

**National Association of Federal Retirees  
Fredericton and District Branch (NB62)  
BOD Meeting – Wednesday, April 4<sup>th</sup>, 2018 – 5:00 p.m.  
Hazen Park Centre, 1<sup>st</sup> Floor-Watling Room, Oromocto**

**PRESENT**

Elliott Keizer, Cyril Theriault, Denise Blanchard, Ian Culligan, Chris Goddard, John Richards, Wilson King, Norm Sheen, Rae Hopper, Evans Estabrooks

**ABSENT**

Clayton Tupper, Wayne Gunter and Jacques Piché

**1. WELCOME**

Elliott Keizer welcomed everyone to the meeting.

**2. APPROVAL OF THE AGENDA**

Agenda was approved as presented

**Moved by Rae; Seconded by Denise**

**CARRIED**

**3. MINUTES OF BOARD MEETING of February 12, 2018**

Minutes of the last meeting were approved as circulated with the following changes:

4b) Survey Monkey – Chris

5a) Finance - last paragraph: remove “clause 9.6.3”

5b) Special Events – Information Session – remove “on May 30<sup>th</sup>”

**Moved by Rae; Seconded by Evans**

**CARRIED**

**4. BUSINESS FROM THE MINUTES**

**a) Board of Directors duties and responsibilities - Cyril**

Will be discussed at the Regional Meeting in Halifax.

**b) Freddy Plus Add - Elliott**

Nothing about renewing it. Hoping to get some numbers from National regarding those who are applying but did not get anything. Wilson asked if we have statistics; Elliott will ask them. April is the last month; should we continue? Elliott said to add it at the next Board meeting on June 6<sup>th</sup>. Meanwhile Elliott will contact Freddy Plus to see if we can get some statistics. They also prepared a Partner’s listing, but it won’t be published until Elliott speak to each partner.

**Motion by Wilson that the Freddy Plus Add be extended forth for the next three months subject to the cost of be the same. Seconded by Evans**

**CARRIED**

## 5. REPORTS

### a) Finance – John

- Re-instatement of Class 9.6.2: it was corrected and is in the minutes and will be presented to our membership for ratification.
- Vote on how much money we can take out of the NB Special Reserves funds that we have. It was decided to increase it from \$5,000 to \$7,500 and that there were some specific rules attached to it that we had developed at the January 2018 meeting. John proposed one small modification to it. As it was written before, “the maximum permissible spending from each fund be no greater than the funds available in each reserve. John proposed to add the following at the end of the phrase “providing that individual amounts do not exceed the Branch maximum spending authority”. We don’t now and if the membership decreases they will have to change but we don’t want to go back and change it all the time. Rae pointed out that it was already in the November 18<sup>th</sup> minutes.
- Statements audited by Gil Farmer: this was not a formal audit as Gil is not a chartered accountant but National informed us that we don’t need that. We need one of our members to look at our books and make sure that the spending that we say we did is consistent with what we did. John asked the Board permission that we offer an honorary gift such as paying for his meal at the Spring Meeting. He will contact Gil and ask if he is coming to the meeting. Board agrees to it.

### Treasurer’s Report:

For fiscal 2017 we recorded a surplus of \$269, despite de deficit of \$1,997 predicted in the approved 2017 budget. The variance was caused mainly by:

- Les spending on “Branch membership recruitment and engagement”
- No spending on “Branch Governance”
- No spending on “Branch financial management”
- Less spending on “Social Gatherings Less Tickets Sales” than predicted

Offsetting the reduced than predicted spending in these categories was higher than budgeting expenditures on “Regional/National Meeting Expenses” due to our decision to have an additional observer at the National Annual Meeting.

The CRM-generated financial results and reports worked well this past year once some minor issues were sorted out. John is pleased with the CRM outputs and help received from National Office.

**Motion by John that the we present the Financial Statement as presented to the membership at the Spring meeting for their approval and that the treasurer’s report be accepted as presented. Seconded by Chris CARRIED**

### b) Special Events

Still waiting from Barry Murray if he is coming to the Spring meeting. Norm is looking for speakers for our Fall information session. Denise suggested that we have a session on Fraud. Chris and Denise had two people that they would contact but never heard from them. RCMP has a fraud division that we can contact. Chris suggested that we have someone to make a presentation on “how to learn with estate”. Denise mentioned that

there will be a presentation regarding this topic and she will try to find her email. Ian also suggested "Estate Planning" (how to avoid paying taxes).

Elliott asked the Board to review the Spring Meeting agenda. He asked that we add a presentation by Cyril on duties of the new Branch Service Coordinator.

**c) Membership - Wayne**

Wayne was absent, and Elliott talked about our partner's brochure it will be re-done with some changes: Robert Stoney, lawyer has retired, and Audio-Corp have been joined up with Hearing Life Canada, so they are now part of the National program. Will add the new publishing company, Guidecraft Print & Media.

