

**MEMORIAL UNIVERSITY OF NEWFOUNDLAND  
PENSIONERS' ASSOCIATION**

Report to Members

**2023 ANNUAL GENERAL MEETING**

Thursday, June 8, 1:30 p.m.

Signal Hill Campus + Remote Access via Webex



## **TERRITORY ACKNOWLEDGEMENT**

*We respectfully acknowledge the territory in which we gather as the ancestral homelands of the Beothuk, and the island of Newfoundland as the ancestral homelands of the Mi'kmaq and Beothuk. We would also like to recognize the Inuit of Nunatsiavut and NunatuKavut and the Innu of Nitassinan, and their ancestors, as the original people of Labrador. We strive for respectful relationships with all the peoples of this province as we search for collective healing and true reconciliation and honour this beautiful land together.*



## TABLE OF CONTENTS

MUNPA Board of Directors .....	2
Agenda .....	3
Minutes of the 2022 Annual General Meeting .....	4
President’s Report .....	6
Treasurer’s Report and Financial Statements .....	9
• Treasurer’s Report .....	9
• Budget Proposal 2023-2024 .....	12
Committee Reports .....	14
• Administration Committee Report .....	14
• Awards Committee Report .....	15
• Bargaining Units Liaison Report (MUNFA, NAPE and CUPE) .....	16
• Benefits Committee Report .....	17
• By-laws and Amendments Committee Report .....	18
• Communications Committee Report .....	21
• Grenfell Committee Report .....	22
• Pensions Committee Report .....	23
• Programme Committee Report – St. John’s .....	24
Nominations Committee Report .....	25
Appendix .....	26
• Review of the 2022-2023 Financial Statements .....	27

## **MUNPA BOARD OF DIRECTORS**

### **OFFICERS:**

Sheila Singleton	President
Grant Gardner	Past President
Paul Chancey	Vice President
Ann Ryan	Secretary
Catherine Dutton	Treasurer

### **DIRECTORS:**

Carolyn Emerson

Robert Ryan

Mary Sparkes

Dianne Taylor-Harding

Paul Wilson

Lois Bateman (Grenfell Alternate)

## **2023 MUNPA ANNUAL GENERAL MEETING AGENDA**

1. Call to order and opening remarks (President of MUNPA)
2. Approval of Agenda and resolution on voting for the 2022 AGM
3. Approval of the Minutes of the 2022 AGM
4. President's Report
5. Treasurer's Report:
  - 2022-2023 Financial Report
  - Proposed 2023-2024 Budget
6. Committee Reports (unless there are special circumstances, the Committee Reports, which are included in the Agenda package, will be received as a block and the Chair will provide an opportunity for questions from the audience):
  - Administration Committee
  - Awards Committee
  - Bargaining Units Liaison (MUNFA, NAPE, CUPE)
  - Representatives to the MUN Benefits Committee
  - By-laws and Amendments Committee
  - Communications Committee
  - Grenfell Campus Committee
  - Representatives to the MUN Pensions Committee
  - Programme Committee - St. John's
7. Report of Nominations Committee and election of the Board of Directors
8. Members' Forum
9. Adjournment

**Minutes of the 2022 Annual General Meeting**  
**Thursday, June 9, 2022 – Signal Hill Campus**

**1. Opening Remarks**

Grant Gardner, MUNPA President, chaired the meeting. Grant read the Land Acknowledgment, welcomed members to the AGM and thanked the organizers.

**2. Agenda for this Meeting**

The agenda was approved by consensus.

It was moved by Steve Wolinetz, seconded by Carolyn Emerson and carried that for the 2022 AGM, voting would occur by show of hands for in-person attendees and through the WebEx voting feature for online attendees.

**3. Approval of Minutes of the 2021 AGM**

The minutes of the Annual General Meeting of June 8, 2021 were approved by consensus.

**4. President's Report**

Grant Gardner presented the President's Report which was circulated in the members' meeting package.

**5. Treasurer's Report**

Catherine Dutton presented the Treasurer's Report for 2021-2022, referring to the circulated financial documents. She highlighted that the financial records were formally reviewed by Morgan and Associates and that all was in order. After answering several questions, it was moved by Catherine Dutton, seconded by Steve Wolinetz and carried that the report be approved.

The proposed budget for 2022-2023, as circulated, was presented. It was moved by Catherine Dutton, seconded by Steve Wolinetz and carried that the proposed budget for 2022-2023 be approved.

**6. Committee Reports**

It was agreed by consensus that the reports from the various MUNPA committees, as distributed in the members' meeting package, be accepted. Grant Gardner noted the extension of the deadline for nominations for the MUNPA Tribute Awards to June 30 and indicated that this extension meant the Awards Committee would not be able to report to the Board's June meeting as required by our Policy's and Procedures. That policy will be reviewed in the coming year to match the revised guidelines for nomination.

**7. Nominations Committee**

Steve Wolinetz, Chair of the Nominations Committee, noted the unusual circumstances in 2021-22 during which Grant Gardner graciously agreed to step into the vacant President's role. Steve reminded members of the by-laws related to elections to the Board, then presented the report for consideration.

