



The Royal Canadian Legion

Branch 632(Orleans)
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EXECUTIVE MEETING August 12, 2014

PRESENT:

Comrades Ken Green, Marty Keates, Ray Plourde, Steve Sauve, Myles Gallant, Susan Ierfino, Bob Butt, Jeanine Mader, Jim Grant, Manon Pilote, Frank Stacey, Bob MacDonald, Garth Mader and Bud Dion

ABSENT:

Comrades Paul Laroque, David Ballman, Jean Beck, Barb Johns, Wendy Fortier and Tom Peel

EXCUSED:

Comrades Marta Nuijten, Jim Ferguson, Jacques Levesque, Vern Vienot and Betty Ringrose

1. OPENING CEREMONIES AS PER LEGION RITUAL:

The President, Comrade Ken Green, opened the meeting at 19:04 with the Opening Ritual and the remembrance of our fallen Comrades.

2. ROLL CALL:

The A/Secretary called the roll: 13 of 19 Branch Officers and elected Standing Committee Members were present. This constituted a quorum.

3. MINUTES OF THE PREVIOUS EXECUTIVE MEETING:

The minutes of the previous meeting held on July 15, 2014 were sent out electronically and perused by the members of the committee. Neither corrections nor amendments to the minutes were submitted.

Moved by Comrade Marty Keates and seconded by Comrade Susan Ierfino that the minutes be accepted as presented.

CARRIED

4. BUSINESS ARISING FROM PREVIOUS MEETINGS:

Two items from the previous meeting that were to have been addressed – the Warriors’ Day Parade and an email from Ontario Workplace Safety – have been actioned and are no longer considered Old Business.

CORRESPONDENCE: (Marta Nuijten)

A master ledger containing all correspondence is available for viewing in the Branch upper lounge. Incoming correspondence has been distributed directly as addressed. There have been fourteen emails from Comrades Kathy Johnston and Blaine Kiley, as well as notifications announcing upcoming golf tournaments sponsored by other local Branches, and presentations on VIMY and the 100th Anniversary of WW1. All items have been copied and placed in the correspondence binder and stored on the off-site thumb drive.

5. GUEST SPEAKER:

No guest speaker tonight.

6. PRESIDENT’S REPORT: (Comrade Ken Green)

I attended the President’s meeting held at Montgomery Branch on August 5, 2014, and I will be attending the Zone Council meeting at Eastview Branch on August 18, 2014. The contract for Peter Loan Dining and Catering, our caterer, has been drawn up and will be signed tomorrow. More information will be presented under New Business.

Moved by Comrade Ken Green and seconded by Comrade Frank Stacey that the President’s Report be accepted as presented.

CARRIED

7. **TREASURER/FINANCIAL OFFICER REPORTS:**

Breakout Tickets report: (Comrade Jim Grant)

This report on the Nevada Fund will cover the month of July 2014. No deposits were made since my report. Therefore the bank balance which includes a \$6.00 service charge now stands at:

Bank Balance	\$5697.59
Sales for Jul were	\$2521.50
Payout was	\$1795.00
Profit was	\$ 726.50
Funds in the General Account as of 31 Jul 2014 is	\$1313.50
Four outstanding cheques for a total of	-\$3444.00
Total Funds left to be disbursed:	\$3567.09

The Manager and I are still working a better system for reporting the Nevada Fund to the members and hopefully it will be completed by the next General Meeting.

Financial Statements: (Comrade Myles Gallant)

Please see financial statements attached

Moved by Comrade Myles Gallant and seconded by Comrade Jeanine Mader that the financial statements be accepted as presented subject to audit.

CARRIED

9. **CHAIRPERSON REPORTS UNDER THE PRESIDENT:**

a. **Memorial Walk.** (Comrade Frank Stacey)

Two more stones have arrived and will be installed the week of August 18th. Martel and Sons will come to Branch 632 to engrave that dates of death on three stones.

b. **Service Officer.** (Comrades Frank Stacey and Doc Hopper)

On Wednesday July 16th, Pat Royal (Provincial Service Officer) visited Branch 632. She interviewed four members of the Branch. The visit was published in the Orleans News and on the Internet.

