

DRAFT Minutes of Annual Meeting of the Algonquin Valley Branch Held at Royal Canadian Legion in Deep River on Wednesday, April 09 2025

Branch Annual Meeting (BAM)

The President, V. Hulley, welcomed everyone to the Algonquin Valley Branch (AVB) Annual Meeting held at the Royal Canadian Legion in Deep River. Before the formal meeting, Ted Young, Ontario District Director, spoke about the benefits of the National Association of Federal Retirees (NAFR) membership and the importance of Local Branches.

The President called the BAM to order at 1:15 pm and presented the 2024 – 2025 members of the AVB Executive:

President – V. Hulley

Secretary – E. McDonald

Membership-Secretary – J. Cloutier

Treasurer – J. Mallory

Director – G. Barks

Director – L. Obrutsky

Director – J. Partridge

Absent:

Past-President – K. McDonald

Vice-President/Advocacy – N. Gleason

Director – M. ter Huurne

V. Hulley thanked the executive members for their support during 2024 -2025 year.

1. Establish Quorum

The President, V. Hulley, declared that the meeting quorum requirement (2x8 executive members +5 = 21) was met with 42 members in attendance.

2. Approval of the Agenda

The President invited additions to the proposed agenda.

Motion 2025 – 01: Moved by G. Charbonneau, seconded by L. Obrutsky, that the proposed agenda be adopted. **Carried**

3. Approval of 2024 BAM Draft Minutes

The President invited comments on the draft minutes of the last AVB BAM, held on April 09, 2024. No changes to the minutes were proposed.

DRAFT Minutes AVB BAM, April 09, 2025

Motion 2025 – 02: Moved by P. Ballantyne, seconded by L. Buckley, that the draft minutes of the 2023 AVB BAM be approved. **Carried**

4. Business arising from the minutes

Last year K. McDonald raised an issue of Human Trafficking and proposed a motion to be brought forward with the National Office:

“Motion 2024 – 06: *moved by K. McDonald, seconded by M. ter Huurne, to raise a Motion with National Office to adopt a pillar of NAFR platform to lobby the federal government on action against human trafficking. Carried.*”

This motion was presented at the Ontario District meeting in April and didn't gain any traction.

5. Reports

a. President

V. Hulley remarked on support received:

- New executive members in 2024 – 2025:
 - Gale Barks – Director
 - Laura Obrutsky – Director
 - John Partridge – Director
- Additional support:
 - Lawrence Lupton – AVB website
- Communications Committee:
 - Paul Ballantyne
 - Leo Buckley
 - Gerry Freitich
 - Julie Mallory
- Transition of the medical insurance from Sun Life to Canada-Life has been difficult for some members. However, most issues have been resolved.
- Dental insurance transition to Canada-Life took place on 2024 Nov 1. Please report any issues to the executive.
- Volunteers are needed on the Executive Board to continue existence of the AVB branch.
- The following activities were initiated, organized or participated in:
 - Petawawa Showcase in April 2024.
 - Attended the AMM in Ottawa in 2024 June and District Meeting in October.
 - The Association's Picnic in 2024 August.
 - Represented AVB at the UOV Senior Active Living Fair in October.

DRAFT Minutes AVB BAM, April 09, 2025

- Information session with NAFR Preferred Partners in October.
- AVB reports appeared in 2024 Spring and Fall issues of SAGE.
- Billboard has been installed on Petawawa Boulevard in the fall.

b. Membership

J. Cloutier, presented AVB membership report for 2024– 2025. Membership attrition happens with death, departure from the region or withdrawal; increases occur through transfers and public service retirees from Canadian Armed Forces, Royal Canadian Mounted Police, Judges and Federal Government employees. In summary:

- 1,858 members (down ~30 since last year)
- 1,190 memberships
 - 669 double memberships
 - 521 single memberships
- Concerns:
 - 22% of memberships have no email address on file
 - Potential membership pool is shrinking
- Positive news:
 - more contact information
- The members live in
 - Deep River (25%)
 - Pembroke (25%)
 - Petawawa (20%)
 - Renfrew (6%)
 - Chalk River (3%)
 - Eganville (3%)
 - No address on file (less than 1%)
 - Other - Ontario and other provinces (17%)

c. Treasurer's Report

J. Mallory reviewed the finances as presented. See **Attachment 1**.

- Revenues at \$16,348 exceeded the budgeted level of \$15,6000 by \$748.
- Operating expenditures of \$12,687 were \$2,913 under the budgeted level of \$15,600.
- Higher than expected revenues coupled with lower than planned expenditures has resulted in excess unreserved equity. It is expected that \$3,523 will be required to be returned to National Office (TBC). See **Attachment 2**.
- The AVB Reserves Template was reviewed drawing attention to the use of the Recruitment & Communications Reserve in 2024 of \$2,486 and the planned uses for 2025."

