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# General Members Meeting Minutes

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17th January 2023

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Branch Secretary

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## **MINUTES OF A GENERAL MEMBERS MEETING**

**January 17<sup>th</sup>, 2023**

### **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 7:35 PM.

### **ROLL CALL**

Comrade Mark Cimon and Kim Levesque took attendance

The roll counts 14 of the 24 Branch Officers and elected Standing Committee and 21 members were present with a total of 38 Present.

This **does NOT** constitute a quorum. Therefore, all votes or motions were not valid. All reports are informational only.

### **MINUTES OF THE PREVIOUS EXECUTIVE MEETING - Comrade Lucie Lafontaine**

The minutes of the Sept 20<sup>th</sup> 2023 General Members Meeting were shared, and all corrections and amendments were completed. Those minutes are now in the Correspondence Binder and will be posted on the Branch Website.

***No motions or votes are valid as there was no quorum.***

### **BUSINESS ARISING FROM THE PREVIOUS MEETINGS**

Door Project – East side exterior door status - installed

### **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.

As of 1 Jan, each week there is a duty Senior Executive on call. If there is a problem that the Bar Stewards or the Branch Administrator cannot handle, they will call the duty person.

We have created a Business Development Planning Committee, led by the Treasurer, Comrade Sandy. Their first meeting will be later this month. This

Development Plan will help the Branch focus on specific goals to work toward over the next 5 years.

**TREASURER REPORT – by Comrade Sandy McQuarrie**

See Annex C

*No motions or votes are valid as there was no quorum.*

**CHAIRPERSON REPORTS UNDER THE PRESIDENT - Comrade Wyn Fournier**

**Sergeant-at-Arms – Comrade André Fournier** via email

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

**Service Officer – Kevin Piccott**

Working on 5 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.

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.

The contract between the Caterer and the Legion requires reviewing as it has been 3 years since he started. This process will begin by the end of January.

In November, Prestige Catering donated a 70" TV in the upstairs lounge. It was placed beside the fireplace and the TV that was there was moved to the lower hall to replace a TV that was no longer working.

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 via email**

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.

*No motions or votes are valid as there was no quorum.*

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

Just so everyone is aware, I have been an active member on the Executive since my wife Rae and I became members of this Branch 16 years ago. Rae and I are dedicated members of the Legion and are proud to be members of the Branch 632. People may know that after my first term as president 2014/2015, I had had enough, and we stopped going to the branch and stepped back from a Zone position in the Legion.

In 2019 I heard that the branch was on the brink of shutting down. Along with Joe McNulty as President, I became 1<sup>st</sup> Vice and when Joe stepped back; I was once again appointed President.

Rae and I have attended numerous meetings and conventions over the years. I have been selected to be a member of our Branch Development Team starting next month. Which is the reason I have started to go through the old files and get them ready to present to the Team.

I have no intention of becoming Branch President, but I am willing to do whatever it takes to help our Branch to become once again “The Friendliest Legion in the Ottawa Region”. There are a lot of comments and much gossiping going on throughout the Branch that are detrimental to the Legion.

I want to reiterate that I have no intention to run for Branch President or having anyone think I am trying to take over any position or individual and I am looking forward to assisting the development of a good business plan.

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

**Remembrance**

No report.

**Poppy Chair – Comrade Richard Guitar**

Susan Sloan will be his assistant this year.

**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**

Nil Report

**Constitution, By-Laws and Training – Blaine Kiley**

Nil Report

**Hospital Visits – Comrade Jeanine Mader**

Jeanine Mader has been making visits.

**Youth Education – Comrade Jeanine Mader**

Certificates will be done by volunteers

*No motions or votes are valid as there was no quorum.*

**CHAIRPERSON REPORTS UNDER THE 2<sup>ND</sup> 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 were 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 250 gifts to vets in retirement homes were completed.

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 Report

**Lottery – Comrade**

No report



**Membership and Volunteer Co-Ord – Comrade Kim Levesque**

***New Members (4):***

Sergei Batrakov (AV)

Aaron Cribb (AV)

Warren Mallon (AV)

Jean-Marc Sabourin (AV)

***Transfers (1)***

Graham Barkley (OR)

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

Audrey Copley (OR)

**Volunteer Report– Comrade Kim Levesque**

Please provide your lists of volunteers for the wall plaque.

**Entertainment and Special Events – Comrade Joyce Bisson**

Tim Parsons will be leaving the position at the end of May. We are looking for a volunteer to replace him.

***No motions or votes are valid as there was no quorum.***

**CHAIRPERSONS REPORTS UNDER THE 3<sup>rd</sup> VICE-PRESIDENT – Comrade Phil Whitehead**

**Honours and Awards – Comrade Marty Keates**

No Report

**Memorial Walk –**

Ken Green said he was looking into alternatives for the stones as they now cost 585.00\$ each. He will return with another proposal.

**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](mailto: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

***No motions or votes are valid as there was no quorum.***

## **GENERAL AND NEW BUSINESS**

### **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 in 2019, then stopped due to Covid. Sandy will confirm the amount of money that was raised initially for this a few years back.

