



Executive Committee Minutes

10th January 2023

Branch Secretary

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MINUTES OF AN EXECUTIVE COMMITTEE MEMBERS MEETING

January 10th, 2023

ATTENDANCE

Present: Wyn Fournier, Jeanine Mader, Joyce Bisson, Phil Whitehead, Sandy McQuarrie, Ken Green, Lucie Lafontaine, Richard Guitar, Kim Levesque, Ray Green, André Fournier, Kevin Piccott, Lucie Goderre, Mark Cimon, Bernie Laberge, Lise Mack

Excused: Jim Grant, Marty Keates, Garth Mader, Bob Elrick, Wayne Edwards, Marta Nuijten

Absent: Melanie Delorme, Bill Reggler, Blaine Kiley, Daunett Tucker, Tim Parsons

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 14 of the 24 Branch Officers and elected Standing Committee

This does constitute a quorum.

MINUTES OF THE PREVIOUS EXECUTIVE MEETING - Comrade Lucie Lafontaine

The minutes of the Dec 13th 2023 Executive Committee Members 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 Lucie Lafontaine and seconded by Comrade André Fournier that the minutes from the DM meeting be accepted as presented.

CARRIED

BUSINESS ARISING FROM THE PREVIOUS MEETINGS

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

There were no deviations requested to the published agenda.

PRESIDENT'S REPORT – Comrade Wyn Fournier

The Sr Executive continues to work hard to put the Branch on a solid footing for the years to come. .

All employee contracts have been rewritten and are being reviewed by the Sr Exec. They will be given to the employees for their review and comments before the end of January. They will be signed and in effect by the end of February.

The Sr Exec duty list is now created and with the Branch Administrator and the Bar staff.

We are in the process of creating a Business Development Planning Committee. Invites to be part of the Committee have been sent out and their first meeting will happen later this month. This Development Plan will help the Branch have goals to work toward over the next 5 years. The Committee will be led by Comrade Sandy.

TREASURER/FINANCIAL OFFICER REPORTS – by Comrade Sandy McQuarrie

See Annex C

Moved by Comrade Sandy and seconded by Comrade Phil that the financial report be accepted as presented subject to audit. CARRIED

CHAIRPERSON REPORTS UNDER THE PRESIDENT - Comrade Wyn Fournier

Sergeant-at-Arms – Comrade Andre Fournier

No activities to report since the last Executive meeting of 13 dec 2022.

Service Officer – Kevin Piccott

Working on 4 files

Ladies Auxiliary – Lise Mack

First we would like to report that our sales of Fruitcakes has been a very successful endeavour this year with profit of \$2274. We are very grateful for the help from Ron (letting us use his refrigerator), Bar staff for helping with sales, Joyce with so much help with advertising and the Branch with strong support.

On a sadder note one of our members, Joan Robinson passed away Christmas Eve. Joan loved the LA and the Branch – it was Joan who sent the birthday card to Queen Elizabeth on our behalf and some of you may remember she won the dance competition at the 50's dance. She will be missed.

On a happier note we have 1 new member – Joyce Bisson which makes us all very happy.

Minutes of Executive Committee Members Meeting held on January 10th 2023

We have some exciting plans for the next few months.

We will be holding a Bake Sale for Valentine's Day on Saturday February 11 at the Breakfast. If any Branch members wish to Bake with us their donations will be most welcome.

We will also be holding a "Name that Baby" contest – more info on that will be coming

And finally we would like to work with the Branch Executive to plan a Coronation Tea in May.

Lots of good news.

Kitchen Operations – Comrade Wyn Fournier

The caterer continues to be very busy and is a great asset to our Branch.

His contract requires reviewing as it has been 3 years since he became our caterer. This process will start by the end of January.

Prestige Catering has been nominated for a 2023 Faces of Ottawa award. This is an award based on votes on the Faces website, and is quite an honour to be nominated. Congratulations to Ron and his team for your nomination!

Bar Officer – Comrade Wayne Edwards

A bar check is scheduled for early February. Once completed a report will be forwarded to the Treasurer for his furtherance.

Housing – Comrade Garth Mader

The leak in the upstairs kitchen was found, diagnosed and repaired. Another contractor is coming in to repair the gyproc that was damaged by the leaks. This repair is in accordance with the new fire code for commercial buildings.

