



Annual General Meeting (AGM) and Recruitment Event – Tuesday March 12, 2024, 10:00 a.m.

Location: RCL 292, 411 Gorge Rd E, Victoria, BC

**1. Call to Order and Opening Remarks by the President**

The Annual General Meeting (AGM) was called to order at 10:05 a.m. with seventy members.

We acknowledge that this meeting is taking place on the Traditional Lands of the Lekwungen-speaking Peoples, the Songhees and Esquimalt Nations.

Libby MacRae, President, introduced the current board members in attendance: Gordon Usipiuk, Vice President; Anne Jolicoeur, Treasurer; Jennifer Furry, Secretary; James Dallimore; Patricia Francis, Speakers Program; Shirley Roberts, Health Benefits Officer; David Stinson; Ray Webber, Membership Director.

**2. Approval of the Agenda**

**M/** Harold Deck    **S/** Maxine Clark    **Carried**

**3. Approval of the Minutes of the last AGM – March 14, 2023**

**M/** David Stinson    **S/** Tony Dambrauskas    **Carried**

**4. President's Report**

Libby MacRae welcomed attendees and confirmed that 2023 was an eventful year.

In 2023, the 60th Anniversary of our Association was celebrated, which was of special note for our Branch as Fred Whitehouse was the founding member of the Association. To usher in this milestone occasion, we had a very successful luncheon celebration in October where we had presentations by the National President and BC District representatives.

Members were reminded that the Branch has endowed a scholarship for graduate students in the School of Public Administration at the University of Victoria to honour our founder. The Fred

Whitehouse National Association of Federal Retirees Scholarship was awarded to two recipients in 2023.

The National Office offered a new banking initiative which our Board voted to adopt. Our bank account and investments were closed and are on deposit at National Office in a separate and designated sub-ledger for the Branch. The Branch remains accountable for the funds and expenditures and reporting to the Branch. However, National Office, is responsible for posting branch transactions and issuing payments.

Anne Jolicoeur, Sue Martin, who was unable to attend this meeting, and Shirley Roberts will be leaving the Board. All have contributed for many years: Shirley since 2007, Anne since 2017 and Sue since 2019. We thank them all for their valuable service to the Association.

**5. Presentation of Branch Annual Review and December 31, 2023, reviewed Financial Statements**

The reviewed Financial Statements for the year 2023 showing Earnings of \$13,751.27 were presented by Anne Jolicoeur, Treasurer. These Financial Statements were posted on the Branch website prior to the meeting.

**6. Presentation of Branch Reserves**

The Branch Reserves as of December 31, 2023, totalling \$94,500.00 were presented.

BRANCH NAME & NUMBER Fred Whitehouse BC009      YEAR ENDING December 31, 2023

Name & Amount ("amount" = "justify")	Define (To be used for)	Timeline (To be used when)	Justify Amount (actual dollar - amount)	Use/Transfer authority
Reserved Equity- Advocacy (Branch)  \$18,000	Support Advocacy initiatives	December 2026	Travel to support Advocacy activities \$1,000 per year 2024 & 2026. Townhall x 8 @ \$2,000 = \$16,000	Board may spend up to \$1,000 per year on travel. Board may spend up to \$2,000.00 per event.
Reserved Equity – IT & Equipment  \$24,000	Computers, and audio-visual equipment purchases	Audio visual equipment by December 2024. Replace Treasurer’s laptop by 2026. Replace President’s and Secretary’s laptop by 2027.	Audio Visual equipment estimate is \$20,000 (sound system, wireless microphone, projection equipment). Replace Laptops for Treasurer, President, and Secretary estimate future costs at 3 x \$1800=\$5,400	Board may spend up to \$20,000 for AV equipment.  Board may spend up to \$1,800 per laptop.

		<p>Replace Advocacy laptop by 2028.</p> <p>Replace Webmaster laptop by 2029.</p>	<p>2023/06/17 Purchased laptop for webmaster role \$1708.87</p> <p>12/31/2023 increase by \$308.87 to round to \$24,000</p>	
<p>Reserved Equity- Recruitment &amp; Communications \$7,500</p>	<p>Branch expenses incurred to support Recruitment initiatives.</p>	<p>Fall 2028</p>	<p>Display backdrop \$2,500</p> <p>Advertising campaigns \$5,000</p> <p>Reduced by \$5,000 by removing contribution to overall campaign of \$5000.00</p>	<p>Board may spend up to \$2,500 per backdrop.</p> <p>Board may spend up to \$5000 for advertising campaigns.</p>
<p>Reserved Equity – Special Events \$20,000</p>	<p>Anniversary Activities (65th anniversary)</p>	<p>By December 2028</p>	<p>Event with meal subsidy \$12,000; Door prizes \$1,500; Tickets and promotion \$1,000; Entertainment &amp; speakers fees \$5000 Rental \$1,500; 60th Ann branded specialty items and other misc. \$4,000</p> <p>Event Expenses of \$10,222.52 Ticket Sales of \$1,404.46 Increase by \$3818.06 to \$20,000 for future event, 65th Anniversary.</p>	<p>Board may spend up to \$20,000 for the event.</p>

Reserved Equity – Training/Succession Planning  \$25,000	Send one observer to National and Regional meetings.	2024 & 2026 & 2028: AMM	2024, 2026, 2028 AMM observers (\$5000 per observer x 3 years = \$12,000)	Board may spend up to \$5,000 per year for AMM attendee.
		Regional meetings 2024, 2026, 2028:	Regional meeting attendees (\$2,000 per year x3 years = \$6,000)	Board may spend up to \$2,000 per year for Regional/District meeting attendees.
	Training courses for positions for succession planning	2024, 2026: Training courses	2024, 2026 Training courses (\$2,000 per year X 2 years = \$4,000)	Board may spend up to \$2,000 per year for training.

**Total Reserves: \$94,500.00**

**7. Presentation of Branch Budget for 2024**

Anne Jolicoeur presented the Branch Budget for 2024. The Branch Budget was also posted on the Branch website.

**8. Reviewers for Branch Finances for 2024**

Maxine Clark volunteered to be the Reviewer for the 2024 branch finances.

**M/** Libby MacRae    **S/** Patricia Francis                    **Carried**

**9. Election of Officers**

Libby MacRae reported that the existing one-year term for Officers and Directors had ended and dissolved the board.

Ray Webber, Chair, Nominations Committee, reported that two nominations were received and requested any additional nominations for the Board or for volunteers for various positions. There were no additional nominations or volunteers.

The following lists the Officers who have agreed to stand for office and the vacant positions.

President: Elizabeth (Libby) MacRae

Vice President: Gordon Usipiuk

Secretary: Jennifer Furry

Treasurer: Erika Kanczula

## 10. Appointment of Directors

The following persons have agreed to appointments as Directors: James Dallimore, Patricia Francis, David Stinson, Ray Webber, Benny Wong.

## 11. Other Business

After an inquiry about the merger of Sidney Branch with Victoria Fred-Whitehouse, members were advised that there were 1100 members when Sidney closed and all but approximately 10 members moved to the Victoria Branch. Victoria's membership was approximately 4500 and Victoria's membership increased to about 5500 when Sidney joined.

## 12. Adjournment

**Adjourned at 10:40am**

**M/** Libby MacRae

**S/**Patricia Francis

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Elizabeth (Libby) MacRae

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Jennifer Furry, Secretary