**MINUTES OF THE CCRA BOARD MEETING**

Wednesday, February 12, 2025

10:30 a.m. – 12:00 p.m.

**MEMBERS PRESENT**

Marilyn Scott President

Gail Derrington Director (Events)

Pat Brown Director (Membership)

Moreen Jones Weekes Director (Treasurer)

Fiona Ghosh Bedlington College Resource

 **GUEST**

Sean Squires

**REGRETS**

Luzia Bidwell Director (Webmaster)

Chuck Baker Director

Rick Foren Director

**1.0 WELCOME & INTRODUCTIONS**

* M. Scott called the meeting to order at 10:41 a.m.
* Sean Squires was welcomed to the CCRA Board meeting.

**2.0 REVIEW & ACCEPTANCE OF THE FEBRUARY 12, 2025 MEETING AGENDA**

*Motioned by: P. Brown*

*Seconded by: M. Jones-Weekes*

*Moved: All in favour*

**3.0 REVIEW & ACCEPTANCE OF JANUARY 8, 2025 MEETING MINUTES**

 *Motioned by: G. Derrington*

*Seconded by: M. Jones-Weekes*

*Moved: All in favour*

**4.0 PRESIDENT’S REMARKS: M. Scott**

* M. Scott welcomed S. Squires to the CCRA Board Meeting and introduced him to the Board members.
* G. Derrington has stepped down as Vice President and has assumed the role of CCRA’s Event Coordinator previously held by Pat Lee.
* The position of Vice President will be filled as soon as possible.
* M. Scott will report back on the matter of a new Vice President at the CCRA meeting in March.
* Board members agreed that the CCRA‘s website requires a review and updating.
* M. Scott to discuss this matter with L. Bidwell.
* The Association’s Bylaws and Board member position profiles will be reviewed and revised as necessary.
* F. Ghosh Bedlington to contact IT to have folder for CCRA added to the

 S drive.

* There will be a follow-up with M. Newman to promote the CCRA to support staff considering retirement.
* How to improve awareness and encourage membership in the CCRA will be discussed further with the Board.

 **5 .0 FEEDBACK ON THE HOLIDAY LUNCHEON: G. DERRINGTON**

* G. Derrington shared some of the comments received concerning feedback on the Holiday Luncheon:
	+ There should be fewer but more appropriate prizes.
	+ The quality of the food could be improved.
	+ It was great to see former colleagues and catch up with them.
* The Board members agreed that going forward; attendees will be requested to complete a survey at all CCRA events.

 **6.0 NEWSLETTER UPDATE: G. DERRINGTON**

* G. Derrington reported that the next newsletter will be sent to members end of April/early May.
* G. Derrington recommended the branding and name of the newsletter be updated.
* A new editor is needed for the newsletter as G. Derrington is stepping down from this role to take on the role of Event Coordinator.
* G. Derrington will continue as the editor of the newsletter until a new editor is chosen.
1. **UPDATE ON THE CCRA TELEPHONE LINE**
* At the January Board Meeting, the Board members agreed that the CCRA telephone line be discontinued.
* G. Derrington confirmed that messages can no longer be left on that telephone line.
* Individuals looking for pension information are advised to call the CAAT Pension Plan at 416-673-9000.
* Callers looking for information on the CCRA are advised to send an email to ccra.board.mail.@gmail.com
* L. Bidwell will be requested to remove the telephone number from the CCRA website.

 **8.0 OFFICERS‘ UPDATES**

**L. Bidwell – Webmaster**

* There was no update as L. Bidwell was not in attendance at the meeting.

 **P. Brown – Membership**

* To date, sixty-two members have renewed their CCRA membership.
* Nine new members joined in 2024; however, three individuals did not provide an email address so unfortunately they cannot be contacted.
* CCRA’s current membership was discussed and it was suggested that the culture of work is changing and this may be impacting the CCRA’s membership.
* It was suggested CCRA consider individuals with an “Associate Membership” be encouraged to join the CCRA.
* S. Squires proposed a membership recruitment committee be formed.

**M. Jones Weekes – Treasurer’s Update**

* M. Jones Weekes reported she has been in communication with P. Brown about process improvements. The discussion will be continued.
* There was a discussion about the financial position of the CCRA.
* M. Jones will be speaking to the TD Bank staff to have membership fees placed in a sub account.

**G. Derrington – Events**

* The date for the Annual General Meeting will be revisited. This will be discussed at the CCRA meeting on March 12.
* The Board agreed that the guest speaker for the Spring Fling on April 9, be Peter Derrington who will present a photographic review of his travels.
* A “Save the Date” reminder for the Spring Fling will be sent to all members.
* M. Jones Weekes suggested a survey be available for all members to complete before they leave the Spring Fling event on April 9, 2025.

  **9.0. New Business -**

* Sean Squires attended the Board meeting as a potential new Board member.

  **10.0 NEXT BOARD MEETING DATE**

* The next Board meeting is Wednesday, March 12 at the Event Center at Progress Campus.

 **11.0** **MOTION TO ADJOURN**

*Motioned by: G. Derrington*

*Moved: All in favour*

 **THE MEETING ADJOURNED AT 12:34 P.M.**

Revised as of March 14/25 - G. Derrington

Note: Added “New Business”