



**ARTA Board of Directors – Briefing Notes
May 23-24, 2023, Jasper, Alberta**

These briefing notes serve as the highlights from the May 23-24, 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 May 23, 2023, at 9:04 a.m.

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 Executive members will be traveling to Ottawa for the ACER-CART AGM.
 - 1.1.3 Training sessions will be set up for branch reps.
- 1.2 Nominations Report
 - 1.2.1 Review of report as presented. Motions noted.
 - 1.2.2 Nominees:
 - 1.2.2.1 Nominee 1
 - 1.2.2.2 Nominee 2
 - 1.2.2.3 Nominee 3
 - 1.2.2.4 Nominee 4
 - 1.2.2.5 Nominee 5
 - 1.2.3 **NOTICE OF MOTION:** Motion that members be appointed by the Board of Directors as scrutineers in the election of the Board of Trustees for the ARTA Benefit Plan Trust Fund.
 - 1.2.4 **NOTICE OF MOTION:** Motion that nominations for the ARTA Benefit Plan Trust Fund cease.
 - 1.2.5 **NOTICE OF MOTION:** Motion that the ballots be destroyed.
- 1.3 Treasurer – Finance Report
 - 1.3.1 Review of financial reports as presented. No motions at this time.
 - 1.3.2 ASA and self-admin are increasing.
 - 1.3.3 The Calgary expansion budget is presented separately on page 61. This was budgeted conservatively (worst case scenario).
 - 1.3.3.1 Calgary expansion – one receptionist, two member services admins (one senior).
 - 1.3.3.2 TW Insurance (Orbit) is also looking into having a presence in Calgary, and if space could be shared, this would help to reduce the costs associated with the YYC office.
 - 1.3.3.3 An amount would be borrowed from the reserves.
 - 1.3.4 Consolidated statements include numbers from both ARTA and ARTARx.
 - 1.3.5 **NOTICE OF MOTION:** Motion to accept the ARTA third quarter financial statements as presented.
- 1.4 Review of 2023-2024 Budgets
 - 1.4.1 Review of ARTA & ARTARx Budgets as presented. Motions noted.
 - 1.4.2 **NOTICE OF MOTION:** Motion to accept the 2023-2024 ARTA budget as presented.
 - 1.4.3 **NOTICE OF MOTION:** Motion to accept the 2023-2024 ARTARx budget as presented.
- 1.5 CEO Report
 - 1.5.1 Review of report as presented. No motions at this time.
- 1.6 Marketing Activity Report
 - 1.6.1 Communities around Brooks and Grasslands are not currently being targeted by any branches. CMO shared that ARTAfacts newsletters can be targeted to certain geographical locations if an article would be shared with a specific area only.

- 1.6.2 ARTA marketing met with HR professionals from most school divisions to educate them on ARTA and that ARTA is an option for all retirees.

1.7 ARTARx Operational Report

- 1.7.1 If vitamins or supplements are purchased from the pharmacy, they can be included in medication pouching.
- 1.7.2 Comprehensive care plans will begin to grow. These care plans can be completed once per year, and many members who transferred in had already had a care plan completed for the year.
- 1.7.3 The budget includes a request for a second vehicle. It is cheaper for us to purchase another vehicle and employ a driver than to outsource deliveries.

2.0 Health Benefits Committee Report

- 2.1 Review of report as presented. Motion noted.
- 2.2 An RFP has gone out and responses will be reviewed at the August meeting to determine the best option moving forward for travel insurance.
- 2.3 **NOTICE OF MOTION:** Motion to amend the amount budgeted for the Health Benefits Committee's visioning day.

3.0 Communications Committee Report

- 3.1 Review of report as presented. No motions at this time.
- 3.2 Thank you to all of the non-voting members of the committee (i.e., ARTA staff) who provide so much support to the committee.
- 3.3 Deadline for writing contest entries is November 17, 2023.
- 3.4 Daniel shared that there are funds available for anyone who would like to meet to determine if it is warranted to open a new branch.

4.0 Wellness Committee Report

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

5.0 Governance Committee Report

- 5.1 Review of report as presented. Motions noted.
- 5.2 **NOTICE OF MOTION:** Motion that Policy 22.11.3 be deleted.
- 5.3 **NOTICE OF MOTION:** Motion that Policy 29.7 be added. Members attending meetings from a non-primary residence are expected to access electronic means to attend unless exceptional circumstances exist.
- 5.4 **NOTICE OF MOTION:** Motion that Policy 29.7.1 be added. Exceptional circumstances require advanced approval from the CEO and Executive Director, in consultation with the Executive Committee, with rationale and related expenses.

6.0 Pension and Financial Wellness Committee Report

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

7.0 Benefit Plan Trust Report

- 7.1 Review of report as presented. Motions noted.
- 7.2 No money was transferred to investments in case of any tax implications. Funds were kept in the bank account until such a time we knew there would be no tax owing.
- 7.3 While the results of the first quarter were favorable, Investment manager has indicated that we shouldn't assume the funds will continue to perform at that rate for the rest of the year.
- 7.4 Investment manager uses a geometric means with a specific formula to determine annual average rates of return. If you have any further questions regarding this, please reach out to Ernest directly.
- 7.5 The Trust recommends the following motions for the board to consider.

- 7.6 **NOTICE OF MOTION:** Motion to adopt a new addition to the ARTA Emergency Travel Plan Benefit Trust Fund SIPP which reads:

Responsible Investing in Consideration of Environmental, Social, and Governance Factors

The Alberta Retired Teachers' Association Benefit Plan Trust Fund (or "Fund") has a mandate to earn long-term returns for the enhancement of the Benefit Plan while ensuring that the Fund is prudently invested. Trustees and the Fund Managers share a fiduciary duty to the beneficiaries of the Fund.

