

Minutes of Annual Meeting of the Algonquin Valley Branch Held at Royal Canadian Legion in Pembroke on Tuesday, April 09 2024

Branch Annual Meeting (BAM)

The President, V. Hulley, welcomed everyone to the Algonquin Valley Branch (AVB) Annual Meeting held in-person at the Royal Canadian Legion, Pembroke. Following the formal meeting, Janna Wood, representative from Carefor organization, gave a presentation on support services, community programs and volunteer opportunities available to the people living in Eastern Ontario.

The President called the BAM to order at 1:10 pm and presented the 2023 - 2024 members of the AVB Executive:

President – V. Hulley

Vice-President - N. Gleason

Past-President – K. McDonald

Secretary – E. McDonald

Treasurer – J. Mallory

Advocacy - N. Gleason

Director – M. ter Huurne

Absent:

Membership-Secretary – J. Cloutier

V. Hulley thanked the executive members for their support during 2023 -2024 year.

1. Establish Quorum

The President, V. Hulley, declared that the meeting quorum requirement (2x8 executive members +5 = 21) was met with 40 members in attendance.

2. Approval of the Agenda

The President invited additions to the proposed agenda.

Motion 2024 - 01: Moved by N. Gleason, seconded by D. Watson, that the proposed agenda be adopted. **Carried**

3. Approval of 2023 BAM Draft Minutes

The President invited comments on the draft minutes of the last AVB BAM, held on April 13, 2023. No changes to the minutes were proposed.

Motion 2024 - 02: Moved by P. Ballantyne, seconded by R. Richards, that the draft minutes of the 2023 AVB BAM be approved. **Carried**

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4. Business arising from the minutes

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

5. Report

a. President

V. Hulley, remarked that Barrie Hallett who joined this Executive Board as a Director last year passed away in September 2023. He was a long-time member of AVB.

- Transition of the medical insurance from Sun Life to Canada-Life has been difficult for some members. Dental insurance will transition to Canada-Life on 2024 Nov 1.
- 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 2023;
 - Advocacy information night on 2023 May 25;
 - Two Lunch & Learn Workshops in 2023-24: Computer Fraud and Scams, and Funeral Pre-planning;
 - The Association's 60th anniversary celebration took place during the annual Picnic in 2023 August;
 - AVB reports appeared in 2023 Spring and Fall issues of SAGE.

b. Membership

V. Hulley, presented AVB membership report for 2023– 2024. 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:

- 1,879 members (down 30 since last year)
- 1,202 memberships
 - 678 double memberships
 - 524 single memberships
- Concerns:
 - 3% of members have no mailing address on file
 - 24% of memberships have no email address on file
- Positive news:
 - more contact information
- The members live in
 - Deep River (25%)
 - Pembroke (25%)
 - Petawawa (19%)
 - Renfrew (6%)
 - Chalk River, Eganville and no address on file (3% each)
 - Other - Ontario and other provinces (16%)

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c. Treasurer's Report

The Treasurer, J. Mallory, reviewed the finances as presented.

Excess funds of \$8,931 were returned to National Office in 2023. These funds had resulted from under spending in 2022 and previous years (reduced 3 year average). The returned funds were split 50/50 between the Defense of Benefits and the Branch Infrastructure Reserves. See Attachment 1 – AVB Income Statement.

During the discussion that resulted, the draft budget was revised to include \$2,500 under Regional/District/National Meetings to be taken from Branch Recruitment Events. This change was proposed by W. Turner.

The Reserves Template was reviewed drawing attention to the use of funds under IT & Equipment of \$2,126 during 2023 and the revision to restate the reserve for IT & Equipment to \$3,500 as approved by the AVB Executive. See Attachment 2 - AVB Reserves Template.

Motion 2024 - 03: moved by J. Mallory, seconded by W. Turner, to approve the reviewed Financial Statements for the year 2023 showing a Loss of (\$8,442.38).
Carried

Operating expenditures of \$15,041.32 were very close to the budgeted level of \$15,100 reflecting a return to pre-pandemic levels. See Attachment 1- AVB Balance Sheet.

Motion 2024 - 04: moved by J. Mallory, seconded by P. Ballantyne, to approve year 2024 Budget showing a balanced budget with \$15,600 of revenues and expenses.
Carried

The Treasurer thanked Dave Raman for reviewing the 2023 Financials of the AVB. Due to D. Raman's absence, W. Turner volunteered to sit upon next review with D. Raman.

Motion 2024 - 05: moved by J. Mallory, seconded by L. Buckley, that W. Turner will assist with the review of AVB Financial Reports for the year 2024-2025. **Carried**

d. Advocacy

- Advocacy Info Night had a turnout of .26% of our membership
- Remembrance Day Wreaths were placed at 8 locations in the Valley
- Public Health Care Services Plan (PHCSP) - notable changes:
 - Mandatory generic substitution or reimbursement
 - Limits on dispensing fees and their frequency
 - Require authorization for specialty medications
- Next Federal Election

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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:
 - Lunch & Learn sessions
 - AVB Annual Branch Meeting
 - Petawawa Showcase
 - Advocacy information night
 - NAFR 60th anniversary celebration

6. New Business

- NAFR 2024 – 2027 Strategic Plan is under review over the next few months. It has been issued to AVB executive for comments.
- K. McDonald raised an issue of Human Trafficking and proposed a motion to be brought forward with the National Office. Discussion followed and vote took place. Based on the current AVB Mission statement “To significantly improve the quality and security of retirement for our members and all Canadians through advocacy and the provision of services”, the motion passed.

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.**

7. Election of Officers

Paul Ballantyne introduced the proposed slate for the AVB Executive for 2024-2025 (with the term of office in parentheses).

