**National Association of Federal Retirees**

**Fredericton and District Branch (NB62)**

**Minutes of Board of Directors Meeting**

**Via ZOOM – Tuesday, February 16th 2021 – 7:00 p.m.**

**PRESENT:**

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

**ABSENT:**

Rae Hopper and Chris Goddard.

1. **WELCOME FROM THE PRESIDENT**

Elliot welcomed all to the meeting.

1. **APPROVAL OF THE AGENDA**

The agenda was approved as circulated.

**Moved by Evans Seconded by Cyril APPROVED**

1. **MINUTES OF BOARD MEETINGS**

Motion by Elliott that the minutes of October 14th be approved as circulated.

**Moved by Mike Seconded by Ian APPROVED**

Minutes shows that Norm was absent but he was present. Evans pointed out that the date is wrong and that the meeting was November 10th.

Motion by Elliott that the minutes of November 10th be approved with the corrections.

**Moved by Evans Seconded by John APPROVED**

1. **BUSINESS FROM THE MINUTES**
2. Board of Directors duties and responsibilities – Cyril

Nothing to report. Will be looking at John’s revised duties as Advocacy Director later.

1. **REPORTS**
2. **Finance – Elise**

Elise presented her report which was sent to the board prior to the meeting.

1. Financial Statement – Balance 2020:

Assets: $39,437.47 – Liabilities: $1,191.41 – Net Assets: $38,246.06

Reserved: $15,000.00 – Unreserved Earning Loss as of December 19th: $23,246.06.

Earnings/Loss 2020:

Revenue: $13,805.48 – Expenses: $3,179.11 – Earning (Loss) $10,626.37

No motion was made.

1. Proposed 2021 budget - Assumptions-2021 Proposed budget:
	1. Branch Meeting Expenses: $450 - Assume board meetings will begin in Fall – budgeted 50% of original 2020 budget
	2. Branch Advocacy: $750. - Based on estimate from Advocacy Director - 50% of 2020 budget
	3. Branch Information Sharing: $6,100 - One info session (estimate $600) + Comm activities - Newsletters; website costs, etc. ($5,500)
	4. Branch Membership Recruitment: $1,000 - Based on budget from Membership/Recruitment Director
	5. Equipment Expense: $650 - 50% of 2020 original budget-- potential upgrades 365 Microsoft software
	6. Regional/National Meeting Expenses: $4,250 - Potential meeting in Ottawa per December bulletin-2 members-same budget as 2020
	7. Social Gathering LESS Ticket Sales: $2,500 - Fall meeting-AGM - assume 125 attendees-estimate per Special Events Director

 If we are able to do this, we will have a deficit of -$3,475.

**Motion by Elise to accept the budget for 2021 as presented.**

**SECONDED: Mariet APPROVED**

Reserves Motions Template:

The following is proposed:

* Two Reserved Equity Funds will be dissolved – Equipment Fund and Defense of benefits Fund ($5,000 each)
* Two new Reserved Equity Funds will be established- Advocacy Special Reserve Fund and Recruitment/Communications/Events Fund ($7,500 each)
* The Reserved Equity Training/Succession Planning Fund will be increased in value from $5,000 to $7,500.

**Elise proposed a motion to adopt the new template with the following message to National Office:**

*“Attached, for your information, is a “Reserves Motion Template” for the Fredericton & District Branch (NB62) outlining actions on various reserves. The motions have been unanimously approved by the Board of Directors and will be presented at the next AGM. Due to COVID 19, our branch has not been able to hold a Strategic Planning session and therefore the Board has not had the opportunity to set future goals, priorities, or specific activities. Consequently, the attached template does not include detailed activities with estimated costs for each Reserve. The Board is confident, however, that following the branch’s Strategic Planning session and given the branch’s inability to provide services/activities over the past year due to COVID 19, there will be sufficient demand to use all allocated Reserve Funds over the next 1–5-year period.”*

**SECONDED: Ian APPROVED**

1. **Special Events – Gary**

No AGM on May 7th due to COVID.

Fall Dinner: 19 October 2021 at Ramada Inn.

Information Session: 5 November 2021 at Day’s Inn. Wills & Estates – Jodi Lee-White providing there are no other meetings in Ottawa at the same time.

1. **Membership Growth Report - Evans**

Evans presented the MGC report and the 2020 Goals and Actions with Accomplishments which was previously sent to the board prior to the meeting.

**2020 Goals and Actions with accomplishments**:

Goal: to promote Membership retention and growth.

Branch Role: Recruit 30 new members for 2020 (down from an original plan of 70 for 2020 due to pandemic restrictions).

Overall MGC Goal: 30 new members. Accomplished: 44 new members.

