

Board of Directors Briefing Notes



ARTA Board of Directors | February 27-28, 2024 | ARTA Office

These briefing notes serve as the highlights from the February 27-28, 2024, 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, FEBRUARY 27, 2024

Meeting called to order on February 27, 2024, at 1:00 p.m.

1.0 Executive Committee Reports

- 1.1 Executive Committee Report
 - 1.1.1 Review of the report as presented. No motions at this time.
 - 1.1.2 There was an error in the Executive Committee report – the date of the Golf tournament should read: July 8, 2024.
 - 1.1.3 Clarification on the first bullet under 'Ongoing Issues'
 - 1.1.3.1 The consolidation involves the 2015 and 2016 agreements. These agreements have been combined and updated.
 - 1.1.3.2 The signed version of the 2015 agreement could not be immediately located.
- 1.2 Nominations Report
 - 1.2.1 Review of the report as presented. No motions at this time.
 - 1.2.2 SPAC will be bringing forth motions for the appointment of:
 - 1.2.2.1 An individual to PIA-STF for another three-year term.
 - 1.2.2.2 To nominate an individual as a candidate for the role of ACER-CART western representative.
 - 1.2.3 The May board meeting will hold an election for the two trustees for the Benefit Plan Trust Fund.
- 1.3 Treasurer – Finance Report
 - 1.3.1 Review of the report as presented. No motions at this time.
 - 1.3.2 ARTA is growing both in membership numbers and financially.
 - 1.3.3 Our financial year runs from July 1 to June 30, so these statements are for one half of the financial year.
 - 1.3.4 Our budget at this time last year showed a small surplus of and this year is showing a larger surplus (which due to/due from owed by ARTA**Rx**).
 - 1.3.5 Investments are in GICs with excellent returns.
 - 1.3.6 Financial reports in future won't just show consolidated amounts but will be broken down into ARTA and ARTA**Rx**.
- 1.4 CEO Report
 - 1.4.1 ARTA Calgary
 - 1.4.1.1 The new Calgary office has a planned opening date of April 1, 2024.
 - 1.4.1.2 Capital improvements are currently underway.
 - 1.4.1.3 IT infrastructure is being installed.
 - 1.4.1.4 New furniture has been ordered.
 - 1.4.1.5 Staff have been hired and are currently in training.
 - 1.4.1.6 We will be on budget for the opening of the new office.

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- 1.4.2 Teachers' Conventions
 - 1.4.2.1 ARTA will be in attendance at all 10 teachers conventions – thank you to marketing and member services teams for their invaluable work.
 - 1.4.2.2 The ARTA presentations have been very well attended.
 - 1.4.2.3 ATRF has been promoting us in their presentations.
- 1.4.3 Calgary ARTARx
 - 1.4.3.1 Investigation into the possibility to open a pharmacy in Calgary is underway.
 - 1.4.3.2 A thorough fiscal review will take place to determine if this is feasible and will be presented in May at the board of directors meeting.
 - 1.4.3.3 ARTA currently has members in Calgary who are already pre-enrolled, with potential for large initial growth.
- 1.4.4 2024 Members' Retreat
 - 1.4.4.1 Invitations will go out at the beginning of March.
 - 1.4.4.2 The retreat is being held in Kananaskis this year.
- 1.4.5 Centralized Requests for Committee and Branch Support
 - 1.4.5.1 A new form is available for branch members and committee members to request support from the ARTA office.
 - 1.4.5.2 The form is permanently linked from arta.net/branches on the left side, under the menu.
 - 1.4.5.3 Requests will be reviewed and 'vetted' by the CEO's office to ensure they are appropriate and can be tracked and prioritized.
 - 1.4.5.4 A follow-up email will be sent out with instructions on how to use the form.
- 1.4.6 Google reviews
 - 1.4.6.1 Please consider going to leave Google reviews for ARTA and ARTARx.
 - 1.4.6.2 The pharmacy currently has an excellent Google rating.
- 1.4.7 ARTARx Operational Report
 - 1.4.7.1 Review of the report as presented.
 - 1.4.7.2 Thank you to the pharmacy staff for all they have done to grow the pharmacy.
 - 1.4.7.3 Purchasing is related to inventory in the pharmacy.
 - 1.4.7.4 OTC is gaining some momentum, and is mostly supporting compliance packaging for members (such as vitamins, etc.)
 - 1.4.7.5 This was a very busy quarter for the pharmacy with extended prescription supply for members who were travelling as well as with immunizations.
 - 1.4.7.6 The Ozempic supply shortage was a challenge, but we seem to be back to almost normal supply.

