

Board of Directors Briefing Notes



ARTA Board of Directors | September 13-14, 2022 | ARTA Office

These briefing notes serve as the highlights from the September 13-14, 2022, ARTA Board of Directors Meeting. Some items and names have been left out either because they are considered confidential or are not items that can be shared at this time. These briefing notes do not serve as the official minutes of the meeting.

If you have questions or concerns about any of the information contained within this report, please contact the CEO & Executive Director, Daniel Mulloy via email at dmulloy@arta.net or via telephone at (780) 822-2400.

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INFORMATION SESSION – TUESDAY, SEPTEMBER 13, 2022

Meeting called to order at 1:16pm.

1.0 Executive Committee Reports

- 1.1 Executive Committee Report
 - 1.1.1 Review of report as presented. No motions at this time.
 - 1.1.2 This is President's last Board meeting as President. Her time as President included 8 virtual Board meetings.
 - 1.1.3 Welcome to our new board members – new branch presidents and incoming chairs.
 - 1.1.4 A Staff and Executive Luncheon is scheduled for September 28th after a two year hiatus due to the COVID-19 pandemic.
 - 1.1.5 When preparing your branch report to the AGM please include a summary of how you used your grant funds. This report is due on Friday, September 16th.
 - 1.1.6 ARTA will be undertaking a feasibility study about the potential to open an ARTA office in Calgary.
 - 1.1.7 Message from ATA – Rally for Public Education on October 22nd
 - 1.1.7.1 In support of curriculum, inclusion, support for students with special learning needs, and effective classrooms
 - 1.1.7.2 ATA and ASCA will kick off the campaign at the Alberta Legislature on October 22nd
 - 1.1.7.3 The campaign will continue until the provincial election.
 - 1.1.7.4 Information will be posted to the ARTA website.
 - 1.1.7.5 Suggestion that branches consider joining their ATA locals if it makes sense to do so.
 - 1.1.8 Dates for your calendar:
 - 1.1.8.1 ARTA AGM – October 4-5, 2022
 - 1.1.8.2 Joint Chairs – October 18, 2022
 - 1.1.8.3 Board/Committee Orientation – October 19, 2022
 - 1.1.8.4 **news&views** submission deadline – October 20, 2022
 - 1.1.8.5 ARTCF SAM – November 22, 2022 just before the start of Board of Directors
 - 1.1.8.6 Board of Directors – November 22-23, 2022
- 1.2 Nominations Report
 - 1.2.1 Review of report as presented. No motions at this time.
 - 1.2.2 President, Vice President and Treasurer are one year terms.
 - 1.2.3 There is wiggle room on the deadline to submit nominations. Please let the Nominations Chair know if you are aware of someone who might be interested in running for one of the vacant committee positions.
- 1.3 Treasurer – Finance Report
 - 1.3.1 Review of financial reports as presented. No motions at this time.
 - 1.3.2 Consolidated Statement is ARTA and ARTA**Rx** – the statements are currently unaudited and there will likely be minor changes to the document once the audit is complete.
 - 1.3.3 A complete audit of ARTA assets and equipment was completed this year.
 - 1.3.4 Our actual revenues ended up being more than what was budgeted.

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- 1.3.5 Actual expenditures overall were much lower than what was budgeted.
 - 1.3.5.1 Meetings (committees, BOD and AGM) spends were lower than anticipated due to meetings being mostly held virtually because of COVID-19.
 - 1.3.5.2 Utility expenses went up exponentially and we could not have foreseen how much the utility bills would cost.
 - 1.3.5.3 Salary budget was affected by vacation accrual – staff were not taking vacation as much throughout the COVID-19 pandemic. Typically staff are not allowed to carry over more than one week of vacation into the next vacation year, but we were a bit more lenient during the duration of the pandemic.

- 1.4 CEO Report
 - 1.4.1 Review of report as presented. No motions at this time.
 - 1.4.2 Thank you to Past President and President who are attending their last Board meetings in their current roles.
 - 1.4.3 ARTARx
 - 1.4.3.1 The update was provided in camera.

