

Minutes of the  
Annual Meeting of the Algonquin Valley Branch  
Held at the Royal Canadian Legion Hall  
McElligott Dr., Deep River, ON  
On Wednesday, April 5, 2017

At noon, Branch President Michael Stephens welcomed everyone to the day's proceedings. Lunch was served, then the Branch Annual Meeting was held, followed by a presentation on "Managing Finances: What Seniors and Families Need to Know" given by Kelly Burgess of Deep River Scotia Bank.

### Branch Annual Meeting (BAM)

#### 1. Welcome and Introductions

Michael Stephens called the BAM to order at 12:50 pm and introduced the members of the AVB Executive for 2016:

Present:

President - Michael Stephens  
Vice-President - Ken Philipose  
Treasurer - Judith Cloutier  
Secretary - Ela McDonald  
Membership Secretary - Leo Buckley  
Director - Keith Greenfield  
Director - Sham Sunder  
Director - Bill Turner

Absent:

Past-President - Paul Ballantyne  
Director - John Allen  
Director - Barrie Hallett  
Director - Lakshman Rodrigo

#### 2. Establish Quorum

With 45 Branch members in attendance, Michael Stephens declared that the meeting quorum requirement (25) was met.

#### 3. Approval of the Agenda

Michael Stephens invited additions to the proposed agenda. None were proposed.

**Motion 17 – 01:** Moved by Lawrence Lupton and seconded by Art Plume, that the proposed agenda be adopted. **Carried**

## Minutes AVB BAM, April 5 2017

### 4. Approval of 2016 BAM minutes

Michael Stephens invited comments on the draft minutes of the last AVB BAM, which had been held at the Royal Canadian Legion Hall, Pembroke, on February 24, 2016. No changes to the minutes were proposed.

**Motion 17 – 02:** Moved by Michael Stephens and seconded by Ken Philipose, that the draft minutes of the 2016 AVB BAM be approved. **Carried**

### 5. Business arising from the minutes

There were no follow-up actions from the last BAM.

### 6. Reports

#### a. President

Michael Stephens remarked that the core functions of the Algonquin Valley Branch include local advocacy supporting national initiatives, information sharing, member recruitment and engagement, member support on pensions and benefits, volunteer support and development, branch finance management, and branch governance.

During 2016-17 AVB members participated in, organized or initiated the following activities:

- The Branch Annual Meeting with an “Estate Planning and the Executor” Presentation.
- Lunch & Learn Workshops: “So you want to be an Executor” in Deep River and in Petawawa .
- BBQ Picnic Social In Petawawa
- Information booths at Petawawa Spring Showcase and Deep River Craft Fair
- AVB reports in Winter 2016/17 and Spring 2017 issues of SAGE
- Reduced CAA membership fees for AVB members
- Renewed recruitment efforts at Garrison Petawawa
- AVB by-laws now approved by National Board
- Proposal on “repatriation of excess unallocated branch funds” at national AMM
- Review of “The Third Rail” book on Canadian pensions
- Meeting with MP Cheryl Gallant on Bill C-27 (on converting defined benefit pensions of Crown Corporations and federally regulated employers into target benefit pensions)
- AVB website updated periodically (40,000 visits in three years)
- Two meetings with Ottawa, Ottawa Valley, and Cornwall & District Branches

#### b. Membership

Membership Secretary Leo Buckley presented his AVB membership report for calendar year 2016 (Attachment 1). The main points were:

- There are 2248 members. This number includes 786 double memberships and 676 single memberships. .

## Minutes AVB BAM, April 5 2017

- Most members live in Pembroke, then in Deep River/Laurentian Hills and Petawawa
- In the past year
  - 35 members joined AVB
  - 30 members passed away
  - 45 members no longer pay their dues

Membership retention and recruitment is currently a topic of discussion not only at the branch level but also at the National level. The issue remains how to reach new retirees and how to communicate information to members. Contact information is provided through Branch reports in SAGE, e-mails, mail and phone.

