



The Royal Canadian Legion
Branch 632 (Orleans)
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EXECUTIVE MEETING

October 11th, 2022

Present: Comrades Dianne Higgins, Wyn Fournier Jeanine Mader, Joyce Bisson, Sandy McQuarrie, Lucie Lafontaine, Ken Green, Rae Green, Marty Keates, Mike Adams, Lucie Goderre, Richard Guitar, André Fournier, Daunette Tucker

Excused: Comrades James Grant, Kim Levesque, Bob Elrick, Wayne Edwards, Marta Nuijten

Absent: Comrades Bill Reggler, Robert Patchett, Blaine Kiley, Wendy Fortier, Tim Parsons

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 19:09 PM.

2. ROLL CALL

The roll counts 14 of the 25 Branch Officers and elected Standing Committee Members are present.

This does constitute a quorum.

3. DEVIATION

4. MINUTES OF THE PREVIOUS EXECUTIVE MEETING - Comrade Lucie Lafontaine

The minutes of the September 13th meeting will be sent out to the executive before final signatures and all applicable changes were approved.

Moved by Comrade Lucie lafontaine and seconded by Comrade Jeanine Mader that the minutes from the September meeting be accepted as presented.

The Motion is Carried / not carried

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

Branch President:

Our Vision and Mission Statement that was presented to the General meeting in June have been revised and improved. This is in preparation for our Business Plan. Our Treasurer has experience preparing business plans and has offered his knowledge and guidance to assist the Branch Executive preparing a draft of a new business plan for Branch 632.

Meeting Schedule : A new schedule will be attached to the minutes

8. TREASURER/FINANCIAL OFFICER REPORTS – by Comrade Sandy McQuarrie

As I am still in the process of gathering the required data, setting up the accounting package, and getting access to the bank accounts, I do not have a set of formal financial statements.

However, I do have access to a balance sheet dated 30 Sep 2022. From it I can provide some limited information for now.

CURRENT ASSETS

Bank Accounts

General Account \$28,788.34

Allocated Account \$4,963.86

Savings Account \$4,366.94

Bank Accounts Total \$38,119.14

Cash on Hand

Awaiting Deposit \$15,622.65

Petty Cash \$336.72

Bar Change \$4,400.00

Bartender Float \$1,900.00

Cash On Hand Total \$22,259.37

Short-Term Investments

GIC \$94,744.16

Bar Inventory \$9,010.36

Total Short-Term Investments \$103,754.52

Total Current Assets

The amount is \$164,133.03

Moved by Comrade Sandy McQuarrie and seconded by Comrade Ken Green that the financial report be accepted as presented subject to audit.

CARRIED

9. CHAIRPERSON REPORTS UNDER THE PRESIDENT - Comrade Dianne Higgins

1. BRANCH ADMINISTRATOR – Comrade Melanie Delorme (Presented by Dianne Higgins)

Branch Administrator:

The Branch Administrator is tasked to assist the Branch President with sending out letters for the VIP for Remembrance Day during this coming week.

Additionally, she has been asked to provide a report of issues with respect to Hall Rentals. A meeting will be arranged within the next two weeks between the Branch President, the Branch Administrator and the Hall Rental OPI to discuss resolution of the issues and prepare a draft procedure for review by the Senior Executive.

Dianne to see if Melanie's work hours may be modified to have her present at meetings without having to pay her overtime.

2. SERGEANT-at-ARMS – Comrade Andre Fournier

Tribute:

Name: Raymond Lachance

Military Affiliation: Canadian Army (Governor General's Foot Guards)

Legion: Branch 632 Orleans upstairs

Date and time: 08 Oct 2022, 1430 hrs

Place: 632 Branch

Officiating: Ken Green

12 Legion members in attendance

Paul George Bourdreau passed away – waiting for more info

3. REMEMBRANCE ACTIVITIES – Comrade Dianne Higgins

Remembrance Day:

Preparations were set aside for the Queens Memorial Ceremony, and we are running slightly behind schedule. We need to have a Volunteer Coordinator as part of the Remembrance Committee. If anyone is interested, please let me know after the meeting tonight.

