

| Title & Amount | Definition (Use) | Maturity (Date(s) of use) | Amount Justification | Spend 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 Organization of the District meeting in May 2025 Equipment for special events | Fall 2027 | - Room rental costs \$2,000 - Meal \$12,000 - Room preparations \$1,000, - Accompanying wines \$4,000, - Animations \$1,500 - Activities related to the realization of the meeting \$1,000 <i>FY 2024, \$5,741 was spent on the purchase of a display booth</i> | The Board of Directors can utilise up to \$15,000/without additional approval |

QC 60 OUTAOUAIS BRANCH

RESERVE FUNDS – 2024

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|--|---|----------------------------------|--|---|
| Reserved Capital Training & Succession Planning \$5,000 | Fees/Professional Training Courses for Directors and Volunteers | 2025-2026 | - FY 2024- no expenses were incurred - Training of the administrators for an amount of up to \$1,000 / person on the use of Acrobat Pro, OneDrive and the MS 365 suite - Events or gifts of thanks to volunteers for services rendered on behalf of the Branch \$500 | The Board of Directors can utilise up to \$5,000/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 \$30,000 | | | | |

It is proposed by Mr. René Caron, seconded by Mr. Jacques Lecompte, to establish a reserve fund of \$30,000 dedicated to member service, communication and membership retention & recruitment, the celebration of the 35th anniversary of the Association, the holding of the District meeting, the improvement of information technologies of the section, as well as the training of Board members.