

**DRAFT Minutes of Annual Meeting of the Algonquin Valley
Branch Held at the Royal Canadian Legion in Petawawa
On Tuesday, April 14, 2026.**

The President, V. Hulley welcomed everyone to the Algonquin Valley Branch (AVB) held at the Royal Canadian Legion in Petawawa.

The President called the meeting to order at 12:31pm and presented the 2025 – 2026 members of the AVB Executive:

President – V. Hulley
Past President – K. McDonald
Vice-President and Advocacy – L. Obrutsky
Secretary – G. Barks
Membership-Secretary – J. Cloutier
Treasurer – C. Price
Director – J. Partridge
Director – J. Mallory
Director – C. Taylor

V. Hulley thanked the Executive members for their support during 2025 – 2026 year.

1. Establish Quorum

The President V. Hulley, declared that the meeting quorum requirement (2x9 executive members + 5 = 23) was met with 57 members in attendance.

2. Approval of the Agenda

The President invited additions to the proposed agenda. As there were none,

Motion 2026-01: Moved by C. Price, seconded by P. Ballantyne, that the proposed agenda be adopted. **Carried.**

3. Approval of 2025 BAM Draft Minutes

The President invited comments on the draft minutes of the last AVB BAM, held on April 09, 2025. No changes to the minutes were proposed.

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Motion 2026-02: Moved by C. Price, seconded by B. Richards, that the draft minutes of the 2025 AVB BAM be approved. **Carried.**

There was no business arising from the minutes.

4. Reports

a. President

V. Huley remarked on support received:

- New Executive members in 2025-2026:
Candice Price – Treasurer (new member)
Collette Taylor – Director (new member)
- Communications Committee:
Paul Ballantyne
Leo Buckley
Gerry Freitich
Julie Mallory
Additional Support:
Lawrence Lupton – AVB web site support
- Volunteers are still needed on the Executive Board
- The following activities were initiated, organized or participated in:
 - Attended the AMM in Ottawa last June and District meeting in September
 - Had a booth at Petawawa Showcase in April
 - We're looking for volunteers for this year's Showcase as well. If you're interested, please reach out to Leo Buckley.
 - Lunch and Learn Series on Estate Planning
 - The Association's picnic in August 2025
 - Had a table at the National Seniors' Day booth in October in Petawawa
 - Branch 40th anniversary celebration
- We are still looking for new volunteers for our local Executive Board. We are coming back in numbers now, but we could use more help, as a few of our Executive members have been on the local Board for a number of years.

b. Membership

J. Cloutier presented AVB membership report for 2025-2026. Membership attrition happens with death, departure from the region or withdrawal; increases occur through transfers and public service retirees from the

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Canadian Armed Force, the Royal Canadian Mounted Police, Judges and Federal Government employees. In summary:

- 1806 members (down by ~50 since last year)
- 1151 memberships
 - Public Service is 60%
 - Canadian Forces is 30%
 - RCMP is 1%
- The members live in
 - Deep River (25%)
 - Pembroke (25%)
 - Petawawa (20%)
 - Renfrew (6%)
 - Chalk River (3%)
 - Eganville (3%)
 - Other – Ontario and other provinces (17%)
- Concerns are the membership pool is shrinking but the positive news is that there is now more contact information.

c. Treasurer's Report

C. Price reviewed the finances as presented. See **Attachment 1**.

- Revenues at \$16,388 exceeded the budgeted level of \$15,600 by \$88.
- Operating expenditures of \$12,833 were \$3,467 under the budgeted level of \$16,300.
- Higher than expected revenues coupled with lower than planned expenditures have resulted in excess unreserved equity. It is expected that \$3616 will be required to be returned to National Office (TBC)

Motion 2026-3: Moved by C. Price, seconded by L. Obrutsky, to approve Financial Statements for the year 2025. Carried

Motion 2026-4: Moved by C. Price, seconded by J. Mallory that Dave Raman be asked to review the 2026 financials of the AVB. **Carried.**

Year 2026 Budget showing a balanced budget with \$15,900 of revenues and expenses was presented. See **Attachment**

