



Executive Meeting Minutes

Nov 08 2022

Branch Secretary

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MINUTES OF AN EXECUTIVE MEETING

November 8th, 2022

ATTENDANCE

Present :

Wyn Fournier, Jeanine Mader, Lucie Lafontaine, James Grant, Rae Green, Marty Keates, Bob Elrick, André Fournier, Kevin Piccott, Wendy Fortier, Lucie Goderre, Tim Parsons, Shelly Yerbergh (for Kim Levesque)

Excused :

Dianne Higgins, Joyce Bisson, Ken Green, Sandy MCQuarrie, Richard Guitar, Kim Levesque, Garth Mader, Melanie Delorme, Blaine Kiley, Wayne Edwards, Daunett Tucker, Marta Nuijten

Absent :

Bill Reggler, Robert Patchett,

OPENING CEREMONIES

The President conducted the Opening Ceremony as per the Legion Protocol.

CALL TO ORDER

Comrade Wyn Fournier called the meeting to order at 7:34 PM.

ROLL CALL

The roll counts 8 of the **14** Senior Executives and Elected Standing Committee Members are present.

This does constitute a quorum.

DEVIATION

By Wyn Fournier 1st Vice

On 3 November 2022, Comrade Dianne Higgins verbally tendered her resignation to the Zone Commander as she is unable to complete her duties at the Legion due to personal reasons, with a written resignation to follow.

Effective 7 November 2022, in accordance with Branch Bylaw Article 511, Wyn Fournier, has been directed by the Zone Commander to assume the duties of the President's position.

Until the Remembrance activities are complete, the acting President will continue to also handle the 1st Vice responsibilities. Further, as per the same article and after the Remembrance activities are complete, the 2nd Vice will assume the duties of the 1st Vice and the 3rd Vice will assume the duties of the 2nd Vice.

The Legion is now actively looking for a willing volunteer to fill the 3rd Vice position on the Senior Executive.

MINUTES OF THE PREVIOUS EXECUTIVE MEETING - Comrade Lucie Lafontaine

The minutes were shown on the overhead projector for corrections and comments. Feedback from the members regarding this was positive.

Moved by Comrade Wyn Fournier and seconded by Comrade Jeanine Mader that the minutes from the October 11th meeting be accepted as presented. CARRIED

BUSINESS ARISING FROM THE PREVIOUS MEETINGS

CORRESPONDENCE– Comrade Lucie Lafontaine

No Report

PRESIDENT’S REPORT – Comrade Wyn Fournier

Remembrance Day

Remembrance Day lunch will be a collaborative effort between the caterer and Legion members. Ron is providing a variety of sandwiches, coffee and tea for 250 people at a cost of \$2070. The members are donating fruit, veggies, pickles, cheese, crackers and desserts. A total of \$2000 in donations have been received from the Ladies Auxiliary and Chartwell. Additionally, several individual member donations have been made. The donations will be used to pay the caterer and help with some of the other costs associated with the lunch such as the desserts that will be purchased. The Ladies Auxiliary will be serving hot toddies.

Remembrance Day Ceremony The Parade is well in hand. The Sgt at Arms is coordinating with the 33CER and the Cumberland Community Singers Choir. Long & McQuade is donating the sound equipment, a donated refrigerated trailer will be available. The delivery charge of 150\$ to be paid by donations. Parking is still being studied and prioritized.

Veterans Dinner tickets are still on sale and it will be held on November 12th in downstairs hall.

TREASURER/FINANCIAL OFFICER REPORTS – by Comrade Wyn Fournier for Sandy McQuarrie

See Annex B – Treasurer’s Report

The financial report was presented by Wyn Fournier.

CHAIRPERSON REPORTS UNDER THE PRESIDENT - Comrade Wyn Fournier

Branch Administrator – Comrade Melanie Delorme

Hall rentals are doing great; we have every weekend filled up for month of December. There are already several bookings in 2023.

If there are any Legion groups that will be needing the hall for meetings, please let me know as soon as possible. We have a few groups using the main hall during the weekday, not all days / nights are available.

Sergeant-at-Arms – Comrade Andre Fournier

No Report

Service Officer – Comrade Kevin Picott

No Report

Ladies Auxiliary – Wendy Fortier

Ladies Auxiliary Report to Branch Executive

November 8, 2022

The Ladies are very happy to present this cheque for \$1,500 to the Branch to help cover the costs of catering the Remembrance Day Service. Beverly Robichaud and Barb Shier will be manning the hot toddies. Lise Mack will be carrying our flag, I will lay a wreath on behalf of the LA and Valerie Cyr will lay a wreath for the Memorial Cross Mothers. You may have seen our poppies and pictures in the display case. Val's father is in his uniform as Merchant Marine and then Navy and he was a victim of the war.

