



**BC 15 - Annual General Meeting and Recruitment Event Minutes
2023-Monday-March-20
Elder Citizens Recreation Assn Prince George BC
1692 – 10th Avenue
Lunch at 12:30 pm - AGM Meeting 1:00 pm**

President: Deb Nilsen

Treasurer: Rose Bowker

Seniors Liaison: Marilyn Rayner

Webmaster: Ben Wiebe

Historian: Rose Bowker

Vice President: Marian Muir

Secretary: Deb Tomlinson

Director at Large: Eileen Leinweber

Membership: Deb Nilsen

Meeting called to order by: Deb Nilsen

Time: 1:00 p.m.

Quorum: Yes, 20 members and 2 non-members in attendance.

PRESIDENT'S WELCOME

Member and Guest Introductions:

Steve Sawchuk, BSC, Fraser Valley West, and Rick Devlieger, BSC, Regional, were introduced. Both were attending via Zoom. Rick Devlieger is our Zoom host along with Marian Muir from the BC15 branch. In-person round table introductions were made.

Guest Speaker: Steve Sawchuk, Branch Service Coordinator (BSC), Fraser Valley West

-Steve Sawchuk was our guest speaker and described the activities of a Branch Service Coordinator (BSC). He explained that the BSC is a support position and serves as a go-between if needed between individual branches and National Office. They can give advice, facilitate meetings, and help Branches with questions. Steve stated right now the focus of the BSC's is on organizing the BC District Conference in May and attending the AMM in June.

Deb Nilsen thanked both Steve and Rick for their participation and for the help provided to the Branch by the BSC's.

AGENDA

Additions or changes to Agenda:

Deb Nilsen requested the addition of volunteer recognition to the Agenda under the Presidents Report.

Motion to accept Agenda with addition: Fred Archibald

Seconded: Marilyn Hinton

Motion was carried.

PREVIOUS MINUTES - AGM – March 14, 2022

There was a review of the previous AGM minutes of March 14, 2022.

Errors or omissions: No errors or omissions were noted.

Motion to accept the minutes of the March 14, 2022, AGM made by: Cameron Sutherland

Seconded: Hennie Cook

Motion was carried.

PRESIDENT'S BRANCH REPORT

(See Presidents Report attached for full details)

Volunteer Recognition:

Sandra Allen was recognized for her past work of 5 years plus on the board of Branch BC15 of NAFR and was provided with a Certificate of Appreciation by the Branch President Deb Nilsen.

AMM: Deb Nilsen will be attending the AMM being held in June 2023.

District Information: Deb Nilsen, Rose Bowker and Deb Tomlinson will be attending the District Conference being held in Abbotsford in May 2023.

Membership: Deb Nilsen stated our membership numbers are slightly increasing and she is very glad to see more of the membership coming to Branch meetings. She was pleased the Christmas luncheon was a great success and we will plan to hold it at D'Lanos restaurant again next year.

Sage Report: Reports are consistently kept up in Sage and the Spring 2023 issue for Branch members contained an insert with the President's message and photos from the Christmas luncheon.

Recruitment: Recruitment will be our Branch focus for our upcoming year. All members were encouraged to get the word out to any retired and current federal employees about our organization as much as possible. There is not a lot of retirement seminars happening at present where our information is provided so we need to take what opportunities we can to bring awareness to our association. NAFR has been instrumental in protecting pensions and advocating for benefits for all seniors in Canada.

VICE PRESIDENT'S REPORT

(See Vice Presidents Report attached for full details)

-Marian reported that she has looked after booking meeting venues and operates the Zoom sessions at Branch meetings. She prepares the Branch calendar that is posted to our website, attends various webinars, as well as various other duties. Her main focus for the past 2 years has been the updates to the Branch by-laws which will be presented for vote at this meeting.

Bylaw Amendments:

Amendments to the NAFR BC15 by-laws as proposed by the BC15 Branch Executive, and approved by NAFR National Office, will now be presented for membership approval. These proposed amendments are "Appendix A" in the documents handed out at this meeting and a copy was previously posted on the Branch website and required notification was sent out in an eblast.

1)Proposal to Remove By-law 4.2

Marian read the proposal into the record and explained the Board of Directors' rationale for proposing the removal of By-law 4.2. There were no questions. See Appendix A for full details.

Motion made by: Cameron Sutherland. Seconded by: Rose Bowker. Motion was carried.

