

MINUTES OF THE CCRA BOARD MEETING

Wednesday, March 13, 2024

 10:30 a.m. – 12:00 p.m.

 **PRESENT**

Marilyn Scott President

Gail Derrington Vice-President

Luzia Bidwell Webmaster

Pat Lee Events Coordinator

Chuck Baker Director

Michael Gauthier Director

Payal Arora College Resource

Fiona Ghosh Bedlington College Resource

**REGRETS**

Pat Brown Membership

Ellen Bull Director

Eva Zehethofer Director

Renae Mohammed College Resource

**1.0 WELCOME & INTRODUCTIONS**

* M. Scott called the meeting to order at 10:43 a.m. and welcomed attendees.

**2.0 REVIEW & ACCEPTANCE OF THE MARCH 13, 2024 MEETING AGENDA**

*Motioned by: M. Gauthier*

*Seconded by: C. Baker*

*Moved: All in favour*

**3.0 REVIEW & ACCEPTANCE OF THE FEBRUARY 14, 2024 MEETING MINUTES**

*Motioned by: G. Derrington*

*Seconded by: M. Gauthier*

*Moved: All in favour*

**4.0 PRESIDENT’S REMARKS**

* M. Scott reminded the Board members of the upcoming Spring Fling event.
* M. Scott advised her additional remarks will be shared in the Business Arising and New Business sections.

**5.0 BUSINESS ARISING**

1. **Discussion of the Proposed Logos for the CCRA & the CCRA Newsletter**
* Centennial College’s Marketing Team designed three options for the proposed change to the Centennial College Retirees’ Association’s (CCRA) current logo and two options for a new logo for the CCRA’s newsletter, “CCRA Connections”.
* Board members present, unanimously agreed on Option 5 for the CCRA’s logo.
* It was suggested the letters “CCRA” could be reduced in size in the draft title suggested for the newsletter.
* It was suggested to change the title of the newsletter from “CCRA Connections” to: “Centennial College Retirees’ Association, Connections”.
* G. Derrington reminded the Board that as the newsletter is an internal document CCRA members will be familiar with the abbreviation of CCRA.
* In addition, CCRA written in full would significantly change the look of the logo.
* It was agreed the name of the newsletter “CCRA Connections” approved by the Board at the CCRA February 14, 2024 Board meeting will remain as is.
* The Board members present supported Option 1 for the newsletter logo.
1. **Board Member Recruitment Letter**
* M. Scott presented the revised letter regarding the recruitment of Board members.
* M. Gauthier advised that he is not satisfied with the use of the word “challenge” in the first line of the document.
* C. Baker noted that the letter shouldn’t make it seem like someone would be coming back to work.
* M. Gauthier suggested the word “connections” instead of “challenges”.
* P. Lee suggested including the skills and characteristics needed by a board member.
* M. Gauthier suggested that the mission statement can work as a guide to figure out these answers.
* F. Bedlington suggested a flyer-style call or advertisement could be used.
* C. Baker mentioned that staff with a long tenure are more likely to apply.
* M. Gauthier noted that another group who could be interested are staff who have worked with various departments during their stay, even if their duration was shorter.
* P. Lee suggested that part-time staff be approached to apply. M. Scott mentioned that part-time staff are not eligible to join the CCRA.
* There was a suggestion that at a future meeting there be a discussion concerning how to recruit members to the Board as well as how to secure more members to the CCRA.
* It was proposed to contact people via email, using social media etc.
* M. Scott, C. Baker and G. Derrington will report back on this matter.
1. **Newsletter Content**
* G. Derrington will report back on the individuals who provide her with information on College events, for inclusion in the newsletter.
* F. Bedlington will provide information on Indigenous and Pride picnics to include in the newsletter as an invitation to the retirees to attend.
* C. Baker will share photos from the Spring Fling luncheon with Gail.
* The goal is to publish the newsletter by the end of May/early June.
* Submissions for the newsletter should be sent to G. Derrington by the end of April.

