

**NATIONAL ASSOCIATION OF FEDERAL RETIREES
VANCOUVER BRANCH BC08 ANNUAL GENERAL MEETING (AGM) MINUTES
LOCATION: ITALIAN CULTURAL CENTRE
DATE 2024 APRIL 09**

DISTRIBUTION LIST (Board): George Scott (P), Murray Bryck (VP), Tom Chang (T), Ian Sanderson (S), Deborah Turner, Beverley Segal, Paul Davis, Danielle Rehm.
(Staff): Jocelan Caldwell

The AGM Meeting announcement was communicated to BC 08 members online and by print communications.

1. Call to Order:
The Meeting was called to order at 11:30 a.m.
2. Agenda (2024 April 09)
Acceptance of the Agenda moved by Danielle Rehm, seconded by Diane Scott, Motion carried.
3. Motion to accept the minutes of the previous meeting on 2023 Apr 26:
Moved by Ian Sanderson, seconded by Dennis Jackson. Motion carried.
4. Board Report/Update from President
 - a. President Scott noted that the past year has been a very successful one, with the branch being involved in more advocacy work than in any previous year.
 - b. Scott thanked the board members, the office volunteers, and the office manager for their ongoing service and contributions to the branch.
 - c. Scott noted that the Vancouver Branch is one of the very few NAFR branches that conducts pre-retirement seminars for Public Service members and thanked Tom Chang and Helio da Costa for their work in putting on these seminars.
 - d. Scott noted that the branch could always use more office volunteers, and that Tom Chang, while doing an excellent job as Treasurer, could use some help in looking after the branch finances, and would appreciate it if someone would step forward to act as an understudy and eventually take over from him.
 - e. Scott applauded the Advocacy Committee (Ian Sanderson, Deborah Turner, Beverly Segal) and the other board members who have been actively involved in meeting with some of the 19 MPs in the Vancouver Branch area to present Federal Retirees' concerns.
 - i. Scott highlighted the work that Murray Bryck had done in meetings with MP Peter Julian MP Patrick Weiler and manning a booth with him at the Public Service Alliance of Canada component of the Union of Health and Environment Workers convention.
 - ii. Scott also mentioned the work that Paul Davis had done, meeting with Dr. Brendan Hanley (Yukon) in Whitehorse and speaking at a Canadian Medical Association in Vancouver.
 - f. Scott mentioned that there had been some interesting and useful articles in Sage recently.
 - g. Scott announced that he, Murray Bryck and Tom Chang would be attending the BC and Yukon District Conference in Abbotsford in May and the AMM in Ottawa in June on behalf of the branch.
 - h. Scott reported that he has been asked to represent BC on the National committee studying the restructuring of the Association.
 - i. Scott reported that the Branch board had approved the 2023 Financial Statements at its meeting on 5 March 2024.

5. Financial Statements

- a. In advance of the meeting, the Branch Treasurer, Tom Chang had distributed the 2023 reviewed Financial Statements to the board and copies were provided at each table for review by members.
 - b. Chang presented the reviewed 2023 Financial Statements, Reserves Motion Template for 31 December 2023 as attached to these minutes.
 - c. Chang presented the Budget for 2024 and Projected Budget for 2025
6. Motion to approve the appointment of Verna Sandison as reviewer for the 2024 Financial Statements: Moved by Helio Da Costa, Seconded by Diane Scott. Motion Carried.
7. Motion to accept and approve the reviewed Financial Statements as presented for the year 2023 showing a loss of \$4,975.24: Moved by Chris Clark, Seconded by Danielle Rehm. Motion carried.
8. Motion to approve the 2024 Budget showing a projected loss of \$1,103.75 and Projected Budget for 2025: Moved by Tom Chang, Seconded by Murray Bryck. Motion carried.
9. Chang presented a recommendation to increase the Branch reserves from \$49,200.00 to \$55,815.00 as shown in the attached Reserves Motions Template:
10. Motion to approve the reserves totalling \$55,815.00 for the 2023 year end as attached and set out below
- | | |
|---|-------------|
| a. Information Technology and Equipment | \$12,000.00 |
| b. Special Events | \$17,000.00 |
| c. Advocacy | \$8,130.00 |
| d. Recruitment / Communications | \$7,000.00 |
| e. Training/Succession Planning. | \$9,640.00 |
| f. Rental Facility Improvements | \$1,000.00 |
| g. Human Resources Liability | \$1,045.00 |

Moved by Ian Sanderson, Seconded by Dennis Jackson. Motion carried.

