ATTACHMENT 1



MINUTES OF THE CCRA BOARD MEETING

March 8, 2023

10:00 a.m. - 11:30 a.m.

Zoom Tele-Meeting

**PRESENT**

Marilyn Scott President

Chuck Baker Director

Luzia Bidwell Director (Webmaster)

Pat Brown Director (Membership)

Gail Derrington Vice President

Michael Gauthier Director

Patrick Kusmider Director

Pat Lee Director (Events)

Ing Sutanto Director (Treasurer)

Renae Mohammed College Resource

**REGRETS**

Ellen Bull Past President

Eva Zehethofer Director (Telecommunications)

Fiona Ghosh Bedlington College Resource

**1.0 WELCOME & INTRODUCTIONS**

* M. Scott called the meeting to order at 10:05 a.m.
* Welcome and introductions.

**2.0 REVIEW & ACCEPTANCE OF MARCH 8, 2023 AGENDA**

*Motioned by: M. Scott*

*Seconded by: P. Lee*

*Moved: All in Favour*

1. **REVIEW & ACCEPTANCE OF FEBRUARY 15, 2023 MEETING MINUTES**

* E. Zehethofer advised that the statement on the “CCRA Membership Information” document that reads, “Membership is free if the retiree joins in their first year of retirement” could be interpreted as membership is free “forever” instead of for one year only. M. Scott will revise the form and report back on this matter at the meeting on May 10, 2023.

*Motioned by: M. Scott*

*Seconded by: P. Brown*

*Moved: All in Favour*

1. **PRESIDENT’S REMARKS**

* M. Scott thanked everyone who contributed to updating the membership forms.
* G. Derrington and I. Sutanto were thanked for representing the CCRA at the Retiree Celebration Event on February 22, 2023.
* The position of Vice President is vacant. M. Scott is pleased to report that G. Derrington has agreed to take on the role of Vice-President.
* M. Scott proposed nominating G. Derrington as the Vice President of the CCRA.
* The nomination of G. Derrington was approved by the Board.

*Motioned by: M. Scott*

*Seconded by: P. Lee*

*Moved: All in Favour*

**5.0 BUSINESS ARISING**

1. **Retiree Celebration February 22, 2023 – G. Derrington and I. Sutanto**

* President Stephenson gave opening remarks and the CCRA Board was thanked and acknowledged for their support of Centennial’s retirees.
* G. Derrington reported there were 46 recent retirees in attendance; 6 retirees canceled because of the inclement weather.
* I. Sutanto was pleased to see former colleagues and asked them if they were happy with their decision to retire – most reported they are enjoying retired life.
* A sign-up sheet was available at the event for attendees interested in joining the CCRA.
* The expectation from event attendees was that more members of the President’s Executive Team and senior staff would be in attendance at the event. It was acknowledged that the inclement weather may have contributed to people deciding not to attend.
* C. Baker suggested that the CCRA consider sponsoring a luncheon for new retirees in the future.

1. **Review of Membership Renewal Letter – P. Brown**

* The Membership Renewal letter will be sent out by email to current members.
* The document has been updated and the updated version has been shared with the Board.
* To renew their membership, members will be requested to visit the CCRA website and follow the membership renewal instructions.
* When members renew their membership by e-transfer a notification is sent to the CCRA Membership email account and the Treasurer email account.
* The Board members agreed that the instructions in the renewal email are clear.
* The Renewal Letter on the website has a reference to OCRA which must be removed prior to the renewal reminder letters being sent to members.
* L. Bidwell requires assistance from College staff to fix this link as she does not have the access required to edit the link.
* L. Bidwell will reach out to M. Joseph at the College after this meeting for advice on the best way to make updates and report back to the Board on this matter.

1. **Method of Payment re: Membership Fees – P. Brown**

* The decision was made to not use Eventbrite to renew the CCRA’s Annual Membership fee.

