

**ADMINISTRATIVE STAFF RETIREES' ASSOCIATION
OF THE UNIVERSITY OF OTTAWA
ANNUAL GENERAL MEETING 2023**

Minutes of the 26th (twenty-sixth) Annual General Meeting of the Administrative Staff Retirees' Association (ASRA) held on September 27, 2023, in hybrid mode – in person as well as by teleconference on Zoom.

1. Opening of the meeting

The meeting was called to order at 10 a.m. when a quorum was reached (30 members in attendance). Chairman H  l  ne Boivin welcomed all members to the 26th Annual General Meeting.

2. Introduction of Caroline Renaud

H  l  ne Boivin invited Caroline Renaud to speak to ASRA members about the congress of ACFAS, which will be held at the University of Ottawa from May 13 to 17, 2024. Caroline explains how the University will need volunteers to host 6,000 to 9,000 participants. Shifts will be four hours long, and access to the symposia will be free for all volunteers.

The University will invite ASRA members by e-mail to become volunteers during the fall of 2023 and will send them regular communications on this subject starting in January 2024, including the question of parking on campus.

3. Photos of participants

H  l  ne Boivin asked Roger Chagnon to take photos of those attending the AGM.

4. Adoption of the agenda

Adoption of the agenda was proposed by Louise Pag  -Valin and seconded by Mario Bouchard. The agenda was adopted unanimously, with no additions.

5. Adoption of the minutes of the 25th general meeting of September 21, 2022

Adoption of the minutes of the 25th general meeting of the ASRA was proposed by Claire Cayen and seconded by Louise Pag  -Valin. The minutes were adopted unanimously, with no corrections.

6. Chairman's report

The Chairman highlights the presence of Sylvie Lauzon (President of APRUO) on the Zoom platform, as well as the presence of members who are new retirees. She welcomes them to the group.

H  l  ne Boivin then thanked the members of the current Board of Directors: Claire Cayen (new member recruitment and scholarships), 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 the Human Resources Committee), Claude Dufresne (computer technology), Andr   Pierre Lepage (secretary), and Pauline B  langer (interim vice-president).

She also thanked the following contributors: Louise-Pagé-Valin (ASRA representative on the Pension Committee), Arlette Henry (activities), Andrée Savage (Scholarship Selection Committee), Roger Chagnon (website), and Jean-Marc Dubé (Facebook page).

The president also reiterated her thanks to Raymond Martel, who translates and edits the texts relating to the recipients of the Scholarship of Active and Retired Administrative Staff.

The Chairman then presented ASRA's achievements for 2022–2023:

- **Activities**

Hélène Boivin highlights the efforts made by Board members to offer ASRA members the following innovative activities: presentations by three well-known Gaspesian retirees; Arlette Henry's talk on "how to move your whole life from Ottawa to Edmonton"; cooking together and then sharing the meal; creation of a book club for Association members, etc.

- **Website**

She reminds members that the ASRA website now offers the possibility of viewing past activities and registering directly for ASRA events.

- **Health Credits**

She mentions how efforts to improve retiree health credits have continued with the University of Ottawa.

- **Recruitment**

She describes how efforts to recruit new retirees have continued. Various measures have been taken to encourage ASRA members to renew their dues, among other things by hand-writing a personalized note on each of the letters that have been mailed to stragglers.

- **Student Scholarships**

In the fall of 2022, \$2,500 scholarships were awarded to five deserving students and five more scholarships will be offered again in fall 2023. Hélène notes that all the recipients stood out for their volunteer work and community contributions.

Finally, the Chairman warmly thanked all the members of the Board of Directors team, who worked to achieve the Association's objectives, and who devoted themselves voluntarily to looking after pensioners' interests.

Finally, she reminded all participants that they could express themselves in the language of their choice at any time during the AGM.

7. Treasurers' report: Financial statements for the year ended April 30, 2023

(a) Presentation of 2022–2023 Income and Expense Statements

ASRA's treasurers, Michèle Viquerat and Hélène Carrière, table the statement of revenues and expenses and the balance sheet, which have been audited by Lucie Mercier-Gauthier.

Hélène Carrière presents the financial statements to April 30, 2023, with explanatory notes. She notes that the sums paid to Ignite, an Ottawa-based IT company, relate to the hosting of the ASRA website. She mentions that these monthly fees will remain unchanged in the future.

Hélène answers questions from members. She notes that ASRA's expenses are holding steady, despite the change in the accounting system now used by the ASRA (surpluses are added to assets) and higher bank charges attributable to increased use of PayPal and Square. She also distinguishes the decrease in the number of annual dues received from the increase in the number of active members (389) in 2023, taking care to explain that several members had already paid their 2023 dues in previous years.

(b) Presentation of 2023–2024 budget forecasts

The budget is presented to the meeting by Hélène Carrière and Michèle Viquerat. Hélène Carrière presents the budget forecasts for the fiscal year 2023–2024, noting that anticipated revenues are rather conservative and that expenses are rather optimistic.

Adoption of the budget forecast is proposed by Lise Piché, seconded by Danielle Ayari, and approved unanimously.

NOTE: The official version of the financial statements will be kept on file at ASRA.