The following persons were nominated by the Committee, and have agreed to serve as officers and directors for the 2022-2023 year:

**Officers:**

- President: Sheila Singleton (Office of the Registrar); four years' previous service
- Vice-President: Paul Chancey (Centre for Institutional Analysis and Planning); joined the Board in 2021
- Secretary: Ann Ryan (Division of Community Health, Faculty of Medicine); joined the Board in 2020
- Treasurer: Catherine Dutton (Marine Institute); joined the Board in 2020

After calling three times for further nominations for these positions, each was elected by acclamation.

- Past President: Grant Gardner (Biology Department, Faculty of Science / Office of the Associate Vice-President (Academic)); re-joined the Board in 2020, four previous years' service (*ex officio* position)

**Directors: Continuing**

- Lois Bateman (Biology, Grenfell Campus); Alternate, West Coast; three years' service
- Carolyn Emerson (Biology Department, Faculty of Science / Faculty of Engineering and Applied Science); joined the Board in 2021
- Robert Ryan (Faculty of Medicine); joined the Board 2021
- Mary Sparkes (Student Services, Grenfell Campus); joined the Board in 2020
- Dianne Taylor-Harding (Queen Elizabeth II Library); joined the Board in 2021

**Directors: New**

- Donna Ball (Office of the Board of Regents)
- Sandy LeFort (School of Nursing)
- Shona Perry-Maidment (Office of the Registrar)
- Paul Wilson (Counselling Services, Grenfell Campus)

There were no further nominations from the floor. All those nominated were declared elected to the Board by acclamation. Thanks were extended to the retiring Board members for their service.

Submitted by:

Carolyn Emerson, Board Director

## **PRESIDENT'S REPORT**

It has been a great pleasure to serve as your President this past year and to work with my fellow Directors, who willingly and enthusiastically took on various tasks and worked as a team. At this time let me introduce them to you.

- Lois Bateman
- Paul Chancey
- Catherine Dutton
- Carolyn Emerson
- Grant Gardner
- Ann Ryan
- Robert Ryan
- Mary Sparkes
- Dianne Taylor-Harding
- Paul Wilson

and our very capable Office Manager, Jackie Collins.

Three Directors elected last year were unable to continue throughout the year due to other commitments. Thank you to Donna Ball, Sandy LeFort and Shona Perry-Maidment for their contributions.

Two of our Directors have served four year terms as Director and so will be leaving the Board this year. Please join me in expressing appreciation to Ann Ryan, our secretary, and Mary Sparkes, west coast Director and Chair of the west coast Program Committee. I'm confident that they will continue to work on behalf of MUNPA in other capacities.

### **Award Recipients**

On an annual basis, MUNPA recognizes up to three members who have continued to perform outstanding work in their retirement, either in their chosen area of expertise or in the community in which they live, by presenting them with a Tribute Award. The 2022 recipients were Ann Sinnott, formerly with the Department of Chemistry at the St. John's campus, and Gerald Anderson, formerly with the Marine Institute. You will hear about them in the report of the Awards Committee.

For the first time since 2019, the University President was able to host a reception to recognize our 2020 and 2022 recipients. Adrian Tanner, Ann Sinnott and Gerald Anderson were there to receive their awards and a small gift. Marelene Rayner-Canham, who now lives in Toronto, was unable to attend.

I'm sure that many of you know individuals deserving of such an award. Please take time to nominate them.

### **Support for Students**

MUNPA continues to support students at the University. In the fall of 2022, our entrance scholarship for an undergraduate student, valued at \$2043, was awarded to Jessica Langdon of Deer Lake.

We participated in Giving Tuesday in November, donating \$1000 to the Student Emergency Fund; the University received matching funds for donations from a generous donor. In addition we donated to the

Campus Food Banks at the St. John's and Grenfell campuses; all students at all campuses, both undergraduate and graduate, can avail of this service.

### **Our Programs and Groups**

Despite the restrictions imposed by Covid over the last few years, our Program Committees and groups have continued to be active and vibrant. In fact, we have seen a benefit from these restrictions – every cloud has a silver lining – in that events and activities are now often held both in-person and via Webex or Zoom. You will hear about this year's events in the report of the Program Committees.

Special thanks to the members of the Program Committees in St. John's and Corner Brook and to the organizers of our various interest groups. Many of these people are not members of the Board but work diligently for MUNPA and its members.

### **Database**

For some years, MUNPA has maintained a database of its membership. The Board recognized that it is outdated and should be replaced. Work has begun on a new database that will not only contain members' information but will contain information on events and special interest groups. This will allow us to better serve you.

### **MUNPA and the University**

We continue to have a strong relationship with the University. Our office is here at the Signal Hill campus and staff here are always willing to assist Jackie as needed. Meeting space is provided for the Board at no cost. Human Resources provides monthly lists of all pensioners and provides an opportunity annually to send a letter to our members. And we are invited to have a representative at the Remembrance Day ceremony, to Convocation and to other celebrations. There is no doubt that retirees are seen as an important part of the University community.

