

**MINUTES OF THE MEETING HELD AT WFCU BUILDING, 2800 TECUMSEH RD. E., WINDSOR, ON,
MONDAY, AUGUST 29, 2016 AT 9:30 A.M.**

PRESENT: Judy Bowden, Bill Bowden, Toni Michalczuk, Leo Couture, Jim Sparrow, George Merrett, Marilyn Laframboise, Val Luscott, Gord Miall, Freddie Beekhuis, John McLaughlin

1. President Jim Sparrow called the meeting to order at 9:40 A.M. and welcomed all.
The Statement of Purpose was read silently by each Executive Member
2. **Motion to approve the Agenda as amended – moved by Leo Couture; seconded by Gord Miall. Carried**
3. **Motion to accept the Minutes of the May 30, 2016 Executive Meeting - moved by John McLaughlin; seconded by Toni Michalczuk. Carried.** Special Thanks to Leo Couture for completing the minutes in the absence of the Secretary.
4. **BUSINESS ARISING FROM THE MINUTES**
 1. John McLaughlin and Jim Sparrow received emails from members thanking the District for the article in the recent Newsletter clarifying the mega-hospital issue.
 2. Revision of the Communication Committee Policies and Procedures is continuing and will be presented to the Executive in the near future.
 3. Development of the Grief Pamphlet is on-going.
 4. Leo reported on the rental of a small storage locker at J's Loc-It on Manning Rd. (unit O47). Let him know if you have anything to store.
 5. Provincial has determined subsidy (\$2000 plus \$1 per member over 1000) and guidelines for 50th Anniversary programs.
 6. Bill Bowden reported that Luncheon, meeting, and activity dates have been co-ordinated with RWTO locally as a result of a very productive joint meeting. Communication with the local RWTO President will be on-going. The local President will be invited to our Luncheons.
5. **CORRESPONDENCE** – Jim Sparrow
 - Communication from provincial as forwarded to the Executive
 - Allison Johnson, Manager-Communications, WRH
 - Letter to Norm Renaud thanking him for his many years of service to Provincial and District RTO/ERO.
 - Letter to Minister of Health and Long Term Care
 - Thank You letter from Helen Biales for the District's nomination for the Founder's Award
 - Letter from Provincial RWTAO President requesting donation for 2017 Annual Conference (President Jim will respond with a suggestion she contact District RTO/ERO's located in hosting area
 - e-mail from a new member expressing an interest in volunteering for District 7 activities. Jim followed up.
 - letter of thanks from Yolanda Bernstein for money raised and contributed to the Foundation
6. **TREASURER'S REPORT** – Leo Couture

Leo presented the Balance Sheet, Interim Income Statement, and Monthly Transactions Sheet. **Motion – That the Treasurer's Report for August, 2016 be accepted – moved by Leo Couture; seconded by Val Luscott. Carried.**
7. **EXECUTIVE REPORTS**

President– Jim Sparrow
Since our May 30 Executive meeting I have:

 - forwarded memos from Provincial to appropriate Executive members
 - written a thank you letter to Norm Renaud for his service to RTO/ERO, locally and provincially
 - attended the RWTAO Annual dinner, this year hosted by Windsor at Caesar's Windsor
 - sent congratulations letters to Provincial Scholarship winners who were sponsored by District 7 members (Patricia Masson, Nancy Barlow)
 - attended the July Breakfast Club
 - written a letter to the Minister of Health and Long term Care (via email and snail mail). Received "kudos" from

Allison Johnson, | WINDSOR REGIONAL HOSPITAL Manager, Communications for our support of the mega hospital project

- participated in the District Golf Tournament
- written President's Message for August Newsletter
- attended two Provincial Ad Hoc Governance Committee meetings in Toronto (June 19-21; August 14-16)
- participated in Newsletter addressing August 11

Past President – Judy Bowden N/R

First Vice-President/President-Elect – Marg Clarke

Participated in a joint meeting of RETO/RTO in regards to meeting dates, etc

Assisted in Newsletter Mailing

Mailed U.S. members who receive newsletter from Michigan

Second Vice-President – Bill Bowden

Continuing responsibilities as assigned to the position

8. COMMITTEE REPORTS

Archives – Emy McBride N/R

Awards Committee – Bill Bowden N/R

Charitable Foundation Rep – Marg Clarke

Participated in teleconference call with DFR's from this area

Summary of Teleconference

More needs to be done to raise awareness about the Foundation throughout the membership and the community using various avenues such as media/press-releases/ broadcast

DFR should report to District Executive on a regular basis

Many funeral homes are not using the Donation Cards.

