



MINUTES OF THE CCRA BOARD MEETING  
Wednesday, October 18, 2023  
10:30 a.m. – 12:00 p.m.  
Lunch provided at 12:00 p.m.

**PRESENT**

Marilyn Scott	President
Gail Derrington	Vice-President
Chuck Baker	Director
Luzia Bidwell	Director (Webmaster)
Pat Brown	Director (Membership)
Ellen Bull	Past President
Michael Gauthier	Director
Pat Lee	Director (Events)
Eva Zehethofer	Director (Telecommunications)
Payal Arora	College Resource
Fiona Ghosh Bedlington	College Resource
Renae Mohammed	College Resource

**REGRETS**

Ing Sutanto	Director (Treasurer)
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**1.0 WELCOME & INTRODUCTIONS**

- M. Scott called the meeting to order at 10:32 a.m. and welcomed the Directors.

**2.0 REVIEW & ACCEPTANCE OF OCTOBER 18, 2023 AGENDA**

The October 18, 2023, Meeting Agenda, was followed without formal acceptance from the Board members.

### **3.0 REVIEW & ACCEPTANCE OF SEPTEMBER 13, 2023 MEETING MINUTES**

*Motioned by: M. Scott*

*Seconded by: C. Baker*

*Moved: All in favour*

- M. Scott corrected the number of attendees at the picnic reported in the September 13 minutes to read: “The attendance at the Picnic by the Lake was: Members: 13; Board members: 8 and Guests: 6; for a total of 27 attendees.

### **4.0 PRESIDENT’S REMARKS**

- Patrick Kusmider has resigned from the CCRA Board.
- M. Scott sent a note to P. Kusmider thanking him for his contributions to the Board.
- There are now two vacancies on the Board.
- M. Scott suggested that information about the Board vacancies be posted on the website and included in the Newsletter that will be circulated soon.

### **5.0 BUSINESS ARISING**

#### **a. Debrief re: Picnic by the Lake – All**

- Twenty-seven (27) people attended the event. Thirteen members; eight Board Members and six guests.
- There were seven cancellations.
- C. Baker stated that he enjoyed the event as it was unique and something the Board has not done before.
- This was a labour intensive event, particularly for such a small turn-out.
- The responses to the questionnaires about the event while positive, were completed by only ten of the twenty-one CCRA members in attendance.
- It was suggested that at future events, questionnaires requesting feedback on the event be offered through Survey Monkey.
- L. Bidwell noted that through Survey Monkey, more than one survey can be created and sent to different groups.
- E. Bull suggested that there should have been two questionnaires concerning the picnic event. CCRA members and guests should have different questionnaires to complete, as the experience of guests and members would be different.
- It was suggested that in future evaluation surveys be completed by members only and not guests.

- This may not be an issue at this event as the questionnaires were sent to members only.
- Positive feedback was received from the attendees at the event who completed the questionnaire.
- P. Brown highlighted that this was quite an expensive event.
- P. Lee noted that the hats contributed to the expense of the event.
- The decision to have the picnic a free event for members (guests paid \$20) was “If we offer a free event the attendance by members will be high”.
- Unfortunately, this was not the case with respect to the Picnic in the Park as attendance at the event was low. .
- M. Scott noted that a guest brought Tupperware containers and plastic Ziploc bags, so participants could take home food leftover from the event.
- This should not be a regular occurrence at events.
- It was recommended that at future events less food be ordered, and a plan be put in place prior to the event detailing what to do with leftover food, so there is not the expectation from attendees that there will be “goodie bags” to take home..
- P. Lee noted that the amount of food ordered included food for the seven people who cancelled and had they attended the event, there would not have been any food leftover.
- It was agreed there were numerous beverages leftover.
- E. Bull suggested adding an action item on each event planning brief for a plan regarding what to do with leftover food..

#### **b. Update on Newsletter – G. Derrington**

- A draft outline of content for the Newsletter was circulated to the Board for review and comment.
- C. Baker requested an edit to the information on the speaker. He advised the statement on de-cluttering should read: “If the answer is “yes” to any of the three options, the item(s) can be kept.
- NOTE: A review of the speaker’s notes resulted in the recommendation that the statement about de-cluttering should read: “If it is a yes to question (1) but not a firm yes to question (2) and/or to question (3), then the item is not a “keeper”.
- P. Lee recommended removing the word “unfortunately, under the section titled; New Retirees and Membership, to read, “Due to privacy policies we are not able to contact new retirees unless they completed the retirement form in the exit package or contact the CCRA directly.
- It is important the all retirees know that they are welcome to join the CCRA, whether they are newly retired or have been retired for some time.

- Revise the wording to “Joining is easy. We welcome all retirees, regardless of your date of retirement.
- E. Zehethofer noted there was a policy that the College would pay the first year of CCRA fees for retirees. E. Zehethofer asked “Can a retiree always have the first year fee covered?”
- P. Brown clarified this is only in effect at the time of an employee’s retirement. If a person chooses to join the CCRA after their first year of retirement, they are required to pay the \$10 annual membership fee.
- M. Scott and G. Derrington will meet with A. Cartier, Pension Consultant to review the information currently provided to employees considering retiring.
- L. Bidwell suggested having a membership renewal booth set-up at the Holiday Luncheon.
- E. Bull suggested putting a reminder for membership renewal on the Eventbrite invitation for the Holiday Luncheon.
- P. Lee suggested the new date for the AGM be described as “re-scheduled”, as opposed to “scheduled”.
- The naming of the Newsletter and the prize for the individual who submits the winning name was discussed.
- It was proposed the winner of the name the Newsletter opportunity receive a \$50 Amazon gift card.
- The deadline to submit a name for the Newsletter is noon on Monday, November 13, 2023.
- G. Derrington will send the Newsletter to L. Bidwell and P. Brown once it is completed.
- The Newsletter will be sent to CCRA members on October 31, 2023.
- E. Bull suggested noting that the survey results are attached to the October 18, Board meeting minutes on the CCRA website.
- The Board members were asked if they wish, to write a short message (10 words or less) as to why they enjoy being on the Board.
- Board members are requested to send their message to M. Scott and G. Derrington and their messages will be featured in the upcoming and future newsletters.
- Renee Procenko, of the Procenko Group, has an upcoming event and she asked P. Lee if it was possible for the CCRA to send the information on this event to CCRA members.
- It was agreed that the CCRA will not distribute information on upcoming events from external sources to our members.

