

RESERVES MOTIONS TEMPLATE



BRANCH _Fundy Shores NB65

For the year ending __December 31, **2023**__

APPROVED BY BOARD OF DIRECTORS
FEBRUARY 21, 2024

Name & Amount	Define (To be used for)	Timeline (To be used when)	Justify Amount	Use/Transfer authority																
Reserved Equity – Advocacy \$4000 (2022: \$3500)	Fund: i) a pilot program to build relationships with and inform area MPs and MLAs in anticipation of the next election cycle and ii) up to three “meet the candidates” town hall meetings, divided between federal and provincial as election needs dictate.	2024 – 2025, subject to election timetable(s)	<p>2023:</p> <p>i) Estimated volunteer mileage for one year of MP and/or MLA pilot program meetings, Saint John & Charlotte County \$1600</p> <p>ii) Up to two town hall event costs (each)</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Venue rental:</td> <td style="text-align: right;">\$150</td> </tr> <tr> <td>Refreshments (no charge)</td> <td></td> </tr> <tr> <td>100 x \$7</td> <td style="text-align: right;">\$700</td> </tr> <tr> <td>Marketing, materials</td> <td style="text-align: right;">\$100</td> </tr> <tr> <td>Volunteer travel (2 x \$125)</td> <td style="text-align: right;">\$250</td> </tr> <tr> <td>Total per event</td> <td style="text-align: right;"><u>\$1200</u></td> </tr> <tr> <td>Total town hall reserve</td> <td style="text-align: right;"><u>\$2400</u></td> </tr> <tr> <td>Total advocacy reserve</td> <td style="text-align: right;"><u>\$4000</u></td> </tr> </table> <p>Reserve increased by \$500 in 2023 to provide additional private engagement with elected representatives plus general inflation.</p> <p>2022: Reserve established at \$3500.</p>	Venue rental:	\$150	Refreshments (no charge)		100 x \$7	\$700	Marketing, materials	\$100	Volunteer travel (2 x \$125)	\$250	Total per event	<u>\$1200</u>	Total town hall reserve	<u>\$2400</u>	Total advocacy reserve	<u>\$4000</u>	Board may use: i) up to full pilot program amount in 2024, with any remainder in 2025, and ii) up to full town hall amounts in either year.
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Reserved Equity – Information Technology & Equipment \$0 (2022 - \$5000)	Purchase up to 10 new board tablets in 2023 and 2024	2023 – 2024	<p>2023: New board reassessed the need for dedicated hardware/software and concluded that only the new President should have a dedicated computer, printer, plus an extended warranty program. Total cost \$3245. Remaining \$1755 reserve balance transferred to Advocacy Reserve (\$500) and Unreserved Equity (\$1255).</p> <p>Total Reserve: \$0</p>	Board may use																

