

WESTERN MANITOBA BRANCH

ANNUAL GENERAL MEETING

14 MAY 2019

Present: Brett Turner (President), Linda Dueck (Treasurer), Rhonda Mathers (Secretary), Terry Gunnlaugson (Past President), Barry Caswell (Branch Advocacy Liaison Officer), Dorothy Caswell (Director), Garnet Shearer (Director), Val Zoerb (Director), Mac Estabrooks (Director), Edna Wells (Director), Sue Gunnlaugson (Director)

- 1. Call to Order: Brett called the meeting to order at 11:30 a.m. and welcomed everyone. There were 52 members present.**
- 2. Introduction of the Board of Directors: Brett introduced the Board.**
- 3. Approval of Agenda: Dorothy Caswell moved the agenda be approved. Seconded by Al Robertson.**
- 4. Remembrance of our Members: A short silence was held for members lost since our last meeting.**
- 5. Approval of the Minutes of January 2019 Member Meeting: Barry Caswell moved the minutes be approved as circulated. Seconded by Edna Wells. Carried**
- 6. Business Arising from January 2019 Meeting: None**
- 7. Approval of the Minutes of the May 2018 Branch AGM: Terry Gunnlaugson moved the minutes be approved as circulated. Seconded by Bob Patryluk. Carried.**
- 8. Business Arising from May 2018 Branch AGM: None**
- 9. Annual Branch Report: Brett explained that we would see motions for by-laws and reserves later. Also, Barry Caswell, Linda Dueck and Brett travelled to Regina for the District Directors Conference. Linda attended the CRM training and Barry and Brett attended the conference which included an Advocacy presentation.**
- 10. Treasurer's Report: (Distributed to all Member tables)**

- Linda Dueck expressed her thanks to Al Robertson and Stan Roszell for reviewing the financial records for 2018.
- The Reviewed Financial Statements for the year 2018 showing Earnings of \$731.25 were presented. Linda asked if there were any questions. There were none.
- 2018 Budget vs Actual Report – We budgeted for a loss of \$519 but realized a profit of \$731. The primary reason was that we spent less on travel for Regional and District meetings than was budgeted. Linda asked if there were any questions. There were none.
- 2019 Budget - The budget was approved by the Board in January. We are projecting a profit of \$200. Linda asked if there were any questions. There were none.
- 2019 Budget vs. Actual Report (to date) – Linda explained this to the group and asked if there were any questions. There were none.
- 2019 Financial Statements (to date) – Linda explained that it was early in the fiscal year and that we are currently showing earnings of \$565. She asked if there were any questions. There were none.
- Chester Letkeman asked about National Fees. Linda explained we budgeted for 814 members which is down to 785 as of today.
- Brett mentioned that National wants to tie our membership fees to the cost of living so there will be a slight increase each year.
- Terry Gunnlaugson brought up a point of order and questioned why the reviewed financial statements were not being approved by the members. Linda explained that this is not required according to the by-laws.

11. Elections – First Call for Nominations: Mac Estabrooks explained to the members that he was going to follow the new by-laws for this process. He explained that he hoped we would get volunteers as it was an easier process than an election. He read by-laws 6.4 and 6.5 to the members. He

explained that Brett Turner had volunteered to remain as President for two years and Linda Dueck volunteered to remain as Treasurer for two years. Terry Gunnlaugson volunteered to take the Vice-President position for one year. Mac asked if anyone else wanted to volunteer for these positions. Brett asked that everyone think about these positions until the Second Call for Nominations. He stated we needed a secretary and two directors as well.

12. Motions:

- **Appendix A – Proposed Changes to Branch By-laws:** Discussed. **MOTION by the Board, as put forward by Brett Turner, President, to accept the Proposed Changes to Branch By-laws as outlined in Appendix A. Seconded by Wayne Clayton. CARRIED.**
- **Appendix B - Reserves and Reserves Funding:** Lots of discussion took place about this proposal. In a March Webinar, Defense of Benefits Reserves was discussed and the Board proposed four new Reserves and outlined how reserves funding would work. Al Robertson questioned the Branch Support Fund and Linda explained it was to help fund the National Branch Support Fund and that we would be restricted to transferring only \$1000/year. Wayne Clayton asked how did the Reserve grow? Linda explained that we could transfer from unreserved equity to reserved equity. Mac explained years ago we didn't want to give any away as we were worried about decreasing member numbers. Terry Gunnlaugson felt that use of the Advocacy Reserve should be raised to \$2000 annually. Linda felt it was fine as is. **MOTION: Moved by the Board, as put forward by Brett Turner, President, to accept the proposed Reserves and Reserves Funding as outlined in Appendix B. Seconded by Louise Albertson. CARRIED.**
- **Advocacy:** Barry Caswell, Advocacy Liaison Officer, did a presentation on Advocacy. Ottawa has no dollars for this so it would come out of the Branch budget. Barry brought a plan to the Board and explained that it was extremely difficult to get a meeting

