



The Royal Canadian Legion  
Branch 632 (Orleans)  
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## **EXECUTIVE MEETING**

**10<sup>th</sup> October 2017**

**Present:** Comrades Gordon Kerluke, June Smith, Don Johns, Pam Smith, Marty Keates, Nicole Hebert, Tim Parsons, Diane Higgins, Paul Larocque, Kim Levesque, Jim Grant, Jean Beck, Lucie Goderre, Jeanine Mader, Blaine Kiley, Len MacPherson, Doc Hopper, Mac Casselman,

**Excused:** Comrades Jim Ferguson, Barb Johns, Valerie Cyr, Marta Nuijten and Sherri McInnis

**Absent:** Comrade Steve Sauve, Wayne Edwards, Frank Stacey, Andrew Proulx and Robert Elrick

### **1. OPENING CEREMONIES AS PER LEGION RITUAL**

Comrade Gordon Kerluke called the meeting to order at 7:00 PM.

#### **Chairman:**

- a. The meeting will come to order*
- b. Comrades, please stand*
- c. Before we proceed to the consideration of the business that has brought us together, let us pause to think reverently of those of our comrades who by sea, by land and in the air, laid down their lives for their Sovereign and their country. Their sacrifice will ever inspire us to labour on, to the end that those who survive and need our aid may be assured of our assistance, and that the country in which we live, and for which they died may ever be worthy of the sacrifice they made.*
- d. During The Silence, we will remember our fallen comrades and those who have passed on since we last gathered together. (The names of the persons are to be spoken)*
- e. The Silence (Moment of Silence)*

*f. The Act of Remembrance*

**Chairman:**

*They shall grow not old, as we that are left grow old;  
Age shall not weary them, nor the years condemn.  
At the going down of the sun and in the morning  
We will remember them.*

**Members:**      *We will remember them.*

**Chairman:**      *Please be seated, I now declare the meeting open.*

**2. ROLL CALL**

Comrade Nicole Hebert called the roll. 14 of 17 Branch Officers and elected Standing Committee Members were present. This **DID** constitute a quorum.

**3. DEVIATION**

No deviation.

**4. MINUTES OF THE PREVIOUS EXECUTIVE MEETING - Comrade Nicole Hebert**

The minutes of the September meeting were sent out to the executive and all corrections and/or amendments as identified have been completed by Comrade Sherri McInnis. They are now in the Correspondence Binder and have been posted on the Branch Web Site.

**5. BUSINESS ARISING FROM THE PREVIOUS MEETINGS**

There was no business arising from the last Executive meeting.

**6. CORRESPONDENCE– Comrade Nicole Hebert**

All items received have been copied and placed in the Correspondence Binder and stored on the off-site thumb drive.

**7. ACTING PRESIDENT’S REPORT – Comrade Gordon Kerluke**

As most of you are aware, our President is absent due to medical problems and currently there is no indication when he might be able to resume his duties. Comrade Wyn Fournier has assumed responsibility for the planning, organization and implementation of Remembrance Day, with the help and support from the Executive and the membership as a whole. I have asked Comrade Fournier to provide us with a brief report of the current status of this major Branch event. A copy of the coordinators report is included at the end of this document.

## 8. TREASURER/FINANCIAL OFFICER REPORTS

The income statement for the month of September shows bar and kitchen revenue of \$21,812 and expenses of \$8,021, for a bar and kitchen net income of \$13,791. Hall rentals for the month were \$3,454, membership \$4,438 and other revenues totalled \$3,783. Other operating expenses for the month were \$15,829, resulting in a surplus for the month of \$9,580.

For the four months ending September 30th, bar and kitchen revenue was \$86,987 and bar expenses were \$33,299, resulting in a bar and kitchen net income of \$53,688. Hall rentals to date were \$15,476, memberships \$5,206, branch events and other income totalled \$15,470. Total expenses excluding bar costs were \$66,733, resulting in a surplus to date of \$23,106.