The timer switches for the lights over the pool tables were replaced with a regular on/off switch so the bartended no longer has to contend with the pool players pestering him/her to reset the timers.

Moved by Comrade Lucie Lafontaine and seconded by Comrade Bernie Laberge 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

Poppy Chair – Comrade Richard Guitor

See Annex B

Poppy Trust Fund – Comrade Lucie Goderre

POPPY TRUST FUND – TREASURER REPORT – FROM OCTOBER 1, 2021 TO DECEMBER 31, 2022

BANK BALANCE – October 1st, 2021	\$ 77,293.13
INCOME FROM CAMPAIGN & OTHER SOURCES	218,671.60
CAMPAIGN EXPENSES & OTHER EXPENSES	116,345.59
BANK BALANCE – AS OF DECEMBER 31ST, 2022	\$ 179,619.14

Bursary – Comrade Daunette Tucker

No Report

Constitution, By-Laws and Training – Blaine Kiley

No Report

Hospital Visits – Comrade Jeanine Mader

Jeanine Mader will be making visits this week.

Youth Education – Comrade Jeanine Mader

No Report

Moved by Comrade Jeanine Mader and seconded by Comrade Mark Cimon that the reports under the 1ST Vice President be accepted as presented.

CARRIED

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

Public Relations- Comrade Joyce Bisson

We had a very good turn out at the NY Levée, 75 to 80 ppl. Everyone was very happy and there was only positive comments.

For St-Valentines Day we have the Friday night dinner and dance on February 10 with the 50/50 draw and will be asking Ron for a GC as prize for people dressed in red.

Veterans And Aging – Comrade Robert (Bob) Elrick

Visits and delivery of gifts to vets in retirement homes will be completed on Friday

Amazing support provided by Sherri McInnes for massive wrapping activity, Kevin P for participating as Services Officer, Doc Hopper for that and backing up Kevin, and Lucie G and Jeanine M for participating as volunteers and translators.

Three requests for support are in hand by Kevin and me.

Gifts were Legion poppy motif tote bags.

Legion Seniors – Comrade Robert (Bob) Elrick

No Reports

Lottery – Comrade Sandy McQuarrie

The account balance is 611.22 \$

Membership and Volunteer Co-Ord – Comrade Kim Levesque

New Members (4):

Sergei Batrakov (AV)	Warren Mallon (AV)
Aaron Cribb (AV)	Jean-Marc Sabourin (AV)

Transfers (1)

Graham Barkley (OR)	
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Deceased Members since the previous meeting:

Audrey Copley (OR)	
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Volunteer Report– Comrade Kim Levesque

Please provide your lists of volunteers for the wall plaque.

Entertainment and Special Events – Comrade Tim Parsons

Moved by Comrade Jeanine Mader and seconded by Comrade Kim Levesque 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 –

No Report

Banner – Comrade Marta Nuijten and Comrade Marty Keates

Comrade Marty Keates has begun pulling items, articles and pictures together to reflect how the Orleans Legion carried on during the Covid pandemic and our current status of a fully open Legion. Comrade Marty and myself (Comrade Marta Nuijten) are looking for any pictures and/or articles for any and all events, but not limited to tournaments, special dinners, Remembrance Day, New Year's Levee etc. Please send your contributions to the Banner email address...rcl632orleansbanner@gmail.com

Sports – Comrade Bernie Laberge

Bernie is looking after the Zone Dart Tournament with the help of Lucie Goderre

Cadet Liaison – Comrade Rae Green

No Report

Asset Inventory – Comrade Mark Cimon

Activity

Initial group meeting, and tour of legion, with volunteers;

Andre Fournier

Charles Boisvert

Francoise Poirier-McQuarrie.

Meeting also included Sandy McQuarrie.

Continuing to determine scope of effort required, and the specific information required. Spreadsheet has been prepared, and we have copies of what appears to be the last 2 inventory counts.

Have determined, via conversation with Ron Clarke (Prestige Catering), that the legion only owns the equipment in the kitchens. All other materials are owned by Prestige Catering. According to Ron, the previous materials were given away, and that Joe McNulty could verify that.

Waiting on information about what is in the Legion insurance policy in regards to contents insurance. This may have an effect on the scope of what we do. Request is with Melanie.