with an MP or an MLA. He explained that he could be travelling up to 10 to 15 hours for a 15 minute meeting. The cost for these meetings could be in excess of \$11,000. The Provincial Advocacy Officer is willing to meet with Nicki Ashton (Churchill) in Winnipeg when she is there. So, we would still have MPs for Dauphin and Brandon. Second thing we can deal with are MLAs regarding the NAFR platform which includes Veteran Issues, Retirement Income and Pharmacare. Bob Patryluk worked it out to about \$2500/year for 4 years. Wayne Clayton suggested an alternate plan for Dauphin. If we could get enough questions from this group, we could take three questions to each MP or MLA meeting. Al Robertson did not want to spend too much money on this. Wayne Clayton supported Al on this. MOTION: Brett Turner moved that \$3500 be allocated for Advocacy. Dorothy Caswell seconded. 19 For and 18 Against. CARRIED.

- Banner: The Board would like to purchase a new NAFR Banner for the price of \$300 plus taxes from National. The banner is used for outside meetings and fairs so people know who we are. Ours has the old FSNA logo. MOTION: Motion by the Board, as put forward by Brett Turner, President, to purchase a new banner. Seconded by Barrett Nelson. CARRIED.

13. Elections – Second call for nominations. No other volunteers.

Therefore, the following positions are by acclamation:

President – Brett Turner – 2 years (no extension)

Treasurer – Linda Dueck – 2 years (no extension)

Vice-President – Terry Gunnlaugson – 1 year (no extension)

Mac asked for a volunteer for the Secretary position and two Directors. Jane Brunet volunteered for Secretary and Brad Kelso and Wendy Jarvin volunteered for the Director positions.

14. a) 40th Anniversary is next spring so please think about what we can do.

Also, Mac suggested a picnic like we used to do years ago. Need a volunteer for this. Please consider this and let me know.

b) Decoration Day – May 27 - Louise Albertson volunteered to lay the wreaths at this event, as well as on Remembrance Day. Our thanks to Louise for this.

15. Elections – third call for nominations – not required

16. Lunch

17. Guest Presentation – E.R.I.K. (Emergency Response Information Kit) - Cory Parrott

18. Recognition of Volunteers – Garnet presented a plaque to Edna Wells. Terry Gunnlaugson presented an embossed mug to Mac Estabrooks.

19. Other Business: None

20. 50/50 Draw – Proceeds to Parkinson Canada – Wendy Jarvin won \$51.00. 4 mugs were also given away.

21. Next Meetings:

a) Board Meeting – September 24, 2019;

b) General Member Meeting – October 8, 2019

22. Helen Modor moved the meeting be adjourned at 1:43 p.m.

Approved by Brett Turner – President

Submitted by Rhonda Mathers - Secretary

APPENDIX A

to 2019 May 14 AGM Minutes

PROPOSED AMENDMENTS TO BRANCH BY-LAWS, WESTERN MANITOBA BRANCH

PART V – Branch Board

Currently:

5.1.1 Composition

The Branch board shall be comprised of up to ten directors of which seven shall serve as the following officers: President, 1st Vice-President, 2nd Vice-President, Secretary, Treasurer, Membership Chair, and Health and Benefits Officer. These positions shall be elected by the membership. .

Amended:

5.1.1 Composition

The Branch Board shall be comprised of up to ten directors of which four shall serve as the following officers: President, Vice-President, Secretary, and Treasurer. Any and all directors shall be elected by the membership.

Currently:

5.3 **Vice Presidents**

The 1st Vice-President shall assume the duties of President in the event of the President's absence, disability, or refusal to act. The 1st and 2nd Vice-Presidents shall have such other duties and powers as the Branch Board may specify.

5.6 **Membership Chair**

The Membership Chair shall maintain the membership database of the Branch and shall act as the interface between the Branch and the National Office in matters pertaining to membership. The Membership chair shall be responsible for sending bereavement cards and contacting the Survivor within 3 to 4 weeks with information regarding maintaining membership and /or pensioner benefits.

5.7 Health and Benefits Officer

The Health and Benefits Officer shall be familiar with the topics pertaining to benefits to Branch members and shall advise Branch members of their benefits coverage.

Amended:

5.3 Vice-President

The Vice-President shall assume the duties of President in the event of the President’s absence, disability, or refusal to act. The Vice-President shall have such other duties and powers as the Branch Board may specify.

5.6 Delete

5.7 Delete

PART IX – Financial Administration

Currently:

9.4 Spending Authority

The Branch board shall have authority to make expenditures listed in the budget forecast from the Branch Annual Meeting, and otherwise shall have authority to make expenditures as needed up to a set amount as established by the national Board of Directors.

9.4.1 An expenditure that was not included in the budget forecast requires the approval of a majority (50% + 1) of the votes cast at a Branch Special or General Meeting. An expenditure of more than the Branch set limit requires approval of national office or the national Board of Directors.

Amended:

9.4 Spending Authority

The Branch board shall have authority to make expenditures listed in the budget from the Branch Annual Meeting, and otherwise shall have authority to make expenditures as needed up to a set amount as established by the national Board of Directors.

