



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

14 June 2022

**Present:** Comrades Dianne Higgins, Wyn Fournier, Joyce Bisson, Lucie Lafontaine, Ken Green, Richard Guitar, Kim Levesque, Rae Green, Marty Keates, Mike Adams, Robert Elrick, André Fournier, Wayne Edwards, Daunette Tucker, Wendy Fortier, Lucie Goderre.

**Excused:** Comrades Jeanine Mader, Jim Grant, Marta Nuijten, Timmy Parsons, Melanie Delorme.

**Absent:** Comrades Bill Reggler, Robert Patchett, Blaine Kiley, Bernard Laberge.

### 1. OPENING CEREMONIES AS PER LEGION RITUAL

#### 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 do 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.

Comrade Dianne Higgins called the meeting to order at 7:03 PM.

## 2. ROLL CALL

Comrade Lucie LaFontaine called the roll. 15 of 26 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 Lucie Lafontaine

The minutes of the May 2022 meeting were sent out to the executive before final signatures and all applicable changes were approved. Copies are in the binder, on the website and in digital format.

*Moved by Comrade Lucie Lafontaine and seconded by Comrade Kim Levesque that the minutes from the May 2022 meeting be accepted as presented.*

**CARRIED**

## 5. BUSINESS ARISING FROM THE PREVIOUS MEETINGS

There was no business arising from the last Executive meeting.

## 6. CORRESPONDENCE– Comrade Lucie Lafontaine

All items received have been forwarded to Senior Executive and updates sent to members via a branch email broadcast. All items have been stored on the off-site thumb drive.

## 7. PRESIDENT’S REPORT – Comrade Dianne Higgins

Good evening, everyone.

First, I am honoured to be serving as your President for the next year. Thank you for your support.

I like to have short meetings! To achieve this goal, and for the sake of everyone who attends the meetings, I invite you to email your concerns to your respective Vice Presidents prior to the meetings. This way we will be able to ensure everyone will be heard and we will be able to plan the meetings more effectively.

The Senior Executive have already had meetings. Through brainstorming, discussion and finally agreement we have determined the way ahead for our Branch for the upcoming year. Our focus will be on business planning, improving member attendance at our Branch and enhancing our Social Media platforms.

The Vice Presidents who have agreed to work on their projects will explain them in further detail. Several issues have been discussed with the new Executive team. To expediate this meeting I will touch on just a few. The others will be presented in upcoming meetings.

### **Executive Committee Structure:**

There have been changes to Executive Committee structure. Basically, we have two types of Branch support:

The “**Administrative**” side: Secretary, Branch Administrator and Treasurer falls directly under the responsibility of the President. All concerns and requirements of this administrative side of our Branch are to go through the President. The Bar Manager will be directly responsible to the Branch Administrator. This remains unchanged. All requests for support for Bar staff must go through the Branch Administrator who will then liaise with the Bar Manager for staffing.

The Branch needs a Treasurer. For personal reasons Nancy Fisher has submitted her resignation and I have accepted. I spoke with her on Friday at our dinner and dance and she informs me they are putting their house up for sale today and will be moving closer to their daughter.

The” **Operational**” side: This is comprised of the portfolios under the President and the Vice Presidents. Some portfolios have been reassigned to different Vice Presidents. Each portfolio holder is directly responsible to their respective Vice President. All concerns or requirements are to be sent to their respective Vice President. If you have information, etc you wish to present to the Branch that falls under other Vice Presidents, please pass the information through your Vice President first. The 1st, 2nd or 3rd Vice President will then liaise with the Vice President responsible for that portfolio. This way two Vice Presidents are not working on the same issue.

A diagram of the new format for the Executive will be attached to the minutes of the meeting.

### **Executive List**

There will be two different copies of the Executive List. One will contain the name, home phone number and new email address of each member of the Executive. Only select individuals will have a copy and it will not be shared on our social media sites. This protects the personal information of our Executive members. It is not to be shared with anyone!

The second copy of the Executive List will contain the name and new email address of each member of the Executive. This copy will be shared with everyone and will be on our social media sites.