Leadership and Resourcing – Comrade Marty Keates

No report

Moved by Comrade Phil Whitehead and seconded by Comrade Ken Green that the reports under the 3rd Vice President be accepted as presented. CARRIED

GENERAL AND NEW BUSINESS

Hall Rental- Rae will inventory the existing tables to confirm she has the correct number to host 2 large events coming up. If she is short a few tables, she will look into renting vs buying costs. The Senior Executives will decide on course of action.

MSRB – The Senior Executives are looking for a volunteer coordinator to make submissions on the Orleans Legion’s behalf

Hard Standing Platform near the Cenotaph- the Senior Executives are also looking for a volunteer to lead this project of creating a platform near the Cenotaph that is wheelchair and walker friendly. This project was initiated by Joe McNulty. Sandy will confirm the amount of money that was raised initially for this a few years back.

We received a letter from a BC Legion member that was permitted to park his RV in the Legion parking last year. He was very appreciative.

Website Project – The Senior Executive have asked for quotes to revamp the Legion website and make it more user friendly. Sandy has received proposals and they are being reviewed by the Senior Executives before sharing with the Executive Committee Members and the General members.

During the branch inspection last year, the Ontario Command asked us to use their reporting formats. Sandy investigated and found their formats are word documents which are not favorable for data input. Sandy created excel templates and is waiting for Ontario Command’s approval.

ADJOURNMENT:

Moved by Comrade Ken Gren and seconded by Comrade Jeanine Mader that the meeting be adjourned. CARRIED

CLOSING CEREMONY

The meeting was adjourned with the closing ceremony at 9 p.m.



Comrade Lucie Lafontaine
Secretary



Comrade Wyn Fournier
President

Attachments

Annex A – Attendance

Annex B – Poppy Campaign

Annex C – Treasurer’s Report

Minutes of Executive Committee Members Meeting held on January 10th 2023

Annex A – Presence 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		P
	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(Shelley Yerburgh)	Membership/Volunteer Coordinator	P
	10	Jim Grant	Lottery	A
	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
	17	Service Officer	Kevin Piccott	P
	18	Constitution and By-Laws	Blaine Kiley	A
	19	Bar Officer	Wayne Edwards	Ex
	20	Poppy Trust	Lucie Goderre	P
	21	Bursary	Daunett Tucker	A
	22	Entertainment	Tim Parsons	A
	23	Asset Inventory	Mark Cimon	P
	24	Sports	Bernie Laberge	P
Ex Officio Members	25	Ladies Auxiliary	Wendy Fortier –represented by Lise Mack	P
	26	Branch Administrator	Melanie Delorme	Ex
	27	Banner –	Marta Nuijten	Ex
	28	Branch Padre	Bill Reggler	A

Annex B – Poppy Campaign

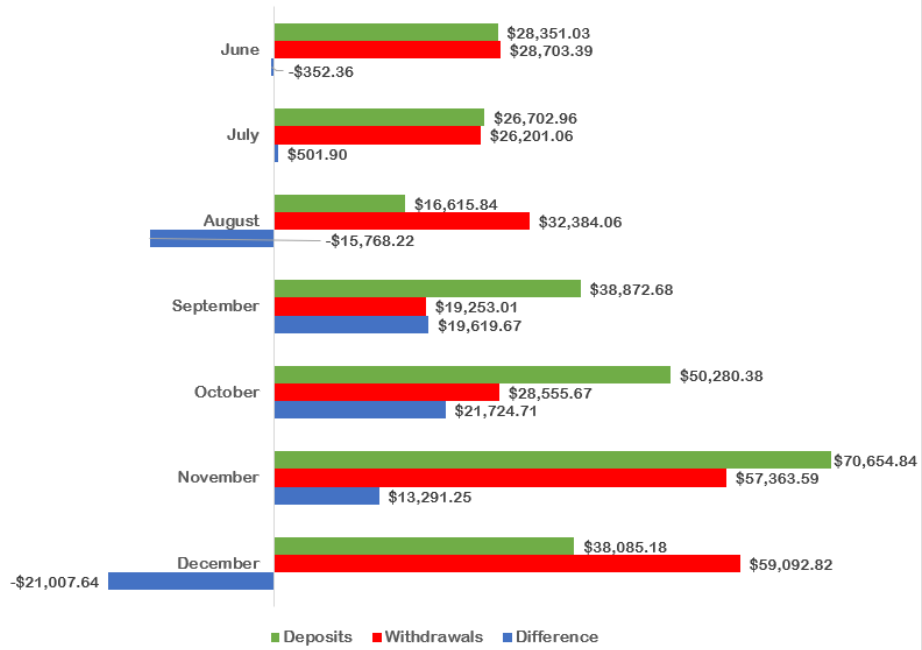
Poppy Campaign Budget - 1 Jan 2023 - 31 Dec 2023 (approved at Gen Mtg: 17 Jan 2023)

