

ATTACHMENT 1

MINUTES OF THE CCRA BOARD MEETING

Zoom Tele-Meeting

January 11, 2023

10:30 a.m. - 12:00 p.m.

**PRESENT**

Marilyn Scott President

Ellen Bull Past President

Chuck Baker Director

Luzia Bidwell Director (Webmaster)

Pat Brown Director (Membership)

Gail Derrington Director

Michael Gauthier Director

Patrick Kusmider Director

Pat Lee Director (Events)

Anne Longman Member

Ing Sutanto Director (Treasurer)

Eva Zehethofer Director (Telecommunications

Renae Mohammed College Resource

**REGRETS**

Fiona Ghosh Bedlington College Resource

**1.0 WELCOME & INTRODUCTIONS**

* E. Bull called the meeting to order at 10:34 a.m.
* Welcome and introductions.

**2.0 REVIEW, ADDITIONS & ACCEPTANCE OF JANUARY 2023 CCRA AGENDA**

*Motioned by: Ellen Bull*

*Seconded by: Marilyn Scott*

*Moved: All in favour*

1. **REVIEW & ACCEPTANCE OF MINUTES FROM NOVEMBER 2022**

* Patrick did not attend this meeting – add to regrets.

*Motioned by: Ellen Bull*

*Seconded by: Luzia Bidwell, Michael Gauthier*

*Moved: All in favour*

**4.0 DIRECTORS’ REPORTS**

1. **President – Presented by Ellen Bull**

* This is E. Bull’s last meeting to lead; she will be moving to the Past President position for one year and is happy to help the CCRA at any time.
* Congratulations to everyone for the December Holiday event; it was a major success. We will try to spread the word on how fun it was.
* The main goal today is to clear-up 2022 activities and plan for 2023.
* Subcommittee groups have been working well. These groups can bring items forward to the larger group for final review. If there are members who would like to join a subcommittee, they are welcomed to do so.
* M. Gauthier asked what the working groups are. E. Bull advised subcommittees are unofficial committees, for instance, the Holiday Event Subcommittee.
* This year, due to COVID, E. Bull and M. Scott did not meet with President Craig Stephenson. It is anticipated that a meeting with President Stephenson will take place this year. Knowing that the retirees’ event did not happen last year as anticipated, means that we will need to make extra efforts to engage and connect with people who have left the College.

1. **Treasurer – Presented by Ing Sutanto**

* December Finance notes sent in advance of the meeting.
* Discussion of bank balance, revenue and expenses.
* E. Bull is to meet with I. Sutanto and give her the cheques and out-standing receipts from 2022.

1. **Membership – Presented by Patricia Brown**

* An early goal this year could be thinking about strategy to find staff newly retired i.e., through advertising about CCRA.
* P. Kusmider: Only heard about the CCRA briefly in an email when he retired. Patrick suggested consideration be given to having someone from the CCRA speak to employees about to retire to provide information about the CCRA . It was noted that A. Cartier does this in his meeting with employees considering retirement.
* Strategy: Connect with Andrew regarding the upcoming membership drive.
* P. Brown and P. Lee learned about CCRA from other members before they retired.
* L. Bidwell: Before she made decision to retire, there were seminars, however there was no representation of the CCRA. Having a representative from CCRA present at events of this nature would be helpful.
* No new members to the CCRA to report.
* M. Gauthier and P. Brown have drafted a short letter to be sent to members about the membership drive. Still need to decide how people will pay their membership fee of $10 (by cheque or Eventbrite).
* It must be made clear to OCRA that the CCRA will no longer be forwarding the annual fee of $10 to them.
* A subcommittee was formed to discuss issues concerning Membership.
* Will be sending membership renewal information out to members this month.
* The Membership Subcommittee will meet immediately after this Board meeting.
* 3 faculty have passed away recently; It would be helpful to know this information so we do not send them emails. P. Kusmider will send names to P. Brown.
* Outstanding website and communications pieces will be updated as soon as possible to reflect that the $10 fee does not go to OCRA.
* P. Brown: The membership application also needs to be updated with this information.
* Important to decide how members will pay their dues.
* C. Baker: Is certain many people will be paying by e-transfer now due to COVID. Does not like the idea of paying third party, like Eventbrite, for such a small amount. If not e-transfer, cheque may be preferred.
* E. Bull: If members must pay by cheque, the subcommittee can ensure the message on the cheque can be written under care of Fiona or Renae and addressed to CCRA.
* I. Sutanto: Thinks Eventbrite would be an easier way because we can see we’ve received the money, whereas cheques and e-transfer you may not be able to. Also, some people are charged for e-transfer.
* A. Longman: Many people were paying for membership at events as well.
* L. Bidwell to look into Eventbrite regarding different ways to word the event page for payment.
* The Eventbrite fee is $1.80 from $10. It is set-up to be automatically deposited every week into the CCRA bank account. Very easy and creates a list of those who have paid.