### **Emails:**

The emails for our Branch Executive will no longer be associated with a person’s name. (e.g.) Branch Administrator will not have “Mike Adams” associated with it. Sorry Mike. Instead, all portfolios will have the following: RCL 632orleans (and the position) @gmail.com. (e.g.) the President’s email is: rcl632orleanspresident@gmail.com. This change became effective 10 June 2022. The Branch Administrator is responsible for creating and maintaining the emails. The long form of each portfolio has been created. Also, all passwords will be held with the Branch Administrator.

The Branch Administrator is not responsible to answer any questions relating to the content of your emails or to answer questions why emails have not been answered. This is responsibility of the email holder. Please contact our Branch Administrator, Melanie Delorme for your new email address.

### **Future events:**

The Branch has **Canada Day** well under way and a **Golf Tournament** is being organized.

Branch hours and activities for the summer:

The Senior Executive have had discussions with our Branch Administrator, the Bar Manager and Ron Clark our Caterer. We do not wish to have our Legion closed for any reason. To remain viable depends on attendance. The Branch cannot continue to pay a Bar Tender when no one is in house. I ask all of you to put forward suggestions for activities to enable us to remain open. Every suggestion, idea, etc are all welcome.

### **Donations to the Branch:**

An anonymous individual donated a new laptop for the upstairs office.

Paul Newcome donated a large new BBQ tank filled with gas.  
On behalf of Orleans Branch 632, I thank our members for their kind donations.

## **8. TREASURER/FINANCIAL OFFICER REPORTS – Comrade TBD**

Financial Statements attached at the end of these minutes.

*Moved by Comrade Dianne Higgins and seconded by Comrade André Fournier that the financial statement be accepted as presented subject to audit.*

### **CARRIED**

## **9. CHAIRPERSON REPORTS UNDER THE PRESIDENT - Comrade Dianne Higgins**

### **a. BRANCH ADMINISTRATOR – Comrade Melanie Delorme**

Going forward Comrade Dianne Higgins will present the Administrator report on behalf of Melanie.

### **b. SERGEANT-at-ARMS – Comrade Andre Fournier**

18 May 2022 - Assisted with the Rockland Branch 554 as scrutineer for their Branch Elections.  
Accompanied by Comrades Ken and Rae Green.

Tributes: Nil

No other activities to report since last meeting 08 March 2022.

### **c. REMEMBRANCE ACTIVITIES – Comrade Dianne Higgins**

Comrade Dianne Higgins will ask Melanie to help with administrative duties for these activities.

### **d. SERVICE OFFICER – Comrade Robert Patchett**

No report.

### **e. LADIES AUXILIARY – Comrade Wendy Fortier**

The Ladies Auxiliary has 21 members. They are looking for new members to help with the fundraising and other activities. They will be making cupcakes for Canada Day. The executives suggested giving the Ladies Auxiliary more visibility by allowing them to advertise on the Legion's social media pages.

### **f. HONOURS AND AWARDS – Comrade Marty Keates**

September 10<sup>th</sup> from 2pm to 4p will be Honours and Awards ceremony in the lower Hall. Marty has made the reservation. More info to come. Snacks, chips and popcorn will be served.

### **g. LEADERSHIP DEVELOPMENT – Comrade Marty Keates**

No report.

**h. WEBSITE – Comrade Marty Keates**

Just a reminder that items for posting should be 'ready to be posted' on the website and must include the date the item should come off the site.

**i. CONSTITUTION AND BY-LAWS, and TRAINING – Comrade Blaine Kiley**

No report.

*Moved by Comrade Dianne Higgins and seconded by Comrade Robert Elrick that the reports of the committees under the President be accepted as presented.*

**CARRIED**

**10. REPORTS UNDER THE PAST PRESIDENT – Comrade Ken Green**

**FUTURE PLANNING AND ELECTIONS – Comrade Ken Green**

No report however Ken mentioned he is always available to contribute and support the Legion.

**11. CHAIRPERSON REPORTS UNDER THE 1<sup>ST</sup> VICE-PRES. – Comrade Wyn Fournier**

1. Kitchen Operations:

a. We are in discussion with Ron about the possibility of continuing Friday night dinners into the summer months. This will depend on the numbers of people who attend as any less than 40 meals served is not financially feasible. A decision will be made by 20 Jun and communicated to the membership.

b. Saturday breakfast meals have been steadily declining as the weather gets warmer. Unless the number in attendance increase, Saturday breakfast will be ceased for the summer at the end of June.

c. A full lunch menu will continue to be offered throughout the summer. Please let your friends and neighbours know!

d. There is a likelihood of a price increase for meals to account for the increasing prices for supplies. This is an unfortunate result of the current economy.

