

MRBS Executive Meeting Minutes

Tuesday July 11, 2023 7:00 p.m.

Present: Lois Maxwell (Chair), Randy Deffett, Robert Watson, Dianne Renwick, Astrid Neuland

Regrets: Sandra Burk, Rod Tennyson, Vandra Masemann, Ila Vaculik, Paul Warner, Tim Daciuk, Ken Scullion, Lyn Bradshaw, Volker Masemann, David Fuller, Raj Sharma, Ingrid Bubersky

Order of Business:

1. Call to Order 7:08pm
2. Business Arising from June 27- New Governance Model, Astrid Neuland
 - a) Goal: Create a more effective and efficient organization. How?
 - i. Delegate responsibility for work away from President.
 - ii. Clarify expectations of Committees to improve mtg. efficiency.
 - iii. Respect the time of attendees, run an orderly meeting.
 - b) Standing Committees deals with issues, prepares recommendations to Executive Board for presentation and approval at Executive meetings.
 - c) **To Do (Randy and Astrid)** What committee roles do people wish to be part of and/or continue to be part of?
 - d) Standing Committee list (Charter pages 12-15):
 - i. Legal
 - ii. Communications
 - iii. Finance
 - iv. Events
 - v. Archives
 - vi. Gardening
 - vii. Membership
 - viii. Long-term Planning, Nominations and Elections
 - e) Communication includes: database, DB management, website, online experience. There is no specific 'technical' committee.
 - f) **To Do (Randy Aug. 8)** Improvements to Executive Meetings:
 - i. Maximum meeting time: 1.5 hours
 - ii. Meeting Chair will:
 1. To be delegated, not always the President.
 2. Keep meetings on topic, on time and orderly.
 3. If discussion goes >10 minutes topic, take it offline.
 4. Move topics to next meeting as 1.5 hours gets close.
 - iii. Committees who are presenting: provide bullet points to Meeting Chair ahead of date.
 - iv. Agenda notes:
 1. Randy will still distribute meeting agenda and Minutes.

2. Assign time allocations for topic discussions.
 3. Distribute 3 to 5 days in advance.
3. July 11 Agenda approved. (Astrid departed now. We no longer have quorum. Meeting proceeded to discuss future work, no final approvals can be made).
 4. June 27, 2023 Meeting Minutes accepted.
 5. Announcements- none.
 6. President's Report- Randy Deffett
 - a) **To Do (Randy Aug. 8)** Approve 2023-24 & 5-year budgets. Committee budget and MCI requests deferred until 1-year budget is approved.
 - b) **To Do (Randy well before Aug. 8)** Prepare 1-year and 5-year budgets. Review draft with **Robert Watson** to finalize. Share with group ahead of Aug. 8 to allow review.
 - c) Guidelines for preparing draft budget:
 - i. Preserve our financial reserve= \$10,854.97 for next 5 years.
 - ii. Refer to 2022-23 & earlier Treasurer's Reports.
 - iii. Plan future expenses and spending.
 - iv. Plan future income streams.

Committee Reports

7. Finance- Robert Watson
 - a) Book Balance= \$10,864.97 (unchanged from year-end report)
 - b) Bank Balance= \$14,230.77 (3 outstanding cheques)
 - c) No further CanadaHelps donations received.
8. Membership- Dianne Renwick
 - a) Database update work not started.
 - b) 'Postal Only' Members- Will move those 'postal only' to email list who registered for the Reunion on Eventbrite.
 - c) Remaining 'postal only' members- Approximately 300 still registered as 'postal only' members.
 - d) Only confident of about 50 'postal only' member addresses as valid. 2X we requested confirmation from our 'postal only' group (Fall 2022 Musings and MCI120 registration), but only 50 confirmed their postal address and that they do not have email.
 - e) **To Do (Dianne)**- Decide if to send postal mailings to the approximate 300 or just to those 50 confirmed?
9. Communications- Dianne Renwick
 - a) Musings- Two (2) issues planned for 2023-24: Fall 2023 (early October and Spring 2024. Delivered by email or postal mail.

- b) **To Do (Dianne, early October)** Decide email provider to use. Dianne prefers Al Schwartz; he was reliable despite cost. Mail Chimp free, but not reliable (they blocked out too many addresses).
- c) **To Do (Sandra Burk)**- As Musings editor, will you be OK to lead preparation of Fall Musings without co-editor **Vandra Masemann**?

10. Archives Report- Vandra Masemann

- a) Archives are packed up for the summer. Most of the committee took work home to complete during the summer.
- b) Will return to MCI second Wednesday of September.
- c) Approval of archives budget request deferred until annual budget approved (discussed in President's Report).

11. Long-Term Planning, Nominations and Elections- Randy Deffett

- a) **To Do (Randy before Aug. 8)** Write & share ver.3 Draft 2023-24 Goals.
- b) **To Do (Randy Aug. 8)**- Approve 2023-24 MRBS Goals and budgets.
- c) #1 Membership Database- Move to Microsoft Cloud account owned by MRBS. Secure, limited access as decided by President. Confidentiality agreements are needed.
- d) #2 Online Experience- Cannot afford a professional website designer. Find MCI student volunteer or consider hiring (minimum wage and clear job specifications). Time frame: July, 2024. Designer team will have wide age range to bring best vision to the project.
- e) #3 Membership Growth- Add alumni survey #1 priority for respondents which is to receive alumni news ('Keeping Malvernites in Touch').
- f) #4 Financial Efficiency- Include approved 1-year and 5-year budgets with income stream projections.
- g) Annual General Meeting:
 - i. **To Do (Randy Aug. 8)** Confirm AGM date. Target: 1st Saturday of November (Nov. 4).

12. Incoming Postal mail and email- Vandra and Robert

- a) No postal mail; 2 emails received from 1960s decade.

13. Additional Business

- a) **To Do (Gardening Committee)**- MCI June 2023 Newsletter (pg. 3)- "New landscaping is coming along"
 - i. What are the gardening goals for MCI?
 - ii. How can we assist MCI?
- b) MCI120 Reunion Recap and Review
 - i. **To Do (need lead)**- Goal: Assist future Reunion plans. Present report to Executive with feedback on:
 - 1. What did we do well?
 - 2. Lessons learned?

3. Suggestions for next Reunion planning?
 - ii. Host separate meeting of interested participants.

14. MRBS Executive Meeting Dates: **2nd Tuesday of each month 7pm to 8:30pm**

- a) August 8th*
- b) September 12
- c) October 10th
- d) **To confirm:** Annual General Meeting Saturday Nov. 4 1:00 to 3:00pm
- e) **To confirm:** November Executive mtg.? Usually no (we just had AGM).
- f) December 12th

*we were away May 14 to June 27 already; planning work is needed.