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Motion 2026-5: Moved by J. Mallory, seconded by C. Price, to approve year 2026 Budget showing a balanced budget with \$15,900 of revenues and expenses. **Carried.**

Thank you to Dave Raman for reviewing the 2025 Financials for the AVB and Julie Mallory for observing. A reviewer for 2026 is required.

d. Advocacy

- A new advocacy committee has been created to support the Association's advocacy mandate by providing structured engagement, communication and outreach at the local level. Terms of Reference have been approved.
- The purpose is to assist the AVB in supporting and advancing advocacy concerns and priorities.
- Outreach activities include:
 - Engage with local elected representatives, town officials and political candidates on matters affecting federal retirees, veterans and seniors.
 - Contribute articles to newspapers or local publications.
 - Organize and host speakers to inform members about advocacy priorities
 - Facilitate member awareness sessions on national advocacy initiatives.
 - Encourage member participation in campaigns, consultations, or initiatives led by the NAFR.
 - Link with like-minded organizations and groups to facilitate and/or participate in events such as fairs, town events and candidates debates that could provide a conduit to inform the public about the association advocacy concerns and priorities.
- **NAFR Advocacy Priorities**
 - **Retirement income security** – protecting the pensions and public programs that make financial stability possible in retirement
 - **Positive and healthy aging** – Calling for a comprehensive, national plan to ensure quality of life in retirement and a positive and healthy aging experience for all Canadians.

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- **Reliable health care** – Advocating for equitable, timely health care that includes home and community supports, safe long-term care and universal pharma care
- **Veteran well-being** – Supporting veterans means resolving delays and delivering real, personalized care – not a one-size fits-all solution but help that’s always within reach.
- **Fairness for federal retirees** – Recognizing the service of those who devoted their careers to Canada and upholding their right to retire with dignity and respect.
- **Outreach Activities During the Past Year**
 - Remembrance Day wreaths were placed in eight locations
 - Participation in National Seniors’ Day in Petawawa
 - Participated in the Showcase in Petawawa
 - Local elected officials (MP, MPP, Mayor and County Reeve) were invited to the 40th anniversary dinner and to the Branch’s annual picnic.

e. Membership Recruitment

- Efforts to date for the Public Service recruitment:
- Numbers are moving up in the last few months
- We are looking for ideas on how to enhance recruitment
- There is still the Billboard at the corner of Petawawa Blvd and Biesenthal Road area
- Articles have been put in the “What’s New” email on base from the Public Affairs Office
- We are looking for volunteers to help

f. Communications Committee

- Conducted advertising for Lunch and Learn sessions, BAM, Petawawa Showcase, annual picnic and 40th Anniversary Celebration
- Will be continuing with advertising again this year
- AVB reports in Spring and Fall 2025 issues of Sage
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5. Members Questions

Ken McDonald brought forward three questions that will be discussed under new business.

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6. Election of Branch Executive for 2026-2027

Paul Ballantyne introduced the proposed slate of officers for the AVB Executive for 2026-2027 and called for volunteers to fill the vacant positions with the following results:

President – C. Taylor (1 year)

Vice President and Advocacy –VP1 - Laura Obrutsky (2 years – 1 year Remaining

Vice President VP-2 – Vacant (2 years)

Past President – Vickie Hulley (1 year)

Secretary - Gayle Barks (2 years – 1 year remaining)

Treasurer – Candice Price (2 years – 1 year remaining)

Membership Secretary – Judith Cloutier (2 years)

Directors – Vacant (2 years)

Vacant_1 year)

John Partridge (2 years)

Julie Mallory (2 years – 1 year remaining)

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 2026-6: Moved by L. Lupton, seconded by L. Buckley, to accept the proposed AVB Executive for the coming year. **Carried**

7. New Business

- Consultations have been taking place concerning potential changes to the NAFR Governance Structure
- All members have had access to:
 1. The Governance discussion paper
 2. The townhall meeting
 3. The membership survey
- Discussions will be held during the spring district meetings.
- A membership meeting will be held later in May to discuss information received during the District Meeting.

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8. Motion 2026-7: by P. Ballantyne to adjourn the BAM.

