

**MINUTES OF THE EXECUTIVE MEETING HELD AT 8325 RIVERSIDE DR. E., WINDSOR, ON MONDAY
AUGUST 28, 2017 AT 9:30 A.M.**

PRESENT: Bill Bowden, Leo Couture, Jim Sparrow, George Merrett, Marg Clarke, Judy Bowden, Freddie Beekhuis, Art Dubé, Ray Guillet, John McLaughlin, Toni Michalczuk, Roger LeBlanc

1. President Marg Clarke called the meeting to order at 9:37 A.M. and welcomed all,
The Statement of Purpose was read by First Vice-President/President-Elect Bill Bowden.
2. **Motion to approve the Agenda – moved by Ray Guillet; seconded by Bill Bowden. Carried**
3. **Motion to accept the Minutes of the June 22, 2017 Executive Meeting - moved by Leo Couture; seconded by Jim Sparrow. Carried.**
4. BUSINESS ARISING FROM THE MINUTES
 - a) Date and location of the December Executive Meeting – **Motion – That the December 4, 2017 Executive meeting be held at Cooper’s Hawk Winery beginning at 10:00 A. M. – moved by Leo Couture; seconded by Judy Bowden. Carried.**
 - b) The Member Survey prepared by Judy Bowden was distributed. Bill Bowden will contact Paul Barber regarding electronic distribution.
5. CORRESPONDENCE – Marg Clarke
 1. List of 2017-2018 Committee Members
 2. Highlights and Resolutions passed at June Provincial Executive Meeting
 3. Memo: Membership Services Department update
 4. June Communication Committee topic for sharing
 5. Memo re: appointment of RTO/ERO Director of health Benefits
 6. Bill Doyle – Membership Services Committee
 7. Special Senators’ Meeting – Oct. 1-2
 8. Be an RTO/ERO Ambassador
 9. Anonymous Letters and Responses
6. TREASURER’S REPORT – Leo Couture
Leo presented the Balance Sheet, Interim Income Statement, and Monthly Transactions Sheet.
7. Approval of the Treasurer’s Report **Motion – That the Treasurer’s Report for August 28, 2017 be accepted – moved by Leo Couture; seconded by Ray Guillet. Carried.**
8. EXECUTIVE REPORTS

President– Marg Clarke

 - Emailed various reports received from the provincial office
 - attended the July 18 and August 22 50th Anniversary Committee meetings
 - wrote the president’s message for our August newsletter
 - met with Judy Bowden regarding publicity for THWTB Breakfast and our 50th Anniversary celebration
 - assisted with the newsletter mailing
 - touched base with Eleanor Douglas regarding Eblasts, etc.
 - contacted John Zangari re: bell ring at HWTB Breakfast
 - dropped off and picked up materials from Minute Man press
 - prepared and emailed agenda for August 28 Executive Meeting

Past President – Jim Sparrow N/R

 - attended July Breakfast Club
 - wrote Governance article for August Newsletter
 - attended Governance Ad Hoc Committee meeting in Toronto August 8-9

- attended newsletter labelling August 10
- investigated District 34 newsletter mailing - see below the response from the Newsletter Editor of District 34- action item to be discussed

"The rules at the post office changed a few years ago. When we put the labels on ourselves the only thing we had to do was separate in Kent County and everywhere else. Whoever is in charge of newsletters and pays the bill for the special rate for bulk mail should know that. We send everyone a hard copy once a year. We also print extra copies to give out in our RPW package.

There is definitely something wrong with the instructions for bundling your newsletters. The instructions from the Post Office are not local rules. Somebody needs to find out what is going. What you are doing sounds like something that was done long before I became involved with newsletters. When I first started we had to divide them about 5 ways but never by exact postal codes - in county, out of county, in Ontario, out of Ontario and out of Canada. We asked for labels for those without e-mails and separately a list with those who have e-mails with e-mails. The ones with e-mails we had in case someone with e-mails wanted a paper copy it would be easy to find.. Also for ours I took the excel file removed the age column, email column and one partner of each couple so that 2 wouldn't be delivered to the same address. Then I sent that excel file to the printer. The printer printed it right on and it looks more professional. Cost is relatively the same. We send out about 1000. (only once a year we sent everyone a hard copy) "

First Vice-President/President-Elect – Bill Bowden

I attended the Communication workshop in Toronto and two meetings of the 50th anniversary Committee. I submitted articles for the Summer newsletter and attended the mailing meeting.