Compared to this time last year, net income is \$1,770 lower. Total revenues are lower by \$8,585, mainly due to lower bar sales. Expenses are lower by \$6,815; the large contributor to this is no longer having a contract cleaner.

As of the end of September the bank loan payable was \$255,289. The unreconciled balance in the general fund is \$33,632.18.

### a. NEVADA – Comrade James Grant

10 Oct 2017  
Royal Canadian Legion BR 632 – Orleans  
Nevada Fund

Ref: Nevada Lic Nbr M776661

This report on the Nevada BOTs will cover the period from 1 Sep 2017 to 30 Sep 2017

Total sales	\$757.00
Total Redeemed	<u>\$461.00</u>
Total Profit	<b>\$296.00</b>
Balance in Nevada Trust Account as of 30 Sep 2017	\$ 983.00
Bank Balance 30 Sep 2017	<u>\$2247.57</u>
Total Funds on hand:	<b>\$3230.57</b>

James R Grant/Nevada Chair

### b. FINANCIAL STATEMENTS – Comrade June Smith

Financial Statements are attached at the end of the minutes.

Moved by Comrade June Smith and seconded by Comrade Paul Larocque that the financial reports for September be accepted subject to audit.

**CARRIED**

**9. CHAIRPERSON REPORTS UNDER THE PRESIDENT**

**a. SERGEANT-at-ARMS – Comrade Christian Duhamel (Interim)**

Comrade Jim Grant is still looking for a few more people for the colour party for Remembrance Day. Based on the number of volunteers he currently has, he may have to adjust the size of colour party. If you or anyone you know would be interested, please contact Comrade Jim Grant.

**b. BRANCH MANAGER – Comrade Nicole Hebert**

No report.

**c. POPPY CHAIR – Comrade Barb Johns**

No report.

**d. POPPY TRUST FUND – Comrade Lucie Goderre**

I attended the Service Officer/Poppy Seminar on September 30 & October 1st. I also assisted with the Registration on October 1st.

**e. MEMORIAL WALK – Comrade Frank Stacey**

No report.

**f. SERVICE OFFICER – Comrade Doc Hopper**

I attended the District Service Officer and Poppy Seminars on 30 September and 1 October, respectively. These were held at our Branch and were very well attended. The hard work of Comrades Patricia Royle, Sherri McInnis, Nicky Hebert and Chef Peter Loan (and his catering staff) were key to conducting a very effective seminar.

I have three new on-going cases:

One serving member (Back injury)

One WW2 widow (dental, mobility (scooter), disability claim)

One retired military (hearing loss, tinnitus).

**g. LADIES AUXILIARY – Comrade Valerie Cyr**

Comrade Jeanine Mader provided information on behalf of the Ladies Auxiliary; the LA Harvest Tea will take place on October 15, 2017 from 1-3 p.m.

**h. CONSTITUTION AND BY-LAWS, REGULATIONS AND RULES – Comrade Blaine Kiley**

As per the Branch By-Laws, the senior officers will consist of the President, Immediate Past President and 3 Vice Presidents. The offices of Secretary and Treasurer are elected positions.

All other positions on the Executive Committee of our Branch are appointed by the President. We can add to the amount of positions available, but we would need to update our By-Laws.

It is suggested that a Chairman be put in place to facilitate the executive meetings so that the President is able to participate in all discussions.

**i. TRAINING AND DEVELOPMENT – Comrade Blaine Kiley**

No report.

Moved by Comrade Gordon Kerluke and seconded by Comrade Pam Smith that the reports of the committees under the President be accepted as presented.

**CARRIED**

**10. REPORTS UNDER THE PAST PRESIDENT – Comrade Marty Keates**

**a. HONOURS AND AWARDS – Comrade Keates**

I still have one medal and one Certificate of Appreciation to present. Anyone having unused Legion pins, i.e., Ordinary Member, Associate Member, Affiliate Member, 5-year pin, 10-year pin or any others, is asked to return them to the bartender on duty.

