

BCGRE – Victoria Executive Meeting
May 24, 2022
Zoom Meeting

MINUTES

Present: Sarf Ahmed (Chair), Valeska Campbell, Ed Forbes, Karin Heimlich, Laura Lam, Terry Prentice, Sonja Ruffell, Jane Rutherford, Marilyn Spencer, Tammy Welch
Regrets: Barbara Golder, Gerry Buydens

1. CALL TO ORDER: 10:35 a.m.

2. APPROVAL OF AGENDA:

MOTION #1: M/S Tammy/Marilyn Carried
To approve the agenda for the May 24, 2022 meeting.

3. APPROVAL OF MINUTES:

MOTION #2: M/S Laura/Sonja Carried
To approve the minutes of the April 26, 2022 Executive meeting.

4. BUSINESS ARISING:

- Sarf welcomed new executive members Ed Forbes (Treasurer) and Jane Rutherford (Membership Chair). He thanked them for stepping forward and said we all hope they will enjoy the experience.
- Sarf thanked departing executive members Brian Green, Valeska Campbell and Vicki White for all their work over the years.
- Sarf thanked Tammy Welch for her all her work as Treasurer, and for staying on as a Director-at-Large.

5. CORRESPONDENCE: Nothing to report

6. DIRECTORS' REPORTS:

Note that all reports were accepted as submitted. Additional comments noted below:

a. Treasurer (Tammy)

- This is Tammy's last report as Treasurer. There are no transactions outstanding. The binder, etc., will be transferred over the weekend. Year end is June 30th and Cindy Friscoe will conduct the year-end review. Josie has updated the email to Ed. Johanna, Provincial Treasurer, has been informed of the change in Treasurer. We owe Provincial \$1,476 in non DCO dues by June 15.
- Ed noted he has committed to the position for two years, so if anyone knows of someone who would be interested in Treasurer, Ed can speak to them. Tammy suggested mentioning this at the September General Meeting. Perhaps shadowing Ed or having a member sit on the Finance Committee would help.
- The Finance Committee members currently are Barbara, Sarf, Ed, Tammy. There

should be some thought about who should be on the Committee moving forward. As Karin will be an additional signing authority, she may want to sit on this committee but that would be optional.

- Ed Forbes and Karin Heimlich will be added as financial signing authorities. There will continue to be four signing authorities which already include Barbara and Sarf.

b. Membership (Valeska)

- Jane has procedures to read. Josie has been notified. Valeska is doing the updates. The database will be handed over soon. Shaun Johnson, BC Mail, has been notified.
- Karin was asked to check the mail in July and August at the BCGEU offices. Mail delivery will resume in September.
- DCO: twelve members need to be emailed or Sonja (Phoning Committee) could call them.

Terry mentioned another branch lapses unpaid members after six months. He advised that the *Societies Act* says 6 months as well. A new application would require DCO. Valeska said she has stopped chasing delinquent members; about 25 members may be struck. Sarf asked if this required action however Valeska said she can go ahead without further direction or action.

- Filing Day: we are not finished but a lot was done. We got through A to D. Old records were culled and shredded; information was redacted; Janet will let us in again.

c. Communications (email, newsletter, website) (Laura)

- Membership is steadily increasing.
- The website has been updated with the new executive.
- Laura passed on a thank you received from a member for all our hard work.
- Starting in June Laura will be working on various items including documentation and planning the Christmas newsletter.

d. Provincial Report (Sarf/Tammy)

- Tammy mentioned the Spring Pen is with the publisher and should be out in the next few weeks.
- Sarf mentioned there was an offer of money to Branches for certain activities. Sarf had a look on the website which notes activities such as the set-up of a branch. The money is not intended for, as an example, giving funds to members requesting reimbursements, etc.
- Bylaw Committee is reviewing current bylaws. Terry Prentice is on the committee and Sarf will also be joining after speaking with Vince.
- Affinity Partners: Provincial will be sending out a communication to inform members of discount opportunities such as Hotel Z, which would be cheaper than the seniors' rate.

ACTION: Provincial website to be updated first. Then Branch 1200 could reference the provincial website information.

- Communication to VPs from Provincial Recruitment and Retention Committee (Sarf)
(See meeting package for a copy)
- e. Program (Gerry)
- f. Telephone (Sonja)
 - Phone committee advised members of subsidies, the AGM elections, the creation of the new branch, 75th anniversary of the BCGREA and that the Pen is interested in stories.
- g. Goodwill (Sonja)
 - 3 members passed; one condolence added on the obit site; 2 were too long ago to send a message.
 - Jane advised she would no longer be on this committee due to her new responsibilities.
- h. Social/House (Marilyn)
 - Government House: 18 have booked, which includes 3 non-members. Final numbers will be confirmed after May 31.

7. PROJECT UPDATES:

a. Draw for member gift cards

1. Keith Henders
2. Randolph Morrison
3. Robert Moss
4. Cheryl Salmon
5. Lori Thornber

- a. **Executive Lunch.** This would be to thank outgoing executives and welcome new ones. This will be planned for the July 26th (in person) meeting. This meeting is typically very short. Marilyn will let Barbara know of some options. Some possibilities discussed were the Four Mile private room and the upstairs room at the Fireside.

MOTION #3: M/S Sarf/Karin

To approve up to \$500 in expenses for the lunch and gifts for outgoing executive members.

- b. **Fall 2022 meetings.** Discuss whether meetings in the Fall should be in person or Zoom for Executive and/or General meetings.
- **Sarf asked executive about their comfort level for meetings moving forward:**

Fall 2022 meetings. (cont'd)

Member	Executive Meetings	General Meetings
Tammy	In person (ease of cheque signing, etc.)	Hybrid (for shut-ins to attend)
Laura	Hybrid (Zoom & BCGEU office)	Hybrid
Jane	Hybrid	Hybrid (would get more people involved)
Karin	Hybrid	Hybrid
Ed	Zoom (quarterly)	Hybrid (covid, travel, may get more people involved)
Marilyn	Zoom (gets more done)	Hybrid
Sonja	In person/spaced for safety	Hybrid
Terry	No preference	No preference
Sarf	Zoom (also like human contact) 2-3 in person?	Hybrid

c. Signing Authorities.

MOTION #4: M/S Tammy/Sonja Carried

To update all signing authorities for the Coast Capital bank account to be: Barbara Golder, Chair & Sarf Ahmed, 1st VP to remain, Tammy Welch & Brian Green to be removed, and Ed Forbes as new Treasurer & Karin Heimlich, Secretary to be added.

d. Budget for FY 2022/23 and Financial Statements for 2021/22.

To discuss when these will be available. Also schedule a meeting of the Finance committee to go over the documents and transition Treasurer responsibilities from Tammy to Ed.

- The year end is discussed at the July meeting. Finance Committee meets in August to prepare budget. The Budget is presented at the September general meeting.

9. OTHER BUSINESS:

10. NEXT EXECUTIVE MEETING: July 26, 2022

No Executive meeting in June. The July 26, 2022 meeting is to approve year end finances and will be a thank you lunch. Location will be determined.

11. ADJOURNMENT: Moved by Sarf to adjourn at 11:56 a.m.

Sarf Ahmed, Vice-Chair

Karin Heimlich, Secretary