

MINUTES OF THE CCRA BOARD MEETING

Wednesday, November 13, 2024

10:30 a.m. – 12:00 p.m.

**PRESENT**

Marilyn Scott President

Gail Derrington Vice-President

Pat Lee Director (Events)

Chuck Baker Director

Pat Brown Director (Membership)

Moreen Jones Weekes Director (Treasurer)

Payal Arora College Resource

Fiona Ghosh Bedlington College Resource

**REGRETS**

Luzia Bidwell Director (Webmaster)

**1.0 WELCOME & INTRODUCTIONS**

* M. Scott called the meeting to order at 10:41 a.m. and welcomed attendees.

**2.0 REVIEW & ACCEPTANCE OF NOVEMBER 13, 2024 MEETING AGENA**

*Motioned by: G. Derrington*

*Seconded by: C. Baker*

*Moved: All in favour*

**3.0 REVIEW & ACCEPTANCE OF THE REVISED OCTOBER 9, 2024 MEETING MINUTES**

* Add the word “Board” to point 3 to read: REVIEW & ACCEPTANCE OF THE SEPTEMBER 11, 2024 BOARD MEETING MINUTES.
* Add the word “Board” to the 4TH bullet of 4.0 in President’s Remarks to read: “M. Scott and G. Derrington encouraged the Board members to approach former colleagues retired from the College who might be interested in joining the CCRA **Board**”.
* Business Arising: Point “c”
* Remove the bullet which reads: “Brief description of OCRA”.
* Edits in M. Jones Weekes report:
1. M. Jones Weekes after significant effort was able to receive a signed copy of CCRA forms and have her name added to the forms.
2. M. Jones Weekes also had the monthly bank account administrative fee credited back to the Board’s account. Going forward, the CCRA’s bank account will not incur a monthly administrative fee.
3. The insurance fees have been paid for this year. In 2025, the insurance invoice will be sent to M. Jones Weekes for payment.

**4.0 PRESIDENT’S REMARKS**

* M. Gauthier has resigned from the CCRA Board.
* A farewell card was passed around for the Board members to sign.
* In the New Year a call will go out to recruit Board members.
* M. Jones Weekes advised that some information is missing from the October 9 Meeting Minutes. The missing information will be added the minutes and the revised minutes will be sent to Board members.

**5.0 BUSINESS ARISING**

1. **Update on the Holiday Luncheon: P. Lee**
* The date for the Holiday Luncheon is December 11.
* A draft invitation has been created by P. Lee.
* The Board confirmed:
1. The proposed festive menu is approved by the Board members.
2. The event price will be $40 per person for non-members and $35 for members. $5 per person for members will be subsidized by the CCRA.
* There was a discussion that the actual subsidized cost will be more than $5 per person, since charge of 13% HST and a 10% service charge will also be included. The Board agreed that the CCRA is still able to cover the above-mentioned cost for members.
* F. Bedlington and M. Scott advised the Board that there will be $500 remaining in the CCRA budget after the November Board meeting.
* P. Lee reported on additional details of the Holiday Luncheon.
1. Parking passes will be $6.50 per person.
2. There was a discussion concerning the cost of centerpieces and what centerpieces would be the most affordable and appropriate centerpieces would be.
3. The Board members agreed that 8 inch poinsettias at less than $15 each would be appropriate for each table.
4. There was a discussion concerning the activities and the budget for the suggested activities.
5. In the past, P. Lee has put together boxes of chocolates and gift cards as prizes for the games.
6. P. Lee proposed some ideas for activities for this year’s Holiday Luncheon, which were approved by the Board:

a. Christmas Movies Trivia

b. Singing part of Christmas songs/Identifying the song title

c. The paper art and craft activity P. Lee had prepared at home and showed to the Board members. Guests will take home the holiday card they create.

**ACTION**: It was agreed P. Lee include this craft activity.

1. The arts and craft activity will be the first activity and it will take no longer than 15 minutes, followed by a Christmas Trivia game.
2. Prizes: The Board decided to divide people into groups of 8. There will be two games with prizes which means 16 prizes will be required.

**ACTION:** P. Lee to put together 16 mugs containing chocolates. P. Lee advised the cost will be less than $10 for each mug.

* The deadline for registration at the event is December 2nd.
* F. Bedlington will set up Eventbrite for this event.
1. **Newsletter Submissions Date Revised: G. Derrington**
* Content received for the Fall newsletter was low. The Board agreed the Newsletter will be published in Spring 2025.
1. **Update on the Membership Process: P. Brown**
* Pat Brown reported one new member has joined the CCRA.
* Ghosh Bedlington mentioned that a developer has been assigned to support the CCRA with updating the registration forms and the CCRA website.
1. **Board Meeting Dates for 2025: M. Scott**
* There was a discussion concerning dates for the 2025 CCRA events.
* The Spring Fling is scheduled for April 9, 2025.
* A date needs to be confirmed for the Annual General Meeting (AGM)
* It was suggested the AGM take place in March or May.
* G. Derrington suggested if the AGM is held in May it is too close to the Spring Fling.
* M. Scott suggested the AGM could be in June, prior to the summer break.
* If the AGM in June is well attended, consideration could be given to always having June as the month to hold the AGM.
* The date of the AGM will be confirmed at the CCRA Board meeting in January.
* It was suggested that the guest speaker at the 2025 AGM be an expert in estate/tax planning or an individual who can speak to the benefits of being a CCRA member.

**ACTION:** The date of the 2025 AGM will be confirmed at the Board meeting in January 2025.

 **ACTION:** Board members were requested to report back at the January Board meeting on possible speakers for the 2025 AGM.

**7.0 OFFICERS’ UPDATES**

1. **L. Bidwell – Webmaster**
* No update.
1. **P. Brown – Membership**
* There is one new CCRA member.
* F. Ghosh Bedlington reported that a developer has been assigned to support the CCRA with updating the registration forms and the CCRA website.
1. **P. Lee – Events**
* P. Lee presented the idea of hosting a paint event.
* P. Lee attended a paint event with another organization which she found enjoyable and suggested this is an event that CCR’s members would joy.
* The cost for this event would be approximately $40 per person.
* The event takes 2 to 2.5 hours.
* The canvas, paints and brushes are provided by the company.
* CCRA would have to arrange the space for this event.
* Interested members would pay for their ticket and the CCRA could provide light refreshments.
* This proposal will be discussed at the January 2025 Board meeting.
1. **M. Jones Weekes – Treasurer’s Report**
* M. Jones Weekes mentioned that recently one person has paid the membership fee.
* M. Jones Weekes will connect with P. Brown to ensure that this is the individual who recently joined the CCRA.
1. **Report on Members’ Telephone Messages**
* M. Gauthier has resigned from the CCRA Board. There were was one call to the telephone message which has been dealt with.
* A replacement for M. Gauthier will need to be confirmed at the January CCRA Board Meeting.

**9.0 NEW BUSINESS**

* M. Scott proposed a recruitment team be established to help with finding members to fill the vacancies on the Board.
* P. Brown will send the recruitment letter to all Board members for their review.

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**10.0 NEXT BOARD MEETING DATE**

The next Board meeting is scheduled for Wednesday, January 8, 2025 at the Event Centre on the Progress Campus.

**11.0 MOTION TO ADJOURN**

*Motioned by: P. Brown*

*Seconded by: M. Jones Weekes*

*Moved: All in favour*

**THE MEETING ADJOURNED AT 12:20 p.m.**