2. A google drive folder system will be put in place with the Branch Administrator as the owner. This will allow for historical information and documents to be readily available as people holding executive positions change. It will also allow for us to be more environmentally conscious as we will need less paper. Stay tuned for when this is up and running!

3. There was an anonymous donation of a brand-new laptop, monitor, keyboard, and mouse to the Legion for use by the Sr Executive in the upstairs office. It has been set up with profiles for all the official positional emails and is now ready for use. Do not forget to sign out ☺

**a. KITCHEN OPERATIONS – TBD**

No report.

**b. POPPY CHAIR – Comrade Richard Guitar**

I completed the Handover from Comrade Wyn Fournier on 5 June 2022.

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

Poppy Trust Fund – Treasurer Report – May 2022

Bank Balance – 1 October 2021	\$ 77,293.13
Income from Campaign & Other Sources	\$103,836.95
Donations to Various Organizations	\$ 46,165.40
Army & Air Cadets	\$ 8,000.00
Campaign Expenses & Other Expenses	\$ 22,763.70
Bank Balance – As of 31 May 2022	\$102,200.92

**d. BURSARY – Comrade Daunette Tucker**

No report. Cheques were received by the bursary Chairperson, but not distributed.

**e. MEMORIAL WALK – TBD**

No report.

**f. HOUSING – Comrade Mike Adams**

- Defective electrical outlet replaced in upper kitchen
- Ice maker drain pipe in upper bar was clogged... cleaned out and replaced stained ceiling tile in lower bar damaged overflow.
- Dishwasher water line leaking in upper kitchen. Line replaced.
- 2 Window blinds repaired in members' lounge.
- Door replacement project :

Phase 1

Contractor waiting on material supplier to deliver. Hoping to begin work early July.

Phase 2

Quote received... \$

*Moved by Comrade Wyn Fournier and seconded by Comrade Wayne Edwards 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-PRES – Comrade Jeanine Mader**

Out of town no report at this time.

### **a. YOUTH EDUCATION – Comrade Jeanine Mader**

No report.

### **b. LEGION SENIORS – Comrade Robert (Bob) Elrick**

No report.

### **c. VETERANS AND AGING – Comrade Robert (Bob) Elrick**

No report.

### **d. MEMBERSHIP & VOLUNTEER CO-ORD – Comrade Kim Levesque**

#### **1. Membership Report:**

##### **New Members (7):**

Lawrence Burt (OR)  
Leah Burt (OR)  
Gail McKeag (OR)  
Robert Robillard (OR)  
John Tops (OR)  
Rachel Tops (OR)  
David York (OR)

##### **Transfers (2):**

Robin Brown (AS)  
Wanda Riddell (AS)

##### **Deceased Members since the previous meeting:**

Nil

#### **2. Volunteer Report:**

2021/2022 Volunteer Appreciation Plaque is circulating for comment. Once finalized I will have it printed and mounted in the main stairwell.

### **e. NEVADA – Comrade James Grant**

No report.

### **f. CADET LIAISON – Comrade Rae Green**

The cadets received their ACR. The Air Cadets thank you for the use of the hall every Wednesday night. They really appreciate it.

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

No report. Comrade Dianne mentioned she will share this activity with comrade Jeanine Mader.

*Moved by Comrade Dianne Higgins and seconded by Comrade Rae Green that the reports under the 2nd Vice-President be accepted as presented.*

**CARRIED**

**13. CHAIRPERSONS REPORTS UNDER THE 3<sup>rd</sup> VICE-PRESIDENT – Comrade Joyce Bisson**

**a. PUBLIC RELATIONS – Comrade Joyce Bisson**

I would like to thank Comrade Wayne for the synopsis of what the bar inventory consists of and I look forward to working with your team.

I am presently working with Comrade Marty on improving our Social Media sites. This will not be accomplished overnight but an ongoing learning curve. We will keep you posted as we go along.