**6.0 OFFICERS’ UPDATES**

1. **L. Bidwell – Webmaster**
* L. Bidwell has sent the Eventbrite link to everyone for the CCRA Spring Fling event.
1. **P. Brown – 2024 Membership Drive**
* G. Derrington on behalf of P. Brown advised the Board that to date in 2024 over 70 retirees have joined CCRA.
* This includes eleven individuals who did not renew their membership in 2023 but have rejoined the CCRA this year.
1. **Spring Fling Event & Cupcake Decorating or Making Mock Tails Events**
* P. Lee advised that K. Seaver, owner of Kate’s Garden will create and deliver six centerpieces for the event.
* The cost to the CCRA is $50 plus tax for each centerpiece.
* K. Seaver will arrive at the Event Centre at 10:30 a.m. to put a centerpiece on each table.
* At 11:10 a.m. after the President’s welcome, K.Seaver will demonstrate how to design a floral arrangement.
* The presentation will take thirty minutes.
* If K. Seaver is willing to donate the floral arrangement from the presentation, there will be a draw for the arrangement*.*
* P. Lee will make the following additions/updates to the invitation:
	+ Name of the event: Spring Fling
	+ Registration will begin at 10:15 a.m.
	+ Lunch will be served at noon.
* P. Lee updated the Board on her meeting with Josh Fraser**,** Manager Strategic Operations, School of Hospitality, Tourism and Culinary Arts

regarding events that his staff could provide to CCRA members.

* J. Fraser suggested four events: i) A tasting and presentation on the history of chocolate ii) A presentation on the history of tea iii) A cupcake decorating workshop iv) A workshop on how to make mock tails.
* P. Lee suggested the Board approve either the cupcake decorating session or the mock tails session, as both sessions will be interactive as opposed to a lecture.
* The cost is $26 per member for the cupcake decorating session and $35 for the mock tail workshop.
* Both these events are approximately one hour in length and no refreshments will be provided.
* P. Lee will provide J. Fraser with some possible dates for workshop the CCRA Board elects to host.
* A minimum of 20 people are required to sign-up to attend either event.
* J. Fraser will manage the logistics of the event.
* G. Derrington suggested announcing the event at the Spring Fling to see how many members would be interested in these workshops.
1. **G. Derrington – Treasurer:**
	1. There is a balance of $8,000 with CCRA at the moment, which includes the new memberships account as well.
2. **M. Gauthier – Telephone Communications**
* M. Scott reminded everyone that M. Gauthier is assisting E. Zehethofer with messages received on the CCRA’s telephone line.
* M. Gauthier reported there were no calls in the past month.
* M. Gauthier advised he will create a new voicemail for CCRA’s telephone line and present this to the Board for their approval at the Board meeting in May.
* M. Gauthier suggested the CCRA Board discuss a way to add a section for integrated phone and email inquiries on the website.

**7.0 NEW BUSINESS**

1. **Lifetime Membership:**
* It was suggested that the CCRA consider having the option for a Lifetime Membership.
* G. Derrington noted that if CCRA has a Lifetime Membership option, the Board would need to have a system to track these members.
* The Board members agreed that a Lifetime Membership will not be mandatory.
* C. Baker and M. Scott mentioned that more research is needed on this suggestion. They will work together on a review of this matter.

**8.0 MOTION TO ADJOURN**

* *Motioned by: M. Scott*
* *Seconded by: M. Gauthier*
* *Moved: All in Favour*

**NEXT MEETING DATES**

* Wednesday, April 10: Spring Fling
* Wednesday, May 8: Board Meeting
* Wednesday, June 12: Board Meeting
* July & August: No meetings
* Wednesday, September 11: Board Meeting
* Wednesday, October 9: Board Meeting
* Wednesday, November 13: Board Meeting/Planning re: Holiday Event
* Wednesday, December 11: Holiday Event

**ITEMS FOR REVIEW AND ACTION**

1. At a future meeting there will be a discussion concerning the best way to recruit Board Members and how to improve the social media presence of the CCRA.
2. Content for the newsletter must be received by G. Derrington by mid May.
3. C. Baker and M. Scott will research Lifetime Memberships at other colleges.
4. At the next CCRA Meeting, M. Gauthier will present his recommendation to the Board for a new voicemail message for the CCRA for approval prior to changing the message.

**THE MEETING ADJOURNED AT 1:17 P.M.**