

**Education Retirees Association of Ottawa
 Executive Meeting Minutes
 via Zoom
 Date: December 10, 2024**

Item		Decision/Action
Call to Order	10:01 am	
Executive Members Present	President: Chris Borzecki Vice President: Vacant Secretary: Vikki Zulpo Treasurer: Sue Peter-Weeks Registrar: Vacant Social Committee Chair: Shelley McDonald ERAO Online Chair: Rick Chataway House Convenor: Sue Peter-Weeks Past President: Horst Dannehl, regrets Members at Large: Margaret Bryan, regrets Stuart Fraser, regrets Ron Conboy	
Approval of Agenda	Moved to approve by Sue Peter-Weeks, seconded by Vikki Zulpo	Passed
Approval of Previous Minutes	Moved to approve by Vikki Zulpo, seconded by Shelley McDonald	Passed
Treasurer's Report	As of December 10, 2024, our GIC balance is \$3,317.31 and our savings account balance is \$2,272.33 (which includes \$800 in e-transfers for the Christmas Lunch) so the actual balance is \$1,472.31. Moved to approve by Sue Peter-Weeks, seconded by Shelley McDonald	Passed
Registrar's Report	MASS EMAIL ACTIVITY REPORT by Stuart Fraser, DECEMBER 5, 2024 Jan's ERAO Ottawa Registration form (https://docs.google.com/forms/d/e/1FAIpQLSe6sDJCQTJhL1xm-TXuQgJHdmTnRrcKS2CxbgEOWrutnUMU4w/viewform) has yielded 39 applicants who were approved for full membership between January, 2024 and December 5, 2024. There were 33 new applicants as of the last report in October, so 6 new members have been approved since then.	

Registrar's Report	<p>Mailerlite stats indicate that 8 subscribers have been lost since October. This reduced number can be attributed to unsubscribes by members themselves or actioned by me when I get notice of a death.</p> <p>MAILERLITE SUBSCRIBER HISTORY</p> <p>457 subscribers - December, 2024 465 subscribers - October, 2024 465 subscribers - June, 2024 464 subscribers - April, 2024 457 subscribers - March, 2024 453 subscribers - February, 2024 434 subscribers - April, 2022</p> <p>Moved to approve by Sue Peter-Weeks, seconded by Rick Chataway</p>	<p>Passed</p>
ERAO Online Chair's report	<p>1). Website: Rick reported, as per the registrar's report, that we have gained new members.</p> <p>Chris reported that he now has access to a Stat Counter to track the number of people accessing the website. He showed on screen a report for the week of December 2nd to the 8th which indicated that we had 68 page views, the majority following the most recent blast email. He pointed out this was not totally accurate as Safari and other web browsers now block tracking.</p> <p>2). Zoom presentations: This 2024/25 season has seen 2 Zoom presentations which have been recorded, and those recordings are announced in an e-blast.</p> <p>3). Facebook: John Harding indicated to Rick that there had not been a large change in numbers, but that there are now approximately 200 members signed up.</p> <p>John requested a copy of the membership list in order to facilitate his admin duties with Facebook, to verify whether a person signing up to the group is in fact a member. At the same time, Sue Peter-Weeks requested a copy to help her to connect email addresses and names of members when collecting money for events. A brief discussion also concluded that the Secretary should keep an up to date copy as well.</p> <p>Moved to approve by Rick Chataway, seconded by Sue-Peter Weeks</p>	<p>Chris will contact Stuart and ask him to send a copy of the membership list to John Harding, Sue Peter-Weeks, and to Vikki Zulpo as secretary.</p> <p>Passed</p>

<p>Social Committee Chair's report</p>	<p>On November 19 we had another breakfast and speaker at The Ale restaurant. We had 25 people attend. Mr. Smith was an excellent speaker- very entertaining. All of the comments were very positive.</p> <p>We have 30 people registered for the Christmas lunch, which is a very good number.</p> <p>Two events are already booked for January and February and we have other people lined up but the dates are not confirmed.</p> <p>Moved to approve by Shelley McDonald, seconded by Vikki Zulpo</p>	<p>Passed</p>
<p>House Convenor's Report</p>	<p>Clean up of Room 102 has started:</p> <ul style="list-style-type: none"> *All the paper has been removed from the bulletin boards. *Two of the three coat racks have been removed. *The older TV on the stand and the stand have been removed. *The tall storage unit (along the wall that backs onto Hunt Club) has been cleaned out. Some of the items in this cabinet were kept, however, others were either discarded or donated. Extension cords can be found in a box in this cabinet. Office supplies are also stored in a box in this cabinet. *The grey storage unit used by the Camera Club has been tidied up. *Next up is the unit to the left of the refrigerator. *The final step will be to clean out the cabinet holding all of the dishes. *(addendum) The Quilting Club has cleaned up the closet. *(addendum) The leads of the Camera and Quilting Clubs have been kept up-to-date on the clean-up process. <p>Moved to accept by Sue Peter-Weeks, seconded by Rick Chataway</p>	<p>Passed</p>

<p>Business arising from previous meeting</p>	<p>a) Reaching out to new retirees: Carried to next meeting</p> <p>b) Tribute: Fran Cooper will be honoured at the Christmas buffet. Chris researched her background and wrote a speech for the presentation.</p> <p>c) ERAO Business Continuity Plan: Chris is still considering ideas for this plan. He acknowledges that all our online accounts need to have a minimum of 2 people with full access in order to keep ERAO fully functional in case of the loss of a person in charge of one of these features. He pointed out that the website, the info account, the passwords for banking accounts are just some areas that need backup.</p> <p>d) Posting of Executive Minutes Online: The placing of the minutes of our executive minutes has now been placed behind a firewall which requires a password to access. A special email address has been set up for members to contact us to request access to the Minutes. Since the creation of that wall shortly after the last meeting in October there have not been any requests for access.</p>	<p>Margaret will continue to try to reach her OECTA contact</p> <p>Chris will ask Fran if she would allow this speech to be sent to the members via email.</p> <p>Vikki will copy the tributes of Jan Hynes & John Harding along with Fran's and their pictures to keep in a binder.</p> <p>Chris will work with Sue in the new year to formalize the plan. Chris will also forward our latest advertising brochure to Vikki to keep in the Secretary's files.</p>
<p>New Business</p>	<p>There was a brief discussion about the frustration of using the info@erao email address which members can use to ask questions of the executive or to sign up.</p>	<p>Chris will ask Stuart about making info@erao easier to use and reply to.</p>
<p>Next Meeting</p>	<p>February 4th @ 10 AM via Zoom</p>	
<p>Adjournment</p>	<p>10:50 AM Motion to adjourn by Ron Conboy</p>	