### **Mandate**

The Board, in discussing its mandate, recognized that it had not been reviewed or updated in many years, perhaps not since it was first written. It has now been revised for clarity, capturing the current efforts and philosophy of the organization.

The original mandate reads:

1. To foster and promote the aims and well-being of its members,
2. To represent the members on relevant University committees,
3. To receive and hold all money and other assets subscribed to it or acquired in any other way and to use such assets for the administration and betterment of The Association, and;
4. To advise members and / or ensure that members are informed by the University on all channels.

The revised mandate reads:

The main purpose of the Memorial University of Newfoundland Pensioners' Association is to promote the well-being of its members through its activities by:

1. Creating opportunities for members to socialize by organizing events and special interest groups,
2. Organizing and hosting talks and seminars on a variety of topics that are relevant to members,
3. Advocating for members on relevant University committees and ensuring access to University facilities and resources,
4. Directing members to appropriate University personnel when individuals seek clarification about their University pension and benefits,
5. Monitoring activities of the University, ensuring members are informed of relevant issues as they arise, and serving as a focal point for gathering their input,
6. Receiving and holding all money and other assets subscribed to it or acquired in any other way and to use such assets for the administration and betterment of the Association,
7. Providing financial support for MUN students through scholarships and other donations to the extent possible, and;
8. Interacting with the national pensioners' association and similar associations at other universities and liaising with local organizations that share common interests.

**Thank you** to our members for your continued interest in and support of MUNPA. We remain open and available to hear from you on any issue and to answer your questions. Guided by the mandate, we will continue to work on your behalf, to represent your interests, to keep you informed.

Submitted by:

Sheila Singleton, President

## TREASURER'S REPORT

This past year has been a huge learning curve for me with respect to financial matters and accounting. For 2021/2022 we did engage the services of Morgan and Associates to carry out a review engagement (versus an audit) of our financial records. Based on questions asked during my meeting with John Morgan, CPA, CA, I acted on a number of his suggestions. I did take his advice and have moved from a lot of paper records and using a journal and ledger to a single spreadsheet. This works well as I am able to enter the payments and credits and then produce a monthly report easily with everything balanced and accounted for. Also, as part of the financial review that was carried out, it was suggested that we have a system that is more complicated than necessary for an operation our size. They had made some suggestions, such as grouping together of like items, into Office and Admin, which is now implemented. I scan all the supporting documents and as I can submit the records electronically to the accountant, I am almost paperless in terms of reports.

At the time that I met with Morgan and Associates last year, I was also asked for our Business Number, which I said we did not have. After several lengthy and interesting phone calls with Canada Revenue Agency (CRA) personnel, and a written request I was able to determine that indeed we have a Business Number and have had it for some time – possibly back to when we were incorporated here in NL in 2002. I was also advised that we should have been submitting an annual tax return (T2), as indicated in this CRA document - ***T 4012 – T2 Corporation - Income Tax Guide 2021 -All corporations—including non-profit organizations, tax-exempt corporations, and inactive corporations—have to file a T2 return for every tax year, even if there is no tax payable.*** As we do meet the definition of a non-profit, the requirement for the submission of a T2 return will happen this year, through our work with Morgan and Associates. Hopefully we are not asked for submissions from any earlier years.

Another item related to CRA has to do with issuing a T4A to our Office Manager. In accordance with **RC4157 Deducting Income Tax on Pension and Other Income, and Filing the T4A Slip and Summary**, it was determined that we should be issuing a T4A. This is applicable if we pay fees for service in excess of \$500/year, which we do. A T4A was issued to our Office Manager this year. We were not required to deduct any income tax.

I also took the opportunity to review our financial records for the past 5 – 6 years to see if there was any pattern in our spending or not. Generally, due to COVID, there is no pattern but I will use this information in various parts of this report. Hopefully this will give you a better understanding of how our finances have changed over the years and how this impacts our overall financial position.

### 2022-2023 Financial Report

The first section of the report relates to our overall financial position, which is tied to cash in the bank and investments.

Financial Position – March 31, 2023	
Cash (Bank)	\$14,595.00
Investments*	\$17,221.00
<b>Total</b>	<b>\$31,816.00</b>

\*Investments increased by \$ \$109 from \$17,112 at March 31, 2022. We were able to take advantage of the higher interest rates when our GICs came up for renewal in February and now have 4.8% over 18 months – much better than the 1% to 2%, that we have had to deal with or these past few years.

This total, \$31,816 represents our equity position and is down from \$35,605 at the end of the 2021-2022 fiscal year. It is, however, bringing us more in line with the desired equity position which equates to our annual income from membership fees.

Here is a snapshot of how our equity position has changed over the past 5 years.

Fiscal Year	Equity
2018/19	\$38900
2019/20	\$34287
2020/21	\$41866
2021/22	\$35605
2022/23	\$31816

We have also seen a variation on our operating expenses over the past 5 years, with the biggest related to COVID.

