



ARTA Board of Directors – Briefing Notes February 21-22, 2023, Edmonton, Alberta

These briefing notes serve as the highlights from the February 21-22, 2023, ARTA Board of Directors Meetings. 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.

Meeting called to order on February 21, 2023, at 1:04 p.m.

1.0 Executive Committee Reports

- 1.1 Executive Committee Report
 - 1.1.1 Review of report as presented. Motions noted.
 - 1.1.2 Review of progress report as presented.
 - 1.1.3 ARTARx's Community Pharmacy License has been granted.
 - 1.1.4 A redesign of the ARTA Rep Program is underway. Training will be provided for the Branch ARTA Reps (BAR). Specialists will have more detailed training. Input was received from a survey that was used to design the new program. Up to two people per branch will be able to receive the training. The training in the first year will be like a pilot project that can be tweaked if needed.
 - 1.1.5 Executive members will attend the ARA over the May Long Weekend.
 - 1.1.6 **NOTICE OF MOTION:** Motion that that ARTA move forward with a no layoff option that requires an amount worth of ARTARx dividend shares being sold to ARTA.
 - 1.1.7 **NOTICE OF MOTION:** Motion that ARTA branch be approved to host the ARTA Annual Golf Tournament in 2023.
- 1.2 Nominations Report
 - 1.2.1 Review of report as presented. No motions at this time.
 - 1.2.2 Appointments
 - 1.2.2.1 ATA Educational Trust – recommended by SPAC and approved by the BOD.
 - 1.2.2.1.1 Member appointed.
 - 1.2.2.2 ACER-CART – 3-year term completed in 2025.
 - 1.2.2.2.1 Lawrence Hrycan
 - 1.2.2.3 Public Interest Alberta
 - 1.2.2.3.1 Member appointed.
 - 1.2.2.4 ACER-CART Western Rep – nomination
 - 1.2.2.4.1 Member appointed.
 - 1.2.3 Three trustees will be elected to the Benefit Plan Trust at the May board meeting. One will be a two-year term and two will be three-year terms. Please spread the word about the vacancies. The Nominations Package will be available soon.
- 1.3 Treasurer – Finance Report
 - 1.3.1 Review of financial reports as presented. Motion noted.
 - 1.3.2 The budget versus actual numbers includes financials from both ARTA and ARTARx (consolidated).
 - 1.3.3 Costs have gone up due to an increase in staff, inflation, return to in-person meetings, etc. It's hard to compare the numbers from 2021 to 2022 for these reasons.
 - 1.3.4 Please look over the Board Expenses to ensure any expenses look accurate and let the CFO know if there are any errors or omissions.
- 1.4 CEO Report
 - 1.4.1 Review of report as presented. No motions at this time.
 - 1.4.2 ARTARx Update
 - 1.4.2.1 *Information deemed confidential.*
 - 1.4.2.2 The average fill was expected to be 2 prescriptions and has ended up being more of an average of 6 prescriptions per member.
 - 1.4.2.3 Many prescriptions have been transferred in, though many of those won't translate to actual fills until a few months later.
 - 1.4.2.4 Week over week we are seeing approximately 43% growth, which is spectacular.

- 1.4.2.5 *Information deemed confidential.*
- 1.4.2.6 ARTARx will have to pay back the existing loans to ARTA as of June 30, 2023.
- 1.4.2.7 Our Articles of Incorporation allow us to create dividend shares, which means rather than ARTA giving the pharmacy another loan, ARTA can invest in ARTARx by purchasing the dividend shares (rather than investing in a GLC, for example).
- 1.4.2.8 The reported projected financials are conservative, and actual financials are likely to come in higher than projected.
- 1.4.2.9 We suggest creating dividend shares until we become revenue positive.
- 1.4.2.10 The issuing of shares is a bridging situation and ARTARx could buy the shares back from ARTA in the future.
- 1.4.2.11 As of December 3, 2022, ARTA was in a very positive cash position. and won't even require us to tap into the GLC's.