On November 1st our Zone Commander and Deputy Zone Commander visited us. Our Zone Commander is from Almonte and Deputy ZC is from Kanata so it is a fair trek for them. We were reminded that the LA and the Branch must hold 2 joint Executive meetings with the full Executive of each twice a year so we will need to determine when we can do this. They were very pleased with our books and they are aware of our struggles which are not all that common these days.

We did not attend the Provincial Convention in September (as we gave the money this would take to the Branch), so we received a report on changes to Bylaws.

Among the changes we were told that should an LA surrender their charter, they will now have to divide all their remaining funds between their Branch and LA Provincial Command. All these Bylaw changes still need to be approved by Provincial Command.

And I am happy to report that our major fundraising project this year, the sale of Fruitcakes, is going very well. As this money will eventually be donated to the Branch this is good news. We thank everyone for their support, in particular Marty and Joyce for advertising this for us. We have put in a second order as sales are going so well.

Looking forward to another successful Remembrance Day Service.

Honours and Awards – Comrade Marty Keates

Marty presented Wyn Fournier with the Legion Medal for her work as Poppy Chair these past few years. Through her guidance, her team received over 400000 \$ in Poppy donations.

Marty ordered more Ordinary Membership pins as the ones in the box were given to the Associate members in error.

Leadership Development - Comrade Marty Keates

The Senior Executive Members thanked Marty for the Leadership training on November 5th.

Website – Comrade Marty Keates

No Report

Constitution, By-Laws and Training – Blaine Kiley

No Report

Moved by Comrade Wyn Fournier and seconded by Comrade Marty Keates that the reports of the committees under the President be accepted as presented.

CARRIED

REPORTS UNDER THE PAST PRESIDENT – Comrade Ken Green

No report.

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

Legion positional Emails and Google Drive Folder System

Positional Emails:

I'm pleased to report that the Positional emails for the Sr Executive and the Executive Committee have all been created for the positions that require them. Additionally, the google drive folder system is now in place.

There will be a 3-month Transitional Period from 1 Nov 2022 through to 31 Jan 2023 to allow time for everyone to switch over to using their positional emails for all Legion-related business, and to transfer all pertinent files and documents from their personal devices to the Google Drive folders.

As of 1 Feb 2023, if a positional email exists, it is a requirement that all Legion business will be conducted through the positional emails only.

The following positions have not yet received their emails and passwords: Please see me ASAP to get them as the Transition Period has begun.

Broadcasts will continue to go to your personal emails.

Bursary - Cadet Liaison - Hall Rentals - Ladies Auxiliary

Nevada - Seniors - Service Officer - Sports

A 2nd Service Officer email will be created for Kevin Picott by Wyn.

I am available to assist anyone one-on-one with accessing their positional email from their personal devices, or the use of google drive. Please let me know if you need help.

During the transitional period, the secretary has now started sending the minutes to both personal and positional emails to test her distribution lists. Also she will be sending Google Calendar invites for the meetings. Please advise if you have any issues.

Her commitment is a 48 hour return for the minutes for comments when possible.

Google Drive

The Google Drive has been created along with folders for each member of the Executive and Senior Executive Members. There is also a shared folder for reference material, By-laws, Club rules etc... Your positional folders are not shared, it's for you only. You are invited to transfer your Legion positional documents from your personal computer to the Google Drive.

Kitchen Operations – Comrade Wyn Fournier

Due to the prioritising of Remembrance Day activities, some of the issues noted at the last meeting have been put on hold until after 11 Nov. Still to be addressed are:

a) The lack of clear communication between the Legion and the Caterer

b) Unauthorized access to the kitchen(s) when the caterer is not present. Wyn to discuss with Ron.

Caterer rebate total for the month of October is \$2405.00. His contractual rebate cap is 1500\$ therefore Wyn will see what Ron wants to do with the difference.

Housing – Comrade Garth Mader (acting)

As of 31 Oct 2022, Mike Adams has resigned from the Housing portfolio for personal reasons. Garth Mader has agreed to take the position temporarily until a new Executive is voted in. If anyone else is interested in helping with the position, please submit your name via email to Wyn after Remembrance Day.