2.0 Benefit Plan Trust Fund

- 2.1 Review of report as presented. No motions at this time.
- 2.2 A new Trustee was appointed as the newest member of the Trust due to a vacancy after the last Trust election.

3.0 Health Benefits Committee Report

- 3.1 Review of report as presented by Health Benefits Committee Chair, and placemat as presented by Chief Operating Officer. No motions at this time.
- 3.2 Members continue to have trouble getting through to Allianz regarding travel related inquiries.
- 3.3 KPIs are now being tracked since we moved to Self-Administration, including Phone Calls, \$ Paid Claims, # Paid Claims, Claims Processing Times.

4.0 Communications Committee Report

- 4.1 Review of report as presented. No motions at this time.
- 4.2 There was a request from a *news&views* reader asking that there be more diversity in the photos included in the magazine.
- 4.3 ARTA is not able to use its database to determine members who have passed away for inclusion on the 'In Memoriam' page of *news&views* (due to FOIP laws). Express consent from a family member or legal representative must be given in order for names to be included.
 - 4.3.1 **TASK 1:** ARTA CEO to look into whether express consent can legally be given by a member prior to their death.
- 4.4 The submission deadline for the Winter issue of *news&views* is October 20, 2022.
- 4.5 If you are struggling to find information on the ARTA website, you can send an email to the Communications Committee chair, and that information will be passed along to ARTA's marketing team.
- 4.6 Members are encouraged to submit any ideas for themes for next year's Photo Contest.

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5.0 Wellness Committee Report

- 5.1 Review of report as presented. No motions at this time.
- 5.2 The Wellness Challenge had an increase in participation from last year but is still not at the same level of participation as when it was first rolled out. The Wellness Committee will continue to explore ways of promoting participation amongst branches and members.
- 5.3 InBody Clinics can now resume – interested branches can contact the Chief Marketing Officer to schedule a clinic.
- 5.4 Wellness Planners will be available again this year. Board members will each receive one at the AGM in October.

6.0 Governance Committee Report

- 6.1 Review of report as presented. Motion noted.
- 6.2 Scholarships are now being managed using an online software called Reviewr. Reviewr software worked well and made the marking process simpler for the judges.
- 6.3 The Governance Committee is now utilizing an online portal that houses all committee documents.
- 6.4 Board members are encouraged to look at the red line and clean copy versions of the Policies and Procedures document before the meeting resumes tomorrow.
- 6.5 Some changes to Policies and Procedures to note are:
 - 6.5.1 Section B, 8.13 reads: *“An outgoing committee member shall be eligible for re-election to the same committee after an absence of at least one (1) year from that committee unless otherwise authorized or approved by the Board of Directors;”* This will not come into effect until after ARTA’s AGM in October 2022, as the change was not completed in advance of the AGM notice being sent out.
- 6.6 **NOTICE OF MOTION:** Motion notice to repeal and replace the February 2020 version of ARTA’s Policies and Procedures and replace it with the September 2022 version.

Meeting adjourned at 3:59pm.

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BOARD OF DIRECTORS MEETING – WEDNESDAY, SEPTEMBER 14, 2022

Meeting was called to order 9:03am.

1.0 Approval of the Agenda

- 1.1 **MOTION 1:** Motion to approve the agenda as presented. **CARRIED**

2.0 Approval of Expenses & Minutes

- 2.1 Approval of Board Expenses
2.1.1 **MOTION 2:** Motion to approve the expenses as presented. **CARRIED**
- 2.2 Approval of Minutes from May 23-24, 2022
2.2.1 **MOTION 3:** Motion to approve the May 23-24, 2022 meeting minutes as presented. **CARRIED**
- 2.3 Approval of Minutes from August 10, 2022
2.3.1 **MOTION 4:** Motion to approve the August 10, 2022 special meeting as presented. **CARRIED**

3.0 Business Arising from the Minutes

- 3.1 None at this time.