2.0 Health Benefits Committee Report

- 2.1 Review of report as presented. No motions at this time.
- 2.2 A lot of discussion is taking place in the in-person meetings versus over Zoom.
- 2.3 Inflation is impacting the costs that the plan is facing.
- 2.4 Aware of ongoing issues that members are facing while dealing with our current Emergency Travel provider. Our CEO and COO recently met with them and there was a plan outlined for how they plan to increase service levels.
- 2.5 There was a large tax implication on the Travel Trust Fund due to the switch over to inter-vivos trust and as a result of the receipt of a large profit share cheque. The committee is looking at creative ways to try and reduce the tax implications moving forward.
- 2.6 Membership growth in public/private is outpacing the education sector. It's looking like we will hit at least 10% growth by the end of the fiscal year.
- 2.7 Paramedical claims are returning to the pre-pandemic level.
- 2.8 One appeal was heard at the last committee meeting, for a total of five since the start of the fiscal year on July 1, 2022.
- 2.9 The committee is planning to meet virtually on April 3, 2023, to complete their business plan. They will hold their full meeting on May 2-3, 2023, in person.

3.0 Communications Committee Report

- 3.1 Review of report as presented. No motions at this time.
- 3.2 Summer magazine
 - 3.2.1 The theme is 'Do It Now'.
 - 3.2.2 Any articles need to be submitted to editor by April 20, 2023.
- 3.3 Autumn
 - 3.3.1 The theme is 'Well Aged'.
 - 3.3.2 The submission deadline is July 20, 2023.
- 3.4 Winter
 - 3.4.1 The theme is 'Let's Get Cooking'.
 - 3.4.2 The submission deadline is October 20, 2023.
- 3.5 Three articles from branches will be appearing in the upcoming magazine.
- 3.6 The writer's payment fee guideline was reviewed to reflect inflation and competitive pay rates for similar publications.
 - 3.6.1 The last update was made four years ago.
 - 3.6.2 Change to payment fee guideline.
 - 3.6.2.1 Currently 20 cents per word for articles, 25 cents per word for articles including high-quality photos.
 - 3.6.2.2 Revised to 25 cents per word for articles, 30 cents for photo articles starting July 1, 2023.
- 3.7 A sharing session for Branch Presidents will take place in advance of the September board meeting.

- 3.8 Branches can send their newsletters to ARTA staff member, and he will upload them to the branch websites for any branches whose sites are hosted by ARTA.
- 3.9 The submission deadline for photo contest entries is May 31, 2023.
- 3.10 Teachers Conventions are ongoing and there will be an update at the next board meeting.

4.0 Wellness Committee Report

- 4.1 Review of report as presented. No motions at this time.
- 4.2 Bridgette McMullen is the new HumanaCare representative.
- 4.3 InBody Clinics are available for branches. If you have any requests for dates for clinics, you can send them to the CMO.
- 4.4 If anyone has suggestions for how to create engagement surrounding mental health, please send your ideas to the committee chair.
- 4.5 Updates to the Wellness Challenge are coming in an attempt to make it easier for members to participate.

5.0 Governance Committee Report

- 5.1 Review of report as presented. No motions at this time.
- 5.2 The committee has spent time reviewing the evaluation of scholarship applications and how to standardize the way the applications are evaluated.
- 5.3 The suggested changes to policy that were presented at the November meeting and tabled are still under review and will be brought back to the May board meeting for review.

6.0 Pension and Financial Wellness Committee Report

- 6.1 Review of report as presented. No motions at this time.
- 6.2 A review of the November 29, 2022, webinar Enhancing Retirement Income: RRIFs and Annuities will be published in the spring *news&views*.
- 6.3 A webinar will be presented on April 5, 2023, at 1:00 p.m. The topic will be life and critical illness insurance.
- 6.4 Article for summer *news&views* titled *CPP, Now or When* has been submitted.

Meeting adjourned on February 21, 2023, at 4:00 p.m.

BOARD OF DIRECTORS MEETING – WEDNESDAY, FEBRUARY 22, 2023

1.0 Call to Order and O' Canada

- 1.1 The meeting was called to order at 9:05 a.m.
- 1.2 Singing of O' Canada by all attendees.
- 1.3 Treaty land acknowledgement – Treaty 4, 6, 7, 8, and 10.