Operating Expenses 2018/19 to 2022/23			
Fiscal Year	Approved	Actual	Difference
2018/19	\$41,720	\$35,142.05	\$6,577.95
2019/20	\$34,406	\$31,916.45	\$2,489.55
2020/21	\$40,366	\$20,582.95	\$19,783.05
2021/22	\$49,331	\$37,796.00	\$11,515.00
2022/23	\$42,745	\$32,156.00	\$10,589.00

### 2022/2023 Membership

Another key aspect of our financial situation is tied to membership.

In terms of membership, we continue to see an increase again this year, and there has been a gradual increase every year for the past 5 years, with the majority coming through payroll deduction. For those who choose to pay by cheque or e-transfer, we now have a consistent/shorter list of those members. Here are the numbers for the past 5 years. We anticipate that this may continue to grow slightly based on anticipated retirements over the next few years.

Fiscal Year	Membership Dues Paid
2018/19	\$25,049
2019/20	\$26,866
2020/21	\$27,912
2021/22	\$29,206
2022/23	\$30,647

Here is the breakdown on the source of dues for the past 2 years. It is interesting to note that we still have less than 60% of members contributing, although up from last year.

<b>Snapshot of Supporting Members – March 2023</b>		
	March 2023	March 2022
Members*	2591	2578
Supporting Members	1528 (59%)	1464 (57%)
Pay fees by monthly payroll deduction (\$2)**	1072 (70%)	994 (68%)
Pay fees by monthly payroll deduction (\$1)**	417 (27%)	443 (30%)
Pay fees annually (\$24)***	39 (2.5%)	27 (2%)

\*Best available number at end of fiscal year and includes retirees and beneficiaries

\*\*% is based on Number of Supporting Members

\*\*\* Some do not have the option to use payroll deduction.

### **Budget Proposal – 2023/2024**

Below is the proposed operating budget for 2023/24. You will note that the budget areas generally align with the format in the Financial Review statements, for ease of comparison. There will be a separate record keeping for the details of the Office and Admin combined budget.

There are a number of items to highlight in this proposal, as outlined below:

**Insurance** – We now have Directors' and Officers' Liability / Commercial General Liability - Non-Profit Organizations. This will be an ongoing annual expense.

**Equipment (Furniture)** – There has been a concern about the furniture the Office Manager has been using and the office configuration – she has been sitting back on to the door, which is awkward, so a new desk arrangement has been ordered. Our office will also move a few doors down to a larger office, at the request of the facilities group at the Signal Hill Campus. This will also be a quieter location as it is away from the main office area. This should make for a better working environment.

**Financial Review** – This has become a regular annual expense, to ensure a proper review of our financial records is being carried out.

**Special Initiatives** – This expense relates to work on the database which contains our records on members. We have been talking about this for a while as there had been a number of concerns with the database, and have now engaged Jon Drover of “powered by b” to carry out this work.

## Proposed Budget 2023-2024

	2023/24 Proposed Budget	2022/23 Budget
<b><u>Income</u></b>		
Members Dues	32,000.00	29,500.00
Interest Revenue		
Prepaid expenses		
<b>Total Income</b>	<b>32,000.00</b>	<b>29,500.00</b>
<b><u>Operating Expenses</u></b>		
Admin Services	10,300.00	9,720.00
Insurance (Volunteer Canada)	1,250.00	500.00
Conferences/Travel (CURAC,etc.)	1,450.00	
Donations	1,500.00	1,500.00
Programme - S.J.*	14,415.00	15,200.00
Programme - Grenfell *	2,970.00	5,050.00
Tribute Awards	3,000.00	1,500.00
Office and Admin	800.00	1,175.00
Printing and Copying* (YV & Office)	350.00	400.00
Equipment (Office Furniture)	2,000.00	1,000.00
Parking*	1,200.00	1,200.00
Financial Review	2,500.00	2,500.00
Contingency		
<b>Total Operating Expenditures**</b>	<b>41,735.00</b>	<b>39,745.00</b>
<b>Operating Gain/Loss After Operating Expenses</b>	<b>(9,735.00)</b>	<b>(10,245.00)</b>
Special Initiatives - Projects*	2,500.00	3,000.00
<b>Total Annual Expenses</b>	<b>44,235.00</b>	<b>42,745.00</b>
<b>Total Gain/Loss After Operating + Special Initiatives Expenses</b>	<b>(12,235.00)</b>	<b>(13,245.00)</b>

## **Conclusion**

Overall, we are in a good position financially. Over the next few years we will have to have a close look at our financial position as we have a number of fixed annual expenses that may impact the flexibility we have to support any new initiatives for our members.

Submitted by:

Catherine Dutton, Treasurer

## **COMMITTEE REPORTS**

### **ADMINISTRATION COMMITTEE REPORT**

The Administration Committee met in October, 2022, to consider recommendations made by our auditor and other matters.

Our Office Manager, Jackie Collins, works as an independent contractor. To date, out of concern for adding to the work of our Treasurer, we have not issued an income tax slip to her. The auditor suggested that this was inappropriate. It was agreed that, effective 2022, we will issue a T4A to Jackie.

MUNPA, as an organization, has never filed a tax return as we have no tax burden. To do so requires a business number; after much work on the part of the Treasurer, Catherine Dutton, we 'found' our number. It was agreed that, on the advice of our auditor, we will file tax returns as of 2022.