Need to find more ways to promote the Foundation's memorial giving program through estate planning, obituaries and District recognition

Communications Committee

a) Newsletter – John McLaughlin – N/R

b) Public relations and Media Representative – Judy Bowden

Thanks to Marg Clarke for arranging HWTB ads in newspapers

c) Website – Eleanor Douglas

There have been six e-communications sent to the membership since the May executive meeting. Another will be out before Labour Day. As I mentioned to Jim last week, although we have email contact with almost 1400 members, there are seldom more than about 52% of the e-communications opened and even fewer members who click on the links within unless it is for access to the newsletter.

Due to problems with the old laptop which could not be resolved, it was decided that it was time for a new computer. Instead of a laptop, I purchased an all-in-one which is like a desktop computer except that there is no tower. The computer is built into the monitor. It acts like a laptop as well and can be set so that the display looks like that of a tablet. So far it has been working very well but I am still getting used to Windows X and all the bells and whistles available on it. I have backed up the old laptop and cleaned it as best I can.

The website has been updated a few times as events or news has merited. There are still a few photos to be added to the flickr site.

It is unfortunate that so few members go to the website for anything other than the newsletter and any suggestions to improve that are welcome. Right now Provincial techs are updating our website with the newest version of the software we use. I will have an opportunity to approve the changes before they are put online. On September 22nd, I will be attending a workshop to learn how to use that new software.

If Executive members have any submissions for e-communications please send them to President Jim so that he can forward them to Eleanor

d) Data Manager – Paul Barber –N/R

Goodwill Committee

Mary Mason

We, Glenna, Val and Mary continue to mail out cards for all occasions; birthdays, sympathy and thinking of you.

A congratulatory card was sent to Mr. Bill Van Wyck for his generous gift in sending a number of students to attend the Olympics in Rio. He continues to give teachers a good name.

Please keep in your thoughts and prayers these days ~ we have several teachers who are very ill.

“Fun and Fellowship” – October 11th at Colasanti’s Tropical Garden from 1:30 p.m. to 3:30 p.m.

Hope to see you there!

Glenna Hemphill – N/R

Val Luscott – continuing to make visits

Health Services and Insurance Committee – Bill Bowden

I attended the HSIC CONFERENCE in June. A complete report will be included in the October

Newsletter. I received several phone calls concerning our plans dealing with paramedical coverage, dental expenses, hearing aids and one member who wanted to rejoin us after 10Years. This person was surprised to find out that in their circumstances, a medical would be required(both applicants are in their 80's). The issue that I took to Toronto in June has been resolved, if not satisfactorily, with the help of Lori. A suggestion for consideration in our plan also has been submitted to HSIC.

Membership Records – Glenna Hemphill N/R

Member Services – Marilyn Laframboise, Roger LeBlanc

RPW date to be submitted to Provincial – March 4, 2017.

Nominating Committee – Judy Bowden N/R

Pension and Retirement Concerns – Gord Miall N/R

PAC Report- Jim Sparrow

Except for paying careful attention to any news regarding the new hospital and anything coming from the Ontario Health Coalition or Ministry of Health, my only task regarding the new hospital was in my President's column of the recent newsletter. I still have not received a reply from Eric Hoskins. We are still looking for a new PAC Chair. In the meantime, I will assume this role.

Social Committee – Toni Michalczuk, Freddie Beekhuis

Caboto will be booked for our November luncheon on Nov. 16, cost to be \$20 each.

