



**BC 15 - Annual General Meeting and Recruitment Event Minutes
2025-Monday-March-17
Elder Citizens Recreation Assn Prince George BC
1692 – 10th Avenue
Lunch at 12:30 pm - AGM Meeting 1:00 pm**

President: Deb Nilsen

Vice President: Marian Muir

Treasurer: Kim Usipuk

Membership: Deb Nilsen

Webmaster: Cameron Sutherland

Director at Large: Diane Froelich

Secretary: Deb Tomlinson

Meeting called to order by Deb Nilsen

Time: 1:00 p.m.

Quorum: Yes. (15 needed). There were 25 members attending in-person.

PRESIDENT'S WELCOME

Member and Guest Introductions

Rick Devlieger, BSC, Regional, was our Zoom Host along with Marian the VP of our Branch. Round table introductions were made. There were no other members attending by Zoom.

AGENDA

Additions or changes to Agenda: There were no changes or additions to the Agenda.

Motion to approve Agenda made by: Fred Archibald

Seconded: Pat Frank. Motion was carried.

PREVIOUS MINUTES - AGM – March 25th, 2024

Review of previous AGM Mar 25th, 2024 minutes.

Errors or omissions: There were no noted errors or omissions.

Motion to approve the minutes of the March 25th, 2024 AGM made by: Jim Verth

Seconded: Sherrin Lipinski. Motion was carried.

PRESIDENT'S BRANCH REPORT (full report posted on Branch website)

President, Deb Nilsen, reported on activities since the Branch September 23rd, 2024 Branch meeting.

-On Oct 15th, 2024 DebN attended a Presidents Zoom presentation. These Zoom presentation are to update branch presidents on general information after a National office board meeting.

-A wreath was sent to the Remembrance Day ceremonies in Prince George.

-A Branch board meeting was held on Nov 25th, 2024 and Feb 24th, 2025.

-Dec 16th, 2024 was our Christmas luncheon at D'Lanos Family Restaurant. Volunteer recognition was done with Deb Tomlinson receiving her 5-year volunteer pin.

AMM: Diane attended the AMM in June 2024 along with DebN. The purpose was for succession planning as Diane will take over as president following this AGM. Diane will be attending the 2025 AMM.

National Office:

- Dec 5th, 2024 Deb N completed a branch survey on organizational structure. We are a non-profit organization and only the CEO is paid, and he hires his own staff. Branches across Canada are maintained by volunteers. So, whether this is the best structure for the association is being looked at.
- Jan 24th, 2025 Deb N completed a governance issues survey. Therefore, the organizations governing structure and possible branch restructuring is being looked at. What type of branches should there be? Should there be one branch per province with possibly satellite branches? The problem is that membership is down, and many branches find it hard to get volunteers. Recruitment is difficult as NAFR has not been invited to attend retirement seminars at government offices, so we have had to make contact in other ways. Deb N stated she voiced her concerns as smaller branches work differently, geographical areas are not the same and different resources are needed.
- DebN stated she expressed in the survey the importance of the Prince George Branch to be in control of their financial structure with continuation of a portion of dues from our members coming to the branch.
- Diane stated that the overall health of the organizations structure is being looked at for the purpose of whether there is a better way to organize to better serve its members.

There were several concerns brought up by members here:

- If there was one branch per province it would just become another office.*
- Some members have experienced non-profit centralizations, nobody has felt it was a better fit, all congeniality and personal contact was lost and people felt helpless. One member commented that the organization restructured lost control of their budget and any voice in decision-making.*
- It was also commented that most centralizations lose membership.*

-DebN confirmed that herself, and Diane as new President, will fight to maintain some autonomy and control for our Prince George office as we feel the personal connection is very important. We are presently sitting around 400 members, but have lost some due to deaths and moves. National Office does call members when their membership lapses. Also, because of personal contact, members feel comfortable in contacting their branch for assistance with items such as membership and Canada Life issues.

-Diane commented that the trips made this year to our outlying areas showed the need to keep some autonomy in our office in order to retain relationships and members that are otherwise forgotten in the more remote areas. We would like to see some areas of the north serviced by Prince George rather than Vancouver.

-In Feb 2025 DebN completed a survey about branch contact with MLAs. We had an MLA representative attend our 60th anniversary event as well the mayor and councillors from PG. Although we focus on keeping our priorities with the federal government we also try to keep in touch with municipal and provincial governments.

Membership:

Membership number is at 397.

Sage Report: The Sage report has to be submitted by Mar 27th, 2025.

Recruitment/Advocacy: On Sept 26th, 2024 DebN, Diane, and Kim travelled to Quesnel and Williams Lake as the second of our recruitment/advocacy trips. Diane delivered NAFR information and chocolates to all the federal offices in those cities. Lunch/information meetings were held with local members with invitations extended to the local federal offices. The meetings were successful and appreciated by our extended Branch members. In Quesnel there were 13 attending. A number of RCMP personnel attended and we also gained some members from this initiative.

-There were discussions in Sept/Oct on holding a province wide Zoom townhall meeting with candidates pertaining to the BC election. There was little interest from the provincial candidates, so this did not go forward. Congratulatory letters were sent out to the successful MLA's.