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- 1.4.7.7 There are a few other medication shortages currently that are affecting our members.
- 1.4.7.8 Comprehensive care plans weren't happening as much during this period due to the sheer busyness of the pharmacy staff. We look forward to increasing this service moving forward.
- 1.4.7.9 Delivery services have been very successful and have received many positive reviews from our members.
- 1.4.7.10 Third party deliveries are still being used as required, but the bulk of deliveries have been taking place by internal resources.
- 1.4.8 Marketing Activity Report
 - 1.4.8.1 Good attendance at presentations at teachers' conventions so far.
 - 1.4.8.2 ARTA cafes have had varied attendance depending on which location they were at. Surveys will be sent to volunteers to obtain feedback to help us plan for next year.
 - 1.4.8.3 ARTA 101 sees continued growth in large part due to the efforts of those attending the booths at teachers' conventions.
 - 1.4.8.4 Branch wellness walks (Heart & Sole) are available for registration.

2.0 Health Benefits Committee Report

- 2.1 Review of report as presented. No motions at this time.
 - 2.1.1.1 Representatives from our new travel insurance provider, Beneva, attended the Health Benefits Committee meeting in person. Beneva's marketing team is very helpful and flexible and are willing to work with ARTA's marketing team. So far phone calls are being answered promptly and claims are being handled smoothly. It's too early to get an idea of the claims experience for the current year.
 - 2.1.1.2 Plan funds million were spent on the Arexvy vaccinations to combat the RSV virus. It was the top drug expenditure. Very few health plans covered this vaccination and the fact that ARTA did was very well received by ARTA members.
- 2.2 ARTA Benefit Plans Placemat
 - 2.2.1 Review of the placemat as presented.
 - 2.2.2 The MCCSR ratio for the ARTA Benefit Plans has depreciated over the past year due to higher-than-expected claims and a withdrawal of funds from the Trust.
 - 2.2.3 Overall plan experience has improved slightly. EHC claims are higher than this point last year due to coverage of the RSV vaccination (Arexvy) but the rate increase implemented November 1 is beginning to improve experience.
 - 2.2.4 Claims and Administration KPI's have been provided for the full 2023 calendar year for the Board's reference.

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3.0 Communications Committee Report

- 3.1 Review of report as presented. No motions at this time.
- 3.2 The 2025 *news&views* themes have been set:
 - 3.2.1 Spring 2025 - Connections
 - 3.2.2 Summer 2025 - Generations
 - 3.2.3 Fall 2025 - Heroes
 - 3.2.4 Winter 2025 - Joy
- 3.3 Reminder that *news&views* articles have a maximum word count of 800 words.
- 3.4 The Communications Committee is considering holding another meeting for the Branch Presidents in the fall.

4.0 Wellness Committee Report

- 4.1 Review of report as presented. No motions at this time.
- 4.2 Due to declining participation in the annual wellness challenges, the format has been updated for 2024. Each branch will now host a Wellness Walk (Heart & Sole) during the week of April 22, 2024. ARTA staff are helping to coordinate these events. Registration can be completed online at: <https://www.arta.net/wellness-challenge>.
- 4.3 The support of the InBody Clinics will only be approved up until June 2024. The committee will be investigating new alternatives in their next business plan.
- 4.4 Over 1700 wellness planners have been distributed to members.
- 4.5 The wellness nutrition insert was approved for inclusion in *news&views*. A digital copy can be downloaded at: <https://landing.arta.net/arta-nutrition-guide>.