11. Board Positions and Elections

- a. The position of Vice President being open, Scott advised that Murray Bryck was willing to stand for a second term and called three times for any further nominations for the position. There being no other nominations, Murray Bryck was declared elected by acclamation.
- b. The position of Treasurer being open, Scott advised that Tom Chang was willing to stand for a second term and called three times for any further nominations for the position. There being no other nominations, Tom Chang was declared elected by acclamation.
- c. There being two other open positions on the board, Scott announced that Deborah Turner was willing to stand for a second term and that Danielle Rehm was also willing to stand for election. Scott briefly introduced both candidates and called three times for any further nominations. There being no other nominations, Deborah Turner and Danielle Rehm were elected to the board by acclamation.

12. Q and A

- a. Scott opened the floor to any comments and questions. There was one related to the use of Eventbrite and having to pay for a meal at the AGM. Scott noted that the meal had to be included in order to book the room for the meeting.

13. Raffle

- a. Raffle tickets were drawn for the following:
 - i. Two \$50.00 Shoppers Drug Mart gift card donated by NAFR Preferred Partner Relocation Services Group
 - ii. Three travel pouches including various travel accessories/items donated by NAFR Preferred Partner Collette Tours.

14. Ian Sanderson gave a brief speech on his experience as a victim of a phone scam and warned that everyone has to be alert and aware of how scammers work to take advantage of people, particularly the elderly.

15. Adjournment

- a. The meeting was adjourned at 12:30 p.m.

RESERVES MOTION TEMPLATE

BRANCH __Vancouver_____

For the year ending __December 31, 2023_____

Name & Amount	Define (To be used for)	Timeline	Justify Amount	Use authority
Reserved Equity - Information Technology and Equipment \$12,000	For information technology and equipment needed for the operations of the Branch.	2024 – 2029	Backup Software \$300.00 Backup Hardware Case \$600.00 Storage Hard Disks for Backup Hardware 4 disk model \$1,000.00 Keyboard, mouse, flash drives, portable hard drive, other miscellaneous peripherals, hardware adapters, cables, adapters, electronic related devices and locks which separately would be expensed, for in person presentations, slides etc \$650.00 Colour Laser Printer, Business Use model \$1,200.00 Desktop Computer \$1,400.00 Dual Monitor setup with 27 inch monitors \$900.00 Projector - business certified use \$4,000.00 Projector screen \$800.00 Computer Headphones for Zoom meetings \$150.00 Computer Video Camera for Zoom Meetings \$250.00 Omni Directional Microphone for Conference Room and for Zoom Meetings \$200.00 Portable Speakers for Conference Room and for Zoom meetings \$250.00 Wireless Wifi Blue Tooth Router \$300.00 Note: For future, use the existing office laptop computer for presentations when it is replaced with a desktop computer, so no need to reserve for another laptop yet.	Board may use up to \$12,000
Reserved Equity – Special Events \$17,000	To celebrate Vancouver 65th Anniversary in 2028. Vancouver Branch Founded October 15, 1963	2024 - 2029	Hall Rental, refreshments, door prizes, speakers, music, insurance, other organizational cost, \$17,000. Costs will increase due to Hall rental cost increases, up to 200 spaces for members and potential members. Rental, room setup \$1,500.00 Meals for 200 attendees at cost of, \$68 per person \$13,600.00 Door Prize to buy, 20 at \$25 gift cards \$500.00 Entertainment Live Band \$1,500.00 Promo Item with Logo, 200 units \$1,900.00 Decoration supplies, floral centre piece \$700.00 Cash Bar charge at \$150 per hour. For 4 hours \$280.00	Board may use up to \$17,000 towards the 65th Anniversary event.