9.4.1 An expenditure that was not included in the budget requires the approval of a majority (50% + 1) of the votes cast at a Branch Special or General Meeting. An expenditure of more than the Branch set limit requires approval of national office or the national Board of Directors.

Re-number:

5.8 to 5.6 Past President

5.9 to 5.7	Appointment of Officers
5.9.1 to 5.7.1	Appointment of Officers
5.10 to 5.8	The Branch Board
5.10.1 to 5.8.1	The Branch Board

APPENDIX B

to 2019 May 14 AGM Minutes

BRANCH VOLUNTEER TRAINING RESERVE

THE BOARD PROPOSES ESTABLISHING A BRANCH VOLUNTEER TRAINING RESERVE TO A MAXIMUM AMOUNT OF \$10,000. THIS RESERVE WILL COVER EXPENSES INCURRED FOR NON-ROUTINE AND NON-ANNUAL TRAINING REQUIREMENTS FOR BOARD MEMBERS, IN SUPPORT OF ACTIVITIES RELATED TO TRAINING, SUCCESSION PLANNING OR CHANGING POLICY REQUIREMENTS. EXPENSES MAY INCLUDE, BUT ARE NOT LIMITED TO, TRAVEL EXPENSES FOR BOARD MEMBERS TO ATTEND NATIONAL, REGIONAL, OR DISTRICT MEETINGS, ON A BIENNIAL OR TRIENNIAL BASIS ONLY. THE BRANCH BOARD SHALL HAVE AUTHORITY TO USE THIS FUND FOR VOLUNTEER TRAINING UP TO \$3000 PER CALENDAR YEAR WITHOUT REQUIRING AN ADDITIONAL BRANCH MEMBER VOTE.

ADVOCACY RESERVE

THE BOARD PROPOSES THAT THE BRANCH ESTABLISH AN ADVOCACY RESERVE TO A MAXIMUM AMOUNT OF \$5,000. THIS RESERVE WILL COVER ADVOCACY EXPENSES INCURRED PRIOR TO A MUNICIPAL, PROVINCIAL OR FEDERAL ELECTION ONLY. THESE EXPENDITURES COULD INVOLVE, BUT ARE NOT LIMITED TO, INFORMATION SESSIONS FOR MEMBERS AND SENIORS REGARDING RETIREE ISSUES. THE BRANCH BOARD SHALL HAVE AUTHORITY TO USE THIS FUND FOR ADVOCACY PURPOSES UP TO \$1000 PER CALENDAR YEAR WITHOUT REQUIRING AN ADDITIONAL BRANCH MEMBER VOTE.

40TH ANNIVERSARY RESERVE

THE BOARD PROPOSES THAT THE BRANCH ESTABLISH A 40TH ANNIVERSARY RESERVE TO A MAXIMUM AMOUNT OF \$5000. THIS RESERVE WILL COVER EXPENSES INCURRED FOR A 40TH ANNIVERSARY CELEBRATION IN 2020. SUCH EXPENSES MAY INCLUDE, BUT ARE NOT LIMITED TO, FACILITY RENTAL, FOOD, REFRESHMENTS, AND ENTERTAINMENT. THE BRANCH BOARD SHALL HAVE AUTHORITY TO USE THIS FUND FOR 40TH ANNIVERSARY CELEBRATION EXPENSES UP TO A MAXIMUM OF \$5000 WITHOUT REQUIRING AN ADDITIONAL BRANCH MEMBER VOTE.

BRANCH SUPPORT FUND RESERVE

THE BOARD PROPOSES THAT THE BRANCH ESTABLISH A BRANCH SUPPORT FUND RESERVE TO A MAXIMUM AMOUNT OF \$5,000. THIS RESERVE WILL BE USED TO PROVIDE FUNDING TO THE PROPOSED NATIONAL BRANCH SUPPORT FUND. THE NATIONAL BRANCH SUPPORT FUND WILL SUPPORT BRANCH ACTIVITIES THAT CANNOT BE FUNDED WITHIN A BRANCH'S OPERATIONAL BUDGET OR RESERVES. THE BRANCH BOARD SHALL HAVE AUTHORITY TO USE THIS FUND UP TO \$1000 PER CALENDAR YEAR WITHOUT REQUIRING AN ADDITIONAL BRANCH MEMBER VOTE.

RESERVES FUNDING

THE BOARD PROPOSES THAT:

- \$4000 BE TRANSFERRED FROM THE DEFENSE OF BENEFITS RESERVE TO A BRANCH SUPPORT FUND RESERVE
- \$2688 BE TRANSFERRED FROM THE DEFENSE OF BENEFITS RESERVE TO A 40TH ANNIVERSARY RESERVE
- \$3000 BE TRANSFERRED FROM THE DEFENSE OF BENEFITS RESERVE TO AN ADVOCACY RESERVE
- \$5000 BE TRANSFERRED FROM THE DEFENSE OF BENEFITS RESERVE TO A BRANCH VOLUNTEER TRAINING RESERVE
- \$800 BE TRANSFERRED FROM THE EQUIPMENT RESERVE TO THE DEFENSE OF BENEFITS RESERVE