



National Association of Federal Retirees  
North Island – John Finn Branch (BC06)  
Executive Meeting  
06 December 2016 – Comox Legion

NORTH ISLAND – JOHN FINN

Bill called the meeting to order at 1310 hours.

**Present:**

Bill Turnbull - President  
Kathi Brown - Vice President  
Steve Bunyan - Membership  
Cecile Turnbull – Programs  
Edith Kelly - Secretary

Norma Dean – Telephone Coordinator  
Kevin Weighill - Newsletter  
Dale Dean - Historian  
Deb Yelf - Welfare  
Marjorie Arnold – Director

**Absent:**

Serge Gosselin - Treasurer

Clint Halfkenny - Benefits

The agenda was approved with one addition. It was moved by Kevin, seconded by Deb that the 6 September 2016 minutes be approved as presented. Carried.

**Committee Reports:**

**Treasurer:** Serge submitted a report that as of 5 December 2016, the branch savings and cash accounts totaled \$52,793.08. Income for the period 01 January to 5 December 2016 was \$24,973.18 and expenses were \$18,802.39, resulting in a surplus of \$6,170.79. Bill moved that the financial statement be accepted as presented; seconded by Steve. Carried.

Bill noted that the investment interest income from the GICs is now shown separately. A Petty Cash entry of \$5.01, left over from previous years, was spent on miscellaneous and the \$200.00 General Meeting float, held by Serge, has been added.

**Membership:** As of today, Steve reported there are 719 single and 726 double memberships in 1445 households for a total of 2171 members. This includes 97 'lost contact' members. CRM shows we have 2172 members. Steve reported he has been sending e-mails/letters to members whose memberships have expired. Cecile has had several calls from people wishing to pay their dues at the General Meeting. In future, Steve plans to send out reminders to members a month prior to their membership expiry date.

**Newsletter:** Kevin reported 667 copies of the latest newsletter were mailed out. Bill sent out 757 copies electronically with a dozen being bounced due to e-mail address failures. Once again, they had to be sent twice as there was a problem with the server.

**Benefits:** Clint was absent.

**Programs:** Cecile reported that to date 144 Christmas luncheon tickets have been sold. For the Christmas draw, Bill and Cecile have purchased the wine and Norma has picked up and will wrap the cookies and candy.

**Communications:** Bill reported he had another problem with the server cutting him off when sending a mass e-mailing. The website developer has been contacted and he will contact the owners of the site about the problem.

**Welfare:** Deb reported we have lost nine members since the September meeting.

**Telephone:** Norma reported she is gearing up for next year. She has one new phoner and will probably need more once she finds out if any current phoners wish to be replaced. Because only 144 tickets have been sold for the Christmas luncheon, Kevin suggested that we return to canvassing attendance by telephone. Cecile has been phoning to remind members who purchased Christmas tickets in previous years. This will be discussed at an executive meeting in the spring.

**History:** Dale is still recovering, but hopes to start work soon.

**OLD BUSINESS:** Kathi and Steve attended the BCCI meeting in Duncan in October. Presentations from Branch Presidents pointed out how different each branch is. Our situation is unique from any other branch for membership, and other things. Remarks on the CRM ledger module, okayed by Serge, were passed on. Guy Bird, the District Director provided an update on the National Board of Directors, the new CEO and other staffing changes at National Office. There were discussions on advocacy and the upcoming B.C. election, how to coach out unproductive members, and recruiting new volunteers.

Steve reported he found Guy remarkably open and refreshingly honest when he acknowledged that there are problems at National office which they are trying to fix.

**NEW BUSINESS:**

**General Meeting - Responsibilities:**

- 50/50 – Marjorie
- Set Up – Elana & Cecile
- Serge will pick up totes from the Food Bank and will look after any cash donations.
- Steve was reminded to bring his Santa suit. Norma will help distribute the gifts.
- A few extra tickets will be available at the door.
- Check Tickets – Deb & Norma
- Table Number Callout – Steve
- Financials – Serge

**Notice of Motion:** Bill introduced a Notice of Motion dealing with unappropriated equity, the repatriation of surplus funds and corrections to the 2015 financial results presented at the AGM in March 2016. Roberts Rules suggest that if you are going to change something from the past you should file a Notice of Motion so that you don't require a 2/3 majority to pass your Motion when you put it forward. You only require a simple majority.

**Unappropriated Equity & Surplus Repatriation:** Bill will call Paula Gilmore at National Office for her opinion and suggestion regarding the Notice of Motion. All that is necessary is an entry in CRM declaring a reserve, getting the membership to approve it, and then sending a copy of the meeting minutes to National Office.

[Note to file: Since the meeting, Bill has spoken with Paula who suggested sending out the proposed Notice by e-mail. The Motion can then be dealt with at the General Meeting on 14 December 2016. In the meantime, the repatriation invoice for \$1,816.20 will be paid to meet the 15 December deadline.]

**Future Financial Reporting:** Will show net rather than gross amounts where appropriate.

**2017 Budget Requirements:** Any 2017 budget requirements should be passed to Bill prior to the March AGM.

**Protection of Branch Assets:** National Office has suggested that branches should have more than one person with access to Bank and CRM information. Steve and Kevin could each use a backup for their position.

**Bulletin to Branches and Other E-mail Broadcasts:** All Board members should be receiving these e-mails. Bill will check to see that Ottawa has everyone's correct e-mail address. Personal data can be updated by Board members themselves.

**CRM ClickDimensions E-Mail Client:** Bill will tell Joane to advise Steve and Kevin of future training sessions.

**Ideas for Future Guest Speakers & Elections:** It was necessary to adjourn the meeting early. These two items will be dealt with at the January 2017 meeting.

**Next Executive Meeting – 3 January 2017**

**Adjournment:** The meeting adjourned at 1405 hours.

*Edith Kelly, Secretary*

*Bill Turnbull, President*