The MUNPA membership database contains very limited information and it is difficult to obtain reports from it. It was agreed that MUNPA will work with a consultant to create an enhanced database on a new platform. The new database will, in addition to maintaining the list of current members, include information on activities/lectures organized by the Program Committee and by our various groups. This will help identify the level of participation in events and groups, thereby informing the Board on what our membership likes. The Board approved this initiative last year and confirmed its approval.

It was noted that our website is on a new platform. Because security only allows access for updates from a computer on the MUN network, the University has agreed to apply updates at our request.

Members of the Committee are:

Paul Chancey, Vice-President

Catherine Dutton, Treasurer

Ann Ryan, Secretary

Grant Gardner, Past President

Sheila Singleton, President

Submitted by:

Sheila Singleton

## **TRIBUTE AWARDS COMMITTEE REPORT**

This past year, 2022, was a good year for the Tribute Awards Committee. From the nominations we received, we were able to recommend two awards be issued. The successful recipients were: **Gerald Anderson**, the first recipient from the Marine Institute, retired in 2018 and has continued his work with indigenous groups and organizations, such as being on the board for Polar Knowledge Canada and SmartICE, as well as working with Qikiqtaaluk Corporation in Nunavut and Nunavut Arctic College and **Anne Sinnott**, who retired in 2016 from the Biochemistry Department and has continued to be involved in many ways. She was on the MUNPA Board of Directors, and has been a key member of group overseeing the MUN Campus Food Bank, as well as being involved in a number of activities in the community. For the full details on these recipients and all previous awardees please check: <https://www.mun.ca/munpa/about-us/tribute-awards/> .

On November 28, 2022, President Vianne Timmons hosted a reception at the Signal Hill Campus for the 2020 and 2022 MUNPA Tribute Award recipients. This was the first event since 2019, due to COVID. It was good to see Adrian Tanner (2020), Anne Sinnott (2022) and Gerald Anderson (2022) in person to receive their award. Marelene Rayner-Canham (2020), who now lives in Toronto, was unable to attend.

We have continued to promote the Tribute Awards, through e-mail, Your Voice and Facebook, and will hopefully receive several nominations by the deadline of June 30, 2023. The committee will meet in July and will bring recommendations to the MUNPA Board in September.

This past year, we also updated Section 3 of the Terms of Reference and General Policies related to the Awards Committee to bring it in line with current practice.

I would like to thank Maureen Dunne for all of her input over this past year with this committee. Maureen is stepping aside after many years with this group. We will be reaching out to find a replacement.

Submitted by Committee members:

Catherine Dutton (Chair), Sheila Devine, Kathleen Snow, Andy Foster, Karyn Butler and Paul Wilson

## BARGAINING UNITS LIAISON REPORT

Contact between MUNPA and MUNFA, CUPE and NAPE locals continued through the year on an occasional and informal basis. Campus bargaining units covered include: CUPE 1615, CUPE 3336 (Recreation complex), NAPE 7803 and 1804 (Campus Enforcement & Patrol), NAPE 7804 and 1809 (Custodial), NAPE 7801 (Maintenance), NAPE 7850 (Marine Institute Support Staff), NAPE 7405 (Marine Institute Instructors), and MUNFA.

During 2022/2023, the University and MUNFA were negotiating a new contract; the existing contract covered 2019-2020. The University wanted to add clauses that would offer reduced post-employment benefits for new hires:

*MUNFA Negotiating News; 10 (2022.11.14)*

“4. Current employees eligible for 50/50 cost sharing if they qualify for post-employment benefits.	<b>“No — This two-tiered benefits scheme will divide MUNFA members. It is unacceptable.</b>
“5. All employees hired after date of CA’s signing have 60/40 cost sharing (60% employee, 40% employer) if they qualify for post-employment benefits.	
“6. Increase length of pensionable service to qualify for post-employment benefits from 2 to 15 years.”	<b>“No — MUNFA’s Negotiating Committee regards this drastic increase as unacceptable, and as an affront to contract colleagues who will have to work for much longer than 15 years to meet the requirement.”</b>

These clauses were not included in the 2023-2026 MUNFA contract. However, some CUPE and NAPE locals have incorporated language like that presented above in their recent contracts.

Future MUNPA members may be troubled by this inequity in post-employment benefits.

Deliberations on the framework for pension reform have been quiet. Due to the impact of the COVID-19 pandemic, discussions on joint sponsorship were deferred for most of 2021-22; discussions resumed 2022.

Submitted by:

Dianne Taylor-Harding, MUNPA Liaison with Campus Bargaining Units (CUPE, MUNFA, NAPE)

## **REPRESENTATIVE TO THE UNIVERSITY BENEFITS COMMITTEE REPORT**

Upon retirement, we are able to continue to participate in the University's Supplementary Health, Dental and Travel Health insurance plans. Fifty per cent of the premiums are paid by the retiree and fifty per cent by the University. We are also able to access the Employee Assistance Program.

