



**NATIONAL ASSOCIATION OF FEDERAL RETIREES
Vancouver Island North Island Branch - BC 06
Executive Meeting - 04 Feb 2014**

Bill called the meeting to order at 1305hrs.

In attendance were:

Bill Turnbull	President	Cecile Turnbull	Past President / RSO
Kathi Brown	Vice President	Kevin Weighill	Newsletter
Serge Gosselin	Treasurer	Steve Bunyan	Membership
Clint Halfkenny	HBO	Deb Yelf	Welfare
Norma Dean	Telephone Coordinator	Marjorie Arnold	Director
Vivian Lochridge	Director		

Absent were:

John Challender	Communications	Karen Finn	Secretary
Dale Dean	History	Mary Kamann	Director

The meeting agenda was accepted. Steve moved that the minutes of the last meeting be accepted; seconded by Serge. Carried

Committee Reports

Serge presented financial statements for the period ending 31 Dec 2013 showing income for the year of \$31,567.97 and expenses of \$28,951.61. Branch savings and cash accounts totalled \$38,367.88. Kevin moved that the financial statements be accepted as presented; seconded by Cecile. Carried.

Steve reported that his records show 682 single memberships, and 752 double memberships. With spouses, our membership count is 2,186.

Kevin stated that those wanting to contribute to the next newsletter should have their articles in to him by 14 Feb. He obtained a copy of the *On Guard* publishing schedule from Bill. Cecile pointed out that the March publishing date has been delayed as *On Guard* transitions to a magazine format.

Clint said that he receives the occasional call requesting medical expense amounts for income tax filing purposes. He pointed out that all he can do is direct members to the sources of information. Bill said he would contribute an item on tax deductions for the next newsletter.

As we do not currently have a Programs Co-coordinator Bill said he would be signing a contract with the Westerly Hotel for the March meeting. He mentioned that we have tentative reservations with the Hotel through 2015. He wanted everyone to understand that we can be bumped if the Hotel books a major event like a convention that conflicts with one of our meetings.

In the absence of John Challender, Bill said he would talk about the website in the business segment.

Deb reported that, sadly, since December, we have lost 15 members. Appropriate cards have been sent.

Norma stated that she will be having a meeting with the telephoners. She will brief those attending on procedures and will provide a handout. Steve will provide the call lists.

Old Business

Bill reported that a donation was made to Care-A-Van in the amount of \$500.00 and that he had delivered to the Food Bank monies collected at our Christmas general meeting - \$170.00 in cash and about \$80.00 in cheques. Cecile noted a regulation proposed by National Office that would prohibit

branch charitable donations. Bill said he thought many branches would vigorously oppose such a restriction.

Bill reported that he had compared Steve's list of member e-mail addresses to those in WMS and had corrected WMS where necessary. This will be useful for National Office surveys and our web mailings.

Bill noted that our large GIC is locked in and that the smaller GIC must be "rolled over" before 15 March so that those funds remain liquid. He has requested a meeting between himself, Serge and the BMO small business manager.

With respect to the Branch website, Bill has registered the domain name *fsnavin.ca* through *GoDaddy* at an annual cost of \$16.53. He has also initiated a hosting agreement with *Islandet.com* at \$6.95 per month. He is just waiting now for the developer to begin work on the site.

New Business

Bill introduced Vivian Lochridge, a new member to our group, who is highly qualified and will be a very welcome addition to our Board.

Guest speakers lined up for this year include John Duncan, MP (March) a representative from the BC Securities Commission (June), and Courtenay Mayor Larry Jangula who will speak on the role of the municipality in September.

Bill has asked Past President Cecile to head the Nominations Committee for elections to be held at the Annual General Meeting. This will require re-establishing the staggering of election years so that only one-half of the Board is elected in a given year.

Bill presented a draft budget for the coming year. Cecile noted that there was no provision for a charitable donation apart from money collected through 50/50 draws. She moved that we earmark an additional \$1,000.00 for charity; seconded by Kevin. Carried. It was moved by Kevin and seconded by Serge that the amended budget be accepted. Carried. Bill noted that we did better financially in 2013 than was forecast. While he said that he had not analyzed the reasons for this, he thought that it might simply have to do with when we receive and deposit membership dues.