Paul Ballantyne called for nominations from the floor for the vacant positions.

President – V. Hulley (1 yr)

Vice-President - VP1 – N. Gleason (1 yr)

Past-President – K. McDonald (1 yr)

Secretary – E. McDonald (1 yr)

Treasurer - Julie Mallory (2 yr)

Membership Secretary – Judith Cloutier (2 yr)

Directors

G. Barks (1 yr)

J. Partridge (2 yrs)

L. Obrutsky (2 yrs)

M. terHuurne (1 yrs)

Vacant (2 yrs)

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

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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 2024 – 07: moved by P. Wegner, seconded by L. Lupton, to accept the proposed AVB Executive for the coming year. **Carried**

8. Proposed Vision, Mission, and Values Statements for 2024 - 2029

The president, V. Hulley, presented the proposed Mission, Vision, and Values statements for the National Association of Federal Retirees

Current Mission: To significantly improve the quality and security of retirement for our members and all Canadians through advocacy and the provision of services.

Proposed Mission: We advocate for retirement security and improved quality of life on behalf of our members and all people of Canada.

Current Vision: All Canadians enjoy dignity and security in retirement.

Proposed Vision: A Canada where people can live in retirement with dignity and security.

Current Values: Leadership, Integrity, Accountability, Service, Respect

Proposed Values: Transparency, Respect, Inclusivity, Dignity, Accountability, Compassion, Leadership, Service

9. Adjournment

Motion 2024 – 08: by P. Ballantyne, seconded by L. Lupton, to adjourn the BAM. Meeting adjourned at 1:40 pm.

President: Vickie Hulley

Vickie Hulley

Secretary: Ela McDonald

Ela McDonald

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Attachment 1

AVB Income Statement

	2022 Actual	2023 Budget	2023 Actual	Proposed 2024 Budget
Revenue				
Fees - Adjustments	-\$129.71	0	-\$48.08	0
Fees - National (incl. per capita & CC fees)	\$14,422.06	\$14,500.00	\$14,598.17	\$14,600.00
Interest	\$555.15	\$600.00	\$979.85	\$1,000.00
	\$14,847.50	\$15,100.00	\$15,529.94	\$15,600.00
Expenses				
Bank Charges / Returned Cheques	\$60.50	\$100.00	\$57.95	\$100.00
Branch Advocacy Event	\$1,368.19	\$3,000.00	\$960.85	\$1,000.00
Branch AGM (excludes food & bev)	\$787.89	\$1,000.00	\$860.17	\$1,000.00
Branch Information Sharing Event (excludes food & bev)	\$214.14	\$500.00	\$1,608.27	\$1,500.00
Branch Meeting Expenses (excludes food & bev)	\$226.00	\$500.00	\$226.00	\$500.00
Branch Recruitment Event (includes food & bev)	\$2,962.60	\$3,000.00	\$5,745.69	\$5,740.00
Branch Volunteer Support & Engagement	\$318.66	\$500.00	\$1,024.09	\$1,000.00
Community Activities / Events	\$632.89	\$1,000.00	\$1,697.22	\$1,500.00
Equipment & Depreciation Expense		0	531.61	\$750.00
Member Only Event (includes food & bev)	\$300.00	\$500.00		
Office Rental	\$382.78	\$2,000.00	\$1,996.68	\$2,000.00
Phone / Internet	\$321.49	\$325.00	\$332.79	\$335.00
Reg/Dist/National Meeting Expenses		\$2,500.00		
Stationery / Office Supplies	\$13.55	\$125.00		\$125.00
Branch Financial Management		\$50.00		\$50.00
Operating Expenses	\$7,588.69	\$15,100.00	\$15,041.32	\$15,600.00
Earnings excluding Non-Operating Expenses	\$7,258.81	\$0.00	\$488.62	\$0.00
Miscellaneous (non-operating)	\$6,905.24	0	\$8,931.00	0
Non-Operating Expenses	\$6,905.24	0	\$8,931.00	0
Total Expenses	\$14,493.93	\$15,100.00	\$23,972.32	\$15,600.00
Earnings (Loss)	\$353.57	0	-\$8,442.38	0

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Attachment 1 cont.

AVB Balance Sheet

	2022 Actual	2023 Actual
Assets		
Assets - Chequing	\$18,276.70	\$6,708.77
Assets - Computer & Equipment	\$0.00	\$1,594.82
Assets - Investments	\$30,123.82	\$31,103.67
Assets - Other	\$4,059.06	\$4,077.70
	\$52,459.58	\$43,484.96
Liabilities		
Liabilities - Accounts Payable	\$580.32	\$0.00
Liabilities - Future Year Fees	\$1,384.70	\$1,432.78
	\$1,965.02	\$1,432.78
Net Assets	\$50,494.56	\$42,052.18
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	\$4,000.00	\$1,873.57
Reserved Equity - Other	\$0.00	\$0.00
Reserved Equity - Recruitment/Communications	\$4,000.00	\$4,000.00
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
	\$29,500.00	\$27,373.57
Unreserved		
Unreserved Equity	\$20,640.99	\$23,120.99
Earnings (Loss)	\$353.57	\$-8,442.38
	\$20,994.56	\$14,678.61
Total Equity	\$50,494.56	\$42,052.18

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

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Attachment 2

AVB Reserves Template

Algonquin Valley Branch ON-33

YEAR ENDING December 31, 2023

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 4,000 established for 2023. 2,126 was used leaving 1,874. Increase to 3,500	Computers and presentation system equipment for volunteer use.	1,000 in 2024 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 2024. 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	Specific membership drive or special one-time communication strategy.	2024	The cost to set up and operate a billboard along Hwy 17 near Paquette Rd as a military recruitment initiative.	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.	2024	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: \$29,000