**National Association of Federal Retirees**

**Fredericton and District Branch (NB62)**

**Minutes of Board of Directors Meeting**

**Via ZOOM – October 14th, 2020 - 2:00 p.m.**

**PRESENT**

Elliott Keizer, Cyril Theriault, John Richards, Denise Blanchard, Evans Estabrooks, Ian Culligan, Mike McCormick, Norm Sheen, Elise Young, Mariet van Groenewoud.

**ABSENT**

Chris Goddard, Rae Hopper, Gary Barfitt.

1. **WELCOME FROM THE PRESIDENT**

Elliot welcomed to the meeting.

1. **APPROVAL OF THE AGENDA**

The agenda was approved with the following additions:

* Under Business from the Minutes:
  + 4b) Purchase of Zoom
  + 4c) Board Membership and Board Executive
* Under New Business:
  + 6c) Equipment repairs

**Moved by Cyril Seconded by Denise APPROVED**

1. **MINUTES OF BOARD MEETINGS**
   1. **June 3rd, 2020:** the minutes were approved as circulated
   2. **September 9th, 2020:** the minutes were approved with the following change: 4d) Communication: first line – remove “was unavailable but he did”.

**Moved by Cyril Seconded by Denise APPROVED**

1. **BUSINESS FROM THE MINUTES**
2. National AGM – December 2nd, 2020 – Elliott
3. Nothing to report. Waiting for details. Might be a Zoom meeting but not sure if everyone will be allowed to attend.
4. Purchase of Zoom – Cyril

Chris purchased Zoom for $200.00 - $250.00.

1. Board Membership and Board Executive – Cyril

Board Membership:

In the September 9th, minutes, Andrew announced that he will be stepping down. Under “Vacancies” (By-Laws 6.6.1) 6.6, it mentions that “*in the event any position on the Branch board becomes vacant, the remaining directors of the Branch board may fill the position by appointment until the next Branch Annual Meeting, at which time the position shall be filled by election, for the remainder of the term of the vacated position*”.

Cyril proposed that we accept Andrew’s resignation and appoint Mariet van Groenewoud as a full member until we hold our next Annual Members Meeting.

**Moved by Cyril Seconded by Mike APPROVED**

Board Executive:

Propose an amendment to expand the Executive from the 5 members to 6 members to include the Advocacy Director. It will require another change in the By-Laws (Part V, 5.1.1) where it says that we have 3 to 9 members we will have 4 to 8 members for a maximum of 14 members.

**Motion by Cyril**, that the Executive be expanded from the current 5 to 6 to include the Advocacy Director and that the number of extra Directors besides the Executive be changed so that we still have a maximum of 14 members as part of the Branch Board and we leave the minimum as it is.

**Moved by Cyril Seconded by Denise APPROVED**

Intern approval by the Branch Board as today.

1. **REPORTS**
2. **Finance – Elise**

The Treasurer’s and budget reports projecting a surplus of $10,395 rather than a surplus of $9,395 are attached. The 2019 Financial Statements, 2020 budget and Reserved Motion were presented to the Board and will be presented at the upcoming AGM.

**The Motion**:

Be it resolved that the Fredericton and District Branch (NB62) of the National Association of Federal Retirees;

* Dissolve the “Reserved Equity-Equipment” Fund which has a current balance of $5,000.
* Dissolve the “Reserved Equity-Defense of Benefits” Fund which has a current balance of Reserved Equity-Other” Fund and that its maximum balance be set at $7,500.
* Establish a “Reserved Equity-Advocacy Special Reserve” Fund and that its maximum balance be set at $7,500.
* Establish a “Reserved Equity-Other” Fund and that its maximum balance be set at $7,500.

Denise asked if she could buy Windows 10 ($179.99) and Microsoft Office Home and Student 2019 ($169.99) from Staples since she can’t access Microsoft Office 365 anymore. It was approved.

Cyril proposed that Elise moved the acceptance of the 2019 Financial Statements and the 2020 Budget and Reserved Motion.

**Moved by Elise** **Seconded by: Cyril APPROVED**

1. **Special Events – Gary**

Gary was absent so, Elliott asked that we hold the AMM on Tuesday, November 24th at 2:00 p.m. via Zoom. Meeting will focus on financial and amendments to the By-Laws and Nominating Committee Report.

**Moved by Elliott Seconded: Evans APPROVED**

1. **Membership Growth Report –Evans**

The Membership Growth Committee report is attached.

Evans encourages that all branch members offer friends and acquaintances to join the Association.

Due to Covid-19 restrictions, the committee was not able to meet with the RCMP Veterans Association on October 24th.

Survey results: Further to a webminar held on Septembers 28th, to discuss the National Membership Engagement Survey, information has been received that show the national, provincial and branch results. The MGC report show the results.

**Elliott moved that the Membership Growth Committee report be accepted as distributed.**

**Moved by Evans Seconded by Denise APPROVED**

1. **Communication – Mike**

Mike presented his report on the newsletter, target markets, channels of communication, in-person visits, communication budget, survey of members, communication calendar on website. Further discussion on the title and format of the newsletter and how to get it out could be useful.

Evans’s comments during the Communications Brainstorming session on September 23rd:

It was agreed that we should put out a Branch Newsletter with possible topics for our NB Health Survey. It was also agreed that the first edition would be sent to our email members and to other branch members by mail since we have the funds to do it.

From that meeting, it was also understood that lawyer Jodi Lee-White, a proposed Special Events speaker, has a write up on the new Enduring Powers of Attorney Act and was asking us if we had a newsletter or other means to communicate with our membership. Elliott asked Gary to follow-up on this for a possible newsletter article.

1. **Advocacy – John**

John asked for volunteers to help on the Committee. Would like to revisit the Health Survey in mid-November. Nothing else to report.

1. **NEW BUSINESS**
2. **NB62 Annual General Meeting – Next Steps - Elliott**

Already coved under Business from the Minutes (4c).

1. **BOD Meeting 2021 - Denise**

Denise presented the possible dates for next year. Changes were made to include tentative in-person meetings starting in June.

1. **BRANCH PLANING SESSION, FALL 2020 – ELLIOTT**

Session planned for Saturday, October 24th and not certain if it will happen. Decision will be made whether or not we will hold our planning session at a later date.

**ROUNDTABLE:**

Elliott mentioned that Chris has a new job and is very busy at work. Need a volunteer to help with training. Mariet said that she will contact Richard Ward, wo is a member and see if he could help. Assault on our pension: no buzz and maybe pension indexing.

Zoom meeting adjourned 3:50 p.m.

**Next Zoom Meeting: Wednesday, November 18th, 2020 – 2:00 p.m.**

**Recorded by:**

**Denise Blanchard, Admin Director**

**Approved by:**

**Elliott Keizer, President**