2) Proposal to Amend By-law 6.4 Election and Term of Office

Marian read the proposal into the record and explained the Board of Directors' rationale for proposing the amendment to By-law 6.4. See "Appendix A" for full details. Questions were taken from membership and answered.

Motion made by: Hennie Cook Seconded by: Pat Rogers Motion was carried.

3) Proposal to Amend By-law 6.5 Maximum terms

Marian read the proposal into the record and explained the Board of Directors' rationale for proposing the amendment to By-law 6.5. See "Appendix A" for full details. Questions were taken from membership and answered.

Motion made by: Eileen Leinweber Seconded by: Fred Archibald Motion was carried.

4) Proposal to add By-law 8.6 Communication (comprised of 8.6.1, 8.6.2, 8.6.3) under PART VIII Branch Meetings, after By-law 8.5 Quorum, and re-number subsequent sections 8.7 through 8.10

Marian read the proposal into the record and explained the Board of Directors' rationale for proposing the addition of By-law 8.6 Communication with subsequent renumbering of By-law sections 8.7 through 8.10. See "Appendix A" for full details. Questions were taken from membership and answered.

Motion made by: Rose Bowker Seconded by: Cameron Sutherland Motion was carried.

5) Proposal to amend by-law 9.6 Defense of Benefits Emergency Reserve Fund, by deleting 9.6, 9.6.1, 9.6.2 the Defense of Benefits Emergency Reserve Fund and adding 9.6 Reserve Funds

Marian read the proposal into the record and explained the Board of Directors' rationale for proposing to amend By-law 9.6. See "Appendix A" for full details. Questions were taken from membership and answered.

Motion made by: Eileen Leinweber Seconded by: Cameron Sutherland Motion was carried.

TREASURER/ADVOCACY REPORT

(See Treasurer and Advocacy Report attached for full details)

(See Financial Statements attached – Balances, Earnings/Loss, Budget, Reserve Templates)

Dec 31, 2021, Reserves Template

-Reserve amounts are calculated and set up using National office regulations and Canada Revenue Agency not-for-profit legislation.

-The Reserves Motion Template totaling \$6,000.00 with additional allocations for 2021 in the amount of \$2,486.50 had been presented and approved at the March 7, 2022, executive meeting. A regulation was established at the National level regarding reserves to allow the branch executive to determine what reserves are needed, to approve those reserves and to then to present them at the annual AGM, therefore, not requiring a vote from membership. However, for the 2021 reserves, the branch by-laws needed to be amended to facilitate this process. The National office noted in our annual review that this template should have been approved by the membership at the March 14, 2022, AGM as the changes to our bylaws had not yet been made.

-Rose presented the Dec 31, 2021, Reserves Motion Template for approval.

-Reserves are adjusted as follows: add Special Events \$300; reclassifying 2020 Special Event \$1,198.81 to Recruitment (per National office) and top up to \$1,200; add Advocacy \$500; add IT & Equipment \$1,000; and top up 2020 Training to \$3,000 (an additional \$685.31 added to this 2020 reserve).

-Due to Covid and restricted meetings and travel the Branch was unable to spend budgeted expenses so was allowed to reserve funds for certain purposes.

BRANCH BC 15 – Prince George For the year ending 2021 Timelines Amended May 30, 2022 Executive Meeting

Name & Amount	Define (To be used for)	Timeline (To be used when)	Justify Amount (actual dollar = amount)	Use/Transfer authority
Special Events \$300	60 th Anniversary Tea	By Dec 31, 2022 Amended to use by Dec 31/2023	Venue Rental & Refreshments - \$200 Guest Speaker - \$100	Board may use up to \$300 without additional approval
Recruitment & Communications \$1,200	Satellite Meetings to increase recruitment Smithers (11) & Quesnel (14)	By Dec 31, 2024	Venue Rental - \$100 Travel - \$600 Refreshments - \$500	Board may use up to \$1,200 per event without additional approval
Advocacy \$500	Federal & Provincial Election Town Halls	By Dec 31, 2025	Venue Rental - \$200 Refreshments - \$300	Board may use up to \$500 without additional approval
IT & Equipment \$1,000	Purchase IT Equipment	By Dec 31, 2024	Laptop \$700 Printer \$300	Board may use up to \$1,000 without additional approval
Training & Succession Planning \$3,000	Send one Branch Observer to AMM	By Dec 31, 2022 Amended to use by Dec 31 2024	Travel - \$1,200 Meals & Accommodations - \$1,800	Board may use up to \$3,000 without additional approval

Motion to approve the Dec 31, 2021, Reserves Template made by: Fred Archibald

Seconded: Pat Rogers
Motion was carried.

