

ADMINISTRATIVE STAFF RETIREES ASSOCIATION (ASRA) OF THE UNIVERSITY OF OTTAWA

Minutes of the 24th (twenty-fourth) annual general meeting of the Administrative Staff Retirees Association (ASRAA) held on September 22, 2021, by teleconference (Zoom).

1. Opening of the meeting

The meeting was called to order at 10 am when the quorum was reached (33 members were present). President H  l  ne Boivin welcomed all members to this 24th general assembly.

A photo of the participants is taken and will be posted on the Association's website and Facebook page.

2. Adoption of the agenda

The adoption of the agenda was proposed by Lyse Pich   and seconded by Louise Pag  -Valin. The agenda was adopted unanimously, without additions.

3. Approval of the minutes of the 23rd Annual General Meeting of September 16, 2020

The approval of the minutes of the 23rd ASRA general meeting was proposed by Andr  -Pierre Lepage and seconded by H  l  ne Carri  re. The minutes were unanimously approved without corrections.

4. President's report

The president underlines the presence of a new retiree, Nathalie Dufort and welcomes her to the group of retirees.

The President thanks the members of the current Board of Directors: Claude Dufresne (Vice-President), Claire Cayen (recruitment of new members), Andr   Pierre Lepage (Secretary), H  l  ne Carri  re and Mich  le Viquerat (Treasurers), Lyse Pich   (communications and social activities), Lucie Mercier-Gauthier (member of the *Pension Committee* and *Human Resources Committee*), and Arlette Henry who replaced Mario Bouchard. She also thanks the following collaborators: Louise-Pag  -Valin (Pension Committee), Diane Pelletier (scholarship allocations), Roger Chagnon (website), Jean-Marc Dub   (Facebook site), Monique Hurtubise and Margaret Moriarty (revision of website texts).

The president indicates that, despite the unusual situation due to the pandemic, the Board continues actively to look after the interests of retirees.

The President presents the accomplishments of ASRA in 2020-2021 by addressing the following five topics.

a. New website, new logo and new payment procedures

Since the Association was created in 1996, the president indicates that this year is the 25th anniversary of ASRA. To highlight this occasion the Board offers its members a new website. Claude Dufresne, who with several other members of the Board spent many hours working on the creation of this website, will present it to our members at item 5 of the agenda.

b. Virtual Activities

Because of the continuing pandemic, multiple virtual activities were offered this year. Since gatherings in restaurants were not possible, a survey was sent to members in October 2020 and several suggestions of virtual activities were proposed by the 27 members who participated.

Various types of activities were therefore offered virtually; conferences on Sleep, a visit of an artist's studio, a discussion with a member who organizes mini concerts, cooking lessons by H el ene Carri ere, etc. Members of the retired professors' Association were invited to participate, to promote collaboration. We also contacted a new sector of the University, *A Healthy and Active Campus*, and they invited us to join their lunch time mini conferences on a variety of topics, including testimonies from retirees. Lyse Pich e will present the complete list of activities at item 9 of the agenda.

c. New member recruitment

To encourage newly retired employees to join the Association, Arlette Henry suggested that a Pre-retirement club be created. Connecting with future retirees could encourage them to join the ASRA upon retirement. Sophie Wauquier from the Alumni Office helped us along with University staff members Gaby St-Pierre, Bruno Castilloux and others. Gaby hopes to find an employee willing to take lead in the collaboration with retirees. Arlette invites retirees to contact her to suggest the names of employees who might be interested.

d. Canada Life replaces ManuLife

Last Fall, Canada Life replaced ManuLife for health insurance reimbursements and the Health Care Spending account. To facilitate an easier transition, several e-mails were sent to retirees describing the procedure, and Zoom sessions by Canada Life were organised to explain registration procedures. The new ASRA website also includes an explanation on how to use the Health Care Spending account. Members who retired after April 30, 2002, have an annual \$300 spending account available to them and are encouraged to use it for medical fees, or even to reimburse insurance premiums.

e. ASRA offices move

Our offices were moved again back to the main campus because of construction on the Lees campus. The offices are now at 598 King Edward close to Brooks parking. The University helped us install an office and a large meeting room shared with the APRUO. The President thanks Mario Bouchard for his important contribution to this move.

5. New ASRA website

Claude Dufresne presents the new website project which was initiated in collaboration with the APRUO. After a year of work the website is online and seems much appreciated by the members. Claude gives us a rapid tour of the most important sections of the website and encourages everyone to register to have access to parts of the website not accessible to the public. ASRA had to create a new independent website because the University could no longer offer us a platform to host our website. We must now assume full management of our website in collaboration with the company Ignite that hosts our site. The service fees are included in the budget.

The President thanks Claude for the enormous time and effort he dedicated to this project, as well as the members of the Board for their contribution.

