

MINUTES
32nd ANNUAL GENERAL MEETING (AGM)

National Association of Federal Retirees – Outaouais Branch
Wednesday, April 10, 2024

Board of Directors:

Donald Déry, President
René Caron, Treasurer
Jacques Lecompte, secretary
Michelle Page, Communications
Alan Conway, Advocacy
Réal Fortin, Recruitment and Retention

Welcome and quorum

Mr. Déry welcomed the participants of the 32nd Annual General Meeting of the Outaouais Branch. He went on to point out that 54 members were present and that our assembly had a quorum. The assembly therefore begins at 9:31 a.m.

Appointment of the President and the Secretary of the Assembly

Mr. Donald Déry announced that he would act as President of this meeting as this function is part of his role as President of the Section. He proposes to appoint a secretary of the assembly. The following motion was adopted unanimously.

Resolution No. 10042024-1: Appointment of the President and Clerk of the Meeting

"It is moved by Mr. Donald Déry, seconded by Mr. André Thivierge, to appoint Mr. Jacques Lecompte as Secretary of the 2024 AGM. "

Adoption of the Agenda

Mr. Déry asked if there were any additions to the agenda presented. The following item has been added to the varia "Correspondence for the dental plan". No further changes having been proposed, he put the amended Agenda to a vote. The following motion was adopted unanimously.

Resolution No. 10042024-2: Adoption of the Agenda – 2024 AGM

"It is moved by Mrs. Anne-Patricia Gareau-Legault, seconded by Mr. Guy Gaumont to adopt the amended Agenda for the 2024 AGM."

Adoption of the minutes of the 31st Annual General Meeting of April 12, 2023

Mr. Déry asked the participants who were present at the 2023 AGM if the minutes reflect the discussions and if there are any changes to be added to the minutes. As no changes were requested, he put to a vote the adoption of the minutes of the 2023 AGM. The proposal was adopted unanimously.

Resolution No. 10042024-3: Adoption of the Minutes – 2023 AGM

"It was moved by Mr. Pierre Goulet, seconded by Mrs. Louise Michaud to adopt the minutes of the 2023 AGM."

Finance

Mr. Marc André Monette of the accounting firm Monette Fortin Tremblay Inc., who was supposed to present the 2023 financial statements, seems to be delayed. The Treasurer of the branch, Mr. René Caron, proceeded with the next item on the agenda.

2023 Reserve Fund

Caron explained that the amounts in the reserve fund for 2023 represent how the board intends to use unused funds in 2023. He continues with the breakdown of the planned expenses in 2024 for these funds, which total \$37,500.

Mr. Guy Viau asked if the reserve fund had been used for the 2023 banquet. Mr. Caron replied that it was because the banquet, which was to celebrate Christmas and the 60th anniversary of our association, was a loss-making activity. However, the board had set aside an amount in the 2023 reserve fund to cover the loss of income from the activity. He noted that the board aims to complete the 2024 Christmas banquet without a deficit, but that this would require an increase in the price of admission tickets.

Budget 2024-2025

Mr. Caron continued with an overview of the 2024 budget, explaining the reason for the variances with last year's budget. He notes that several expenses planned in the budget adopted in 2023 have not taken place in relation to COVID, such as certain activities (Méchoui, Sugar Shack, etc.), which has reduced the size of the deficit initially forecast for 2023. He noted the increase in 2024 for the item "Salary and benefits" which is caused by the increase in hours and wages for the three employees. Mr. Déry adds that the annual payroll is equivalent to 1.5 weekly time equivalents, or 15 hours/week. for the director, the deputy director 20 hours/week. and the member service manager, 20 hours per week. He adds that the board of directors is aware that employees work overtime on a voluntary basis.

Mr. Caron noted that the 2024 budget includes a projected deficit of \$41,298 and informed the assembly that a request for funding has been submitted to the Financing Committee of the association's sections to cover this deficit. Our request received the support of the committee and the funding request will be presented to the association's Board of Directors for adoption shortly.

The budget estimates for 2025 are essentially the costs of 2024 which were increased by about 4 percent based on the annual increases already known or anticipated.