5.0 Governance Committee Report

- 5.1 Review of report as presented. Motion noted.
- 5.2 A process is being developed to review duplication of duties that may exist with the Pension & Financial Committee and the Wellness Committee. Questionnaires will be sent out to relevant stakeholders and will be evaluated by the Governance Committee.
- 5.3 Scholarship Changes:
 - 5.3.1 The scholarship has been renamed and is now called the ARTA Scholarship Program.
 - 5.3.2 A single scholarship form has been created to replace the two forms that were previously used. This will help minimize the usage of incorrect forms from applicants.
 - 5.3.3 The number of offered scholarships has been reduced from twelve to eight. The value of each scholarship is \$5,000.00.
 - 5.3.4 The following statements will be included on the Scholarship Application Form:
 - 5.3.4.1 Only successful candidates will be contacted.
 - 5.3.4.2 Applications must be received in the ARTA office no later than July 31st of the current year.
- 5.4 Changes to Policies and Procedures related to Board of Directors' Meetings:
 - 5.4.1 **(Currently)** 20.3.1 Board of Directors Meetings shall normally be held the fourth Wednesday in each month in each of November, February and

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- May. A September meeting shall normally be held on the second Wednesday.
- 5.4.2 Since the August virtual meeting has become a normal meeting, the following change in wording has become necessary:
- 5.4.3 **(New wording of 20.3.1)** Board of Directors Meetings shall normally be held the fourth Wednesday in each of November, February, and May. An August and September meeting shall normally be held on the second Wednesday.
- 5.4.4 The addition of the August meeting is to allow for review and approval of benefits rates and changes to plan design.
- 5.5 **NOTICE OF MOTION:** Motion notice that the new wording for clause 20.3.1 in ARTA's Policies & Procedures be: "Board of Directors Meetings shall normally be held the fourth Wednesday in each of November, February, and May. An August and September meeting shall normally be held on the second Wednesday."
- 6.0 Pension and Financial Wellness Committee Report**
- 6.1 Review of report as presented. No motions at this time.
- 6.2 The Financial Wellness Webinar featuring ATRF's annual report took place on January 9, 2024. There were 77 members in attendance.
- 6.3 Our next webinar is set for March 21, 2024, at 1 pm. Orbit Insurance will present: Cyber Crime and Other Insurance Challenges.
- 6.4 Committee members are working on preliminary planning for an in person financial wellness workshop to be held in Calgary in 2025.

Meeting adjourned on February 27, 2024 at 4:07 p.m.

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BOARD OF DIRECTORS MEETING – WEDNESDAY, FEBRUARY 28, 2024

1.0 Call to Order and O' Canada

- 1.1 The meeting was called to order at 9:06 a.m.
- 1.2 Singing of O' Canada by all attendees.
- 1.3 Treaty land acknowledgement.
- 1.4 Round table introductions.

2.0 Strategic Planning and Advocacy Committee Report

- 2.1 Review of report as presented. Motions noted.
- 2.2 A copy of the ATA's member opinion survey results was shared with the committee. The results did not show any major surprises.
- 2.3 The committee also looked briefly at the survey results from the Orientation in October. The feedback received was generally positive. The committee agreed to revert to paper surveys for the 2024 Orientation to increase the feedback received.
 - 2.3.1 Members of the Communications Committee requested that new committee members be invited to attend the 2024 orientation in person, but that all committee members be offered the opportunity to attend virtually as a refresher.
 - 2.3.2 It was suggested to hold a mock committee meeting as part of the Orientation. This will allow us to model how a committee meeting is conducted and would give the committee the opportunity to share templates (agenda, business plan, reports, etc.) with context.
- 2.4 **NOTICE OF MOTION:** Motion notice that the recommendation that an individual be appointed as the Alberta Retired Teachers' Association (ARTA) representative to Public Interest Alberta (PIA) for another 3-year term to be completed in February 2027.
- 2.5 **NOTICE OF MOTION:** Motion notice that the recommendation that the Alberta Retired Teachers' Association (ARTA) submit the Nomination of an individual to run for the position of Western Representative for L'Association canadienne des enseignantes et des enseignants retraités - Canadian Association of Retired Teachers (ACER-CART) at their Annual General Meeting (AGM) election to be held June 6-7, 2024.

3.0 Advocacy Report

- 3.1 Review of the report as presented. No motions at this time.
- 3.2 ACER-CART is going through major changes to their structure.
- 3.3 In the fall Ontario wanted support from ACER-CART to push their insurance nationally, and this was not supported. Ontario then withdrew their membership from ACER-CART, which was a huge loss of members from the organization.
- 3.4 The current focus of ACER-CART's Political Advocacy Committee is the National Pharmacare Program.
- 3.5 The ACER-CART AGM is being held on June 6th and 7th in Ottawa.
- 3.6 Since the last Board of Directors meeting, the Public Interest Alberta - Senior's Task Force has met three times.