Poppy Chair – Comrade Richard Guitar

Poppy Campaign Report 7 November 7, 2022 –

General

I would like to thank everyone who has been doing such hard work to make this campaign a success. We have managed to keep all routes and stores with one exception running, albeit often with skeleton staffs.

I contracted Covid on 1 November and so have been unable to participate physically since then, but have managed to keep coordinating operations. Sherain Boone has been running the warehouse on my behalf since then.

The funds raised as of 7 November are:

Poppy Funds Raised	
Deposit 31 October	\$19,765.00
Deposit 4 November	\$23,280.00
Deposit 7 November	\$13,370.00
Deposit 15 November	
Subtotal deposits	\$56,415.00
Tiptap Deposits	\$12,819.00
Total	\$69,234.00

Kick-Off

The Kick-off was successful and Canadian Tire was very cooperative. Member of Parliament Marie-France Lalonde, Member of Provincial Parliament Stephen Blais, and City Councillors Laura Dudas, Catherine Kitts and Mathew Luloff attended. The Legion was represented by Dianne Higgins, Wyn Fournier, Store Captain Gary Mackenzie and myself.

Captains

All School, Route and Stores have Captains except for Route 9 – East Innes. Here is its description.

ROUTE 9 East Innes	NORTH	South side of St Joseph between the West entrance to Taylor Creek Dr and the East side of Cardinal Creek Residential area
	EAST	Behind Cardinal Creek Residential area between St Joseph and Innes, then along Frank Kenny to Wall Rd
	SOUTH	Along Wall Rd from Frank Kenny Dr to a spot in line with Portobello Dr

	WEST	Line joining Wall Rd to Portobello, along Portobello to Brian Coburn, then along the North side of Brian Coburn to Esprit, then along the East side of Esprit continuing across Innes Rd to Orchardview to the end, then North on Charlemagne to Watters Rd, and continue along a line through the Fallingbrook Residential area to the West entrance of Taylor Creek Dr.
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The campaign has suffered from a serious shortage of volunteers and in particular Assistant Captains for stores and an assistant for me have gone unfilled. Costco in particular is still undermanned and being kept going by its Captain. I will have to review this for next year as the plan may have been too ambitious.

Inventory

Along with reviewing the scope of the operation for next year, the inventory of merchandise needs to be reviewed. The demand for “Je Me Souviens” pins, “We Remember” pins, Car Poppies and Poppy Magnets was far greater than planned. We are out of clear plastic Poppy Keepers and they are no longer available.

Poppy Trust Fund – Comrade Lucie Goderre

Lucie Reviewed the numbers from Richard’s report.

Lucie G. asked if she could second a motion. Wyn said that she would get back to her about this and a few other procedural matters.

Bursary – Comrade Daunett Tucker

No report

Memorial Walk – Comrade

No Report

*Moved by Comrade Wyn Fournier and seconded by Comrade Jeanine Mader that the reports under the 1ST Vice President be accepted as presented. **CARRIED***

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

Youth Education – Comrade Jeanine Mader

Poster contest. Jeanine needs one more judge- Rae Green volunteered. November 26 after breakfast 1pm to judge with Jeanine, Daunett, Lisa Aucoin, André Fournier.

Legion Seniors – Comrade Robert (Bob) Elrick

No Report

Veterans And Aging – Comrade Robert (Bob) Elrick

Bob is planning Christmas- He asked if someone can help him identify the subsidized retirement homes vs the private retirement homes. Lucie L. will send Bob the list via email.

The « Over 80 » Birthday Party will be December 11th invited members only (veterans).

Membership and Volunteer Co-Ord – Comrade Shelly Yerburgh

Transfers	Joan Brocklebank	Barry Emmery	Daniel Charron
	Denis Trottier	William Upton	
New Members	Willis Allen	Daniel Tassie	Clifford Harvey
	Kelly Rego	Marie Patenaude	Patrick Bennett
	Robert Allard	Leroy Oickle	Donald Rushton
	Joseph Ridge	Stephen Home	Erin Kinsey
	Darrell Parlee	Waeek Khane	Joseph Duquette
	Mark Paterson		