I would like to thank Comrade Tim for accepting being our point of contact for the Canada Day event.

I am looking forward to working with all of you.

There will be no report from Legion Sports & Asset Inventory since we have no one covering these portfolios at the moment.

**b. BANNER – Comrade Marta Nuijten and Comrade Marty Keates**

A reminder to all the organizers that you should be documenting events and forwarding articles/photos including names of participants, if possible, for the Banner to Comrades Marta Nuijten or Marty Keates as soon as possible after each event to allow for formatting and editing time. Aiming for September 2022 to have the next banner published.

**c. ENTERTAINMENT AND SPECIAL EVENTS – Comrade Tim Parsons**

I have nothing to report. Waiting to see if we are having entertainment July and August.

**d. SPORTS – TBD**

No report.

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

A bar inventory was conducted on 1 June 2022 to complete the exercise for the fiscal Year ending 31 May 2022. A report has been forwarded to the Treasurer.



f. **ASSET INVENTORY –TBD**

No report.

*Moved by Comrade Joyce Bisson and seconded by Comrade Kim Levesque that the reports under the 3<sup>rd</sup> Vice President be accepted as presented.*

**CARRIED**

**15. GENERAL/NEW BUSINESS AND MOTIONS**

Comrade Bill Reggler will stay on as Padre.

The Executive member list is not yet complete however Comrade Dianne will follow up and ensure to send a copy to Zone Command.

**16. ADJOURNMENT:**

*Moved by Comrade Wayne Edwards and seconded by Comrade Richard Guitar that the meeting be adjourned.*

**CARRIED**

**17. 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 8:30 PM.**

**Lucie Lafontaine  
Branch Secretary**

**Dianne Higgins  
Branch President**

**The original document in the Legion Minutes Binder is signed by both parties**

**Voting Elected Members:**

1	President - <b>Dianne Higgins</b>	P
2	1st Vice - <b>Wyn Fournier</b>	P
3	2nd Vice/Youth Education - <b>Jeanine Mader</b>	EX
4	3rd Vice/Public Relations - <b>Joyce Bisson</b>	P
5	Treasurer - <b>TBD</b>	
6	Secretary - <b>Lucie Lafontaine</b>	P
7	Past President/Future Planning and Elections - <b>Ken Green</b>	P
8	Remembrance Activities/Poppy Chair - <b>Richard Guitar</b>	P
9	Membership/Volunteer Coordinator - <b>Kim Levesque</b>	P
10	Nevada - <b>Jim Grant</b>	A
11	Cadet Liaison - <b>Rae Green</b>	P
12	Leadership Development/Banner/Honours and Awards - <b>Marty Keates</b>	P
13	Housing - <b>Mike Adams</b>	P
14	Legion Seniors/Veterans and Aging - <b>Robert (Bob) Elrick</b>	P

**Members Appointed by the President**

15	Branch Administrator - <b>Melanie Delorme</b>	EX
16	Sgt-at-arms - <b>Andre Fournier</b>	P
17	Branch Padre - <b>Bill Reggler</b>	A
18	Service Officer - <b>Robert Patchett</b>	A
19	Constitution and By-Law - <b>Blaine Kiley</b>	A
20	Sports - <b>Bernard Laberge</b>	A
21	Bar Officer - <b>Wayne Edwards</b>	P
22	Bursaries - <b>Daunette Tucker</b>	P
23	Banner - <b>Marta Nuijten</b>	EX
24	Ladies Auxiliary - <b>Valerie Cyr</b>	EX
25	Poppy Trust - <b>Lucie Goderre</b>	P
26	Entertainment - <b>Tim Parsons</b>	EX