**b. FUTURE PLANNING AND ELECTIONS – Comrade Marty Keates**

No report.

**11. CHAIRPERSONS REPORTS UNDER THE 1<sup>ST</sup> VICE-PRESIDENT – Comrade Gordon Kerluke**

**a. MEMBERSHIP – Comrade Kim Levesque**

Members Initiated (9):

Mike Adams  
Robert Adams  
Samuel Carnegie  
Gordon Chestnut  
Kevin Lemire  
John Makichuk  
Harold McFetridge  
Serge Ostiguy  
Francis Trepannier

Applications for Membership (4):

Michael Blais  
Thomas Johnson  
Jacques Piché  
Kathryn Piché

Requests for Transfer (0):

Membership process is progressing well at the Branch level despite the new card.

**b. VOLUNTEER COORDINATOR – Comrade Len MacPherson**

No report.

**c. HOSPITAL VISITING – Comrade Dianne Higgins**

For the Hospital Visits portfolio Comrade Diane Higgins was happy to submit a Nil Report but just found out that Comrade Jim Ferguson is in hospital, will make arrangements for a visit.

**d. VETERANS AND AGING – Comrade Gordon Kerluke (Interim)**

Excellent feedback was received from the Perley Vets and their supervising staff on their recent visit. This is very popular with the Vets. Thanks are in order to the LA for providing an abundance of treats and support. Thanks are also in order to other members who helped including Comrades Gord Atkinson, Mark Laurin, Tim Parsons and Mike Collins for the entertainment as well as SOBEYS for the sandwiches.

Next event is the Over 79/80 Christmas Party for Branch Vets on Sunday, November 19th, 1400 to 1600 hours. Comrade Judy Rousson has once again agreed to assist with the telephone calling.

Scheduling of Christmas visits to the Veterans, spouses, widows/widowers at the 13 Orleans Retirement Facilities is underway. Annual Christmas gift has been ordered. Copies of the September issue of the Banner have been delivered to each of the contact persons and some of the Vets at the Residence.

**e. LEGION SENIORS – Comrade Robert (Bob) Elrick**

Research continues into potential support we could add to the very extensive services provided by all levels of government and other agencies.

Moved by Comrade Gordon Kerluke and seconded by Comrade Paul Larocque that the reports under the 1<sup>st</sup> Vice President be accepted as presented.

**CARRIED**

**12. CHAIRPERSON REPORTS UNDER THE 2<sup>ND</sup> VICE-PRESIDENT – Comrade Don Johns**

**a. BAR OFFICER – Comrade Wayne Edwards**

No report.

**b. BURSARY – Comrade Jean Beck**

I will be asking the secretary to broadcast information on our Bursary program to members. I believe this will be a more effective way of communicating this information than in the Banner.

I will also send the information to our local newspapers as I have done in past years.

**c. CADET LIAISON – Comrade Don Johns**

Army Cadets – No report.

Air Cadets – No report.

**d. INVENTORY – Comrade Paul Larocque**

No report.

**e. YOUTH EDUCATION – Comrade Jeanine Mader**

The deadline for the posters and literacy contest is November 24th, 2017. All entries must be handed in at the Legion by that date. Anything received after that date will be voided. Anyone wishing to help judge on November 25th 2017, please contact me as soon as possible. You can call me at 613-830-5966 or email at rcl632youtheducation@gmail.com. If I don't have enough judges to help, none of the entries will be judged and all entries will voided, so I really need those judges. It is only for a few hours. It helps if the judges are bilingual due to the fact that some essays and poems are written in French. So far, I only have one judge. But I can have some do the posters and others read the essays and poems. This way it will go so much faster. So another 5 judges would be great.

The awards ceremony will be held on January 21st, 2018 in the downstairs hall. It would be nice if all members of the executive would attend to show their support.