Second Vice-President – Art Dubé

Art has established an “RTOERODistrict 7 Facebook page with links to provincial and local web sites. He will send the information to Eleanor and will act as ‘supervisor’.

9. EXECUTIVE COMMITTEE REPORTS

Awards Committee – Art Dubé

The committee will meet to consider a recipient for the Lenore Graham Award to be presented at the Fall Luncheon.

- Bursary Committee – Art Dubé N/R

Constitution Committee – Jim Sparrow N/R

Nominating Committee – Jim Sparrow N/R

Resolutions Committee – Bill Bowden N/R

10. STANDING COMMITTEE REPORTS

Archivist – Emy McBride N/R

Communications Committee

a) Newsletter Editor – John McLaughlin

Information was shared on how to receive two sets of labels from Provincial – one with email addresses and one without.

Assistant Newsletter Editor – Gord Miall N/R

b) Public Relations and Media Representative – Judy Bowden N/R

c) Website – Eleanor Douglas N/R

d) Data Manager – Paul Barber –N/R

Goodwill Committee

Mary Mason – N/R

Glenna Hemphill

Birthday Cards – 20;Thinking of You – 67;Sympathy Cards – 3;Telephone Calls Received – 3;Visits – 5

The Fun and Fellowship is set for Oct. 11, 1:30-4:00 at the Royal Marquis Grand Marais at Howard Ave.

Val Luscott N/R

Health Services and Insurance Committee – Bill Bowden N/R

Membership Records – Glenna Hemphill

From the age – banding report: Females – 1493;Males – 856; Total - 2349

Member Services – Marilyn Laframboise, Roger LeBlanc N/R

Pension and Retirement Concerns – Gord Miall N/R

PAC Report- Ray Guillet

On August 19th, I met with Cheryl Hardcastle, the Member of Parliament for Windsor- Tecumseh. Cheryl Hardcastle, has tabled a private member's bill, C-348, which is designed to make it easier for persons living with disabilities to access the programs available to them from the federal government. At the present time there are five "stand-alone" programmes operated by the federal government and each of them requires separate and distinct application processes. Bill C-348, if enacted into law, would simplify this by allowing one application to suffice for all the available programmes.

I have registered to attend the Political Advocacy Workshop in Toronto on September 17th and 18th. The theme of the conference, Fostering Age Friendly Communities, promises to provide interesting ideas which we can seek to implement as we move into a time in our history when a large percentage of the population will be retired. I believe that the needs of an aging population and the needs of disabled persons will overlap in many areas and that our politicians will be receptive to ideas that we may put forward to build better, more accessible communities for all.

Social Committee – Toni Michalczuk, Freddie Beekhuis
The Fall Luncheon will be November 1 at the Caboto.

Travel Rep – Bill Bowden

Great trip to Petrolia, enjoyed by all.

Members are already sending cheques for the shopping trip.

Slow sales for A Christmas Carol

Breakfast Club meets September 14 at Johns Place, Paquette Corners. August we were in Leamington.

I have received Stratford schedule for 2018 and will try to schedule a June and an October trip.

Sales are slow for the December trip to the Grand Theatre to see "A Christmas Carol".

11. AD HOC COMMITTEES

50th Anniversary – Leo Couture

Contract has been signed with Cooper's Hawk Winery.

There will be no wagon ride but we will facilitate a wine tour. Member cost for meal will be \$20.

Charitable Foundation Rep – Margaret Clarke

Sent to Executive previously.

Grant and PSTO Committee – Bill Bowden N/R

TELC – Judy Bowden N/R

12. PROVINCIAL REPORTS

Provincial Executive – Judy Bowden

The following are the highlights of the Provincial Executive meeting of August 16 & 17, 2017: 1. The Provincial Executive received a report on a survey of the Renaissance readership conducted by The Listening Post. Results: - 75% of members are satisfied with the quality of Renaissance with the inclusion of Health Matters in the magazine. - 85% of readers believe the amount of advertising is just right. - Changes will be made to comply with suggestions, such as adding more information on health issues. 2. The Provincial Executive reviewed the Draft budget proposal for 2018. 3. Staff presented the results of focus group discussions and a District survey with respect to Retirement Planning Workshops (RPWs). 4. The Provincial Executive received a report from RTO/ERO's financial consultants on the quarterly investment report ending June 30, 2017. 5. The Provincial Executive received a summary document created as a result of a planning exercise conducted with Johnson Inc. in July. 6. A request by Committee Chairs to attend Provincial Workshops was reviewed by the Provincial Executive. A decision was made to invite Committee Chairs to the Workshops that would be relevant to the work of their Committees. 7. The Provincial Executive received plans for a one-day event for the Provincial Executive and the Political Advocacy Committee (PAC) to meet with MPP's at Queens' Park on Thursday September 28th