Many Veterans Welcome Program participants

Digital membership cards being offered now- more to come

Volunteer Report

No Report

Nevada – Comrade James Grant

7 Nov 2022 Royal Canadian Legion BR 632 –

Orleans Nevada Fund Ref: Nevada Lic Number M820423

This report will cover the period from 01Sep 2022 to 30 Sep 2022

Bank Balance as of 31 Aug 2022	\$ 1140.68
Banking fees for this period	\$8.00
Total Sales for this period	\$257.00
Total Redeemed for this period	\$286.00
Total profit for this period	\$-29.00
Bank Balance as of 30 Sep 2022	\$1132.68
Nevada Trust Fund as of 31 Aug 2022	490.50
Total Funds on hand as of 30 Sep 2022	\$1623.18

Cadet Liaison – Comrade Rae Green

Well, I finally was able to get the Army Cadets on board for the Poppy Campaign even after they did miss their deadline for the October 29 and 30. I manage to have them and the Air Cadets for the pass weekend November 05 and 06 on their respective locations provided for them.

We still have in house the Air Cadets for the flying instruction course until December, they may have requested to still need space I will personally deal with our manager for their future requests.

For November 11th, I am able to confirm 5 Air Cadets but for Army Cadets still can't say no e-mail confirmation.

It's been very hard to get any confirmations for anything, may be next year should get the dates or information out earlier. The Cadets Corps need an average of one month to obtain permission and confirmation for Cadets participation in activities or events, this is just ahead up.

Hospital Visiting – Comrade Jeanine Mader

After Remembrance Day, Jeanine will be visiting a member in hospital.

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

CHAIRPERSONS REPORTS UNDER THE 3rd VICE-PRESIDENT – Comrade Joyce (presented by Wyn Fournier)

Public Relations- Comrade Joyce Bisson

Working on Remembrance Day Ceremony and Luncheon.

Banner – Comrade Marta Nuijten and Comrade Marty Keates

Marty will be writing an article for the Banner

Entertainment and Special Events – Comrade Tim Parsons

No report All Friday night entertainment are on the board in the stairwell.

Sports – TBD

Two Zone tournaments will be held in the lower hall :

Dec 10th - Cribbage Tournament, Jan 7th 2023 - Senior Darts Tournament

Bar Officer – Comrade Wayne Edwards

A stock check was carried out on 5 Oct 2022. A report has been prepared and forwarded to the Treasurer for furtherance. Due to prior commitments I will be unable to attend the next scheduled executive meeting.

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

GENERAL AND NEW BUSINESS

Due to costs, the Senior Executives decided to replace the New Year's Eve party by New Year Levée on Jan 1st from 11 to 3pm. There will be Moose milk and a light lunch offered. The info will be sent to the military messes and to Zone and District. More to come

Rae asked about the creation of a « Hall Rental » portfolio within the Executive Members. Wyn confirmed the Senior Executives think it is a great idea. They are reviewing the process and will bring it up at a later date when appropriate.

ADJOURNMENT:

Moved by Comrade Jim Grant and seconded by Comrade Marty Keates that the meeting be adjourned. CARRIED

CLOSING CEREMONY

The meeting was adjourned with the closing ceremony at 20:57p.m.

A handwritten signature in black ink, appearing to read 'Lucie Lafontaine', with a long horizontal stroke extending to the right.

Comrade Lucie Lafontaine
Secretary

A handwritten signature in blue ink, appearing to read 'Wyn Fournier', with a long horizontal stroke extending to the right.