	Spent 2019/20	Spent 2020/21	Spent 2021/22	Budget	Spent	Remaining	Comments
Funds Available as of 1 Oct 2021		\$ 77 293.13					
Funds Raised in the 2022 Campaign		\$ 131 417.90					
Total Revenue 2022		\$ 218 671.60					
Expenses accrued 1 Oct - 31 Dec 2021		\$ 116 345.59					
Bank Balance as of 31 Dec 2022		\$ 179 619.14					
Estimated TipTap Revenue 2022		\$ 17 301.25					
Funds Available as of 1 Jan 2023		\$ 196 920.39					
							(1 Oct balance + Funds raised) - Accrued exp
							This balance is the amt used for the budget
Items	Spent 2019/20	Spent 2020/21	Spent 2021/22	Budget	Spent	Remaining	Comments
Provincial SO (East Region) (402.iii.a)	\$ 15 000.00	\$ 15 000.00	\$ 15 000.00	\$ 15 000.00	\$ 15 000.00	\$ 15 000.00	
District G Charitable Fund (402.vii)	\$ 1 500.00	\$ 1 500.00	\$ 1 500.00	\$ 1 500.00	\$ 1 500.00	\$ 1 500.00	Amounts paid out are dictated by ON Comd
Zone G5 Veteran Comfort / Youth Funding	\$ 2 764.50	\$ -	\$ -	\$ 3 500.00	\$ 3 500.00	\$ 3 500.00	
Supplies (402.i.a)	\$ 6 904.04	\$ 17 492.10	\$ 28 942.88	\$ 34 000.00	\$ 34 000.00	\$ 34 000.00	
Campaign Admin: Travel, Seminar (402.i.c. & 402.i.d)	\$ 1 561.33	\$ 3 719.75	\$ 1 549.27	\$ 6 000.00	\$ 6 000.00	\$ 6 000.00	
Advertising (402.i.c)	\$ 1 254.30	\$ -	\$ 791.00	\$ 3 000.00	\$ 3 000.00	\$ 3 000.00	
Poppy Storage (320.b.ii)	\$ 350.00	\$ 350.00	\$ -	\$ 350.00	\$ 350.00	\$ 350.00	
Br-632 Youth Education (402.vi.c&d)	\$ 1 363.12	\$ 830.00	\$ 2 860.25	\$ 4 000.00	\$ 4 000.00	\$ 4 000.00	
Army Cadets (403.ii.g)	\$ 5 400.00	\$ 5 000.00	\$ 4 000.00	\$ 6 000.00	\$ 6 000.00	\$ 6 000.00	
Air Cadets (403.ii.g)	\$ 3 600.00	\$ 3 000.00	\$ 4 000.00	\$ 6 000.00	\$ 6 000.00	\$ 6 000.00	
Handicap Eqp Repairs and Maint							To cover costs of maintenance / repair for handicapped elevator, lift license, repairs for handicapped doors, and maintaining emerg eqpt
\$950 quarterly lift maint inspection (\$232 x4=\$928 - Dec/Mar/Jun/Sep; amt allows for \$ increase during year)	\$ 2 050.91	\$ 2 184.02	\$ 1 936.00	\$ 3 000.00	\$ 3 000.00	\$ 3 000.00	
\$250 for annual lift license renewal							
Monument Maint (Require SUF: 403.ii.f)	\$ 960.50	\$ -	\$ -	\$ 2 000.00	\$ 2 000.00	\$ 2 000.00	cenotaph upkeep
Br-632 Service Officer (402.ii.b)	\$ 845.00	\$ -	\$ -	\$ 6 000.00	\$ 6 000.00	\$ 6 000.00	
Veterans and Aging, Comforts (402.iii.c)	\$ 3 916.03	\$ 333.35	\$ 8 316.19	\$ 10 000.00	\$ 10 000.00	\$ 10 000.00	
Bursaries Branch 632 (402.vi.a)	\$ 24 000.00	\$ 21 650.00	\$ 17 450.00	\$ 29 000.00	\$ 29 000.00	\$ 29 000.00	
Veterans Dinner x3 (Nov, Apr & Nov) Require SUF: 403.ii.h Max \$25 / Vet & spouse/caregiver once/yr In 2022 a Vet may do both Nov 2021 & 22	\$ 975.00	\$ -	\$ 3 000.00	\$ 4 000.00	\$ 4 000.00	\$ 4 000.00	
Donations to Vet Organizations	\$ 14 500.00	\$ 19 900.00	\$ 27 000.00	\$ 61 500.00	\$ -	\$ 61 500.00	Total amount budgeted. For specific donations see list
- Perley & Rideau	\$ 5 000.00	\$ 10 000.00	\$ 15 000.00	\$ 20 000.00	\$ 20 000.00	\$ 20 000.00	
- Mt Farm Resource Center	\$ 2 500.00	\$ 2 500.00	\$ -	\$ 1 500.00	\$ 1 500.00	\$ 1 500.00	
- Camp Maple Leaf	\$ 1 000.00	\$ 1 200.00	\$ 1 500.00	\$ 1 500.00	\$ 1 500.00	\$ 1 500.00	
- Op Service Dogs	\$ 1 000.00	\$ 1 200.00	\$ 1 500.00	\$ 1 500.00	\$ 1 500.00	\$ 1 500.00	
- Healing Heros on the Fly	\$ 1 000.00	\$ 1 000.00	\$ 1 500.00	\$ 1 500.00	\$ 1 500.00	\$ 1 500.00	
- Op Leave the Streets Behind	\$ 1 000.00	\$ 1 000.00	\$ 1 500.00	\$ 1 500.00	\$ 1 500.00	\$ 1 500.00	
- Adaptive Sports Canada - Calabogie	\$ 1 000.00	\$ 1 000.00	\$ 1 500.00	\$ 1 500.00	\$ 1 500.00	\$ 1 500.00	
- Women Warriors Healing Garden	\$ 2 000.00	\$ 1 000.00	\$ -	\$ 4 000.00	\$ 4 000.00	\$ 4 000.00	Double 2019/20 expense because funds are available and no allocation allowed in 2021/22.
- Quills of Valour	\$ -	\$ 1 000.00	\$ 1 000.00	\$ 2 000.00	\$ 2 000.00	\$ 2 000.00	
- Vet's House Ottawa Grocery Cards	\$ -	\$ -	\$ -	\$ 2 000.00	\$ 2 000.00	\$ 2 000.00	
- Vets House Ottawa (Vet's House Carswen bug)	\$ -	\$ -	\$ -	\$ 20 000.00	\$ 20 000.00	\$ 20 000.00	
- Operation Vet Build	\$ -	\$ -	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	
- Troops	\$ -	\$ -	\$ 1 500.00	\$ 2 000.00	\$ 2 000.00	\$ 2 000.00	
- Homeless Vets	\$ -	\$ -	\$ 1 000.00	\$ 2 000.00	\$ 2 000.00	\$ 2 000.00	
Contingency	\$ 500.00	\$ 500.00	\$ 500.00	\$ 2 080.29	\$ 2 080.29	\$ 2 080.29	Subject to further revenue being received.
TOTALS	\$ 87 444.73	\$ 91 459.22	\$ 116 345.59	\$ 196 930.29	\$ -	\$ 196 930.29	