A – Absent  
P – Present  
EX – Excused

## Royal Canadian Legion, Branch 632 Orleans Comparative Balance Sheet

	As at 2021-06-01	As at 2022-06-01	Percent
<b>ASSET</b>			
<b>CURRENT ASSETS</b>			
Cash on Hand	632.20	8,186.87	-92.28
Petty Cash	399.49	248.30	60.89
ATM Machine	1,960.00	-22.00	-9,009.09
Bar Change - Back Room Boxes	2,200.00	4,400.00	-50.00
Bartender Float	1,900.00	2,095.00	-9.31
<b>Total Cash</b>	<b>7,091.69</b>	<b>14,908.17</b>	<b>-52.43</b>
Scotia Bank - General	25,869.80	17,318.17	49.38
Scotia Bank - Allocated	9,107.91	8,608.39	5.80
Scotia Bank - Savings	557.12	3,704.62	-84.96
<b>Total Bank</b>	<b>35,534.83</b>	<b>29,631.18</b>	<b>19.92</b>
Short-Term Investments - GIC's	82,486.82	94,156.57	-12.39
Accounts Receivable	3,118.23	0.00	0.00
Bar Inventory	4,637.79	4,637.79	0.00
<b>TOTAL CURRENT ASSETS</b>	<b>132,869.36</b>	<b>143,333.71</b>	<b>-7.30</b>
<b>CAPITAL ASSETS</b>			
Land	75,075.00	75,075.00	0.00
Adjacent Lot	107,001.50	107,001.50	0.00
Building	1,761,516.37	1,781,336.82	-1.11
Acc. Deprec. on Building	-1,317,202.09	-1,317,202.09	0.00
<b>Net Building</b>	<b>444,314.28</b>	<b>464,134.73</b>	<b>-4.27</b>
Bar & Kitchen Equipment	10,168.61	10,168.61	0.00
Acc. Deprec. Bar & Kitchen Equ...	-8,739.78	-8,739.78	0.00
<b>Net Bar &amp; Kitchen Equipment</b>	<b>1,428.83</b>	<b>1,428.83</b>	<b>0.00</b>
Furniture & Fixtures	9,969.84	9,969.84	0.00
Acc. Deprec. Furniture & Fixtures	-8,173.73	-8,173.73	0.00
<b>Net Furniture &amp; Fixtures</b>	<b>1,796.11</b>	<b>1,796.11</b>	<b>0.00</b>
Computer Equipment	1,450.00	1,450.00	0.00
Acc. Deprec. Computer Equipm...	-1,450.00	-1,450.00	0.00
<b>Net Computer Equipment</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL CAPITAL ASSETS</b>	<b>629,815.72</b>	<b>649,436.17</b>	<b>-3.05</b>
<b>TOTAL ASSET</b>	<b>762,485.08</b>	<b>792,769.88</b>	<b>-3.82</b>
<b>LIABILITY</b>			
<b>CURRENT LIABILITIES</b>			
Accounts Payable	-8,010.71	0.00	0.00
Visa Scotia Bank	251.60	2,217.10	-88.65
HST Recoverable	13.17	-13,338.48	-100.10
HST Payable	0.00	11,584.11	-100.00
<b>Total HST Payable</b>	<b>13.17</b>	<b>-1,754.37</b>	<b>-100.75</b>
Unearned Hall Rentals-Deposits	2,358.83	8,653.99	-72.74
DO NOT USE Vacation Payable	747.04	0.00	0.00
EI Payable	0.00	303.99	-100.00
CPP Payable	0.00	705.84	-100.00
Income Tax Payable	0.00	774.95	-100.00
<b>Payroll Deductions Payable</b>	<b>747.04</b>	<b>1,784.78</b>	<b>-58.14</b>
Vacation Payable	0.00	1,615.65	-100.00
WSIB Payable	-204.86	5.26	-3,994.68
<b>Total Payroll</b>	<b>-204.86</b>	<b>1,620.91</b>	<b>-112.64</b>
Memorial Walk	1,067.62	1,067.62	0.00
Nevada Fund	336.50	377.00	-10.74
Command, Zone, District Tax P...	3,012.26	4,221.73	-28.65
RCAF Dinner	4,252.42	1,659.92	156.18
Mixed Darts	0.00	600.00	-100.00
<b>Total Money Held in Trust</b>	<b>8,668.80</b>	<b>7,928.27</b>	<b>9.37</b>
<b>Total Current Liabilities</b>	<b>3,823.87</b>	<b>20,448.68</b>	<b>-81.30</b>

