

Executive Meeting

Minutes

Date: Tuesday, August 13th, 2024, 10 am, via Zoom

Item		Decision/Action
Call to Order	Call to order at 10:05 am	
Executive Members Present	President: Chris Borzecki Vice President: Vacant Secretary: Vikki Zulpo Treasurer: Sue Peter-Weeks Registrar: Vacant Social Committee Chair(s): Shelley McDonald ERAO Online Chair: Rick Chataway House Convenor: Sue Peter-Weeks Past President: Horst Dannehl (<i>absent</i>) Members at Large: Margaret Bryan, Stuart Fraser (<i>regrets</i>), Ron Conboy, Donna Edwards Guests: Sandra Hanington, Meredith Norman	
Approval of Agenda	Motion to approve by Donna, seconded by Margaret.	Passed
Approval of Minutes of April 2nd, 2024 meeting	Motion to approve by Vikki, seconded by Shelley.	Passed
Treasurer's report	<p>Account balance as of August 12, 2024, is \$3,348.69 (which includes \$273 for 13 people who have registered for the To Hell With The Bell Breakfast).</p> <p>GIC has been renewed for one year at a rate of 4.70%. Current balance as of August 12, 2024 is \$3,317.31.</p> <p>Chris, Horst, and Sue met with a rep at the Credit Union on June 13, 2024 to make the appropriate changes as a result of Horst resigning from the Treasurer position. At that meeting we requested that our designation be changed from a corporation to an association based on the CRA definition. Chris provided a copy of the ERAO Constitution to support this change and, as a result, a new T5 was issued to reflect this change.</p> <p>There are three signatures on file with the Credit Union. Sue is the first signatory, Chris is the second, and Horst is the third. Cheryl was removed as a signatory. Only two signatures are required to approve a transaction. Chris provided a copy of our June AGM Minutes to support these changes.</p> <p>E-transfers are enabled on our account and Sue set up auto deposit plus created an email specifically dedicated to this bank account. The email is speter4erao@gmail.com and this email should only be used for e-transfers.</p> <p>Based on the Income Tax Act, we are only required to keep 7 years of financial records. Sue had a conversation with Chris and recommended that we retain 10 years' worth of financial records (i.e. back to the 2014/2015 finance year) and all other records prior to that be destroyed.</p> <p>Motion by Vikki: Move that ERAO maintains 10 most recent years of financial records. Seconded by Margaret.</p>	Passed

	<p>Our Liability Insurance Policy expires on September 9, 2024. Last year the amount owing was \$1,392.12. We had the option to pay in three instalments (plus a \$35 installment fee) or in one instalment and we paid in one instalment.</p> <p>Motion to approve the Treasurer’s report - Sue. Seconded by Rick.</p>	Passed
Registrar’s report	<p>Position currently unfilled.</p> <p>Discussion took place regarding the position and that currently ERAO has a handle on new registrations through Stuart, who coordinates/handles the website and info@erao.ca.</p> <p>Discussion also took place regarding the Registrar’s position when ERAO goes back to charging membership fees.</p>	
ERAO Online Chair’s report	<p>1 – Website and info@erao.ca Nothing to report.</p> <p>2 – Zoom presentations and recordings Nothing to report.</p> <p>3 – Facebook Rick mentioned in the discussion under Registrar’s Report that there were 2 new members who joined the Facebook group.</p>	
Social Committee Chair(s) report	<p>Shelley reported that the To Hell With The Bell breakfast is on September 12 at the ALE Restaurant in Stittsville. 16 members have signed up so far so the booking will be tentatively for 25 people.</p> <p>The Social Committee will be meeting soon to plan the upcoming year’s activities. Suggestions are welcomed.</p> <p>Motion to approve the Social Committee Chair report - Shelley. Seconded by Sue.</p>	Passed
House Convenor’s Report	<p>File cabinet has been cleaned out.</p> <p>Based on Sue’s research, we are required to keep forever all Executive Minutes and membership lists. The Executive Minutes are in the file cabinet. The membership lists have been removed because they contain names, phone numbers, etc. and this presents a privacy issue because the file cabinet no longer locks. Sue will scan the membership lists and retain them electronically on a thumb drive as well as share the lists electronically with Chris.</p> <p>Sue will be reaching out to the leads from the three clubs in the next couple of weeks and arranging a time to meet to go through the items they are using in Room 102 and identify any items that they no longer require. A final review of the remaining items in Room 102 will be required by Shelley (as Social Committee Chair) and Chris. Items no longer required will be either disposed of or donated as appropriate.</p> <p>Motion to approve the House Convenor’s report – Sue. Seconded by Shelley.</p>	Passed

<p>Business arising from previous meetings</p>	<p>a) Reaching out to new retirees</p> <p>Sue reported that she had a meeting with the OCDSB. The person she met with believes that the link to the ERAO website is shared with prospective retirees as part of their retirement information package.</p> <p>There is a new manager of Human Resources at the OCDSB who will be starting shortly and Sue indicated she will reach out to them.</p> <p>Chris reported that he dropped by the OCSB board office to try and make contact with the person he knows there, however it proved unsuccessful.</p> <p>Chris will reach out to Stuart about contacting RTO regarding sharing information about ERAO with their members.</p> <p>Margaret indicated that she would reach out to a friend who is active with OECTA to see if we can reach OCSB's retirees that way.</p> <p>b) Tribute</p> <p>Chris mentioned that John Harding's tribute was graciously received at the AGM and that John had generously donated his \$50 gift to a charity of his choice to ERAO.</p> <p>A suggestion was made as to a new recipient and Chris reported that he would consider it.</p> <p>c) ERAO Online business continuity plan</p> <p>Pending.</p> <p>d) AGM</p> <p>Shelley reported that the meal was good, however there weren't many members in attendance. The AGM took place after the meal and John Harding's tribute, presented by Jan Hynes took place during the AGM.</p> <p>Discussion took place regarding the number of members at the luncheon and that cost, at \$40, may be a reason why the turnout was lower than expected. Shelley indicated that she would research other venues.</p> <p>Shelley also indicated that if we return to the Restaurant International, there be clear communications regarding the cost.</p>	<p>a) Chris and Sue</p> <p>Sue</p> <p>Chris</p> <p>Margaret</p> <p>b) Chris</p> <p>c) Chris and Sue</p> <p>d) Shelley</p>
<p>New Business</p>	<p>a) Participation at ERAO events</p> <p>Discussion took place regarding participation at ERAO events and how we could possibly increase it. One suggestion raised was conducting a survey to ask our members what they want. However, it was indicated that had been done in the past and was onerous, and did not prove beneficial in the long run.</p> <p>It was indicated that we will need to reinstate membership fees in the next year or so and that while it may drop our total membership numbers, the members remaining will be more invested in the association and possibly participate more as well.</p> <p>The annual insurance renewal will determine when we need to reinstate membership fees, and by how much, based on our current financial situation.</p>	<p>Sue</p>

Next Meeting	Tuesday, October 8 th , 2024 via Zoom	
Adjournment	Motion to adjourn by Shelley. Meeting adjourned at 11:13 am	