Annex C – Financial Report

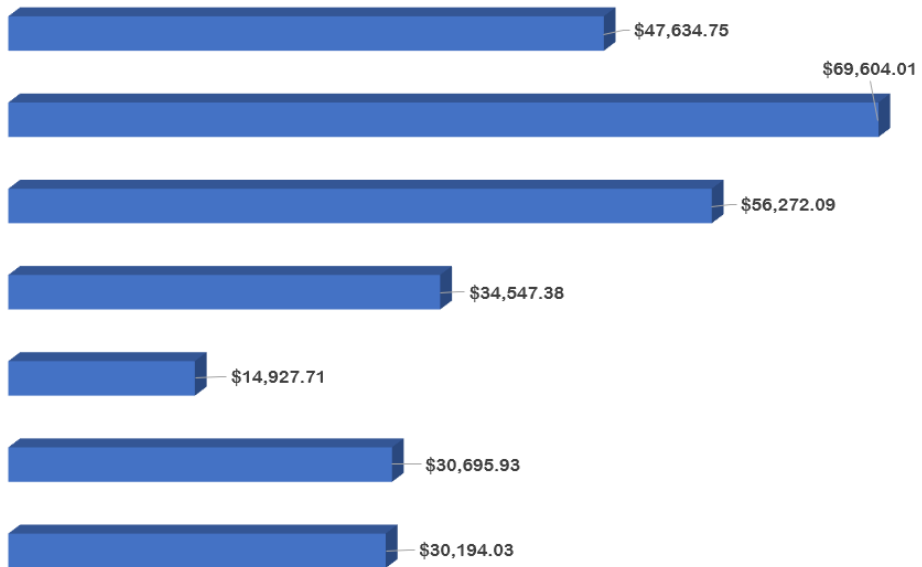


Branch 632 YTD Financial