Refreshments for Remembrance Day has historically been provided by members of our Legion. Last year was the exception due to COVID. This year our Ladies Auxiliary are strong in commitment to assisting with Remembrance Day however they are few in number. They have offered to provide \$1,500.00 to assist with the cost of having the event catered. Thank you, Ladies Auxiliary, for your very generous offer. Last year we were charged \$3,150.00 (not including tax) by the Caterer to provide sandwich trays for 200 people.

I will be providing options for discussion for Remembrance Day Refreshments under new business.

4. SERVICE OFFICER –

No report.

5. LADIES AUXILIARY –

No report

6. HONOURS AND AWARDS – Comrade Marty Keates

Marty mentioned she had not received minutes for website. Lucie agreed to send minutes when approved.

7. LEADERSHIP DEVELOPMENT – Comrade Marty Keates

No report.

8. WEBSITE – Comrade Marty Keates

No report.

9. CONSTITUTION AND BY-LAWS AND TRAINING

No report

Moved by Comrade Dianne Higgins and seconded by Comrade Richard Guitar that the reports of the committees under the President be accepted as presented.

CARRIED

10. REPORTS UNDER THE PAST PRESIDENT – Comrade Ken Green

No report.

11. CHAIRPERSON REPORTS UNDER THE 1ST VICE-PRES. – Comrade Wyn Fournier

a. KITCHEN OPERATIONS – Comrade Wyn Fournier

I would like to thank the person/persons who nominated me to receive the Queen's Platinum Jubilee pin in recognition of the work I do here at the Legion. I attended a presentation ceremony on 8 Oct where I, along with other Legion members, received the pin.

1. Written concerns were received from 6 people about kitchen operations on 21 Sep 2022. A series of interviews were conducted between 27 Sep - 2 Oct with all but 2 people, who declined to be interviewed. Additionally, the caterer was invited to address the Sr Exec on 3 Oct.

The issues along with what steps have been taken so far are: :

a) A lack of clear communication between the Legion and the Caterer.

- Discussions are underway to determine the best way to strengthen the communication lines. This will be made a priority to be resolved by the next Exec meeting in November.

b) Not using the caterer for Legion-sponsored events.

- The caterer will be consulted when the Legion is planning an event, and given the opportunity to work with the Legion, given the Legion's financial constraints.

c) The use of the bar fridge(s) to store prepared foods prior to an event.

- The Sr Exec discussed at their meeting 4 Oct, and with the information gathered, agreed that the caterer would be allowed to use the bar fridge(s) when required for storage of prepared foods prior to an event. Still working on getting the Caterer a key to the Bar Storage

d) Unauthorized access to the kitchen(s) when the caterer is not present.

- Still being discussed and investigated. More info to be provided at the next Exec meeting in November.

e) Negative comments about the caterer being overheard in the Legion.

- It is not possible to regulate individual conversations. If you hear something negative being said about anyone, it is requested that you do your part to stop hurtful (and usually incorrect) gossip.

b. HOUSING – Comrade Mike Adams

A motor for the vent hood fan in the lower kitchen was defective. The replacement cost was 428.21\$.
Door project: - received past invoice for the tempered glass of 2469.05\$. More investigation will be needed into the actual work done, that amounts paid in the past and what is still owing.

Sandy McQuarrie moved that the treasurer be empowered to investigate the bill for the window and make a recommendation to the Executives for a resolution. Jeanine Mader seconded the motion.

CARRIED

Phase two of the door project – change 2 sets of interior double doors in the lower hall to give handicap access : there is an 8 – 10 week delay on orders.

POPPY CHAIR – Comrade Richard Guitor

The Poppy Campaign is in danger of losing four stores. I need Captains for Walmart, Canadian Tire, Home Depot and inside Superstore. If I cannot fill those positions we will not be able to operate there.

I also need Captains for 1 school route. Again if I cannot fill them we cannot operate them.

c. POPPY TRUST FUND – Comrade Lucie Goderre

No report.

d. BURSARY – Comrade Daunette Tucker

One person has applied and Daunette will look into the process and inform the Executives.

e. MEMORIAL WALK – Comrade

No report.

Moved by Comrade Wyn Fournier and seconded by Comrade Mike Adams that the reports under the 1ST Vice President be accepted as presented.

