

**Western Communities Branch #2700**

**Minutes of Planning Session January 17, 2023**

**Location: Valeska Campbell's house, 783 Meaford Ave.**

**Present:** Al Coccola (chair), Valeska Campbell, Tammy Welch, Colleen Coccola, Sharon Stewart, Lynda Hoel

**Meeting came to order at 2:00 pm**

**Membership Report:** 277 members. The provincial membership database is currently offline.

**Financial Report:** Current balance \$668.24. We received \$688 in dues for new members.

**Agenda Items:**

**Old Business:**

- **Feb. 7<sup>th</sup> meeting, 1-3 pm** - James Stenson from BCI will present. Al will attend a TEAMS meeting with BCI to discuss format of the talk. As there is no projector, BCI will provide a PowerPoint presentation ahead of time. Al moved that we thank James with a \$25 gift card. Seconded by Tammy. Motion carried (MC).
- **Door Prizes** - Al moved that we have a 'membership incentive' prize at our regular meetings. This will be \$10 to start and increase by \$10 at each meeting (if not won) to a maximum of \$100. The winner will be selected randomly from our membership list and must be present at the meeting. Seconded by Tammy. MC.
- **E-Blast** - We will send out E-Blasts closer to our meeting dates on the Thursday before. The next E-Blast will go out Feb 2<sup>nd</sup>.
- **March Hike** - March 7, 1pm at Iron Mine Bay.
- **Debrief Games Day & Potluck** - Only 4 attended the Games Day. Possibly held too close to Christmas and some people are still COVID shy. In future E-Blasts, we will use a generic email address for responses rather than the RSVP button which people may be reluctant to click. The pot luck had a small turn-out of 15 people but was fun and considered successful. Sharon offered to set up a Facebook page to help with communication.
- **Welcome Letters** - Although there are over 100 new members to be welcomed, consensus was that letters were preferable to email. As an incentive, if new members bring the letter to their first meeting, we will give them a gift (possibly a BCGREA pen).

**New Business:**

- **Possible March ZOOM Branch Meeting** - Al would like to try a ZOOM meeting to see what kind of response we receive. Mark Costales from Johnson Insurance has been doing ZOOM meetings with some branches. Al will contact him about a possible meeting on March 14.

- **E-Blast re: 55+ Games** - Larry Martin will provide information to our members who are interested in the 55+ games in Abbotsford. To avoid too many emails, we will add a blurb to our next E-Blast to have members respond directly to Larry.
- **Merchandising** - The merchandise web page is live. Tammy will contact the Victoria branch to see if they are interested in sharing an order for 100 pens.

**Other Business:**

- **PEN Newsletter** - The Provincial committee is working on the Spring Newsletter. Please send news items to Tammy.

**Our next planning session will be February 28<sup>th</sup>, 2023 from 1 – 3 pm** at Tammy Welch's house - 862 Cecil Blogg Drive.

**Meeting adjourned around 4 pm.**

**Action Items:**

- Valeska will purchase envelopes & stamps, modify & send out Welcome letters
- Al to get \$25 gift card for presenter
- Tammy to contact Victoria branch re: order for BCGREA pens
- Tammy to withdraw \$100 from bank for 'membership incentive' draws
- Al to contact Mark Costales re: ZOOM meeting
- Sharon to set up a Facebook page and circulate to Executive when done
- Al to set Lynda up on Sync
- Al to send out E-Blast on Feb. 2nd