Minimum Branch Remittance Pilot Project:

-Special funding was applied for and received to do the recruitment/advocacy trips. Because we are a small Branch our funding is limited so we were able to apply for additional funds for this initiative.

-Diane is going to be applying for special funding which allows a Branch to top up to \$6,600. Our regular income from member fees is around \$3,400.

-DebN joined the BIRAC committee (Branch Infrastructure Reserve Allocation Committee) which looks after the process for reviewing applications for additional funding which after reviewed for recommendation, go to the National board for approval.

-Oct 21st, 2024 Diane made application to the BIRAC committee for funding of a possible federal townhall.

VICE PRESIDENT'S REPORT

Duties include the following: Arrange General meetings and Annual General meeting for the 2024 year and 2025 year. This year we were able to book with ECRA (Elder Citizens Recreation Association).

-Confirm numbers of attendees to ECRA before the meeting.

-Confirmed and arranged that our Christmas Lunch will be at D'Lanos Family Restaurant. Cost was \$20 per person. Confirm numbers of attendees to D'Lanos before the Lunch.

-Reviewed emails and information received from the PGCOS, (Prince George Council of Seniors).

The following was received and reported:

- United Way
- - Java Social. Meet neighbours for social engagement and How to organize
 - - July 3, Wednesday noon Webinar
- - Aging in the Right Place (already done) Zoom June 27, Thursday, at 2:00 pm.
- Dementia Education:
 - <https://alzheimer.ca/bc/en/help-support/programs-services/education-workshops> from the Alzheimer's Association of BC

-Arranged to have a second person (Deb Tomlinson) registered on our mailbox. We made a second key for Deb T. and a spare.

-Set up and Run Zoom for our meetings, so out-of-town members will have access.

-Keep our overhead projector, computer camera etc. to bring and use at meetings.

-Do up and update our annual calendar for 2024 and subsequently, 2025.

-Prepare slide shows as needed for local meetings and Williams Lake and Quesnel and Retention/Recruitment events.

-Marian displayed who our current service providers are now. What used to be Johnson house insurance is now Belaire Direct. Concerns about changes in contacting Medoc was brought up by a member. This is something that Diane will look into and bring back information.

TREASURER

Reserves Based on 2024 (posted on Branch website)

- The approved Reserves Template, attached, for the year ending December 31, 2024, was presented. This template shows money put aside in reserves, and what reserves were used.
- The template was reviewed and approved at the Branch board meeting of February 24, 2025.
- Reserves that were used: \$774.29 under IT and Equipment for purchase of laptop for treasurer and microphone; \$1,200 under Recruitment and Communications for recruitment/advocacy trips; \$2,530.91 under Training and Succession Planning to send Diane to the AMM in June 2024.
- Additions to reserves were made in the amount of \$1,205.00 as noted below.

BRANCH NAME & NUMBER: Prince George Branch BC15

YEAR ENDING December 31, 2024

RESERVES TEMPLATE

Name & Amount ("amount" = "justify")	Define (To be used for)	Timeline (To be used when, 3-5 yrs)	Justify Amount (actual dollar est. = "amount")	Use/Transfer authority (max. allowed per yr or activity)
Reserved Equity- Advocacy (Branch) \$700	Federal or Provincial Election Town Hall	By Dec 31/27	Venue = \$400 Refreshments = \$300	Board may use up to \$700 without additional approval.
Reserved Equity – IT & Equipment \$500	Purchase IT Equipment	By Dec 31/27	Laptop for Secretary (additional \$500 to be added for y/e 2025)	Board may use up to \$1000 without additional approval.
Reserved Equity- Recruitment & Communications \$0	Satellite meetings to increase recruitment Smithers & Williams Lake	By Dec 31/25	Used \$1200. \$0 remaining.	Board may use up to \$1200 without additional approval.
Reserved Equity – Training/Succession Planning \$1800	Send on Branch Observer to AMM 2026	By Dec 31/27	Flights = \$1200 Accommodations = \$2000 (additional \$1400 to be added for y/e 2025)	Board may use up to \$3200 without additional approval.
\$3000 Total				

Total Reserves: \$3000 Additional reserves made available for year ending December 31, 2024, \$1205.00.

This Reserves Motion Template totalling \$3000 was reviewed. December 31, 2024, Reserves balances before consideration of allocation: Advocacy \$700; IT & Equipment \$226; Recruitment \$0; Training \$869. Allocating \$274 to IT & Equipment to bring the balance to \$500 for 2025, with intent to allocate an additional \$500 in 2026. Allocating \$931 to Training/Succession Planning to bring balance to \$1800 for 2025, with intent to allocate an additional \$1400 in 2026. Motion to approve made by Marian Muir. Approved by consensus at February 24, 2025, board meeting. **Keep numbers rounded off per Finance.**

Dec 31, 2024 Annual Reviewed Financial Report (posted on Branch website)

-The Reviewed Financial Statements, attached, for the year ending December 31, 2024 showing an Earnings(Loss) of **(\$3,412.38)** (which includes reserve spending \$3,245.32) was presented by Kim.