On November 10th, the Navan Grads hockey team would like to honor all military, veterans and their families to a special on that date. I will be meeting with Jonathan Perron-Clow who is the manager of operations for the Navan Grads. Special guests that I am hoping will attend area Councillor Bob Monette, MP Andrew Leslie, MPP Marie-France Lalonde and Councillor Stephen Blais. More info to come later after my meeting with Jonathan.

a. Moved by Comrade Don Johns and seconded by Comrade Paul Larocque that the reports under the 2nd Vice President be accepted as presented.

**CARRIED**

**13. CHAIRPERSON REPORTS UNDER THE 3<sup>rd</sup> VICE-PRESIDENT – Comrade Pam Smith**

**a. BANNER – Comrade Marta Nuijten**

Our next Banner will be published December 15<sup>th</sup> and Comrade Marty Keates and I would greatly appreciate all written and photographic materials by November 15th to allow time to format and layout for publishing on the website and in print. We are also looking for submission of some clean jokes for the Banner.

Organizers of events are reminded that they should be documenting events and forwarding articles/photos for the Banner. We also need volunteers to solicit new advertising for the Banner.

**b. BREAKFAST CLUB**

Breakfasts start on the 14<sup>th</sup> of October. Not many volunteers have come forward. We will be receiving 2 dollars per head and Chef Peter Loan will receive the remainder

**c. KITCHEN – Comrade Pam Smith**

The Branch Manager has reached out to Chef Peter Loan for outstanding funds dating back to August. We have just received our 200 dollars rent for the month of October. Outstanding is the 2 dollars per head from past events that we have yet to receive amounting to about 900.00. I will keep you updated.

**d. LA LIASON – Comrade Andrew Proulx**

No report.

**e. PUBLIC RELATIONS – Comrade Jean Beck**

Our Friday night entertainment is being sent into the local papers as usual (except for the week I was away).

I will contact the various media to invite them to cover our November 11 ceremonies, as well as asking the local newspapers to list our November 11 activities in their publications.

**f. SPECIAL EVENTS – Comrade Mac Casselman**

The Halloween Party will take place on Oct. 27, 2017. Tickets will be sold at the bar for a 5 dollar cover charge. I will also have two girls at the door for walk ins. Everyone pays 5 dollars. Simon Clarke will be providing the music and there will be cash prizes and gifts for the best dressed in costume.

On Nov. 11th we have Nostalgia entertaining from 1-5 p.m.

On Dec. 31, 2017 New Year's Eve, we have the Classics playing 8 pm to 12am. I will sit down with the manager this week to decide on the price of tickets for New Year's Eve.

**g. ENTERTAINMENT – Comrade Tim Parsons**

No report.

Fall Entertainment Schedule:

Sept 15	Shades Of Grey
Sept 22	Country Reflections
Sept 29	Ron Prescott
Oct 6	The Classics
Oct 13	First Choice
Oct 20	Nostalgia
Oct 27	Simon Clarke



Nov 3	The Classics
Nov 11	Nostalgia
Nov 17	Shades of Grey
Nov 24	First Choice
Dec 1	Lauren Hall
Dec 8	Ron Prescott
Dec 15	Nostalgia
Dec 22	Ron Prescott
Dec 31	The Classics

**h. SPORTS – Comrade Steve Sauve**

No report.

Moved by Comrade Pam Smith and seconded by Comrade Jim Grant that the reports under the 3<sup>rd</sup> Vice-President be accepted as presented.

**CARRIED**

**14. GENERAL AND NEW BUSINESS**

Len MacPherson wanted to let everyone know that he had his fire and carbon alarms tested and if members would like they can have them tested for free. Let him know.

**15. ADJOURNMENT:**

Moved by Comrade Jeanine Mader and seconded by Comrade Paul Larocque that the meeting be adjourned.