Ms. Marie Brault asked where the pay service fee is in the budget. Mr. Caron explains that these fees are generally included in the item entitled "Service fees" and represent an expense of about \$35 per 2 weeks.

Mr. Julien Bourdeau asked for more details regarding the increase in the wage bill. Mr. Caron explains that the increase in work hours, which caused this wage increase, was intended to increase efforts towards the recruitment of new members, which seems to have worked with an increase of about 1,000 new members in 2023.

Mr. Julien Bourdeau wanted to know why the Branch had submitted a request to the National Office to replenish the 2024 budget. Mr. Caron noted that the Board of Directors fully agreed to submit this request, which is, in our opinion, a request for temporary funding for three years

(2024 to 2026 inclusively). The Board expects to have solved the reason for the current deficit by 2026 by having increased its annual membership revenues enough to cover its entire annual operating budget.

Mr. Déry adds that several other sections have done the same since they are also facing annual deficit budgets.

Mr. Robert Paquette asked whether the additional funds in question would be a loan or would have to be repaid later. Mr. Caron says no, because this amount will come from a reserve fund of \$600,000 spread over 3 years, which the National Office established last year specifically to help missions like ours that would need financial assistance to make ends meet.

Mr. Gaétan Mongrain pointed out that he had difficulty understanding how the National Office could keep the majority of the membership fees collected from members without ensuring that the Branch had enough funds to operate. He concluded by requesting that the Board obtain the financial statements of the National Office as well as the list of activities for its members and operations to which they contributed or organized during the year 2023.

Mr. Pierre Quesnel went on to note that the Board and its employees make a lot of efforts to ensure the smooth running of the Branch despite the meagre share (20%) of the membership fees that are remitted to it annually. Mr. Déry mentions that he sits on the Branch financing committee that was created in 2023 to review these funding applications. He goes on to explain that the association has created three funding funds: the infrastructure fund which benefits from a \$600,000 fund that can be allocated at a rate of \$200,000/year for the next 3 years (funding request made to make up our deficit planned for 2024), a fund dedicated to financing one-time projects (such as the purchase of our display booth) and a last one to ensure a minimum income of \$6,900 for the smallest branches. These three funds will be active for a period of three years to allow the association to restructure itself to better allow all branches to meet their needs and budgetary requirements.

Ms. Maria De Melo asked if it would be possible to explain to her the services offered to her by the National Office in lieu of their share of her membership fees. Mr. Déry will answer this question later in his annual report.

Mr. Pierre Riopel asked what recruitment activities the Branch was doing because he would have liked to join when he was still employed. Mr. Déry will also answer this question in his annual report.

Mr. Gaétan Mongrain proposed that the meeting require the Board of Directors of the section to submit a request to the National Office to increase the share of membership fees from 20 to 25%. The following proposal was adopted by consensus by the assembly.

Resolution No. 10042024-4: Increase in the share for the Outaouais section

"It is proposed by Mr. Gaétan Mongrain, seconded by Mr. Guy Gaumont, that the Board of Directors of the section ask the National Office to increase our share of membership fees from 20 to 25%"

Mr. Jacques Laflamme raised the point that the increase requested by the proposal might not be sufficient to cover the deficit already announced. He suggests that a more detailed approach should be taken to determine more clearly the percentage that would allow us to achieve parity

between our expenses and our revenues. Mr. Déry says he is aware that a more in-depth study will have to be done to better define our real needs regarding the share of membership fees while respecting the needs of the association as a whole.

Mr. Robert Paquette suggested that the requested increase should also include a clause for the new rate to be increased according to the cost of living. Mr. Déry noted that a restructuring committee for the association had already been set up and this committee must look into the issue of financial remittance to the branches.

Presentation of the 2023 financial statements

Since Mr. Marc André Monette, of the accounting firm Monette Fortin Tremblay Inc., had still not appeared, Mr. Caron decided to review the financial statements of the Outaouais Branch for the year 2023 himself.

Mr. Caron provided an overview of the report produced, highlighting the inflows and flows that have increased or decreased since the 2022 results. He concluded his presentation by pointing out that the deficit reported in 2023 was covered by the monetary surpluses that the Branch had.

Mr. Caron concluded by pointing out that the current surplus of the Branch will allow us to operate for this year even if the National Office refuses our request for funding for 2024.