Membership Status Report:

Active membership: 1870 members as of end of 2020 and 1929 members as of end of 2019. During the past year, 73 Branch members became Inactive (deceased, resigned or fees not paid).

Action Plan with outcomes:

* Recruit 30 new members to offset normal member losses by contacting Branch members electronically Participate in National Ad-Hoc Recruitment Committee and share information on best practices with Branch MGC.
* Encourage members to get new members in support of National Mega Recruitment Drive (MRD).
* Increase membership of MGC by one bilingual person.
* Contact Base Gagetown military and civilian employees & retirees through SCAN, PS Officer and personal contact to determine needs and effective ways to engage serving and retired members.

**MGC Report**:

MGC Planning Committee Meeting: The MGC met by Zoom on Feb. 9 & 11 to plan for 2021. With many uncertainties due to COVID restrictions the planning process has been slow. We do not have a 2021 MGC Plan to present to you for the February board but plan to have one before the next board meeting.

Nationally membership has dropped by about 8,000 members during 2020.

1. **Communication – Mike**

Mike presented a draft newsletter to the board. He asked those who contributed to revise their article and advise him of any changes.

Mike dealt with four different companies regarding the cost which is around $900-$1,000+. Cost of labels, stamps and envelopes could run up to $800-$900. Because of COVID the board cannot have a “stuffing envelopes session”; however, some companies would be able to do all of it for around $5,500. Mike will contact them to get quotes and a better deal.

Evans and Elliott suggested to contacting 6 Colour Copy and Guidecraft Print & Media; Evans has used 6 Colour Copy in the past and Guidecraft is one of our local partners.

Mariet suggested that Jodi Lee-White’s article could go in the next newsletter to the members before her presentation in November. The Board agreed to take it out.

1. **Advocacy – John**

Change of By-Laws to capture the appointment of the Advocacy Director to be presented to the next AGM.

*The Branch board shall appoint a director to serve as Advocacy Director. Working with the board, the Advocacy Director shall develop the Branch’s Advocacy strategy. The Advocacy Director shall also liaise with the Provincial Advocacy Director and the Federal Advocacy director and group. The Advocacy Director shall develop specific initiatives which contribute to both the national NAFR advocacy agenda and specific branch objectives thereby increasing branch visibility and relevance to members.*

Cyril: this will become a new section 5.7 and the current 5.7 to 5.9 will be renumbered 5.8 to 5.10.

**Motion by Elliott to insert this change in the By-Laws and present it to our members at the next AGM**.

**SECONDED: John APPROVED**

Health Survey:

Since the NB government is going through some kind of Health Care Reform, John would like us to participate in the consultation and write a submission to the Board for a virtual meeting on April 20th, 2021.

Key findings from our health survey: 9% of our members do not have access to a family doctor or have to wait 2-3 weeks for an appointment.

**Motion by John:**

*Be it resolved that NB62 will participate, by way of a written submission, in the on-going NB Health Reform Consultation for Fredericton on March 20th, 2021. The submission will be reviewed by the Executive Committee prior to submission.*

**SECONDED: Cyril APPROVED**

1. **NOMINATION COMMITTEE REPORT – ELLIOTT**

Our Website Director, Chris Goddard is leaving the Board. Opening to fill the position.

1. **NEW BUSINESS**

Quorum for AGM -Cyril

Hold AGM prior to May 5th, 2021 by Zoom. Ottawa would help with the meeting.

Change the quorum for 2021; we can select one of the two options:

Option 1: Branches use their current quorum as of December 2020;

Option 2: Branches pick the greater of the two following alternatives for their quorum:

* 50% of the Branch current quorum (as of December 2020) + 1; in our case it would be 19 members.
* Two times the number of Branch/Board Executive + 1;

Need to send a notice 30 days before the AGM and mention any proposed amendments to the branch by-laws. Easiest way to do this is to redo the by-laws with the changes in them and referred them to the various clauses and put the clauses on our website. In the AGM notice we need to refer to Elise’s review of financial statements and that there is going to be a motion on the Reserves template.

Board AGM will be held on May 4th, 2021 at 2:00 p.m.

Elliott mentioned that there will be a Regional Zoom meeting on Friday, February 19, 2021. Cyril and Elliott will be listening. Elliott will present his report; point to discuss will be what is Ottawa doing about the pension issues.

**Moved by: Norm Seconded by: Mike APPROVED**

Meeting adjourned at 8:00 p.m.

**Next Zoom Meeting: Tuesday, April 13th, 2021 – 2:00 p.m.**

**Recorded by:**

 **Denise Blanchard, Admin Director**

**Approved by:**

**Elliott Keizer, President**