

RWTO/OERO 64th ONLINE ANNUAL GENERAL MEETING MINUTES

June 2, 5, 6 and July 20, 2020

Summary of Contents

President's Message

A welcome and explanation of the 64th Annuals General Meeting format was presented by Karen Clark-Lauzon as a video that was posted on <https://rwto.org>.

Recording Secretary's Message

Due to the Covid -19 pandemic we are living in unprecedented historic times and for the health and safety of our members, the scheduled 64th Convention in Kingston was cancelled and the resolutions detailed in *Connections*, dated March 2020, have been deferred until AGM 2021. The following is provided as an explanation of the process that represents innovative change utilizing technology as the main form of communication so that an AGM could be provided while intending not to stray too far afield from policy documents.

First, an Online AGM was planned and as such the traditional AGM booklet was not provided to the attendees. I have included emails in these minutes for future reference including the initial email from President Karen Clark-Lauzon to the Board of Directors providing instructions for an Online Order of Business.

Second, messages were prepared for the delegates, emailed by Judith Bennoch, Program Coordinator, to help convey how this AGM would be conducted, provide procedures for online voting, and explain how to access Information typical to a traditional AGM. Files were attached in Microsoft Word version 97-2003 and forwarded in advance. We wanted to ensure that delegates would be able to access the files and have sufficient time to review and/or print the information. The files were numbered, similar to a Table of Contents and sent as attachments by email in two stages (*corresponding emails provided*). They were later posted on our website's 'time-sensitive password protected page' two days prior to the actual dates of the AGM in PDF format by Kathy Gallagher, Website Convenor, providing easy access to the different sections of the event by clicking on the hyper-links (*refer file below entitled 1b - Order of Business*).

Five videos were also prepared and posted on our website <https://rwto.org> :

- Welcome to the 64th AGM by President Karen Clark-Lauzon
- In Memoriam Service prepared by Sandie Bender
- Installation of Board of Directors 2020-2021 hosted by Honorary President Peggy Stock
- Introduction to the incoming 2020-2021 President, Nancy Papiez by her local Branch (Hamilton-Wentworth) and her personal message <https://rwto.org/convention/agm-online-2020-welcome/>
- AGM Awards 2020

An Online evaluation was offered to all delegates after the AGM was over and the results will be reviewed by the 2020-2021 BOD. A hard copy of the following files has been provided for the archives with pages initialed and signed by myself as the Recording Secretary per Policy - Appendix C-6. Thumb drives have been forwarded to Sandie Bender as incoming Recording Secretary and incoming President Nancy Papiez.

In the final package submitted for the archives, I have included two additional files as requested that were not provided to delegates: i) a listing of 2019-2020 Board of Directors, Appointments to Committees, Convenors and Area Directors, ii) a listing of all RWTO/OERO Provincial Presidents.

Files (note that the file numbers are slightly different than the Order of Business):

May 25th, 2020 for Day 1 - June 2nd, 2020

- 1 - Order of Business – with Listing of E-Motions (*in place of an agenda*)
- 2 - Nominations Report
- 3a - Candidate Speech for 2nd VP - Judy Drummond
- 3b - Candidate Speech for 2nd VP - Moira Plexman
- 4a - Delegate Voting - Election – Policy Information
- 4b - Delegate Voting - Election – How to Vote Online

May 28th, 2020 for Day 2 – June 5th, 2020

- 1 - Order of Business (*in place of an agenda*)
- 4c - Delegate Voting - Motions – Policy Information
- 4d - Delegate Voting - Motions – How to Vote Online
- 5 - AGM Minutes - 2019
- 6a - 2019-2020 - Financial Statements
- 6b - 2020-2021 - Budget
- 7 - Insurance Report
- 8 - Committee and Annual Area Reports

July 15th, 2020 for the Archives

- 9 - Board of Directors, Appointments to Committees, Convenors and Area Directors
- 10 - RWTO/OERO Provincial Presidents – Listing
- 11 - E-mails

In closing, the 64th RWTO/OERO AGM Voting Results and the Announcement of Award Winners were emailed to Directors and Branch Presidents, posted as a message on the web and as mentioned delivered by speakers via video. Vision, technology, and the collaborative efforts by so many members in various roles within our RWTO/OERO organization enabled the 64th AGM to take place despite the hardships presented by the pandemic.



Prepared and signed by Suzanne C. De Froy, Recording Secretary 2019-2020

Addendum

RWTO/OERO 64th Online General Meeting

June 2nd, June 5th, June 6th, July 20th, 2020

The on-line AGM took place on three separate days on the RWTO/OERO Website and included two voting Sessions and the Installation Service. An Awards Presentation was put on the RWTO/OERO Website on July 20, 2020.

All information for Session 1 was e-mailed to the delegates by Judith Bennoch, Program Coordinator, on May 25th so that they were able to be informed ahead of time. All information for Session 2 was e-mailed to the delegates on May 28th.

