

MINUTES OF THE CCRA MEETING

Wednesday, February 14, 2024

10:30 a.m. – 12:00 p.m.

**PRESENT**

Marilyn Scott President

Chuck Baker Director

Pat Brown Director (Membership)

Michael Gauthier Director

Pat Lee Director (Events)

Ellen Bull Director

College Resource

Renae Mohammed

**REGRETS**

Luzia Bidwell Director (Webmaster)

Gail Derrington Vice-President

Eva Zehethofer Director

College Resources

Payal Arora

Fiona Ghosh Bedlington

**1.0 WELCOME & INTRODUCTIONS**

* M. Scott called the meeting to order at 10:34 a.m. and welcomed everyone.

**2.0 REVIEW & ACCEPTANCE OF FEBRUARY 14, 2024 MEETING AGENDA**

*Motioned by: M. Scott*

*Seconded by: C. Baker, E. Bull*

*Moved: All in favour*

**3.0 REVIEW & ACCEPTANCE OF THE NOVEMBER 8, 2023 MEETING MINUTES**

*Motioned by: M. Scott*

*Seconded by: M. Gauthier, P. Lee*

*Moved: All in favour*

* C. Baker stated he was unclear of the meaning in the fourth bullet in 6 c. which reads: “This is an information session and there will be no ask of the attendees”.
* M. Scott explained that F. Bedlington advised the Board that the “Will and Retirement Planning Workshop" will be an information session only and attendees will not be requested to engage the services of the workshop presenter.
* The minutes of the November 8, 2023, CCRA Board Meeting will be revised to reflect this clarification of item 6C.

**4.0 REVIEW & ACCEPTANCE OF THE JANUARY 17, 2024 Annual General Meeting (AGM) MINUTES**

* E. Bull suggested the reports presented at the AGM be added to the AGM’s meeting minutes prior to uploading the minutes to the website.

*Motioned by: M. Scott*

*Seconded by: E. Bull, C. Baker*

*Moved: All in favour*

1. **PRESIDENT’S REMARKS**
* M. Scott thanked everyone for attending the AGM held via ZOOM.
* Twenty-six members attended the event: 18 members and 8 CCRA Board members.
* There has been no feedback from attendees at the AGM.
* Weather permitting; the AGM will be in-person next year.
* There was a discussion concerning the decision to host the AGM in January:
	+ It was agreed that January is a good month to host the AGM, recognizing the weather may be a concern.
	+ It was suggested consideration be given to having the AGM as a “hybrid” meeting: offering attendance in-person and via ZOOM.
	+ This suggestion will be discussed at a future meeting.
	+ It was suggested there be a guest speaker at the next AGM.
	+ M. Scott reminded the Board that historically, a guest speaker has been standard practice for the AGM, however, given that the AGM was via ZOOM due to concerns about inclement weather, a guest speaker was not chosen for the AGM held in January, 2024. It is anticipated that there will be a guest speaker at the next AGM.
	+ The video entitled “Dancing with Matt” which featured Matt Harding, an individual who has travelled the world and danced a

“jig” in 71 locations, was well received by the attendees at the Annual General Meeting.

* I. Sutanto has resigned from the CCRA Board and her position of Treasurer.
* G. Derrington has assumed the responsibilities of Treasurer on an in-term basis in addition to her role as Vice-President.
* E. Bull offered to assume the role of Treasurer until a new Treasurer is chosen and she volunteered to assist the new Treasurer settle into their role.
* A call will go out to the membership inviting CCRA members to consider joining the Board to fill the vacancy as a result of I. Sutanto’s resignation.
* G. Derrington is in the process of preparing the second edition of the newsletter, “CCRA Connections”.
* If Board Members have suggestions for content for the newsletter, they are requested to forward their suggestions to G. Derrington.

**6.0 BUSINESS ARISING**

1. **CCRA’s Telephone Line**
* The CCCRA has had a telephone line in place for quite some time to receive questions from the Association’s retirees.
* E. Zehethofer is responsible for responding to the calls.
* M. Scott has been assisting E. Zehethofer with the follow-up to the telephone calls.
* Recently, M. Scott checked the telephone line and found there were a number of calls that had been archived and had not received a response. M. Scott dealt with these enquiries.
* A number of the calls were individuals requesting information concerning their pension.
* Historically, the practice was to send pension enquiries to A. Cartier; however, A. Cartier has requested that pension enquiries now be forwarded to the CAAT pension plan for resolution.
* At previous meetings, it has been suggested that the Board eliminate the CCRA telephone line and in keeping with that, M. Scott recommended the telephone line be discontinued.
* If the Board elects to keep the telephone line, M. Scott requested another Board member assume the responsibility of assisting E. Zehethofer with responding to the calls and resolving issues.
* C. Baker noted that CCRA Members and most retirees have email addresses, and asked if the telephone line is necessary.
* Several directors felt the telephone line is not necessary*.*
* M. Gauthier volunteered to assist with responding to the telephone enquiries.
* E. Bull suggested the voicemail message remind callers that pension enquiries should be directed to the CAAT Pension Plan, with the general phone number provided.
* E. Bull suggested there should be a button on the website that says “Click Here”, that integrates with email and the telephone enquiries are sent via email to the Board.
* M. Gauthier confirmed his offer to assume the responsibility for responding to the telephone enquiries and report back to the Board members on the actions taken with respect to the calls received.
* In six months, M. Gauthier will report back to the Board with his recommendation as to whether the telephone line should be kept or removed.
* M. Scott will provide M. Gauthier with the information on how to access the calls.