Motion 2025 - 03: moved by J. Mallory, seconded by C. Langlais, to approve the reviewed Financial Statements for the year 2024 showing a Gain of \$1,175.28). **Carried**

DRAFT Minutes AVB BAM, April 09, 2025

Year 2025 Budget showing a balanced budget with \$16,300 of revenues and expenses was presented. See **Attachment 1**.

Motion 2025 - 04: moved by J. Mallory, seconded by C. Price, to approve year 2025 Budget showing a balanced budget with \$16,300 of revenues and expenses. **Carried**

The Treasurer thanked Dave Raman for reviewing the 2024 Financials of the AVB and W. Turner for observing.

Motion 2025 - 05: moved by J. Mallory, seconded by P. Ballantyne that D. Raman will review the AVB Financial Reports for the year 2025-2026. **Carried**

d. Advocacy

- Remembrance Day Wreaths were placed at 8 locations in the Ottawa Valley.
- Federal Election is on 2025 April 29 – Your vote counts.

e. Communications

- The Communications Committee continued writing a series of information articles that have been/will be published in the Petawawa Post.
- Conducted advertising for the following events:
 - AVB Annual Branch Meeting
 - Petawawa Showcase
 - Annual Picnic

6. New Business

- Volunteers are needed to staff AVB booth at Petawawa Spring Showcase on 2025 April 25 – 27.
- Over the next few months a series of Lunch and Learn sessions will be held for members.
- AVB executive members will attend the Ontario District meeting scheduled at the end of April.

7. Election of Officers

Paul Ballantyne introduced the proposed slate for the AVB Executive for 2025-2026 and called for volunteers to fill the vacant positions with the following results:

President – V. Hulley (1 yr)

Vice-President – L. Obrutsky (1 yr)

Past-President – K. McDonald (1 yr)

Secretary – G. Barks (2 yr)

Treasurer – C. Price (2 yr)

DRAFT Minutes AVB BAM, April 09, 2025

Membership Secretary – Judith Cloutier (2 yr)

Advocacy – Laura Obrutsky (1 yr)

Directors

J. Partridge (1 yr)

J. Mallory (1 yr)

C. Taylor (2 yr)

Terms are typically for two years (except the President for one year), with staggered terms so about half of the positions are open each year. During the year the Executive may fill any vacant positions by appointment, to be ratified by the Branch membership as required at the next Branch Annual Meeting.

Motion 2025 – 06: moved by C. Langlais, seconded by P. Edmonds, to accept the proposed AVB Executive for the coming year. **Carried**

8. Adjournment

Motion 2025 – 07: by J. Mallory, to adjourn the BAM.

Meeting adjourned at 2:20 pm.

President: V. Hulley

Secretary: E. McDonald

Vickie Hulley

E. McDonald

DRAFT Minutes AVB BAM, April 09, 2025

Attachment 1

AVB Income Statement

	2023 Actual	2024 Budget	2024 Actual	2025 Draft Budget
Revenue				
Fees - Adjustments	-\$48.08	0	\$48.89	0
Fees - National (incl. per capita & CC fees)	\$14,598.17	\$14,600.00	\$15,165.20	\$15,200.00
Interest	\$979.85	\$1,000.00	\$1,133.79	\$1,100.00
	\$15,529.94	\$15,600.00	\$16,347.88	\$16,300.00
Expenses				
Bank Charges / Returned Cheques	\$57.95	\$100.00	\$48.00	\$100.00
Branch Advocacy Event	\$960.85	\$1,000.00	0	0
Branch AGM (excludes food & bev)	\$860.17	\$1,000.00	\$1,047.37	\$1,100.00
Branch Information Sharing Event (excludes food & bev)	\$1,608.27	\$1,500.00	\$281.80	\$1,000.00
Branch Meeting Expenses (excludes food & bev)	\$226.00	\$500.00	\$514.03	\$600.00
Branch Recruitment Event (includes food & bev)	\$5,745.69	\$3,240.00	\$5,095.82	\$6,750.00
Branch Volunteer Support & Engagement	\$1,024.09	\$1,000.00	\$886.12	\$1,000.00
Community Activities / Events	\$1,697.22	\$1,500.00	\$1,483.25	\$1,500.00
Equipment & Depreciation Expense	\$531.61	\$750.00	\$531.61	\$750.00
Office Rental	\$1,996.68	\$2,000.00	\$1,996.68	\$2,000.00
Phone / Internet	\$332.79	\$335.00	\$344.09	\$350.00
Reg/Dist/National Meeting Expenses		\$2,500.00	349.65	\$1,000.00
Stationery / Office Supplies		\$175.00	108.18	\$150.00
Operating Expenses	\$15,041.32	\$15,600.00	\$12,686.60	\$16,300.00
Miscellaneous (non-operating)	\$8,931.00	0	0	0
Reserve Spending (non-operating)		0	\$2,486.00	0
Non-Operating Expenses	\$8,931.00	0	\$2,486.00	0
Total Expenses	\$23,972.32	\$15,600.00	\$15,172.60	\$16,300.00
Earnings (Loss)	-\$8,442.38	0	\$1,175.28	0