Over the past twelve months, the Benefits Committee met to receive updates from the managers of our Supplementary Health Benefits, Dental Benefits and Travel Health Insurance plans. These presentations help to inform the Committee when approving recommendations to the Board of Regents for premium rates for the various insurances.

Based on recommendations from the Benefits Committee, the Board of Regents approved renewal of benefits with the following rate changes:

- Extended Health at a 5.7% increase
- Dental at an 8% increase
- Emergency Travel with no increase in premium; the maximum coverage for each incident increased from \$1,000,000 to \$2,000,000.

No changes to the coverage in the Extended Health and Dental Plans were recommended.

Submitted by:

Sheila Singleton, MUNPA Representative to the University Benefits Committee

## **BYLAWS AND AMENDMENTS COMMITTEE REPORT**

The Bylaws and Amendments Committee is responsible for maintaining a watch on the Bylaws and providing support to the Board with respect to rules of order and the procedures for effective administration of the Association.

Over the past year, in addition to providing advice when requested, the Committee recommended a small number of changes to the Bylaws to clean up the wording and in response to issues raised by the Board. Those changes have been approved by the Board for presentation to the AGM and are attached. The amendments have also been posted on the Association web site in accordance with Article 9.2 of the Bylaws.

In addition, the Committee reviewed the *General Policies and Terms of Reference for Board Committees and other Appointments* and, in consultation with the Awards Committee, recommended changes to the Terms of Reference of that Committee to improve procedures for obtaining nominations and recognizing the recipients. Those changes were approved by the Board at its April meeting and came immediately into effect.

Submitted by:

Grant Gardner, Paul Wilson and Steve Wolinetz

### **Notice of Motion for the 2023 MUNPA AGM**

The Bylaws and Amendments Committee of the Board of Directors bring forward the following motion for approval at the 2023 AGM:

**Moved** that the changes to Articles 4.1, 5.5.4 and 5.5.5 of the Bylaws be approved as circulated, that a new Article 10 be inserted as circulated and that the existing Article 10 be renumbered as Article 11. These changes to take effect immediately on their approval by the AGM.

The changes are presented as a single motion; however, they could be presented as a series of motions if the AGM so wishes. Details of the proposed changes are as follows:

#### **Article 4: Board of Directors**

Existing:

4.1 There shall be an elected Board of Directors (the Board) consisting of (i) the Officers and (ii) at least five (5) and at most ten (10) additional Directors, at least one of whom shall reside in the greater Corner Brook area. This Corner Brook Board member may also have an alternate; either/both may attend all Board meetings but shall have a single vote.

Proposed:

4.1 There shall be a Board of Directors (the Board) consisting of (i) the immediate Past President (*ex officio*), (ii) the elected Officers and (iii) at least five (5) and at most ten (10) additional Directors. At least one of the elected Board members shall reside in the greater Corner Brook area. The Corner Brook Board member may also have an alternate; either or both may attend Board meetings but shall have a single vote.

Intent:

The current Bylaws do not account for the fact that the past President is a member *ex officio*. While the current Bylaws do not preclude someone from Corner Brook being elected as an Officer, the current wording only guarantees Corner Brook a position as one of the elected additional Board members. The proposal broadens the wording.

#### **Article 5: Officers of the Association**

5.5 The Treasurer shall:

Existing:

5.5.4 recommend to the Board a qualified person to conduct an annual audit

5.5.5 submit an audited Annual Financial Report at the Annual General Meeting and financial reports to the Board upon request

Proposed:

5.5.4 recommend to the Board a qualified person to conduct an annual financial review in a format acceptable to the Canada Revenue Agency. The person recommended shall be independent of the Board, although he/she may be a member of the Association.

5.5.5 submit an Annual Financial Report, reviewed as in 5.5.4, at the Annual General Meeting and financial reports to the Board upon request

Intent:

A full audit is both expensive and time consuming and is not necessary to meet the requirements of the Canada Revenue Agency. CRA typically accepts a 'review engagement', which is less detailed and much less expensive.

#### **NEW Article 10: General Policies**

The Board may establish such general policies and guidelines, including Terms of Reference for Board Committees and other appointments, as are necessary for the functioning of the Association and are consistent with the Bylaws. Such guidelines and any amendments thereto shall become effective immediately upon their passing by the Board unless a later date is specified.

Intent:

Our policies and guidelines exist but are not referenced in the Bylaws. This wording confirms the authority of the Board to establish and amend such guidelines as appropriate.

Additional changes:

**Existing Article 10 be renumbered Article 11**

Submitted by:

Grant Gardner, Paul Wilson and Steve Wolinetz

## COMMUNICATIONS COMMITTEE REPORT

MUNPA communicates with its members through the MUNPA website (mun.ca/munpa/), email and the President's letter. We are able to communicate with each other through **Your Voice** and the MUNPA Facebook page.

Our website is hosted by the University, for which we are appreciative. In early fall of 2022, the University migrated our website to a new platform and offered, on an ongoing basis, to apply content updates that we provide. We have worked throughout the year to update content, an ever ongoing task.

