

ADRP Board of Directors' Meeting Minutes

Tuesday, March 17, 2026

2:00 pm via Zoom

Heather Schellinck (Interim President), Randy Barkhouse, Lynn Johnston, Marilyn Klein, Linda MacNutt, Susan McIntyre, and David Tindall

1. The meeting was called to order by President Heather Schellinck.
2. Adoption of the Agenda. Approved
3. **Previous Minutes (17 February 2026).** Approved
4. **Logistics and Administration Issues:** The group addressed several logistic issues including quorum requirements. The meeting also acknowledged the challenges of the vacant Secretary position. With no one available to take minutes, it was decided to rely on AI transcription for the meeting notes.
5. **Honorary Certificate Planning:** Marilyn and Linda are coordinating certificate wording approval and presentation materials, including cardboard folders and gold seal stickers to enhance presentation without costly framing. Final wording approval rests with Heather Schellinck as the president, expected imminently.

Honorary Certificate recipients, Michael Bradfield and Sid Sodhi would not be expected to attend at a meeting in person, considering their age and availability. Certificates will be mailed or hand delivered and supporting history documents will accompany deliveries for context.

6. **AGM Preparation for April 21st:** To ensure smooth logistics and presentation, Committee reports deadline set for March 27th, and should be forwarded to Ed Leach and Lynn Johnston for compilation, ensuring timely newsletter inclusion and distribution at least two weeks before the AGM. The vacant Secretary position was acknowledged; reliance on AI-assisted transcription and internal follow-up planned for meeting minutes and reminders.

Lynn volunteered to assist Ed with PowerPoint preparation and agenda drafting, relying on last year's materials and December minutes.

Heather will contact Stuart Connolly at Ashburn concerning timing, technical, and catering arrangements for the Annual General Meeting. Stuart will handle numbers and arrangements.

7. **Treasurer's Report** – Linda MacNutt
 - a) The Treasurer's report highlighted steady financial operations with attention to future fund needs. The CUA checking account balance is currently approximately \$700 over the amount shown on the Treasurer's Report. Recent expenses for March include \$584.95 VISA bill, and \$300 or CURAC Retiree Association fees. Upcoming is the BMS Group Volunteer Insurance which will be \$1,099.00 + \$30.00 fees = \$1,129.00. This must be paid before April 1, 2026.
 - b) History Book Printing Costs totaled \$265.60 for 20 copies of the ADRP 25-year history, charged to account D 68034, which now holds \$217.07.

- c) The next GIC maturity is due May 27th, and Linda mentioned the upcoming \$8,500 CURAC travel expense that will need to be addressed if applications are received.
- d) Linda noted that Grace Paterson has completed the financial audit for 2025. It was a lot of work mostly due to there were 3 treasurers last year; with Grace and Linda assisting with the position.
- e) Monthly Dues Processing is now on track after delays, with payroll coordination ensuring monthly remittance by the 10th -12th of each month. New payroll contact Ann Jones has been effective in continuing smooth operations.
- f) Potential Bursary Fund Donation of \$2,000 for the 2025 calendar year was discussed, noting it was budgeted but not yet disbursed. Past omission attributed to multiple treasurers' involvement and oversight. The bursary fund also benefits from The Robert and Margaret Rogers estate windfall, increasing available award amounts beyond the original cap. Board members agreed supporting the bursary encourages donations and member engagement; final decision pending budget review.
- g) Linda noted that a \$2,000 donation from the previous year to the bursary fund was missed and questioning whether to make a \$4,000 donation this year given available funds.

8. Benefits Committee – David Tindall

- A. The Benefits Committee reported positive developments in retiree insurance plans and communication strategies. Improved surplus in retiree health plans; no premium increases planned for the upcoming year. Health Plan Status improved from a marginal deficit to a healthy surplus over the past year, allowing premiums to remain stable.
- B. The Retiree Benefits Advisory Committee, including Dal nominees, agreed on no premium increases.
- C. Travel Insurance Transition from SSQ to Blue Cross includes improved coverage and cost savings.
- D. Blue Cross will match or improve previous benefits and offer written confirmation of coverage for pre-existing conditions, easing member concerns.
- E. New trip delay coverage and direct payment options to providers enhance service.
- F. Family coverage premiums drop by about \$12/month to approximately \$27/month, with singles down about \$6/month, rates guaranteed for three years.
- G. David Tindall and Jenny invited Blue Cross representatives to attend the April AGM for a presentation, enhancing member information (Marcy Nixon and Laura Nelson).
- H. Communication and Documentation plans include updated online pamphlets detailing these benefits to reassure members about coverage specifics.
- I. Past complaints about claims processing delays were noted but no major issues reported by retirees.

