

**ADMINISTRATIVE STAFF RETIREES'S ASSOCIATION
OF THE UNIVERSITY OF OTTAWA**

ANNUAL GENERAL MEETING 2024

Minutes of the 27th (twenty-seventh) annual general meeting of the Administrative Staff Retirees' Association (ASRA) held on **September 21, 2024**, in hybrid mode - in person as well as by teleconference (Zoom).

1. Opening of the meeting

The meeting was called to order at 10 a.m. Since the quorum has not been reached, the minutes of the annual general meeting (AGM) will be ratified next year. The assembly being held on a Saturday, because of the parking constraints, probably had an impact on the participation rate.

The president, H  l  ne Boivin, welcomes all members to this general assembly. The president thanks Claude Dufresne for his work in setting up the technical equipment and she takes some photos of the participants.

2. Adoption of the agenda

Adoption of the agenda is proposed by the Board of directors and seconded by Lucie Mercier-Gauthier. The agenda is adopted unanimously, with no additions.

3. Adoption of the minutes of the general meeting of September 27, 2023

Adoption of the minutes of the 26th General Assembly of the ASRA is proposed by Anne-Marie Fontaine and seconded by Lyse Pich  . The minutes are adopted unanimously without corrections.

4. President's Report

The president thanks the members of the Association's current Board of directors.

Claire Cayen welcomes each new member and informs them about our services. In addition, Claire manages the scholarship program that has enabled us to give four scholarships this year to exceptional students.

H  l  ne Carri  re, our treasurer, processes all membership transactions and prepares the Association's financial statements with the help of Mich  le Viquerat.

Lyse Pich   is responsible for communications. Lyse writes to all retirees on a regular basis. She publicizes our social activities by email and posts them on the website.

Lucie Mercier-Gauthier is a member of the Pension committee and the Joint Committee with Human Resources. She represents retirees' interests related to pension and benefits, as well as our health credits. She also makes our Association known to employees by presenting our achievements during the workshops on *Preparing for Retirement* organized by Human Resources. In addition, she acts as auditor to verify our financial statements.

Pauline B  langer, vice-president, supports us on several files. Being new on the Board for the last two years, she helps to take a fresh look at our various files.

Claude Dufresne is an essential member as he constantly helps us with the technology side of the work, and he manages our website in collaboration with the company Ignite.

André Pierre Lepage is our secretary, and he writes perfectly in French as well as in English.

Anne-Marie Fontaine has acted as advisor since last year and assists in the drafting of minutes.

The president also thanks the following contributors: **Louise-Pagé-Valin** (our representative on the Pension Committee), **Arlette Henry** (planning of activities and liaison with retired professors), **Andrée Savage** (who was a member of the Scholarship Selection Committee with Claire Cayen), **Roger Chagnon** (who creates photo albums on our website), **Jean-Marc Dubé** (who manages access to the ASRA Facebook page), and **Raymond Martel** for the translation and revision of texts.

Finally, the president warmly thanks all the members of the Board of directors and other collaborators who work very hard and devote themselves to protect the interests of retirees.

She points out that our health credits have increased by \$50 again this year and encourages members to take advantage of it. If we have no medical expenses, we can claim reimbursement of our health insurance premium or expenses of our spouses, up to \$350 each year.

5. Treasurer' Report: Financial statements for the year ending April 30, 2024

(a) Revenues, expenses, balance sheet 2023-24

Hélène Carrière, treasurer of the ASRA, presents the financial statements of April 30, 2024, with explanatory notes. The membership revenues include payments that have been paid for the next three to five years, while donations to the scholarship fund must be made each year. She explains that the revenues are higher than those last year since more retirees pay for future years. In the long term, we expect that revenues and expenses will balance with each other.

Michèle Viquerat and Hélène Carrière table the statement of revenues and expenses and the balance sheet, which were audited by Lucie Mercier-Gauthier.

(b) Budget proposal for 2024-2025

Hélène Carrière presents budget forecasts for the 2024-2025 financial year. This budget is submitted to the assembly by Hélène Carrière and Michèle Viquerat. The adoption of budget forecasts is proposed by Maurice Prévost, seconded by Arlette Henry, and approved unanimously.

The official version of the financial statements is kept in the ASRA files.

The president thanks Hélène Carrière and Michelle Viquerat for their excellent work.

