

**FUNDY SHORES BRANCH
APRIL 11, 2023 BOARD MEETING
Approved MINUTES**

Present: Lorraine Scott (President), Harold McInnis (Vice President), Treasurer (Donna Bovolaneas), Fran Hickmott (Secretary), Marianne Haines, Geoff Howson, Catherine O'Leary, Howard Pearn, Martha Peters

Regrets: Peggy McLean

1.0 Welcome and Call to Order

Lorraine called the meeting to order at approximately 9:30 a.m. As Fran was unable to take minutes at this time, the board appointed Donna as Acting Secretary for the meeting.

2.0 Ratification of E-mail Approvals

Lorraine noted that due to a lack of quorum the board meeting scheduled for March 22nd could not proceed. The following motions from that agenda were circulated by e-mail on March 25th, seconded, and unanimously approved by close of business March 27th:

- To approve the draft minutes of the February 8th, 2023 board meeting with amendments as circulated
- To approve the final Fundy Shores Branch Balances Report as at December 31, 2022
- To approve the final Fundy Shores Branch Reserve Template for the year ended December 31, 2022
- To approve the final Fundy Shores Branch Excess Surplus calculation as at December 31, 2022
- To approve the final Fundy Shores Branch Earnings/Loss Report for the year ended December 31, 2022 and 2023 Fundy Shores Branch Budget
- To approve the final Fundy Shores Branch 2024 Forecast

Lorraine reviewed the minutes of the February 8th meeting to refresh members on the business conducted. Donna presented a summary of the board's February 8th decisions to amend preliminary year-end branch reserves and the need to make related changes to the 2022 financial statement package. Conducting the special e-mail voting process ensured that final financial information for the AGM was approved in a timely manner.

The board ratified the motions previously approved by e-mail.

3.0 Treasurer's Report

Branch financial statements for the first quarter of 2023 were circulated ahead of the meeting together with a full analysis of results. Members had no additional questions for Donna.

On a motion by Geoff Howson and seconded by Marianne Haines, members approved the Treasurer's report.

4.0 Membership Report

Catherine reported the branch has 1037 members of record. She noted that members she spoke with were responding positively to being contacted by phone about the Algonquin meeting. Other board members shared similar experiences. However, this process was also identifying discrepancies in the CRM membership records which need to be corrected. She thanked other board members for bringing their discrepancies to her attention.

Members discussed the broader challenge of staying current on membership numbers and information changes. Catherine noted she is largely dependent on receiving notices about new members joining the branch. Also, obituary notices are on the decline, so it is harder for her to identify newly deceased members if no one else notifies her. She suggested that available CRM member information might be more helpful with additional training on the kinds of data available and how to make full use of the system. With this support, there might be more ways to welcome new members and keep them engaged.

Action item: Research into capabilities of the CRM to help Catherine identify membership changes.

Lorraine noted that members have a responsibility to keep their contact data up to date through the NAFR website. However, results of the call-out program so far indicate numerous errors in that information. A member suggesting using the quarterly SAGE letter to remind members about their responsibility.

Action item: Include a reminder in future SAGE inserts for members to keep their information up to date. Provide contact information for members not able to access and use the NAFR website.

Donna expressed concern about possible inconsistencies between CRM member numbers and the dollar amounts received quarterly from Ottawa for the branch share of member dues collected. She and Catherine suggested a future project to look into both data sources and see whether/how they are being reconciled by Ottawa. This research should also help improve the accuracy of member records.

Action item: Catherine and Donna to contact Ottawa for further information on whether/how member numbers and dues are reconciled and then consider whether further work at the branch level is needed.

