

MINUTES
31st ANNUAL GENERAL ASSEMBLY (AGM)

Association nationale des retraités fédéraux – section Outaouais
Wednesday, April 12th, 2023

Directors of the Board of Directors:

Donald Déry, President
Michael MacNeil, Vice-Chair
René Caron, Treasurer
Jacques Lecompte, Secretary
Michelle Page, Communications

Mr. Alan Conway, Director Responsible for Advocacy, had given reasons for his absence.

Appointment of the Speaker and Secretary of the Assembly

Mr. Donald Déry presented to the members a proposal to appoint a Chairperson and a Secretary of the Assembly.

It was moved by Mr. Gorges Samné, seconded by Mr. André Thivierge, that Mr. Donald Déry be appointed Presiding Officer. The proposal was adopted unanimously.

It was also proposed by Mr. Donald Déry, seconded by Mr. André Rousseau, to nominate Mr. Jacques Lecompte as Secretary of the 2023 AGM. The proposal was adopted unanimously.

Welcome and Statement of Quorum

Mr. Déry welcomed the participants to the 31st Annual General Meeting of the Chapter. He went on to point out that 86 members (74 Francophones and 12 Anglophones) had registered, 2 of whom were to join us by videoconference. The Chair of the meeting noted the presence of 74 members and confirmed that the meeting had a quorum. The meeting was officially called to order at 9:10 a.m.

Adoption of the Agenda

Mr. Déry asked if there were any additions to the agenda presented. As no changes had been proposed, the Committee put its adoption to the vote.

It was moved by Mr. André Rousseau, seconded by Ms. Francine Frappier, that the Agenda for the 2023 AGM be adopted as presented. The proposal was adopted unanimously.

Adoption of the minutes of the 30th Annual General Meeting of April 20, 2022

Mr. Déry asked the participants who were present at the 2022 AGM if the minutes accurately reflect the discussions and if there were any amendments to be added to the minutes. No changes have been requested; he put to a vote the adoption of the minutes of the 2022 AGM.

It was moved by Ms. Anne-Patricia Gareau-Legault, seconded by Ms. Francine Frappier, that the minutes of the 2022 AGM be adopted. The proposal was adopted unanimously.

Finance

• Presentation of 2022 financial statements

Mr. René Caron, treasurer of the section, asked Mr. Marc André Monette, of the accounting firm Monette Fortin Tremblay Inc., to present the results of the financial statements of the Outaouais chapter for the year 2022.

Mr. Monette provided an overview of the report by highlighting the inputs and debits that have increased or decreased since the 2021 results. He concludes his review by noting the amount of \$23,026 that the Outaouais chapter had to repay to the National Office. He explained that this amount was calculated according to a calculation made by the National Office based on the average of revenues and expenses for 2017-18-19.

It continues with the evolution of net assets explaining the reason for Note 6 dealing with allocations and de-allocations that occurred in 2022. He concludes his review with the 2022 balance sheet, which shows a negative variance of \$5,325 with that of 2021.

He concluded his presentation by pointing out that the deficit reported in 2021 was largely due to the amount that was returned to the National Office and that the Outaouais chapter still has a very acceptable financial surplus to meet its needs in the coming years.

Following Mr. Monette's presentation, Mr. Caron opened the floor for questions. Mr. Charles Lafrance asked for an explanation of the significant increase in salaries and benefits in 2022. Mr. Caron explained that the 2022 amount represents the salaries paid for a full year for the three office employees, two of whom did not exist in 2021.

Mr. Gaétan Mongrain raised a concern about the Section's reserves considering employee salaries and asked if membership fees would only increase in order to compensate for future deficits in the Section's budget. Mr. Caron explained that any increases in membership fees would be determined at the National Office level. He concluded by explaining that any amount more than the Sections' budgets that is not spent by the Sections may henceforth be subject to be returned to the National Office if requested.

Mr. Déry added that the section's current surplus will allow us to operate with the current staff for the next three years. Mr. Déry informed participants that the Special Committee on Chapter Funding would submit its recommendations to the National Board of Directors for adoption at the Annual Meeting of Members in June. If the recommendations are approved, the Sections will be able to apply for funding either for one-time projects or, as will be the case, recurring funding to enable the Section to carry out its functions. This funding, if obtained, will cover the deficit related to our section's salary expenditures.