7.0 Pension & Financial Wellness Committee Report

- 7.1 Review of report as presented. No motions at this time.
- 7.2 The article on steps to take when a spouse or partner dies is now complete and will be featured in the 'Family' issue of *news&views*.
- 7.3 Welcome to the new incoming committee chair for Pension & Financial Wellness Committee.

8.0 Strategic Planning and Advocacy Committee Report

- 8.1 Review of report as presented. No motions at this time.
- 8.2 Committee Member is the incoming committee chair and will assume her new role after ARTA's AGM.

9.0 ACER-CART and Public Interest Alberta (PIA) Report

- 9.1 Review of report as presented. No motions at this time.

10.0 Alberta Retired Teachers Charitable Foundation Report

- 10.1 Review of report as presented. No motions at this time.
- 10.2 An election will take place at the SAM in November.
- 10.3 Funds granted to charitable organizations must go towards programs but not operations in the areas of accommodation, health services, and education (ESL).

4.0 Action Items

- 4.1 Executive Committee
4.1.1 **MOTION 5:** Motion that a new loan agreement be entered into between ARTA and ARTARx to ensure adequate cash flows are available. The loan will be in the amount of \$250,000.00. The provisions of the new Loan Agreement would be substantially the same as the existing one, with a provision requiring ARTARx to make a balloon payment upon receipt of any insurance proceeds. **CARRIED**

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- 4.2 Nominations Committee
 - 4.2.1 We don't have a full slate of committee nominees. If you know anyone who would be interested, please let the Nominations Chair know and she will reach out.
 - 4.2.2 We still need nominees for:
 - 4.2.2.1 Governance Committee
 - 4.2.2.2 Health Benefits Committee
 - 4.2.2.3 Pension and Financial Wellness Committee
 - 4.2.2.4 Wellness Committee
- 4.3 Finance Committee
 - 4.3.1 **MOTION 6:** Motion to accept the ARTA fourth quarter financial statements as presented. **CARRIED**
- 4.4 Governance Committee
 - 4.4.1 **MOTION 7:** Motion to:
 - 4.4.1.1 add effective date of October 6, 2022 to Section B, 8.13 effective October 6, 2022 and to
 - 4.4.1.2 revise the vision statement so that it matches the 2020-2025 strategic plan. **CARRIED**
 - 4.4.2 **MOTION 8:** Motion to repeal and replace, as amended in Motion 7, the February 2020 version of ARTA's Policies and Procedures and replace it with the September 2022 version. **CARRIED**
 - 4.4.3 The new Policies and Procedures document will be uploaded to ARTA.net.

5.0 Approval of Reports

- 5.1 **MOTION 9:** Motion to accept the Benefits Plan Trust Fund report as presented. **CARRIED**
- 5.2 **MOTION 10:** Motion to adopt all reports as presented. **CARRIED**

6.0 Other Business

- 6.1 CARTA Branch President shared that new retirees in CARTA are not receiving information on the ARTA benefits plan (they are only receiving the ASEBP retiree information).
 - 6.1.1 ARTA has built a database of HR Professionals and payroll specialists.
 - 6.1.2 **TASK 2:** Board members to forward any contacts in Human Resources in their areas to Chief Marketing Officer.
 - 6.1.3 Marketing is providing webinars to HR managers to ensure they are up to date on ARTA's benefits plans.
 - 6.1.4 Marketing designates attended the ASBOA Conference and distributed information on ARTA. Attendees included the heads of the school boards.
 - 6.1.5 The ATRF retirement package will hopefully soon include information on ARTA's benefits plan.

7.0 Correspondence

- 7.1 None at this time.

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8.0 Next Meetings

- 8.1 The next Board of Directors Meeting will be held November 22-23, 2022.
- 8.2 The AGM will be held October 4-5, 2022.
- 8.3 September 16, 2022 – AGM reports are due. Please include a report on how your branch is spending its grant money.

9.0 Adjournment

- 9.1 **MOTION 11:** Motion to adjourn the meeting at 10:44am. **CARRIED**