Ms. Gisèle Tassé-Goodman asked whether the Branch had considered submitting grant applications. Mr. Caron explained that the Branch is not considered a legal entity because we operate under the control of the national association which is managed by the National Office.

Mr. Richard Chénier asked if the National Office's annual report and financial statements were available. Mr. Caron notes that the annual report is available online but it is uncertain regarding the association's financial statements.

Mr. Serge Goulet asked if we had tried to obtain federal subsidies for assistance to seniors. Mr. Caron notes that he strongly doubted that the National Office would be eligible for such grants. Ms. Gisèle Tassé-Goodman asked if the Branch could receive provincial subsidies. Mr. Caron indicates that our NPO (Non-profit organisation) is registered at the federal level and our section is registered in the Quebec Enterprise Register, but we are not considered a legal entity at the provincial level. However, Mr. Déry notes that one of our Branches had managed in the past to obtain a grant to finance the development of their website. Mr. Déry concluded by indicating that the Board was considering submitting a similar request this year to fund the development of our new website.

Ms. Joanne Papineau points out that she has difficulty understanding how the Branch can deal with a deficit and that the National Office does not seem to want to help the branches that need additional funds to operate. Mr. Déry says he is aware of the situation of the underfunding of the branches and that he plans to discuss it with the other branches in Quebec and the Ottawa Branch.

Retention of the accounting firm to review the 2024 financial statements

Mr. Caron informed the members that he remained very satisfied with the work done by the firm Monette Fortin Tremblay Inc. and he therefore recommended to the meeting the following proposal, which was unanimously adopted by the assembly.

Resolution No. 10042024-5: Retention of the accounting firm for 2024

"It is moved by Mr. Guy Gaumont, seconded by Mr. Gaëtan Mongrain, that the Section accept the offer of services from the firm Monette Fortin Tremblay Inc. to review the financial statements and a notice to readers for the 2024 fiscal year and to produce a notice to readers for the 2024 fiscal year."

Members were invited to take a coffee break, followed by the presentation by our preferred partner Bel-Air Direct. Once the presentation was over, the meeting continued with the following point.

By-law amendments 2023

Mr. Déry continued the meeting by explaining to the members that many of them had expressed some apprehensions about the annual report – a paper version that was distributed to members present at the AGM in past surveys. He explained that our current by-laws oblige the Board to make available a good number of official documents (agenda, minutes of the previous meeting, financial statements, proposals to be put to the vote, etc.). All of these documents are printed in both official languages, which requires the printing of several documents that have an environmental and financial impact. He suggested to the meeting a proposal that would aim to modify the by-law in question so that all these documents would be accessible to our members only in electronic version on our web page of the Association's website.

A lively discussion ensued regarding the various problems that such a solution could cause for the members present at the meeting. After a healthy debate, the Assembly agreed that By-Law 8.1 as presented required minor amendments. The following motion was moved by Ms. Gisèle Tassé-Goodman, seconded by Ms. France Théroux and was adopted unanimously.

Resolution No. 10042024-6: Changes to AGM Materials

- ***Section 8.1 of the 2023 By-laws for the Outaouais Branch states that the Board of Directors must make available to all members present at the meeting a copy of the minutes of the previous year's meeting, the financial statements, the proposed resolutions and any other relevant document to the Annual General Meeting.***
- ***The availability of all these documents during the meeting therefore requires the printing of at least 23 paper pages excluding the dividers and cover page for each member present at the meeting.***
- ***Past surveys of members in attendance have indicated concerns about the extent of the paper annual report and about the environmental aspect of the paper consumed.***
- ***The cost of producing an abridged annual report – paper format is typically close to \$5.00 per item produced.***
- ***Of the 63 members who had registered to attend the 2023 AGM, only 54 of them attended (including 5 members who had not previously registered), resulting in a waste of unused abridged printed reports.***
- ***For several years, the Board of Directors has ensured that all documents relating to its past and future annual meetings are posted, in both languages, on the Outaouais Branch's web pages.***

In order to save money and respect the environment, it is proposed by the 2024 Annual Meeting of Members to mandate the Board of Directors of the Outaouais Branch to amend the text of section 8.1 of our by-laws as follows:

"The section organizes an annual general meeting of the Branch in order to report on its administration and elect the directors. Copies of the minutes of the previous year's meeting, the financial statements, the proposed resolutions and any other document relevant to this meeting will be available on the pages of the Association's website. During the registration process for the AGM, members will have the choice to identify if they wish to obtain an abridged paper copy of the official documents for the meeting.

