

MINUTES OF THE CCRA BOARD MEETING

ZOOM Conference Call

 June 8, 2020

 10:30 am - 1:30 pm

**PRESENT:**

Ellen Bull President

Marilyn Scott Vice President

Chuck Baker Director

Luzia Bidwell Director (Web)

Pat Brown Director (Membership)

Michael Gauthier Director

Pat Lee Director (Events)

Anne Longman Director
Eva Zehethofer Director (Telecommunications)
Stephanie Carrillo College Resource
Dana Gour College Resource

**REGRETS**:

Valerie Smith Director

Fiona Gosh-Bedlington College Resource

Emma Dunk College Resource

**1.0 WELCOME**

E. Bull called the meeting to order at 10:38am.

**2.0 REVIEW AND ACCEPTANCE OF JUNE 8 BOARD MEETING AGENDA**

*Motioned by: Michael Gauthier*

*Seconded by: Pat Lee*

*Moved: All in Favour*

**3.0 REVIEW AND ACCEPTANCE OF MARCH 9/20 BOARD MEETING MINUTES**

The March 9, 2020 Meeting Minutes were reviewed and it was decided that they will be renewed again at the next Board meeting, pending revision to the following language:

***Decision-*** *Anyone that retires in the middle current year the college will pay for the following year’s OCRA membership and CCRA will provide a complementary current year membership*

***Motion:*** *The CCRA membership for current year is free and the College will pay the OCRA membership for the following year. Subsequent year’s membership fee is $10 for both paid to CCRA?*

*MOTION AND ACTION: E. Bull and C. Baker to review and rephrase above language/section and resend to Board for review. Acceptance of revised Minutes to be deferred to next Board meeting.*

Motioned by: Chuck Baker

Moved: All in favour

1. **BUSINESS ARISING**
2. **2020 AGM Postponement & Spring Lunch Cancellation Actions Completed**
* P. Lee has contacted Centennial College’s Event Centre to cancel previously made bookings in light of COVID-19 disruptions
1. **New Membership Package**
* New membership package will be looked at over the summer (ACTION: P. Lee and P. Brown will lead this activity– E. Bull and M. Scott happy to help if needed – other Board members can send ideas in the meantime); C. Baker was noted as a valuable resource for this activity based on his long-standing previous role of Membership Director
* E. Bull noted the above activity should be completed by September 2020
1. **Directors and Officers Liability Insurance Due Date**
* E. Bull noted that liability insurance is costly (approximately $700) but necessary; M. Scott is following up on this and is expecting to receive the draft contract from the insurance company soon
* E. Bull noted that if the insurance company raises the cost to any amount over $1,000 the Board will look at other insurance companies to ensure the expense remains below this decided maximum

*Motion to continue to examine insurance requirements and that the Board proceeds with procuring the insurance at the quoted price mentioned above*

Motioned by: Michael Gauthier

Moved: All in favour

1. **Sustainability Project: Intro to Vegetable Gardening Update led by Michael Gauthier**
* About 15 individuals attended the online session; M. Gauthier noted that the event was good and that attendees expressed their pleasure with the event; more similar events to be hosted in future
* E. Bull noted that the Board should share an update with the membership as a follow up with regards to how the event went and add photos etc.
* M. Gauthier and L. Bidwell to discuss above and potential to have a webpage dedicated to such events; perhaps a sub-group can be created (made up of people interested in this topic)
* ACTION: S. Carrillo to ask Samantha Corway how many people attended the above session

 **5.0 DIRECTOR’S REPORTS**

1. **President’s and Treasurer’s Report – Presented by Ellen Bull**
* E. Bull noted that 41 more people have joined the CCRA; in January the Board paid OCRA for 69 memberships and now the Board has an additional 41 memberships to pay OCRA
* More e-transfers have continued to come; cheques as well
* Upcoming Board expenditures: OCRA, liability insurance, annual 1K scholarship subsidy. E. Bull noted/reminded members that the CCRA has an endowment account at the College
* The CCRA’s bank account is still double signature based; the Board will have to make an appointment and go into the bank branch which right now is difficult due to COVID-19 disruption; P. Lee is noted as the appropriate person to have signee authority because of her Event Coordinator related tasks; P. Lee has agreed with this request
* Outgoing electronic deposits (e-transfers) is not an option because the CCRA has a double signature based bank account
* College President Craig Stephenson had mentioned that he wanted to have an event in April 2020 for potential retirees but COVID disruption cancelled those plans

*Motion to continue and support Board funded Centennial College scholarship for 2020/21*

Motioned by: Ellen Bull

Moved: All in Favour

1. **Membership Report – Led by Pat Brown**
* There are 110 paid members to date
* 7 recent membership renewals sent by E. Bull well received
* P. Brown questions: Are we archiving people (past members) who have not paid members since 2017. C. Baker notes that this has been discussed for some time
* We do not have permission to communicate with people who are inactive members; signing the annual membership form allows us to communicate with members via bulk email
* Spouses of members can be associate members as stipulated in the by-laws
* Our emails do have the “unsubscribe” option embedded within the email; members who do not wish to receive emails from the Board can still be kept up to date on CCRA on-goings by way of the CCRA website
1. **Events Report led by Pat Lee**
* In-person events will not be held until officials give the green light to do so; COVID related updates are being tracked and restrictions will be followed accordingly
* Centennial College’s Event Centre has been contacted and the Boards has cancelled previously made bookings in light of COVID-19 disruptions
1. **Webmaster Report led by Luzia Bidwell and Ellen Bull**
* L. Bidwell asked that members let her know if anyone wants something added to the website
* E. Bull asked L. Bidwell to ensure the website reflects any revisions we make in near future to the membership package etc.
* L. Bidwell noted her desire to add a “new members” page to the website, on which new members will be able to access related information
1. **Telephone Communications Report led by Eva Zehethofer**
* Two calls were made in April
* The calls related to membership renewal queries and Eva redirected the calls to the appropriate individual(s); calls were successfully followed up on

**6.0 NEW BUSINESS**

* M. Gauthier to work with L. Bidwell on a Sustainability specific webpage for the CCRA website
* The Board will cancel in-person Board meetings for the Fall
* The Board does not think a Zoom meeting is going to be suitable for AGM needs – it was decided that the best option may be a webcast format using the Zoom platform
* E. Bull noted that the Board should first prepare written documents to go out late August/or early September – the “yearly report”; then the Board can let the membership know that an in-person meeting will not happen but that a webcast could be hosted on October 21st during which they can have any resulting questions answered

*Motion by E. Bull to do proceed with the above plan for the 2020 AGM*

*Moved by: All in favour*

 **NEXT BOARD MEETING DATE**

September 14, 2020

**MOTION TO ADJOURN MEETING AT 12:27pm**

Motioned by: Ellen Bull

Seconded by: Chuck Baker

Moved: All in Favour