



National Association of Federal Retirees    Association nationale  
des retraités fédéraux

OTTAWA VALLEY

## **National Association of Federal Retirees Ottawa Valley Branch**

### **Annual General Meeting April 18 2018**

#### **Agenda:**

- Call to Order
- Moment of Silence, singing of “O Canada”
- Recording of Members Present
- Approval of Agenda
- Introduction of Guests and Ottawa Valley Branch Board of Directors
- Speaker Presentation –
  - Leslie Lentz, Community Engagement Specialist, Canopy Growth Corp.  
*“Cannabis 101 – a broad range of topics including botany, history, legislation, medical uses and how it is used and accessed”*
- Introduction of Display Presenters
- Introduction of National Directors and Branch Services Coordinator
- Lunch
- Official Business of the 2018 Annual General Meeting
  - Minutes of the 2017 Annual General Meeting
  - Business Arising from the Minutes
  - New Business
  - Treasurer’s Report and Presentation of 2017 Financial Statements
- End of Official Business
- Reports of Officers
  - President – Steve Fahie
  - Membership – Steve Fahie
  - Health Benefits Officer – Ed Rockburne
- Nominations for Directors
- Election of Officers
- New Business
- Door Prizes
- Adjournment



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**National Association of Federal Retirees  
Ottawa Valley Branch  
Minutes of the Annual General Meeting**

19 April 2017

Almonte Civitan Club, Almonte, Ont.

**1. Call to Order**

President Steve Fahie called the meeting to order at 10:00.

**2. Moment of Silence for our departed members and safety of our Armed Forces, followed by singing of 'O Canada', led by Ed Chenard.**

**3. Recording of Members Present**

Judy confirmed 107 members in attendance.

**4. Approval of Agenda**

Motion to approve agenda by Bob Bray, seconded by John Whay. Passed.

**5. Introduction of Guests and Ottawa Valley Board of Directors**

President Steve introduced guests from National Office - Greville Price and Dyane Dufresne, followed by the Br. current Board of Directors.

**6. Speaker Presentation: *A Review of Legal Issues for Seniors***

President Steve introduced Craig Halpenny of Barker Willson, Barristers & Solicitors. His presentation included: basic estate planning essentials: a will; need for POAs. His advice on: probate; living wills; common law partnerships; testamentary trusts; holograph wills; joint ownership; codicils to wills, etc. provided invaluable info.

Following the well-received presentation, Pres. Steve spoke of importance of updating Association's **You & Your Survivor** booklet regularly. (It is currently being revised, & Br. follow-up is required to determine hard copy availability for new version.)

**7. Introduction of Display Representatives**

Steve introduced static display reps: **Mills Community Support** – Jan Watson; **Alzheimer Society** – Robin Hull; **CCAC** – Tracy Elliott; **Bayshore Home Health** – Laurie Edwards; **Perth Classic Theatre** - Matthew Behrens; and **Johnson Insurance** – Shawn McCord.

Although CAA rep did not attend, Steve mentioned discount available to members, as CAA is now a Branch affinity partner.



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## 8. Introduction of National Directors

Pres. Steve introduced Dyane Dufresne (National Director for Ottawa Region) who spoke briefly on:

- 'defined benefit' and perils of changing to 'target benefit' pension plan;
- Cost increase to members (PSHCP plan: from 25% to 50% being appealed);
- Continued need for recruitment of members & volunteers.

## 9. Official Business of 2016 Annual General Meeting

Pres. Steve then tabled:

- **Minutes of 2016 Annual General Meeting:**  
Motion to approve made by Ed Chenard; seconded by Jim Piche. Passed.
- **Business arising from the Minutes - None.**
- **Establishment of Branch Special Events Fund:**  
Rationale for fund was reviewed. Motion to approve by Ed Robert; seconded by David Boadway. Passed.

## 10. Treasurer's Report and Presentation of 2016 Financial Statements:

Motion to approve by Ed Chenard; seconded Greg Smithson. Passed.

### End of Official Business of the 2016 Annual General Meeting

## 11. Reports

Reports (included in meeting package) were summarized:

**President:** Steve thanked current long-time Exec. & reiterated need for new volunteers; advised of new: name of Association; President; & move of National Office, and that National website & record keeping improvements are ongoing.

As **Branch Webmaster**, Steve advised website had to be rebuilt fall of 2016.

Under **Membership**, Steve advised reported memberships #s are lower - due to ongoing National Office record keeping improvements.