Printed On: 2022-06-17

**Royal Canadian Legion, Branch 632 Orleans  
Comparative Balance Sheet**

	As at 2021-06-01	As at 2022-06-01	Percent
<b>LONG TERM LIABILITIES</b>			
Commercial Loan	184,222.12	139,284.39	32.26
<b>Total Long-Term Liabilities</b>	<u>184,222.12</u>	<u>139,284.39</u>	32.26
<b>DEFERRED CONTRIBUTIONS</b>			
Deferred Contribution	80,163.08	168,029.08	-52.29
<b>Total Deferred Contributions</b>	<u>80,163.08</u>	<u>168,029.08</u>	-52.29
<b>TOTAL LIABILITY</b>	<u>268,209.07</u>	<u>327,762.15</u>	-18.17
<b>EQUITY</b>			
<b>EARNINGS</b>			
Retained Earnings	492,792.13	464,810.40	6.02
Current Earnings	1,483.88	197.33	651.98
<b>TOTAL EARNINGS</b>	<u>494,276.01</u>	<u>465,007.73</u>	6.29
<b>TOTAL EQUITY</b>	<u>494,276.01</u>	<u>465,007.73</u>	6.29
<b>LIABILITIES AND EQUITY</b>	<u>762,485.08</u>	<u>792,769.88</u>	-3.82

**Royal Canadian Legion, Branch 632 Orleans  
Income Statement 2021-06-01 to 2022-05-31**

Telephone	5,216.51
Water	4,565.05
Television Network	470.62
<b>Total Utilities</b>	<u>41,800.81</u>
<b>BUILDING EXPENSES</b>	
Cleaning Supplies	1,951.81
Waste Removal	2,197.83
Ground Maintenance	10,388.08
Building Cleaning	17,987.83
Building Security Services	359.40
Building Insurance	11,342.12
Building Furniture & Equipment	2,018.27
Building Maintenance & Repairs	18,860.83
<b>Total Building Expenses</b>	<u>65,106.17</u>
<b>FINANCIAL EXPENSES</b>	
Bank Charges	3,149.78
Commercial Loan Interest	2,793.94
ATM Revenue	-202.00
<b>Total Financial Expenses</b>	<u>5,741.72</u>
<b>OTHER BRANCH EXPENSES</b>	
Honours & Awards	396.77
Legion Articles (Pins, etc.)	1,268.15
Hospitality	1,072.80
Branch Functions	5,880.45
<b>Total Other Expenses</b>	<u>8,618.17</u>
<b>TOTAL EXPENSE</b>	<u>298,104.16</u>
<b>NET INCOME</b>	<u>-25,628.40</u>

**Royal Canadian Legion, Branch 632 Orleans  
Income Statement 2021-06-01 to 2022-05-31**

**REVENUE**

<b>OPERATING REVENUE</b>	
Beer & Liquor Sales	147,185.50
Snack and Coffee Sales	15,050.53
Kitchen Income	5,910.00
Hall Rental - Net	26,947.79
Facility Usage	5,488.00
<b>Total Operating Revenue</b>	<u>200,581.82</u>
<b>Other Operating Income</b>	
Membership Revenue	27,965.91
Pool Tables	1,212.00
<b>Total Other Operating Income</b>	<u>29,177.91</u>
<b>SPECIAL BRANCH EVENTS</b>	
Veteran's Dinner	2,400.00
New Year's Eve	25.00
<b>Total Special Events</b>	<u>2,425.00</u>
<b>OTHER REVENUE</b>	
Banner & TV Advertising	432.00
Donations	9,636.25
Grants	10,000.00
Breakfast Club	1,321.00
Poppy Storage	350.00
Bottles & Cans Drive	18,264.67
Interest Income	287.11
<b>Total Other Revenue</b>	<u>40,291.03</u>
<b>TOTAL REVENUE</b>	<u>272,475.76</u>