CARRIED

CHAIRPERSON REPORTS UNDER THE 2ND VICE-PRES – Comrade Jeanine Mader

a. YOUTH EDUCATION – Comrade Jeanine Mader

I will need some volunteers (some bilingual) for the judging of the essays and poster contest on Saturday November 26th. Some must be bilingual. Hopefully it will be held downstairs after breakfast.

Daunette Tucker and André Fournier have volunteered.

b. LEGION SENIORS – Comrade Robert (Bob) Elrick

No report.

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

No report.

d. MEMBERSHIP & VOLUNTEER CO-ORD –presented by Jeanine Mader for Comrade Kim Levesque

Membership Report – October 2022

New Members (8):

Jack Bennett (OR)	Peter Greenwood (OR)
Sean Daniel (OR)	Lorne Main (OR)
Barry Eddy (OR)	Patricia Smith (AS)
Gary Eden (OR)	Mike Thivierge (OR)

Transfers (4):

Joan Brockelbank (AS)	Rachel Hitayezu (AS)
Barry Emmery (OR)	Denis Trottier (AV)

Deceased Members since the previous meeting:

Paul George Boudreau	
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Volunteer Report:

No report.

e. NEVADA – Comrade James Grant read by Jeanine Mader

I have no report.

As most of the BOT have been sold, looking at renewing our license, however, I have been notified there has been a substantial increase in price with a new type of ticket.

Will report back once I have more info.

Also, I researched the Blanket License and it can be done. However, as there is a lot of paperwork involved and I do not have time to get it in by the time of my departure south on the 12 Nov. If anyone volunteers to take it on, I am more than willing to help.
Yours In Comradeship
James

e. CADET LIAISON – Comrade Rae Green

My army cadets 3018 are back in full force with an incredible amount of new cadets. They also received back two set of uniforms from pass cadets prior to covid that moved away.
My air cadets 632 are back at Béatrice-Deloges High School but only in their gym no access to classrooms yet.

For your information, we are still hosting about 50 cadets on Thursday night in the upstairs lounge for instructions for a flying course. They are with us on Thursday from 18h00 - 21h30 and this until December 15 2022, if any problem coming for this booking of this space please contact Melanie and myself we will find a solution if needed. The air cadets had a very big registration over 50 more youth this year that is so great. Well with this report I wish them a great year with my assistance the best of my ability.

All requests for a Cadet Medal of Excellence must reach Marty before February 2023

f. HOSPITAL VISITING – Comrade Jeanine Mader

No report.

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

CARRIED

12. CHAIRPERSONS REPORTS UNDER THE 3rd VICE-PRESIDENT – Comrade Joyce Bisson

a. PUBLIC RELATIONS- Comrade Joyce Bisson

No report.

b. BANNER – Comrade Marta Nuijten and Comrade Marty Keates

No report

c. ENTERTAINMENT AND SPECIAL EVENTS – Comrade Tim Parsons

No report

The Senior Executives will look into ways to increase event visibility.

d. SPORTS – TBD

No report

e. BAR OFFICER – Comrade Wayne Edwards

A stock check of the bar took place on 5 Oct 22. A report for the treasurer has been carried out. Unfortunately due to other commitments I will be unable to attend the meeting.

Moved by Comrade Joyce Bisson and seconded by Comrade Wyn Fournier that the reports under the 3rd Vice President be accepted as presented.

CARRIED

15. GENERAL AND NEW BUSINESS AND MOTIONS

The Cleaning contract has been signed with Jani-King Commercial Cleaning- it has been reviewed by the President, Dianne Higgins, and our Treasurer, Sandy McQuarrie. It is a standard contract – 3days a week, 2 people will come to clean for 3hrs. It is for a one year period. Sandy to clarify who is to move the furniture before Cleaning.

Wyn Fournier distributed the new RCL emails to the Executive Members. A google drive will be created to store info and facilitate the sharing of information.

