**National Association of Federal Retirees**

**Fredericton and District Branch (NB62)**

**Minutes of Board of Directors Meeting (Zoom)**

**Monday, November 21st, 2022 – 7 p.m.**

**PRESENT:**

Cyril Theriault, John Richards, Elise Young, Evans Estabrooks, Mariet van Groenewoud, Gary Barfitt, Ian Culligan, Glen Fraser, Mike McCormick, Denise Blanchard

**ABSENT:** Dino Kubik, Chris Goddard, Rae Hopper

1. **WELCOME FROM THE PRESIDENT**

Cyril welcomed all to the meeting.

1. **APPROVAL OF AGENDA**

Moved by Cyril that the agenda be approved as circulated.

**Seconded by Gary CARRIED**

1. **APPROVAL OF MINUTES OF SEPT. 8, 2022, AND EXECUTIVE COMMITTEE MINUTES OCT 4, 2022**

Some errors in the board meeting minutes were fixed at the Executive Committee meeting.

**Motion by Cyril that the minutes of September 8th board meeting and the minutes of the Executive Committee of Oct 4th, 2022, be accepted as distributed as amended.**

**Moved by Evans Seconded by John CARRIED**

1. **BUSINESS ARISING FROM THE MINUTE****S**
2. Planning Session update – December 3rd – Start time

Evans received information from National: survey done by Branch Presidents this past summer will summarized on December 7th via Webinar. Topic will be the seven branch core functions. Cyril suggested that we might want to postpone the planning session of December 3rd until after we get the update on December 7th.

Evans suggested that we could ask National to release the report prior to our December 3rd meeting. Cyril said that the facilitator Bonnie Boyd-Hawlet is available for both dates.

Decision was made to postpone the planning session to Saturday, February 11, 2023. Cyril will send an email to all board members.

**Motion be made by Cyril to approve business arising from the minutes CARRIED**

1. **REPORTS**
2. **Finance – Elise Young**

Elise presented the Treasurer’s report with spreadsheets that were previously sent to the Board.

**2022 Earnings/Loss to date compared to Approved Budget**

The attached spreadsheet as well as the Earnings/Loss statement show a surplus to date of $ 1,921.

* Revenues include 1st, 2nd, and 3rd QRT fees received from National.
* Revenue in the amount of $ 1,363 represents amounts received for fall dinner
* Expenditures increased by $5,131 to $9,154 since last report -most significant expenses:
	+ Info session-Medoc-$ 566
	+ Ramada Hotel- fall dinner in the amount of $ 2,769 (net cost of dinner is $1,406)
	+ Purchase of computer-$ 1,427

At this point, it seems likely that the branch will incur a surplus this year. Additional expenditures for the mailing of surveys and the Sage insert are yet to be accounted for. Please submit any expense claims that may be outstanding

A surplus of more than approximately $ 1,800 will put the branch in a position of exceeding the maximum one-year average operating maximum amount of $14,651 allowed as unreserved equity. Additional expenditures of about $ 3,500 will be required to maintain an acceptable Unreserved equity position.

**Balances Statement**

The Balances statement shows net assets of $ 44,685; Equity consists of 3 Reserved Equity funds totaling $ 22,500 and an unreserved equity balance of $22,185. National office will be transferring the additional Reserve amount of $7,500 from Unreserved equity to the Recruitment/Communications reserve fund as approved at the Sept. 8th, 2022, board meeting. (Confirmed with Paula Gilmore). The Branch’s financial position continues to be strong.

**Elise moved the acceptance of the Treasurer report.**

**Seconded by Mariet CARRIED**

1. **Special Events – Gary Barfitt**

Spring Dinner will be at the Ramada Inn. To be advertise in the Spring edition of Sage. New Board members and directors to be elected at the next Spring Dinner. Suggestion made that we rent an extra room, so we are not too close together because of COVID.

**Moved by Gary to accept the Special Events report**

**Seconded by Ian CARRIED**

1. **Membership Growth Report (MGC) – Evans Estabrooks**

Evans presented his report that was previously sent to the board.