Bill explained that he had circulated an amended set of Branch by-laws because they need updating. The last rewrite was submitted to National Office in 2003. Since then, the Branch name has changed from North Vancouver Island to Vancouver Island North. In addition, the category of Associate Member no longer exists. While the national By-Law Review Committee will be producing a model set of branch by-laws, he felt that we should correct the major deficiencies now since amendments require approval at a general meeting following a written notice of motion submitted at a previous meeting. Kevin proposed that we present the motion and amended by-laws to the membership at our March meeting; seconded by Clint. Carried. Therefore, copies of the proposed changes will be available at the March meeting. Members will be invited to read the proposal and offer input to the President with a view to obtaining approval in June of this year. Bill asked about his inclusion of a mission statement. The Board members appeared to support the idea.

Announcements:

Steve presented an updated membership list.

Bill noted that our gaming licence has been renewed, good for one year, with no conditions other than the usual one that all money collected must go to charity.

It was moved by Kathi and seconded by Cecile that the meeting be adjourned. Carried

Meeting was adjourned at 1410.

Kathi Brown, Acting Secretary

Bill Turnbull, President

Attachments - 2

**National Association of Federal Retirees (FSNA)
Vancouver Island North Branch (BC06)
By-Laws**

Section 1.0 – NAME and MISSION

- 1.1 This Branch shall be known as **Vancouver Island North Branch** of the **National Association of Federal Retirees (FSNA)** and shall be governed by the by-laws, regulations and objectives of the FSNA.
- 1.2 **MISSION** – The mission of the Branch is that of FSNA: to protect the benefits and promote the interests of federal retirees. To that end, the Branch will:
- promote measures beneficial to its membership
 - oppose proposals that would be detrimental to its members
 - inform and assist members with regard to their benefits
 - advocate on behalf of retirees, future retirees and disabled veterans
 - cooperate with like-minded organizations.

Section 2.0 – MEMBERSHIP

- 2.01 A person may apply to become a member of the Association if, for the purposes of a federal superannuation plan, the person is:
- an annuitant,
 - the spouse of an annuitant, or
 - the surviving spouse of a deceased annuitant.

Section 3.0 - AREA OF JURISDICTION

- 3.01 **Vancouver Island North Branch** membership shall be open to any eligible individual residing:
- on Vancouver Island north of a line extending from a point immediately south of Bowser to a point north of the area serviced by Tofino;
 - along the Upper Sunshine Coast; and
 - adjacent islands.
- 3.02 A request for membership in the **Vancouver Island North Branch** from a qualified person residing outside the area of jurisdiction shall be accepted; however, the member should be advised of the Branch closest to their place of residence.

SECTION 4.0 - MEMBERSHIP DUES

- 4.01 Annual dues are set at the national level. Dues may be collected by the Branch, National Office (NO) or deducted at source of pension (DDS) and remitted to NO by the appropriate pension office. The Branch portion of dues collected by NO is forwarded to the Branch quarterly. The national share of dues collected at the Branch level is remitted to NO not less than quarterly.
- 4.02 Dues shall be payable on or before the first (1st) regular meeting in any calendar year or the 31st of March whichever is soonest. In accordance with FSNA by-laws, an individual ceases to be a member if the required dues are not paid by the 30th of April.
- 4.03 Any member dropped from the rolls for Non Payment of Dues may be reinstated by paying current dues.

Section 5.0 - ELECTION OF OFFICERS

- 5.01 The Branch President shall appoint a nominating committee two (2) months prior to the election of officers. The committee shall submit a complete slate of Officers for consideration to the Annual General Meeting (AGM).
- 5.02 The Board of Directors shall consist of the following:
1. President
 2. Vice President
 3. Secretary
 4. Treasurer
 5. Membership Chairman
 6. Ten (10) Directors
 7. Immediate past President (not elected)
- 5.03 Terms Of Office - All officers shall be elected for a two (2) year term of office. To ensure continuity, in the first year following the approval of the by-laws, the President, Secretary, Treasurer and five (5) Directors shall be elected for two (2) years. The balance for one (1) year and thereafter all positions shall be elected for two (2) years.
- 5.04 Duties Of Officers:
1. President - Shall conduct all meetings, appoint committees and shall be an ex-officio member on all committees.
 2. Vice President: - Shall act for the President in his (her) absence. Should the

President resign his (her) office the VP shall assume the office of President until the expiry of the term of office.