## **6.0 NEW BUSINESS**

### **a. Discussion of the Annual General Meeting (AGM) – New Date: January, 2024**

- Eight Board members and three Members signed up for the AGM scheduled for October by the deadline date.

- As a result of the low registration the AGM is re-scheduled to Wednesday, January 17, 2024 via ZOOM.
- It was agreed scheduling the AGM for January was a better time than the fall to have this meeting .
- The Board will assess how a January date for the AGM is received.
- L. Bidwell noted the event still needs to be put on Eventbrite so that once attendees register, they receive the Zoom link.
- This is a virtual event and therefore there will be no charge to attend.
- The picnic was free and attendance at the AGM was \$30 for members and some Board members felt this contributed to the low registration at the AGM.
- It was suggested that because this is a business meeting and it is not as engaging as other meetings, that may also have contributed to poor registration numbers. .
- M. Scott suggested that a good draw prize may encourage more participation and the event needs to be advertised in a way that encourages participation.
- It was suggested the AGM should have a speaker to attract members to attend.
- C. Baker volunteered to approach Mike Daley about speaking/performing at the AGM for 30 minutes.
- .There was a discussion concerning what is the best event to have Mike Daley as the guest performer.
- There was consensus that Mike Daley should be invited to an in-person event and not a ZOOM meeting.
- It was recommended Mike Daley be invited to the CCRA's "Spring Fling" meeting as he is best enjoyed in-person.
- A speaker/performance idea is still required for the AGM in January should the Board members confirm a guest speaker is required.
- Concern was raised about the voting process at the ZOOM AGM with respect to how members' votes will be counted. This matter will be resolved prior to the AGM.

**b. Proposed Dates for 2024 Board Meetings – M. Scott**

- The names Spring Fling and Holiday Luncheon will be added to the dates in the Proposed 2024 CCRA Board Meeting Dates document.
- All proposed 2024 dates were approved by the CCRA Board.

## **7.0 OFFICERS' UPDATES**

**a. L. Bidwell – Webmaster**

- L. Bidwell had to leave the meeting before the Officers' updates.

#### **b. P. Brown – Membership**

- The CCRA currently has 98 members.
- This includes the seven (7) members recruited by G. Derrington at the Retirees' Celebration held at the College in February.
- Two more members recently joined the CCRA.
- In total, nine (9) new members joined the CCRA in 2023.
- The response to the email sent in April requesting members to renew their membership April/May was very poor.
- It was suggested confusion exists between membership in the CCRA and membership in OCRA.
- M. Gauthier spoke with union members and they mentioned to him that the CCRA would be welcome to speak at their membership event.
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- E. Bull suggested speaking to someone at the College about meetings regarding pensions and ask if the CCRA could promote themselves at these events. A. Cartier, Pension Consultant was to provide the CCRA with names of employees retiring who consented to share their email address with the College.
- M. Scott will follow-up with A. Cartier on this matter.

#### **c. P. Lee – Events**

- P. Lee contacted the University of Toronto about having someone speak/entertain at the Holiday party.
- Centennial College student performers were looking forward to performing at the AGM .
- It was suggested M. Scott enquire to see if they would be interested in performing at the Holiday Luncheon.
- L. Bidwell suggested a sing-along with the student singers so that there is guest participation.
- A "Save the Date" notification should be sent out soon for the Holiday event on December 6, 2023.
- It was suggested a tour of the new A-Block building would be an interesting and educational event the next time the CCRA is on campus.
- P. Lee has asked the Board to think about activities for the Holiday Luncheon and the AGM.
- E. Bull reminded the Board that November is "Giving Tuesday" and asked if this something the Board is participating in.
- There has also been a food drive in the past – this is something to consider so the Board can let members know about the event.

- The cost of food is so high that there is interest among the Board to participate in a food drive or provide gift cards for food to students in need.

**d. G. Derrington – Treasurer**

- In the year 2022, the CCRA resumed luncheon events for the Fall and Christmas events. Both events were well attended.
- For the second year in a row, the CCRA postponed the membership fees in 2022.
- The CCRA's main source of revenue was received from the two luncheon events and from the annual College grant.
- The main expenditures are (1) event meal subsidies, (2) Board insurance, (3) scholarship donation and (4) Flickr cost.

**e. M. Scott on behalf of E. Zehethofer – Telephone**

- Telephone activity varies.
- Numerous calls related to personnel issues have been received and forwarded to Human Resources for resolution.

**8.0 NEXT MEETING DATES**

- Wednesday November 8, 2023 – Board Meeting
- Wednesday December 6, 2023 – Holiday Luncheon

**9.0 MOTION TO ADJOURN**

*Motioned by: M. Scott*

*Seconded by: M. Gauthier*

*Moved: All in Favour*

**THE MEETING ADJOURNED AT 12:25 p.m.**