• **Multi-year budget 2023-2024**

Mr. Caron provided an overview of the 2023 budget compared to the 2022 results, explaining the reason for the variances reported. It notes that some of the expenses in 2022 were covered by the contingency fund established in 2021.

Mr. Pierre Quesnel asked if the National Office would come to take back other amounts in excess of our needs in 2023. Mr. Caron noted that the Board of Directors has planned activities in the 2023 budget that will allow us to use potential surpluses that may be the subject of a potential request from the National Office.

Mr. André Rousseau asked for an explanation regarding the rent increase for 2022. Mr. Caron explained that the increase was an adjustment for inflation.

Mr. Caron continued with a summary review of the budget forecasts for 2023 with revenues of \$110,175, and expenses totalling \$139,789 for an estimated deficit of \$29,614.

He concluded by noting that the significant increase in administrative costs stemmed from salaries for three part-time employees (15 hours per week) and office expenses that included the new IT service contract for office computers and board volunteers.

Mr. Gaétan Mongrain asked why interest income is so small compared to the value of our investments. Mr. Caron points out that last year the interest paid on an investment was only a fraction of one per cent and that given the uncertainty about the National Office's position on surplus funds, we thought it prudent to limit our investments to 90-day terms. Given the Bank of Canada's recent interest rate hikes will be reflected in our interest income for 2023 and 2024.

Mr. Jacques Laflamme asked why no money has been set aside in the 2023 and 2024 budgets for the training and recruitment of volunteers. Mr. Déry explained that the Board is currently developing a strategic plan for the training and recognition of members and volunteers. Once finalized, Budget 2023 will be amended to include an amount deemed appropriate based on the strategy adopted.

Mr. André Rousseau asked if the contribution of future membership fees would be sufficient to meet the needs of the section given the number of members who died in 2022. Mr. Déry notes that the number of deaths last year was marginally higher than in 2021 and that despite the 2022 deaths, the number of members in the Outaouais has increased by about 600 members since the beginning of 2022.

Mr. Jean-Mario Longpré asked how the Board could recruit more volunteers. Mr. Déry suggested that this be discussed in his activity report.

- **Multi-year reserve fund for 2022 - 2027**

Mr. Caron presented amounts that had been modified since last year and explained that the National Office now requires that the amounts spent from this reserve fund must be clearly identified when the plan is revised. He concludes by pointing out that the total value of the contingency fund has been reduced from \$88,500 in 2022 to \$63,500 for 2023.

- **Retention of the accounting firm to review the 2021 financial statements**

Mr. Caron informed the members that he remains very satisfied with the work performed by Monette Fortin Tremblay Inc. and that he had obtained from them a very acceptable cost estimate to review our 2023 financial statements. He therefore recommends to the Assembly the following proposal for the selection of an examiner for 2023.

It was moved by Ms. Anne-Patricia Gareau-Legault, seconded by Ms. Pauline Jolie, that the Section accept the offer of services from Monette Fortin Tremblay Inc. to review the financial statements and issue a notice to readers for the 2023 fiscal year. The proposal was adopted unanimously.

Report of the Chairperson of the Section

- **Member Communications:**

Mr. Déry began by highlighting the excellent work that was done last year regarding the videoconferencing activity offered to members. He especially notes the partnerships that have been established with the other chapters in Quebec and Ottawa to offer many of our videoconferences in French and English with a satisfaction rate of about 96%. It highlights the significant increase in registrations videoconferencing, which increased from 406 in French and 50 in English for the 12 months of 2022 to 788 in French and 730 in English.

Mr. Déry explains that due to the pandemic, the chapter has seen the number of its preferred partners decrease from 25 to only 8 who have maintained their discount agreement with us. The year 2022 was therefore a recruitment period to increase the offer of discounts to our members. We now have 14 partners, including Le District and the Senators from Ottawa who have recently joined us.

Mr. Déry went on to note the success achieved in December 2022 with the holding of our first in-person activity since the pandemic, the Christmas banquet held at the Palais de congrès de Hull. Some 174 members joined us to celebrate Christmas and the 30th anniversary of our chapter.