### c. Treasurer

Treasurer Judith Cloutier presented the AVB financial position and associated expenditures (for five quarters in order to standardize the financial cycle with those of other branches), including the proposed 2017 Budget and Balance Statement for 2016 (Attachment 2). Reviewed financial statements for 2016 showing a loss of \$94.14 were presented.

**Motion 17 – 03:** Moved by Sham Sunder and seconded by Art Plume, that the Financial Statements for 2016 be accepted. **Carried.**

### 7. New business

- Motion to add \$2K to the Class Vote Reserve

Treasurer Judith Cloutier suggested that “Class Vote” Reserve should be increased from \$2K to \$4K.

**Motion 17 – 04:** Moved by Judith Cloutier and seconded by Ken Philipose, that the “Class Vote” Reserve be increased from \$2K to \$4K. **Carried.**

- Petawawa Showcase April 28 – 30, 2017

Volunteers are needed to staff the AVB booth over the three days. Several members agreed to participate and the names will be forwarded to Lakshman Rodrigo who is organizing the booth.

- Canadian Nuclear Society High School Geiger Kit Program

Michael Stephens reported that the Canadian Nuclear Society was requesting volunteers to support their High School Geiger kit program, and invited members to contact him if they were interested.

### 8. Election of Officers

## Minutes AVB BAM, April 5 2017

Michael Stephens introduced the proposed slate for the AVB Branch Executive for 2017–18 for the following positions, (with the terms indicated in parentheses):

President - Michael Stephens (1 yr)  
Past President - Paul Ballantyne (1 yr)  
Vice-President - Ken Philipose (1 yr)  
Treasurer - Judith Cloutier (2 yrs)  
Secretary - Ela McDonald (2 yrs)  
Membership Secretary - Leo Buckley (2 yrs)  
Director - John Allen (1 yr)  
Director - Keith Greenfield (1 yr)  
Director - Barrie Hallett (2 yrs)  
Director - Lakshman Rodrigo (1 yr)  
Director - Sham Sunder (1 yr)  
Director - Bill Turner (1 yr)

Other nominations were requested three times. None were suggested. The slate was acclaimed for 2017-18.

### 9. Vision for the future

Michael Stephens described the following items that the Branch is dealing with:

- Continued advocacy efforts on Bill C-27. The Spring 2017 issue of SAGE has a postcard to be sent by members to their local MP expressing concern over Bill 27.
- Continued recruitment efforts at Garrison Petawawa
- Renewed recruitment efforts at Chalk River Laboratories
- Updated list of AVB member email addresses
- Investigation of possibilities for additional member services
- Continuing collaboration with local seniors groups (e.g., further “Neighbours Helping Neighbours” workshops, presentations on health issues)
- Improved AVB webpage on Association’s national website
- Greater use of national website by all branches to improve information sharing among branches.

### 10. Adjournment

Meeting adjourned at 2:25 pm.

President: Michael Stephens



---

Minutes prepared by Ela McDonald,  
Secretary



---

# Minutes AVB BAM, April 5 2017

## Attachment 1

### **National Association of Federal Retirees Algonquin Valley Branch Membership Report for Calendar Year 2017**

- 2248 Members
- largest concentration of members live in Pembroke
  - then Deep River/Laurentian Hills
  - then Petawawa
  - 786 Double memberships
  - 676 Single memberships
  - 207 members dues paid annually
  - In the past year:
    - 30 members passed away (36 members)
    - 45 members no longer pay dues
    - 35 members joined

#### Membership Retention and Recruitment

- Communication is largest issue
- Contacts are – Branch Report in SAGE, emails, mail, phone
  - Sage report – twice a year
  - Emails – 40% of members have provided valid addresses
  - Mailing costs are \$1600 per event
  - No phone chain set up