I have met with two members of the Branch to help them with their claims with Veteran's Affairs.

A campsite has been booked for the Poppy Seminar, which will be held in Smiths Falls on September 13/14th.

c. **Sergeant-at-Arms.** (Comrade David Ballman)

NOTHING NEW TO REPORT AT THIS TIME.

d. **Ladies Auxiliary:** (Comrade Wendy Fortier)

NOTHING NEW TO REPORT AT THIS TIME.

e. **Branch Manager (Tom Peel)**

We are holding our own from week to week. Another problem has arisen with our Hydro account. The halls have been rented for more than one-half of our available slots during peak rental times for the next three months.

f. **Housing** (Comrade Garth Mader)

I would like to order saddle caps for the chairs in the downstairs hall. These are only available from a company that does not deliver to Canada. Comrade Susan Ierfino has volunteered to pick them up this weekend. The seals and shelves in the bar fridges will be checked to see if the condensation that leaks onto the floors can be eliminated. I would like to see the list of deficiencies documented during the building inspection for the New Horizons for Seniors' grant posted on the bulletin boards. In addition, I request that a list of deficiencies above and beyond those listed for the New Horizons' grant be maintained with a view to matching these with unplanned funding/revenue. I would maintain this list and will put something together to be kept in the bar area.

g. **Poppy Chair** (Comrade Susan Ierfino)

The Poppy campaign begins on Friday, October 31. I'm in contact with Gayle Latimore at Place D'Orleans to determine if we will be covering that location. There have been problems because of the long times that are required to cover that location. I will be in contact with team leaders to determine their availability for this year's campaign shortly. Cadets locations will possibly be changed - this will be determined in the near future. We are looking for location captains as I believe there will be a few that are unable to return. More on that in the near future. There will be a training workshop for poppy chairs and service officers taking place in September. Orders will be placed shortly for poppy requirements for this year. Wreaths will be inspected, as well as there are many that are in need of replacement in time for the Remembrance Day ceremony

- h. **Poppy Trust Fund** (Comrade Barb Johns)

NOTHING NEW TO REPORT AT THIS TIME.

Moved by Comrade Ken Green and seconded by Comrade Bob Butt that the reports of the committees under the President be accepted as presented.

CARRIED

- 10. **REPORTS UNDER THE PAST PRESIDENT:** (Comrade Jim Ferguson)

- a. **Future Planning**

NOTHING NEW TO REPORT AT THIS TIME.

- b. **Election Committee**

NOTHING NEW TO REPORT AT THIS TIME.

Moved by Comrade Ken Green and seconded by Comrade Jeanine Mader that the reports of the committees under the Past President be accepted as presented.

CARRIED

- 11. **CHAIRPERSON REPORTS UNDER THE FIRST VICE-PRESIDENT:** (Comrade Marty Keates)

- a. **By-laws, Regulations and Rules:** (Comrade Bud Dion)

Bud sent you a report. (I do not have a hard copy – think Bud sent it to you.)

- b. **Training and Organizational Development:** (Comrade Bud Dion)

Bud sent you a report. (I do not have a hard copy – think Bud sent it to you.)

- c. **Inventory:** (Comrade Paul Larocque)

NOTHING NEW TO REPORT AT THIS TIME.

- d. **Scrapbook:** (Comrade Betty Ringrose)

NOTHING TO REPORT SINCE THE LAST MEETING.

e. **Hospital Visiting:** (Comrade Bob Butt)

A get-well card was sent to Colbert Brule. I would like to thank the Membership Chairman for providing me with an up-to-date new membership list.

f. **Banner:** (Comrade Bud Dion)

The deadline for submitting articles for the September issue is August 15, 2014. Submissions are to be sent to both Comrade Nuijten and Comrade Dion. It was suggested that Comrade Dion's AABlack page, which has been formatted for Banner articles, be sent to all Comrades who are expected to submit an article.

g. **Veterans and Aging:** (Comrade Marty Keates)

The visit to the Branch by the Perley-Rideau veterans will take place on Saturday, October 13, 2014 from 2:00 p.m. to 4:00 p.m. As in past years volunteers are required to assist the veterans and to serve light refreshments. Comrade Gord Atkinson will be putting together a group to provide entertainment for the afternoon. More to follow on this event. Sunday, November 23, 2014 has been set aside for the Branch's over-eighty veterans. Again, volunteers will be required and more information will be forthcoming.

h. **Legion Seniors:** (Comrade Marty Keates)

Although most of the clubs have stood down for the summer, Wednesday carpet bowling and euchre and Friday whist are still being played.

