

Minutes of the Annual Meeting of the  
Algonquin Valley Branch  
Held at the Royal Canadian Legion Hall, Petawawa, ON  
On Wednesday, April 4, 2018

## Branch Annual Meeting (BAM)

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 "The Ins and Outs of Home and Auto Insurance" given by Sean McCord of Johnson Insurance.

Michael Stephens called the BAM to order at 12:50 pm and introduced the members of the AVB Executive for 2018:

Present:

President - Michael Stephens  
Vice-President - Ken Philipose  
Membership Secretary - Leo Buckley  
Secretary - Ela McDonald  
Past-President - Paul Ballantyne  
Director - Keith Greenfield  
Director - Bill Turner

Absent:

Treasurer - Judith Cloutier  
Director - John Allen  
Director - Barrie Hallett

### 1. Establish Quorum

With 35 Branch members in attendance, the President Michael Stephens declared that the meeting quorum requirement (25) was met.

### 2. Approval of the Agenda

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

**Motion 18 – 01:** Moved by Lawrence Lupton and seconded by Keith Greenfield, that the proposed agenda be adopted. **Carried**

### 3. Approval of 2017 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, Deep River, on April 5, 2017. No changes to the minutes were proposed.

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**Motion 18 – 02:** Moved by Ela McDonald, seconded by Vic Parro, that the draft minutes of the 2017 AVB BAM be approved. **Carried**

### 4. Business arising from the minutes

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

### 5. 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 2017-18 AVB members participated in, organized or initiated the following activities:

- The Branch Annual Meeting with a presentation on “Managing Finances: What Seniors and Families Need to Know”.
- Lunch & Learn Workshops:”So you want to be an Executor” in Deep River and in Petawawa .
- Hosted Veterans’ Town Hall on transition to civilian life
- BBQ Picnic Social In Petawawa
- AVB reports in Summer 2017 and Spring 2018 issues of SAGE
- “Returning to Work after Retirement” article
- Information booths at Petawawa Spring Showcase and Deep River Craft Fair
- Reduced CAA membership fees for AVB members - second year
- Renewed recruitment efforts at Garrison Petawawa
- Updated AVB website periodically (55,000 visits in four years)
- Met twice with Ottawa, Ottawa Valley, and Cornwall & District Branches
- Attended “Annual Meeting of Members”.

#### b. Membership

Membership Secretary Leo Buckley presented his AVB membership report for calendar year 2017 (Attachment 1). The main points were:

- There are currently 2153 members. This number includes 755 double memberships and 643 single memberships. Lost 95 members over the year ending March 2018.
- Most members live in Pembroke, then in Deep River/Laurentian Hills and Petawawa
- In the past year
  - 70 members joined AVB
  - 70 members passed away
  - 105 members no longer pay their dues
  - 10 members transferred in from other branches

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

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and how to communicate information to members. Contact information is provided through Branch reports in SAGE, e-mails, mail and phone.

### c. Treasurer

On behalf of Treasurer Judith Cloutier, Michael Stephens presented the 2017 AVB Financial Statement and Balance Sheet, which had been reviewed by David Raman, and presented the proposed 2018 Budget (Attachment 2).

**Motion 17 – 03:** by Lawrence Lupton and seconded by Ken Whitlock to accept the AVB financial statement for 2017 as presented, showing a change in position of \$463.72.

**Carried.**

David Raman agreed to review the financial statements for the year 2018.

### 6. New Business

- Petawawa Showcase April 27 – 29, 2018

Volunteers are needed to staff the AVB booth over the three days. Members will be contacted to participate in this event.

### 7. Election of Officers

Past President Paul Ballantyne introduced the proposed slate for the AVB Branch Executive for 2018 - 2019 for the following positions, (with the terms indicated in parentheses):

President - Michael Stephens (1 yr)  
Vice-President  
    VP1 - Vacant (1 yr)  
    VP2 - Vacant (1yr)  
Past President - Paul Ballantyne (1 yr)  
Treasurer - Judith Cloutier (1 yr remaining)  
Secretary - Ela McDonald (1 yr remaining)  
Membership Secretary - Leo Buckley (1 yr remaining)  
Director - John Allen (2 yr)  
Director - Keith Greenfield (1 yr)  
Director - Barrie Hallett (1 yr remaining)  
Director – Ken Philipose (2yrs)  
Director - Bill Turner (2 yrs)  
Director – Vacancy (2 yrs)  
Director – Vacancy (1 yr)

Paul Ballantyne called for nominations from the floor. Jeff Bishop indicated he would like to stand for a Director position.

**Motion 18 – 04:** by David Raman and seconded by Keith Greenfield to accept the proposed AVB Executive, with the addition of Jeff Bishop. **Carried.**

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### 8. Vision for the future

Michael Stephens reviewed the following topics that the Branch is focusing on:

- Continue advocacy efforts on Bill C-27.
- Continue recruitment efforts at Garrison Petawawa.
- Renew recruitment efforts at Canadian Nuclear Laboratories, given the end of the eligibility of staff to acquire further qualifying time of service under the Public Service Superannuation Plan in September 2018.
- Continue collaboration with local seniors groups (e.g., “Neighbours Helping Neighbours” facilitator training, presentations on health issues, etc.)
- Improve AVB web page
- Pursue greater use of the national website to improve information sharing among branches.

