

MINUTES OF THE MEETING HELD AT COOPER'S HAWK WINERY, HARROW, ON MONDAY, DECEMBER 4, 2017, AT 10:00 A.M.

PRESENT: Bill Bowden, Toni Michalczuk, Leo Couture, Jim Sparrow, George Merrett, Val Luscott, Gord Miall, Marg Clarke, John McLaughlin, Freddie Beekhuis, Art Dubé, Marilyn Laframboise, Ray Guillet

1. President Jim Margaret Clarke called the meeting to order at 10:00 A.M.
The Statement of Purpose was read aloud by Executive Member Leo Couture
2. **Motion to approve the Agenda – moved by Ray Guillet; seconded by George Merrett. Carried**
3. **Motion to approve the Minutes of the November 6, 2017 Executive Meeting – moved by Gord Miall; seconded by Val Luscott. Carried.**
4. BUSINESS ARISING FROM THE MINUTES
 1. The report of the Ad Hoc Committee on Bilingual Services was distributed for information. The report will be discussed at the January Executive meeting.
 2. There was considerable discussion concerning the Newsletter.
Motion – That every member receive a hard copy of the special January Newsletter. – moved by Marilyn Laframboise; seconded by Ray Guillet. Carried .
Motion – That Executive members responsible for the newsletter report to the April 30 Executive Meeting with further suggested direction regarding the distribution of future newsletters. – moved by Marilyn Laframboise; seconded by Ray Guillet. Carried.
5. CORRESPONDENCE – Marg Clarke
 - Email from Ray Guillet – Supporting Seniors to Live Their Best Life
 - Email from Ray Guillet – Report from Cheryl Hardcastle
 - Memo from Stephen Wong – Retirement Planning Workshops 2018**
 - Highlights and Resolutions of the P.E. Meeting November 13-15, 2017
 - Foundation Newsletter
 - Memo from Pauline Duquette – Newman - RTO/ERO Calendar of Meetings – January – March 2018
 - Memo from HSIC – Open Enrolment to Health Plan - Dec 1, 2017 to March 31, 2018
 - Memo from Judy Bowden re P.E. Meeting & additional information**
 - Memo from Pauline Duquette-Newman – Important Documents Fact Sheets
 - Memo from Paul Brazeau - Political Advocacy Workshop Summary**
 - Email from Art Dube – District 7 Facebook Page
 - Operational plan Highlights – from Richard Goodbrand
6. TREASURER'S REPORT – Leo Couture
 - Leo presented the Balance Sheet, Interim Income Statement, and Monthly Transactions Sheet.
Motion – That the Treasurer's Report be accepted – moved by Leo Couture; seconded by Ray Guillet. Carried.
 - Leo presented the Proposed Budget for 2018. **Motion – That the proposed budget for 2018 be accepted as presented and revised. Moved by Leo Couture; seconded by Judy Bowden. Carried.**
7. EXECUTIVE REPORTS
 - President – Marg Clarke
 - Attended Breakfast Club
 - Forwarded Provincial Memos to Executive
 - Worked on updating the Executive Binders
 - Updated 2017-2018 Committee List
 - Updated 2018 Meeting Dates (hard copy distributed to Executive)
 - Prepared agenda for Executive Meeting
 - Forwarded reports to Executive

Past President – Jim Sparrow

I attended the Nov. Breakfast mtg.

I discussed the newsletter mailing process with Gord.

I resent my August missive re: Newsletter mailings, to the Executive.

First Vice-President/President-Elect - Bill Bowden N/R

Second Vice-President – Art Dubé

-communicated with Eleanor D regarding member email list and Web site maintenance; have plans to meet together in the future to work on District 7 website

-created an email distribution list from Excel document

- sent out emails to members informing them of the Facebook page; faced problems with using Outlook since it limits number of emails as a means to reducing potential spam; used the District 7 Facebook g-mail account and found a number of member email accounts blocked encrypted emails (Bcc); Eleanor suggested sending out notice through e-communication

-worked on Website (Drupal) and updated Facebook Page; a substantial number of members responded to email and have Liked/Followed District 7 Facebook Page. It will be important to add photos from trips/events to help promote interest in future events