DRAFT Minutes AVB BAM, April 09, 2025

Attachment 1 cont.

AVB Balance Sheet

	2023 Actual	2024 Actual
Assets		
Assets - Chequing	\$6,708.77	\$7,061.05
Assets - Computer & Equipment	\$1,594.82	\$1,063.21
Assets - Investments	\$31,103.67	\$32,237.46
Assets - Other	\$4,077.70	\$4,296.80
	\$43,484.96	\$44,658.52
Liabilities		
Liabilities - Accounts Payable	\$0.00	\$0.00
Liabilities - Future Year Fees	\$1,432.78	\$1,431.07
	\$1,432.78	\$1,431.07
Net Assets	\$42,052.18	\$43,227.45
Reserved		
Reserved Equity - Advocacy (Branch)	\$10,000.00	\$10,000.00
Reserved Equity - Defense of benefits (National)	\$0.00	\$0.00
Reserved Equity - IT & Equipment	\$3,500.00	\$3,500.00
Reserved Equity - Other	\$0.00	\$0.00
Reserved Equity - Recruitment/Communications	\$4,000.00	\$1,514.00
Reserved Equity - Rental Facilities	\$0.00	\$0.00
Reserved Equity - Special Events	\$8,000.00	\$8,000.00
Reserved Equity - Training/Succession Planning	\$3,500.00	\$3,500.00
	\$29,000.00	\$26,514.00
Unreserved		
Unreserved Equity	\$21,494.56	\$15,538.18
Earnings (Loss)	-\$8,442.38	\$1,175.27
	\$13,052.18	\$16,713.45
Total Equity	\$42,052.18	\$43,227.45

Current year Equity = prior year Net Assets +/- current year Earnings (Loss)

DRAFT Minutes AVB BAM, April 09, 2025

Attachment 2

AVB Reserves Template

Algonquin Valley Branch ON-33

YEAR ENDING December 31, 2024

Name & Amount ("amount" = "justify")	Define (To be used for)	Timeline (To be used when, 3-5 yrs)	Justify Amount (actual dollar est. = "amount")	Use/Transfer authority (max. required per yr or activity)
Reserved Equity- Advocacy (Branch) \$10,000	Town halls, all candidate meetings, etc. during provincial and federal elections.	During upcoming provincial and federal elections.	To cover the cost of hall rentals \$500, advertising \$500 and other associated costs \$1,500 for each town hall or all candidates event. Assuming 4 in total within the next 5 years (by 2028).	AVB Executive may spend up to \$10,000 without additional member approval.
Reserved Equity – IT & Equipment \$3,500	Computers and presentation system equipment for volunteer use.	\$1,000 in 2025 for a PC \$2,500 in 2028 for replacement of existing equipment	Estimate of \$1,000 for a personal computer and software for volunteer use required in 2025. Replacement of equipment purchased in 2023 is escalated to \$2,500 for replacement in 2028.	AVB Executive may spend up to \$3,500 without additional member approval.
Reserved Equity- Recruitment & Communications \$4,000 was established for 2024. \$2,486 was used, \$1,514 remains .	Specific membership drive or special one-time communication strategy.	2024/2025	The cost to set up and operate a billboard along Petawawa Blvd as a military recruitment initiative. Sign was fabricated and installed in 2024. Billboard rental fees will draw down balance of reserve in 2025.	AVB Executive may spend up to \$4,000 without additional member approval.
Reserved Equity – Special Events \$8,000	40 th Anniversary Celebration.	2025	Allowance of \$1,000 each for facility rental and entertainment and \$30 per head assuming 200 in attendance	AVB Executive may spend up to \$8,000 without additional member approval.
Reserved Equity – Training/Succession Planning \$3,500	Money reserved for special volunteer training & succession planning activities.	2025	To cover the cost of course/conference registration \$1,500, accommodation & meals, travel and per diems \$2,000	AVB Executive may spend up to \$3,500 without additional member approval.

Total Reserves: \$26,514