Remembrance Day Refreshments – Dianne Higgins

The Ladies Auxiliary have donated 1500\$ towards the refreshments/lunch. The Legion is expecting to over 200 people will attend and stay for refreshments. L.A. have accepted to volunteer to help serve on Nov 11. 2 options were discussed:

1. Food donations for the lunch and Legion to order fill the gap by ordering additional food from caterer
 - Prior to the event: An invitation to members who wish to donate food will be sent using the fan out list.
 - The L.A. has accepted to help to contact members – Rae offered to ask cadets is their help is needed.
 - Nov 10th- There will be a need for volunteers to accept the food donations.
2. Get a quote from the Caterer for sandwiches and ask members for cash donations to cover food costs of the salads etc...

A decision will be made once the Senior Executive get a quote from the caterer.

Remembrance Day Dinner : Bugler – Pipper booked. A coordination conference is planned for Saturday October 15 at 14:00.

Rae Green asked that there be an entity named Hall Rental under one of the Vices to facilitate communication. The Senior Executives will address the request.

16. ADJOURNMENT:

Moved by Comrade Wyn Founrier and seconded by Comrade Richard Guitar that the meeting be adjourned.

CARRIED

17. CLOSING CEREMONY

Chairman:

a. *The meeting members 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:

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 21:16 PM.

**Comrade Lucie Lafontaine
Secretary**

**Comrade Dianne Higgins
President**

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

Voting Elected Members:

1	President/ Remembrance Day Activities/Hospital Visiting- Dianne Higgins	P
2	1st Vice/Kitchen Operations- Wyn Fournier	P
3	2nd Vice/Youth Education/Hospital Visiting - Jeanine Mader	P
4	3rd Vice/ Public Relations - Joyce Bisson	P
5	Treasurer -Sandy McQuarrie	P
6	Secretary - Lucie Lafontaine	P
7	Past President/Future Planning and Elections - Ken Green	P
8	Poppy Chair - Richard Guitar	P
9	Membership/Volunteer Coordinator - Kim Levesque	ex
10	Nevada - Jim Grant	ex
11	Youth Education -	

Members Appointed by the President

1	Branch Administrator - Melanie Delorme	Ex
2	Sgt-at-arms - Andre Fournier	P
3	Branch Padre - Bill Reggler	A
4	Service Officer - Robert Patchett	A
5		
6	Constitution and By-Law - Blaine Kiley	A
7	Sports -	
8	Bar Officer - Wayne Edwards	ex
9	Bursary - Daunette Tucker	P
10	Banner - Marta Nuijten	Ex
11	Ladies Auxiliary - Wendy Fortier	A
12	Poppy Trust - Lucie Goderre	P
13	Legion Seniors/Veterans and Aging - Robert (Bob) Elrick	ex
14	Leadership Development/Banner/Honours and Awards - Marty Keates	P
15	Cadet Liaison - Rae Green	P
16	Entertainment - Tim Parsons	A
17	Asset Inventory -	
18	Housing - Mike Adams	P

MEETING SCHEDULE – BRANCH 632 ORLEANS – V2

November 2022

01 November 2022 - (1st Tuesday)– Senior Executive – 7:30

08 November 2022 - (2nd Tuesday)– Executive Meeting – 7:30

December 2022

06 December 2022 - (1st Tuesday)– Senior Executive – 7:30

13 December 2022 - (2nd Tuesday)– Executive Meeting – 7:30

January 2023

3 January 2023 - (1st Tuesday)– Senior Executive – 7:30

10 January 2023 - (2nd Tuesday)– Executive Meeting – 7:30

17 January 2023 - (3rd Tuesday)– General Meeting – 7:30

February 2023

07 February 2023 - (1st Tuesday)– Senior Executive – 7:30

14 February 2023 - (2nd Tuesday)– Executive Meeting – 7:30

21 Feb 22 (3rd Tuesday)– Executive Meeting plus LA – 7:00 (if we have the LA in house)

March 2023

7 March 2023 - (1st Tuesday)– Senior Executive – 7:30

14 March 2023 - (2nd Tuesday)– Executive Meeting – 7:30

April 2023

4 April 2023 - (1st Tuesday)– Senior Executive – 7:30

11 April 2023 - (2nd Tuesday)– Executive Meeting – 7:30

18 April 2023 - (3rd Tuesday)– General Meeting – 7:30

May 2023

2 May 2023 - (1st Tuesday)– Senior Executive – 7:30

9 May 2023 - (2nd Tuesday)– Executive Meeting – 7:30