
RETIREE GROUP

MEETING MINUTES

Thursday August 27, 2015
10:00 – 11:00 a.m. | C408

Attendees:	Regrets:
Deanna Douglas	Eric Grass
Mel Fearman	
Mike Holmwood	Minutes:
Gerda Krause (<i>Chair</i>)	Anna McAuliffe
Robin Macqueen	
Dawn Palmer	
Therese Paradis	
Pam Robertson	
Gayleen Wren	

1. Welcome and Introductions

The meeting was called to order at 10:05 a.m. Gerda welcomed everyone and initiated a roundtable of introductions. She noted that she is the chair of the Academic Plan Action Group for Priority #5: Environmental, Financial, and Social Sustainability, and that group has been working on developing a network for retirees.

2. Retiree E-Mails

When the group initially met, a discussion on retirees' access to their Langara e-mail accounts was held. The IT department sent an internal e-mail in early July noting a policy for retiree email accounts would be forthcoming. It was noted that retirees can continue to use their Langara e-mail addresses, but will be asked for an alternative address to which their Langara e-mail can be forwarded. A communique with this request will be sent out at a yet-to-be determined date.

3. Group Name

A discussion on what to name the retiree listserv was held. Suggestions included *Zoomers 101* and *Retirees 101*. It was noted that the previously discussed name of Employee Alumni conflicts with the use of those words in other areas at Langara.

Dawn presented examples of how other organizations address their retirees, as listed below:

- BC Hydro: <http://powerpioneers.com/>
- Chevron: <http://chevronretirees.org/>
- Dow: <http://www.dow.com/friends/>
- Imperial: http://www.imperialoil.ca/Canada-English/community_invest_volunteer.aspx

- RBC: <http://www.rbc.com/pensioners/index.html>

In response to a question, it was noted that a larger consultation would be preferred to assist in determining the most appropriate branding.

4. Listserv

At the previous meeting, it was requested that Pam and Dawn query their existing databases to determine the number of people designated as retirees. Pam noted that a large number of people in the alumni database are designated as employee retirees meaning they have done, or continue to do work for Langara in some capacity. Work will need to be done to filter the database.

A letter encouraging retirees to join the listserv was drafted by Communications & Marketing and circulated for review by the group. In response to a concern about Canada's Anti-Spam Legislation (CASL), it was noted that a notification can be sent out to contacts in Langara's database even if they haven't been contacted in over two years. The letter must state that further notifications are voluntary and consent can be withdrawn. A discussion on who will act as the contact person at Langara was held and it was decided that Kristin Vincent's name and e-mail address would be added to the letter.

Pam to connect with Eva in Human Resources to cross-check and filter databases.

Gerda to add Kristin Vincent, Human Resources Associate, as the contact person on the first letter sent out to retirees.

A discussion on the wording of the Academic Plan was held.

5. Social Media

A discussion on ways to use social media to promote activities and keep retirees in contact with each other was held. It was suggested that a dedicated website would be a good tool and retirees would be encouraged to submit content.

Dawn will discuss capabilities to build a retiree group website with Human Resources and Communications & Marketing staff.

6. Fall Event

Gerda reported that she spoke to Lane about the possibility of holding a fall event and received his support.

a. Date/Time

Initial discussion included holding the event in December, potentially in conjunction with the LFA Christmas event. Group members agreed that December is a busy month due to the holiday season. It was decided that Thursday January 21st or Friday January 22nd would be presented as options, with the group expressing a preference for late Thursday afternoon. It was determined that the most suitable location would be the Employee Lounge.

A discussion on event funding was held.

Gerda to check with Lane and Communications & Marketing to ensure no other events planned for the two proposed January dates.

b. Goals/Activities

A discussion on the goals and activities at the fall event was held. It was decided that a small presentation would be created that would highlight activities of retirees and ways in which they could stay engaged at Langara.

Gerda to connect with School of Management Faculty, and Dawn to connect with Marlene in Communications & Marketing, to discuss presentation capabilities.

It was also suggested that an event questionnaire be created to gather feedback on retiree engagement. To ensure maximum response rate, attendees would be asked to submit a questionnaire prior to getting refreshment tickets.

Gayleen to draft an event questionnaire.

7. Adjournment

The meeting was adjourned at 10:55 a.m.