### 9. “Moving Forward” – A discussion paper by Association President Jean-Guy Soulière on the future of the Association

#### Assumptions about the long-term future

- No new benefits
- New generation of volunteers
- Reduction in the number of branches
- Continued attacks on defined benefit pension plans
- Danger of losing dues deduction at source (DDS)
- Phoenix pay system issues
- Increasing pressure from other public service pensioners’ organizations
- Challenges that will face the Public Service Health Care Plan
- An aging Canada
- Political environment
- A national health accord will be a continuing objective
- Federal Retirees will have to adapt to new technology

#### Proposed Association Objectives

- Federal Retirees will be the leader in establishing a new coalition of federal government retirees.
- Federal Retirees will have a membership that consists of more than 50 per cent of all retirees from the Public Service, Canadian Armed Forces, Royal Canadian Mounted Police and federally appointed judges.
- Federal Retirees will be recognized as one of the most important seniors’ organizations.
- Federal Retirees will be the official representative on pension and health care plan committees.
- Advocacy will be a principal responsibility of the branches.
- The national office will be recognized as a model office.

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Members were invited to send their comments on these ideas through the national website.

### 10. Adjournment

Meeting adjourned at 3:10 pm.

President: Michael Stephens



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Minutes prepared by Ela McDonald,  
Secretary



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Attachment 1

**National Association of Federal Retirees  
Algonquin Valley Branch Membership Report  
for Calendar Year 2018**

The total branch active membership as reported in the National Office database (CRM) for the latest period has stayed near the level reported in November. The database reflects net changes of membership caused by the addition of new members and the loss of current members from reported and unreported deaths, from members transferring to other branches, and from the removal of members who through repeated requests did not pay their membership dues. Our influx of new members has not balanced the attritions through death, branch transfers and failure to pay dues.

In reporting the membership data, the active membership will continue to be segregated on the basis of single and double members. The membership composition has changed to 643 single memberships (644 reported in February) and 755 double memberships (768 reported in February) for the reported total in the database of  $(643 + 755 \times 2) = 2153$  active members down from 2180 in February.

I do not always get timely updates from families of members who have passed away. To close the gap, I filter the database to allow me to send sympathy cards to families of unreported deaths established by cancellation of DDS dues.

**Reported deaths since last report:**

Robert McNeight (2)  
Kenneth Gould (2)

**Unreported deaths since last report:**

Elizabeth Lamonte (2)  
Raymond Chaput (2)  
(number in brackets is the number of members placed on inactive list at the death of the member. Surviving spouses are sent a membership renewal form)

**New Members – since last report:**

Alan and Janice Adams  
Christine and William Shorter

L Buckley  
Membership Secretary

Attachment 2

**National Association of Federal Retirees  
Algonquin Valley Branch Treasurer's Report  
for Calendar Year 2017**

**Algonquin Valley Branch**

**Financial Statement**



From 1/1/2017 To 12/31/2017

	<b>PriorYear Actual</b>	<b>2017 Actual</b>	<b>2018 Budget</b>
<b>Revenue</b>			
Fees - Branch	\$451.28	\$1,371.88	\$1,300.00
Fees - National (incl. per capita & CC fees)	\$15,260.77	\$12,729.84	\$12,700.00
Prior Year Fees	\$3,671.30		
Interest	\$782.55	\$632.64	\$700.00
	<b>\$20,165.90</b>	<b>\$14,734.36</b>	<b>\$14,700.00</b>
<b>Expenses</b>			
Branch Meeting Expenses	\$151.38	\$332.23	\$350.00
Branch Information Sharing	\$3,550.10	\$3,236.87	\$3,400.00
Phone / Internet	\$310.19	\$310.19	\$350.00
Stationary / Supplies	\$676.10	\$152.99	\$150.00
Bank Charges / Returned Cheques	\$10.10	\$36.00	\$36.00
Branch Membership Recruitment & Engagement		\$40.68	\$40.00
Branch Governance	\$1,475.80	\$1,138.18	\$1,100.00
Equipment & Depreciation Expense	\$320.90	\$71.06	\$274.00
Regional / National Meeting Expenses	\$3,801.59	\$4,091.59	\$4,100.00
Social Gatherings LESS Ticket Sales	\$3,779.79	\$3,479.30	\$3,500.00
Community Activities	\$1,274.05	\$1,037.59	\$1,050.00
Tickets / Pins / Promotions	\$414.16		0
Other Travel	\$752.92	\$343.96	\$350.00
Miscellaneous	\$3,742.96		
	<b>\$20,260.04</b>	<b>\$14,270.64</b>	<b>\$14,700.00</b>
<b>Operating Surplus (Deficit)</b>	<b>-\$94.14</b>	<b>\$463.72</b>	<b>0</b>

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## Algonquin Valley Branch BL - Financial Stmt - Balances



Account Type	Account Type (other)	Opening Cash Balance Jan2017	Updated Cash Balance Dec2017
Assets - Chequing		\$12,176.20	\$12,958.93
Liabilities - Accounts Payable		(\$1,638.84)	\$0.00
Assets - Investments		\$43,148.82	\$43,781.46
Reserved Equity - Defense of benefits		(\$13,000.00)	(\$13,000.00)
Reserved Equity - Facilities		(\$21,321.00)	(\$21,321.00)
Reserved Equity - Other	Class Vote	(\$2,000.00)	(\$4,000.00)
Assets - Other	Accounts Receivable	\$4,369.41	\$3,349.87
Unreserved Equity		(\$21,734.59)	(\$19,734.59)
Liabilities - Future Year Fees			(\$1,570.95)
		<b>\$0.00</b>	<b>\$463.72</b>

Judith Cloutier  
Treasurer