3. Secretary - Shall keep minutes and records of all meetings and prepare correspondence as required.
4. Treasurer- Shall receive all monies and deposit them in a financial institution approved by the Board of Directors; provide receipts as required; pay all bills by cheque when submitted; submit regular reports to the executive and general meetings; and maintain a petty cash fund for incidentals.
5. Membership Chairman - Keep an accurate account of the membership with names and addresses of same and submit regular reports to the Executive.
6. Immediate Past President - Advisor to the President and Board of Directors on matters of protocol and procedure.
7. Directors - Serve on such committees as established by the President or Board, and conduct Branch business as required.

Section 6.0 - FINANCIAL ADMINISTRATION

- 6.1 All cheques shall be signed by the Treasurer and co-signed by the President or Vice President or other officer approved by the Board.
- 6.2 The Branch fiscal year will be the calendar year.
- 6.3 The annual budget and previous year's performance will be presented for membership acceptance at the AGM.

Section 7.0 - FINANCIAL REVIEW COMMITTEE

- 7.01 Financial Review Committee of two (2) Branch members shall be selected at the Annual General Meeting. The committee shall report on the financial position of the Branch at the next AGM. No member of the Board shall be eligible to serve on the Committee.

Section 8.0 – MEETINGS

- 8.01 A minimum of one (1) Annual General Meeting (AGM) and three (3) General Meetings shall be held in each calendar year at a time and place determined by the Board. The AGM will normally take place during the first quarter of the year. Two (2) weeks advance notice of these meetings will be provided to the general membership.

- 8.02 Special meetings may be called by the **Board** or requested by any five (5) members in good standing subject to approval by the **Board**. The request must state the reason for said meeting. **The** reason for calling the meeting shall be the only item of business discussed.
- 8.03 **Board** meetings shall be held monthly except during the months of July and August at a time and place determined by the President. A special meeting of the **Board** may be requested by any three (3) **Board** members. Such request shall be in writing stating the reason for **the request**.
- 8.04 A quorum for general meetings shall consist of seventy (70) members in good standing.
- 8.05 A quorum for Executive meetings shall consist of five (5) members, one of whom shall be the President or, in his **(her)** absence, the Vice President.
- 8.06 Any officer who absents themselves from three (3) consecutive **Board** meetings without a reasonable explanation shall be deemed to have abandoned their office and will be dropped from the roll of Officers.

Section 9.0 –DISCIPLINE

- 9.0 Appropriate disciplinary action shall be taken when the conduct of a Branch Officer or member is deemed to be prejudicial to the aims and objects of the Branch or **FSNA**.

Section 10.0 BY-LAW AMENDMENTS

- 10.0 These by-laws may be amended at a General Meeting of the Branch following a notice of Motion submitted in writing at a previous meeting.

Courtenay, British Columbia
(Date) 2014

2014 Budget – 2013 Actual

FSNA Vancouver Island North - Branch # BC06				
	Actual	Budget	Actual	Budget
Revenue:	2012	2013	2013	2014
Membership Fees Collected by Branch	3373	3400	7154	7500
Dues Deducted at Source (DDS) Revenues	12613	12600	12868	13460
Per Capita from National Office			99	105
Ticket Sales/Draws	8703	9850	10421	10140
Bank Interest	1	1	1	1
Other Income		100	338	135
Total Revenues (A)	24690	25951	30880	31341
Expenses:				
Office Rental				
Per Capita Remittance to National Office	2834	2850	6596	6900
Postage/Post Box Rental	3207	3335	2654	3480
Phone/Internet				450
Stationery/Supplies/Copying/Printing	3810	3985	4589	4585
Bank Charges/Returned Cheques	69	100	-75	50
Branch Meeting Expenses	11747	11500	10907	10470
Regional/National Conferences/AGM Travel	1829	1850	1127	1600
Local Travel	270	350	414	400
Social Gathering Expenses	816	800	508	500
Donations/ Community Activities	2044	135	681	1700
Honoraria/Salaries/Professional Fees				
Gifts/Pins/Badges/Other Promotional	10	200	420	180
Misc		200	393	
Total Expenses (B)	26636	25305	28215	30315
Operating Surplus (Deficit) (A-B=C)	-1946	646	2665	1026
Transfers to Reserves:				
Defence of Benefits Fund (D) Income	513	580	641	700
AGM (E)				
Total to be Transferred to Reserves (D+E=F)	513	580	641	700
Increase (decrease) in Unreserved Members Equity (C+F=G)	-1433	1226	3306	1726