# Minutes AVB BAM, April 5 2017

## Attachment 2

### National Association of Federal Retirees Algonquin Valley Branch Treasurer's Report for Calendar Year 2016

#### 2017 Budget

	Prior Year Actual	2016 Actual	2017 Budget
<b>Revenue</b>			
Fees - Branch LESS Per Capita	(1638.27)	451.28	500.00
Fees - National	10906.75	15260.77	15500.00
Prior Year Fees	3631.40	3671.30	
Interest	982.40	782.55	800.00
Other Inc.	15.00		
	<b>13897.28</b>	<b>20165.90</b>	<b>16800.00</b>
<b>Expenses</b>			
Branch Meeting Expenses	284.96	151.38	200.00
Branch Information Sharing	3340.81	3550.10	4000.00
Postage PO Box	37.76		
Phone / Internet	310.19	310.19	400.00
Stationary / Supplies	977.80	676.10	700.00
Bank Charges / Returned Cheques	151.58	10.10	
Branch Governance	1164.00	1475.80	1500.00
Equipment Expense	675.12	320.90	500.00
Regional / National Meeting Expenses	4536.05	3801.59	4000.00
Social Gatherings LESS Ticket Sales	3229.19	3779.79	4000.00
Community Activities	1114.47	1274.05	1500.00
Tickets / Pins / Promotions	1436.44	414.16	500.00
Other Travel	1823.59	752.92	1000.00
Miscellaneous	5558.00	3742.96	1000.00
	<b>24639.96</b>	<b>20259.94</b>	<b>19300.00</b>
<b>Operating Surplus (Deficit)</b>	<b>-10742.68</b>	<b>-94.14</b>	<b>-2500.00</b>

## Minutes AVB BAM, April 5 2017

### 2016 Balance Statement

Account Type	Account Type	Opening Cash Balance	Updated Cash Balance
Assets - Other			\$4,369.41
Assets - Investments		\$42,366.27	\$43,148.82
Assets - Chequing		\$15,783.46	\$12,176.20
Liabilities - Accounts Payable			(\$1,638.84)
Reserve - Defence of benefits		(\$7,000.00)	(\$13,000.00)
Reserve - Facilities		(\$21,321.00)	(\$21,321.00)
Reserve - Other	Class Vote	\$0.00	(\$2,000.00)
Unappropriated Equity		(\$29,828.73)	(\$21,828.73)
		<b>\$0.00</b>	<b>(\$94.14)</b>

### Expanded Balance Statement

Current assets	as at 2015-12-31	as at 2016-12-31	Comments
Cash - Bank account	\$ 20,583.17	\$ 13,123.67	
Accrual - 2016 dues owed AVB	\$ -	\$ 4,369.41	to be done by NO
GIC #12	\$ 20,785.49	\$ 21,191.51	Due Dec 2017
GIC #10	\$ 21,580.78	\$ 21,957.31	Due Jun 2019
<b>Total assets</b>	<b>\$ 62,949.44</b>	<b>\$ 60,641.90</b>	
<b>Current liabilities</b>			
Accrual - Per Capita owed NO	\$ -	\$ 1,638.84	to be done by NO
Outstanding Cheques	\$ 4,799.71	\$ 947.47	nos.254,256,259.260,263,271,272,273,274
<b>Total liabilities</b>	<b>\$ 4,799.71</b>	<b>\$ 2,586.31</b>	
<b>Members' Equity</b>	<b>\$ 58,149.73</b>	<b>\$ 58,055.59</b>	
<b>Reserves:</b>			
Class Vote	\$ -	\$ 2,000.00	est Feb2016 BAM
Defense of Benefits	\$ 7,000	\$ 13,000.00	est Jan2008 BAM
Leasehold Improvements	\$ 21,321	\$ 21,321.00	est Jan2008 BAM
<b>Total Reserves</b>	<b>\$ 28,321</b>	<b>\$ 36,321.00</b>	
<b>Unallocated Equity</b>	<b>\$ 29,828.73</b>	<b>\$ 21,734.59</b>	