2.0 Strategic Planning and Advocacy Committee Report

- 2.1 Review of report as presented. Motions noted.
- 2.2 Orientation survey responses were positive.
- 2.3 A meeting of the branch presidents will take place in September before the Board of Directors meeting.
- 2.4 The ARTA members retreat will be taking place in Jasper this year. Information will be shared as it becomes available.
- 2.5 **NOTICE OF MOTION:** Motion that member be appointed to represent ARTA on the ATA Education Trust.

3.0 Advocacy Report

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

4.0 Benefit Plan Trust Report

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

- 4.2 The line that totaled the balances of the accounts is no longer being reported, as each fund is separate, and monies can't be moved between funds.

5.0 Alberta Retired Teachers Charitable Foundation Report

- 5.1 Review of report as presented. No motions at this time.
- 5.2 WCRTA presented a cheque to the ARTCF.

6.0 Approval of the Agenda

- 6.1 Addition of '6.2 Other Business – Vaccination Policy'
- 6.2 **MOTION 1:** Motion to approve the agenda as amended. **CARRIED**

7.0 Approval of Expenses & Minutes

- 7.1 Approval of Board Expenses
 - 7.1.1 **MOTION 2:** Motion to approve the expenses as presented. **CARRIED**
- 7.2 Approval of Minutes from November 22-23, 2022
 - 7.2.1 **MOTION 3:** Motion to approve the November 22-23, 2022, meeting minutes as presented. **CARRIED**
- 7.3 Approval of Minutes from December 15, 2022, Special Meeting
 - 7.3.1 **MOTION 4:** Motion to approve the December 15, 2022, special meeting minutes as presented. **CARRIED**

8.0 Business Arising from the Minutes

- 8.1 None at this time.

9.0 Action Items

- 9.1 Executive Committee
 - 9.1.1 **MOTION 5:** Motion that ARTA move forward with a no layoff option that requires a specified amount worth of ARTA **Rx** dividend shares being sold to ARTA. **CARRIED**
 - 9.1.2 **MOTION 6:** Motion that SWARTA be approved to host the ARTA Annual Golf Tournament in 2023. **CARRIED**
- 9.2 Strategic Planning and Advocacy Committee
 - 9.2.1 **MOTION 7:** Motion that member be appointed to represent ARTA on the ATA Education Trust. **CARRIED**

10.0 Approval of Reports

- 10.1 **MOTION 8:** Motion to accept the ARTA financial reports as presented. **CARRIED**
- 10.2 **MOTION 9:** Motion to accept the Benefit Plan Trust Fund report as presented. **CARRIED**
- 10.3 **MOTION 10:** Motion to adopt all reports as presented. **CARRIED**

11.0 Other Business

- 11.1 Appointment of new representative to ATA Educational Trust
 - 11.1.1 Member was appointed in 9.2.1 (Motion 7).
- 11.2 Vaccination Policy
 - 11.2.1 Does the vaccination policy still need to be in effect given the state of COVID-19?
 - 11.2.2 ARTA's vaccination policy requires staff, board members, committee members, Trustees and Charitable Foundation directors to have 2 doses of an approved vaccination.
 - 11.2.3 The CEO sought legal advice regarding whether this policy is still relevant.

- 11.2.4 It is recommended to temporarily suspend the vaccination policy for sections 2.1.b and 2.1.c – anyone who is not staff (committee, board, trust, foundation) or contractors, with the rights to remove the temporary suspension at any time as required.
- 11.2.5 Staff will still be required to be fully vaccinated due to the interaction staff has with members who are potentially vulnerable to COVID-19.
- 11.2.6 **MOTION 11:** Motion that ARTA amends Section 7.2 of the ARTA Vaccination Policy to provide for a temporary suspension that is applicable to some of the persons covered in the Policy but not to all of them. Specifically, the suspension of the Policy would apply to all those covered by 2.1 (b) and (c) only. This maintains vaccination as a condition of employment for employees, which is important due to their interaction with ARTA’s members, who are generally within a demographic that is vulnerable to significant adverse effects related to COVID-19. **CARRIED**

12.0 Correspondence

- 12.1 None at this time.

13.0 Next Meetings

- 13.1 May 23, 2023 – Jasper Park Lodge

14.0 Adjournment

- 14.1 **MOTION 12:** Motion to adjourn the meeting at 10:55 a.m. **CARRIED.**