-contacted Provincial Website manager about accessing the Members Only site (no longer there) and accessing Fact Sheets (such as H-3) which are no longer available (outdated)

- created personal Web-hosting site for personal use, as well as to become better acquainted with Drupal and to possibly create subdomain with links to documents that RTO/ERO members could access (obviously would be better if they were located on District 7's own web-site)

8. COMMITTEE REPORTS

Archives – Emy McBride – N/R

Awards Committee – Art Dubé – N/R

Bursary Committee – Bill Bowden

Charitable Foundation Rep – Marg Clarke

Forwarded latest issue of Bits and Bites to Executive

Changes to Foundation Staff:

Yolanda Bronstein is leaving effective January 30, 2018

Sapna Goel is the new Director of Communications

Deanna Byrtus has increased her days working for the Foundation and is responsible to updating the District Foundation Representatives with information about the Foundation's activities

Communications Committee

a) Newsletter – John McLaughlin

John's comments were part of the discussion under Business Arising #2.

Assistant – Gord Miall

Jim Sparrow made some enquiries re newsletters in other regions as to how they organize the newsletters and especially the mailing procedures. He passed it on to the Executive. I volunteered to follow up.

I contacted Joanne Murphy of District 34. She is a one person band- she solicits material for the newsletters which is sent directly to the printer. She worked with the Excel file we get of our membership and developed a "machineable" address list which is also sent to the printer. The printer has the labels put on and delivers the newsletters directly to the post office at an extra cost. I contacted the printer and he assured me that this service is not unusual nor very expensive. I spoke to three people at Canada Post concerning the new rules and regulations.

Number 1 Our label set up has to change to a "machineable" format – three lines..

Name –

Address –

City, Province, Postal code

When this is done the newsletters do not have to be sorted into compatible postal zones before dropping them off at the post office.

Number 2 – The newsletters do not have to be sealed according to the printer I spoke to. The material from Canada Post seems to support that non-sealing process, saving a lot of person hours.

Number 3 – If we follow numbers 1 and 2 we should cut our labeling time in half.

I would like to talk to our printer to see if he has a local company that can do the labeling at a reasonable price as they do in District 34.

The next batch of labels that John is going to ask Provincial to print up for us will be “machineable” labels. Out of province and out of country labels will be sent on separate sheets and in the “ machineable” format for sorting. These will be easy to separate at the labeling meeting we do three times a year. The newsletters do not need to be bundled in groups of 10 or 12 either as long as they are put in the mailing crate with all the labels facing in the same direction.

We have 50 people who have asked for a “hard” copy of the newsletter each month and it will not be a problem developing a special list for them.

Let’s move forward on this labeling business as it will save a lot of time and effort.

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

c) Website – Eleanor Douglas

I still have not been able to make the adjustments to the webpage that are needed. Art Dubé and I will be working on this and I really appreciate his interest in working on the website. He is much more knowledgeable about such things than I. Together we will battle the software and seek help from provincial when needed. So far, no one has noticed that the last executive meeting minutes are not posted. There must be a message in that fact.

d) Data Manager – Paul Barber –N/R

Goodwill Committee

Mary Mason – N/R

Glenna Hemphill

Cards Sent – 14 November Birthdays; Christmas cards to those retired 20 yrs or more- Mary, Helen, and Glenna have done 647 cards; 1 telephone Thank You for Christmas gift received; I have delivered 24 gifts, 47 to go.

Val Luscott

A big thank you goes to Glenna Hemphill for packing ALL the Christmas goodie bags this year for many of our members. Ruth Molzan and I delivered the county bags .We travelled down quite a few dusty, sometimes deserted roads. Glenna had made sure the gifts were varied. Some were practical, others were consumable. They were received with surprise and gratitude Freddie Beekhuis and Sandy Menard deliver the gifts in the Amherstburg area .We have some lonely members out there .So let us hope these RTO/ERO Christmas gifts helped to bring some Christmas joy to them .

Health Services and Insurance Committee – Bill Bowden

One call regarding membership in our health plan and eligibility requirements.

Open enrollment for our health plan starts Dec. 1.

Membership Records – Glenna Hemphill

Female – 1484; Male – 858; Total – 2342; an increase of 6.