8. Confirmation of the mandates of the ASRA representatives on the Pension Committee

Hélène Boivin explains that Louise Pagé-Valin's mandate on the Pension Committee expired on June 30, 2023. The ASRA Board of Directors therefore took the initiative of renewing Louise Pagé-Valin's mandate on the Pension Committee from July 1, 2023, to June 30, 2024.

She points out that Lucie Mercier-Gauthier has also been participating in the Pension Committee as an observer with speaking rights since 2018. She informs ASRA members that Pension Committee Chair, Norm Odjick, who is responsible for renewing observers, has renewed Lucie Mercier-Gauthier's mandate from September 1, 2023, to August 31, 2024.

The Chairman asked the assembly to ratify these decisions. Both renewals were unanimously approved by the assembly. The Chairman thanked Louise and Lucie for their excellent contribution to the Pension Committee.

9. 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 relatively good since, on a *Going Concern* basis, the plan's future obligations are covered by accumulated assets, the percentage being 121% as of January 1, 2023.

In addition, the pension indexation rate was increased by 5.33% on January 1, 2023.

Louise points out that the University of Ottawa's pension fund is one of the best pension plans and is in a very good position compared to other Ontario universities. She also notes that the University of Ottawa sees no advantage in merging its pension fund with that of the group of other Ontario universities.

This report is filed in the Association's official files and is also available on the ASRA website for members who register with a password.

10. Report on ASRA's social activities for 2022–2023

Lyse Piché reports on the social activities organized by ASRA in 2022–2023. She points out that most activities took place online on the Zoom platform, that participation was excellent in general, and that participants mentioned that they really enjoyed these meetings.

She describes the nature of the various activities in preparation for fall and winter 2023–2024, and stresses the importance of registering and confirming participation in advance:

- October 4, 2023 – Lunch/dinner at Pacini Restaurant at 10 a.m.
- October 13, 2023 – Book club on the Zoom platform.
- November 9, 2023 – CAA presentation on defensive driving for seniors.
- Dominique Champeau proposes to offer workshops on physical activities for seniors.

A member asks if the photos submitted to the ASRA Photo Contest will eventually be featured on the website. Claude Dufresne explains how photo formatting problems are currently preventing this project from materializing. Claude will undertake to work with Roger Chagnon to explore solutions to this problem.

11. Recipients of the 2023 Active and Retired Administrative Staff Scholarships

Claire Cayen, who sits on the Scholarship Selection Committee with Andrée Savage, is unable to present this year's five recipients due to technical problems with the Zoom platform. Hélène Boivin explains that the Selection Committee studied the 14 applications that were eligible according to the criteria established among all the submissions received. She notes, however, that all the nominations submitted were outstanding. Hélène Boivin recommends that participants read the profiles of the five recipients on the ASRA website.

The President thanked Claire and Andrée for their excellent work.

12. Elections to the Board of Directors

Lucie Mercier-Gauthier presides over the election process. She explains that three terms of office end in 2023, namely those of Hélène Carrière, Hélène Boivin and Michèle Viquerat.

She notes that Michèle Viquerat will not be renewing her mandate but will continue to support the treasurer as a resource person.

Nominations:

Lucie asks if there are any new candidates. Claude Dufresne asks people on the Zoom platform to indicate their interest using the "chat" function. None come forward.

Claude Dufresne nominates H  l  ne Carri  re for one of the positions. Louise Pag  -Valin seconded the motion. H  l  ne Carri  re agrees to renew her mandate for a further three years.

Claude Dufresne nominates H  l  ne Boivin for one of the positions. Michel Pr  vost seconds the motion. H  l  ne Boivin, who has been chairman for over 15 years, agrees to renew her mandate for another year.

The renewal of H  l  ne Boivin's and H  l  ne Carri  re's mandates are unanimously approved.

Lucie reminds the assembly that the departure of Mich  le Viquerat leaves a vacant position on the Board.

Claire Cayen nominates Anne Marie Fontaine for one of the positions. Louise Pag  -Valin seconds this proposal, but it was noted that Anne Marie Fontaine had left the Zoom platform. H  l  ne Boivin will therefore contact her to confirm her interest in filling a position on the ASRA Board of Directors.

H  l  ne Boivin points out that, during the year, Arlette Henry left her position following her move to Edmonton. With the position of Vice-President vacant, the Board of Directors had asked Pauline B  langer to fill the position on an interim basis. Pauline's confirmation as Vice-President is unanimously approved.

The President invites anyone wishing to attend Board meetings to do so as an observer. She also invites members to think about the next generation of Board members, as some terms of office come to an end each year.

Michel Pr  vost proposes a vote of thanks to express the gratitude of all ASRA members to the President for all her hard work and commitment. The motion is seconded by John Udvarhelyi and approved unanimously.

13. Adjournment

Before concluding the meeting, the President asked if there were any comments.

Louise Pag  -Valin points out that the name of the LifeWorks Wellness Solutions company that retirees can use for emergency medical consultations is now Telus Health.

The members present thank the Board members for all their hard work.

The adjournment of the meeting is proposed by Michel Pr  vost, seconded by Lucie Mercier-Gauthier, and unanimously approved. The meeting is adjourned at 11:45 a.m.



H  l  ne Boivin, ASRA Chairman



Andr   Pierre Lepage, ASRA Secretary