



MINUTES OF THE CCRA BOARD MEETING
ZOOM Conference Call
April 7, 2021
10:30 am - 12:00 pm

PRESENT:

Ellen Bull	President
Marilyn Scott	Vice President
Chuck Baker	Director
Luzia Bidwell	Director (Webmaster)
Pat Brown	Director (Membership)
Michael Gauthier	Director
Pat Lee	Director (Events)
Anne Longman	Director
Eva Zehethofer	Director (Telecommunications)
Gail Derrington	Guest
Fiona Ghosh Bedlington	College Resource (Minute Taker)

REGRETS:

Stephanie Carrillo	College Resource
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1.0 WELCOME

- Ellen called the meeting to order at 10:30 a.m. and welcomed Gail Derrington;
- Ellen announced that the Holiday event date has been confirmed and will be on December 14, 2021.

2.0 REVIEW AND ACCEPTANCE OF APRIL 7, 2021 BOARD MEETING AGENDA

Motioned by: Pat Lee
Seconded by: Chuck Baker
Moved: All in Favour

3.0 REVIEW AND ACCEPTANCE OF JANUARY BOARD MEETING MINUTES

The January 19, 2021 Meeting Minutes were reviewed and accepted as presented.

Motioned by: Chuck Baker
Seconded by: Pat Lee
Moved: All in Favour

4.0 BUSINESS ARISING

- a. Annual General Meeting (AGM): May 12, 2021
 - Review/Renewal of Board Members and Executive to take place;
 - If a Board member would like to retire from the Board, they are requested to advise E. Bull prior to the AGM;
 - New board members will be elected at the AGM.
- b. Memorandum of Understanding (MOU)
 - Marilyn sent copies of the MOUs from the four Associations who currently have an MOU with their host College as well as a summary of the sections of the MOUs applicable to each College;
 - Directors need time to review this information so the item was deferred to the next meeting;
 - Should the CCRA elect to have an MOU with Centennial, this will require discussion and review with the College's legal counsel.

5.0 DIRECTORS' REPORTS

a. President's and Treasurer's Report – Presented by Ellen Bull

- AGM preparation is underway;
- CCRA Board to join the Zoom call at 10:00AM and the AGM will begin at 10:30;
- Ellen reported on the financial statement;
- Since January 2021, the only expense was gift cards for two member events;

- Financial Statements are being reviewed for 2019 & 2020 and the updated financials will be completed for the AGM;
- The position of Treasurer needs to be filled by a Director as soon possible. E. Bull is currently filling the President and Treasurer positions. Directors are requested to contact E. Bull if they are interested in assuming the role of Treasurer, or if they would like more details on the position. (This vacancy will be discussed at the next CCRA Board meeting)

b. Membership Report – Presented by Pat Brown

- In 2020, there were 10 new members;
- To date, this year we have 9 new members;
- Many employees have recently retired but new membership is challenging this year. The Board must think about new recruitment strategies – possible college invitation to new retirees to the next big event;
- Consideration of having a speaker at retirement readiness sessions discussed; Ellen will book Wendy Lund;
- June 30 is a common/standard day for staff and faculty to retire. There was a discussion of the possibility of inviting employees who will retire in June to the CCRA event on June 2.

b. Events Report – Presented by Pat Lee

- The March Zoom event was very successful;
- Everyone was happy with the coffee gift card they received;
- There were new members in attendance who seemed to enjoy the event;
- The time for the group chats went by quickly. The Board may consider longer time for future Zoom breakout sessions. P. Lee suggested another event be held soon; M. Scott suggested something in June; E. Bull suggested a June, garden/backyard chat; M. Gauthier suggested – chat about sustainability at the College – bring in a college speaker;
- M. Gauthier would like to get updates of what’s happening at the college;
- The Board agreed there needs to be a discussion on how to communicate with CCRA members. Currently members receive the Monday Message that is distributed College wide. There will be further discussion of this matter at the next Board meeting,

including how many messages should be distributed to retirees and the subject of those messages;

- M. Scott will gather some samples of current communications to share with the Board members;
- P. Lee to Chair the June Garden Party event committee;
- Michael, Chuck, Marilyn and Pat will meet to discuss this event which is scheduled for June 2 2021;
- Fiona to get in touch with Michael Szoke to book the 10:00 – 12:00 Zoom meeting.

Upcoming event dates:

- Wednesday, May 12 – Annual General Meeting with speaker
- Monday, June 7 – Garden Party
- Tuesday, June 8– CCRA Board meeting
- Wednesday, October 6 – CCRA Board Meeting
- Tuesday, December 14 – Holiday Meeting

c. Webmaster Report – Presented by Luzia Bidwell

- Facebook (FB) has not yet been opened up to public – need to confirm participation rules etc.;
- FB currently being used for events and groups;
- FB is currently being used as an announcements tool;
- A session to teach members how to use social media is under consideration.

d. Telephone Communications – Presented by Eva Zehethofer

- One call was received which was a request for a telephone number of an individual;
- C. Baker reminded the Board that due to privacy rules, personal information about members cannot be shared with individuals who request that information. However, the CCRA is able to share the request/message with the retiree (if they are a member of the CCRA) and that individual can act on the request if they wish to do so;
- E. Zehethofer advised that most of the telephone messages are from individuals seeking information about pension and benefits;
- These enquiries should be forwarded to Andrew Cartier, the College’s Pension Consultant;
- Luiza to review website and determine where general information about pensions and benefits can be posted;

- Information will be added to the voice mail message to contact A. Cartier with pension questions;

THE MEETING ADJOURNED AT 11:50AM

- The Annual General Meeting on: May 12, 2021 from 10:30 a.m. to noon.
PLEASE NOTE: CCRA BOARD MEMBERS ARE REQUESTED TO SIGN ON AT 10:00 A.M.
- The next CCRA Board Meeting is Tuesday, June 8.

FINAL