-Highlighted: the term deposit held by the Branch was cashed in and put into Bank account; in the Earnings and Loss Statement the Branch Recruitment Event shows higher than normal as this reflects the expenses for the recruitment/advocacy trips. Special funding from National which covered part of the trips is reflected in the Revenue under Special Funding-MBRPP.

-Motion to accept the reviewed Financial Statements for the year ending Dec 31, 2024, showing Earnings(Loss) of (\$3,412.38) (includes reserve spending) as presented made by: Sherrin Lipinski Seconded: Nicole Laferiere

2025 Budget Forecast (posted on Branch website)

The 2025 Budget Forecast, attached, showing Earnings(Loss) of \$0.00 was presented by Kim.

**-Motion to accept the 2025 Budget showing Earnings(Loss) of \$0.00 as presented made by: Ruth Stewart
Seconded: Nicole Laferiere**

2025 Reviewers

-Thank you to Ana Evasin for doing the review of our financial Dec 31, 2024 year-end.

Presentation of reviewer(s) for the Dec 31, 2025, Financial Statements.

Myrna Giese has volunteered to do the 2025 year-end review. **Motion to approve Myrna Giese as reviewer of the Dec 31, 2025, Financial Statements made by: Barry Clark**

Seconded: Jim Verth

The board will also look for one other reviewer throughout the year.

DIRECTOR REPORTS

Historian Report: Deb Tomlinson

-There is a copy of the Historian Report in the handouts. The purpose of the report is to summarize in one document the activities of the Branch throughout the year. It provides a short description of the duties of each of the branch board members and the Branch initiatives throughout the year. This year the initiatives were the celebration of NPSW and the two recruitment/advocacy trips that were made, one going west as far as Smithers and then south to Quesnel and Williams Lake. It also briefly summarizes the branch's financial position and provides contact details.

Web Report: Cameron Sutherland

-Nothing new to add. Assists with meeting setup.

Seniors Liaison Report: Marilyn Hinton

-The Prince George Council of Seniors (PGCOS) meets the first Wednesday of every month at 1:00 p.m. at ECRA. It is good to check with the office just in case there is a change of venue. People are welcome to attend. As our Branch is a member of the PGCOS, any NAFR branch member can attend.

-The PGCOS covers 5 different programs: Better at Home; Community Connector; Friends and Family Caregiver Support; Meals on Wheels; and Senior Housing Navigator. A person is hired for each division and there is also a volunteer coordinator.

-The Better at Homes division handles inquiries about housekeeping. Housekeeping is offered every 2 weeks on a sliding scale, and is also offered on an emergency basis. The contact is Terry at Better at Homes.

-Another service provided is assistance to help fill in paperwork. Information from COSCO is also available which is a cross-Canada organization and looks at issues that affect seniors.

-NAFR has asked for a list of resources, and this is being compiled now. The PGCOS answers their phones Mon to Fri 9-3. 250-564-5888. Deb Tomlinson also has a copy of the list to date and can be

called at 250-612-2973. There is a pamphlet on the display table with detailed information on the services PGCOS provides. Online the website is pgcos.ca.

The Parkinsons Society are having a Regional Conference at the Civic Centre on April 12th, 2025, to deal with diet, exercise, and medications for people that have neurological issues that affect movement. Cost is \$20 per person, \$30 per couple and time is 1 – 4:30.

(Website shows there are sessions to register for. Contact information is Parkinson Society of British Columbia, Toll Free 1-800-668-3330 or email info@parkinson.bc.ca.

UNFINISHED BUSINESS

D'Lanos Christmas lunch.

NEW BUSINESS

Dates for 2025 General Meetings: June 23rd, September 22nd, December 15th

Election of 2025 Executive:

-Marilyn Hinton was appointed as chair of the nominations committee. The role is to assist with the nomination and elections of eligible Branch members to available positions on the Branch executive and to present to the Branch AGM a list of eligible candidates.

By-law 5.1.1 requires a minimum of three (3) and no more than seven (7) members.

There are 3 director positions up for election by our members at the March 17, 2025, AGM. After election, they will be appointed to Board positions. Members are elected to the Branch executive for a term of two years.

Nominations from nomination representative – Marilyn Hinton, and nominations from the floor:

There were 3 member nominations willing to stand received by the nomination committee. They are as follows:

Cameron Sutherland, Ana Evasin and Lorraine D'auray.

-There were no further nominations put forward and nominations were closed. The three nominations received by the nominations committee have been elected by acclamation.

New Board of Directors:

-The directors for 2025 will be Diane Froelich, Kim Usipuik, Deb Nilsen, Cameron Sutherland, Deb Tomlinson, Ana Evasin, and Lorraine D'auray. The new board of directors will meet at a separate meeting as determined to assign positions for the upcoming year.

MEETING ADJOURNED: 2:03 pm.

ADDITIONAL INFORMATION FOR MEMBERS

National Association of Federal Retirees Website: www.federalretirees.ca

Branch Email: princegeorgebranch@federalretirees.ca