1. **Update re: Spring Luncheon – P. Lee**

* P. Lee shared the menu for the Spring luncheon event with the Board.
* The event subcommittee selected the light hot lunch, costing $28 per person.
* If there is no additional cost, it was suggested that wild rice pilaf be substituted for potatoes on the menu.
* There was agreement to set the price for lunch at $30 per person to cover Eventbrite charges.
* The event will take place on April 19 from 11:30 a.m. – 2:30 p.m. in the Winter Room at the College’s Event Centre.
* P. Lee will connect with J. Speck to finalize the contract for the event.
* The goal is to have a minimum of 35 members in attendance.
* The Board agreed the invitation should be sent out by March 15.
* The decision was made to forgo sending a save the date message.
* P. Lee shared the draft invitation with the CCRA Board for review.
* The invitation was approved; with the suggestion to add a.m. and p.m. to the start and end times.
* G. Derrington suggested parking information be included on invitation.
* P. Lee will send P. Brown the revised invitation for distribution.
* Deadline for registration is April 11, one week prior to event.
* The decision was made for CCRA to absorb the processing and transaction fees incurred through Eventbrite.
* R. Mohammed to look into free parking for event.
* L. Bidwell will open the Eventbrite registration page up on March 27.
* P. Lee will send L. Bidwell content for the Eventbrite page and the CCRA website.
* L. Bidwell will send the Eventbrite link to P. Lee once it is created, so P. Lee can include the link on the invitation.
* Activities for the event are yet to be finalized.
* P. Lee to send additional subcommittee meeting details to M. Scott, G. Derrington, P. Brown, C. Baker, and M. Gauthier.

1. **Report on Suggested Revisions to the Website – P. Kusmider**

* P. Kusmider is continuing his review of the CCRA website for items that need to be updated or removed.
* P. Kusmider forwards items that need revising or deleting to E. Bull and L. Bidwell for action.
* This review is not yet completed.

**6.0 NEW BUSINESS**

1. **Proposed Additional Social Events – P. Lee**

* A meeting was held to discuss activities beyond luncheons that CCRA members may be interested in attending.
* A suggestion was made that the CCCRA consider hosting an event in May after Victoria Day, where participants will make herb planters, along with a BBQ at Bluffer’s Park.
* M. Gauthier will look into how to secure space for an event such as the one proposed in Bluffer’s Park.
* Other ideas include a Monte Carlo night, a 2-week vacation to Portugal, travel within Ontario, and a paint night.
* L. Bidwell suggested including specific ideas and asking if members are interested in the activities with yes or no answers; feedback received this way, may be helpful.
* P. Lee added that surveying about preferred cost of events may be beneficial.
* P. Brown spoke with R. Guerriere who has access to a party room that will hold 30 people. The party room must be reserved in advance and there is no charge for reserving this space.

**7.0 DIRECTORS’ UPDATES**

1. **L. Bidwell – Webmaster**

* L. Bidwell has added G. Derrington into the CCRA website directory.

1. **P. Brown – Membership**

* Two new members joined the CCRA after attending the Retirees’ Event on February 22, 2023.
* P. Brown will send membership application forms to these new members, accompanied by M. Scott’s welcome letter.

1. **M. Gauthier – Sustainability**

* M. Gauthier has been unsuccessful in connecting with S. Corway but he has not yet connected with G. Shifferaw, Sustainability Coordinator**.**
* M. Gauthier hopes to receive information from G. Shifferaw with regards to the College’s sustainability activities.

1. **M. Gauthier - Facebook Review Subcommittee**

* The meeting of the Facebook Review Subcommittee is still pending.
* L. Bidwell, G. Derrington and P. Lee volunteered to join the subcommittee.
* M. Gauthier to organize a meeting of the subcommittee.
* L. Bidwell to look at the capabilities of the current CCRA Facebook page.

1. **P. Lee – Events**

* Please see Item d: Update re: Spring Luncheon on page 3.

1. **I. Sutanto – Treasurer**

* The financial statement for the year ending December 31, 2022 is completed.
* The statement has been reviewed by independent Finance Manager, Joanne Pan of Centennial College.
* The financial statement will be presented at the Annual General Meeting in the fall.

1. **E. Zehethofer – Telephone Communications**

* No update as no calls were received.

**8.0 NEXT MEETING DATES**

* 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

**8.0 MOTION TO ADJOURN**

*Motioned by: M. Scott*

*Seconded by: M. Gauthier*

*Moved: All in Favour*

**THE MEETING ADJOURNED AT 11:38 A.M.**