

Title & Amount	Definition (Use)	Maturity (Date(s) of use)	Amount Justification	Spending Authority
Reserved Capital Recruitment, retention, and communications \$4,000	Execution of activities aimed at recruiting and retaining members as well as the creation/purchase of loyalty items and the holding of thank you events for our volunteers	2023 to Spring 2027	- Purchase of loyalty and recruitment items \$ 4,000	The Board of Directors can utilise up to \$4,000/without additional approval
Reserved Capital Special events promoting the recruitment and retention. \$15,000	Organization of events celebrating the 35th anniversary of the NAFR in 2027 Equipment for special events	Fall 2027	-FY 2023- \$7,980 was spent on the 60th anniversary banquet - Room rental costs \$2,000 - Meal \$12,000 - Room preparations \$1,000, - Accompanying wines \$4,000, - Animations \$1,500 - Purchase of a recruitment kiosk \$5,000	The Board of Directors can utilise up to \$15,000/without additional approval
Reserved Capital Special Regional Events \$5,000	Organization of visits and meetings with our members outside the region (such as Abitibi-Timiskaming)	Fall 2024 & 2025	No trips taken in 2023 and none planned in 2024. Out-of-region travel expenses for directors and cost for rental of conference hall and material\$5,000.	The Board of Directors can utilise up to \$5,000/without additional approval.

QC 60 OUTAOUAIS BRANCH

RESERVE FUNDS – 2023

Title & Amount	Definition (Use)	Maturity (Date(s) of use)	Amount Justification	Spending Authority
Reserved Capital Training & Succession Planning \$7,500	Fees/Professional Training Courses for Directors and Volunteers	2023-2024	- FY 2023- no expenses were incurred - Training of the 7 administrators for an amount of up to \$1,000 / person on the use of Acrobat Pro, OneDrive and the MS 365 suite - \$7,000 - Events or gifts of thanks to volunteers for services rendered on behalf of the section \$ 500	The Board of Directors can utilise up to \$7,500/without additional approval.
Reserved Capital Information Technology and electronic equipment purchases \$6,000	IT equipment for branch administrators and employees	2023-2027	- FY 2023 \$2,000 was spent for the purchase of laptops and an over-head projector - Replacement of 5 computers @ \$1,200/ laptops \$6,000	The Board of Directors can utilise up to \$6,000/without additional approval.
Total \$37,500				

It is proposed by Mr. René Caron, seconded by Mr. Jacques Lecompte, to establish a reserve fund of \$37,500 dedicated to member service, communication and membership retention & recruitment, the celebration of the 35th anniversary of the Association, the improvement of information technologies of the section, as well as the training of Board members.