ORDER OF BUSINESS

Session One - June 2

1. Welcome – go to <https://rwto.org/convention/agm-online-2020-welcome/>
2. Nominations Report
3. Candidate Information
4. Delegate Voting - Online Election: Election Rules; How to Vote Online for 2nd Vice-President

MINUTES

1. **Welcome**
Kathy Gallagher (Website Convenor) created a welcoming website introduction to Session 1.
2. **Nomination Report**
The Nomination Report was included in Session 1 for information purposes.
3. **Candidate Information**
The two candidates for the position of Second Vice President, Judy Drummond and Moira Plexman, presented their speeches on-line. Previous information had been published in the March issue of *Connections*.
4. **Delegate Voting - Online Election**
Judith Bennoch provided information on Election Rules: There were **117** Branch delegates and **24** voting Board members registered for a total of **141** voting delegates. Since the election took place in an online format, **141** voting delegates was the quorum as all registered delegates were considered as being present. An Election requires **51%** of the majority vote of the registered delegates.

Kathy Gallagher provided detailed information on How to Vote Online for 2nd Vice President. Delegates could log on, provide the password and vote between 8 a.m. and 8 p.m.

ORDER OF BUSINESS

Session Two - June 5

1. In Memoriam - go to <https://rwto.org/convention/agm-online-2020/> go to <https://rwto.org/convention/agm-online-2020-welcome/>
2. Election Results
3. Minutes of AGM 2019
4. Executive Secretary-Treasurer Report – Financial Statement and Budget
5. Insurance Report
6. Committee Reports:
 - Convention 2020
 - President's Report
 - Hiring Committee
 - Constitution and Resolutions
 - Archivist
 - Communications Newsletter
 - Communications Website
 - Goodwill
 - Honorary President
 - Honorary Membership
 - Insurance
 - Issues and Concerns
 - Membership
 - Policy and Procedures
 - Program Coordinator includes Sales *and* Materials
 - Annual Branch Reports

MINUTES

1. **In-Memoriam**
An on-line In-Memoriam presentation was posted for all to view.
2. **Election Results:**
The election results were posted on-line.
Number of eligible delegates: 141
Number of delegates voting: 118
A quorum for the election was satisfied as 83.7% of eligible delegates participated.

Election Result: Judy Drummond was the successful candidate.

3. Minutes of the 2019 AGM

E-Motion #1 – That the minutes of AGM 2019 be accepted.

Mover: Susan Lewis, St. Catharines Branch, Second: Anne Wilde, Provincial Insurance
Convenor **Carried**

4. Executive Secretary-Treasurer Report – Financial Statement and Budget

E-Motion #2 – That the Review of 2020 Annual Financial Report and the Auditor's Report be accepted. Mover: Sandie Bender, Area Director, Second: Nancy Bell, 2nd Vice President
Carried

E-Motion #3 – That the Budget for 2020-2021 be approved.

Mover: Vera Rowland, London/Middlesex Branch, Second: Leslie Carroll-Frey, Area
Director **Carried**

5. Insurance Report

Terry Kennedy, Insurance Broker for Manulife, provided a report.

6. Committee Reports

All committee reports were provided for reading with clickable titles for easy access to specific reports.

E-Motion #4 – That the Committee Reports be accepted for information purposes only.

Mover: Jan Murdoch, Communications Newsletter Convenor; Second: Joyce Ratz,
Area Director **Carried**

E-Motion #5 – That the appointments of the Board of Directors, as listed in the Nominations Report for 2020-2021 be approved.

Mover: Lynn Anderton, Hamilton, Wentworth Branch
Second: Suzanne Rondeau, Area Director **Carried**

RESOLUTIONS

There were eight Board resolutions and four Branch resolutions published in the March 2019 issue of *Connections*. Since the AGM was held on-line (not virtually), there was no opportunity for delegates to discuss and/or debate these resolutions. For this reason, the twelve resolutions are being deferred to the next Convention in 2021. New resolutions for 2021 AGM will be accepted at the appropriate time.

June 6 1:00 pm

Installation of Board of Directors for 2020-2021 Go to <https://rwto.org>

Peggy Stock, Honorary President, conducted an on-line installation service of the 2020-2021 Board of Directors. Delegates could view the installation. Board members could follow along at home.

July 20

Awards Presentation

Kathy Gallagher put together an Awards Presentation for all members to view on the Website. Nancy Bell, First Vice-President presented the Barbara Bain Membership Awards. Joyce Ratz, Membership Committee Chair, presented the Feather in Your Hat Awards. Peggy Stock, Honorary President, presented the Honorary Membership Awards.

Note: All links related to AGM 2020 have now been removed.

Respectfully submitted,

Nancy Papiez, President

Sandie Bender, Recording Secretary

July 15, 2020