Overview (By Month)

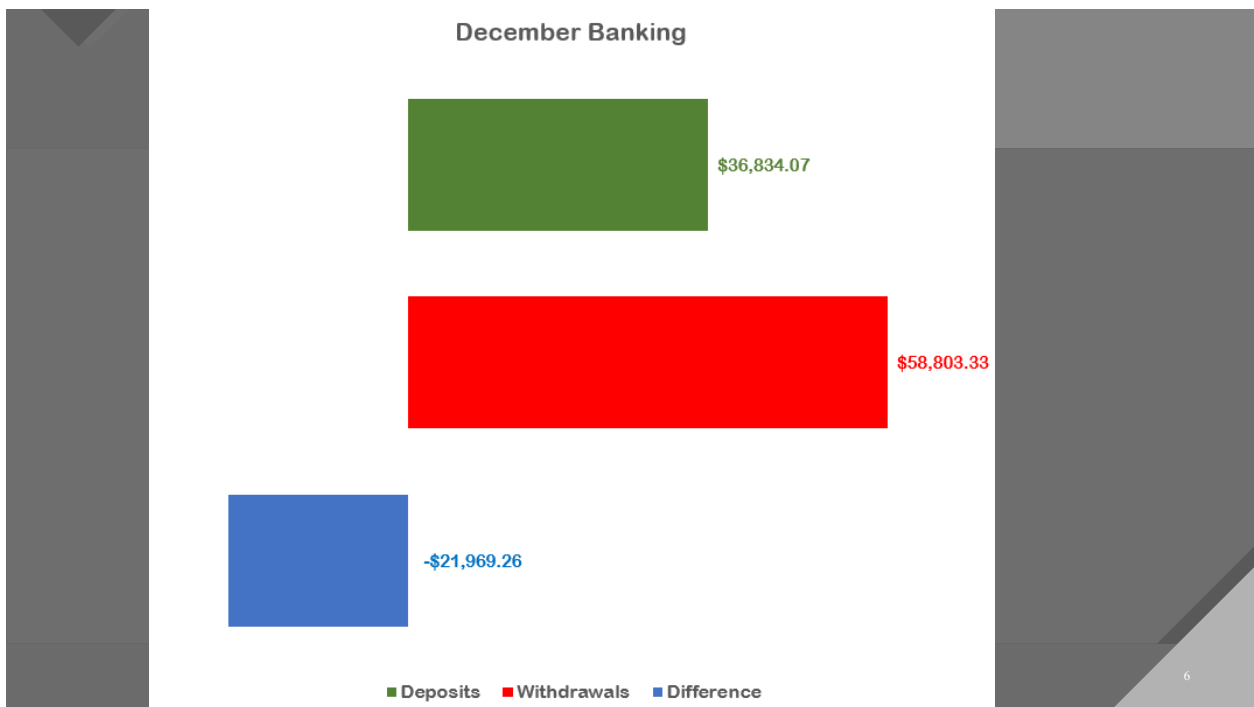
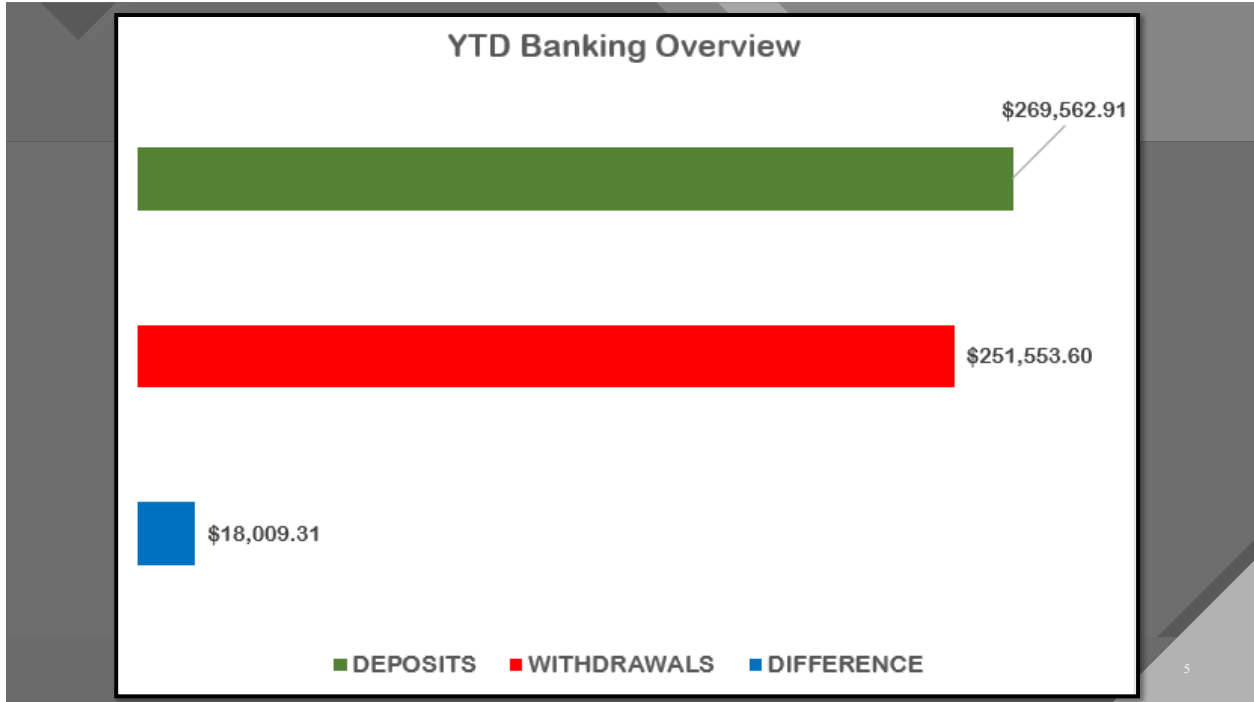


