

MINUTES OF MEETING
33rd ANNUAL GENERAL MEETING (AGM)

National Association of Federal Retirees – Outaouais Branch
Wednesday, April 9, 2025

Board of Directors:

Réal Fortin, President
Lyne McMillan, Vice-President
René Caron, Treasurer
Jacques Lecompte, Secretary
Michelle Page, Director
Alan Conway, Director
Diane Boudreault, Director
Donald Déry, Director
Pierre Quesnel, Director

Ms. Nathalie Thibault, director on the Board, is not present at the meeting.

Before beginning the meeting, Mr. Fortin welcomes the two partners, Héma-Québec and belairdirect, who agreed to be present at the AGM, and also highlights belairdirect's sponsorship of the meal offered during this meeting. He continues by thanking Mr. Donald Déry for his excellent work over the past seven years in his role as president of the branch. He concludes by mentioning that Mr. Déry will receive the Lieutenant Governor of Quebec's medal, Senior's category.

Welcome and confirmation of quorum

Mr. Fortin welcomes the participants to the 33rd Annual General Meeting of the Outaouais Branch. He continues by noting that 42 members are present (in person or via teleconference) and that our assembly has quorum. The meeting therefore begins at 9:37 a.m.

Appointment of the Chairperson and the Meeting Secretary

Mr. Fortin announces that he will act as chairperson of this meeting as this role is part of his responsibilities as president of the branch. He suggests the appointment of Mr. Jacques Lecompte as meeting secretary and submits the following motion, which is adopted unanimously.

Resolution No. 09042025-1: Appointment of the Meeting Secretary

"It is proposed by Mr. Réal Fortin, seconded by Mr. André Thivierge, to appoint Mr. Jacques Lecompte as secretary of the 2025 AGM."

Adoption of the Agenda

Mr. Fortin asks if there are any additions to be made to the presented agenda. As no changes were proposed, he submits the following motion, which is adopted unanimously.

Resolution No. 09042025-2: Approval of the Agenda – 2025 AGM

"It is proposed by Mr. Pierre Quesnel, seconded by Mr. Guy Gaumont, to adopt the amended agenda for the 2025 AGM."

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Adoption of the minutes of the 32nd Annual General Meeting of April 10, 2024

Mr. Fortin asks the participants who were present at the 2024 AGM whether the minutes accurately reflect the discussions and if there are any amendments to be added to the minutes. Since no changes were requested, he puts forward the following motion, which is adopted unanimously.

Resolution No. 09042025-3: Adoption of the Minutes – 2024 AGM

'It is proposed by Ms. Lyne McMillan, seconded by Mr. Alan Conway, to adopt the minutes of the 2024 AGM.'

Mr. Fortin reports to the members on the follow-up to two resolutions that were adopted at the 2024 AGM.

Resolution 10042024-04 on increasing of our membership quota from 20 to 25%:

He provides a brief summary of the response received from the National Office, which explained that such a resolution could not be submitted to the National Board of Directors. The response explained that there is currently an internal process for a department to obtain a sum of money to cover a budget shortfall, if applicable.

Mr. Fortin concluded by pointing out that in June 2024, the department had effectively obtained an additional recurring fund (over three years) of \$43,985 to address the budget shortfall that was projected for 2024 to 2026 inclusive.

Resolution 10042024-06 regarding the annual report distributed at the AGM:

He explains that, in accordance with the resolution adopted last year, our bylaws were amended to reflect that, as of this AGM, all documentation related to the AGM will be provided to members in electronic format via our website. However, a paper copy (shortened format) will be distributed to members present at the meeting, provided they have made such a request when registering electronically,

Ms. Anne Patricia Gareau Legault asks whether members still have the choice between paper or electronic documents. Mr. Fortin confirms that they do, but this choice must be made when registering for the AGM.

Ms. Gisèle Tassé-Goodman (via ZOOM) asks if she could receive a copy of the documents by email. Mr. André Thivierge confirms that the documents will be sent to her within the next few minutes.

Finance

Presentation of the 2024 Financial Statements

Mr. Fortin invites Ms. Marie-Josée Mandeville, from the accounting firm Monette Fortin Tremblay Inc., to present the accounting report for our branch's 2024 financial statements. The revenue received in 2024 included an additional amount of \$43,985, which represents the additional fund contribution received from the National Office following our request to cover our projected deficits for 2024 to 2026.

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She continues with a breakdown of expenses, noting the decrease in costs for certain activities, such as the 2024 Christmas Banquet, and the increase in advertising and promotion, which is explained by the purchase of the new booth and personalized tent used to promote the association at recruitment and retention events. She also notes the increase in employee salaries, which is explained by the hiring of a third part-time employee.

She concludes her review of expenses by indicating a surplus of \$14,500 in the 2024 budget. Mr. Fortin thanks Ms. Lainville and passes the floor to Mr. René Caron to begin the review of the 2024 reserve fund.

