
RETIREE GROUP MEETING MINUTES

Thursday August 25, 2016
1:30 p.m. | B237

Attendees:

Nav Dhaliwal	Gerda Krause (<i>Chair</i>)
Mel Fearman	Dawn Palmer (a)
Martin Gerson (a)	Pam Robertson (a)
Moira Gookstetter	Kristen Vincent (a)
Mike Holmwood (a)	Gayleen Wren (a)
Ken Jillings	

Minutes:

Anna McAuliffe

The meeting was called to order at 1:35 p.m.

1. Approval of agenda

The agenda was approved by consensus.

2. Approval of minutes of May 13, 2016

The minutes of the meeting of May 13, 2016 were approved by consensus.

3. Business Arising

a) June 8 review

Langara staff and Martin met on June 17th to debrief after the June 8th event. It was noted that an issue arose around agenda changes not being communicated to the attendees as some people had to leave due to other appointments, but overall the event was a success. This note led to the discussion of the next agenda item – communicating with retirees.

b) Communicating with retirees

Communications with retirees has been an ongoing issue and will continue to require attention. In response to recent repetitive messages and a request to be removed from the listserve being sent to the whole list, it was suggested that an email clarifying the uses of the retirees101@langara.ca and retirees101@lists.langara.bc.ca addresses be sent to members.

ACTION: Nav to draft and send message to listserve clarifying the uses of the two retiree101 email addresses.

It was also suggested that a footer be added to all listserve communications encouraging current members to invite other retired Langarans to join. In response to this suggestion, it was asked if a list of current member names could be collated and shared so other members can see who has and has not joined.

ACTION: Nav to look into whether there are confidentiality issues with sharing listserv member names; to also put together a list of listserv members and share with committee.

c) Process to notify HR for retirees who have passed away (Nav)

Nav inquired about whether a process to notify HR of a death exists in response to a discussion at a recent HR department meeting where it was noted that HR is not often directly notified which could impact an existing life insurance policy. At one of the first committee meetings, this was addressed and it was decided that a paragraph would be included in the letter HR gives to new retirees after they leave the College. A discussion on sharing such information via the listserv was held. It was noted that if a listserv notice comes from a family member, or friend of the deceased with the family's permission, that it would be appropriate to share. Committee members were asked to forward any information they have to HR.

ACTION: Nav to look into whether the HR letter to retirees was updated.

4. Tea & Tour event (Moira)

For the next retiree event, Moira proposed a “sneak peek” tea and tour of the new Science & Technology building. The event would be held prior to the building's official opening, scheduled for Wednesday October 12th, and include refreshments and a tour of the whole campus, highlighting Langara's sustainability projects including the wetlands and community garden and apiary. A discussion on the date, location, budget, and invitations for the event was held. It was decided the event would be organized for Thursday October 6th between 2:00 – 4:00 p.m. and the existing HR budget allocation for the committee would be used. The proposed timeline is a tour from 2:00 – 3:00 p.m. with refreshments served from 3:00 – 4:00 p.m. in the top floor student lounge area.

ACTION: Moira to follow-up with Facilities and catering.

ACTION: Anna and Gerda to meet with Marlene in Communications & Marketing to discuss invitations.

A discussion on what retirees can offer to the College was held. It was noted that the Foundation is presently working on an Alumni Engagement strategy which could be adapted to reach out to retirees and collect additional data on how to keep them engaged.

ACTION: Anna to add discussion about programs and opportunities for retiree engagement to next meeting's agenda.

5. Committee leadership

a) New members

A discussion on recruiting new members for the committee was held. As noted under item 3b, Nav was asked to put together a list of names of listserv members and send it to the committee for review and discussion, pending any confidentiality issues, on who could potentially be

recruited to the committee. Ken volunteered to consult with Martin to identify five additional committee members, a mix of faculty, staff, and administrators.

ACTION: Anna to add discussion about leadership of the committee to next meeting's agenda.

It was suggested that the committee be made up of a minimum of 10 members, including the five current members, to ensure a mix of faculty and staff and account for quorum at meetings due to varying levels of availability throughout the year.

6. Other

No other items were presented.

7. Next meeting

The next meeting will be scheduled for mid-September.

ACTION: Anna to send out poll for a September meeting date.

8. Adjournment

The meeting was adjourned at 2:27 p.m.