9. Pension Advisory Committee – Randy Barkhouse

- A. Pension Payments: Upcoming retroactive payments for about 100 pensioners in late March, correcting past underpayments.
- B. The Pension Advisory Committee shared cautious optimism tempered by recent market volatility.
- C. Catch-Up Indexation consideration may be delayed or removed from the agenda due to market instability linked to the Iran situation, affecting surplus confidence. The trustees may not consider catch-up indexation at their upcoming meeting, though some pensioners will receive additional payments due to past indexation misinterpretations.
- D. Trustees are conservative given the fluctuating pension fund values.
- E. Upcoming Pension Retroactive Payments will reach about 100 pensioners in late March, correcting past underpayments. Most recipients will receive less than \$100 extra, with a few getting up to \$1,000 based on past misinterpretations at retirement.
- F. Retirement Trends indicate an increase in retirements before the fiscal year-end, linked to university financial pressures and open positions.

10. Communications Committee – Lynn Johnston and Marilyn Klein

- A. Digital Engagement: Email bulletins show high delivery rates; website traffic is about 800 monthly views.

- B. The Communications Committee reported steady engagement with digital bulletins and website traffic, supporting member outreach. Email Bulletin Performance shows consistent delivery rates near 99.7%, with open rates around 25-35% and click rates fluctuating between 6-15%.
- C. The NEPTUNE event garnered over half of all clicks, reflecting strong interest. No clicks on the CURAC membership application link after multiple promotions suggest low member interest this year.
- D. Website Analytics reveal about 800 monthly views, with about half being repeat visitors, focusing on homepages, upcoming events, and newsletters. The Communications Management improved by consolidating contact points to reduce lost or misdirected member inquiries. Clarification was made on how insurance-related questions are handled, ensuring accurate responses.

11. Membership Committee – Heather Schellinck

- A. Heather reported that Membership Status remains stable at about 875 members, with natural fluctuations balancing new joins and losses. No significant membership drive changes reported.
- B. Social Events: Event Coordination for Neptune’s Come From Away - dinner and play attendance is being clarified, with Heather following up on member confirmations.

12. Governance and Nominating Committee:

- A. The nominating committee secured key new board members but struggles to fill the secretary role.
- B. New Board Members include Vice President Deborah Tamlin, and members at large Keith Taylor, Sue Hutchinson, and Dr. Kevork Peltkian. All are known within the community and were recruited through existing social e like bridge.
- C. Secretary vacancy remains unresolved despite outreach to over a dozen candidates
- D. Concerns about social event responsibilities were clarified and removed from the secretary’s duties to encourage candidates.
- E. Future social event organization may require separate assignment since no one officially manages it post-AGM.

13. Other Business

- A. **Honorary Degree Nominations** were proposed as a new agenda item to raise ADRP’s profile. No immediate candidates identified, but newsletter articles could solicit member input. Deadlines for submissions allow time for future planning and nominations at fall convocation.
- B. **Strategic Outreach and University Relations (DFA, NSGEU, CURAC, SCANS):** Efforts to strengthen ties with Dalhousie University and related unions are underway but face challenges. University communication barriers persist, with ADRP members often regarded as community without special status, limiting event inclusion and tailored communication.

Regarding representation on the DFA board, Heather has written to Dave Westwood about potentially having ADRP represented on the board or allowing informal meetings between the boards. Response suggests full board membership is unlikely, but ad hoc presentations or informal meetings on specific issues may be possible. Heather and Lynn view this as a negotiation starting point to maintain dialogue.

Union Contacts for NSGEU branches remain unclear, with efforts to identify current presidents through Dalhousie’s website and internal contacts. Linda MacNutt will leverage her facilities management connections to gather current union leadership information.

