



Federal Superannuates National Association (FSNA)
Algonquin Valley Branch (AVB)
P.O. Box 1930, Deep River, Ontario, KOJ 1P0

Minutes of the AVB Annual General Meeting (AGM)
held in the Royal Canadian Legion Hall (Branch 517)
3583 Petawawa Boulevard, Petawawa, Ontario
on Sunday, February 24, 2013

At 1 pm, Branch President Barrie Hallett welcomed everyone to the afternoon's proceedings. Lunch was served, the AGM was held, then Leslie Wirth, Deputy Chief of the County of Renfrew Community Emergency Management Centre gave a thought-provoking presentation on Emergency Management in the County of Renfrew.

1. CALL TO ORDER:

Branch President Barrie Hallett called the AGM to order at 1:50 pm.

2. ATTENDANCE, QUORUM:

In attendance were:

Six members of the current AVB Board of Directors (BOD):

President: Barrie Hallett
Vice-President: Paul Ballantyne
Treasurer: Frank Smith
Secretary: Michael Stephens
Membership Secretary: Tom Alburger
Director: Lawrence Lupton

23 Branch members (names taken from sign-in sheet):

Alice Ballantyne
Judith Cloutier
Mario Couture
Al DéCosta
Sheila DéCosta

Audrey Elliott
Rick Everett
Maureen Gurr
Joan Hallett
Darlene Krueger
David Krueger
Catharine Lupton
Heather Martin
Ursula Matchett
Ela McDonald
Ken McDonald
Arthur Plume
Robert Rutz
Barbara Stephens
Sham Sunder
Mavis Tetlock
Ken Whitlock
Verlie Whitlock

There being more than 25 Branch members (including the BOD) present, Barrie declared that the meeting quorum requirement was met.

3. INTRODUCTIONS AND OPENING REMARKS – Branch President:

Barrie noted the passing of former long-serving BOD member Ed Pettit, and the recent tragic fire death of John and Eleanor Lipsett, and asked for a minute of silence.

4. ADDITIONS TO THE AGENDA:

Barrie invited additions to the agenda. None were proposed.

5. APPROVAL OF THE MINUTES OF THE BRANCH AGM MEETING HELD ON MAY 6, 2012:

Barrie asked for any errors and omissions to the 2012 AGM Minutes. With one correction to the list of attendees, he called for acceptance of the Minutes - which was moved by Art Plume, seconded by Al DéCosta, and carried.

6. BUSINESS ARISING FROM THE MINUTES

Barrie noted that, as requested at the last AGM, copies of the Branch administration manual had been provided to members who requested it.

7. REPORTS FROM THE BRANCH BOARD OF DIRECTORS:

President - Highlights of the past year

Barrie reported that the Labour Day weekend Branch picnic at the Petawawa marina had been catered for the second year. The picnic was well received. A few comments had been received from members about missing the old BBQ format, but also recognition that a BBQ takes a lot of extra effort. A poll had been taken to get a sense of what services members would like to see from the National Office and the Branch, and Barrie had asked for volunteers to be willing to help at specific events. Barrie noted that Frank Smith had done most of the work to organize the picnic and thanked him for his efforts.

The Branch had had a booth at the Petawawa Fall Showcase. BOD members were available to answer questions about FSNA and the Branch, and the poll of members' interests had been continued. Volunteers who had come forward at the picnic were of great help in setting up and staffing the booth.

Barrie noted that both FSNA and AVB faced a big task in complying with the new federal Non-For-Profit (NFP) Corporations Act by Oct 17, 2014. Some details will be available in the next ON GUARD. BOD members had attended two meetings of the Ontario branches to provide feedback and input into the development of new FSNA organizational structures and practices.

The BOD had revisited the Branch administration manual to bring it towards compliance with revised FSNA By-laws. The revised manual is ready to publish and a few copies were available at this meeting for members' perusal.

The FSNA National Office is in the process of revamping its financial reporting system, which will include branches' financial data – apparently needed to comply with the new federal regulations (as noted above).

Membership Chair - Membership

Tom Alburger's report (Attachment 1) was circulated to attendees. Discussion focused on the value of as many members as possible having their dues deducted at source rather than paying by cheque (which involved significant Branch costs and effort). Tom called for acceptance of his report - which was seconded by Rick Everett, and carried.

Treasurer – Finances

Frank Smith's AVB Financial Statement for 2012, Balance Sheet as of December 31, 2012 and proposed 2013 Budget (see Attachment 2) were circulated to attendees. Barrie noted that Diana McElroy, a Branch member outside the BOD, had reviewed the financial statements for 2012 and found them to be accurate.