**CARRIED**

**16. CLOSING CEREMONY**

**Chairman:**

*a. The meeting will stand at attention.*

*b. The business of this meeting being concluded let us, as we part, remember our duty to our Branch, our comrades, our country and our Sovereign. May we ever strive to promote unity and the spirit of comradeship, never forgetting the solemn obligations we have assumed as members of The Royal Canadian Legion and remembering them, may we ever pray.*

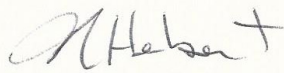
**Members:**

- c. *Lord God of Hosts,  
Be with us yet,  
Lest we forget,  
Lest we forget.*

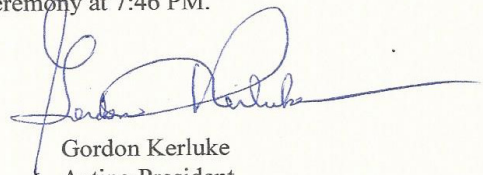
**Chairman:**

- d. *I now declare this meeting closed.*

The meeting was adjourned with the closing ceremony at 7:46 PM.



Nicole Hebert  
Acting Secretary



Gordon Kerluke  
Acting President



**Voting Elected Members:**

1	President /Kitchen – <b>Jim Ferguson</b>	EX
2	1st Vice/Veterans and Aging – <b>Gordon Kerluke</b>	P
3	2nd Vice/Cadets Liaison – <b>Don Johns</b>	P
4	3rd Vice/Kitchen – <b>Pam Smith</b>	P
5	Treasurer – <b>June Smith</b>	P
6	Secretary – <b>Sherri McInnis</b>	EX
7	Past President/ Future Planning and Elections/Honours and Awards - <b>Marty Keates</b>	P
8	Constitution and By-Law – <b>Blaine Kiley</b>	P
9	Entertainment – <b>Tim Parsons</b>	P
10	Hospital Visiting – <b>Dianne Higgins</b>	P
11	Inventory - <b>Paul Larocque</b>	P
12	Membership and Volunteers - <b>Kim Levesque</b>	P
13	Nevada - <b>Jim Grant</b>	P
14	Poppy Chair – <b>Barb Johns</b>	EX
15	Special Events– <b>Mac Casselman</b>	P
16	Volunteer Coordinator - <b>Len MacPherson</b>	P
17	Youth Education – <b>Jeanine Mader</b>	P

**Non-Voting Members**

1	Banner – <b>Marta Nuijten</b>	EX
2	Bar Officer – <b>Wayne Edwards</b>	A
3	Branch Manager – <b>Nicole Hebert</b>	P
4	Bursaries - <b>Jean Beck</b>	P
5	Ladies Auxiliary – <b>Valerie Cyr</b>	EX
6	LA Liaison - <b>Andrew Proulx</b>	A
7	Legion Seniors - <b>Robert (Bob) Elrick</b>	A
8	Poppy Trust – <b>Lucie Goderre</b>	P
9	Service Officer – <b>Doc Hopper</b>	P
10	Sgt-at-arms – <b>TBD</b>	
11	Sports – <b>Steve Sauve</b>	A
12	Service Officer/Memorial Walk - <b>Frank Stacey</b>	A