Dec 31, 2022, Reserves Template

-Rose presented the Dec 31, 2022, Reserves Template, which was approved at the Feb 14, 2023, Branch Executive Meeting. As the appropriate bylaw amendment was approved by membership prior to this reserve presentation, the regulation established by National office regarding reserves is now met and the branch executive may determine what reserves are needed and then present them at the annual AGM. Therefore, a member vote is not required for the below Dec 31, 2022, Reserve template.

-This Reserves Motion Template totaling \$6,100 was adjusted by \$259.63 (IT & Equipment) to reflect the purchase of a printer during 2022 and additional allocations in the amount of \$359.63, resulting in an overall increase of \$100 to reserves. As at Dec 31, 2022, reserve balances are: Special Events \$400 (increased by \$100); Recruitment \$1,200; Advocacy \$500; Training \$3,100 (increased by \$100); and adjust IT & Equipment to \$900 (decrease by \$259.63 for printer purchased and increase by \$159.63).

-The plan for Special Events will be to host a function to celebrate the 60th anniversary of NAFR. There is also discussion of possibly hosting this event in conjunction with the RCMP retirees as this year is their 150th anniversary. Recruitment will focus on methods to increase out-of-town members. Advocacy has a timeline of 2025 as the plan would be to host a town-hall or coffee event with speakers in conjunction with a provincial or federal election. The training reserve is for an observer to attend the AMM for succession planning.

Name & Amount	Define (To be used for)	Timeline (To be used when)	Justify Amount (actual dollar = amount)	Use/Transfer authority
Special Events \$300 add \$100 = \$400	60 th Anniversary Tea	By Dec 31, 2022 Amended May 30, 2022 executive meeting, to use by Dec 31, 2023	Venue Rental & Refreshments - \$200+\$100=\$300 Guest Speaker - \$100	Board may use up to \$400 without additional approval
Recruitment & Communications \$1,200	Satellite Meetings to increase recruitment Smithers & Quesnel	By Dec 31, 2024	Venue Rental - \$100 Travel - \$600 Refreshments - \$500	Board may use up to \$1,200 per event without additional approval
Advocacy \$500	Federal & Provincial Election Town Halls	By Dec 31, 2025	Venue Rental - \$200 Refreshments - \$300	Board may use up to \$500 without additional approval
IT & Equipment \$1,000- \$259.63=740.37 Add \$159.63 = \$900	Purchase IT Equipment – purchased printer 2022 \$259.63	By Dec 31, 2024	Laptop \$740.37 + 159.63 = \$900	Board may use up to \$900 without additional approval
Training & Succession Planning \$3,000 add \$100 = \$3,100	Send one Branch Observer to AMM	By Dec 31, 2022 Amended May 30, 2022 executive meeting, to use by Dec 31, 2024	Travel - \$1,200+100=\$1,300 Meals & Accom - \$1,800	Board may use up to \$3,100 without additional approval

Dec 31, 2022, Annual Financial Report

-For the year ending Dec 31, 2022, our branch Financial Statements were reviewed by Billie Sherwin and Hennie Cook.

-Rose presented the Dec 31, 2022, Financial Statements:

Statement of Earnings/Loss: Branch revenues totaled \$2,749.34; expenses \$2,522.12; for net earnings of \$227.22. It was explained a new category on the Earnings/Loss statement was Reserve Spending which was for the purchase of a printer. Quarterly revenue fees are recorded on this statement.

Statement of Balances: Branch net assets total \$9,223.56 with a corresponding total equity of the same amount. Amount in chequing account is \$4,806.26 and term deposits totalled \$3,022.54.

Motion to accept the reviewed Dec 31, 2022, Financial Statements with earnings of \$227.22 as presented made by:

Cameron Sutherland

Seconded: Deb Tomlinson

Motion was carried.

2023 Budget Forecast

-Rose presented the proposed Budget for 2023:

The Budget forecast for the year 2023 shows revenues of \$2,644.00 with corresponding expenses for the same amount, resulting in no net earnings or loss for budget purposes. Rose noted the Member Only Event is the Christmas Luncheon and the \$300 budgeted represents the \$10 portion the branch can allot per member annually in order to maintain its non-profit status. The reserve depletion spending of \$1,600 represents amounts intended for celebration of 60th anniversary and out-of-town recruitment.

Motion to accept 2023 Budget as presented made by: Steve Hryciuk

Seconded: Fred Archibald

Motion was carried.

