

Executive Meeting Minutes  
Skyview Restaurant, Reece's Corners  
March 28, 2017

Branch web site <http://www.federalretirees.ca/en/Branches/Ontario/Bluewater>

Note: action items are *in bold italic*

Present -

President - Gloria Cayea  
Treasurer - Diane Kerr  
Outreach Coordinator - Pat Mason  
Program Coordinator - Mary Ann Burgess  
Health Benefits Officer - Earnie MacDougall  
IT and Web Site Coordinator - Doug Kerr  
Secretary - VP - Robert Jackson  
Member at Large - Diana Wright

Absent -

Director of Membership - Bill Mason  
Member at Large - Georgina MacIssac  
Member at Large - Murray Lester

Gloria opened the meeting at 12:00 pm.

Gloria reminded attendees that this year's Lambton Seniors Information Fair will take place May 9 and 10 at the Point Edward Arena. She hoped that members of the Executive visiting the fair would be mindful of the opportunity to collect give-aways as potential door prizes for Bluewater Branch events.

Given that the Bluewater membership must be informed at least 21 days in advance of our Annual General Meeting (AGM), it was agreed the meeting notification published in Sage magazine would serve as official notice of this year's AGM.  
***Notwithstanding, it was agreed callers will be activated immediately to contact the membership concerning the meeting as per normal practice.***

Gloria undertook to consider the best timing of announcements in Sage for upcoming events, bearing in mind the Branch's fall and winter publishing windows for inserts.

**Gloria requested the Executive consider venues for future meetings, beginning with the February 2018 General Meeting. This item is to be discussed at the August Executive Meeting.** It was noted the Sarnia Navy Club's fees are no longer as competitive as they once were. Mary Ann informed the Executive that the cost of holding the September General Meeting at the Goderich Legion is increasing. She proposed the September meeting be held at the Harbour Hill Retirement Community facilities in Goderich. **Mary Ann will confirm and finalize the details however it was agreed the Harbour Hill facilities seem an ideal alternative to the Legion.** A discussion followed on the location of General and Annual General Meetings, and the consensus reached was that the current mix of communities and dates is best for the Branch given its relatively large geographic area and dispersed membership.

Diane informed the meeting the Branch's Bank is not providing cashed Branch cheques, making financial auditing problematic. The Branch's Bank can provide the treasurer with electronic read-only (also known as "view only") access to account statements and records (e.g. electronic copies of cashed cheques). To do so, the Bank requires the Branch provide a copy of the Executive minutes authorizing the Treasurer to have read-only access to the Branch's account. **A motion to allow the Branch Treasurer read-only access to the Branch's bank account was introduced by Diana and seconded by Earnie. Motion carried unanimously.**

Diane proposed it is time to update the Branch's bank account name from the old Federal Superannuates National Association (FSNA) to the current National Association of Federal Retirees (NAFR). **Mary Ann introduced the motion to update the Branch bank account name to reflect our current Branch title, namely "National Association of Federal Retirees, Bluewater Branch". Motion was seconded by Diana and carried unanimously.**

There followed a general discussion on the mandatory motions to be tabled at the April AGM approving the Branch's 2017-18 budget and the Allocation of Reserve Funds for replacement of Branch hardware. The Branch can allocate up to 20% of its capital equipment replacement costs per annum and add this amount to existing Reserve Funds as long as the purpose of the monies is clearly identified. ***With this in mind the Treasurer will introduce a motion at the AGM increasing the Reserve Fund from \$1500 to \$2000.***

Diane also requested approval to bill the Branch for paper and ink cartridge usage expended on Branch business. ***Diane was requested to prepare an expense claim for these items.***

A general discussion was held concerning Branch subsidy of non-members attending Branch events. Although the Branch usually charges non-members the same rate as members, the point was made that perhaps non-members should always bear the full (non-subsidized) cost of attending. Generally this was not felt to be a significant issue, and indeed some members require the assistance and attendance of non-members in order to attend events themselves. However it was agreed the Executive needs a breakdown of attendance figures to fully assess the matter.

Mary Ann reported that 32 members have confirmed their participation in the Rum Runners Tour Branch event scheduled for June 14, 2017. The event requires a minimum of 40 attendees and ***further recruitment efforts will be made at the April AGM.***

Earnie reported that work on 'Volunteer of the Year' recognition continues and the list of candidates has been sent to Ottawa for approval.

Doug reported that CRM is up and working. The Branch website had 95 hits in January, 156 in February and 97 to date in March. Although some of these hits can be attributed to Doug himself as he works on the site, it is still promising that obviously members are starting to access our site.

Pat indicated that the **callers will be activated promptly to promote the April AGM meeting. Pat and Diana agreed to split Diana's e-mail notification list of 50 contacts** to distribute the workload more equitably.

It was reported that **Bill Mason is organizing this year's Golf Tournament**. It is tentatively scheduled for August 14, 2017, at Greystone Golf Course Sarnia. Details to follow once finalized.

Gloria suggested that local MP Marilyn Gladu's office should be approached to see if they have any "Canada 150" pins available for Branch use as door prizes.

There being no other business, the meeting was adjourned at 2:30 pm, March 28, 2017.

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**To whom it may concern, the above minutes are verified by the following signatories as a complete and accurate account of the National Association of Federal Retirees Bluewater Branch Executive meeting of March 28, 2017.**

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*President - Gloria Cayea*

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*Treasurer - Diane Kerr*

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*Secretary - Robert Jackson*