

**Minutes – Executive Committee Meeting
Duncan and District Branch – National Association of Federal Retirees
Held via Zoom
On Thursday 28th January 2021**

Present: Paul Chmielewski, Bronwen Cossey, George Cossey, Melanie Fugard, Karin Laurie, Kathy Pringle

Regrets: Drew Bodaly, Dee Dohm, Mary Rimek, Julie Wilson

Meeting was called to order by Paul Chmielewski at 1:34 pm

1. Previous Minutes:

M/S/C (Melanie/George) that the minutes of meeting of 10th November 2020 be accepted as amended.

2. **Reports**

2.1 Treasurer's Report:

Bronwen has prepared and distributed, via email to the Executive, the financial statements for 2020. Two reviewers, Lawrence Hogge and Hugh Morrison have agreed to review the financial records for 2020.

M/S/C (Bronwen/Karin) that the financial statements be accepted as distributed.

Budget for 2021 will follow.

3. **Committee Reports**

3.1 Membership and Advocacy:

George noted that we have 937 members as of today.

George is working on the agenda for a Reach 338 virtual meeting with our local MP, Alistair MacGregor. As his riding extends south to Langford, George contacted Libby MacRae, the Advocacy contact for the Victoria Branch, who wishes to attend the meeting. Victoria Branch has 500+ members in the riding; we have 600+ members. The agenda will focus on the National Seniors Strategy NAFR goal and in particular long- term care (residential and in-home). If anyone wishes to attend the meeting, please let me know by Feb. 1.

3.2 Member Services:

VI: Irene Sutton died in November and Eric Marshall in December

SSI: Gale Robinson (Drew Bodaly's spouse) died in December

3.3 Program Coordinator:

No report

3.4 Communication/Website:

No updates have been made as nothing to post.

3.5 Sage:

No reports have ben submitted

Old Business

4.1 Wreaths:

All wreaths were ordered, payments made and cheques cashed.

4.2 Defence of Benefits Fund:

Once we receive word that the national Board of Directors has directed that a reserve for Defence of Benefits is a national reserve and not a branch reserve, we will collapse our branch reserve and forward the \$10,000 currently held by the branch to NO.

New information from NO and further research following the meeting:

No action is required at this time.

New Business

5.1 Unreserved Equity

Bronwen has calculated the Excess Unreserved Equity (surplus funds) for 2020 as \$1,859.54.

M/S/C (Bronwen/Melanie) that we approve the Excess Unreserved Equity (surplus funds) of \$1,859.54 for 2020 and direct that this should be forwarded to National Office after the review has been successfully completed.

5.2 AGM:

Zoom meeting on Thursday 15th April 2021 – time 10:30am

Paul will chair the meeting and will ask Rick Devlieger to facilitate.

Bronwen has prepared an e-blast to be sent to NO for distribution to members with email by 15th March.

Financial statements will be posted to the branch website after review.

The quorum for the meeting, usually 35 per our Branch by-laws, can be modified to accommodate COVID-19 requirements for a non in-person meeting. Based on the NO consensus, we will modify the quorum for the AGM to be 21 and this will be noted on the e-blast.

M/S/C (George/Kathy) that we amend our quorum for the 2021 AGM to be 21 members.

All current Executive will remain and we will accept nominations during the meeting.

5.3 Subsidized meals at meetings:

The following message was in the Corporate Services section of the December 2020 Bulletin to Branches:

*Any planning for member meals and events for 2021 should consider that subsidizing member attendance is **not recommended**. Subsidies should not exceed \$10 per member per year and there should not be separate pricing for members and non members. Rather, consider changing the nature of the event to a member-bring-a prospective-member type of recruitment activity, being sure to include an RSVP deadline in order to avoid being caught short.*

This was discussed and the Executive agreed that we would not change our current policy about charging for meals at a member meeting at this time.

5.4 Branch Financial Responsibilities:

During the Treasurer's Year End webinar, NO advised that a number of branches have run into difficulties with retaining a treasurer and signing officers for the bank accounts and those officers being asked to provide personal guarantees for the funds held in the financial institution.

A branch banking pilot project has been initiated by NO for them to take over all financial responsibilities for a branch (paying all invoices, etc.) at a cost of 10% of the branch's portion of annual members fees. The branch would not lose any control over their finances.

It was agreed that we would not participate in this pilot project at this time.

5.5 Signing Officers for the Royal Bank:

Currently, we have 3 signing officers (Paul, Dee and George). Bronwen is unable to be a signing officer as we cannot have 2 officers from the same family. Karin and Melanie agreed to be signing officers. This will be included in the AGM minutes to meet the bank's requirements.

5.6 Other Business:

- Paul noted that the Zoom licences have been renegotiated by NO. In 2019, we paid \$214.50 and our licence is for one year, expiring in December 2021.
- Bronwen noted that she has contacted the Royal Bank to request that we have our cancelled cheques returned or copies of them provided to us. This was mentioned during the Treasurer's Year-End Webinar. ***No reply has been received to date.***

6. Next Meeting: 11 am Thursday 1st April 2021 via Zoom

7: Adjournment at 2:10 pm (Melanie/Kathy)