			<p>Estimated at \$1,000+\$600 for audio visual equipment rental but could be more for time of technician to set up and administer per contract \$1,600.00</p> <p>Recovery of Cost by charging for tickets \$30 net, each for 180 Paid attendees - -(\$5,400.00)</p> <p>Travel and reimbursable costs for taking items to event site \$220.00</p> <p>Photographer for Pictures of event \$600.00</p> <p>Totals for special event \$17,000</p>	
Reserved Equity – Advocacy \$8,130	For in person events to highlight Association’s and Branch’s advocacy, in support of specific advocacy initiatives.	2024-2029	<p>For two advocacy events. One in Whitehorse and one in Vancouver</p> <p>Vancouver:</p> <p>Room Rental \$1,500.00</p> <p>Audio Video Rental \$500.00</p> <p>Food and refreshments, room setup fee, gratuities \$500.00</p> <p>Food Costs - Sandwiches, light lunch, coffee for 100 attendees, at \$30 per person \$2,700.00</p> <p>Advocacy event in Vancouver for 100 persons</p> <p>Food, rental costs, audio video costs, total cost of \$5,200.</p> <p>Whitehorse:</p> <p>Air Fare Return Vancouver to Whitehorse and Return \$1,300.00</p> <p>Travel - taxi, to from airport \$120.00</p> <p>Room Rental, audio Visual \$500.00</p> <p>Food and refreshments, plus gratuities at \$30 per person, for 25 persons \$750.00</p> <p>Hotel for one night \$260.00</p> <p>Advocacy event in Whitehorse 25 persons Food, room costs, audio video costs, travel, hotel, for Whitehorse cost of \$2,930</p> <p>Total Cost of \$5,200 plus \$2,930 = \$8,130</p>	Board may use up to \$8,130
Reserved Equity - Recruitment / Communications \$7,000	For recruiting of new members, new board member to National AGM, letter contacts campaign	2024-2029	<p>Communications Project</p> <p>To use mail to deliver approximately 1,400 letters to members who have no email, email that have been blocked, or email that have rejected Association emails as spam.</p> <p>The cost of mail project</p> <p>1,400 Stamps at \$1.00 \$1,400.00</p> <p>Letter paper 2 reams at \$9 each \$18.00</p> <p>Toner to print letters and envelopes \$380.00</p> <p>Box of Envelopes \$48.00</p> <p>Total Cost for mail campaign \$1,846.00</p>	Board may use up \$7,000

			<p>Preferred Partner Information sessions of interest to Recruit Possible Members - Coordinate with Preferred Partners Facility Rental \$1,500.00 Food Beverages 65 attendees at \$40 per person \$2,600.00 Audio Video rental \$800.00 Miscellaneous such as advertising local paper, etc. \$254.00 Total Cost Preferred Partner Recruitment \$5,154.00</p> <p>Total costs for the two campaigns is \$1,846.00 + \$5,154.00 = \$7,000</p>	
<p>Reserved Equity - Training/Succession Planning.</p> <p>\$9,640.00</p>	<p>For governance training for its directors and for succession planning. One director now in Whitehorse.</p>	<p>2024- 2029</p>	<p>For the governance training for its directors and director succession planning, sending observers to District meetings and National AMM (travel costs, lodgings, meals). Send the Yukon Board Member to the District Conference. Costs is as follows Airfare to and from Vancouver \$1,600.00 Hotel for 3 nights at 225 a night \$675.00 Travel per diem \$68.00 Taxi to and from airport to facility \$274.00 \$2,617.00</p> <p>Send 1 additional observers to District Conference Hotel for 3 nights \$675.00 Travel mileage to and from Vancouver etc \$180.00 Travel per diem \$68.00 \$923.00</p> <p>Send 2 observers to National AMM, costs per individual AIR FARE \$1,600.00 Hotel 4 nights \$1,000.00 Per Diem, plus meals not covered, breakfast dinner, \$288.00 Taxi to and from airport to facility \$162.00 Costs for one Observer to National AMM \$3,050.00</p> <p>Cost for 2nd individual to AMM \$3,050.00 \$3,050.00 Total Costs for Training Succession Planning is \$2,617.00+\$923.00+\$3,050.00+ \$3,050.00 = \$9,640.00</p>	<p>Board may use up \$9,640</p> <p>00</p>
<p>Reserved Equity Rental Facility Improvements</p>	<p>This Reserve shall only be used by Branches that rent office space.</p>	<p>2024- 2029</p>	<p>For special improvements to rental facilities shelving storage \$800 New door locks \$200 Total \$1,000</p>	<p>Board may use up \$1,000</p>

