

**MINUTES OF PLANNING MEETING
11 MARCH 2010
COMMUNICATIONS & ELECTRONICS MUSEUM
95 Craftsman Blvd, Highway 2, Kingston East**

1. Call to Order

The meeting was called to order at 10:03 am.

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	Doris Potter
Co-Treasurer	Réal Prefontaine
Recruitment	Barb Fagg
Branch Report Editor	Walter Veley
Activities Director	Noel Coward
Communication Director	Luc Bujold
Social	Lois Frauendienst
Telephone Committee	George & Annie Healy
Audit	Jim Spencer
Health & Benefits	
Director-at-Large	Bonnie Bell

b) Regrets/Absent

Past President	Ron Aquino
Membership Director	Donna Henderson
Director-at-Large	Rae Gateley

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) The Minutes were accepted as presented.

5. **Business Arising from the Minutes:** None.

6. **Communications and Bills**

None.

7. **Reports of Officers and Committees**

a) **President:** Nil report.

b) **VP Admin:** Nil report.

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

d) **Secretary:** Nil report.

e) **Treasurer:** Doris Potter presented the Treasurer's report for the month of February 2010. The report was accepted as presented.

f) **Membership:** Nil report. The President mentioned that National's membership numbers and our numbers do not coincide, but we hope to have a report for the AGM.

g) **Branch Report:** It was mentioned that a relocation service was available to members at a discount and we have been asked to insert this item into the Branch Report.

h) **Activities:** Noel advised the meeting that the BBQ has been booked for 10 August 2010 at Rideau Acres.

i) **Health and Benefits:** Nil report.

j) **Recruiting:** Nil report.

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

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

m) **Directors and Committees:**

i) **Telephone:** The question of a guest speaker(s) for the AGM was raised. Anne Clapperton, our Regional Services Officer will attend and will address the meeting.

ii) **Audit Committee;** The audit for 2009 is complete and ready to be presented at the AGM.

iii) **Réal:** Nil Report.

iv) **Bonnie Bell:** Nil report.

8. **Unfinished business:** None.

9. **New Business**

a) **30 day plan;** Nil report.

b) **60 day plan;**

- i) 20 April 2010 - AGM.
- ii) 30 April 2010 - Branch Report input to Walter with BBQ notice.
- iii) 11 May 2010 - War Museum trip.

c) **90 days & beyond;**

- i) 13-17 June 2010 – Congress in Halifax.
- ii) 10 August 2010 - BBQ at Rideau Acres.
- iii) 20 August 2010 - Branch Report submissions to Walter – Fall Outreach notice.
- iv) 15 October 2010 – Branch Report submissions to Walter – Winter Outreach notice.
- v) 19 October 2010 - Fall Outreach.
- vi) 11 November 2010 - Remembrance Day, and
- vii) 07 December 2010 – Branch Anniversary Luncheon.

d) **Other:**

- i) Review Branch objectives.
- ii) Designate Board member as By-Laws co-ordinator. Barb Fagg will act as the co-ordinator. (The By-Laws will be amended and motion will be required at the AGM in 2011).
- iii) A committee will be set up to re-write the By-Laws.
- iv) Designate Board member as Familiarization package co-ordinator. Lois Frauendienst will act as co-ordinator. The Familiarization package will be presented to prospective Board members at the up-coming AGM...

10. **Next Meeting ;** The next meeting will take place on 15 April 2010 at 10:00 am .

12. **Adjournment:** Walter Veley moved that the meeting adjourn. George Healy seconded.

The meeting was adjourned at 10:45 am.