**National Association of Federal Retirees**

South-East New Brunswick / Section du Sud-Est du Nouveau-Brunswick Branch 64

MINUTES

Annual General Meeting – April 23, 2021

***This meeting was held by Zoom with quorum being met (27 required for quorum - there were 36 voting participants). All votes were held by poll and the results were recorded.***

**CALL TO ORDER**

The meeting was called to order by President, Karen MacGregor at 10:00 a.m.

**MINUTES OF LAST MEETING**

Secretary, Brenda Teed, distributed minutes prior to the meeting. A question was raised and responded to regarding the length of the meeting shown.

*Brenda Teed moved that the Minutes of the February 28, 2020 meeting be approved as distributed.*

*Seconded by Lorraine Casey. All in favour. Motion carried.*

**PROPOSED CHANGES TO BRANCH BYLAWS**

1. President Karen MacGregor spoke to the members regarding the Board’s recommendation to amend Subsection 5.1.1 of the bylaws. The current bylaw reads that the Board of Directors (BOD) should be made up of 14-20 members. We sometimes have difficulty meeting this level. A copy of this proposed change to the bylaws was provided to members more than 30 days in advance of the meeting. Karen also notified members that once passed at the Branch level, requested bylaw changes must also be approved at the National Level.

*Brenda Teed moved that the South-East New Brunswick Branch #64 By-Laws be amended as follows:*

*PART V – Branch Management, Subsection 5.1.1 Composition. Amend the first sentence of Subsection 5.1.1 to read: Branch Management shall be composed of 12 to 16 elected directors, plus one appointed Treasurer.*

*Motion seconded by Paul Belliveau. All in favour. Motion carried.*

2. President Karen MacGregor explained to members that currently in our bylaws we have a reserve fund entitled Defense of Benefit Fund. She further explained that the defence of benefits is considered a National Board responsibility, and this will now be a central fund managed by the National office. For this reason, it should be removed from our bylaws. In addition, she explained that the BOD wishes to establish several reserve funds which will allow better management of Branch funding. A copy of this proposed change to the bylaws and a copy of the Reserve Motions Template were provided to members more than 30 days in advance of the meeting. Karen reviewed this template during the meeting and advised that we would have a motion to change the bylaws and accept the template (appended to these minutes). All agreed with the funds proposed and the values therein. There were no questions.

*Brenda Teed moved that Subsection 9.6 be deleted in its entirety, be replaced by the following, and that the reserves motion template be accepted:*

*9.6 RESERVED EQUITY FUNDS
The Branch may establish and maintain Reserved Equity Funds.*

*9.6.1
Reserved Equity Funds, and the maximum amount to be held in those Funds, may be set at a Branch Annual Meeting, or a Special meeting, by a proposal receiving a majority (50%+1) of the votes cast.*

*9.6.2
Branch Management may authorize withdrawal from Reserved Equity Funds established in Subsection 9.6.1 up to limits set by a vote at a General meeting. Withdrawals over such limits must be authorized at a Branch Annual, Special, or General meeting, by a proposal receiving a majority (50%+1) of the votes cast.*

*The motion was seconded by Andrew Bechamp. All in favour. Motion carried.*

**FINANCIAL REPORTING**

**1. PRESENTATION OF REVIEWED 2020 FINANCIAL REPORTS**

1. Karen MacGregor advised members that our former Treasurer, Jo-Anne Milburn, passed away unexpectedly in 2020. The BOD appointed Gilles Lavoie as Treasurer. Treasurers are not voted in; they are appointed by the BOD.

Treasurer Gilles Lavoie advised that the Financial Statements for 2020, showing earnings of $16,581.30 were reviewed on March 30, 2021 and found acceptable by Linda Trenholm who had been appointed during our last AGM to conduct this review. Copies of the Reviewed Financial Reports were made available to the membership prior to and during today’s AGM. (copies are appended to these minutes).

*A Motion was made by Gilles Lavoie that the Reviewed 2020 Financial Statements be accepted as presented.*

*Seconded by Gary Doucette; All voted in favour. Motion Carried.*

2. Branch Bylaws require that the reviewer of the Financial Statements for the next fiscal year be approved at the AGM.

*A Motion was made by Gilles Lavoie to appoint Linda Trenholm as reviewer for the 2021 Financial Review.*

*Seconded by Paul Belliveau: All voted in favour. Motion Carried.*

1. **BUDGET FORCAST FOR 2021**

Gilles Lavoie presented the Proposed Budget for 2021. The budget forecasts a surplus of $8894.00 for 2021.

Copies of the proposed 2021 budget were provided to the membership in advance of them meeting and reviewed during the meeting. Following discussion, it was agreed that the funding for the proposed annual banquet will be reviewed at the next Management Meeting.

*Gilles Lavoie moved that the proposed budget for 2021 be accepted as presented. Seconded by Lise Bourque. All voted in favour. Motion carried.*

**PRESENTATION AND INSTALLATION OF 2020/2021 BOARD OF DIRECTORS**

Paul Cassidy advised members that normally nominations for positions on the BOD are announced at the General Meetings in November and January. As meetings were not held because of COVID, a call for nominations was sent to members by email. Paul also called for nominations from the floor three times.

Based on the interest shown by nominees, Paul presented the list of nominees/positions for the 2021/2022 Board of Directors as follows:

President, Brenda Teed Directors, Dorothy Burns

1st Vice, Lise Bourque Jack Dennahower

2nd Vice, Paul Cassidy Bill Goobie

Secretary, Karen MacGregor Don MacGregor

 Norma Jeanne Lavoie

 Chuck Lavoie

 Gilles Lavoie

 Paul Belliveau

 David Boudreau

 Elizabeth Steeves

*Paul Cassidy moved that the names put forth as members of the 2021/2022 Board of Directors be approved as presented.*

*Seconded by Gilles Lavoie. All in favour. Motion carried*

**Round Table**

Karen MacGregor took a moment to mention that long term BOD member, Lorraine Casey would not be returning and thanked her for her dedication and long service on the BOD. Lorraine has been named Branch Historian given her extensive knowledge of Branch evolution.

Atlantic Director, Leonard Leblanc, welcomed the new BOD and specifically thanked both Karen and Lorraine for their tireless work on behalf of the organization. He welcomed Brenda Teed as the new Branch President. He advised that the National Board would be meeting next week and in May and they will be reviewing our proposed changes to the bylaws.

**ADJOURNMENT**

Karen MacGregor adjourned the meeting at 11:10 a.m.