Moved by Comrade Marty Keates and seconded by Comrade Susan Ierfino that the reports under the First Vice- President be accepted as presented.

CARRIED

12. **CHAIRPERSON REPORTS UNDER THE SECOND VICE-PRESIDENT:** Comrade (Ray Plourde)

a. **Cadet Liaison:** (Comrade Vern Vienot)

All Cadet groups are stood down for the summer. The Nevada fund recently donated \$2,300.00 to the Army Cadet Corps.

b. **Membership:** (Comrade Jacques Levesque)

NOTHING NEW TO REPORT AT THIS TIME.

c. **Honours and Awards:** (Comrade Frank Stacey)

NOTHING NEW TO REPORT AT THIS TIME.

d. **Youth Education:** (Comrade Jeanine Mader)

I am in the process of verifying email addresses for all the schools. The packages are ready to be sent to the schools, once the summer holidays are over.

e. **Bursaries:** (Comrade Jean Beck)

Comrade Mader stated that she sends out the bursary package at the same time she sends the package for the Remembrance Day competitions.

f. **Bar Officer:** (Vacant)

Since Comrade Morrison had to step down, the President advised that he will ask Comrade Marks if he will fill-in until a new Bar Officer can be found, especially for the upcoming inventory which needs to be completed in September.

Moved by Comrade Ray Plourde and seconded by Comrade Garth Mader that the reports under the Second Vice- President be accepted as presented.

CARRIED

13. **CHAIRPERSON REPORTS UNDER THE THIRD VICE-PRESIDENT:** (Comrade Steve Sauve)

a. **Public Relations:** (Comrade Myles Gallant)

I received an email from Comrade Stephen Dieter, the District Public Relations Officer, indicating that he plans to hold a Public Relations Workshop in the near future, because one has not been held since 2012. At this point he is looking for ideas for his presentation. Comrade Jack Kroeplin's son is working on a submission for the next edition of the Book of Remembrance.

b. **Entertainment:** (Comrade Ken Green)

Entertainment is booked until the end of the year. I am looking into a suitable date for Oktoberfest because it depends on when a band is available. Possible dates are September 5th and 19th or October 17th and 24th.

c. **Special Events:** (Comrade Manon Pilote)

There is a possibility of having a corn roast in September. Further details will be forthcoming.

d. **LA Liaison:** (Comrade Jim Ferguson)

NOTHING NEW TO REPORT AT THIS TIME.

e. **Sports:** (Comrade Steve Sauve)

Current/Past Events

- Blaine Kiley and Mike Martell finished 3rd and qualified for the Provincial Golf Championships Seniors being held in Essex (Windsor) on September 6, 2014
- Ken and Kevin Robson finished 5th in the Regular and also qualified for the Provincials
- The Golf Fun Day at the Nation Golf Course on July 31 was a success. We had almost 50 golfers and we enjoyed some good burgers and salad upon our return, thanks to Peter

Upcoming Events

- August 28, 2014 we will be having another Golf Fun Day at the Nation Golf Course at a cost of \$55.00/person which will include a lunch back at the legion
- The other Fun Golf Day Dates include September 25th and October 30th, all Thursday's. SIGN-UP!!!
- Fall Mixed Darts on Thursday's and Men's Darts on Monday evenings; registration: Two Weeks following Labour Day on the Thursday and Monday evening from 7:00pm – 8:00pm

Moved by Comrade Steve Sauve and seconded by Comrade Frank Stacey that the reports under the Third Vice- President be accepted as presented.

