February's Management Team Meeting,
March 6, 2024, held at Nanaimo Theatre Group lobby

Attendees: Ken Swain, Diny van Beers, Barb O'Connell, Greg. Cornforth, Jonn Robertson, Margaret Bergen, Susan Gaudion, Maureen Makepeace-Doré. Kathy Galvin, Nancy Fredin, John O'Malley, Jolyon Brown, Joanne Swain

Regrets: Gail Skidmore, Diane Anderson

Ken gave apologies for the meeting being delayed due to double-booking at the Legion and expressed gratitude to manager's for being so flexible.

1. Ken asked if there were any additions to the Minutes. There were none. All voted in favour.
2. The past Minutes were unanimously approved as presented.
3. Chair Reports:

Treasurer (Jonn) (financial statements at end of minutes, for reference)

- Bank balance – $9,423.46
- Funds for Special Events - $3,400.00

Regarding the **February Income & Expense Statement**: Since January we have received annual fees payment from 12 people ($360) and the February 50/50 draw ($72). We paid: the Beban Park room rental for February to June ($875.50); a deposit to the Royal Canadian Legion for the Christmas Luncheon ($400.00) and paid for name badges ($25.76) for a net decrease to the bank of $869.26. The current bank balance is $8,554.20.

Regarding the **Draft 2024/25 Budget**, the attached detailed budget shows the assumptions used to prepare the budget. This document should be reviewed in some detail, especially if you are a chair or deputy responsible for expenses. The second summary budget document shows the draft budget compared to prior years. Some general factors to be aware of:

- Over the past several years we have maintained our annual fees at $30/year per member. However, some costs, especially for subsidized events, are increasing.
- Our membership has again fallen. I am projecting **165** members for fiscal 2024/25. This is down from **185** in 2023/24 and **210** in 2022/23 and well below our highest membership of **288** in 2017/18. Every 33 members represents a $1,000 of revenue.
- Overall our revenue has fallen and operating expenses are constant or increasing. Before Special Event Revenue and Costs, our 2024/25 net income is projected to be $1,550; a large decrease from 2023/24 of $3,440.
- In the past we have targeted to carry a bank reserve of approximately $4,000 into the next year. This is excludes the funds paid for the upcoming year's dues. We carried over $5,073 from 2023/24 into this year. This gives us an additional $1,000 to help support special events.
- We've updated our bylaws to indicate a minimum of 2 special events. I am doubtful we can afford more than 2 subsidized events this year.

Topics we should consider going forward:

- Should we reduce our carry forward reserve to provide additional funding to special events. There are risks and benefits to this.
- Should we limit the amount of subsidy per event going forward.
- Are there budgeted costs that we know we will not incur this year.
- Should we consider increasing membership fees this year.
- Can we identify opportunities to increase our membership.

Points to consider –

- Perhaps charge at General meetings for cost of coffee. Or ask for donations
- Cost needs to be increased for Presenters (honorarium, cost of gas, donation to non-profit) (perhaps allocate $15/month for Probus pens, etc. for speakers and/or budget $50 for speakers' expenses)
- Request someone to man the door and collect the nominal at-the-door donation. Suggest membership approval for collecting at the door. Collection is to be tied to keeping fees as-is. As majority of expenses are related to meeting fees, a fee should be added to all attendees at meetings.
- Motion: $2.00 'meeting fee' to offset expenses throughout the year
- April Newsletter to include "Costs are increasing. To prepare for this, the management team is asking all members attending a general meeting to pay a $2.00 fee to offset meeting costs. Or (to subsidize the increased cost of the meetings) (please bring your toonie for the donation box!)
- Coffee supplies need to be increased. (estimate $225/year budget for coffee)
- Library requires something to transport books – suggest purchasing a small wagon –allowance required for this
- It was suggested an addition to budget of $200 for miscellaneous equipment that might be required

Motion to accept Budget as presented.
John O'Malley,
2nd Diny van Beers.
Carried

Special Events

- Christmas Luncheon – Dec. 11, 2024, Wed. Deposit cheque of $400.00 to hold the room has been paid to the Legion. Cost of luncheon has been agreed to be $30.00 but nothing signed yet. We're waiting for confirmation of the menu. Event coordinator to attend management meetings in lieu of having no Special Events Manager. We need to avoid a cut-off so all members can attend the luncheon.
- Possible second event could be summer games in the park in August. There should be at least a $10.00 subsidy for a picnic. We're looking for a Summer Picnic Lead.

Membership (Barb)

- 158 members, as of March 1. Barb to order name tags for V.P & President

Activities (Nancy/Diny)

- Nancy and Diny are calling a meeting of activity leads to see what they need and what activities they would like to see. Nancy and Diny will report back at next management meeting.
- We need to support the leads and discuss strategies to get more members involved.
- Possible activity with another Probus group (bowling). Ken to meet with Diny & Nancy and will report back to management.

Programs (Jolyon/John O.)

- Presenter for March meeting to be Hélène & Pat Sullivan about their travels through Singapore & Bali.
- Would appreciate help to organize the programs

Communication (Joanne)

- Will post the Year-In-Review reports to the website, but they will be moved to a 'Password Protected' page.
- All current members list (2024) is now posted on the website. Past membership lists will be transferred to our external hard drive for storage, and then deleted from the website.

New Business

- **Greg and Ken will go through the Bylaws to update them**

- **The situation regarding some members who caused difficulties has been resolved and they have been asked to leave the club.**
- Roundtable discussion on year ahead
    - Special Events - no chair, how to proceed.

Adjourned: 12:03
Next Meeting: March 27, at the Country Grocer meeting room

ACTION NOTES:

- To be presented at next meeting - **Motion: $2.00 'meeting fee' to offset expenses throughout the year.(or "to subsidize the increased cost of the meetings and postpone fee increase?)**
- **John O'Malley to discuss with Helene about a cart for her books (Costco cost approx. $90.00)**
- **John O'Malley to investigate locations for Summer Picnic.**
- **Joanne to create a list of members that have not renewed their membership this year.**
- **Barb to order name tags for V.P & President**
- **Special events and newsletter positions need to be filled**

Financial Reports: