

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

1. Call to Order

The meeting was called to order at 10:00 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
Membership Director	Donna Henderson
Recruitment	Barb Fagg
Branch Report Editor	Walter Veley
Webmaster	Luc Bujold
Health & Benefits	Rae Gateley
	Bonnie Bell
Activities	Noel Coward
Telephone Committee	George Healy
Social Committee	Lois Frauendienst
Audit Committee	Jim Spencer

b) Regrets/Absent

Past President	Ron Aquino
Telephone Committee	Annie Healy
Activities	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:** The President presented a motion to amend the motion in para. 9. d) iv) of the Minutes of 24 June 2010 as follows:

“That we invest:

25% (approximately) of our current reserve funds in a 1 year GIC;
25% (approximately) of our current reserve funds in a 2 year GIC; and
25% (approximately) of our current reserve funds in a 3 year GIC.

That at the end of year 1, the board considers whether or not to reinvest or to withdraw all funds, including interest, in the 1 year GIC.

That at the end of year 2, the board considers whether or not to reinvest or to withdraw all funds, including interest, in the 2 year GIC.

That at the end of year 3, the board considers whether or not to reinvest or to withdraw all funds, including interest, in the 3 year GIC.

That we review our investments and investment policy yearly during the annual budget exercise.

That, following such review, in each case, if the decision is to reinvest the funds, a 3 year GIC should be given serious consideration thus creating a continuing cycle or “laddering” of investments. **CARRIED.**

c) The Minutes of the 24 June 2010 meeting were accepted as amended.

5. **Business Arising from the Minutes:**

a) Referring to para. 7. e) of the Minutes of 24 June 2010, Réal stated that the printer has been fixed, therefore, we do not need to purchase a new one.

6. **Communications and Bills:**

a) Luc said that he had received a communication regarding a teleconference of HBO's which is to take place on 22 September 2010. Rae Gateley and Bonnie Bell will prepare to take part in the teleconference.

7. **Reports of Officers and Committees:**

a) **President:** The President advised that there is a National Recruitment campaign this year which is being sent to all federal superannuates who are currently not members and to those members who pay their dues by cheque to encourage them to pay through DDS.

b) **VP Admin:** Barb Fagg advised the Board that, upon advice from the Bank Advisor, we “laddered” our investments in BNS Long Term Non-Redeemable GICs as follows:

1 year term - \$9,500. at an interest rate of 1.3000% - maturity value \$9,623.50

2 year term - \$9,500. at an interest rate of 1.9000% - maturity value \$9,865.44

3 year term - \$9,500. at an interest rate of 2.1500% - maturity value \$10,126.60

Investment total \$28,500.

Leaving an Operational Reserve of \$9,466.

c) **VP Ops:** Luc Bujold advised the Board that this would be his last meeting. Luc will keep the Webmaster position but the Operational position will have to be handled by someone else. Walter Veley offered to maintain the Branch e-mails.

The President thanked Luc for his contributions to the Branch and stated that we would be keeping in touch.

d) **Secretary:** Lois Frauendienst presented a brochure from CCAC, following a telephone conversation with Rebecca Phillips from that organization. The CCAC (Community Care Access Centre) is affiliated with the Ontario Ministry of Health and which offers assistance to seniors/retirees. Rae Gateley and Bonnie Bell will contact Ms. Phillips for further information.

e) **Treasurer:** Réal Préfontaine presented the Treasurer's Report for the months of June, July and August 2010. The Treasurer's Report was accepted as presented.

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

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

h) **Activities:** Noel Coward gave a report on the Branch BBQ held in August and presented a financial recap. There were 88 members in attendance this year.

i) **Health and Benefits:** Rae Gateley and Bonnie Bell reported that they had a total of 8 calls which 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 requires an up-dated list of Kingston & District Branch members.

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

iii) **Social Committee:** Nil report.

8. **Unfinished business:** None.

9. **New Business:**

a) **30-day plan:**

i) 15 October – Branch submissions to Walter - Winter Outreach

b) **60-day plan:**

- i) 19 October – Fall Outreach - Westport
- ii) 21 October – Regional meeting in Trenton
- iii) 11 November – Remembrance Day ceremonies

c) **90 days & beyond;**

- i) 7 December - Branch Anniversary

d) **Other:** None.

10. Next Meeting: The next Planning Meeting is at 10:00 a.m. on 14th October 2010.

12. Adjournment: It was moved by Jim Spencer and seconded by Walter Veley that the meeting adjourn. **CARRIED.** The meeting adjourned at 11:15 a.m.