## 12. Nominations for Directors/Election of Officers

At call, Joe Zarb offered to stand; Director Jim Piche advised members of Joe's previous valuable participation on Board & proposed him; motion seconded by Lynda Smith. Passed.

As majority of Board had revolunteered, no further motion for approval was presented.

## 13. New Business

Director Jim Piche advised of updating/or closing personal online accounts (i.e. Facebook; Twitter; etc.). National Office website should advise on proper procedure.



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#### **14. Door Prizes**

Gift card (\$20.00-\$25.00) winners included: Lucille Boadway; Denise Labenay; Billie Paul; Anne McEwen; Jane Patterson; Peggy Gallipeau; Jack Wheeler; John Younghusband; Gloria Dyke; Germaine McCallister; Nancy Carboni; Sheila Willis; Dorothy Cannon; Joan O'Halloran; Karen Roberts; Muriel Chenard; Roy O'Halloran; John Willis; and Dave Boadway.

Winners of **Johnson Insurance** gift packages: were: Bob Rybeck and Tim Pullen.

Ottawa Valley Branch thanks Johnson Insurance for regularly providing wonderful prizes for our AGM!

#### **15. Adjournment**

With no further business, Steve made a motion to adjourn at 1:35 p.m. Passed.



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## **Branch Board of Directors**

Position Openings  
April 2018

### **Treasurer**

The treasurer will be responsible for maintaining the accounting records of the Branch, including depositing receipts, issuing cheques to pay Association bills, and keeping records of transactions.

Desired skills are:

- Basic computer knowledge
- Basic accounting knowledge (not looking for an accountant)
- Ability to balance a chequing account
- Basic knowledge of Excel spreadsheet program an asset
- Ability to use email as a means of communication

### **Report Editor**

The Report Editor is responsible for preparing Branch Reports twice annually, which are distributed as an insert in the Sage association publication. The reports contain local items of interest to members, Branch activities and contact details of Board members.

Desired skills are:

- Basic computer knowledge
- Basic knowledge of a word processor such as Microsoft Word
- Reasonable skill at developing a written report
- Ability to use email as a means of communication

### **Branch Advocacy Liaison**

This is a new position that the Branch would like to fill so we can be more active in our advocacy role. See reverse for the scope of this position.

Please contact President Steve Fahie if you are able to assist us in any of these positions.

Phone - (343) 341-2687

Email – [info@fsnaottawavalley.ca](mailto:info@fsnaottawavalley.ca)



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## **SCOPE OF VOLUNTEER ROLE Branch Advocacy Liaison (BAL)**

**Title:** Branch Advocacy Liaison (BAL)

**Role:** The Branch Advocacy Liaison role is an integral element of the Association's advocacy network. As the branch's designated contact and coordinator for branch advocacy activities, the BAL works closely with the Advocacy Program Officer in support of the Association's national advocacy strategy.

**Selection and Appointment Process:** The BAL role is assigned by the Branch President to a volunteer who has indicated the interest and the capacity to help support the Association's national advocacy strategy at branch level.

The BAL may be a serving director on the branch board; this can help ensure he or she has an in-depth understanding of branch issues, resources and capacity. Alternatively, the Branch President may wish to engage an interested member or volunteer who is not with the branch executive. This individual must simply be willing and able to volunteer, communicate and work closely with the Branch President and executive on advocacy.

**Term:** The duration if the appointment may be open-ended or negotiated by the parties. Alternately, if the role is linked to a board position with specified terms in branch bylaws, the BAL role term would be concurrent with the linked branch executive's term.

**Communications, Support and Training:** To ensure Branch Advocacy Liaison volunteers are fully aware of current trends, issues and campaigns, they will participate in regular training and communications with the Advocacy Program Officer.

### **Key Activities:**

- Serve as advocacy contact for the branch – a 'point person' who will act as the branch liaison for advocacy and coordinate branch advocacy efforts.
- Communicate regularly with the APO to ensure awareness of our key advocacy issues and the environment that influences what we do
- Share local/regional information with the APO relating to Association advocacy priorities and strategic goals, and which may impact local members
- Regularly inform the Branch President and/or branch executive of current issues, trends and campaigns relating to the Association's advocacy and strategic goals
- Participate in training (normally virtual or telephonic) led by the APO or staff to enhance skills in advocacy, and deliver training and support branch volunteers to further Association and branch advocacy activities
- Assist the Branch President in developing branch advocacy strategies driven by the Association's national strategic plan and advocacy priorities
- Generally, support the Branch President in ensuring the branch is active in advocacy campaigns and general advocacy activities that are consistent with and supportive of the Association's national strategic plans and advocacy priorities