Wayne has registered to have a table at the Spring into Wellness event to be held at the Leo Hayes High School on April 28<sup>th</sup>.

**d) Nominating Committee – Elliott**

Hoping that we will have some names next month. John said that a couple were thinking of getting involved.

**6. NEW BUSINESS**

**a) Information Management – Elliott**

Decision was made to buy a few copies of Office 365 and training for it.

We made the point to Ottawa and in our response to Jean-Guy Soulière's "Think" document. Coordination of financial management is an area that would help a lot of smaller branches. We are making strides into that direction because on occasions we get call from National Office or the other Branches and we referred them to Chris.

**b) National Strategy: Recruitment - Elliott**

Wayne mentioned before that we did not really have a national strategy on recruitment.

Peter Atkinson has something in place, but it is not well put together as it is not a strategy.

We are not getting leadership from Ottawa and we would get support if we had leadership.

We are a small branch, but we are a big branch in size. With John's help Elliott send a note to the Ottawa Branch President and he will get back to us later. Chris asked if we have numbers on how many members we lose each year.

Wilson asked if recruitment strategy will be on the agenda at the Regional Meeting in Halifax and Cyril said not as strategy, but there will be an information session led by Ottawa. Wilson said that we should focus on regional recruitment and asked if the Districts of Nova Scotia, PEI and New Brunswick get together and look at regional recruitment from a regional perspective. Cyril said that the opportunity is there. John said that he does not want another tool; Cyril said that there would be opportunities to discuss this.

Elliott mentioned that there will be a full day of training at the National meeting.

**c) Board Meeting Dates – Elliott**

One more meeting on June 6.

**d) Spring into Wellness Expo - Elliott**

Topic was discussed under item 5c) Membership.

**e) AMM and Regional Meeting - Elliott**

Chris, John, Cyril and Elliott will be going at the Regional Meeting. It will be a chance for other branches to see what they think of our pension proposal and ideas on Strategy and Regional working groups and Moving Forward. We might find out why National change the rules on the Preferred Partner Program.

#### **f) Website Ideas and New Email Address - Chris**

- Survey Monkey: Chris received an email from Stephen Grant. His response: he does not know anything about this. Will forward the email to Elliott. Peter Atkinson said that we could use it.
- Bulk emails: Denise asked about sending emails from Office 365. There are working components with this: (1) to do it without being blacklisted or detected as spam, there is a service we can pay for; it depends on how many emails we send, what our membership is and how often we send emails. Chris contacted a couple of companies and the best cost was for up 3,500 contacts we can send emails up to 6 times/month for \$30/month and \$19.95/month if we send only around 800 and up to 1,000 contacts. Cyril received an email from Alex Charette saying the we will have to cut the announcement in our newsletter for the next issue. He asked that we notify him if we have another way of reaching our members and suggested eBlast. Chris said it is a web interface for about \$20/month and that we could use this.
- Website: Chris emailed the Board regarding a few ways we can improve our website. Discussion followed on those suggestions.
  - Include our newsletters on the site
  - Include membership numbers, i.e. singles, doubles, English, French
  - Number of Branch activities we think we may have planned for the year
  - Description on what the Membership renewal process is and the different ways to pay as well as the costs for the different memberships.
  - Include a What's New! Or Did You Know?
  - Telephone or email Fraudulent Scan information
  - Branch History for NB62, list of Past Presidents. Denise will ask Wendy Creighton if she has anything about this.
- Email addresses: Executive has now new email addresses: ([firstname.lastname@nb62.ca](mailto:firstname.lastname@nb62.ca)). We also bought Microsoft 365 licenses for one year.

#### **g) Phonevite and Surviving Spouse – Denise**

##### Phonevite

Denise asked if we are going to continue using Phonevite and if so, need a good microphone; Chris will purchase one.

##### Surviving Spouse:

Denise also referred to an email from Kevin Armstrong stating that *“getting the surviving spouse to renew or continue the membership is critically important to keeping our membership numbers in line with our goals. The membership department has been discussing implementing something formal for this, but that still just discussion at this point. I think the branch is in the best position to do this, although there may be some cost and other implications – so we may have to have a hybrid solution whereby for some branches we are doing it, whereas some branches do the contact.*

*Anytime we hear from a surviving spouse that a main member is now deceased (if we get a call or an email) we train our staff to try and renew/recruit the surviving spouse.”*

Wilson said that this should be National Office's responsibility.

The Board is not comfortable checking the obituaries because of the “hits and misses” it

could create. Elliott said that they will bring this topic at the Regional Committee to find out how it is done at the other Branches. Until then, Denise will stop checking the obituaries.

Meeting adjourned at 8:00 PM.

**Next Meeting: June 6<sup>th</sup>, 2018 – 5:00 PM**  
**2<sup>nd</sup> Floor Boardroom, Hazen Park Centre, Oromocto**

Recorded by: \_\_\_\_\_  
**Denise Blanchard, Admin Director**

Approved by: \_\_\_\_\_  
**Elliott Keizer, President**