

NB 65 FUNDY SHORES BRANCH BOARD MEETING (via Zoom)
JANUARY 10, 2024
FINAL MINUTES

Present: Geoff Howson (President), Michael Power (Vice-President), Roly McIntyre (Secretary), Donna Bovolaneas (Treasurer), Lorraine Scott (Past President, non-voting), Mary Losier-Roderick, Catherine O'Leary, Howard Pearn, Myles Ross, Paul Toner.

Regrets: Christine Hoyt.

1.0 Welcome and Call to Order

Geoff welcomed members and called the meeting to order at 9:38 a.m. While he noted a general preference for in-person meetings, he acknowledged the benefit of Zoom meetings where required and thanked Lorraine for arranging and hosting this one at short notice.

2.0 Review of November 29, 2023 draft minutes

As members reviewed the draft minutes by e-mail in early December, no further errors or omissions were identified at the meeting.

Moved by Roly McIntyre to approve the draft minutes of the November 29, 2023 meeting as presented, seconded by Howard Pearn. Motion carried.

To ensure the main discussion of the morning would be completed, Geoff proposed to move forward Item 6, Other Business – Planning for the 2024 Annual General Meeting.

3.0 Other business – Planning for the Annual General Meeting of the branch in 2024

(a) Date and time of meeting

Lorraine confirmed that the branch must make its annual submission to Ottawa by May 15th including documents to be presented to members at the AGM and draft minutes of that meeting. She also noted that the annual Atlantic Region meeting is taking place on April 24-25 this year and that normally the Fundy Shores AGM is scheduled after that. Members selected the period of April 30th through May 2nd for working purposes with a final date to be determined later.

Members also discussed the merits of a luncheon/AGM versus an AGM/dinner meeting and agreed on a 4 p.m. AGM start to be followed by dinner.

(b) Suggested meal price

Donna noted that CRA not-for-profit rules limits to \$10 per annum the amount of subsidy a branch can provide to its members, for example to reduce the AGM meal cost. She asked whether the board would consider adding

a recruitment objective to the 2024 AGM which would exempt this event from the limit. After discussion of the pros and cons (more attractive net ticket price vs. additional board effort involved), members concluded that the AGM and its dinner should not include a recruitment component. Members suggested using a pre-subsidy maximum of \$35.00 per plate as a guide when looking at potential venues.

(c) Location

Members offered several suggestions in the greater Saint John region. Given the branch's large footprint (Sussex to Campobello), they acknowledged that the location (Rothesay vs. West Saint John, for example) would likely have an impact on individual branch members' decisions to attend. Mary Losier-Roderick agreed to investigate the following venues:

- The Legion Branch 69 (West Saint John)
- Villa Madonna (East Saint John/Rothesay)
- Our Lady of Perpetual Help (Rothesay)

and to report her findings to the board during the week of January 15th. Lorraine also agreed to check with St. Augustine Anglican Church in Quispamsis.

(d) Other

Lorraine noted the importance of obtaining event insurance coverage from Ottawa well ahead of the date, in particular if liquor is to be served.

4. **President's Report**

Geoff noted he had written to Roland Wells on the Spark Advocacy project and members should have received this and Roland's response. He also advised that Josée Patry would be meeting via Zoom with all new presidents of New Brunswick branches on February 1 to discuss advocacy action planning for 2024. Finally, he noted the upcoming regional meeting in Halifax. Lorraine encouraged members to think about attending the Halifax regional meeting with Geoff and noted that all expenses will be paid for one observer.

Geoff and Lorraine both expressed concerns about the difficulties encountered in reaching or getting clear and timely information from Ottawa. To keep the board informed, Geoff committed to sharing whatever information he's allowed to share. Lorraine will report back on the outcome of the Halifax regional meeting and Geoff will invite Roland Wells and Brenda Teed, our regional directors on the national board, to attend the Fundy Shores AGM.

5. **Membership Report**

Catherine advised the branch currently has 1027 members.

Last May, Catherine's request for telephone training on duties of the membership chair was postponed and never took place. She was subsequently advised that a position for a trainer for the CRM system had recently

been filled and that person would eventually be organizing training on all aspects of the system. However, she has never received an update on when this may take place. President Geoff advised that he would follow up on this issue.

6. **Treasurer's Report**

Donna presented first drafts of the December 31, 2023 Balance and Earnings/Loss reports for information purposes.

She noted the numbers in these reports can't be finalized because Ottawa has not yet credited the branch for Q4 fees revenue and adjustments. She estimated this would add roughly \$1900 to branch assets and revenues, achieve an approximate breakeven result from normal operations, and reduce the overall loss for the year to approximately \$6800, the cost of the 2023 Algonquin special event. As this cost was fully covered from reserves, the branch is still in a healthy position.

On the Balance Report she also highlighted changes to the Computer and Equipment asset category to reflect the write-off of remaining assets purchased in 2019 and the addition of the approved new computer and printer configuration for Geoff just before year-end. She noted that these amounts, and the depreciation expense on the Earnings/Loss report, were based on a proposed new depreciation policy for the branch. If approved, this proposal would change the existing annual depreciation rate on computers and equipment from 20% on a declining balance basis to 33-1/3% on a straight line basis. The result would be a more accurate reflection of the impact of technological obsolescence on this type of asset and ensure the assets are fully written off within a realistic period of time.

Moved by Donna Bovolaneas to approve the adoption of a three-year useful life for computer and equipment assets and annual depreciation at a rate of 33-1/3% applied on a straight line basis. Seconded by Paul Toner. Motion carried.

Donna also presented a preliminary calculation of December 31, 2023 excess surplus, subject to revision once the Q4 fees revenue amount is known. Based on this calculation and without further changes to branch reserves, it is likely the branch will need to remit approximately \$1400 to Ottawa in September. A final review of branch reserve needs will be scheduled for the next board meeting, after which the branch reserves will be finalized.

Moved by Donna Bovolaneas to approve the Treasurer's Report. Seconded by Paul Toner. Motion carried.

7.0 **Next Meeting**

The next board meeting will take place in person on February 21, 2024 from 9:30 – 11:30 a.m.

8.0 **Termination**

The meeting was terminated at 11:02 a.m.