**7.0 OFFICERS’ UPDATES**

1. **L. Bidwell – Webmaster**
* L. Bidwell was not in attendance, therefore there was no Webmaster report.
1. **P. Brown – 2024 Membership Drive**
* P. Brown sent the membership renewal email on February 6, 2024.
* 3 members paid the 2024 membership fee in 2023.
* 1 member gave their membership fee payment to G. Derrington.
* C. Baker mentioned it may be easier for members to pay several years in advance instead of $10 every year.
* To date**,** only 28 members have renewed their membership.
* A reminder will be sent to those who have not yet renewed, along with the information on the Spring Fling.
* There are two members whose request for payment was returned to P. Brown.
* M. Gauthier asked if a Lifetime Membership to the CCRA could considered.
* This will be discussed at a future meeting.
* P. Brown advised that there is still confusion between OCRA and the CCRA concerning membership.
* The letter to members who did not renew in 2023 was reviewed by the Board.
* This letter will be sent as soon as possible to individuals who have not yet paid their annual membership fee.
1. **P. Lee – Spring Fling Event**
* April 10, 2024 is the date of the Spring Fling Luncheon.
* C. Baker to contact M. Daley to advise him he no longer needs to hold April 10 in his calendar for a presentation at the Spring Fling.
* P. Brown suggested a presentation on gardening from a gardening expert, be the entertainment at the event as the timing of such a presentation fits nicely with the Spring Fling.
* P. Lee will ask the owner of Kate’s Garden about speaking at the Spring Fling and P. Lee will update the Board on this matter.
* E. Bull suggested if we have invite a gardening expert from Kate’s Garto the Spring Fling, we can buy table arrangements from Kate’s Garden and give them away to attendees as prizes. This would be a great advertisement for Kate’s Garden.
* P. Lee and F. Bedlington met with Josh Fraser about having a cooking event for the CCRA; he replied to P. Lee and said he will speak to his staff for suggestions on who could potentially facilitate this event.
1. **G. Derrington – Treasurer: No Report**
* There was no Treasurer’s Report as G. Derrington is away.
1. **E. Zehethofer – Telephone Communications**
* M. Scott provided an update on the telephone calls she responded to for E. Zehethofer.

**8.0 NEW BUSINESS**

1. **Recruitment of CCRA Board Members**
* The directors provided their feedback on the Board member recruitment letter.
* M. Scott will revise the letter and send it to Board members for their final review.
1. **CCRA Word Mark/Branding**
* The College is rebranding their colours to Centennial green and gray.
* The Marketing Team has asked if the CCRA would like to align their logo colors with the college’s new colours.
* E. Bull noted that the CCRA logo was updated in 2019 and it was developed by the College’s Marketing T
* eam.
* E. Bull will ask L. Bidwell to prepare a write-up for the website explaining why the current colors were chosen.
* M. Scott was requested to ask the College’s marketing team how the new colors would fit in with the existing logo and to request a mock up of the CCRA logo with the new College colours.

**9.0 Next Meeting Date**

* The next CCRA Board Meeting is Wednesday, March 13.

**10.0 Motion to Adjourn**

* The meeting adjourned at 12:55 p.m.

**ITEMS FOR REVIEW AND ACTION**

1. Board members, who have suggestions for the Newsletter content, are requested to send their suggestions to G. Derrington.
2. M. Gauthier volunteered to assume responsibility to assist E. Zehethofer with the messages left on the CCRA’s telephone line.
3. In six months he will report back on his recommendation as to whether the

telephone line should be removed as per M. Scott’s suggestion.

1. M. Scott will provide M. Gauthier with the telephone number and password of CCRA’s telephone line.
2. M. Gauthier asked if a lifetime membership to CCRA can be considered. This will be discussed at a future Board Meeting.
3. A review of the letter to members who did not renew in 2023 will be tabled so Board members can provide their feedback.
4. C. Baker will advise M. Daley that he no longer needs to hold the date for the CCRA Spring Fling.
5. P. Lee will ask the owner of Kate’s Garden about speaking at the Spring Fling and report back at the meeting in March.
6. E. Bull will ask L. Bidwell to prepare a write up about the current colours in the CCRA logo that will be posted on the website once the Board members have approved the document.
7. M. Scott/G. Derrington to connect with Marketing to learn how the new colours will fit with the existing logo.
8. Board members are requested to forward their suggestions for information for the newsletter to G.