\$1,000				
Human Resources Liability \$1,045	Branches with employees face liabilities related to human resources, particularly in the event of departures.	2024-2029	Costs incurred on severance settlements and termination legal costs. A reasonable reserve is determined using length of service (3 years), salary, and benefits for severance \$1,045 Years of Service - 3 years Salary = $16.75 * 8 \text{ hrs per week for 52 weeks} = \$6,968 == 16.75 * 8 * 52$ Vacation pay = 4% of \$6,968 = $278.72 == 0.04 * 16.75 * 8 * 52$ Anticipated Severance and termination costs is 5% of gross salary $\$348.40 * 3 \text{ years} = \$1,045.20$	Board may use up \$1,045

Total amount of reserves is \$55,815.

Moved by _____, Seconded by _____. **Carried** / Not Carried (See Minutes of 2024)

Note: Either copy and paste the filled-out table directly into the AGM/GM minutes or attach it to minutes **only if** amounts represented in the above table also appear in the minutes. This will help to tie the minutes to the attachment to ensure the documents referred to agree.

The above is Summarized as Follows:

Name & Amount	Define (To be used for)	Timeline	Reserved Equity
Reserved Equity - Information Technology and Equipment	For information technology and equipment needed for the operations of the Branch.	2024-2029	\$12,000.00
Reserved Equity – Special Events	To celebrate Vancouver 65 th Anniversary in 2028. Vancouver Branch Founded October 15, 1963	2024 - 2029	\$17,000.00
Reserved Equity – Advocacy	To highlight Association's and Branch's advocacy in support of specific advocacy initiatives, using in person events. Plan for a meeting for an All Candidates within our Vancouver Branch area Activities, town hall, booths, Personal meetings with MLA's and MP's, special events with upcoming Federal elections. Do same for an event in Whitehorse for our Northern Branch Members.	2024 - 2029	\$8,130.00
Reserved Equity - Recruitment / Communications	For recruiting of new members, new board member to National AGM, letter contacts campaign Recruiting/Communications. For recruitment activities such as a specific membership drive or special one-time communication strategies. To also do a communications project to contact those without email or rejected emails using letter contact.	2024 - 2029	\$7,000.00
Reserved Equity - Training/Succession Planning.	For governance training for its directors and for succession planning Training/Succession Planning. For the governance training for its directors and director succession planning. The former includes training such as the ICD 'Not-for-Profit Governance Essentials' course, Excel, MS Word, Facebook or other social media, whereas the latter is for things such sending a potential Branch President to District/National meetings.	2024 - 2029	\$9,640.00
Reserved Equity Rental Facility Improvements	This Reserve shall only be used by Branches that rent office space. For special improvements to rental facilities shelving storage and door locks, \$1,000	2024 - 2029	\$1,000.00
Human Resources Liability	Branches with employees face liabilities related to human resources, particularly in the event of departures. For departure costs, severance, holiday pay, and other termination costs	2024 - 2029	\$1,045.00
			\$55,815.00