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			<p>2022: Given close to 100% turnover of existing board and two years needed to rebuild board to current level, up to 10 new tablet devices will be needed at \$500 per unit to equip new members.</p> <p style="text-align: right;">Total Reserve <u>\$5000</u></p>	up to full amount in either year.												
<p>Reserved Equity – Recruitment/Communications</p> <p>\$2600 (2022: \$0)</p>	<p>Hold recruitment dinner meeting in Charlotte County.</p>	<p>2025</p>	<p>In-person outreach/recruitment dinner event in former Branch 66 district to re-engage/increase/sustain local membership.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Hall rental</td> <td style="text-align: right;">\$500</td> </tr> <tr> <td>Refreshments ~50 board/members/guests @ \$45</td> <td style="text-align: right;">2250</td> </tr> <tr> <td>Less: ticket sales of 40 @ \$25</td> <td style="text-align: right;">(1000)</td> </tr> <tr> <td>Board out of area travel</td> <td style="text-align: right;">800</td> </tr> <tr> <td>Contingency</td> <td style="text-align: right;"><u>50</u></td> </tr> <tr> <td>Total Reserve</td> <td style="text-align: right;"><u>\$2600</u></td> </tr> </table> <p>2022: \$0.</p>	Hall rental	\$500	Refreshments ~50 board/members/guests @ \$45	2250	Less: ticket sales of 40 @ \$25	(1000)	Board out of area travel	800	Contingency	<u>50</u>	Total Reserve	<u>\$2600</u>	Board may use full amount in 2025.
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<p>Reserved Equity – Special Events</p> <p>\$0 (2022: \$7000)</p>	<p>Combine Branch 60th Anniversary Celebration and Recruitment dinner (including 2023 AGM)</p>	<p>2023</p>	<p>With approval from NAFR Board of Directors in early 2023, this event became a combined AGM/celebration/recruitment event.</p> <p style="text-align: right;">2023 Actual spending: \$6816</p> <p>The board does not anticipate a similar event in the next 3-5 years and has closed this reserve.</p> <p>2022 Budget:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Share of hall rental</td> <td style="text-align: right;">\$800</td> </tr> <tr> <td>Estimated meal cost</td> <td style="text-align: right;">\$6900</td> </tr> <tr> <td>Less estimated meal recovery (<u>\$1900</u>)</td> <td style="text-align: right;">\$5000</td> </tr> <tr> <td>Estimated additional site services</td> <td style="text-align: right;">\$500</td> </tr> <tr> <td>Miscellaneous expenses (flowers, gifts, etc.)</td> <td style="text-align: right;"><u>\$700</u></td> </tr> <tr> <td>Total reserve</td> <td style="text-align: right;"><u>\$7000</u></td> </tr> </table>	Share of hall rental	\$800	Estimated meal cost	\$6900	Less estimated meal recovery (<u>\$1900</u>)	\$5000	Estimated additional site services	\$500	Miscellaneous expenses (flowers, gifts, etc.)	<u>\$700</u>	Total reserve	<u>\$7000</u>	Board may use full amount in any given year.
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			<p>2023 AGM actual costs: \$1215</p> <p><i>AGM-related budget for this event not included in the reserve:</i></p> <p>Share of hall rental \$150</p> <p>Board travel <u>\$800</u></p> <p>Total 2023 \$950</p>	
Reserved Equity – Training/Succession Planning	i) Send one observer to each of 2024, 2026 and 2028 AMM	2024 – 2028	<p>i) Estimated on-site cost per year \$1500</p> <p>Estimated travel cost per year <u>\$1000</u></p> <p>Total per event <u>\$2500</u></p> <p>Total AMM observer reserve \$7500 (2021: \$5000)</p> <p>As a highly experienced Past President is retiring at the 2024 AGM, the board will need to increase its focus on training potential successors for both the President and Vice President positions over the next five years. Reserve increased by one event in 2023.</p>	Board may use one AMM amount and up to the full advocacy skills amount in any given year.
\$8000 (2022: \$7000)	ii) Provide Board skills training	2023 – 2024	<p>ii) Formal governance training events @ \$750 per event \$0 (2022: \$1500)</p> <p>Based on performance of the six branch new board members to the end of 2023, the board decided a reserve for external governance training would not be required.</p>	
	iii) Provide volunteer advocacy training (NEW 2022 as part of pilot program)	2024-25	<p>iii) Two advocacy training events for new volunteers</p> <p>Venue rental \$100</p> <p>Refreshments (25 x \$6) <u>\$150</u></p> <p>Total per event <u>\$250</u></p> <p>Total advocacy training reserve \$500 (2022: \$500)</p> <p>Total reserve \$8000 (2022: \$7000)</p>	

TOTAL RESERVES: \$14,600 (2022: \$22,500)

Moved by Donna Bovolaneas, Treasurer, Seconded by Paul Toner, Director, Carried / ~~Not Carried~~

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Note: Either copy and paste the filled-out table directly into the AGM/GM minutes or attach it to minutes **only if** amounts represented in the above table also appear in the minutes. This will help to tie the minutes to the attachment to ensure the documents referred to agree.