CARRIED

14. GENERAL AND NEW BUSINESS:

Information from the President's Meeting held August 5, 2014 at Montgomery Branch:
(Comrade Ken Green)

Complete control of the 'Sales on the Hill' initiative has been handed over to me and Comrade Jacques Levesque. Profits will be divided between our Branch and Westboro Branch, based on the number of days each Branch manned the booth.

Very few Legion Members have been attending tributes and pub nights at the Perley, even though the schedule is published months in advance.

For Service Officers: Veterans should consult with a Legion Service Officer prior to going to Veterans Affairs to ensure that the paperwork is completed properly. Once Veterans Affairs assigns a case number, the Legions can no longer assist the individual. There will be a Poppy/Service Officer Workshop in Smiths Falls on the 13th/14th of September.

The Perley sends out a wish list to local Legion Branches. Unless funding is for medical equipment to support veterans, Poppy Funds are not to be used; however, Lottery Funds such as Nevada may be used for non-medical purposes. Poppy funds are also not authorized to buy equipment for Retirement Homes.

Monies in the Last Post Fund are not poppy funds; therefore, Provincial Command determines who is eligible to receive funding from the Last Post Fund, and where the funds will be used. All requests for funding from the Last Post Fund are to be directed to Provincial Command.

Zone will be conducting the Annual Branch Inspections in September. Although we don't have an exact date for our inspection, we have received the checklist of the documentation that must be presented. The following office holders are requested to be present: Treasurer, Secretary and Poppy Trust Chairman.

Funding for prizes under the Youth Education Program come from two sources: poem, poster and essay prizes from poppy funds, while prizes for public speaking come from non-poppy sources. 'Comforts for Veterans' distributed at the Perley come from Poppy Funds. Every year, each Branch in the Zone is given a specific amount which must be contributed to the Zone Poppy Fund. This funding is also used for prize money at the monthly bingos.

All Legion members are entitled to a discount when purchasing tickets to Red-Blacks games.

The President of Westboro Branch, Comrade Doug Cody, would like to see the 2017 Dominion Convention take place here in Ottawa. What he needs soon, is a list of what each Branch is willing to commit. The goal here is to have 'no cost' to any of the local Branches.

Comrade Dick Rutter has resigned as the Zone Tribute Officer. I will be taking his place on a date TBA.

Following is a list of upcoming events:

August 18, 2014 – Zone Council Meeting at Eastview Branch,
September 13/14, 2014 – Poppy/Service Officers Workshop at Smiths Falls Branch,
September 21, 2014 – Zone Convention, 1:00 p.m. at Stittsville Branch (9 delegates), and
October 17/18, 2014 – District Convention at Amherstview Branch.

Comrade Ernie Hughes from Barrhaven Branch wants local Branches to think about an

amalgamation of local Branches in a neutral area in an effort to ‘modernize our Branches’. He is also seeking supporters to name the new Strandherd-Armstrong Bridge ‘Vimy Bridge’.

Refurbishment of local cenotaphs to add Afghanistan veterans will be undertaken by the Naval Benevolent Fund.

The President of Montgomery Branch, Comrade Lionel Rowe, is looking into the ‘Soldier Helping Soldiers’ program – a program to get homeless veterans off the street. More information to follow.

SPORTS OFFICER: (Comrade Steve Sauve)

As Chairman of the Golf Committee (June 19th Tournament) I allocate \$875.00 to repair the shuffleboard.

As Chairman of the Golf Committee (June 19th Tournament) I allocate \$1,500.00 for repairs to the bars on the upper and lower floors.

Moved by Comrade Steve Sauve and seconded by Comrade Marty Keates that a sum not exceeding \$500 be approved to support two teams attending the Provincial Golf Championship in Essex, Ontario on September 5/6th, 2014.

CARRIED

15. ADJOURNMENT:

Moved by Comrade Bud Dion and seconded by Comrade Jeanine Mader that the meeting adjourn.

CARRIED

16. CLOSING CEREMONY:

The meeting was adjourned with the closing ceremony at 20:09.