**Your Voice** is an opportunity for you to let other members know what you are doing these days, to share a memory, etc. We encourage you to submit articles to Your Voice and thank those who have done so this year. Thank you to Steve Wolinetz for serving as editor this year and to Gloria Montano for recently taking on this role.

In order to increase our presence at the Signal Hill Campus, our pop-up banner is now displayed by the piano on the main floor. We are able to include messages and photos on the BrightSign. Thank you to Jackie Collins for arranging these displays.

We appreciate any and all feedback on what we are doing now, and on what you would like to see the Committee provide for you.

Submitted by:

Sheila Singleton, on behalf of the Communications Committee

## GRENFELL COMMITTEE REPORT

The Grenfell MUNPA group is now comprised of approximately 140 individuals (pensioners and beneficiaries), many of whom still reside in western Newfoundland.

In addition to the Board representative and alternate, there is a small but very active Social Committee, which meets frequently and ensures that our events run smoothly. Those members are Sharon Walsh, Madonna Day, Kathleen Snow and Carol Gilbert. Their commitment is invaluable.

As restrictions around the Covid pandemic eased, during 2022-2023 we were able to return to many of our traditional events. Some members were still cautious, but they appreciated our efforts to get back to holding activities, while still being careful.

Since our last AGM, our events have included:

- a Fall Social at Sorrento's, October 18. Approximately 30 members and partners enjoyed drinks and pizza.
- MUNPA members were invited to have lunch with MUN President Dr. Vianne Timmons and Grenfell Vice-President ( pro tempore) Dr. Ian Sutherland on November 7. About 25 members attended this event, which took place at Grenfell Campus. Drs Timmons and Sutherland provided updates on various Grenfell and institutional-wide initiatives and projects.
- our annual Christmas Dinner, December 1, at the Blomidon Cross Country Ski Club. This is one of our most popular events. About 40 members and partners gathered to enjoy the camaraderie, as well as an excellent turkey dinner with all the trimmings.
- snowshoe and pizza event, March 9. Attendees snowshoed for about an hour on the Blomidon Golf Course, then retired to Sorrento's for a pizza social. Approximately 25 participated.
- our annual Beneficiaries Lunch, for spouses of deceased MUNPA members, March 14. A small but vibrant group enjoyed lunch at the Glynmill Inn.

Where we were able, we decided to not charge members to attend some of these events, but instead collected donations in support of various charities. For example, \$250 was raised at our Fall Social at Sorrento's. This was donated to the Red Cross, to assist those impacted by Hurricane Fiona. Our \$250 was then matched by federal funds. Another \$150 was generated at our Snowshoe and Pizza event in March. This was donated to the Grenfell Campus Student Food Bank. In December, the student food banks at Grenfell and the St. John's Campus were also the recipients of donations from the MUNPA Board.

The Grenfell MUNPA group will attempt to continue to plan activities and events that reflect the interests of our members.

Submitted by:

Mary Sparkes, Board Member for Grenfell Pensioners

Lois Bateman, Grenfell Alternate

## **REPRESENTATIVE TO THE MUN PENSIONS COMMITTEE REPORT**

MUNPA is represented on both the University Pensions Committee and on its Performance Review Sub-Committee, both of which are broadly representative of all groups contributing to or benefitting from the University Pension Plan. The committees take advice from Ekler Ltd., MUN's actuarial and investments consultant, and make recommendations to the Board of Regents.

While MUNPA has only one vote on each group, we normally send both a voting member (currently Paul Chancey) and an alternate (currently Grant Gardner) so MUNPA is represented if one or the other is not available and so that two members of the MUNPA Board are up to speed on discussions regarding the pension plan. The Sub-committee met on July 22, 2022 and April 21, 2023, and the main committee met on October 19 and November 3, 2022 and April 28, 2023.

Some of the work focussed on continuing implementation of changes in the asset mix of the Pension Fund which were reported on at the last AGM, including allocations to small cap equity, emerging markets, infrastructure and private lending. Those changes were made to increase the diversity of the fund assets and better enable it to meet projected future obligations.

Another key aspect of the committees' responsibility is to discuss and recommend the assumptions for the actuarial valuation of the Fund. The purpose of the valuation is to formally determine the health of the plan, establish future contribution requirements, and meet federal and provincial regulatory requirements. The valuation looks at the demographics of current employees, past employees who have sufficient time served, pensioners, principal beneficiaries and dependents to ensure the fund is able to meet its current and future obligations. The model is very complex with several economic and actuarial parameters taken into consideration. After extended conversation about the parameters, the committee accepted the recommendations of Eckler for the upcoming actuarial evaluation. Eckler will now begin that work.

The overall performance of the Pension Fund has been good. While some ground was lost in 2022, when both the equities market and the bond market fell, losses to the MUN Fund were buffered in part by some of the changes in asset mix noted above. While the market value of the Fund fell to \$1.906B at the end of December, it had increased in value over the first quarter of 2023 by about 5% to over \$2B. Overall, the Fund is sound and well managed.

Glen Roberts, convenor of both the main Committee and the Sub-Committee, has indicated the need for changes to the committee structure, its terms of reference and the way it conducts business. That work will be ongoing in the coming year and will likely involve greater frequency of meetings and better mechanisms for helping new members (and old ones) understand the complex issues underlying pension fund management.

