

MINUTES OF PLANNING MEETING
24 JUNE 2010
COMMUNICATIONS & ELECTRONICS MUSEUM
95 Craftsman Blvd, Highway 2, Kingston East

1. Call to Order

The meeting was called to order at 10:12 a.m.

2. Roll Call of Officers

a) In Attendance:

| | |
|---------------------|----------------------|
| President | Ron Henderson |
| V-P Admin | Barb Fagg |
| V-P Ops | Luc Bujold |
| Secretary | Lois Frauendienst |
| Treasurer | Réal Préfontaine |
| Past President | Ron Aquino |
| Membership Director | Donna Henderson |
| Recruitment | Barb Fagg |
| Webmaster | Luc Bujold |
| Health & Benefits | Rae Gateley |
| Editor | Walter Veley |
| Activities | Noel Coward |
| Social | Lois Frauendienst |
| Telephone Committee | George & Annie Healy |

b) Regrets/Absent:

| | |
|-------------------|---------------|
| Health & Benefits | Bonnie Bell |
| Audit | Jim Spencer |
| Director | Carole Coward |

3. Approval of the Agenda:

The Agenda was approved as presented.

4. Minutes of the Previous Meeting

- a) Errors or Omissions:** None.
b) Discussion: None.
c) Minutes accepted: The Minutes were accepted as presented.

5. Business Arising from the Minutes: None.

6. Communications and Bills:

- a) The President mentioned that he had received a bulletin regarding the 50th Anniversary of FSNA in 2013 and that suggestions for the festivities should be passed on to Barb Fagg.

7. Reports of Officers and Committees:

a) **President:** Nil report.

b) **VP Admin:** Barb Fagg gave a brief synopsis of Congress 2010, including naming the National Office Building "The Claude Edwards Building". Matters discussed were: PSHCP Benefit Card; the election of a new National President as well as the election of the 1st, 2nd, 3rd Vice-Presidents. Barb also gave a report on the first Ontario Presidents' meeting.

c) **VP Ops:** Nil report.

d) **Secretary:** Nil report.

e) **Treasurer:** Réal presented the Treasurer's report. The report was accepted as presented. There was discussion regarding a new printer. Réal moved to buy a new laser printer at Staples for a sum not to exceed \$200. Seconded by Noel Coward.
Motion carried.

f) **Membership:** Donna Henderson presented her report. The report was accepted as presented.

g) **Branch Report:** Nil report.

h) **Activities:** Noel Coward advised the Board that the 19 October 2010 Outreach luncheon would be held at The Cove in Westport. The BBQ scheduled for 10 August 2010 is in hand. It was decided that the next AGM would be held on April 19, 2011.

i) **Health and Benefits:** Rae Gateley reported that she had received 3 calls and they were taken care of.

j) **Recruiting:** Nil report.

k) **Communications/ Webmaster:** Nil report.

l) **Past President/Nominating committee:** Nil report.

m) **Directors and Committees:**

- i) **Telephone:** George Healy mentioned there was a problem recruiting telephone callers.

ii) **Audit Committee:** Nil report.

8. **Unfinished business:** None.

9. **New Business:**

a) **30 day plan:** None.

b) **60 day plan:**

- i) There are no Board meetings scheduled for July and August.
- ii) August 10, 2010 - BBQ at Rideau Acres. The President reminded Board members that alcoholic beverages would not be supplied and if people wanted a beer or wine, they could bring it with them providing the BBQ was held outdoors. If, due to inclement weather, the BBQ is to be held indoors, beer and wine could be purchased from the bar. The President also iterated that vehicle licence numbers are required by the camp grounds.

c) **90 days & beyond:**

- i) 20 August - Branch report submissions to Walter, Fall Outreach notice.
- ii) 15 October – Branch report submissions to Walter, Winter Outreach.
- iii) 19 October - Fall Outreach.
- iv) 11 November - Remembrance Day.
- v) 7 December - Branch Anniversary.

d) **Other:**

- i) Review Congress 2010. Covered in V-P Admin's remarks and attached to the Minutes. The 2011 Congress will be held in Ottawa.
- ii) Board members were asked for any suggestions/changes to the 2011 AGM. It was suggested that the "meet & greet" be held from 5:00-5:30; that the meeting be scheduled for 5:30 with dinner to be served at 7:00 p.m.
- iii) Review Regional Meeting. Anne Clapperton is asking for comments. Ron Henderson suggests continuing to hold the Regional Meeting in Trenton and also suggested a second meeting, perhaps in the Fall, i.e., a more informal forum.
- iv) A discussion took place regarding investing our reserve funds. As a non-profit organization, we can only keep a certain amount in our bank account. To that end: Luc Bujold moved that we invest 50% of our current reserve funds in five (5) year GICs (or other such guaranteed investment instruments) and 25% of our current reserve funds in one (1) year GICs (or other such guaranteed investment instruments) and that we review our investments and investment policy yearly during the annual budget exercise. Seconded by Walter Veley.
CARRIED.

Walter Veley moved that once the investments have been made, the balance (25%) of the current reserve funds be carried and shown in our financial report as “Operational Reserve”. Seconded by Noel Coward. **CARRIED.**

A report of the results will be presented at the September meeting.

10. Next Meeting – Planning Meeting, 10:00 a.m. 16th September 2010

12. Adjournment - It was moved by Réal and seconded by Noel that the meeting adjourn. The meeting adjourned at 11:50 a.m.