5.0 AGM and 60th Anniversary Event

(a) Board elections

Lorraine reviewed the potential slate of nine board candidates to be presented to members at the AGM. Known candidates were:

Geoff Howson	President, 3-year term
Michael Power	Vice-President, 3-year term
Donna Bovolaneas	Treasurer, 1-year term
Catherine O'Leary	Director and Membership Coordinator, Term TBD
Howard Pearn	Director, 3-year term
Miles Ross	Director, Term TBD
Roland McIntyre	Director, Term TBD

Christine Hoyt
and potentially
Paul Toner

Director, Term TBD

Director, Term TBD, who has expressed interest to Cathy and will speak with Lorraine.

Action item: Lorraine to determine whether Paul Toner wishes to stand for election and finalize the election slate.

Lorraine will be appointed by the incoming board as Past President and non-voting advisor for a 1-year term.

Donna raised three governance matters based on a review of the branch's most recent by-laws. First, she was unsure whether Catherine can offer for more than one year after being a director for the last five. In this case, a longer term is preferable to support board stability during a period of major director turnover. Donna also noted the board Secretary is an elected position and if unfilled should be added to the ballot. However, it is also more prudent to defer that decision until the new board is fully integrated and the best candidate for this key role can be identified. Finally, she noted that nominations from the floor are not addressed in the branch by-laws but that National by-laws prohibit their use in national elections. After a full board discussion around technical compliance, compliance in principle and practicality, members concluded that the best course of action is to present the branch's current situation to National Office's governance specialist and seek guidance. Donna has been directed to make contact and report back to Lorraine and Geoff on a timely basis.

Action item: Donna to contact Lionel Raymond immediately and report back to Lorraine and Geoff.

Action item: After considering Lionel's input, Lorraine to finalize board nomination details and proposed terms for new and returning members.

(b) AGM Agenda

Lorraine reviewed the remainder of the AGM agenda. As an opening land acknowledgement by the board has been discussed and agreed with the Deputy Mayor of Saint Andrews, this item will be added to the agenda.

Action item: Lorraine to update the AGM agenda for opening land acknowledgement.

Lorraine noted that Wayne Long can no longer attend the dinner due to a commitment in Ottawa. As Mr. Williamson has a similar conflict, contacting their riding offices makes sense to see whether written greetings can be provided instead.

Action item: Lorraine and Geoff to contact the riding offices of Wayne Long and John Williamson to determine whether written greetings can be provided for the event.

(c) Décor, layout and door prize draw

Lorraine presented a proposal for table centrepieces and corsages/boutonnieres to help identify current board members during the event. Estimated cost including vases supplied by Lorraine is \$300. Donna confirmed this is provided for in the event budget.

On a motion by Fran Hickmott, seconded by Martha Peters, members approved Lorraine's proposal.

Members also discussed the pros and cons of a head table, including the risk of inconveniencing volunteers working right up to dinner. Members concluded that three of the ten tables should be set aside for volunteers and their guests.

Action item: Lorraine to advise the Algonquin to reserve three tables for volunteers and guests.

Lorraine advised that Donna has secured a \$100 Air Canada gift card as a door prize. Draw tickets will be provided by Cathy.

6.0 President's Report

Lorraine reported on the upcoming regional meeting in Halifax where discussions will focus on national's advocacy agenda, strategy and objectives. While she has not yet decided, Geoff plans to attend as incoming Fundy Shores President and branch advocacy lead.

She further noted that no information has been received to date on the 2023 AMM. As invitations to this event will be based on officers on record as at April 27th, Lorraine will need to pass her proxy to Geoff to allow him to vote. Both will attend the AMM with Lorraine as the branch observer.

7.0 Other business

Members reviewed the question of signing authorities as three of the five existing signatories are retiring this year. As new signatories cannot be added until after their election at the AGM, members agreed that the new board should update branch signing authorities as soon as possible thereafter.

Action item: Identify additional branch signatories from the new board and update the existing list of signatories at the Brunswick Credit Union.

8.0 Next meeting

The first regular meeting of the new board has been scheduled for May 17th. Harold McInnis indicated the new board would be welcome to use St. Mary and St. Bartholomew's Anglican Church for meetings.

9.0 Termination

The meeting concluded at approximately 11:55 a.m.