6. Mandate confirmation of our representatives on the Pension Committee

The mandate of Louise Pagé-Valin on the Pension Committee expired on June 30, 2023. The ASRA Board of Directors took the initiative of renewing her mandate from July 1, 2024, to June 30, 2025.

Moreover, Lucie Mercier-Gauthier participates in the Pension Committee as an observer with speaking rights since 2018. The Pension Committee Chair, Norm Odjick, who is responsible for renewing observers, has renewed her mandate from September 1, 2024, to August 31, 2025.

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

7. Report on the University's pension plan

Lucie Mercier-Gauthier presents the report on the University pension fund which was written by Louise Pagé-Valin.

As of January 1, 2024, our pension indexation rate was increased by 3.73 %.

The financial situation of the pension fund is relatively good since, according to the calculation of 'Going Concern', the future obligations of the regime are covered at 127 % by the accumulated assets. The University pension fund had a return of 9.7 % in 2023.

This report is kept in the Association's official files. It is also available on the ASRA website for members who register with their password.

8. Report on 2023-2024 social activities

Lyse Piché presents the summary of social activities organized by the Association in 2023-2024. Some of the activities took place online on Zoom and others in person, such as the Easter lunch and that of Christmas. The participants mentioned having appreciated these gatherings.

Lyse also mentions certain activities that are in preparation for the fall of 2024, such as the book club and a shared meal.

The president thanks Lyse for her excellent work.

9. Scholarships: proposal to modify the eligibility criteria

Claire Cayen, who sits on the Scholarship Selection Committee with Andrée Savage, presents the four recipients of this year, whose profiles are available on the ASRA website. Claire made the selection from 84 submissions which were eligible according to the established criteria. Note that all the applications submitted were remarkable. Andrée Savage resigned from the Selection Committee earlier this year and Diane Gameiro-Sutton has agreed to replace her.

Claire explains that the volume of applications received each year exceeds the capacity to make a selection within a reasonable timeframe. To reduce the number of candidates, the Board has revised the eligibility criteria with the help of the University's Financial Aid and Awards Service, as well as with the Donor Relations Office. We propose to replace "university and community engagement", which is very difficult to assess, with the students' financial need.

The modified criteria are therefore the following, the first and the last of which are new.

1. Be a Canadian citizen or permanent resident or having the status of a protected or refugee person.
2. Have completed a year of full-time studies at the University of Ottawa at the time of the submission and be registered full time for the next academic year in an entry faculty (Arts, Telfer School of Management, Engineering, Science, Social Sciences and Health Sciences).
3. Have a GPA of 8.5 or more.
4. Be bilingual (official languages - French and English).
5. Demonstrate a financial need according to the criteria of the Financial Aid and Awards Service.

These criteria were approved by the various administrative levels during the summer. Julie Connors of the office of Donor Relations has updated the "Terms of Reference" for the Active and Retired Administrative Staff Scholarship.

The president asks the Assembly to confirm these changes. The criteria proposed are approved unanimously by the Assembly.

The president thanks Claire Cayen for her excellent work.

10. Election of Board members

Hélène Carrière presides over the election process. Five mandates end in 2024, the mandates of Lucie Mercier-Gauthier, Pauline Bélanger, Claude Dufresne, André-Pierre Lepage and Hélène Boivin.

Hélène Carrière asks if there are any new candidates, but none come forward.

Lucie, Pauline and Claude are willing to renew their mandate for three years, André Pierre for two years and Hélène Boivin, who has been president for over 16 years, is willing to renew her mandate for one year. The renewal of the five terms is unanimously approved.

The president invites members to think about volunteering since some terms of office come to an end each year. She also invites anyone wishing to attend Board meetings to do so as an observer. Marielle Gallant, who retired in 2019, mentions her interest in attending the monthly meetings.

11. Comments from the assembly and adjournment

Before concluding the meeting, the president asks if there are comments.

Ginette Boivin asks if it would be possible to obtain free parking on weekday evenings. After negotiations with the Parking Office, the retirees obtained a 50% discount for occasional parking, but there is little chance of obtaining free parking since the student population grows constantly while designated parking decreases due to “Green campus” initiatives.

The president thanks the retirees present and those online for encouraging the members of the Board in their efforts.

The adjournment of the meeting is proposed by Claire Cayen, seconded by Hélène Carrière, and approved unanimously. The meeting is adjourned at 11:30 a.m.



Hélène Boivin, president of ASRA



Anne-Marie Fontaine, for André Pierre Lepage