2024 Reserve Fund

Mr. Caron explains the amounts contained in the 2024 reserve fund, which totals \$30,000.

Mr. Gaétan Mongrain asks whether the amount recorded in the financial statements for membership revenues represents 100% of revenues or only the 20% that is distributed to the branches. Mr. Caron confirms that it is only 20% of membership are listed as revenue. He adds that these funds are sent to us quarterly in January, April, July, and October.

Mr. Caron is asked whether the sum of \$43,985 obtained in 2024 was a recurring amount. Mr. Caron confirms that it is, and that we should receive this amount over the next two years. He notes, however, that the National Office might try to reduce the amount for 2025 given the surplus in 2024.

He then puts the following proposal to a vote, which is adopted unanimously.

Resolution No. 09042025-4: Reserve Fund 2024

"It is proposed by Mr. René Caron, seconded by Mr. Jacques Lecompte, to establish a reserve fund of \$30,000 dedicated to member services, communications, member recruitment and retention, the celebration of the 35th anniversary of the branch, the holding of the District Meeting, the improvement of the branch's information technologies, as well as the training of Board of Directors members."

Budget 2025-2026

Mr. Caron provided an overview of the 2025 budget, noting the significant differences between the budget planned for 2024 and the one established for 2025. He pointed out that in terms of income, the recurring amount of \$43,985 was included as revenue. Regarding expenses, he highlighted a redistribution of costs for workshop and conference activities and mentioned the planned increase in employee salaries. He concluded by noting the increase in office expenses due to the purchase of replacement equipment and new software and a slight increase in the "Governance" item.

Ms. Sylvie Lagacé asks if bank fees are charged to members who pay their membership fees through the federal pension plan. Mr. Caron explains that no bank fees are involved with membership fees coming from the federal pension plan.

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Mr. Gaétan Mongrain notes that the procedure required by the National Office does not seem normal, that they take 100% of the revenue and only return 20% to the branches without considering their actual needs. Mr. Caron emphasizes that the special fund only applies to branches that demonstrate a need for additional funds to carry out their local activities. He concludes by pointing out that many branches never use all the funds received from memberships.

Retention of the accounting firm to review the 2024 financial statements

Mr. Caron informs the members that he remains very satisfied with the work carried out by the firm Monette Fortin Tremblay Inc. and he recommends to the assembly the following proposal, which is adopted unanimously by the assembly.

Resolution No. 09042025-5: Retention of the accounting firm for 2024

'It is proposed by Mr. Guy Gaumont, seconded by Ms. Melita Link, that the branch accepts the service offer from the firm Monette Fortin Tremblay Inc. to proceed with the review of the financials and to produce a notice to readers for the 2025 financial year.'

Report from the Branch President

Mr. Fortin reports on the excellent work accomplished in 2024 by the Board of Directors, its employees and volunteers. He continues with an overview of the branch's events and achievements under the 7 essential responsibilities assigned to us by the National Office.

[1] Advocacy – The branch has developed several advocacy files at the district level and especially at the branch level, such as its participation in the coalition with FADOQ Outaouais, AQDR, and TCARO to improve access to the Promenades de la Gatineau. He also mentions the organization of a regional debate with 5 party candidates represented in Parliament. The debate will take place on April 22 in collaboration with 5 other organizations advocating for the rights of seniors and retirees.

[2] Information sharing – Our communications to members via our monthly newsletters, biannual inserts in the SAGE magazine, our web page and our Facebook page with over 1,300 followers, and of course, our numerous videoconferences.

[3] Member recruitment and participation – With 849 new members joining in 2024 total membership reached 11,303. Our branch experienced positive growth compared to other branches in Quebec. These figures indicate that the sustained recruitment efforts of the Outaouais Branch are paying off. He also notes the addition of a few new key partners, including the most recent social partnership agreement with Héma-Québec.

Mr. Pierre Goulet asked who could donate plasma. Mr. Fortin explains that there is no specific type for plasma and that anyone can be a donor except for certain health restrictions. He invited Mr. Goulet to speak with one of the Héma-Québec nurses at the back of the room, who would be happy to answer all his questions.

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[4] Member Support – The administrative office responds on a regular basis to telephone and email requests from our members within 48 hours, on various problematic topics that concern them. He noted that our member services officer, Ms. Liane Dussault, will be leaving her position at the end of April and will be replaced by Ms. Sylvie Poulin, who is also a member of the branch.

[5] Volunteer Support and Development – In 2024, the Board of Directors developed an orientation session to improve and standardize the onboarding of its new volunteers and administrators.

[6] Financial Management - The finances of our branch remain sound, and obtaining recurring funding in 2024 (from 2024 to 2026) from the National Association complements our membership revenues.

[7] Governance - The branch continues to implement the activities outlined in its 2024-2026 strategic plan. It has begun developing a new branch website that will improve and facilitate its communications with members. The use of new electronic services (e.g., SHAREPOINT) aims to facilitate and maximize internal collaboration between the Board and its employees.