Comrade Wyn Fournier
President

Attachments

Annex A – Attendance sheet

Annex B – Treasurer’s Report

Minutes of the Executive Meeting held on November 8th 2022

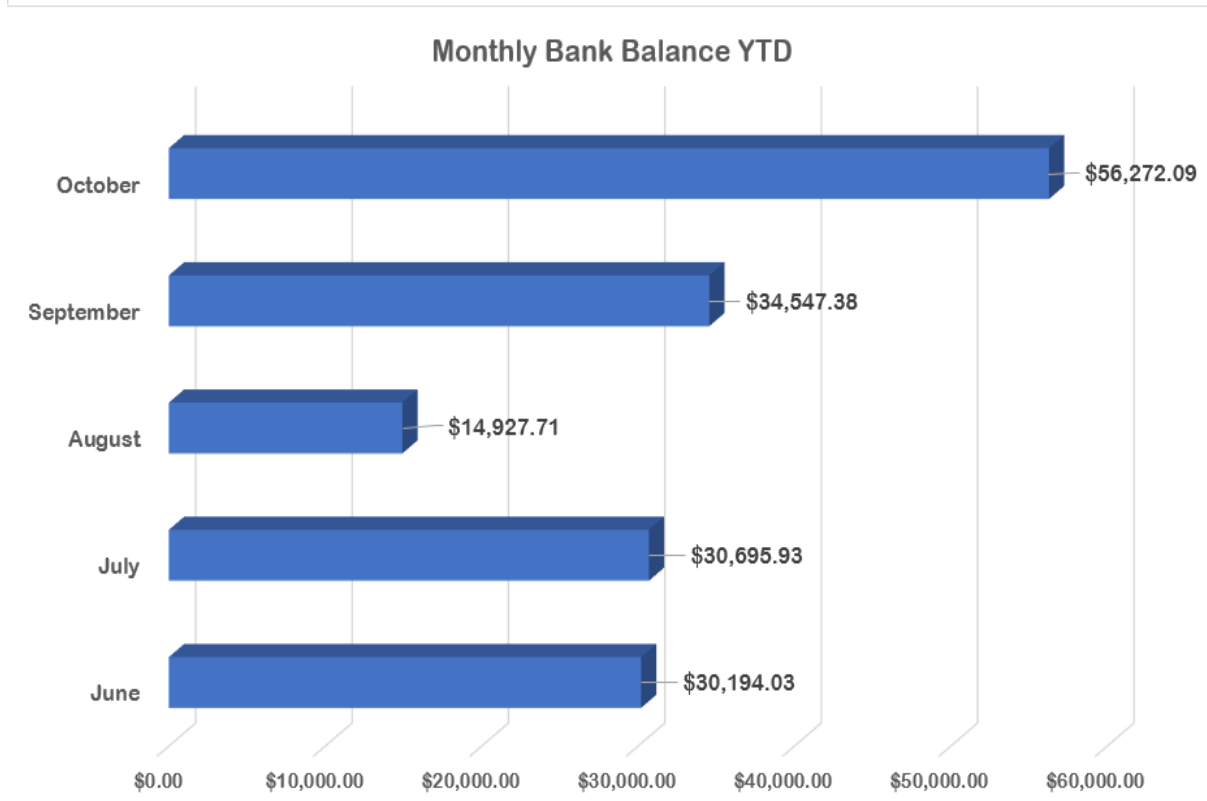
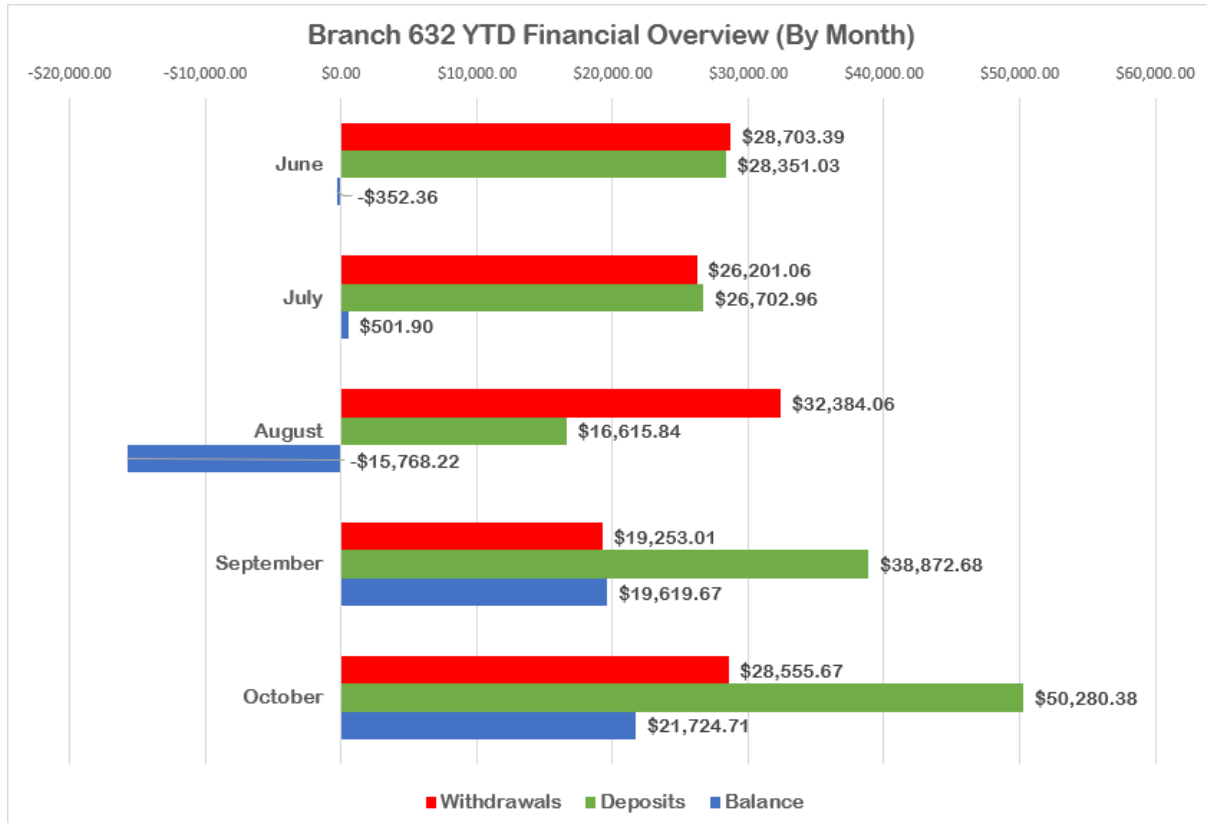
Annex A – Presence Sheet - Voting Elected Members