In response to questions, Frank and Barrie said that Branch funds were set aside to support any national efforts that might be needed to defend our pensions and benefits, and in case the Branch membership grew enough (doubled to ~5000 members, for example) that it required its own office space and assistance (rather than simply renting rooms for meetings, and counting on members' own time and resources to manage the Branch). The BOD had devoted money to a series of publicized coffee meetings with Branch members in an attempt to get more feedback. Most communication was currently mostly in one direction - from the BOD to members.

Some discussion was had on whether the AGM should be approving the budget, and a request was made that the actual results for a year be compared to the budget for the year. This was not possible for 2012 because a budget had not been set. Approval of the proposed budget for 2013 was not solicited.

Frank called for acceptance of his report - which was seconded by Rick Everett, and carried.

Nominating Committee and Election of 2013 BOD

AVB does not have a recent past-president. Since Barrie Hallett was not standing for the 2013 BOD, he chaired this year's Nominating Committee.

The following members indicated that they were willing to stand for positions on the 2013 BOD:

President – Paul Ballantyne
Vice-President – Ken Philipose
Treasurer – Judith Cloutier
Secretary – Michael Stephens
Membership Secretary – Tom Alburger
Director – John Allen (Health Benefits)
Director – Lawrence Lupton (AECL liaison)
Director – Ursula Matchett (CFB Petawawa liaison)
Director – Ken McDonald (portfolio to be determined)
Director – Art Plume (portfolio to be determined)
Director – Sham Sunder (portfolio to be determined)

Barrie called for additional nominations, but none were forthcoming. Barrie closed the nomination process and declared the slate to be selected by acclamation. Barrie will become the immediate Past President.

8. NEW BUSINESS

No business requiring immediate consideration or decisions was raised.

9. FUTURE ACTIVITIES, BRANCH AND ASSOCIATION

No items were raised. The incoming BOD would begin planning Branch activities in 2013 at their first meeting. [Note: Immediately after the AGM, the new BOD tentatively decided to hold their first meeting at the Petawawa Civic Centre on 2013 Tuesday, March 12.]

10. REMARKS FROM THE NEW PRESIDENT

Paul Ballantyne briefly reminded the attendance of the principal objectives of the FSNA. Referring to the minutes of the 2011 AGM, he also noted that the AVB should continue to focus on improving liaison with CFB Petawawa and seniors' organizations in the AVB area. Communications should be improved by implementing a Branch webpage.

Paul also noted the Branch's appreciation for the efforts of retiring BOD members Barrie Hallett and Frank Smith. In recognition of their contributions Paul presented them with framed certificates of appreciation signed by the National President and engraved travel cups.

11. ADJOURNMENT

Rick Everett moved to adjourn the meeting and the AGM was concluded at 3:30 pm.

President (2012): Barrie Hallett

President (2013): Paul Ballantyne

Minutes drafted by Michael Stephens, Secretary

Attachment 1

**FSNA AVB Membership Report
Calendar Year 2012**

Tom Alburger, Membership Secretary

I maintain the branch's membership records, using FSNA's online database system. In 2012 about 86% of memberships had dues deducted monthly from pensions; the rest pay the branch annually. Renewal notices are sent, with an application form for dues deduction from pensions on the back, and more members take advantage of this easier payment method each year, reducing the work load, and lessening branch postage costs. By December 2012, just 34 out of 209 annually-paid memberships remained unpaid.

Reminders were sent to these members, and unpaid memberships were cancelled after the grace period ending the following April 30th. These members may rejoin later, and are included in the next National Office recruitment drive.

The National Office informed branches that the Canada Revenue Agency required GST/HST be collected on dues; so the amount of the tax was added to renewal notices for 2013. FSNA successfully appealed the tax, and will refund tax amounts directly to members who have already paid.

Member Statistics, 2007-2012

<u>Year</u>	<u>Retired members</u>	<u>Associate members</u>	<u>Total members</u>
2007	1940	5	1945
2008	2024	4	2028
2009	2236	4	2240
2010	2253	9	2262
2011	2418	16	2434
2012	2338	27	2365

Associate members are ones planning to retire within a few years. In 2012 there were 31 members who died, or moved and transferred to other branches.

A statistical analysis of our members shows that 74% live in Chalk River, Deep River, Pembroke or Petawawa. This divides into

- Chalk River and Deep River 28%
- Pembroke 28%
- Petawawa 18%

A significant number of members reside in Cobden, Eganville, Golden Lake, Renfrew, and Westmeath.

Attachment 2

AVB Financial Reports for 2012

AVB Financial Statement for Calendar Year 2012



7 2012 AVB YE
Financial Statement h

AVB Balance Sheet as of December 31, 2012



6 2012 AVB YE
Balance Sheet handou

Proposed AVB Budget for 2013



8 Proposed 2013
AVB Budget handout.