to advocate for RTO/ERO priorities. 2 8. The Provincial Executive reviewed a request from the Project-Service to Others Committee and decided that it was preferable to continue with the current Policy of providing scholarships to relatives of RTO/ERO members. 9. The Provincial Executive plans to hold a Governance Workshop on October 1-2, 2017 for Senators and District Presidents (who are not a Senator), Committee Chairs and members of the Governance Committee. 10. The Provincial Executive reviewed the various RTO/ERO pins that are presented to members holding different positions within the organization and decided to further investigate this matter. Staff will provide a report to the September meeting. 11. Staff presented a variety of data/measures of RTO/ERO strategic plan goals. These measures included positive membership growth, significant increases in RTO/ERO engagement on social media marketing and a review of enhanced value to the group insurance plans in the last 5 years. 12. The Executive Director presented a report on the progress we have made toward achievement in the first year of the RTO/ERO Strategic Plan 2020. This data will be updated and presented at the October Senate. 13. Staff provided a revised draft of Article 1 and 2 in the Policy on the membership categories. The proposed draft will be presented at the Governance Workshop of October 1-2, 2017 for consideration.

RESOLUTIONS PASSED 1. THAT Gus Cammaert be assigned to Communications Committee and Gord Hough will be assigned to Political Advocacy Committee for one year terms. 2. THAT the Retirement Planning Workshop (RPW) grant provided to Districts be up to \$25 per person attending an RTO/ERO RPW. 3. THAT the amount of \$6,885,621.66 Health Premium Stabilization Funds invested in Money Market and the \$2,000,000.00 Operating Funds invested in Money Market be transferred to their respective Addenda Commercial Mortgages Pooled Fund accounts. 4. THAT the Committee Chairs do not attend provincial Workshops unless invited by the Provincial Executive. 5. THAT the scholarship program continue to require the sponsor to be a relative of the applicant. 6. THAT Martin Higgs be appointed to represent the Provincial Executive on the RTO/ERO Foundation Board of Directors.

Constitution Committee – George Merrett N/R

Governance Ad Hoc Committee Report- Jim Sparrow, Judy Bowden

- article published in August newsletter updating progress for the benefit of the membership.
- since then , the Committee met August 8-9 to finalize (we hope) the by-laws and policy changes that will be presented at the Fall Senate. Before then, Presidents and Senators will gather in Toronto October 1-2 to review these changes in preparation for the Senate. The lawyers and advisor to the committee will be in attendance. At the Fall Senate, elections for the six Executive positions will be held as usual. These six elected members will serve until the Annual meeting next May. Also, a Nominations Committee will be elected. The tasks of this Committee will be outlined at the October 1-2 meeting. Suffice to say, they will be responsible for the election of the first Board of Directors at the May Senate (Annual Meeting). At the May Senate the first Board of 9 will be elected. (possibly, but not likely, 10 or 11 if one or two non-members are proposed for inclusion).

PSTO Committee – Bill Bowden

Bill will be attending the next provincial PSTO Committee meeting as an observer and as such received voluminous material to read.

13. NEW BUSINESS

1. Newsletter mailing labels – see above.
2. Oct. 2 Executive Meeting Date changed to Wed. Oct. 4.
3. 2018 Calendar – distributed as “a work in progress”.

.Important Dates to Remember

September 5 – HWTB Breakfast – Dominion Golf Club
September 14 – Breakfast Club – John’s Place 7450 Walker Rd.
September 25 – Golf Tournament
September 27 – last day for newsletter articles
October 11 – Fun and Fellowship – Royal Marquis – Grand Marais at Howard 1:30
October 12 – Newsletter mailing 1:00
October 13 – Breakfast Club – Sandwich Nook – 384 Manning Rd.
October 19 – Pre-Senate Meeting
October 23-25 – Fall Senate
November 1 – Fall Luncheon
November 9 – Breakfast Club – Route 42 Diner – 2825 County Road 42
November 21 – Great Lakes Crossing Trip
December 4 – Executive Meeting

December 6 – Grand Theatre – “A Christmas Carol”
December 14 – Breakfast Club – Jerry & Jenny’s – 11256 Tecumseh Rd. E

The meeting adjourned at 11:37.

Minutes submitted by:
George Merrett, Secretary, District 7

DRAFT