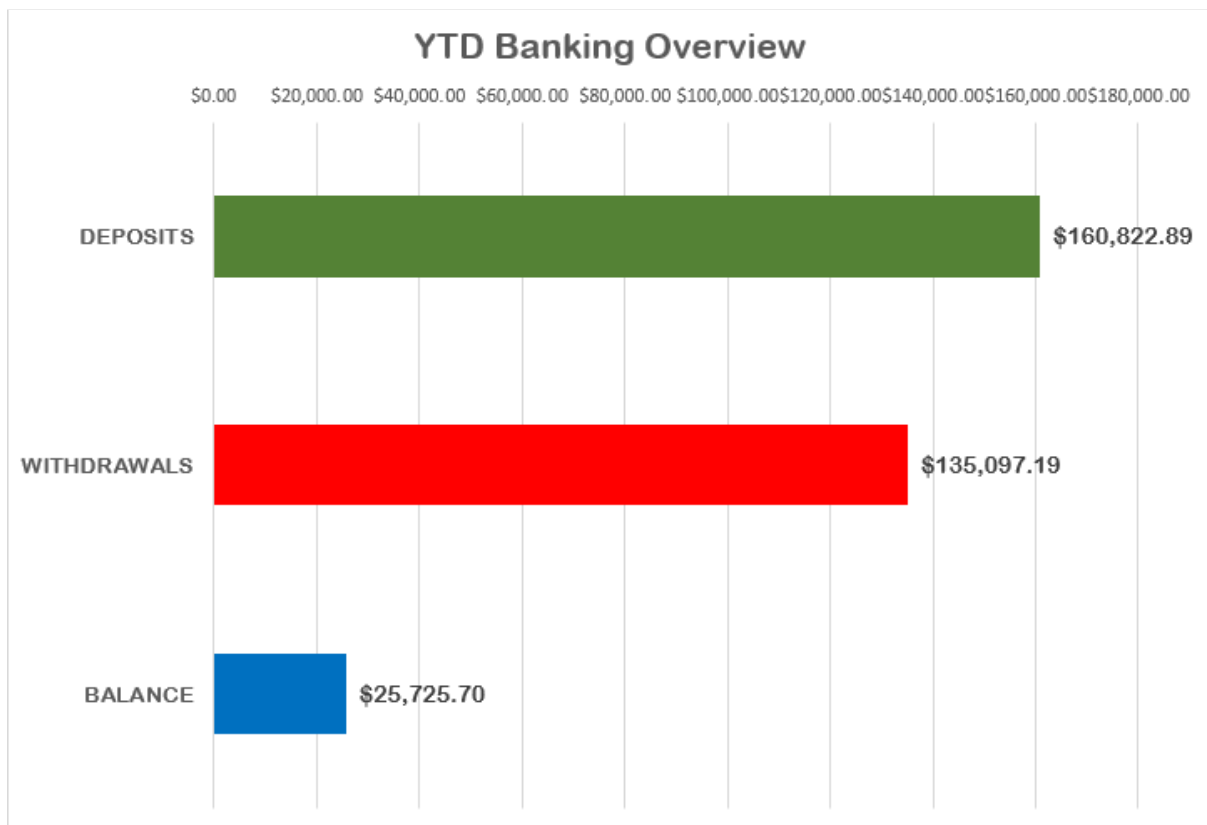
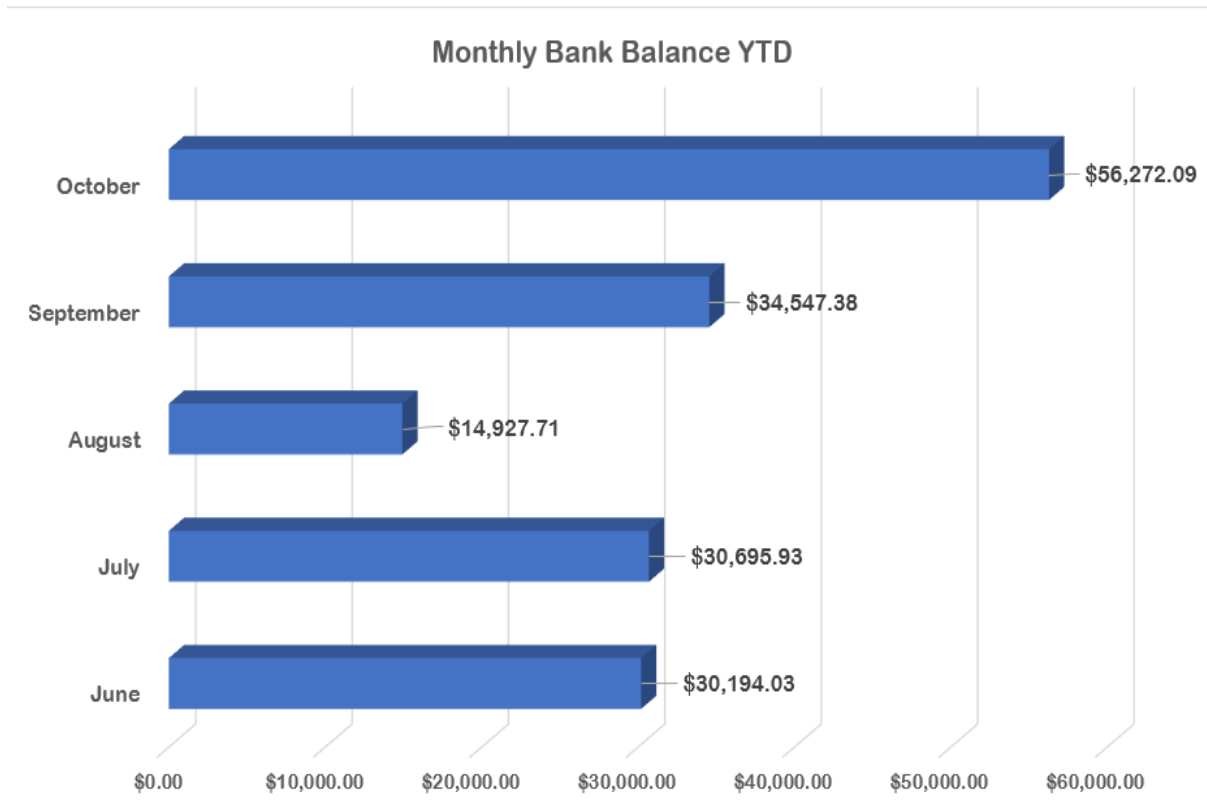
Senior Executives Elected	1	President – Wyn Fournier	Remembrance Day Activities/Hospital Visiting	EX
	2	1st Vice – Jeanine Mader	Kitchen Operations	P
	3	2nd Vice – Joyce Bisson	Youth Education/Hospital Visiting	P
	4	3rd Vice – Joyce Bisson	Public Relations	EX
	5	Treasurer – Sandy McQuarrie		EX
	6	Secretary – Lucie Lafontaine		P
	7	Past President– Ken Green	Future Planning and Elections	EX
Standing Elected Committee	8	Richard Guitar	Poppy Chair	EX
	9	Kim Levesque(Shelley Yerburgh)	Membership/Volunteer Coordinator	P
	10	Jim Grant	Nevada	P
	11	Rae Green	Cadet Liaison	P
	12	Marty Keates	Honours and Awards & Leadership Development/Banner	P
	13	Garth Mader	Housing	EX
	14	Robert (Bob) Elrick	Legion Seniors/Veterans and Aging	P