# ROYAL CANADIAN LEGION ORLEANS

## Comparative Income Statement

	September 2017	September 2016	YTD September 2017	YTD September 2016
<b>REVENUE</b>				
<b>BAR &amp; KITCHEN REVENUE</b>				
Beer/Liq Sales	19,929.96	19,765.59	78,702.26	89,418.96
Snack Sales	1,637.44	1,374.59	5,138.25	4,671.95
Corkage	0.00	180.00	0.00	180.00
Kitchen Income	200.00	548.67	2,971.71	1,148.67
Coffee	45.10	114.80	174.85	244.83
<b>Total Bar &amp; Kitchen Revenue</b>	<b>21,812.50</b>	<b>21,983.65</b>	<b>86,987.07</b>	<b>95,664.41</b>
<b>RENTAL INCOME</b>				
Hall Rentals	2,951.99	3,276.99	12,268.36	11,763.85
Hall Rentals - Bartender Recovery	502.50	435.00	3,207.50	1,942.50
<b>Total Hall Revenue</b>	<b>3,454.49</b>	<b>3,711.99</b>	<b>15,475.86</b>	<b>13,706.35</b>
<b>VENDING REVENUE</b>				
Branch Pool Table	77.00	53.00	379.00	277.00
Branch Snooker Table	63.00	24.00	347.00	256.00
<b>Total Vending Revenue</b>	<b>140.00</b>	<b>77.00</b>	<b>726.00</b>	<b>533.00</b>
<b>BRANCH EVENTS INCOME</b>				
June Annual Golf Tournament	400.00	200.00	9,056.55	9,463.07
Canada Day	0.00	0.00	-0.20	0.00
<b>Total Branch Events Income</b>	<b>400.00</b>	<b>200.00</b>	<b>9,056.35</b>	<b>9,463.07</b>
<b>MEMBERSHIPS</b>				
Membership Dues	4,379.76	3,908.00	5,205.76	4,623.00
<b>Net Memberships</b>	<b>4,379.76</b>	<b>3,908.00</b>	<b>5,205.76</b>	<b>4,623.00</b>
<b>OTHER REVENUE</b>				
Banner Advertising	0.00	0.00	0.00	432.00
Sale Legion Articles	290.01	0.00	363.42	297.92
Cost of Sales - Leg Art	-290.01	0.00	-319.57	-23.00
Net Sales	0.00	0.00	43.85	274.92
ATM Revenue	46.50	96.00	713.00	402.00
Fundraising Events	0.00	0.00	0.00	1,190.35
Facilities Usage Fee Income	3,131.00	1,376.00	4,108.30	2,748.00
Misc. Revenue	30.00	30.00	612.56	361.35
Donations	35.50	683.00	210.00	2,325.81
<b>Total Other Revenue</b>	<b>3,243.00</b>	<b>2,185.00</b>	<b>5,687.71</b>	<b>7,734.43</b>
<b>TOTAL REVENUE</b>	<b>33,429.75</b>	<b>32,065.64</b>	<b>123,138.75</b>	<b>131,724.26</b>
<b>EXPENSE</b>				
<b>BAR EXPENSES</b>				
Beer/Liq Purchases	7,529.99	7,882.31	32,044.50	33,522.64
Snack Purchases	398.89	577.25	1,008.04	1,540.50
Inventory Use	0.00	0.00	-2,730.83	-920.92
Bar & Kitchen Supplies	92.36	191.43	686.27	350.22
Kitchen/Bar Equipment Maintenance	0.00	89.81	2,291.18	282.56
<b>Total Bar Expenses</b>	<b>8,021.24</b>	<b>8,740.80</b>	<b>33,299.16</b>	<b>34,775.00</b>
<b>UTILITIES</b>				

