

Minutes - Executive Committee Meeting
Duncan and District Branch - National Association of Federal Retirees
Held via Zoom
On Tuesday 10th November 2020

Present: Paul Chmielewski, Bronwen Cossey, George Cossey, Melanie Fugard, Mary Rimek.
Regrets: Karin Laurie, Drew Bodaly, Dee Dohm, Kathy Pringle, Julie Wilson

Meeting was called to order by Paul Chmielewski at 10:35

1. Previous Minutes:
M/S/C (Bronwen/Melanie) that the Minutes of the meeting of 9th January 2020 be accepted as distributed.

2. **Reports:**

2.1 Treasurer's Report:
Bronwen had provided the reviewed Financial Statements for 2019 to the Executive via email and received confirmation of their acceptance. These were forwarded to NO in late April. We received confirmation of the acceptance of these statements from Paula Gilmore at NO.

Bronwen provided copies of the current financial statements to 26th October 2020 to the Executive via email.

Report sent to Executive re: Excess Unreserved Equity – see attachment

Melanie asked why this was required and Bronwen explained the reason and calculation. Bronwen advised that all funds sent to NO by Branches are allocated to the national Defence of Benefits Fund unless otherwise specified. The maximum amount for this reserve is set at \$2 million.

M/S/C (Bronwen /Melanie) that we send to National Office an amount of \$1,928 as the calculated surplus funds (unreserved equity) as at 31st December 2019.

Email votes for this motion were received via email from Drew Bodaly, Karin Laurie, Kathy Pringle and Dee Dohm.

3.0 **Committee Reports:**

3.1 Membership:
George advised that we have 953 members at this time.

3.2 Advocacy:
George submitted a report which was sent to the Executive via email and is attached to these minutes. Melanie noted that she had a contact at Alistair MacGregor's office and will send this to Bronwen and George.

3.3 Member Services:
SSI: No report

VI: Val Cretney and his wife, Olive, moved to Victoria in September 2020 and Bronwen sent a card wishing them well and thanking Val for his service to the Branch. Val had served the Branch on the Executive for many years.

3.4 Programme Coordinator:
Dee sent a message that she still hopes to have the Paramedic from Crofton (who was going to be our April 2020 AGM speaker) to speak at a future member meeting.

3.5 Communication/Websites:
Bronwen has not updated the website since the January meeting. She has been in contact with Frank Statham as there was an upgrade to WordPress and the site appears to be more difficult to update.

3.6 Sage Magazine/Branch Reports:
No submissions to Sage for our branch since the Branch since the COVID-19 disruption of events.

4.0 **Old Business:**

No old business

5.0 **New Business:**

5.1 Wreaths:

Even though there will be no public celebrations at the local cenotaphs, the Legions in each area will be laying wreaths and Bronwen has ordered a wreath for each cenotaph.

5.2 Defence of Benefits Fund:

Bronwen noted that the fund is now considered a national fund and there will be a motion made at a future Annual Meeting of Members (AMM) to recommend collapsing of funds at the Branch level and forwarding the funds to NO. Once this motion has passed, we will make a motion at a future members meeting to collapse our fund (currently \$10,000) and send funds to be included in the national reserve fund.

5.3 Other Business:

- Paul noted that an initiative has been announced by NO which allows branches to ask for financial assistance to continue operating their Branch. This would mostly be for smaller Branches or those with employees or a building to maintain. At this time, we do not require any assistance.
- George suggested that Paul ask NO for clarification about the calculation of surplus funds for the next few years as 2020 has been an extraordinary year with respect to Branch expenditures and likelihood of further surplus.

6.0 Motion to adjourn: Meeting adjourned by Paul at 10:50.

Bronwen Cossey, Secretary

Next meeting: TBD

Treasurer's Report for consideration – 26th October 2020

Based on the information from National Office (Paula Gilmore).

- In order for the Association to comply with the Not for Profit Act, Branches may not have surplus funds, i.e. excess unreserved equity.

The excerpt from the Financial Administration regulations is as follows:

Branch Surplus Funds are defined as any funds in excess of net assets after deducting any allocated reserve funds, any non-liquid assets held by the branch, and one year's operating funds (based on the average of the previous three years). Non-liquid assets include fixed assets and any other asset that cannot be liquidated within twelve months. For purposes of calculation in relation to any resolutions or regulations referring to branch surplus funds, figures are obtained from financial statements for any given year ending December 31st.

Based on the above, I have calculated that we need to return \$1,928 to National Office for the period ending at 31st December 2019.

As we will not be incurring many expenses in 2020, we will be in the same position for this year and a similar calculation will be required early next year.

Moved (Bronwen Cossey), Seconded by Melanie Fugard that we send to National Office an amount of \$1,928 as the calculated surplus funds (unreserved equity) as at 31st December 2019.

- We do need to collapse our Defence of Benefits Fund as this is considered a national rather than a branch responsibility. The funds we have in this fund (\$10,000) will need to be forwarded to National Office once the recommendation, as made in the December 2019 Board of Director minutes, (noted in the February Bulletin to Branches) is approved at the 2021 AMM.

We should consider making a motion to this effect at the next Branch AGM.

BC03 Advocacy Report Oct. 2020

Reach 338: The Nanaimo Branch invited someone from our Branch to attend the Zoom meeting with Paul Manly, the MP for the Nanaimo-Ladysmith riding. Unfortunately, neither Paul or I were able to attend but we do have a transcription of the meeting and will use it as a template to talk to Alistair MacGregor, the MP for Cowichan-Malahat-Langford. I will be contacting his office next week (Nov. 2nd) to check availability for a Zoom meeting.

Provincial Election: Letters were sent by email to the 3 candidates in the Cowichan Valley riding. Only one party, the Green party, responded. I will send congratulations to Sonia Furstenau when the official results have been finalized.

General: I am concentrating on the Cowichan Valley as the majority (almost 700 of our members) live in the Valley and, to a large degree, both the Provincial and Federal ridings match up. The Provincial snap election demonstrated that we need to ensure we have information for the members on the Branch website in a timely manner including having an e-blast at the ready for NO to send out as soon as an election is called advising members to check the website during the election campaign.

George Cossey