2023 Reviewers

-Billie Sherwin and Hennie Cook completed the review of last years Financial Statements for Dec 31, 2022, and are willing to complete the review for the Dec 31, 2023, Financial Statements.

Motion to approve the Dec 31, 2023, reviewer(s) made by: Evelyn Padalec

Seconded: Marian Muir

Motion was carried.

Advocacy

-June 12-18, 2022, was NPSW and our Branch took the opportunity to recognize and honour current federal employees for their service to Canadians via an electronic campaign. We issued the following:

- Sent "Thank you for your service to Canada. From one generation to another." Posters in an email message to federal employers on June 10, 2022, asking them to distribute our message during NPSW. This poster also highlighted membership awareness, our local branch and was circulated to 12 federal departments.
- A personalized PG Thank You poster and message was also sent to Tracy Arrowsmith of the Union of Taxation Employees for posting on their Facebook page.

-For 2023 our branch will plan to celebrate NPSW once again. As government employees are now gradually returning to their offices, we hope to do something more in-person. In 2019 we hosted a coffee break so will look at possibly this type of venue again. More to come on NPSW.

-We also hope to plan an in-person event to celebrate the 60th anniversary of NAFR, possibly in conjunction with the 150th anniversary of the RCMP. Deb Nilsen has had preliminary discussions with Steve Hryciuk in this regard. NAFR has made historical accomplishments over the years and is working hard for us. NAFR is becoming more important as a pursuing voice for seniors homecare and long-term care.

DIRECTOR REPORTS

Historian Report: Rose Bowker

(See Historian Report attached for full details)

-The Historian Report is basically a summary of the activities of the Branch for the 2022 year. Rose explained we follow the format initially done by previous board member, Rae McIntyre.

-The report notes the directors elected for that year, the financial position of the Branch, dates of the Branch member and Executive meetings, and details on any committees. We note that director Marilyn Rayner resigned in February of this year. The report touches on the Branch website, Branch initiatives, and number of Branch membership. As of January 2023, our membership number was 371 and yesterday was 373.

Web Report: Ben Wiebe

-The Branch executive communicates with the membership using different methods such as eblasts and meetings, but the Branch website is very important for current Branch information such as meeting notices and minutes. Ben demonstrated how to navigate to the BC15 Branch information on the NAFR website.

-Ben noted he will put a link in the Branch eblasts that will take the member directly to BC15 Branch information.

-Reports are usually left up on the website for a year and can be downloaded by members.

Senior's Liaison Report:

-Branch volunteer, Marilyn Hinton, updated us with information on the Prince George Council of Seniors (PGCOS). The new address is 1330 – 5th Avenue, Prince George, and the phone number is 250-564-5888.

-The PGCOS now has assistance with tax filing (there is income limit) which is done by volunteers.

-There are volunteers from the Men's Share Shed now working with the PGCOS to help seniors with simple maintenance jobs. Contact the PGCOS for accredited reliable help.

-The PGCOS is also looking for paid delivery drivers to deliver groceries to seniors.

Phoning Committee: Marilyn Hinton and Rose Bowker

UNFINISHED BUSINESS

-No report.

NEW BUSINESS

Dates for 2023 General Meetings: June 12th, September 25th, December 11th

Election of 2023 Executive:

-Marilyn Hinton was appointed as chair of the nominations committee. The role is to assist with the nomination and elections of eligible branch members to available positions on the Branch executive and to present to the Branch AGM a list of eligible candidates.

By-law 5.1.1 requires a minimum of three (3) and no more than seven (7) members.

Nominations from nomination representative – Marilyn Hinton:

-There were seven nominations received by the nominations committee. They are as follows:

Rose Bowker	Cameron Sutherland
Eileen Leinweber	Deb Tomlinson
Marian Muir	Ben Wiebe
Deb Nilsen	

Nominations from the floor:

Marilyn asked 3 times for nominations from the floor. There were no further nominations put forward and nominations were closed.

The seven nominations received by the nominations committee have been elected by acclamation.

New Board of Directors: Rose Bowker, Eileen Leinweber, Marian Muir, Deb Nilsen, Cameron Sutherland, Deb Tomlinson and Ben Wiebe. The directors will meet in a separate meeting to assign their roles.

Door Prizes were drawn.

ADDITIONAL INFORMATION FOR MEMBERS

National Association of Federal Retirees Website: www.federalretirees.ca

Branch Email: princegeorgebranch@federalretirees.ca

MEETING ADJOURNED: 2:16 pm

Thank you to Steve and Rick.