

DRAFT

BRUSH AGM February 25, 2021 via Teams

In Attendance:

Christine Austin (AGRU), Jacquie Monk (CIU), Leanne Hughes (CIU), Linda Harding – Chair (GSU), Monique Bakker (UHEW), Kim Tenhunen (UHEW), Kristina MacLean (UNDE), Victoria Manuel (UNDE), Jennifer Horsley – Secretary (UPCE), Alan Otrasina (USJE), Kirsty Havard (USJE), Tracy Arrowsmith (UTE), Nielene Chand (UTE), Shane Polack (UVAE), Jamey Mills (REVP), Sharon Barbour (Staff)

Regrets:

Bert Farwell (UCTE), Truman Tremblay (USJE)

Meeting called to order at:

AGENDA

1. Roll call
2. Territorial Acknowledgement
3. Moment of Silence for Workers Killed and Injured on the Job
4. Accepting the Agenda
5. Review Previous Minutes (Feb. 11, 2020 AGM)
6. Treasurer's Report / Annual Financial Statement
7. Elections – Secretary
8. Elections - Treasurer
9. Budget Proposal
10. Adjournment

Territorial Acknowledgement:

Moment of Silence for Workers Killed and Injured on the Job:

Accepting the Agenda (M/S/C)

Review Previous Minutes (Feb 11, 2020 AGM) (M/S/C) Leanne/Kirsty

Treasurer's Report:

Due to our Treasurer, Dale Goodman, resigning, Linda presented the report and Financial Statement. Linda noted that she has now arranged with the credit union to do online banking and use the mobile app to deposit cheques. Signing authority will be worked on after election of new Treasurer tonight.

Monique mentioned that she was not able to view the bank statements on her computer, but others said that they had not had any problems with it.

Linda went over the General Ledger which only had interest transactions due to the disbursement cheque not being deposited due to the pandemic. That cheque is now stale-dated and will be reissued and show in 2021 ledger.

Linda thanked Tracy Arrowsmith and Karen Sutton for auditing the statements for the committee. They found no errors.

(M/S/C) Tracy/Victoria Unanimous

Elections:

Linda turned the meeting over to Sharon to run the elections.

Sharon explained that it is usually a 2 year term, but that because the Treasurer's position is vacant, it will be to fill the remainder of a term. Secretary will be a full two year term, Treasurer will be a one year term.

Secretary:

Nominated: Jennifer Horsley by Linda, 2nd Tracy – Acclaimed

Treasurer:

Nominated: Tracy Arrowsmith by Linda, 2nd Jen – Acclaimed

Budget Proposal:

Linda started by acknowledging the large amount of work that Ernest Hooker put into looking into credit unions and what could and could not be done with them. We are able to have a remote from the lower mainland because we can actually deposit at any credit union, doesn't have to be the same institution (same credit union), and we also now have access to the mobile app.

Proposing:

Meeting Expenses

Meals	300.00
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Donations

New item	300.00
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Events/Projects

0.00

Other

Special Events/Education	1300.00
Campaigns	1000.00
Advertising/Visibility	2500.00
Total	5400.00
Bank Balance	623.68
Stale Dated Cheque	3500.00
Request from REVP	1276.32

Discussion of budget plan:

The budget proposal also includes the proposal of custom notebooks that was presented last year as we will have the funds from last year available to do it.

Linda noted that the executive is able to approve by email vote any expense under \$50.00 which is then ratified at a future meeting.

Monique asked if the stale dated cheque is included in 2020 or 2021 fiscal, Linda answered that because it is being re-issued it falls in 2021 fiscal year.

Monique also asked if there was a plan to bring Health & Safety awareness to community events, maybe work with other bodies. If so, maybe we should look at purchasing a banner. Monique suggested an autocad copy that was laminated to save on costs, but it is noted that banners and any swag should be union made and Canadian made if possible. Later on Shane mentioned that he had looked up banners on the internet during our discussions and that non-union made is about \$100-150, so we could probably double that for budgeting.

Tracy asked why there was no funding dedicated to the events/projects line item, and it was explained that we would need to have at least a sketch of an idea before it would be approved for funding.

Christine suggested that we should increase the events/education line item so that we could sponsor members to attend education opportunities. It was originally at \$1000.00, increased to \$1300.00.

Christine asked if the budget took shipping items within the region into account. Sharon answered that she would look into whether this was covered by the regional office or by the committee. It was mentioned that there used to be an office expenses item, but Linda said that she thought that was used to cover conference call costs, which won't be necessary anymore with the use of video conferencing apps like Zoom and Teams.

Monique asked if there should be more in the donations line item, but Jamey explained that BRUSH shouldn't be the first place that donation requests go to, they should be going to the Regional Council DASH Committee. Also, don't want donations to be too much of your operational budget, for example DASH operates on 5% of the total regional income.

Linda thanked the members for their feedback and the constructive dialogue.

Budget proposal finalized (M/S/C) Monique/Jen unanimous

Round Table:

Monique asked about the next meeting date. Linda responded that would be the next piece of business.

Linda asked the group for a commitment to accept or decline the invitations to the meetings so that we can make sure we have quorum.

Monique asked if the next meeting will still be virtual, Jamey responded that everything will continue to be virtual for the foreseeable future due to the restrictions in place.

Next Meeting:

Wednesday, April 7th, 2021.

Adjourn: 7:10 PM (M/S/C) Victoria/Christine.