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Monthly Bank Balance YTD



4



Withdrawals Summary

BEER STORE	\$9,595.44
BUILDING MAINTENANCE	\$15,623.28
DOMINION COMMAND	\$9,595.44
E-TRANSFER	\$2,790.31
INSURANCE	\$1,411.59
LOANS	\$2,385.00
UTILITIES	\$5,837.50
VISA (LCBO?)	\$5,540.98
WAGES	\$5,810.78
TOTAL	\$56,094.07

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Withdrawals Summary

BEER STORE	\$9,595.44
BUILDING MAINTENANCE	\$15,623.28
DOMINION COMMAND	\$9,595.44
E-TRANSFER	\$2,790.31
INSURANCE	\$1,411.59
LOANS	\$2,385.00
UTILITIES	\$5,837.50
VISA (LCBO?)	\$5,540.98
WAGES	\$5,810.78
TOTAL	\$56,094.07

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Branch Assets

End November 2022

8

Bank Accounts

Account Name	Balance
General Account	\$48,596.37
Allocated Account	\$4,895.86
Savings Account	\$4,766.94
TOTAL	\$58,259.17

Investments

GIC Number	Current Value
10000001VYWPK	\$31,687.00
10000001Z9JS9	\$30,239.00
10000001Z9JVZ	\$13,386.00
TOTAL	\$75,312.00

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