Discussions highlight the need to renew meetings between ADRP and university leadership under existing memoranda of understanding to address these issues. This could include reinstating periodic meetings with the University President. Member communication channels are active, with multiple email addresses and bots managing inquiries, though some inconsistencies remain to be resolved.

CURAC attendance will be funded for Susan Holmes, the only ADRP board member attending this year.

A request had been submitted to SCANS to allow five ADRP members to attend an online course, though they are still waiting for a response.

Heather also updated on plans for an ADRP session at a retirement seminar, where Susan Hutchinson will deliver a one-hour presentation and provide introductory remarks about ADRP's role.

14. ACTION Items:

Heather Schellinck

- Coordinate with Marilyn Klein to finalize certificate wording and approve text.
- Collaborate with Linda MacNutt to arrange procurement of cardboard presentation folders and gold seals.
- Deliver Sid Sodi's presentation materials to him in person or by mail at 22 Woodbank Terrace.
- Follow up with SCANS regarding online course attendance request for up to 10 ADRP members.
- Confirm with Susan Hutchinson and Ed if presentation materials for AGM are ready, and assist Lynn Johnston with PowerPoint preparation.
- Send formal invitation to Marcy Nixon and Laura Nelson to attend and present at the April 21 AGM.
- Contact members who expressed interest in attending the AGM play and confirm dinner attendance.
- Organize catering requirements with Stuart Connolly for AGM event on April 21.
- Send reminder to board members to submit committee reports by March 27 for newsletter and AGM presentation.
- Investigate and clarify bursary donation details and amounts with Terri Mann.
- Pursue regular meetings with Dal President or designate to discuss ADRP issues
- Wait for response from Dave Westwood regarding DFA board representation request

Marilyn Klein

- Resend updated certificate text to Heather for approval.
- Respond to member inquiries regarding insurance card and coverage, clarifying use of existing cards during travel prior to April 1.
- Provide support to Heather and Linda in organizing certificate printing and mailing.
- Monitor and respond to email inquiries received through info@adrp.ca and ensure appropriate routing
- Collaborate with Lynn Johnston on newsletter preparation and communication matters.
- Write newsletter article soliciting nominations for honorary degrees.

Linda MacNutt

- Source cardboard presentation folders and adhesive gold seals for certificates.
- Manage financial transactions including payment of \$300 CURAC membership fee and track budgets.
- Monitor monthly dues remittance, liaise with payroll contact Ann Jones.
- Check and compile the list of 11 honorary members for certificate distribution.
- Oversee bursary fund payment planning and communicate with Grace.
- Coordinate with Heather and Marilyn on certificate production and history book distribution.
- Investigate name and contact of current NSGEU president through facilities management connections

Lynn Johnston

- Draft AGM agenda and prepare newsletter package, including December meeting minutes.
- Assist Ed with PowerPoint and AGM presentation materials.
- Remove 'social events' responsibility from secretary's terms of reference and share updated document.
- Search university website for union contacts and share relevant information.
- Coordinate newsletter and bulletin distribution, including reminders before AGM.
- Update Secretary's job description

David Tindall

- Confirm May 26 date and venue availability for next board meeting.
- Provide oral benefits committee report at meetings.
- Assist in monitoring benefits coverage and changes.
- Provide list of members for certificates if needed.

Randy Barkhouse

- Follow up with Pension Advisory Committee trustee meetings regarding catch-up indexation.
- Continue nominating committee efforts to recruit secretary and other board members.
- Review procedure for honorary degree nomination; consider raising a nomination.

Susan Hutchinson

- Prepare one-hour lecture for ADRP session at retirement seminar.

Next Meetings:

- A. Annual General Meeting, April 21, 2026, 1:00, Old Ashburn Golf Club. Social to follow.**
- B. Board Meeting for Tuesday May 19, 2026, rescheduled to accommodate David Tindall's absence and was proposed to Tuesday May 26th, 2026 at 2pm (pending confirmation from David). Its important to have the May Board meeting in-person, to facilitate new member introductions and optimize attendance.**

Meeting adjourned.