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- 3.6.1 In December a speaker spoke to the group on the topic of “the Prevention of Elder Abuse.”
- 3.6.2 The January meeting discussed the restructuring of AHS. The 4 pillars or agencies that are being formed are: Acute Care, Mental Health and Addictions, Primary Care, and Continuing Care. Discussion revolved around how these areas would serve the public.

3.7 *Information has been removed due to content.*

3.8 *Information has been removed due to content.*

4.0 Benefit Plan Trust Report

- 4.1 Review of report as presented. No motions at this time.
- 4.2 The trustees endeavour to maintain a minimum bank balance in each bank account to ensure liquidity for emergent bill payments, etc.
- 4.3 Although there were withdrawals from each fund, the funds still showed growth, which speaks to the excellent performance of the fund management.
- 4.4 Thank you to the ARTA CEO for helping to coordinate with legal advisors to ensure the signing authority needs with CRA were met.
- 4.5 The budget process for the Trust is ever evolving and improving.

5.0 Alberta Retired Teachers Charitable Foundation Report

- 5.1 Review of report as presented. No motions at this time.
- 5.2 A new logo was created for the Foundation and approved at the last meeting. The new logo encompasses the three ARTCF mandates and incorporates the imagery of helping hands and individuals hugging.
- 5.3 The ARTCF Charity Golf Classic will be held on Monday, July 8, 2024, at The Quarry in NE Edmonton.
 - 5.3.1 Various sponsorship opportunities are available, such as banquet sponsorship, breakfast sponsorship, and golf cart sponsorship.
 - 5.3.2 Registration will open on March 15, 2024, and will be posted in the Spring issue of *news&views*.

6.0 Approval of the Agenda

- 6.1 **MOTION 1:** Motion to approve the agenda as presented. **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 21-22, 2023
 - 7.2.1 Attendance needs to be updated for Governance, Communications and Wellness.
 - 7.2.2 Update 3.3 to read: “A second withdrawal of Trust funds will be requested in order to subsidize the premium amounts required to meet claims experience during the 2023/24 benefit year. The amount of the withdrawal is based on the renewal rates approved at the August 2023 Board of Directors meeting.”
 - 7.2.3 **MOTION 3:** Motion to accept the November 21-22, 2023, meeting minutes as amended. **CARRIED**

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8.0 Business Arising from the Minutes

8.1 None at this time.

9.0 Action Items

9.1 Governance

9.1.1 **MOTION 4:** Motion that the new wording for clause 20.3.1 in ARTA's Policies & Procedures be: "Board of Directors Meetings shall normally be held the fourth Wednesday in each of November, February, and May. An August and September meeting shall normally be held on the second Wednesday."

9.2 Strategic Planning & Advocacy

9.2.1 **MOTION 5:** Motion that the recommendation that an individual be appointed as the Alberta Retired Teachers' Association (ARTA) representative to Public Interest Alberta (PIA) for another 3-year term to be completed in February 2027. **CARRIED**

9.2.2 **MOTION 6:** Motion that the recommendation that the Alberta Retired Teachers' Association (ARTA) submit the Nomination of an individual for the position of Western Representative for L'Association canadienne des enseignantes et des enseignants retraites - Canadian Association of Retired Teachers (ACER-CART) at their Annual General Meeting (AGM) election to be held June 6-7, 2024. **CARRIED**

10.0 Approval of Reports

10.1 **MOTION 7:** Motion to accept the ARTA financial reports as presented. **CARRIED**

10.2 **MOTION 8:** Motion to adopt the ARTA Benefit Plan Trust Fund Report as presented. **CARRIED**

10.3 **MOTION 9:** Motion to adopt all reports as presented. **CARRIED**

11.0 Next Meeting

11.1 May 28, 2024 – Pomeroy Kananaskis Mountain Lodge

12.0 Adjournment

12.1 **MOTION 10:** Motion to adjourn the meeting at 10:04 a.m. **CARRIED**