**EXPENSE**

<b>OPERATING EXPENSES</b>	
Beer & Liquor Purchases	57,385.05
Snack & Coffee Purchases	5,592.85
Bar & Kitchen Supplies	3,106.56
Hall Set-up	3,189.50
B & K Spoilage	959.26
Cash Variances	-786.37
B & K Equipment Maintenance	3,235.06
B & K Dishes, Glassware, Equip...	994.46
<b>Total Operating Expenses</b>	<u>73,676.37</u>
<b>WAGES &amp; BENEFITS</b>	
Wages	89,246.74
CEWS	-11,688.97
Vacation Pay	4,457.92
EI Expenses	2,053.47
CPP Expenses	2,733.32
WSIB	564.05
<b>Total Wages &amp; Benefits</b>	<u>87,366.53</u>
<b>OFFICE EXPENSES</b>	
Printing, Postage, Supplies, etc.	2,869.80
Licences: Food, Alcohol, City, etc.	2,550.97
Entertainment Expenses	10,373.62
<b>Total Office Expenses</b>	<u>15,794.39</u>
<b>UTILITIES</b>	
Hydro	22,489.48
Gas & Heat	9,059.15

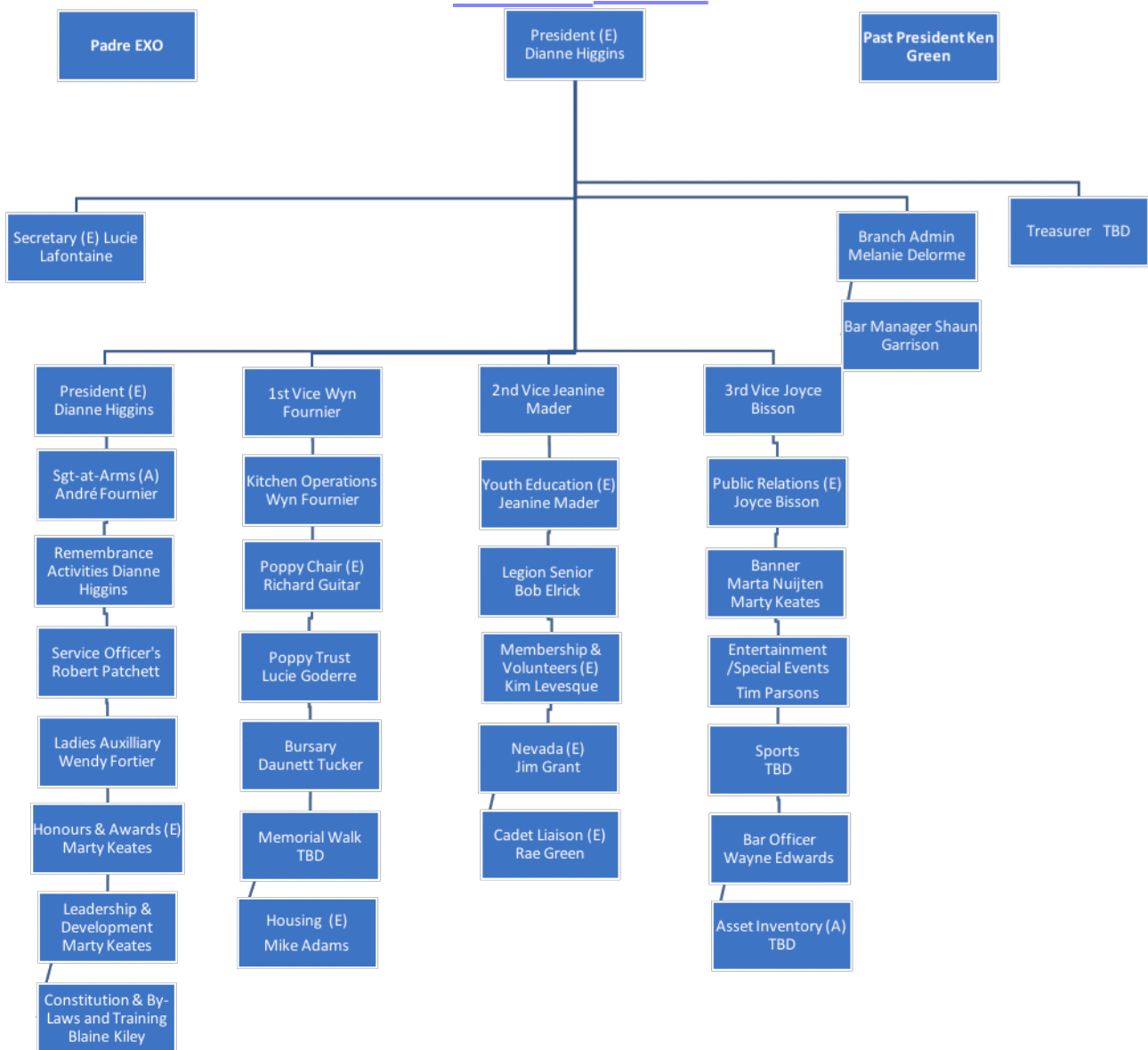
Printed On: 2022-06-17

**The Royal Canadian Legion Executive Members Organization Chart  
Branch 632 (Orleans)**

**800 Taylor Creek Drive, Orleans, Ontario K4A 0Z9 Phone (613) 830-9984**

**E-mail : [rcl632@gmail.com](mailto:rcl632@gmail.com)**

**Web Page: [www.rcl632.ca](http://www.rcl632.ca)**



**June 14 2022**

800 Taylor Creek Drive,  
Orleans, ON K4A 0Z9  
Phone: 613-830-9984

**2022-2023  
BRANCH 632 (ORLEANS) EXECUTIVE**

**Past President (E)**  
Ken Green  
**Future Planning & Elections**

**President (E)**  
Dianne Higgins  
[rd632orleanspresident@gmail.com](mailto:rd632orleanspresident@gmail.com)

**Secretary (E)**  
Lucie LaFontaine  
[rd632orleanssecretary@gmail.com](mailto:rd632orleanssecretary@gmail.com)

**Treasurer and Finance (E)**  
[treasurer.rd632@gmail.com](mailto:treasurer.rd632@gmail.com)  
TBD

E/A – Elected/Appointed

**Portfolios reporting to the President**

**Portfolios reporting to the 1<sup>st</sup> Vice**

**Portfolios reporting to the 2<sup>nd</sup> Vice**

**Portfolios reporting to the 3<sup>rd</sup> Vice**

**Branch Administrator**  
Melanie Delorme  
