

Title & Amount	Definition (Use)	Maturity (Date(s) of use)	Amount Justification	Spend Authority
<p>Reserved Capital</p> <p>Recruitment, retention, and communications</p> <p>\$4,000</p>	<p>Execution of activities aimed at recruiting and retaining members as well as the creation/purchase of loyalty items and the holding of thank you events for our volunteers</p>	<p>2023 to Spring 2027</p>	<ul style="list-style-type: none"> <li>- In 2025, we purchased \$2,550 worth of promotional items given out at trade shows</li> <li>- Purchase of loyalty and recruitment items \$ 4,000</li> </ul>	<p>The Board of Directors can utilise up to \$4,000/without additional approval</p>
<p>Reserved Capital</p> <p>Special events promoting the recruitment and retention.</p> <p>\$15,000</p>	<p>Organization of events celebrating the 35th anniversary of the NAFR in 2027</p> <p>Organization of the District meeting in May 2025</p> <p>Equipment for special events</p>	<p>Fall 2027</p>	<ul style="list-style-type: none"> <li>- Room rental costs \$2,000</li> <li>- Meal \$12,000</li> <li>- Room preparations \$1,000,</li> <li>- Accompanying wines \$4,000,</li> <li>- Animations \$1,500</li> </ul> <p>- Activities related to the realization of the meeting \$1,000</p> <p><i>FY 2025, \$260 was spent on the organization of the District meeting</i></p>	<p>The Board of Directors can utilise up to \$15,000/without additional approval</p>

**QC 60 OUTAOUAIS BRANCH**

**RESERVE FUNDS – 2025**

<b>Title &amp; Amount</b>	<b>Definition (Use)</b>	<b>Maturity (Date(s) of use)</b>	<b>Amount Justification</b>	<b>Spend Authority</b>
Reserved Capital  Training & Succession Planning  \$15,843	Fees/Professional Training Courses for Directors and Volunteers	2025-2027	- FY 2025- no expenses were incurred  - Training of the administrators for an amount of up to \$1,000 / person on the use of Acrobat Pro, OneDrive and the MS 365 suite  - The Governance Conference, parts 1, 2, and 3 for 11 directors @ \$620/person plus taxes: \$7,843 - Events or gifts of thanks to volunteers for services rendered on behalf of the Branch \$500	The Board of Directors can utilise up to \$15,843 without additional approval.
Reserved Capital  Information Technology and electronic equipment purchases  \$8,000	IT equipment for branch administrators and employees	2023-2027	- FY 2025 \$5,936 was spent for the purchase of laptops and its accessories  - Replacement of 5 computers @ \$1,600/ laptops \$8,000	The Board of Directors can utilise up to \$8,000/without additional approval.
Total \$42,843				

It is proposed by Mr. René Caron, seconded by Mr. Jacques Lecompte, to establish a reserve fund of \$42,843 dedicated to member service, communication and membership retention & recruitment, the celebration of the 35th anniversary of the Association, the improvement of information technologies of the section, as well as the training of Board members in the field of governance of a non-profit organization (NPO).