future requirements. Four or more people would be required, including people working remotely to test operations. Ideally the onsite test would happen in the room for the spring AGM.
  - b. Fred had visited the Richmond Hill Legion Hall and found it not suitable, or far less suitable than the Aurora Legion
  - c. Action: Marie will visit other facilities in Aurora (library, community centre) to identify the location for our AGM; the equipment test will be done in March in that rented facility.
4. **Adjournment:** moved by Frank, seconded by Vas, unanimous.