Submitted by:

Paul Chancey, Representative  
Grant Gardner, Alternate

## PROGRAMME COMMITTEE REPORT – ST. JOHN’S

Since our Annual General Meeting in June 2022, the Programme Committee (St. John’s) has organized the following social events. Most events were offered with both in-person and online options. Attendance at the events totalled over 550 people.

1. “Geology and Tourism on Fogo Island” by Jack Botsford (Sept. 22)
2. “Healthy Ageing – Fall Protection Through Physical Activity”, by Jeannette Byrne (Oct. 20)
3. “The Crow’s Nest and the Battle of the Atlantic” by Gary Green, John Summers, Margaret Morris (Nov. 10)
4. “Quidi Vidi Tour and Tasting” (Nov. 24)
5. “MUNPA Christmas Party”, Bally Haly Country Club (Dec. 8)
6. “Covid and Vaccines” by Rod Russell (Jan. 12)
7. “Senior-Friendly Hiking and Trails” by Adrian Tanner (Jan. 26)
8. “First Aid Mini-Course” by First Aid Vitals NL, Red Cross Training Partner (Feb. 9)
9. “Marine Institute Tour of Flume Tank and Bridge Simulators” (Feb. 23)
10. “Listening, Translation, Friendship and the Idea of Reconciliation” by Elizabeth Yeoman (Mar. 9)
11. “The Thriving NL Film Industry” by Noreen Golfman and Chris Bennett (Mar. 22)
12. “Terry Fox: His Life, His Legacy” by Fred Fox (Apr. 19)
13. “Enjoying the Night Sky” by Mike Morrow (Apr. 27)
14. “End of Life: What Are Your Options?” by Susan MacDonald (May 11)
15. “Composting and Other Gardening Tips” by Tim Walsh, MUN Botanical Garden (May 25)

The St. John’s Programme Committee also helped organize the 2022 Annual General Meeting (June 9) featuring the presentation, “MUN’s Emergency Travel Health Insurance”, by Glen Roberts. The AGM was attended by 41 individuals in person at the Signal Hill Campus and by 50 online registrants.

Every year the Committee sponsors our MUNPA Special Interest Groups. There are nine Groups and all were able to meet during the past year.

1. Bowling, organized by Joanne Myrick-Harris and Anne Sinnott
2. Craft Group, organized by Liz Stanford and Linda Kirby
3. Games Group, organized by Audrey Power and Brian Power
4. Health and Aging, organized by Linda Longerich, Steve Wolinetz and Carolyn Emerson
5. Memoir Group, organized by Roberta Buchanan
6. Music, organized by Craig Skinner
7. Outing Club, organized by Ann Ryan and Adrian Tanner
8. Shutterbug Club, organized by Mike Wilkshire
9. Woodcarving Group, organized by Helger Eckenweber

We are most appreciative of our group leaders who volunteer their time to organize the group sessions during this continuing challenging time.

MUNPA members who wish to make suggestions for future events may do so at [munpaevents@mun.ca](mailto:munpaevents@mun.ca). If you are interested in joining any of the Groups, contact information for leaders is listed on our website group pages. <https://www.mun.ca/munpa/activities/> .

Submitted by Programme Committee Members 2022-2023:

Carolyn Emerson (Chair), Anne Sinnott, Ann Ryan, and Donna Ball (2023)  
(The Committee thanks Gloria Montano for Zoom technical assistance.)

## NOMINATIONS COMMITTEE REPORT

Members of the Board of Directors are elected annually at the AGM. A member may serve for up to four consecutive one-year terms unless he/she is then elected as President and may then serve an additional two years. Members who have left the Board may be elected to serve again after a minimum of one year off the Board.

In accordance with the Bylaws of the Association, the following nominations for the 2023-24 Board of Directors are presented to the AGM for approval:

			<b>Years of Continuous service</b>
President	Sheila Singleton	Staff (Registrar's Office)	1
Vice President	Paul Chancey	Staff (Centre for Institutional Analysis & Planning)	2
Secretary	VACANT		
Treasurer	Catherine Dutton	Faculty (Marine Institute)	3
Past-President	Grant Gardner	Faculty (Biology and Provost's Office)	<i>ex officio</i>
<b>Members at large</b>			
Continuing	Carolyn Emerson	Staff (Engineering / Biology)	2
	Rob Ryan	Staff (Medicine)	2
	Paul Wilson	Staff (Grenfell)	1
New	Lois Bateman	Faculty (Grenfell)	0
	Vicki Collins	Staff (Marketing & Communications)	0
	Dale Foster	Faculty (Business Administration)	0
	Rick Goulding	Staff (Science)	0
	Gary Pike	Staff (Financial & Admin. Services)	0
	Carol Sullivan	Staff (School of Graduate Studies)	0
	Olaf Janzen	Faculty (Grenfell) Alternate for Board Member Grenfell	0

Submitted by:

Grant Gardner, Chair, 2023-2024 Nominations Committee

## **APPENDIX**