Minutes shall be produced no later than fourteen (14) days following the meeting and delivered to the directors."

Branch President Report

Mr. Déry begins by saying that the last three years have been marked by unprecedented challenges. While the 2020 pandemic disrupted our business as usual, it also pushed us to innovate. We had to rethink our communication methods, our meetings and our events. Despite these challenges, we have continued to serve our members with dedication.

We took this opportunity to refocus on the 7 core functions of our Branch which are: Information, Communications, Advocacy, Member Services, Social Events, Recruitment and Retention. We have reoriented our activities by innovating our service offering; We have intensified our communications through our monthly newsletters, our biannual inserts in the SAGE magazine, the continuous updating of our web page and our Facebook page which has more than 1,200 subscribers, videoconferences and the digital shift including our SAGE activities have been at the heart of our efforts. We conducted multiple surveys to gather the opinions of our members and thus meet their expectations.

We have restructured our Branch by reassigning responsibilities between the Board of Directors responsible for governance and the employees responsible for operations. This structure allows us to be more efficient and to improve the satisfaction of volunteers and employees who coordinate their actions within a clear, realistic strategic plan that is shared by all. Thanks to the reserves accumulated in previous years, these financial resources have allowed us to maintain our core activities, develop and implement a structured plan for the recruitment and retention of members and volunteers. However, these reserves will be depleted by 2025. We are therefore counting on the addition of recurring funding of \$41,000 per year to ensure the maintenance of our activities.

He concluded by thanking our team of volunteers and staff for their commitment and continued support.

Election of Directors

Mr. Déry invites the President of Nominating, Mr. André Thivierge, to submit his report on the applications received to fill the vacant positions on the Board of Directors of our Branch.

Mr. Thivierge specified the period that was allotted to members to submit their candidacy. He said that of the 11 director positions, 9 of them are up for election. He points out that 4 of these positions were held by directors at the end of their mandate, Mr. Donald Déry, Mrs. Michelle Page, Mr. René Caron and Mr. Alan Conway. He concludes his report by indicating that he has received 7 candidacies in due form, including those of the 4 outgoing directors.

Mr. Déry took the floor again, noting the need to elect an electoral officer and suggested Mr. Thivierge as a candidate. The following motion was adopted unanimously.

Resolution No. 10042024-7: Appointment of the Chief Electoral Officer

" It is moved by Mr. Pierre Goulet, seconded by Mr. Pierre Quesnel, to appoint Mr. André Thivierge as Returning Officer for the 2024 AGM"

Mr. Thivierge went on to identify the 4 directors in election, M. Donald Déry, Mrs. Michelle Page, M. René Caron and M. Alan Conway as well as the names of the three new candidates, Mrs. Nathalie Jones, Mr. Guy Viau and Mrs. Marie Rioux, who could not be present for this meeting. He invited the two new candidates to take a few minutes to introduce themselves and explain their desires/expectations for their position on the Branch Board of Directors.

Mr. Thivierge informed the meeting that there were 2 unnominated board positions and asked the meeting if anyone else would be interested in joining the Board of Directors. Ms. Lyne McMillan indicated her interest in applying. Mr. Thivierge asked the assembly if two members would agree to support Ms. McMillan's candidacy. Mr. Gaétan Mongrain (member no. 30005297) and Mr. Henri Racine (member no. 10035710) indicated their support for Ms. McMillan as a candidate for the Board of Directors."

Mr. Thivierge announced the closing of nominations and went on to indicate that since only 8 candidates were obtained to fill the 9 open administrative positions, that the 8 candidates appointed were therefore elected by acclamation. He concluded by inviting the assembly to applaud the newly elected officials who will be invited to gather afterwards to proceed with the assignment of the positions of directors of the Board.