President, V. Hulley

Vickie Hulley

Secretary, G. Barks

Gayle Barks

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AVB Balance Sheet

	2024 Actual	2025 Actual
Assets		
Assets - Chequing	\$7,061.05	\$5,737.70
Assets - Computer & Equipment	\$1,063.21	\$531.60
Assets - Investments	\$32,237.46	\$28,364.79
Assets - Other	\$4,296.80	\$4,644.48
	\$44,658.52	\$39,278.57
Liabilities		
Liabilities - Accounts Payable	\$0.00	\$3,616.24
Liabilities - Future Year Fees	\$1,431.07	\$1,323.44
	\$1,431.07	\$4,939.68
Net Assets	\$43,227.45	\$34,338.89
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	\$1,514.00	\$0.00
Reserved Equity - Rental Facilities	\$0.00	\$0.00
Reserved Equity - Special Events	\$8,000.00	\$0.00
Reserved Equity - Training/Succession Planning	\$3,500.00	\$3,500.00
	\$26,514.00	\$17,000.00
Unreserved		
Unreserved Equity	\$15,538.18	\$26,372.53
Earnings (Loss)	\$1,175.27	\$-9,033.48
Total Unreserved Equity	\$16,713.45	\$17,338.89
Total Equity	\$43,227.45	\$34,338.89

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AVB Income Statement

	2024 Actual	2025 Budget	2025 Actual	2026 Draft Budget
Revenue				
Fees - Adjustments	\$48.89	0	\$107.63	0
Fees - National (incl. per capita & CC fees)	\$15,165.20	\$15,200.00	\$15,022.58	\$15,000.00
Interest	\$1,133.79	\$1,100.00	\$1,258.64	\$900.00
	\$16,347.88	\$16,300.00	\$16,388.85	\$15,900.00
Expenses				
Bank Charges / Returned Cheques	\$48.00	\$100.00	\$48.00	\$50.00
Branch Advocacy Event (Outreach)	0	0	0	\$1,000.00
Branch AGM (excludes food & bev)	\$1,047.37	\$1,100.00	\$741.31	\$1,000.00
Branch Information Sharing Event (excludes food & bev)	\$136.73	\$1,000.00	0	0
Branch Financial Management	0	0	\$47.37	0
Branch Meeting Expenses (excludes food & bev)	\$514.03	\$600.00	\$242.84	\$600.00
Branch Recruitment Event (includes food & bev)	\$5,095.82	\$6,750.00	\$5,254.82	\$5,750.00
Branch Volunteer Support & Engagement	\$886.12	\$1,000.00	\$1,209.00	\$1,000.00
Community Activities / Events	\$1,483.25	\$1,500.00	\$295.00	\$1,500.00
Equipment & Depreciation Expense	\$531.61	\$750.00	\$531.61	\$250.00
Office Rental	\$1,996.68	\$2,000.00	\$2,109.88	\$2,000.00
Phone / Internet	\$344.09	\$350.00	\$346.35	\$350.00
Reg/Dist/National Meeting Expenses	\$349.65	\$1,000.00	\$2,007.11	\$1,750.00
Stationery / Office Supplies	\$108.18	\$150.00	0	\$150.00
Operating Expenses	\$12,686.60	\$16,300.00	\$12,833.29	\$15,900.00
Miscellaneous (non-operating)	0	0	\$3,616.24	0
Reserve Spending (non-operating)	\$2,486.00	0	\$8,972.80	0
Non-Operating Expenses	\$2,486.00	0	\$12,589.04	0
Total Expenses	\$15,172.60	\$16,300.00	\$25,422.33	\$15,900.00
Earnings (Loss)	\$1,175.28	0	\$-9,033.48	0

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Reserves Template

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 2030).	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 2026 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 2026. 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 remained but has now been spent on billboard.	Specific membership drive or special one-time communication strategy.	2024/2025		Completed
Reserved Equity-Special Events \$8,000(remaining 541.11) Event success	40 th Anniversary Celebration.	2025		Completed
Reserved Equity - Training/Succession Planning \$3,500	Money reserved for special volunteer training & succession planning activities.	2026	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: \$17541.11

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