Teacher Education Liaison Committee – Judy Bowden N/R

Travel Rep – Bill Bowden

ANOTHER great trip to Stratford. Our numbers were down which I attribute to either the timing or the fact that RW is planning the same trip and musical in the fall. Just another benefit of our co-operative planning meeting in July.

Our Great Lakes trip in November has already received numerous replies and deposits. A longer trip is in the plans and should be ready for the October newsletter. I am also looking at a regional theatre trip during the winter.

After answering numerous requests to plan a trip to Chicago, it has been cancelled due to NO INTEREST

WHATSOEVER. Personally this was very embarrassing after the work by the Charter company. In my surveys this was the only concrete suggestion I received.

The Breakfast Club continues to thrive and I hope to see everyone on Ottawa Street on September 15.

9. PROVINCIAL REPRESENTATIVES

Constitution Committee – George Merrett

The next meeting of the Provincial Constitution Committee will be held September 9. At that meeting we will review the evaluations from the Spring Senate, preview the agenda for the Fall Senate, and finalize some changes to the Model District Constitution. These changes will primarily consist of wording changes for clarification but will also include a

suggested Conflict of Interest clause.

Governance Ad Hoc Committee Report- Jim Sparrow

I reported on this committee in the newsletter. The Committee met again August 15-16 in Toronto. Judy and I were in attendance. At this meeting, the Governance Committee met with our consultant, Don McCreesh to review the risks in our current organizational structure and to begin to examine options for change. We also set out the timelines for the process. This is being finalized and will be sent to the District Presidents shortly. I will, of course, share this with all Executive.

Next meeting is September 18.

Provincial Executive – Judy Bowden

The following are the highlights of the Provincial Executive meeting of August 17 & 18, 2016:

1. The Provincial Executive received the RTO/ERO investment report and a presentation from Addenda Inc.
2. Research is still on-going for an affinity program for RTO/ERO members.
3. Licence for Graphics – The Provincial Executive received a recommendation to use Shutter Stock as our provider of stock images for RTO/ERO. They have over 90 million images for use and they will be available to all districts, to avoid any potential copyright risks.
4. The draft copy of the Code of Conduct was reviewed again with more changes made as a result of comments received.
5. The Provincial Executive reviewed and approved a budget for the 50th anniversary of RTO/ERO. Guidelines for expenditures for District subsidy are to be prepared by staff. Two motions were passed to provide funds for both the districts and the provincial office 50th Anniversary Committee for the upcoming celebrations.
6. It was decided to send a white paper regarding RTO/EROs concerns with Transpacific Partnership to the ministers of Health and International Trade. Once the paper is prepared, there will be a presentation to the appropriate ministers.
7. National Seniors Day will be Saturday October 1, 2016 (at this time, Queen’s Park has not determined when this will be celebrated) and RTO/ERO will have a presence in the Gallery and will meet with different members of the Legislature.
8. The Provincial Executive approved a policy to be followed when collaborating with external organizations.
9. The Provincial Executive continued discussion on the RTO/ERO Draft Strategic Plan 2020.
10. The Provincial Executive began reviewing the 2017 budget for presentation to Fall Senate.
11. The Provincial Executive endorsed the ACER-CART Declaration Concerning a National Health Care Strategy for Seniors.
12. The Provincial Executive and Senior Management Team began discussion of the agenda for the Fall Senate.
13. The Provincial Executive approved that the 2015/16 Travel Policy Pilot Project be confirmed as the new RTO/ERO Travel Policy.
14. The Provincial Executive reviewed the calendar of meetings for 2017.

RESOLUTIONS PASSED

THAT RTO/ERO enter into a contract for the services of Shutter Stock (provider of graphics and photographs) for the next 15 months (from September 2016 to December 2017).

THAT RTO/ERO make available a financial subsidy to districts in support of the development and implementation of RTO/ERO 50th Anniversary celebrations in 2018. The subsidy, which will cover eligible expenditures according to the 50th Anniversary celebrations Guidelines, will be the lower of the cost incurred or the sum of \$2,000 base subsidy plus \$1.00 per member above 1,000 members (membership count as of January 1st 2017). The subsidy will be charged to the RTO/ERO Member Services funds, subject to budget approval.