Regarding our means of communication with members, Mr. Déry informed the meeting that our Facebook page now has 884 followers. Our webpage integrated with the National Association of Federal Retirees website is another way to communicate with our members to announce our upcoming social events and videoconferences. Ten newsletters were published during 2022. The presentation of our newsletters has recently been given a makeover with a new, more attractive visual format that is engaging and informative.

He concludes by noting that we continue to publish two inserts per year in SAGE magazine, which is mailed to all our members.

- Recruitment and retention of members and volunteers

Mr. Déry asked Ms. Élise Amyot, the Assistant Director, to present the work accomplished since last year regarding the development of our strategic plan for the recruitment and retention of members and volunteers.

Ms. Amyot explained that she was given the task of developing a recruitment and retention program for members and volunteers in our chapter. She points out that the new program has 4 components:

- Identify potential members
- Attract, recruit and welcome new members
- Retain members
- Convert some members into volunteers

She noted that the development of this program is nearing completion and will be completed by June 2023.

Mr. Déry presented the contents of a graph that shows the progression of our section's membership, from 9,602 members in 2013 to 0,360 members in 2022. He added that as of April 12, 2023, the chapter has 10,720 members.

It highlights the constant effort that is shown by the Board and its employees to continue to improve the discount program and increase the visibility of our chapter to increase our membership even more.

Ms. Francine Frappier asked if the association was thinking of addressing the point that the federal government seems to want to integrate the federal pension processing system with the PHÉNIX pay computer system?

Mr. Déry replied that he did not have any information on this subject but that he would find out about it and that he would share his research in a future newsletter.

- Priorities for 2023

Mr. Déry provided a brief overview of the priorities that the Board will need to consider in its annual planning:

- The development and management of a website
- Communications
- The implementation of the recruitment and retention program
- Project management
- Member support,
- Telephone calls to members and;

- Resumption of face-to-face activities (Lunch & Learn, Mechoui, etc.)
- Deepen partnership with the Ottawa Chapter, which shares many of our interests and practices with us.

•Governance

Mr. Déry informed the assembly that the 3-year strategic plan developed in 2021 will be reviewed and modified in 2023 to incorporate recent developments such as the implementation of a recruitment and retention program that will include the human, material and information resources required to ensure its success.

Ms. Joanne Papineau requested that the next annual report be printed on both sides as it was done in 2022. Mr. Déry fully agreed with this request and said that the recent power outage that lasted several days in the Outaouais region has reduced our ability to control the quality of the printing of this report before it is published.

Amendments to the By-laws of Section QC60

Mr. Déry briefly explained that the current version of our by-law's dates back to 2016. The By-laws of the Outaouais Chapter are complementary to those of the National Association of Federal Retirees. At the request of the National Office, the Section has updated its By-laws to bring them into line with those of the National Office. The main changes are as follows:

- Delete any text concerning the Executive Committee
- Reduction of the number of members to establish a quorum
- Clarify the leadership role on the Board
- Redefine the creation and use of a reserve fund
- Clarify how to fill a vacancy
- Change who can become a signer

Mr. Déry asked the meeting if all the members present had reviewed the proposed amendments and if they had any questions or comments to highlight. No questions or comments were presented.

Mr. Déry proceeded with the reading of the following proposal:

•*Because.*

- *The National Board of Directors (NAC) has amended its Bylaws and Bylaws.*
- *The Section's By-laws are subject to the NAC's By-Laws.*
- *The Section's bylaws were last updated in 2016.*
- *Board governance best practices recommend the abolition of the Executive Committee to focus decision-making on the Board of Directors*
- *Experience has shown that there is no need to appoint a 2nd Vice-President.*
- *The recent pandemic has demonstrated the need to reduce the quorum required for general and special meetings of members.*
- *The Chapter has a mandate to increase the recruitment and retention of members within its territory.*

It was moved by Mr. Jacques Lecompte, seconded by Mr. Michael MacNeil to adopt the amendments to the by-laws of the Ottawa Chapter. The proposal was adopted unanimously.

Election of Directors

Mr. Déry invited the Chair of Nominations, Mr. André Thivierge, to submit his report on the nominations received to fill the vacant Board of Directors positions on the Board of Directors of our Section.

Mr. Thivierge specified the period allotted to members to submit their applications. He informed that he had received only one candidacy, that of Mr. Jacques Lecompte, at the end of his mandate.

