

**National Association of Federal Retirees
Fredericton and District Branch (NB62)
BOD Meeting - October 17, 2015 - 9:30AM
Hazen Park Centre, Oromocto**

PRESENT

Elliott Keizer, Denise Blanchard, Ron Brooks, Norm Sheen, Wendy Creighton, Frank Sauntry, Cyril Theriault, Rae Hopper, John Richards, Jacques Piche, Wayne Gunter and Wilson King.

ABSENT

Clayton Tupper and Gary Barfitt.

1. WELCOME

Elliott Keizer, President, welcomed everyone to the meeting and welcomed Chris Goddard to the meeting.

2. APPROVAL OF THE AGENDA

Denise added the item “pins” under 6f) Bulletin to Branches. Wendy asked to add “Duties of Directors” and it was added before By-laws to the agenda.

Moved by Wendy; Seconded by Cyril

APPROVED

3. MINUTES

Minutes of September 12, 2015 were approved as circulated.

Moved by John; Seconded by Wendy

APPROVED

4. BUSINESS FROM THE MINUTES

a) Website volunteer – Introduction of Chris Goddard

Elliot previously sent an email to the board and two responded; Chris Goddard was chosen as our new website administrator. Chris talked about his education and work experience. He gave us an overview of Sitecore our content management system and how it will work with CRM. He showed us what the new National website and our branch website will look like.

He asked for contents from the board and Elliott asked if someone would volunteer to form a sub-committee; Denise, Cyril and Wilson volunteered to work with Chris. Denise will report on it.

Elliott invited Chris to attend the Fall Dinner.

Motion to accept Chris Goddard as our new website administrator.

Moved by John; Seconded by Denise

APPROVED

b) Recruitment - Jacques

All closed circuit TVs on the base have been removed.

c) Partners/Affinity Program - Ron

Ron said that he would like to develop some questions for each of our partners.

- Wine Kitz: Elliot talked to them and things are doing OK and they would like to continue.
- Griffins Pub: get some business but not enough; more advertisement is needed.
- Schnitzel Parlor: some business and they hope it will pick up.
- Capital Home Watch: wants to continue their partnership.
- OK Tires: no partnership with them; discount is only 5% which is not enough as Canex offers a better discount. Not sure of deal with Canex. Suffice to say "discount offered was only 5%."
- Loyalist Law: Robert Stoney has received some business following his spring presentation and announcement of his partnership with us.

Wayne suggested that we send the information about our partners to all new members.

5. REPORTS

a) Health Benefits

Clayton was absent so there is no activity to report.

b) Membership

Wayne explained how he communicates with the members. Sage is one option but it needs some planning. Sending a message by phone to many people is another option. The restriction is that if you use Bell Aliant you can only send messages to Bell Aliant customers. Chris said that the Fredericton High School uses a system to send messages to parents; he said that he would look into that.

He also went over the listing of unpaid active members: 13 double memberships and 11 single memberships. Membership is down from last year for a total of 2,099. Discussion followed on how to handle members who have not paid their dues. Wayne called all of them and explained the various responses he received from the members. This process is very time consuming.

c) Finance

Frank presented his balance statement report. Not too much change from the last meeting. Jacques asked about "miscellaneous"; it is the claw back paid annually to National Office. Frank explained that we have two reserve funds: one for training and one for equipment.

Frank explained that two Bonds Beaters are maturing on October 21st. Do we want to renew those bonds at 2%?

Motion to renew the Bonds Beaters for next year at 2%.

Moved by Cyril and seconded by Rae

APPROVED

d) Special Events

Gary was absent but he sent his report which Elliott read at the meeting.

Fall Dinner

- Location: Fredericton Legion on the 27 October 2015 at 5:30 pm.
- Menu: roast turkey, apple crisp with ice cream. Coffee will be available throughout the evening (self-serve). Seating arrangement will be rectangular tables with a capacity of 6 persons to a table.
- Guest speaker: Shane Coupland, Collette Vacations.
- Dinner: as of Wednesday night there are 101 people attending.
- Parking: because of construction going on, there are only a few spaces directly behind the Legion. There will be spaces available on the west side of the building. A large parking area is available behind the Legion to the east (directly behind the building under construction). An elevator on the basement level is available for disabled people; to use it members must enter via the back door.
- Registration cut-off date: Gary will explain to the attendees at the dinner that for future dinners people **must** register in advance by the required date. He proposed that we continue with an “early registration” date with gift cards for those who register by that date. Gary proposed that we must be tough about this. Board members proposed various ideas.
- Payment method: not set-up for “email transfer”. He proposed that we discuss this option at the BOD November meeting. Frank said this would require two signatures.

Motion to agree to tell Gary to explain to the attendees at the dinner that people must register in advance by the required date.

Moved by Norm; Seconded by Rae

APPROVED

Spring Dinner

Need to decide date and location for our Spring Dinner/Meeting at our next board meeting. To be added to the November 21st agenda.

Fall Information Sessions

Healthy Aging session will be at the Ramada Inn 10 November 2015. Bonnie Fulton from the Wellness Branch at Social Development will be the guest speaker. As of today, there are fewer than a dozen people registered. Gary will promote this event at the Fall dinner. Cost to the branch is \$250.00. Free for members.