Responsible Investing for the Fund considers environmental, social, and governance (ESG) factors when evaluating new and existing investments. The Fund Managers are expected to include an evaluation of ESG factors as they monitor the holdings in the Fund and as they interact with business leaders.

The Trustees of the Fund join with other investors who recognize that ESG factors have become a meaningful source of investment risk and return, and that investors should identify and manage those factors accordingly. Consequently, Trustees believe that the non-financial qualities of investments must be considered by the Fund Managers in their selection processes.

- 7.7 **NOTICE OF MOTION:** Motion to adopt an amendment of the ARTA Emergency Travel Trust Fund Statement of Investment Policies and Procedures (SIPP) from an Asset Mix of 70% equity and 30% fixed income allocation to an 80% equity and 20% fixed income asset allocation. [Refer to Slide 6 Asset Mix]
- 7.8 The above motion would reduce the tax implications faced but will give a slight increase to volatility. (risk vs reward – the Trust believes the increased risk is worth it).

BOARD OF DIRECTORS MEETING – TUESDAY, MAY 23, 2023

1.0 Call to Order and O' Canada

- 1.1 The meeting was called to order by Deb Gerow at 1:26 p.m.
- 1.2 Singing of O' Canada by all attendees.
- 1.3 Treaty land acknowledgement of Jasper National Park – Treaty 6 and 8 territories.

2.0 Nominations – ARTA Benefit Plan Trust Fund

- 2.1 Calls for Nomination.
 - 2.1.1 First call for nominations – none.
 - 2.1.2 Second call for nominations – none.
 - 2.1.3 Third call for nominations – none.
 - 2.1.4 **MOTION 1:** Motion that nominations for the ARTA Benefit Plan Trust Fund cease. **CARRIED**
 - 2.1.5 **MOTION 1:** Motion that members be appointed by the Board of Directors as scrutineers in the election of the Board of Trustees for the ARTA Benefit Plan Trust Fund. **CARRIED**
- 2.2 Candidate Presentations
 - 2.2.1 Candidate 1
 - 2.2.2 Candidate 2
 - 2.2.3 Candidate 3
 - 2.2.4 Candidate 4
 - 2.2.5 Candidate 5

3.0 Election of Trustees

- 3.1 Past- President declared a nominee as an elected member of the ARTA Benefits Plan Trust Fund on a 3-year term.
- 3.2 Past-President declared a nominee as an elected member of the ARTA Benefits Plan Trust Fund on a 3-year term.
- 3.3 Past-President declared a nominee as an elected member of the ARTA Benefits Plan Trust Fund on a 2-year term.
- 3.4 **MOTION 1:** Motion that the ballots be destroyed. **CARRIED**

4.0 Strategic Planning and Advocacy Committee Report

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

5.0 Advocacy Report

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

6.0 Alberta Retired Teachers Charitable Foundation Report

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

7.0 Approval of the Agenda

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

8.0 Approval of Expenses & Minutes

- 8.1 Approval of Board Expenses
 - 8.1.1 **MOTION 2:** Motion to approve the expenses as presented. **CARRIED**
- 8.2 Approval of Minutes from February 21-22, 2023
 - 8.2.1 **MOTION 3:** Motion to approve the February 21-22, 2023, meeting minutes as presented. **CARRIED**

9.0 Business Arising from the Minutes

- 9.1 None at this time.

10.0 Action Items

- 10.1 Executive
 - 10.1.1 **MOTION 4:** Motion to accept the ARTA financial reports as presented. **CARRIED**
 - 10.1.2 **MOTION 5:** Motion to amend the amount budgeted for the Health Benefits Committee's visioning day. **CARRIED**
 - 10.1.3 **MOTION 6:** Motion to approve budget addendum to open an ARTA office in Calgary. **CARRIED**
 - 10.1.4 **MOTION 7:** Motion to accept the 2023-2024 ARTA budget as amended. **CARRIED**
 - 10.1.5 **MOTION 8:** Motion to accept the 2023-2024 ARTA **Rx** budget as presented. **CARRIED**
- 10.2 Governance
 - 10.2.1 **MOTION 9:** Motion that Policy 22.1.1.3 be deleted. **CARRIED**

- 10.2.2 **MOTION 10:** Motion that Policy 29.7 be added.
"Members attending meetings from a non-primary residence are expected to access electronic means to attend unless exceptional circumstances exist."
CARRIED
- 10.2.3 **MOTION 11:** Motion that Policy 29.7.1 be added.
"Exceptional circumstances require advanced approval from the CEO and Executive Director, in consultation with the Executive Committee, with rationale and related expenses."
CARRIED

11.0 Other Business

- 11.1 **MOTION 8:** Motion to adopt a new addition to the ARTA Emergency Travel Plan Benefit Trust Fund SIPP which reads:

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CARRIED

- 11.2 **MOTION 8:** Motion to adopt an amendment of the ARTA Emergency Travel Trust Fund Statement of Investment Policies and Procedures (SIPP) from an Asset Mix of 70% equity and 30% fixed income allocation to an 80% equity and 20% fixed income asset allocation. [Refer to Slide 6 Asset Mix] **CARRIED.**

12.0 Approval of Reports

- 12.1 **MOTION 9:** Motion to accept the Benefit Plan Trust Fund report as presented.
CARRIED
- 12.2 **MOTION 10:** Motion to adopt all reports as presented. **CARRIED**

13.0 Correspondence

- 13.1 None at this time.

14.0 Next Meetings

- 14.1 September 12-13, 2023 – ARTA Office

15.0 Adjournment

- 15.1 **MOTION 12:** Motion to adjourn the meeting at 2:40 p.m. **CARRIED.**