M. Nuijten
Secretary

K. Green
President

Voting Members:

Member	
President/Entertainment/Kitchen - Ken Green	X
1st Vice/Veterans & Aging/Legion Seniors - Marty Keates	X
2nd Vice (Sgt.-at-arms) - Ray Plourde	X
3rd Vice/Sports - Steve Sauve	X
Treasurer/Public Relations - Myles Gallant	X
Secretary - Marta Nuijten	E
Past President/LA Liaison - Jim Ferguson	E
Poppy Chair - Susan Ierfino	X
Hospital & Visiting - Bob Butt	X
Youth Education - Jeanine Mader	X
Bar Officer –	
Membership - Jacques Levesque	E
Nevada - Jim Grant	X
Cadets - Vern Veniot	E
Inventory - Paul Larocque	A
Sgt.-at-arms – David Ballman	A
Special Events - Manon Pilote	X
Service Officer/Honours & Awards/Memorial Walk - Frank Stacey	X
Honours & Awards – Bob MacDonald	X
Housing – Garth Mader	X

Non-Voting

Member	
Constitution & Bylaws/Training & Org Dev/ Banner - Bud Dion	X
Scrapbook - Betty Ringrose	E
Bursaries - Jean Beck	A
Poppy Trust – Barb Johns	A
Ladies Auxiliary - Wendy Fortier	A
Legion Manager - Tom Peel	A

Meeting July 15, 2014

RCL 632**Comparative Income Statement**

	Actual 01/07/2014 to 31/07/2014	Actual 01/06/2014 to 31/07/2014
REVENUE		
BAR & KITCHEN REVENUE		
Beer/Liq Sales	17,044.72	42,038.61
Snack Sales	1,832.14	3,848.22
Coffee	113.30	247.40
Total Bar & Kitchen Revenue	18,990.16	46,134.23
RENTAL INCOME		
Hall Rentals	2,355.00	6,337.74
Hall Rentals - Misc	435.00	1,425.00
Total Hall Revenue	2,790.00	7,762.74
VENDING REVENUE		
Branch Pool Table	58.00	148.00
Branch Snooker Table	56.00	95.00
Total Vending Revenue	114.00	243.00
BRANCH EVENTS INCOME		
Canada Day	516.30	516.30
Other Donations	200.00	200.00
Total Branch Events Incom	716.30	716.30
MEMBERSHIPS		
Membership Dues	665.00	1,015.00
Net Memberships	665.00	1,015.00
OTHER REVENUE		
Interest Revenue	0.00	35.03
Banner Advertising	0.00	113.10
Banner Revenue	67.00	67.00
Sale Legion Articles	24.76	48.57
Net Sales	24.76	48.57
ATM Revenue	118.50	259.50
Sports Revenue	60.00	90.00
Facilities Usage Fee Income	118.00	257.00
Donations	0.00	45.00
Pot of Gold	13.00	30.50
Super Gold	36.00	65.00
Total Other Revenue	437.26	1,010.70
TOTAL REVENUE	23,712.72	56,881.97
EXPENSE		
BAR EXPENSES		
Beer/Liq Purchases	8,136.74	18,196.99
Snack Purchases	0.00	148.85
Cigarettes	650.80	1,384.80
Spoilage	156.95	309.90
Bar & Kitchen Supplies	262.15	714.74
Bar Wages	6,948.64	9,949.58
Kitchen/Bar Equipment Maintena...	590.00	1,004.91
Total Bar Expenses	16,745.28	31,709.77
UTILITIES		
Hydro	-633.30	1,254.10
Gas & Heat	160.00	526.58
Telephone	0.00	152.07
Water	412.90	808.37
Television Network	79.37	158.74