Hydro	236.71	3,452.37	9,026.95	7,436.64
Gas & Heat	398.00	0.00	1,855.50	819.00
Telephone	379.19	142.00	1,745.45	1,155.84
Water	226.04	0.00	1,291.52	451.46
Television Network	78.98	78.98	315.92	234.76
<b>Total Utilities</b>	<b>1,318.92</b>	<b>3,673.35</b>	<b>14,235.34</b>	<b>10,097.70</b>
<b>WAGES &amp; EMPLOYEE BENEFITS</b>				
Wages	8,621.53	6,552.85	30,020.16	25,791.01
EI Expense	189.19	165.80	673.60	668.14
CPP Expense	287.66	210.35	1,034.91	838.77
WSIB Expense	65.48	49.78	233.20	200.54
<b>Total Wages</b>	<b>9,163.86</b>	<b>6,978.78</b>	<b>31,961.87</b>	<b>27,498.46</b>
<b>OFFICE EXPENSES</b>				
Office Expenses	201.29	102.73	1,504.20	980.90
Printing	118.50	0.00	316.00	219.35
Postage	0.00	0.00	11.95	16.15
Equipment Lease	0.00	180.00	396.39	1,094.47
<b>Total Office Expenses</b>	<b>319.79</b>	<b>282.73</b>	<b>2,228.54</b>	<b>2,310.87</b>
<b>BUILDING EXPENSES</b>				
Building Maintenance & Repairs	339.52	149.47	1,807.46	1,343.37
Cleaning Supplies	6.00	103.00	1,001.66	1,453.73
Waste Removal	274.28	259.16	959.58	662.04
Ground Maintenance	1,050.00	1,050.00	4,285.00	4,285.00
Security Services	398.34	141.75	597.50	600.13
Building Cleaning	0.00	2,575.56	0.00	10,492.24
Hall Setup	-325.00	75.00	-1,672.75	325.00
Insurance	799.25	805.10	3,203.88	3,329.49
Furniture & Equipment Maint	0.00	0.00	0.00	159.43
Convention Expenses	117.56	0.00	117.56	0.00
<b>Total Building Expenses</b>	<b>2,659.95</b>	<b>5,159.04</b>	<b>10,299.89</b>	<b>22,650.43</b>
<b>OTHER EXPENSES</b>				
Bank Charges	0.00	373.79	1,025.79	1,340.81
Interest Expense	0.00	0.00	0.00	475.97
Loan Interest	1,216.09	1,240.27	4,706.73	4,973.86
Hall Rental Refund	0.00	100.00	0.00	100.00
Professional Fees	300.00	0.00	350.00	0.00
Entertainment Expenses	850.00	1,125.00	1,925.00	2,425.00
Sports Expenses	0.00	200.00	0.00	200.00
<b>Total Other Expenses</b>	<b>2,366.09</b>	<b>3,039.06</b>	<b>8,007.52</b>	<b>9,515.64</b>
<b>TOTAL EXPENSE</b>	<b>23,849.85</b>	<b>27,873.76</b>	<b>100,032.32</b>	<b>106,848.10</b>
<b>NET INCOME</b>	<b>9,579.90</b>	<b>4,191.88</b>	<b>23,106.43</b>	<b>24,876.16</b>

## Remembrance Day Coordinator Report

1. Meeting between the coordinator, A/Pres Gordon Kerluke, Br Mgr Nicky Hebert and 3<sup>rd</sup> Vice President Pam Smith took place on 2 Oct.
2. To date, the following has been accomplished:
  - a. RCMP Pipes and Drums have been booked to play a few songs in the afternoon as well as participate in the parade itself.
  - b. City of Ottawa event application has been completed and sent in with a site plan and insurance certificate.
  - c. Letter invites have been sent out for VIP wreath laying.
  - d. Padres have been contacted, with one confirmed at this time.
  - e. Parade Commander and Colour Party Commander have been identified.
  - f. Master of Ceremonies has been tentatively identified.
  - g. Reserves have been contacted to provide work party, sentries, and parade participants.
  - h. Cadets have been contacted to provide work party and parade participants.
  - i. Wreath organization & preparation.
  - j. Light lunch organization, and telephone calling of members. As well as cadet refreshments.
  - k. Sound system set up person.
  - l. Live entertainment is booked for 1300-1700 upstairs.
3. The following is currently in progress:
  - a. Request for use of parking areas in neighbouring businesses.
  - b. Request for City of Ottawa to use Park & Ride and to have shuttle buses from that location.
  - c. Request for Roger's Cable and local papers for TV coverage.
  - d. Selecting the Silver Cross Mother.

- e. Program production.
- f. Cumberland Choir engagement.
- g. Trumpeter for Last Post/Reveille.
- h. Reviewing Officer Selection
- i. Platoon Commander Selection
- j. Contact with the Knights of Columbus for parade participation.
- k. Flag attendant selection.