Varia: Correspondence for the Federal Dental Plan

Mr. Déry invited Ms. Anne-Patricia Gareau-Legault to explain the purpose of this topic. She noted that she had great difficulty understanding the correspondence she had received about the new dental program put in place by the federal government and asked whether it was better than the dental plan administered for pensioners. Mr. Ralf Landry explained that the dental plan available to federal pensioners surpasses the services offered by the new national dental plan and notes that he is currently working among a group of retirees who offer their help and expertise to any federal retiree who may be struggling with a problem or question with the medical and dental plans of federal retirees.

2024 Award of Merit Presentation

Mr. Déry announces Mr. Guy Gaumont as the recipient of the 2024 Award of Merit. He highlights his many years of volunteering with us (more than 23 years) during which he worked as a volunteer, administrator and even president of the Outaouais Branch (from 2005 to 2009). His participation in several large-scale projects (creation of the first website of our Branch and of FADOQ Outaouais, Development Committee of the WMS national management program which has become the CRM of today, implementation of the section's privileged partner program, development of various statistics and electronic reports that are still used for the sound management of our section, and more) has greatly benefited our section in the past. Mr. Gaumont remains active on our team.

Financial Planning Presentation

Mr. Déry welcomed Ms. Florentina Vasile, Financial Planning at the National Bank, and invited her to begin her presentation, the subject of which was: RRIF and LIF accounts demystified. He went on to invite the directors to step aside in order to initiate the post-AGM meeting to assign the positions of officers of the Board of Directors of the Outaouais Branch.

As a result of this meeting, the leadership positions for the 2024 Board of Directors are:

- President: Mr. Donald Déry

- Vice-President: Mrs. Nathalie Jones
- Treasurer: Mr. René Caron
- Secretary: Mr. Jacques Lecompte

Adjournment of the meeting

The agenda having been completed, Mr. Déry asked for a mover to adjourn the meeting. Ms. Anne-Patricia Gareau-Legault moved the adjournment of the meeting, which ended at 12:47 p.m.

Speaker of the Assembly, Mr. Donald Déry

Date

Secretary of the Assembly, Mr. J.L. Jacques Lecompte

Date

**PARTICIPANTS OF THE 32nd ANNUAL GENERAL MEETING
FEDERAL RETIREES – OUTAOUAIS BRANCH**

BRANCH DIRECTORS AND STAFF		
1	Donald Déry	President
2	Jacques Lecompte	Secretary
3	René Caron	Treasurer
4	Michelle Page	Communications Administrator
5	Alan Conway	Advocacy Director
6	Réal Fortin	Administrator – Recruitment and Retention
7	André Thivierge	Director of the administrative office
8	Lynn McCarragher	Assistant Director
9	Liane Dussault	Member Services

MEMBRES DE LA SECTION					
	Nom	Prénom		Nom	Prénom
10	Bernier	Serge	36	Link	Melita
11	Blondin	Lisette	37	McMillan	Lynn
12	Bourdeau	Julien	38	Michaud	Louise
13	Bourque	Marcel	39	Mongrain	Gaétan
14	Braut	Marie	40	Morin	Rose-Marie
15	Chartrand	Gilles	41	Papineau	Joanne
16	Chénier	Richard	42	Paquet	Robert
17	De Melo	Maria	43	Parisien	Sylvie
18	Dion	Daniel	44	Pelletier	Gérard
19	Dion	Anne-Marie	45	Quesnel	Pierre
20	Dussault	Ghislain	46	Racine	Henri
21	Gareau-Legault	Anne-Patricia	47	Riopel	Pierre
22	Gaumont	Guy	48	Sharlleen	Bannon
23	Gauthier	Gaétane	49	Shirley	Nontel
24	Goulet	Pierre	50	Steele	Linda
25	Jones	Natalie	51	Tassée-Goodman	Gisèle
26	Lacerte	Diane	52	Théroux	France
27	Laflamme	Jacques	53	Tremblay	Nicole
28	Lagaçé	Sylvie	54	Viau	Guy
29	Landry	Ralph			
30	Larocque	Marcel			
31	Larocque	Diane			
32	Laverne	Nicole			
33	Lecavalier	Hélène			
34	Légaré	Éric			
35	Létourneau	Louis			