1. **Events – Presented by Patricia Lee**

* Congratulations on the Holiday event – it was very well done.
* The price of the 2022 Holiday meal was negotiated from $36 to $30 per person.

1. **Webmaster – Presented by Luzia Bidwell**

* No new updates.
* OCRA fee will be taken out of all communications.
* M. Gauthier: Thinks this could be a good category for a subcommittee as well; having one person responsible for all communications is a lot of work.
* M. Gauthier and P. Kusmider will assist with communications.
* E. Bull has asked subcommittee to look for WordPress workshops to receive training to learn the software. CCRA will support payment for workshops.

1. **Telephone Communications – Presented by Eva Zehethofer**

* No updates.

1. **Sustainability @ Centennial Events – Presented by Michael Gauthier**

* No new updates.
* M. Gauthier will be connecting with Samantha soon.
* E. Bull: Would be nice to have a sustainability section on the CCRA website.

1. **BUSINESS ARISING**
2. New Executives

* Confirmed that members in the roles of Events, Membership, Telecom, Treasure, and Webmaster roles will continue in those roles. E. Bull will assume the role of Past President.
* Nominating M. Scott as President:
  + *Nominated by E. Bull*
  + *Seconded by L. Bidwell and M. Gauthier*
  + *All in favour*
* M. Scott will build the agendas and lead meetings moving forward.
* The Vice President position is currently vacant and will be filled at a later date.
* Nominating Gail Derrington as Board Member:
  + *Nominated by E. Bull*
  + *Seconded by M. Scott*
  + *All in favour*

1. 2023 Budget Discussion- Led by I. Sutanto

* Review of the 2023 budget proposal.
* E. Bull to double check on 2022 scholarship to ensure the cheque was sent. E. Bull will meet with I. Sutanto and review whether funding the 2022 Scholarship is also outstanding and needs to be completed.
* Budgeting 30 participants for Spring event and 50 participants for Christmas luncheon at same rate/budget as 2022.
* E. Bull: Future agenda item – review budget in June with the idea that Giving Tuesday is in November. We have, in the past, given to Giving Tuesday. It could be a goal to support this again if we are doing well.
* P. Lee: Would like to explore hosting an event for retirees to encourage new members.
* E. Bull: A budget could be put aside for a Membership Recruitment event. We haven’t had anything like this because of COVID.
* Motion to approve putting funds away for GIC – $20,000 in a 1-year GIC at rate of 5%. I. Sutanto to explore this action.
  + *Motioned by E. Bull*
  + *Seconded by C. Baker, M. Gauthier*
  + *All in favour*
* I. Sutanto: We need to think about how we get names of new retirees and any permissions we may need to receive this information.
* E. Bull: This is information we can get from Andrew and the College.

1. AGM Minutes

* There is plenty of time to for this; it will be added to next month’s agenda.

1. **NEW BUSINESS**
2. 2023 Calendar of Events

* M. Scott presented a draft of dates for 2023 Meetings and Events.
* March meeting is important because it is close to Spring event.
* April meeting to take place on April 19th.
* Subcommittees will need to set their own meetings in addition to this calendar.
* October AGM meeting to take place on the 18th.
* Spring event: P. Lee to make sure students are still at the College. April 21st is the end date of the semester. Summer semester begins May 8th.
* June 14th meeting may not work due to Convocation. This will be revisited prior to finalizing a June meeting.
* Wednesdays still work for Board meetings for the group.
* February 15th meeting to be held over Zoom.
* I. Sutanto will connect with a friend at Rembrandt Centre to explore that venue as a possible option for CCRA events. The Rembrandt Centre has free parking and is close to Centennial College.

1. New Events

* See above.

1. Membership Drive

* See above.

1. **NEXT MEETING/EVENT DATES**

* Wednesday February 15, 2023 – Board Meeting (Zoom)
* Wednesday March 8, 2023 – Board Meeting/Discussion re: Spring Event
* Wednesday April 19, 2023 – Spring Event
* Wednesday May 10, 2023 – Board Meeting
* Wednesday June 14, 2023 – Board Meeting (TBC)
* Wednesday September 13, 2023 – Board Meeting
* Wednesday October 18, 2023 – Annual General Meeting
* Wednesday November 8, 2023 – Board Meeting
* Wednesday December 6, 2023 – Holiday Event

1. **Motion to adjourn**

*Motioned by: E. Bull*

*Seconded by: C. Baker, L. Bidwell*

*Moved: All in Favour*

**MEETING ADJOURNED AT 12:03 P.M.**