**Branch Membership Numbers**

As of November 10, 2022, there were 1813 active members, with 80 new members joined the branch and only 14 deaths reported during the year to date

**MGC Activities**

The MGC had a manned information table at the recently held Johnson travel insurance meeting on Sept 21, 2022, and the Fall Dinner meeting on October 18, 2022). Committee members have had several contacts by members wishing to renew their membership or change their contact information. MGC members continue to update contact information for Federal worksites in the Fredericton Branch area.

Further contact has been made with CAF Gagetown Base Personnel Selection Officers' office (BPSO) by sending emails information to them on “Why Should You Join NAFR?', and 'Thank A Veteran’ plus a reference to the website message “The Top Ten Things to Know Before Retiring.” There has been no response to date.

**National Recruitment Committee**

The National Ad-hoc Recruitment Committee (AHRC) held its 12th meeting by Zoom on November 9, 2022. National membership numbers indicate strong September and October growth. The net growth for the month of July was +133, August +230, September +1035, and October +537. A joint letter from Johnson Insurance/NAFR was sent in September to 5,000 lapsed members reminding people that they must be members of NAFR to get the travel insurance. There was a very good response to the letter. The net increase membership for 2022 to date is 1218. A target total membership for year end is 167,000.

The Mega Recruitment Drive (MRD) running from September 1-December 31, 2022, has had a good response of 728 referrals to the end of October (Early Bird draw). New membership kits are being send out to branches.

National Office has developed an approved logo for the 60th. Anniversary that can be used by branches in 2023, some being put on swag (any suggestions for swag items?). Celebrations will be carried out at 3 levels (national, regional and branch). The 60th Anniversary toolkit should be available by mid-December. A virtual SAGE anniversary edition should be out before the AMM next June.

On December 7, 2022, there will be a webinar presentation on the branch core function survey that was carried out earlier this year. All branch presidents and volunteers are being encouraged to attend.

**Evans moved acceptance of the Membership Growth Report.**

**Seconded by Mariet CARRIED**

1. **Communication and Survey results to Date – Mike McCormick**

Membership survey: one page of changes needs to be made.

CRM: not familiar with it and does not have access to it. Changes can be made by Denise and inform National of the change. Denise suggested that Mike speaks to Patrick Bennard to have access to CRM.

Communication work has been centered around Branch events (MEDOC Johnson session, Fall Dinner, Thank a Veteran, Branch website and new search for a new Admin Director).

Membership survey: report was sent on November 20th.

**Moved by Mike to accept of the Communication report as presented.**

**Seconded by John CARRIED**

1. **Advocacy – John Richards**

Waiting for the results of the survey and how they fit in the planning session to come up with an advocacy program.

**John moved that the Advocacy report be accepted as presented.**

**Seconded by Mike CARRIED**

1. **NEW BUSINESSES**
	1. Future board meetings: in person and dates (committee or volunteer)

Cyril will send an email regarding the future of the BOD meetings (in person or zoom) to the Board asking for their preferences and present the results. Directors prefers a Zoom meeting. After discussion, it was decided to have our meetings every 2nd Tuesday at 7 pm. Denise to send an email with the schedule.

* 1. Executive – expand to include Communications & Special Events

Mariet suggested that we include the entire board. Cyril mentioned that Requires changes or amendments to the By-Laws which could be presented at the Spring Dinner According to the By-Laws, there is no change needed; Composition Part V, 5.5.1 states:

“*The Branch board shall, at all times comprise of the Branch Executive, who are elected as directors, and 3 – 8**additional directors elected in accordance with these by-laws”.*

Mariet stated that it does not state that the Executive is a separate entity from the Board.

**John said that a motion was needed to invite all Directors to attend Executive Committee meetings.**

**Moved by Mariet Seconded by John CARRIED**

* 1. Nomination Committee (Nominating Committee Chair)

John and Cyril met with Elliott as a follow-up to past sessions and asked him if he would be the Nominating Committee Chair for the upcoming dinner next Spring 2023 and he agreed providing that he has some help from other directors. Discussion follows on how to improve communication with our members and what we advocate on their behalf.

1. **Adjournment: 8:50 p.m.**

**Recorded by:**

**Denise Blanchard, Admin Director**

**Carried by: Cyril Theriault, President**