6. Treasurers' Report: Financial Statements for the Year Ending April 30, 2021

(a) Statements of income and expenses 2020-2021

Hélène Carrière, the ASRA's Treasurer, presented the financial statements as of April 30, 2021, with explanatory notes. Hélène Carrière and Michèle Viquerat table the statement of income and expenditure and the balance sheet, which have been reviewed by the University's former VPA Finances, Lucie Mercier-Gauthier.

(b) 2021-2022 Budget estimates

Hélène Carrière presents the budget forecasts for the 2021-2022 fiscal year and adds a few explanations of the expenses which will be on the rise, particularly for the new website. These costs include the development of the website (1/3 of the costs shared with the APRUO) and the monthly fees for the site host (\$125 + taxes), the latter cost recurring every year but should never increase.

These budget forecasts are submitted to the assembly by Hélène Carrière and Michèle Viquerat.

The adoption of the estimates was moved by Peter Heinermann, seconded by Yvon McNicoll, and approved unanimously.

The official version is kept in the ASRA files.

7. Mandate confirmation of our representatives on the Pension Committee

- a) As **Louise Pagé-Valin's** term of office on the Pension Committee ended on June 30, 2021, the Board of Directors took the initiative to renew it from July 1, 2021, to June 30, 2022.
- b) Since 2018, **Lucie Mercier-Gauthier** has been a member of the Pension Committee as an observer with the right to speak. The President of the Pension Committee, Tony Malaty renewed Lucie Mercier-Gauthier's mandate as an observer on the Pension Committee from September 1, 2021, to August 31, 2022.

The president asks whether the Assembly endorses the renewals of both mandates. They are endorsed unanimously.

The President thanks Louise and Lucie for their contribution to the Pension Committee.

8. Report on the University's Pension Fund

Louise Pagé-Valin presents her report on the pension fund. She describes the financial situation of the University's pension fund as being in a relatively good position since, according to the *going concern* calculation, the future obligations of the plan are covered by the accumulated assets, the percentage being 115% as of January 1, 2021.

In response to a question about the pension indexation for January 2022, Louise responds that it will depend on the calculation of the inflation rate.

Louise also mentions the *University Pension Plan* (UPP) which some universities have joined; the University of Ottawa is not far into its thinking, but APAR will signal to management the importance of involving retirees in the process.

This report is deposited in the official files of the Association. It will also be available on the ASRA website for members who register with a password.

9. Report on the ASRA's social activities in 2020-2021

Lyse Piché presented an overview of the social activities that were organized by ASRA in 2020-2021. They were all scheduled online via Zoom and the participation was in general excellent. Participating retirees mentioned they appreciated these activities.

Several activities are in preparation for Fall and Winter 2021-2022. A bulletin was sent out yesterday with the list of the planned activities. A discussion follows about the Christmas activity, whether virtual or in-person, as well as a celebration of our 25th anniversary next year, etc.

Lyse thanks those who participated in our virtual activities and those who have offered suggestions.

10. Recipients in 2021 of the Active and Retired Administrative Staff Scholarship

Claire Cayen, who sits on the Scholarship Selection Committee with Diane Pelletier, presents this year's five recipients. The profiles of the recipients are available to view on the ASRA website. The selection was made from 24 submissions received this year. The selection was facilitated since we restricted eligibility to students from direct-entry faculties. All submissions were remarkable candidates.

The President thanks Claire and Diane for the excellent work they accomplished.

11. Election to the Board of Directors

Hélène Carrière presides over the election process. Four mandates end in 2021, namely those of Claude, Lucie, André Pierre, and Hélène Boivin. Arlette Henry has presented her candidacy to replace Mario Bouchard. Hélène Carrière asks if there are any new nominations, but none manifest themselves.

Claude, André Pierre and Lucie have agreed to three-year mandates, Arlette for a two-year mandate and Hélène for a one-year mandate. The renewal of the five terms of office is approved unanimously by acclamation.

The President thanks Mario Bouchard for his excellent contribution to the Board.

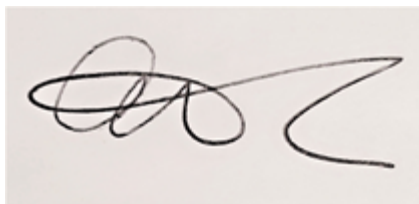
The President indicates to the Assembly that any member who wishes to attend a meeting of the Board of Directors is welcome to do so as an observer. She also invites members to think about their participation since there are mandates that end each year.

13. Adjournment

Adjournment of the meeting was moved by Claire Cayen, seconded by Lucie Mercier-Gauthier, and approved unanimously. The meeting adjourned at 11:47 am.



Hélène Boivin, ASRA President



Arlette Henry, for André Pierre Lepage