Member Services – Marilyn Laframboise, Roger LeBlanc N/R

Confirmation was received from Stephen Wong that our RPW and APR will take place on Saturday, April 7, 2018 as requested. These are some of the changes that were outlined in his memo:

The provincial grant increases in 2018 from \$10 to \$25 per registrant.

Through the Finance department, we will work with districts on budgeting and resources. Our goal is to make sure that you are not “out of pocket” for RPW costs.

We ask you to book a venue for your event that will hold at least a 50% increase in attendees from this year. Or look for a venue with flexibility to expand your space as needed. We don’t want to turn away prospective members interested in attending.

As long as you receive pre-approval from the Health Benefits team for your venue size/cost, the provincial office will cover any portion of costs not covered by the grant, so your district will not be out-of-pocket, should turnout be lower than expected. Arrange catering based on new streamlined RPW presentation.

When planning for catering for your 2018 RPW, keep in mind that our presentation has been streamlined to be about two hours. Feedback from previous attendees indicate that they appreciate healthy refreshments (as opposed to full meals).

The local outreach you do in your communities is amazing – nothing beats the face-to-face communication you do, based on your established relationships.

In addition to your outreach, Marketing and Communications staff at the provincial office will assist by: a)

Advertising your RPW through social media channels – Google, Facebook, Twitter and more b) Sending out a message to all members in your district, encouraging them to share your RPW date and information with friends and former colleagues who may be interested o Sharing the date of your event with local school board communications staff and others at the board office level o Providing posters, flyers, newsletter article and other marketing materials you can use in your local outreach Next steps.

We look forward to working with the Social Committee with regard to booking a venue with two rooms.

Nominating Committee – Judy Bowden N/R

Pension and Retirement Concerns – Gord Miall N/R

Political Advocacy – Ray Guillet

Nov. 1 – attended the RTO/ERO Fall Luncheon

Nov. 4 – attended the November RTO/ERO District Executive Meeting

Nov. 4 – attended the RTO/ERO 50th Anniversary meeting

Nov. 9 – went for breakfast at Route 42 Diner

The provincial conduit to political information was elected to the Provincial Executive and has not been replaced in the political advocacy position. I have been in touch with the Provincial office and, hopefully, the information which I received on a daily basis from Louise Guerin will be remitted from a new source.

Ray will send a request to Executive members to submit 3 questions they would ask local MPP candidates in the next election campaign.

Social Committee – Toni Michalczuk N/R

Teacher Education Liaison Committee – Judy Bowden N/R

Travel Rep – Bill Bowden

Successful trip to Great Lakes Crossing

Trips to Frankenmuth and Stratford are booked for 2018 with priority booking for Stratford. May 22 for Frankenmuth and June 26 for Stratford.

9. PROVINCIAL REPRESENTATIVES

Constitution Committee – George Merrett

George thanked Judy for her assistance in scheduling a near-future meeting of the Committee.

Provincial Executive – Judy Bowden

Refer to the PE Liaison Reports for information.

10. NEW BUSINESS

1. Leo presented the Proposed Budget for 2018. **Motion – That the proposed budget for 2018 be accepted as presented and revised. Moved by Gord Miall; seconded by Bill Bowden. Carried.**
2. The June Szeman 50th Anniversary Award recipients (2) will be decided by the 50th Anniversary Committee with a report to the March Executive Meeting.
3. George, Leo, and Bill will make lunch arrangements for those participating in the Newsletter mailing session on January 8.

11. Important Dates to Remember

December 13 – Newsletter Articles Due

December 14 – Breakfast Club – Main Street Diner, 56 Talbot St. N., Essex

January 5 – Deadline for District Grant Applications

January 8 – Executive Meeting/Newsletter Folding(lunch provided)

January 11 – Breakfast Club – LA Town Grill – 5975 Malden Rd., La Salle

February 6 – 50th Anniversary Committee meeting

February 8 – Breakfast Club – Jerry & Jenny’s – 11256 Tecumseh Rd.

March 1 - Breakfast Club – Lumberjack Restaurant, Tecumseh & Howard

March 19 - Executive Meeting

March 19 – Newsletter Articles Due

The meeting adjourned at 12:13.

Minutes submitted by:

George Merrett, Secretary, District 7