Sage Inserts

September issue was a free one. There are two free issues and they do not fit our need to advertise our events in a timely manner. National Office approach to inserts beyond 2016 will be determined in 2016. The deadline for our next insert is January 4th, 2016; deadline for branch announcements for that issue of Sage is January 11th, 2016. Will hit the streets in late February – early March.

Gary proposed a motion that the branches will have two free inserts but not restricting them to any particular issue.

Ron proposed a second motion that if the first motion does not pass that we investigate putting forward a motion at the June 2016 Annual Meeting that branches will have two free inserts at their chosen times.

Moved by Jacques; Seconded by Ron

APPROVED

Elliott suggested that a committee be formed. Gary, John, Wendy and Elliott volunteered. To be discussed at the November 21st BOD meeting.

Agenda – Fall Dinner

The following changes were made:

- Remove items 8 and 9 and replace by Item 8 only: Thank speaker and update from the Branch by the President.
- Item 9: Add, “Introduce Chris Goddard, Website Administrator”.
- Reverse items 10 and 11.
- Remove items 12 and 13.

6. NEW BUSINESS

a) National Office News – Letter to Konrad von Finckenstein

Elliott informed the board that Mr. von Finckenstein is not attending the Fall Dinner.

b) All Candidates Meeting

Clayton attended the event and sent an email with his comments. About 70-100 people were present. He asked a question about pension. The answer was not satisfying as he felt that they did not understand his question.

c) Saint John Fall Dinner

Elliott went to the Saint John Fall Dinner on October 15 and highlighted a few points. They have a 50/50 draw at the door; \$150.00 and \$75.00 prizes. The attendance was 100 out of a membership of 900. They will probably raise the fee for the dinner from \$14.00 to \$20.00; menu would be prime rib.

d) Revision of Strategic Plan

Still working on it. Elliott will talk to Jean St Pierre and Léonard LeBlanc. To be added to the November 21st BOD meeting.

e) RSO’s Job Description

Still working on this. To be added to the November 21st BOD meeting.

f) Bulletin to Branches

Elliot reviewed the Bulletin to Branches and mentioned a few items such as the recruitment campaign, director nominations, volunteer records and service. Corporate pins: Denise said that she has not received the pins yet and contacted Gail Curran. Waiting for her reply.

g) Roundtable on Seniors Care – Cyril, Clayton and John

John mentioned that it was more of the same discussion that’s been going on.

h) 2016 Budget

Wayne mentioned that it is a challenge to work dues with CRM.

Frank asked if we need a strategic plan. Need to review the budget and report ideas where we should increase, i.e. send more people to Regional meetings. He asked that we provide feedback and suggestions. Wendy suggested that we finalized at the November 21st BOD meeting.

The 2017 Forecast budget is to be presented at the next Branch annual meeting in May. How do we present this: 2016 + 2%. Following Wendy's suggestion it will be added to the agenda on the BOD meeting in February 2016.

i) New Membership Contest – Denise

Contest: Refer to Win that will run from September 14 to October 30, 2015.

New members who join during the contest period can call or visit our website and give the name of the Association member who referred them. The names of the new member and the member who referred them will then be entered in to the contest to win up to 180,00 Aeroplan miles. This is one way to enter the contest and members can be entered as the referring member more than once.

Members can also enter the contest by submitting a 500 word essay on "The Joy of Travel During Retirement" to the Association by mail.

The Association will contact the winners and then mail out their Aeroplan miles certificate with a letter of congratulations. An announcement will be published in Sage

j) Clarification of travel policy – Elliott

How do we pay expenses? From home or cottage (for those who spend their summer there)?

Motion by Elliott that a 100km return in total may be submitted.

Moved: Wilson; Seconded: Wayne

APPROVED

k) Duties of Directors – Wendy

Wendy pointed out that she does not have an alphabetical component attached to her while John has A-C attached to his name. Gary's information in Sage reflects something different. John should be "Director" and Wendy should be "Director A-C".

l) By-Laws – Cyril

The BOD reviewed the by-laws and made the following changes:

- Part 1: Definitions: Branch Board – "board" should have a small "b".
- Part V, 5.2.3: The President will have such other duties and powers as the Branch board may specify. Should be "Executive Branch".
- 5.3 Vice President: Insert the sentence: The Branch board shall appoint a director to serve as Vice President. Refusal to act "as determined by the Branch board".
- 5.4.2: Change (b) to "a budget for the current year", and add (c) a forecast for the next fiscal year.
- 5.8 Past President: The Branch board "shall" (not may) appoint the "Immediate"

Past President to serve as a “Director” (instead of “non-voting advisor).

- 6.6.3 (d): remove (d) entirely.
- 8.1.1: Date changed to May 5th.
- 8.6.7: Branch Executive: remove the section.
- 9.2 Signing authority: remove the following: “(normally the Treasurer, the President and one or two other directors), any two to sign”
- 9.4.2: Cyril will ask Deborah Krause about this item.

Meeting adjourned at 3:00 p.m.

**Next Meeting: November 21st, 2015 - 9:30 AM,
2nd Floor, Hazen Park Centre, Oromocto**

Recorded by: _____
Denise Blanchard, Admin Director

Approved by: _____
Elliott Keizer, President