

**BCGREA – Victoria Branch Executive Meeting Minutes
May 25, 2021 via Zoom**

Present: Barbara Golder (Chair), Sarf Ahmed, Gerry Buydens, Valeska Campbell, Brian Green, Laura Lam, Terry Prentice, Sonja Ruffell, Marilyn Spencer, Tammy Welch, Vicki White. No Regrets.

- 1) **CALL TO ORDER AND WELCOME TO NEW BOARD MEMBERS:** called to order by the Chair. New board members Terry Prentice and Laura Lam were welcomed.
- 2) **APPROVAL OF AGENDA: Approved with amendments. Motion 1. M/S. Gerry/Tammy. Carried.**
- 3) **APPROVAL OF MINUTES:** Executive meeting of April 27, 2021. **Approved as presented. Motion 2. M/S. Tammy/Valeska. Carried.**
- 4) **BUSINESS ARISING FROM PRIOR MINUTES:** a. BCGREA Roles and Responsibilities Handbook revision: Barbara and Terry will continue the update of the handbook. A new draft will be presented at the September meeting for review.
- 5) **CORRESPONDENCE:** None.
- 6) **DIRECTORS' REPORTS:**
 - a) Treasurer (Tammy): Financial report attached. Cindy will review the year end financial statements prior to approval by the Board at the July meeting. Old laptop is not being used and should be decommissioned (Tammy). Motion 3. Board approved payment of \$50 gift certificates to the 4 retiring directors (Linda/Cindy/Pauline/Elsie) and communication coordinator Tracey Colins who has resigned. **Barbara will purchase the gift cards and mail with thank you notes on behalf of the Board. Motion 3. M/S. Terry/Gerry. Carried.**
 - b) Membership (Valeska): Report attached. Deceased members records being cleaned up. It seems some mail from BC Mail may have been delayed or lost due to closure of BCGEU office. This includes potentially 12 cheques for dues sent by members. Valeska to send a note to Provincial Vice Chair (Brian) requesting a legal opinion on how to deal with SIN on historical member records.
 - c) Communications (Brian/Laura): Report attached. Tracey Colins has resigned as communication coordinator. Photo contest will be conducted at the July meeting. Brian to recruit a judge and work out contest rules. Any suggestions can be sent to Brian. Laura will undertake email communications to members as needed.
 - d) Provincial Report (Brian): Pension Corporation annual conference was attended by BCGREA office bearers including Brian and Sarf. Good list of speakers on pension and investment related issues and emerging trends such as ESG (environment, social, governance). Discussions continue with

Teachers, College and Municipal associations for greater collaboration. Website work is continuing. 2 more branches have joined campaigner. Teachers is looking at a course on 'digital' training for seniors.

- e) Program (Gerry): No webinar in June. Gerry floated some ideas for future webinars. Gerry to present a plan for Sept to December programming consistent with public health directives. Gerry to contact Tom Vincent to come as a guest speaker on roles and responsibilities between BC Pension Corp Trustees and BCGREA.
- f) Telephone/Goodwill Committee (Sonja): Report attached. Jane Rutherford willing to volunteer. Sonja to request her to assist Valeska in membership related work. No goodwill cards sent during this period.
- g) Social (Marilyn): Nothing to report. Vista 18 is booked for Christmas lunch subject to public health directives.

7) PROJECT UPDATES:

- a) Draw for member gift cards and for the AGM (Barbara, Valeska):
 - i) The winner for 1 gift certificate for the AGM draw is Ann Barry.
 - ii) The 5 winners for monthly gift certificate of \$25 each are: Jessica Carrick, David Day, Sandra Kajewski, Dianne King and Patricia Morrison. All members in good standing and have not won any previous draws.
- b) Status report on Member Survey tasks (Sarf). Report is attached. Actions agreed at this meeting are:
 - i) #6. Gerry to submit programming options for Sept to Dec 2021 at the July meeting.
 - ii) #8. Sarf and Vicki to present proposal at the July meeting for frequency and content of members meetings post COVID 19 based on the re-opening plan.
 - iii) Sarf to draft a communication for members on the status of the survey for inclusion in the September e-bulletin.
- 8) **MEMBERSHIP DRIVE:** All sessions have been cancelled at this point. No update.
- 9) **NEW BUSINESS:** Microsoft 365 License. **“Resolved that the annual Microsoft 365 License for a family five plan in the name of Brian Green be approved on a continuous basis until needed as**

long as Brian Green is a member of the Board of Victoria Branch 1200. Annual approval is not required.” Motion 4. M/S: Tammy/Terry. Carried.

10) OTHER BUSINESS:

- a) Secretarial function: Interim arrangements were agreed until the Branch can recruit a Secretary. These are:
- i) Barbara will prepare agenda for monthly Board meetings and members meetings.
 - ii) Minutes of the Board meetings and members meetings and circulation of meetings materials will be undertaken on a rotational basis. Sarf did this for May meeting. Terry volunteered for July meeting. A volunteer for September meeting will be selected at the July meeting.
 - iii) Formal resolutions will be kept to a minimum. Anyone proposing a resolution should draft it in advance of the meeting and circulate as part of the meeting materials. Any resolution tabled at the meeting would be drafted by the proposer after the meeting to make meetings more efficient.
 - iv) Barbara will include an advertisement for a secretary in the next e-letter with roles and responsibilities.
 - v) Sarf will contact Linda to get a clearer understanding of the tasks she used to perform.
 - vi) Barbara will get the physical records from Linda and hold them until BCGEU office re-opens.
 - vii) Valeska will plan with Linda and Josie to transfer electronic records from Linda to a new Branch folder with the Province.
 - viii) Meeting minutes for the last 1 year will be posted on the new Branch website.
- 11) **NEXT EXEC MEETING: July 13, 2021** at 10:30 a.m. via Zoom or in person if allowed under Province’s re-opening plan.
- 12) **ADJOURNMENT:** Meeting adjourned at 12:22.

Barbara Golder, Chair

Terry Prentice, Secretary

Date Minutes Approved: ___July 20, 2021_____