RCL 632

Comparative Income Statement

	Actual 01/07/2014 to 31/07/2014	Actual 01/06/2014 to 31/07/2014
Total Utilities	18.97	2,899.86
WAGES & EMPLOYEE BENEFI...		
Wages	3,360.00	4,816.00
EI Expense	88.44	147.40
CPP Expense	146.34	243.90
WSIB Expense	26.55	44.25
Total Wages	3,621.33	5,251.55
OFFICE EXPENSES		
Office Expenses	583.21	845.58
Postage	13.10	13.10
Licences	144.84	189.68
Furniture & Equipment	0.00	62.99
Equipment Lease	71.13	142.26
Total Office Expenses	812.28	1,253.61
BUILDING EXPENSES		
Building Maintenance & Repairs	184.67	1,233.84
Cleaning Supplies	553.90	2,435.78
Waste Removal	721.92	1,446.36
Ground Maintenance	2,360.00	3,360.00
Security Services	127.34	254.68
Building Cleaning	2,690.00	5,447.20
Hall Setup	225.00	425.00
Insurance	790.30	1,576.85
Furn & Equip Maint	60.00	60.00
Total Building Expenses	7,713.13	16,239.71
BRANCH EVENTS EXPENSE		
Canada Day	150.00	484.78
Total Branch Events Expense	150.00	484.78
OTHER EXPENSES		
Bank Charges	332.06	501.36
Interest Expense	3.74	11.19
Loan Interest	1,503.87	3,067.24
Legion Articles	89.88	129.83
Honours & Awards	0.00	29.50
Banner Expenses	245.00	245.00
Entertainment Expenses	1,200.00	2,250.00
Total Other Expenses	3,374.55	6,234.12
TOTAL EXPENSE	32,435.54	64,073.40
NET INCOME	-8,722.82	-7,191.43

RCL 632

Balance Sheet As at 31/07/2014

ASSET

CURRENT ASSETS

Cash On Hand	5,799.10	
Bank Account-general	733.74	
Scotia Bank General	6,106.13	
Scotia Bank Allocated	3.36	
Scotia Bank Savings	43,531.71	
Change Floats	1,462.00	
Cash: Total		57,636.04
GST/HST Paid And Recoverable		5,360.29
Accounts Receivable		30.00
Inventory Bar		16,527.57
Op Inv Legion Articles		2,548.37
Prepaid Expenses		1,393.06
TOTAL CURRENT ASSETS		83,495.33

Fixed Assets

Land		75,075.00
Building	1,744,180.48	
Acc Depreciation on Building	-1,011,636.87	
Net Building		732,543.61
Adjacent Lot		107,001.50
Bar & Kitchen Equipment	16,253.67	
Acc Dep Bar & Kitchen Equi	-4,540.60	
Net Bar & Kitchen Equipmen		11,713.07
Furniture & Fixtures	14,268.20	
Acc Dep - Furn. & Fixtures	-9,386.67	
Net Furniture & Fixtures		4,881.53
Computer Equipment	3,207.84	
Acc.Dep-Computer Equipment	-703.36	
Net Computer Equipment		2,504.48
Total Fixed Assets		933,719.19

TOTAL ASSET

1,017,214.52

LIABILITY

CURRENT LIABILITIES

Memorial Walk		856.73
Payable To Nevada Fund		1,313.50
July 31 Golf		65.00
June Annual Golf		11,260.72
Pot of Gold Payable		242.50
Bridge Payable		1,372.00
Super Gold Payable		207.50
Sunday Crib		1,131.50
RCAF Dinner		1,348.62
GST/HST Payable		6,960.75
Accounts Payable		4,707.24
Command -Capital Tax Payable		1,866.97
Unearned Hall Rentals		4,198.00
Vacation Payable - Payroll		4,619.47
Vacation Payble - adjusted		-3,650.01
EI Payable	722.63	
CPP Payable	1,062.90	
Income Tax Payable	1,095.19	
Receiver General Payable		2,880.72
WSIB Payable		245.69
Accrued Expenses		6,111.85
TOTAL CURRENT LIABILITIES		45,738.75

LONG TERM LIABILITIES

Loan Payable		331,077.84
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RCL 632

Balance Sheet As at 31/07/2014

Total LongTerm Liabilities	331,077.84
Deferred Contributions	
Deferred contribution capital asset	72,000.00
Total Deferred Contributions	72,000.00
TOTAL LIABILITY	448,816.59
EQUITY	
EARNINGS	
Retained Earnings	575,589.23
Current Earnings	-7,191.43
TOTAL EARNINGS	568,397.80
TOTAL EQUITY	568,397.80
LIABILITIES AND EQUITY	1,017,214.39