Mr. Déry took the floor again and raised the following motion:

It was moved by Mr. Donald Déry, seconded by Mr. André Rousseau, to appoint Mr. André Thivierge as Returning Officer for the 2023 AGM. The proposal was adopted unanimously.

Mr. Thivierge then asked the meeting if anyone would be interested in submitting their candidacy to sit on the Chapter's Board of Directors. Mr. Réal Fortin presented his candidacy and was supported by Mr. André Rousseau and Ms. Mélissa Link. Mr. Thivierge invited Mr. Fortin to explain in a few words his interest in a directorship. Like Mr. Lecompte, he describes himself as a man of few words and that he will review the available documentation to take the available information to integrate himself in the Board of Directors.

The appointment period thus concluded, Mr. Thivierge explained that since there were six positions to be filled and two nominations were received, these two candidates were elected by acclamation. The congregation gave them a warm hand of applause.

Mr. Déry introduced Ms. Lise Gervais from Service Canada who will give a presentation on Service Canada's Services for Seniors. Mr. Déry went on to invite the two elected candidates and the other members of the Board of Directors to meet outside the room during the upcoming presentation, to assign the various executive positions that will be held by the directors of the 2022 Board of Directors.

Following Service Canada's presentation, Mr. Déry informed the meeting of the composition of the Board of Directors for the coming year. Following its meeting, the new Board elected the officers and identified the directors responsible for files, namely:

Donald Déry, President
Michael MacNeil, Vice-President
René Caron, Treasurer
Jacques Lecompte, Secretary
Michelle Page, Communications
Réal Fortin, Recruitment & Retention

Mr. Alan Conway will be invited to take on the advocacy file.

Adjournment of the meeting

The agenda having been completed, Mr. Déry asked for a mover to adjourn the meeting. Mr. Guy Gaumont moved the adjournment of the meeting, which ended at 12:25 p.m.

Speaker of the Assembly, Mr. Donald Déry Date

Date

Secretary of the Assembly, Mr. J.L. Jacques Lecompte

Date

**PARTICIPANTS TO THE 31st ANNUAL GENERAL ASSEMBLY
FEDERAL RETIREES – OUTAOUAIS SECTION**

DIRECTORS AND SECTION PERSONNEL		
1	Donald Déry	President
2	Jacques Lecompte	Secretary
3	René Caron	Tresorer
4	Michelle Page	Director - Communications
5	Michael MacNeil	Director – Advocacy
6	André Thivierge	Administrative Office Director
7	Liane Dussault	Member Services

SECTION MEMBERS IN ATTENDANCE					
8	Allard	Robert	30	Larocque	Diane
9	Bernier	Marie-Josée	31	Larocque	Marcel
10	Bertin	Nicole	32	Lebel	Nicole
11	Chartrand	Gilles	33	Leclerc	Carole
12	Boulé	Jean	34	Link	Melita
13	Conway	Alan	35	Massé	Sylvie
14	Coulombe	Nicole	36	Michaud	Louise
15	Dion	Anne-Marie	37	Mongrain	Gaétan
16	Dion	Daniel	38	Morin	Rose-Marie
17	Dufour	Daniel	39	Papineau	Joanne
18	Dupont-Cyr	Diane	40	Paquet	Robert
19	Dussault	Ghislain	41	Paquette	Nicole
20	Frappier	Francine	42	Pelletier	Gérard
21	Gamache	Micheline	43	Poulin	Lucie
22	Gareau-Legault	Anne-Patricia	44	Proulx	Marjolaine
23	Gaudreau	Michel	45	Racine	Henri
24	Gaumont	Guy	46	Tassé-Goodman	Gisèle
25	Hannah	Robert	47	Tremblay	Nicole
26	Hupé	Georges	48	Tremblay	Suzanne
27	Ladouceur	Thérèse	49	Willan	Joanne
28	Lafleur	Gérald	50	Willan	Richard
29	Lapierre	André			

NON-MEMBERS PARTNERS AND INVITEES	
Marc-André Monette	Monette Fortin Tremblay Accounting Firm Inc.
Dr. Guy Morissette	Doctor, Specialist in Assisted Dying
Tina Pettinicchi	Rental Advisor – The DISTRICT
Simon-Pierre Dubreuil	Wealth Management Advisor – Bertrand-Dubreuil