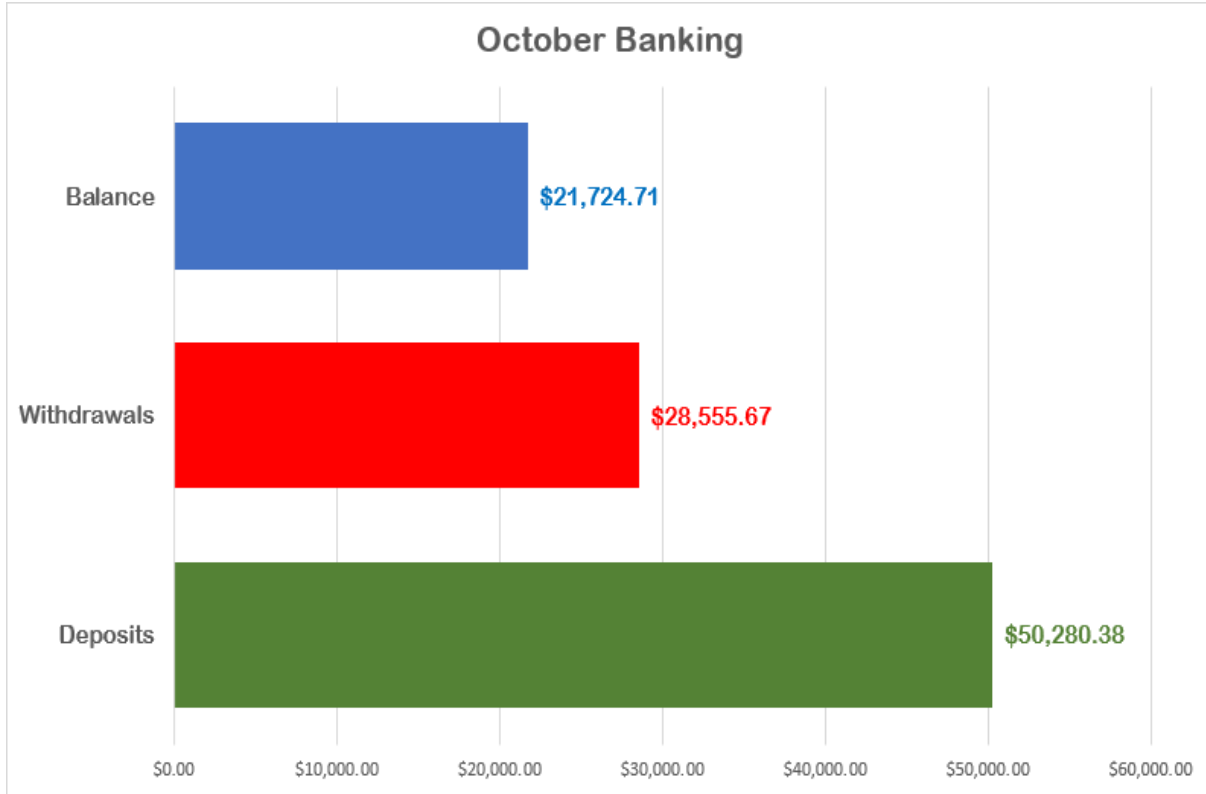
Appointed Members	15	Sgt-at-Arms	Andre Fournier	P
	16	Service Officer	Robert Patchett	A
	17	Service Officer	Kevin Picott	P
	18	Constitution and By-Laws	Blaine Kiley	EX
	19	Bar Officer	Wayne Edwards	EX
	20	Poppy Trust	Lucie Goderre	P
	21	Bursary	Daunett Tucker	EX
	22	Entertainment	Tim Parsons	EX
	23	Asset Inventory	TBD	EX
	24	Sports	TBD	
Ex Officio Members	25	Ladies Auxiliary	Wendy Fortier	P
	26	Branch Administrator	Melanie Delorme	EX
	27	Banner –	Marta Nuijten	EX
	28	Branch Padre	Bill Reggler	A

Annex B

Trends – Year to date







Branch Assets

BANK ACCOUNTS

Operations Account.....	\$56,416.46
Allocated Account.....	\$4,953.46
Savings Account.....	\$4,666.94
Total Bank Balance	\$66,081.86

INVESTMENTS

GIC Certificate Number 10000001VCV8T (Current Market Value).....	\$50,100.34
GIC Certificate Number 10000001VX28B (Current Market Value).....	\$4,016.64
GIC Certificate Number 10000001X2L73 (Current Market Value).....	\$9,301.33
GIC Certificate Number 10000001VYWPK(Current Market Value	\$31,586.60
Total Investments Value	\$95,004.91

ASSETS

The total asset value is	\$161,086.77
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