

Guide to BCRTA Zone Meetings

1 Purposes

- (a) To improve communications among the branches, and between branches and directors.
- (b) To recognize and build on branch presidents' experience and expertise.
- (c) To enhance the BCRTA's ability to provide services to its members.
- (d) To strengthen BCRTA networks in order to be more effective in our work on behalf of our members.

Implications of the 2008-09, 2010 and 2014 AGM motions

2 General

- (a) If a majority of presidents in a zone decides not to participate, no meeting will be called.
- (a) A branch president may designate a substitute to attend in his/her place, at BCRTA expense.
- (b) The BCRTA will also fund the attendance of a second representative from each branch.
- (c) Zone meetings are not official parts of the BCRTA decision-making structure. A resolution coming out of a zone meeting may be forwarded as a recommendation from the zone for consideration by the Board of Directors.

3 Director attendance

At least one director will be assigned to each zone.

4 Meeting location

A zone meeting must be held within its geographic area, except that zones in which the majority of branch representatives would have to travel more than 150 km to attend a meeting at a common location within the zone may organize a zone meeting in conjunction with the BCRTA AGM.

5 Cooperative planning

Date, time, place and agenda should be cooperatively planned among the participating branch presidents and zone directors.

- (a) Expenses
- (b) BCRTA rules and rates for expense reimbursement apply.
- (c) Claimable expenses guide for zone meetings:
 - i for all BCRTA-paid participants: travel, lunch, and coffee/tea/snacks at the meeting
 - ii for those who drive 175—249km to the meeting site: 1 night hotel + dinner + breakfast
 - iii for those who drive 250+ km to the meeting site: 2 nights hotel + 2 dinners + 2 breakfasts
 - iv the most time- and cost-effective mode of travel will be reimbursed, and car-pooling is expected where it is reasonably possible.

6 Branch presidents (or their designates)

- (a) are asked to bring to their Zone Meetings information about their branch operations and activities, to share with other meeting participants;
- (b) should share with their executive committees and their branch members matters of interest arising at their Zone Meetings; and may be asked to cooperate in provincial BCRTA activities, projects or campaigns.

BCRTA Zones

Metro West

Sunshine Coast
Sea to Sky
North Shore
Vancouver
Burnaby
New Westminster
Richmond

Directors

Dave Scott
Barb Mikulec

Metro Fraser

Delta
Surrey
Coquitlam
Ridge Meadows
Mission
Langley
Abbotsford
Chilliwack

Caroline Malm
Floyd Smith

North & Central Island

Campbell River
Powell River
Parksville-Qualicum
Alberni
Van. Is. North
Comox Branch

Sterling Campbell
Charan Gill

South Island

Nanaimo-Ladysmith
Cowichan Valley
Gulf Islands
Lower Vancouver Is.

Gerry Tiede

Northern

North Coast
Prince Rupert
Kitimat
Peace River North
Peace River South
Prince George
Quesnel
Cariboo-Chilcotin
Bulkley Valley

Directors

Dale Lauber
Stefan Cieslik

Thompson-Okanagan

Kamloops
Shuswap & District
Vernon
Central Okanagan
South Okanagan
Nicola Valley
Wine Country

Patricia Clough
Terry Green

Kootenays

Boundary Area
Elk Valley
Cranbrook
Creston
Kimberley
Kootenay-Columbia
Kootenay Lake West
Columbia Valley

Grace Wilson
Janice Androsoff

The Board may approve the attendance of representatives of “virtual” branches.

Suggested Agenda

- 1 Welcome, introductions
- 2 Preliminaries (descriptions, explanations)
 - a Meeting facilities
 - b Expense claims
 - c Evaluation forms
- 3 Adoption of the agenda
- 4 Sharing (info. about the branches; ideas that might help)
 - a Membership count
 - b Executive positions (and recruiting methods for Exec)
 - c Communication method(s) with members (including reaching out to isolated members)
 - d Number and types of meetings each year
 - e Member recruitment and retention activities
 - f Scholarships, bursaries, fundraising – compliance with tax and gaming rules
 - g Activity successes, highlights, etc.
- 5 **LUNCH**
- 6 BCRTA director's report/update
 - a Office and staff—services
 - b Board of Directors—current objectives, activities
 - c Pensions and Benefits
 - d Insurances (incl. travel medical, home, long term care)
 - e Committees: Membership, Heritage, Member Wellbeing, Advocacy, Excellence in Education, Finance, Postscript, Communications
 - f Affiliations: RR Smith, ACER/CART, COSCO, NPF
- 7 Discussion
 - a Are there any issues affecting your members that you think the BCRTA ought to tackle provincially?
- 8 Evaluation of the meeting
- 9 Adjournment

BCRTA ZONE MEETING EVALUATION

(Please complete after the meeting and hand-in to your zone director.)

Directors attending:

Zone: _____ Date of Meeting: _____

Your Branch: _____ Your Name: _____

Your comments are appreciated on each of the following:

Date and time of meeting

Suitability/adequacy of the meeting location

Bodily comforts (room temperature, refreshments, lunch arrangements, etc.)

Agenda items

General comments about this meeting:
