



Executive Committee Minutes

13th December 2022

Branch Secretary

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MINUTES OF THE EXECUTIVE MEETING

December 13th, 2022

ATTENDANCE

Present

Wyn Fournier, Jeanine Mader, Joyce Bisson, Sandy McQuarrie, Lucie Lafontaine, KenGreen, Richard Guitar, Rae Green, André Fournier, Lucie Goderre, Mark Cimon, Wendy Fortier

Excused

Phil Whitehead, Kim Levesque, Jim Grant, Marty Keates, Garth Mader, Robert Elrick, Kevin Picott, Wayne Edwards, Tim Parsons, Melanie Delorme, Marta Nuitjen

Absent

Robert Patchett, Daunett Tucker, Blaine Kiley, Bill Reggler.

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 7:30 PM.

ROLL CALL

The roll counts 8 of the 14 Branch Officers and elected Standing Committee Members are present.

This does constitute a quorum.

MINUTES OF THE PREVIOUS EXECUTIVE MEETING - Comrade Lucie Lafontaine

The minutes of the November 8th Executive Committee meeting were shared and all corrections and amendments were completed. Those minutes are now in the Correspondence Binder and have been posted on the Branch Website.

Moved by Comrade Wyn and seconded by Comrade André that the minutes from the November 8th meeting be accepted as presented. CARRIED

BUSINESS ARISING FROM THE PREVIOUS MEETINGS

Update on the door project – Comrade Sandy McQuarrie

CORRESPONDENCE– Comrade Lucie Lafontaine

All items received have been forwarded to the Senior Executives via a branch email or sent to the members via Broadcast emails. A copy is kept in the Correspondence Binder:

DEVIATION

I'd like to welcome Phil Whitehead to the 3rd Vice position. Phil comes to us with a wealth of experience with other Legions. He was officially installed in the position at a Senior Executive meeting on 27 November by the Zone G5 Commander.

I'd also like to welcome Mark Cimon to the position of Asset Inventory. Three other people are joining his team, Charles Boivert, Françoise McQuarrie, and Andre Fournier. They will be tackling the huge job of confirming all assets held by the Legion starting in January.

I'd like to give a huge thank you to Ron & Monique Clark, of Prestige Catering. They recently donated a 70" TV that has been mounted near the fireplace. The TV that was in that location was moved downstairs to replace a TV that was no longer working.

PRESIDENT'S REPORT – Comrade Wyn Fournier

The Sr Executive have been hard at work this past month.

We are actively in the process of reviewing the Branch Administrator and Bar Manager contracts, which should have taken place in October/November, and signed in the early part of December. Unfortunately, for a variety of reasons, this did not happen. Both employees agreed to a 90day extension of their current contract, from 1 Dec 2022 to 28 Feb 2023. Compensation for their inconvenience was provided in the sum of \$300 each (less deductions). As part of the review of these contracts, job descriptions are also being updated.

Starting 1 January 2023, one member of the Senior Executive will be on-call each week on a rotational basis. This will be the person called should there be a situation that the on-duty bartender is unable to handle. The Branch Administrator and the Bar Manager will have the duty list to refer to, and should be the first point of contact for any issues.

The Hall Rental process is being reviewed, led by the 3rd Vice. He will provide updates as this project moves forward.

A Fire Safety Plan has been completed and sent to the Ottawa Fire Services. Copies can be found at each bar, in the Branch Administrator's office and in the Upper Office. This was a huge undertaking, and I'd like to thank Comrade Sandy for his work on this.

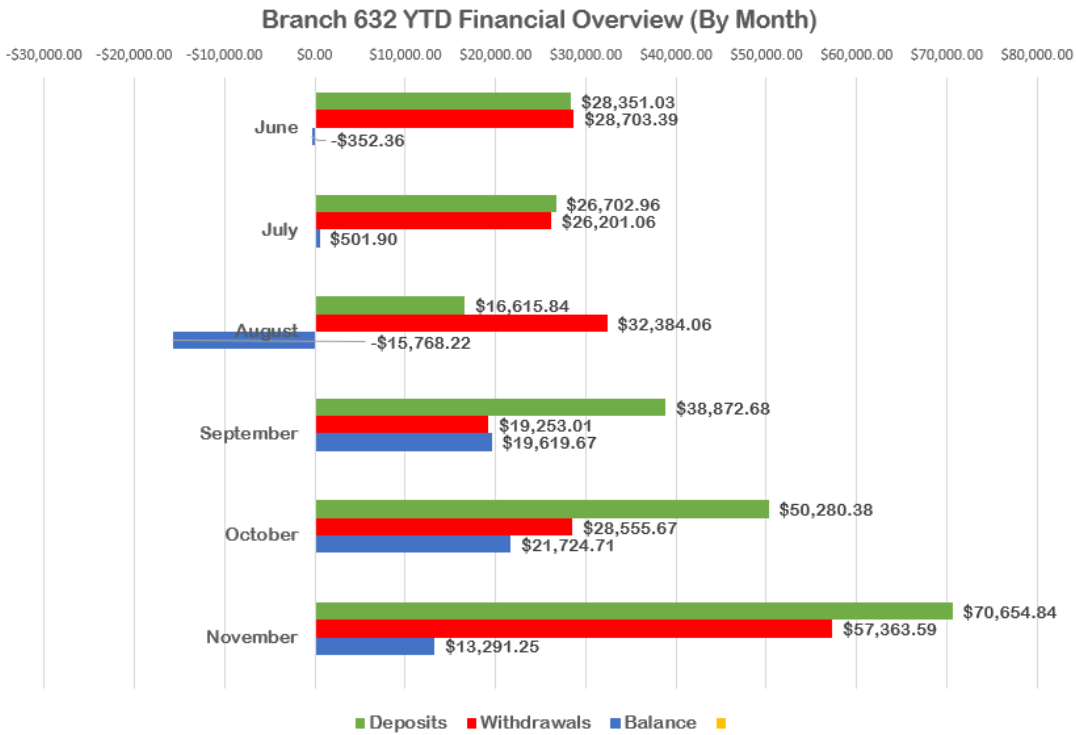
On the afternoon of December 9th, I hosted CWO (Ret'd) John Barnes at our branch for the purposes of a book signing. It was a well-attended visit. He and his wife also

stayed for dinner and were very impressed with the operations of our Branch. He extends a thank you to all who came to get their book signed.

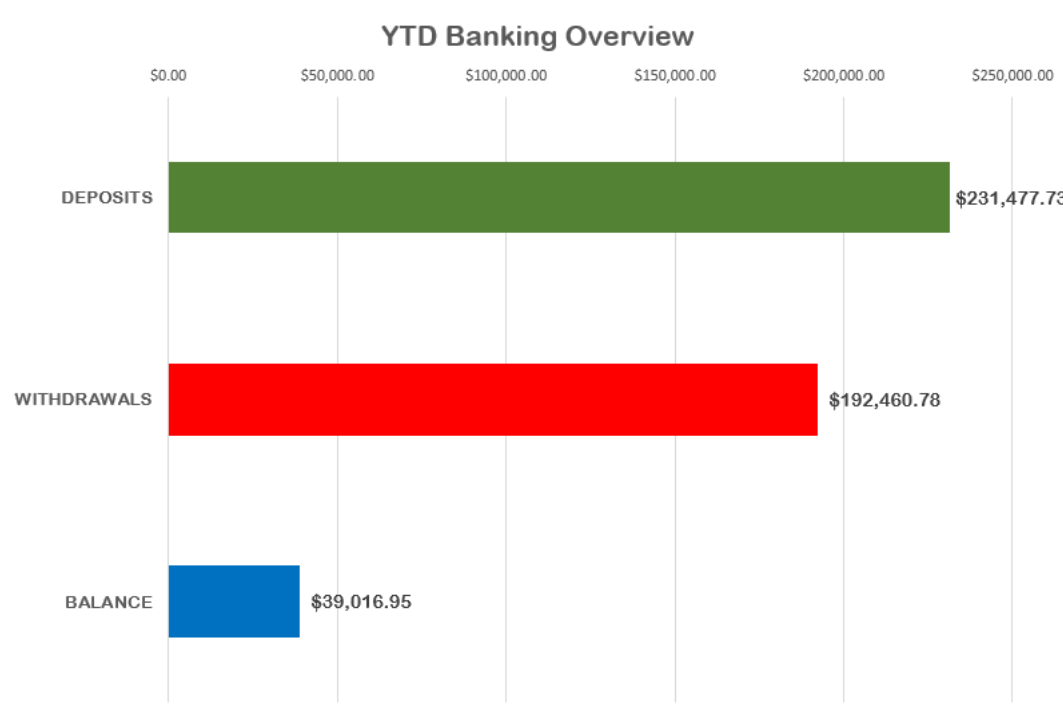
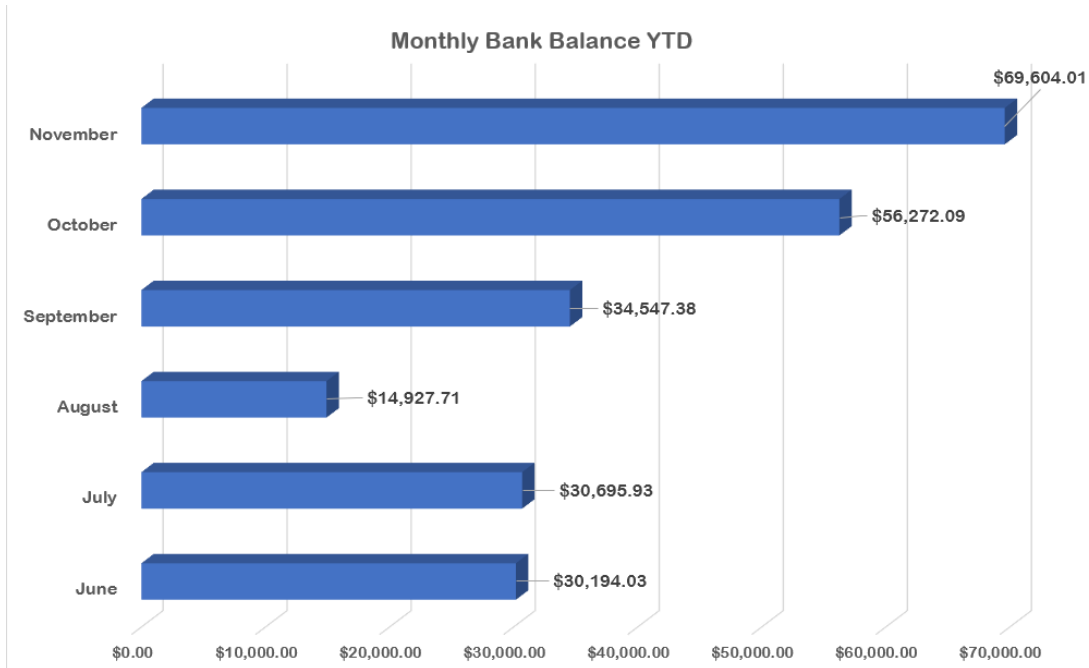
TREASURER/FINANCIAL OFFICER REPORTS – by Comrade Sandy McQuarrie

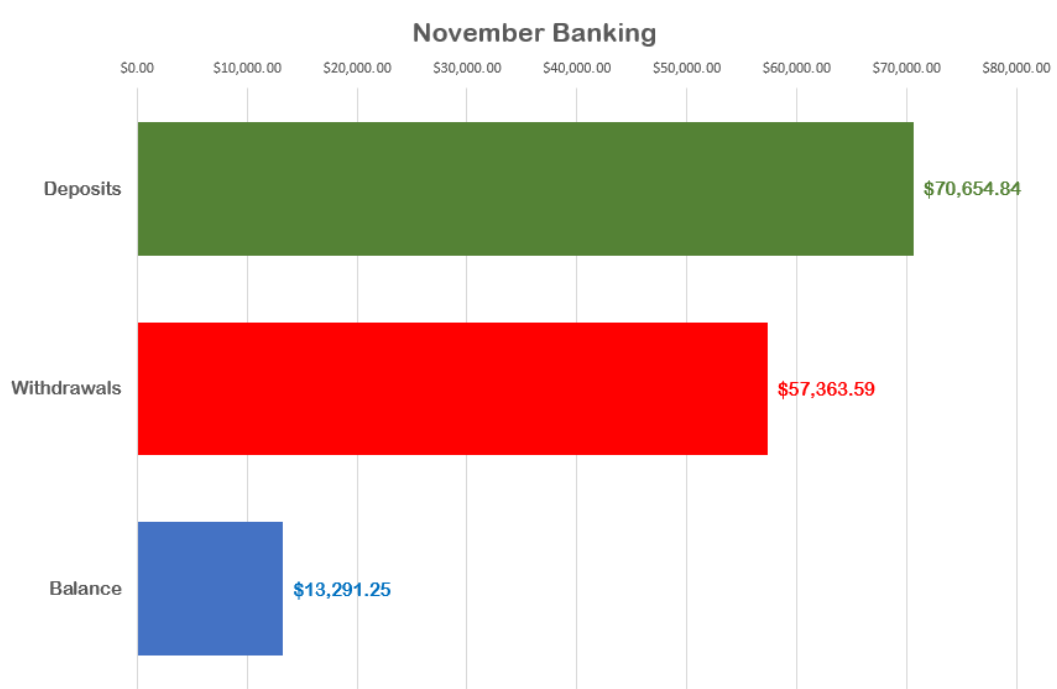
Sandy presented the Treasurer’s Report

TRENDS



Minutes of the Executive Committee Meeting held on Dec 13th 2022





<i>Branch Assets</i>		
Bank Accounts	Account Name	Balance
	General Account	\$69,604.01
	Allocated Account	\$4,895.89
	Savings Account	\$4,766.94
	TOTAL	\$79,266.84
Investments	GIC Number	Current Value
	10000001VYWPK	\$31,656.00
	10000001Z9JS9	\$30,180.00
	10000001Z9JVZ	\$13,360.00
	TOTAL	\$75,196.00

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

CHAIRPERSON REPORTS UNDER THE PRESIDENT - Comrade Wyn Fournier

Branch Administrator – Comrade Melanie Delorme

No Report

Sergeant-at-Arms – Comrade Andre Fournier

Remembrance Day activities occurred on Nov 11th.

4 Guards marched on for the parade. (Legion, 33 CER x 2, Army Cadets)

Comrade Jim Grant led the Colour Party.

Service Officer1 – Comrade Robert Patchett

No Report

Service Officer2 - Kevin Picott

No Report

Ladies Auxiliary – Wendy Fortier

Ladies Auxiliary Report to Branch Executive

December 2022

Tomorrow we will celebrate with a Christmas lunch here at the Branch. On the whole we are feeling energized and looking forward to the new year.

After many, many years of discussion we have completed our information Pamphlet about the LA which we would hope to have at the table and at the Bar here. We hope this will inform any ladies who might be interested, what we are and what we do. We hope it many help us with recruitment. Thanks to Joyce Bisson for her help with this.

Our sales of fruitcakes have gone very well and because of this and because of Lucie's Club 50 draws we are feeling more confident financially. It remains our primary focus to support the Branch, however in the past we supported local charities and so this year we are planning to donate \$200 to each of the local food banks and \$100 to Miriam Center. This money will all come from fruitcake sale profits. All the money from Club 50 comes back to the Branch.

Wishing all a Merry Christmas and Happy New Year.

Wendy Fortier

President – LA.

Kitchen Operations – Comrade Wyn Fournier

The caterer has been very busy over the month of November, and once again met his maximum rebate given back to the Legion.

We are working on a communication plan that will include the caterer, Branch administrator, bar manager and hall rentals. This plan will address the issue raised at the October meeting.

For the issue with unauthorised access to the upper kitchen, there are deadbolts on the doors which the master keys do not work with. Ron will use these to ensure the security of the kitchen.

Bar Officer – Comrade Wayne Edwards

A stock check was carried out on 7 December 2022. A report is being finalized for submission to the Branch Treasurer for furtherance.

Housing – Comrade Garth Mader

No Report

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

CARRIED

REPORTS UNDER THE PAST PRESIDENT – Comrade Ken Green

CHAIRPERSON REPORTS UNDER THE 1ST VICE-PRES. – Comrade Jeanine Mader

Remembrance – Comrade Jeannine Mader

Poppy Chair – Comrade Richard Guitar

Poppy Campaign Report 14 December, 2022 – Richard Guitar

General

Money continues to trickle in and our total is now \$130,743.35. I'm expecting funds from Tiptap to be transferred to us by February. Susan Sloan has agreed to join our team as my Assistant Poppy Chair for next year's campaign with particular interest in recruiting volunteers.

Poppy Trust Fund – Comrade Lucie Goderre

POPPY TRUST FUND – TREASURER REPORT – November 2022

BANK BALANCE – October 1st, 2022	\$ 77,152.72
INCOME FROM CAMPAIGN & OTHER SOURCES	\$ 110,518.96
CAMPAIGN EXPENSES & OTHER EXPENSES	\$ 5,693.74
CASH DEPOSIT FEES	\$ 241.90
BANK BALANCE – AS OF NOVEMBER 30TH, 2022	\$ 181,736.04

Bursary – Comrade Daunette Tucker

No Report

Constitution, By-Laws and Training – Comrade Blaine Kiley

No Report

Hospital Visiting – Comrade Jeanine Mader

No Report

Youth Education – Comrade Jeanine Mader

No Report

Moved by Comrade Jeannine Mader and seconded by Comrade André Fournier that the reports under the 1ST Vice President be accepted as presented.

CARRIED

CHAIRPERSON REPORTS UNDER THE 2ND VICE-PRES – Comrade Joyce Bisson

I have nothing to report, except that I am looking forward in the New Year to meet with my new portfolio executives

Public Relations- Comrade Joyce Bisson

I have nothing to report, except that I am looking forward in the New Year to meet with my new portfolio executive's

Breakfast with Santa this Saturday has 24reservation 138 ppl 50 kids

New Year's Levee is coming along very well. Food is all settled with Ron. I will be donating spoons, bowls and napkins. Ken is donating ingredients and making Moose Milk. Shaun will be taking care of the background music with Spodify. We also have the surplus of crackers, cheese and pickles from Remembrance Day that we will be using on that day.

New Year's Levee – coming along 75ppl is estimated will attend.

Veterans and Ageing – Comrade Robert (Bob) Elrick

No Report

Seniors – Comrade Robert (Bob) Elrick

No Report

Lottery– Comrade James Grant

No Report

Membership and Volunteer Co-Ord – Comrade Kim Levesque

Membership Report – November 2022

New Members (13):

Carl Anctil (OR)

Pierre Benson (AS)

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Francisco DaCosta (OR)

Michael Hadden (OR)

Jeff Haydt (AV)

Cameron MacLeod (AV)

Alice MacKinnon (AS)

Lise Morin (OR)

Anthony Neil (AS)

Brian Sanford (OR)

Claude Therien (AV)

Michel Villeneuve (AV)

Jason Wren (AS)

Transfers (4)

Diane Glaude (OR)

Clark Graham (OR)

Waheed Khan (OR) correction

Jacques Leblanc (OR)

Deceased Members since the previous meeting:

George Bourdeau (OR)

William Greensides (OR)

Allan MacDonald (OR)

Dan MacEachern (OR)

Further information on the digital membership cards – a member has reported that the US Legions do

not recognize the digital card so he has since requested the traditional plastic version.

Volunteer Report:

Please provide your lists of volunteers for the wall plaque.

Thank you,

Kim and Shelly

Entertainment and Special Events – Comrade Tim Parsons

Moved by Comrade Joyce 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 Phil Whitehead

Honours and Awards – Comrade Marty Keates

No Report

Memorial Walk – Comrade TBD

Banner – Comrade Marta Nuijten and Comrade Marty Keates

Sports – TBD

Cadet Liaison – Comrade Rae Green

Just as information I am working very hard to get answer with demands and email but I have to wait for the chain of command. My part is done now we have to wait. It wasn't ever said that they did want or never ask for their participation for any of ours events. Hope this email can clarify some worries this will be sent to the 3vice as to I report my information.

After many months of waiting for a contact via email with the Army Cadets I finally obtain confirmation with a member of their parents' advice comity hopefully to move on to more communication on either part.

We are in a process with the Air Cadets to host a mess diner in the new year everything is going according to plans. The hall is already reserved and they have all the contacts need as of now.

This is my report Thank you

Leadership and Resourcing – Comrade Marty Keates

No Report

Asset Inventory – Comrade Mark Cimon

Will set a team with Charles, Francoise, André Fournier

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

Office Safe – Comrade Sandy McQuarrie

Due to security reasons, the Senior Executives approved the purchase of a new safe to replace our existing one with broken hinges.

Website Review – Comrade Sandy McQuarrie

Sandy is looking at creating a group to review the Legion needs for the website.

Business Plan

The Senior Executive have started a 5yr Business plan. A committee will be created to refine the plan. Sandy will be heading the team. As they advance in the project Surveys will be sent out to members as they advance with the project.

ADJOURNMENT:

Moved by Comrade Ray Green and seconded by Comrade André Fournier that the meeting be adjourned. CARRIED

CLOSING CEREMONY

The meeting was adjourned with the closing ceremony at 20:37 p.m.



Comrade Lucie Lafontaine
Secretary



Comrade Wyn Fournier
President

Attachments

Annex A – Attendance Sheet

Voting Elected Members

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

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	A
	22	Entertainment	Tim Parsons	EX
	23	Asset Inventory	Mark Cimon	P
	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 – Current Website Map

The Current Website Map

- Home Folder
 - [Homepage](#)
 - [Bulletin Board](#)
 - [Membership](#)
 - Join the Legion
 - Renew/Transfer your Membership
 - Volunteer Opportunities
 - [Ladies Auxiliary](#)
 - [Honours & Awards](#) (*Under Development*)
 - [The Banner](#)
 - [Last Post](#)
 - [Legion Members Area](#)
 - Meeting Minutes
 - Executive Contact Information
 - [About Us](#)
 - About Us & Map Link
- Remembrance & Poppy Folder
 - [Poppy Campaign](#)
 - [Poppy Trust](#) (*external link*)
 - [Promoting Remembrance](#)
- Veterans & Seniors Folder
 - [Veterans Services](#)
 - Veterans Services Contact Information
 - The Legion's Definition of a Veteran
 - Legion Policy on Stolen Valour
 - [Veterans & Aging](#)
 - [Branch 632 Seniors' Club](#)
- [Youth & Community Page](#)
 - Youth Education
 - Literacy & Public Speaking
 - Bursaries
- Branch Activities Folder
 - [Weekly Activities & Calendar](#)
 - [Sports](#)
 - [Live Entertainment](#)
 - [Nevada \("Break Open"\) Tickets](#)
 - [Menus](#)
- [Hall Rentals Page](#)

This map is not current. It shows Honours and Awards as being under development, but actually there is significant information on that page. It also uses a variety of font sizes and colours

Annex C – Requirements Statement for a Replacement Website

Purpose

This Requirements Statement is meant to identify shortcomings in the current Branch website available at <https://www.rcl632.ca/> and to define the requirements for an updated or new website.

Part 1 – The Current Site

Background

The current website¹ used by the Branch is the source of some dissatisfaction among the members of the Branch. Comments have been made that it is too difficult to use and that finding needed information is deemed less than ideal.

Issues

A review of the current website reveals:

- The Menu, placed on the top of the initial page, does not scroll down with the site pages;
- The initial page consists of a tagline, “The Friendliest Legion in the Ottawa Region,” a banner with rotating pictures, a button titled “View About Us & Map,” and a Menu.
- Scrolling down from the initial page brings up six other pages called;
 - ◆ Branch Hours of Operation,
 - ◆ Welcome to our new website,
 - ◆ Branch Bulletin Board,
 - ◆ Prestige Catering Menus,
 - ◆ External Resource Legion Links, and
 - ◆ Website Map.
- There are six choices on the Menu² – Home, Remembrance & Poppy, Veterans and Seniors, Community & Youth, Hall Rentals, and Branch Activities. Except for menu items Community & Youth and Hall Rentals, the others have different levels of submenus as indicated below:
 - ◆ Home – 9,
 - ◆ Remembrance & Poppy – 3,
 - ◆ Veterans & Seniors – 3,
 - ◆ Branch Activities – 5.
- One page, Community & Youth, is bilingual. The others are unilingual English.
- The page “Promoting Remembrance” is blank
- There is no “Call-to-Action³” on the site.
- The colour and size of the font used are distracting. Their use varies from large red words (in a variety of sizes) to small black font

Additionally, the website is the initial point of contact for community groups and individuals to inquire about facility rentals. The existing Hall Rental Form asks for much of the required information, but the submission button sends it to the Branch Administrator at [https://www.rcl632.ca/hall rentals](https://www.rcl632.ca/hall%20rentals). The responses to this submission are interpreted differently by various recipients required to deal with the request. While not confirmed, it does not provide a calendar of events or a database of the submission details.

¹ The website has been designed using a tool called Squarespace. The monthly fee is US\$16.

² See Annex A for a view of the Website Map

³ A CAT is defined as a piece of content to induce a viewer, reader, or listened to perform a specific act

Conclusion

The current website needs to be upgraded or replaced with a newer one.

Part 2 – Requirements for a New Website

General

A new Branch website should be user-friendly, easy to navigate, and informative. The design must be attractive to the members, inspiring and lead with a Call-to-Action.

The menus and submenus should be shown on all pages.

Pages

The site must include the following pages (with sub-menus):

- Home;
 - ◆ About Us,
 - ◆ Contact Us,
 - ◆ Honours and Awards,
 - ◆ Join the Legion
- Branch Interests;
 - ◆ Branch Executive,
 - ◆ Rules and Regulations,
 - ◆ Events Calendar,
 - ◆ Weekly Updates,
 - ◆ Meeting Minutes,
 - ◆ Sports,
 - ◆ Menus,
- Departed Comrades;
 - ◆ This Year,
 - ◆ Previous Years,
- Veterans and Seniors;
 - ◆ Veterans' Service Officers,
 - ◆ Veterans and Aging,
 - ◆ Seniors Club,
- The Poppy Campaign;
 - ◆ Volunteer Opportunities,
 - ◆ Poppy Committee,
 - ◆ Poppy Trust Fund,
- Ladies Auxiliary;
- Community and Youth;
- Facility Use and Rental;
 - ◆ Available Facilities,
 - ◆ Policy on Use of Facilities,

◆ Booking Form,

- Sponsored Business; and
- Useful Links;

Navigation

Ideally, the website would be designed as a single, scrollable page with the user menu indicating which page is being viewed.

The menu can be shown on the top or on the left side.

A website map should allow for direct viewing of a specific page.

Call to Action

The CTA should appear when the website is accessed. It should include a choice of:

- Join the Legion;
- Book a Facility;
- View Events Calendar; and
- Contact the Branch.

Facility Booking Form

The facility booking form must provide a set of questions that gathers all the necessary information and when submitted, populates a database.

When a specific date for a facility is requested, it must check availability and advise if the desired space is available or not.

The database must include a set of reports that can be shared automatically amongst various executives and staff members.

Source of Information

The current website at <https://www.rcl632.ca/> contains much of the details required for the new website but it will require reformatting and content adjustments to update the information. Various members of the Branch Executive can assist and provide content.

A limited demonstration site used to brief the Snr Executive can be viewed at <https://sandymcq.wixsite.com/rcl632orleans>.

Fees

Fees must include:

- Initial design fee; and
- Monthly maintenance fee;
- Domain registration