Mr. Fortin concludes by presenting the new organizational chart for the administration of the branch and mentions the recent resignation of administrator Mr. Guy Viau. He also notes the significant administrative need to recruit occasional volunteers to assist with various retention and recruitment activities. He invites anyone who might be interested to contact administrator Ms. Diane Boudreault, who is responsible for the volunteers in the branch.

Presentation of the 2025 Merit Award:

Mr. Fortin announces that the recipient of the 2025 Merit Award is Mr. Michael MacNeil for his contribution to our Board of Directors and as Quebec District Director, and invites him to speak. Mr. MacNeil highlights his key moments on the Board and his decision to take on the leadership of one of the two positions in the Quebec district in order to better represent the interests of our branch on the national stage. Mr. Fortin then presents the Merit Award, which is followed by a round of applause.

Members are invited to take a coffee break, which is followed by a presentation from our preferred partner belairdirect. Once the presentation is finished, the meeting continues.

Election of Directors

Mr. Fortin invites Mr. André Thivierge, chair of the Nominations committee, to submit his report on the applications received to fill the 6 vacant director positions on our branch's board of directors.

Mr. Thivierge specifies the period during which the members were allowed to submit their candidacy. He notes that in accordance with administrative regulations, 5 of the 11 director positions are up for election this year. He goes on to note that a 6th director position has been added following the recent resignation of Mr. Guy Viau. He emphasizes that of the 6 positions up for election, 5 were held by directors at the end of their term, namely Mr. Réal Fortin, Mr. Jacques Lecompte, Ms. Diane Boudreault, Ms. Nathalie Thibault, and Mr. Pierre Quesnel.

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He concludes his report by indicating that he received 5 duly submitted candidacies, namely those of the 5 outgoing directors.

Mr. Fortin thanks Mr. Thivierge and notes the need to elect a chairperson for the election. He proposes Mr. Thivierge as a candidate and submits the following motion, which is adopted unanimously.

Resolution No. 09042025-6: Appointment of the Election Chair

'It is proposed by Ms. Lyne McMillan, seconded by Ms. Lisa Blondin, to appoint Mr. André Thivierge as Election Chair for the 2025 AGM.'

Mr. Thivierge continues by identifying the 5 directors up for election and notes that he has not received any other nominations before the prescribed deadline. He asks the assembly if anyone would like to run for the Board.

Given that none of the members present had expressed such an interest, Mr. Thivierge announced the closing of nominations and went on to indicate that, since only 5 candidates were received to fill the 6 vacant board positions, the 5 nominated candidates were therefore elected by acclamation. He concluded by inviting the assembly to applaud the newly elected members who will be invited to gather afterwards to proceed with the assignment of the positions of directors of the Board.

Presentation on the protection of loved ones

Mr. Thivierge invites Ms. Corrine Harbec-Lachapelle, Communications and Events Advisor to the Curateur public, to begin her presentation, the subject of which is "Protecting and support in your loved ones".

Following this presentation, 6 attendance prizes were drawn among the members who were still present in the room and via ZOOM.

Adjournment of the meeting

As the agenda has been completed, Mr. Fortin asks for a mover to adjourn the meeting. Mr. Guy Gaumont proposes the adjournment of the meeting, which ends at 12:30.

Chairman of the Meeting, Mr. Réal Fortin

Date

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

Date

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ADMINISTRATIVE MEMBERS AND BRANCH STAFF		
1	Réal Fortin	President
2	Lyne McMillan	Vice President
3	Jacques Lecompte	Secretary
4	René Caron	Treasurer
5	Michelle Page	Administrator
6	Alan Conway	Administrator
7	Diane Boudreault	Administrator
8	Donald Déry	Administrator
9	Pierre Quesnel	Administrator
10	André Thivierge	Deputy general
11	Lynn McCarragher	Assistant Deputy general
12	Liane Dussault	Member services representative

BRANCH MEMBERS					
	Name	Surname		Name	Surname
13	Beaudoin	Monique	30	Link	Melita
14	Blondin	Lisette	31	MacNeil	Michael
15	Bourque	Claudette	32	Mattéau	Jean-Marie
16	Bourque	Marcel	33	Ménard	Claude
17	Dion	Daniel	34	Mongrain	Gaétan
18	Dion	Anne-Marie	35	Morin	Rose-Marie
19	Ducharme	Daniel	36	Papineau	Joanne
20	Dussault	Ghislain	37	Pelletier	Gérard
21	Gareau Legault	Anne Patricia	38	Poulin	Sylvie
22	Gaumont	Guy	39	Rousseau	André
23	Goulet	Pierre	40	Steele	Linda
24	Groulx	Carole	41	Tassé-Goodman	Gisèle
25	Kanho	Marc	42	Tremblay	Nicole
26	Lacerte	Nicole			
27	Laflamme	Jacynthe			
28	Lagaçé	Sylvie			
29	Lecavalier	Hélène			