

RESERVE FUNDS - 2021



OUTAOUAIS Branch

For the year ending December 31, 2021

| Title and amount | Definition (Use) | Deadline (Date(s) of use) | Amount justification | Expenditure Authority |
|---|---|--|--|---|
| Reserved capital Membership Recruitment 14 500\$ | Carry out activities aimed at recruiting members | Winter and Spring 2022 Summer/Fall 2021 | <ul style="list-style-type: none"> Regional fairs \$4,000 Calls to members who have not renewed since 2020 \$3,500 Welcoming calls to new members since 2020 \$4,000 Purchase/installation of a new computer for the membership call activities 2 000\$ | The Board of Directors may use up to \$25,000 per year without additional authorization |
| Reserved capital Promotional items for members 12 000\$ | Create/purchase of items to be given away during recruitment activities for new members | Summer/Fall 2021 | <ul style="list-style-type: none"> Document cases \$2,000 Water/Coffee bottles \$3,000 Facial masks \$2,000 Identification vests (fleece) \$1,000 Touchless key rings \$1,000 Backpacks \$1,000 Reusable bags \$1,000 Tuques \$1,000 | The Board of Directors may use up to \$25,000 per year without additional authorization |
| Reserved capital Retention of members 4 500\$ | Carry out activities aimed at retaining members | Fall 2021 Spring 2022 | <ul style="list-style-type: none"> Pilot project involving the rental of a room/equipment for holding gatherings of members in the same neighborhood or postal code \$4,500 | The Board of Directors may use up to \$25,000 per year without additional authorization |

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| Reserved capital Visit to remote areas 10 000\$ | Hold information and meeting sessions with members located in outlying regions | Winter and spring 2022 | <ul style="list-style-type: none"> • Out-of-town travel expenses for administrators \$6,000 • Room/equipment rental for meetings \$4,000 | The Board of Directors may use up to \$25,000 per year without additional authorization |
| Reserved capital Training 17 500\$ | Fees/Professional Development Courses for Directors and Volunteers | Summer, fall 2021 and winter 2022 | <ul style="list-style-type: none"> • Strategic planning session \$5,000 • Administering a Board of Directors \$4,000 • Training course for new Directors, volunteers and employees \$5,500 • Training for Directors and staff on the use of OneDrive and the MS 360 suite, \$2,000 • Employee training on the new financial management system 1 000\$ | The Board of Directors may use up to \$25,000 per year without additional authorization |
| Reserved capital Promotional items for volunteers 2 500\$ | Create/purchase loyalty items and holding award ceremonies for our volunteers | Fall 2021 and winter 2022 | <ul style="list-style-type: none"> • Creation/purchase of loyalty items \$2,000 • Hosting award ceremonies and thank you suppers for volunteers \$500 | The Board of Directors may use up to \$25,000 per year without additional authorization |

These two funds, originally approved at the 2019 AGM, were slightly modified to adjust the reserved capital amounts in order to better meet the 2021-22 needs of the Branch, as approved by the Board of Director on March 15, 2021, namely \$40,000 towards Membership retention and recruitment, and \$20,000 for Volunteer training and recognition.

It is therefore proposed by René Caron, seconded by Jacques Lecompte to maintain a reserve fund of \$40,000 dedicated to the Membership retention and recruitment and a second reserve fund of \$20,000 dedicated to Volunteer training and recognition.