THAT RTO/ERO establish a budget of \$100,000 in the 2017 year to support the development and implementation of programs associated with RTO/ERO’s 50th Anniversary celebrations. Expenditures from this budget will be charged to the Member Services Fund, subject to budget approval.

THAT RTO/ERO approve the Policy Considerations for Collaboration with External Partners.

THAT RTO/ERO endorse the ACER-CART declaration concerning a National Health Care Strategy for Seniors.

THAT the 2015-16 Travel Policy Pilot Project be confirmed as the RTO/ERO Travel Policy.

Notes on the Highlights:

#1. Our investment managers are doing a great job and as a result our investments are doing well and continue to grow.

#2. With respect to an Affinity Programme for our members - negotiations continue. These programmes come at a cost and the goal is to get the best programme out there and to do so at the best price possible.

#3. We will be purchasing a graphics license through Shutterstock - the largest company of this kind in the world. They have over 90 million pieces of graphics of all sorts. All Districts will be brought in under one account and able to access the 90 million images. Once an image is downloaded to our account either by Provincial or any one of our Districts the image becomes a part of our file and can be re-used by any District. We can download 1150 images per year. This should take care of any concerns regarding copyright infringements with respect to the use of graphics.

#4. The Code of Conduct has gone back for yet another overhaul as a result of suggestions that have come in to Simon from Districts. The hope is that this will go to Senate in October.

#5. The purpose of the subsidy is to make available funds that Districts can apply for, in the same manner as the PAC subsidy, in order to assist Districts with their planned 50th Anniversary celebrations. The second motion describes how the subsidy for each District will be calculated. The guidelines that the staff are going to prepare will outline the application/eligibility process.

#8. I have attached a copy of the Draft Policy Considerations for Collaboration with External Partners that was approved at our August Meeting.

#9. We were presented with a fleshed out version of the Strategic Action Plan. This version incorporated many of the suggestions from both the Presidents' Workshop and the Spring Senate.

#11. I have attached a **draft** copy of the ACER-CART Declaration Concerning A National Health Care Strategy.

#13. I have attached a copy of the travel portion of the Guidelines for Travel on RTO/ERO Business. These guidelines were revised last Fall and were piloted over the last several months. There have been advantages to both members and staff as a result of the changes made to the guidelines.

#14. The Provincial Calendar was reviewed and revised at our meeting. Due to a conflict with events at the Courtyard another change was made earlier this week. You should all be receiving your copy shortly. I am in Toronto Tuesday, Wednesday, Thursday this week and will get confirmation as to when they will be going out.

10. NEW BUSINESS

1. **Motion – That Marg Clarke and Leo Couture be the District 7 Senators and that Jim Sparrow and Bill Bowden be District Observers at the Fall Senate. – moved by Gord Miall; seconded by George Merrett. Carried.**

It was noted that District 7 will withdraw their postponed motion re: Travel Reimbursement as the Provincial Executive as accepted our suggestions as the new Guidelines.

2. Considerable discussion was held regarding sending the Newsletter solely by e-mail. Discussion will be continued at the next Executive Meeting. President Jim indicated that he will address the issue in the next Newsletter.
3. One Provincial workshop was added to the calendar.
4. **Motion – That the minimum amount of a District 7 Charitable Donation be \$500. – moved by Judy Bowden; seconded by Bill Bowden. Carried.**

Note: Jim Sparrow declared a Conflict of Interest and did not participate in the discussion or vote.

5. **Motion – That District 7 Executive accept the local affinity program offered by Town Drug Stores and communicate the information to our members. – moved by Bill Bowden; seconded by Val Luscott. Carried.**

11. Important Dates to Remember

September 6 – Bell Breakfast
October 3 – Executive meeting
October 6 – Deadline for submissions for October Newsletter
October 19 – Newsletter addressing and mailing
October 20 – Pre-Senate
October 24-26 - Senate

Breakfast Club

September 15 – Roast and Toast – Ottawa St.
October 13 – Bakers – Wyandotte E.

The meeting adjourned at 11:55.

Minutes submitted by:
George Merrett, Secretary, District 7