[rd632orleans@gmail.com](mailto:rd632orleans@gmail.com)  
Bar Manager Shaun Garrison

**1<sup>st</sup> Vice – Wynn Fournier**  
[rd632orleans1stvice@gmail.com](mailto:rd632orleans1stvice@gmail.com)

**2<sup>nd</sup> Vice – Jeanine Mader**  
[rd632orleansyoutheducation@gmail.com](mailto:rd632orleansyoutheducation@gmail.com)

**3<sup>rd</sup> Vice – Joyce Bisson**  
[rd632orleanspr@gmail.com](mailto:rd632orleanspr@gmail.com)

**Sgt-at-Arms (A)**  
Andre Fournier

**Kitchen Operations**  
TBD

**Youth Education (E)**  
Jeanine Mader  
[rd632orleansyoutheducation@gmail.com](mailto:rd632orleansyoutheducation@gmail.com)

**Public Relations (E)**  
Joyce Bisson  
[rd632orleanspr@gmail.com](mailto:rd632orleanspr@gmail.com)

**Remembrance Activities**  
Dianne Higgins

**Poppy Chair (E)**  
Richard Guitar  
[rd632poppy@gmail.com](mailto:rd632poppy@gmail.com)

**Legion Seniors/Veterans and Aging (E)**  
Bob Elrick  
[Rd632Veteransandaging@gmail.com](mailto:Rd632Veteransandaging@gmail.com)

**Banner**  
Marta Nuijten  
Marty Keates

**Service Officer's**  
Robert Patchett

**Poppy Trust**  
Lucie Goderre

**Membership & Volunteers (E)**  
Kim Levesque  
[rd632member@gmail.com](mailto:rd632member@gmail.com)

**Entertainment/Special Events**  
Tim Parsons

**Ladies Auxiliary**  
Wendy Fortier

**Bursary**  
Daunett Tucker

**Nevada (E)**  
Jim Grant

**Sports**  
TBD

**Honours and Awards (E)  
And Leadership Development**  
Marty Keates

**Memorial Walk**  
TBD

**Cadet Liaison (E)**  
Rae Green

**Bar Officer**  
Wayne Edwards

**Constitution and By-Laws and  
Training**  
Blaine Killey

**Housing (E)**  
Mike Adams

**Hospital Visiting**  
Dianne Higgins

**Asset Inventory (A)**  
TBD

Effective 14 June 2023