### **RV Parking Proposal**

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. Looking for a volunteer to represent our legion and package the project as a proposal to Dominion Command

### **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. Dave O'Neil, Kevin Piccott and Cathy Stoddard have asked to be part of the Website Project.

Motion that the Senior Executive Members select one of the 2 proposals received and no more than 6500\$ to set up website and no more than 150\$ monthly for maintenance.

***No motions or votes are valid as there was no quorum.***

### **First Aid and CPR Courses**

The President explained the need for the Branch paid employees to receive this training. A firm called 613CPR has offered to train 7 to 10 people for a fee.

***No motions or votes are valid as there was no quorum.***

### **Replacement/Repairs to Branch Sports Equipment**

Bernie Laberge presented a quote for 6 new Dart boards and 2 Scoreboards for a total of 1,034.33\$ see Annex D

***No motions or votes are valid as there was no quorum.***

An email was sent by a Legion Member asking to re-furbish the snooker table. Bernard Laberge is asking permission to look for a quote.

***No motions or votes are valid as there was no quorum.***

### **Poppy Budget Request for 2023**

Richard Guitar presented his 2023 proposed Budget

See Annex B

***No motions or votes are valid as there was no quorum.***

### **Points from the Floor**

#### ***Bartender Comments***

Marjorie Joly, a Legion Bartender, expressed her disagreement at having to take out the garbage after her shift. She disagrees that this should be part of her duties and feels this is a concern should she forget her keys inside. She also said that she did not feel a part-time bartender should have an employment contract.

The new contracts have yet to be presented or distributed to the Branch employees. No motion was suggested or voted.

#### ***Cleaning Issue***

Rae Green mentioned that when there is a function like a wedding on Saturday evening, the "Tear down and Reset" Team come in at 9am on Sunday if there is another function or on Monday at 9am to reset the Hall. When they return the round tables to their resting place, the tables are rolled on their side. If the Hall floor is dirty or filled with glass, this becomes a hazard for the tear down crew. Often, they need to sweep the whole floor before doing the tear down and this is time consuming.

Rae asks if the new cleaning staff can come on Sunday mornings from 2am to Sunday before 9am to clean the hall floor before the "Tear down" crew arrive?

The Legion President stated that the Sr Executive would review the cleaning contract to see what can be done to resolve the situation.

### **ADJOURNMENT:**

***No motions or votes are valid as there was no quorum.***

### **CLOSING CEREMONY**

The meeting was adjourned with the closing ceremony at 9:25 p.m.



Comrade Lucie Lafontaine  
Secretary



Comrade Wyn Fournier  
President

**Attachments**

Annex A – Attendance

Annex B – Poppy Campaign

Annex C – Treasurer’s Report

Annex D – Quote for Dart Equipment

**Annex A – Attendance Sheet - Voting Elected Members**

<b>Senior Executives Elected</b>	1	President – <b>Wyn Fournier</b>	Remembrance Day Activities/Hospital Visiting	P
	2	1st Vice – <b>Jeanine Mader</b>	Kitchen Operations	P
	3	2nd Vice – <b>Joyce Bisson</b>	Youth Education/Hospital Visiting	P
	4	3rd Vice – <b>Phil Whitehead</b>		P
	5	Treasurer – <b>Sandy McQuarrie</b>		P
	6	Secretary – <b>Lucie Lafontaine</b>		P
	7	Past President– <b>Ken Green</b>	Future Planning and Elections	P
<b>Standing Elected Committee</b>	8	<b>Richard Guitar</b>	Poppy Chair	P
	9	<b>Kim Levesque(Shelley Yerburgh)</b>	Membership/Volunteer Coordinator	P
	10	<b>Jim Grant</b>	Lottery	Ex
	11	<b>Rae Green</b>	Cadet Liaison	P
	12	<b>Marty Keates</b>	Honours and Awards & Leadership Development/Banner	Ex
	13	<b>Garth Mader</b>	Housing	Ex
	14	<b>Robert (Bob) Elrick</b>	Legion Seniors/Veterans and Aging	P
<b>Appointed Members</b>	15	Sgt-at-Arms	<b>Andre Fournier</b>	Ex
	17	Service Officer	<b>Kevin Piccott</b>	Ex
	18	Constitution and By-Laws	<b>Blaine Kiley</b>	Ex
	19	Bar Officer	<b>Wayne Edwards</b>	Ex
	20	Poppy Trust	<b>Lucie Goderre</b>	P
	21	Bursary	<b>Daunett Tucker</b>	A
	22	Entertainment	<b>Tim Parsons</b>	Ex
	23	Asset Inventory	Mark Cimon	P
24	Sports	Bernie Laberge	P	
<b>Ex Officio Members</b>	25	Ladies Auxiliary	<b>Wendy Fortier –represented by Lise Mack</b>	P
	26	Branch Administrator	<b>Melanie Delorme</b>	Ex
	27	Banner –	<b>Marta Nuijten</b>	Ex
	28	Branch Padre	<b>Bill Reggler</b>	A

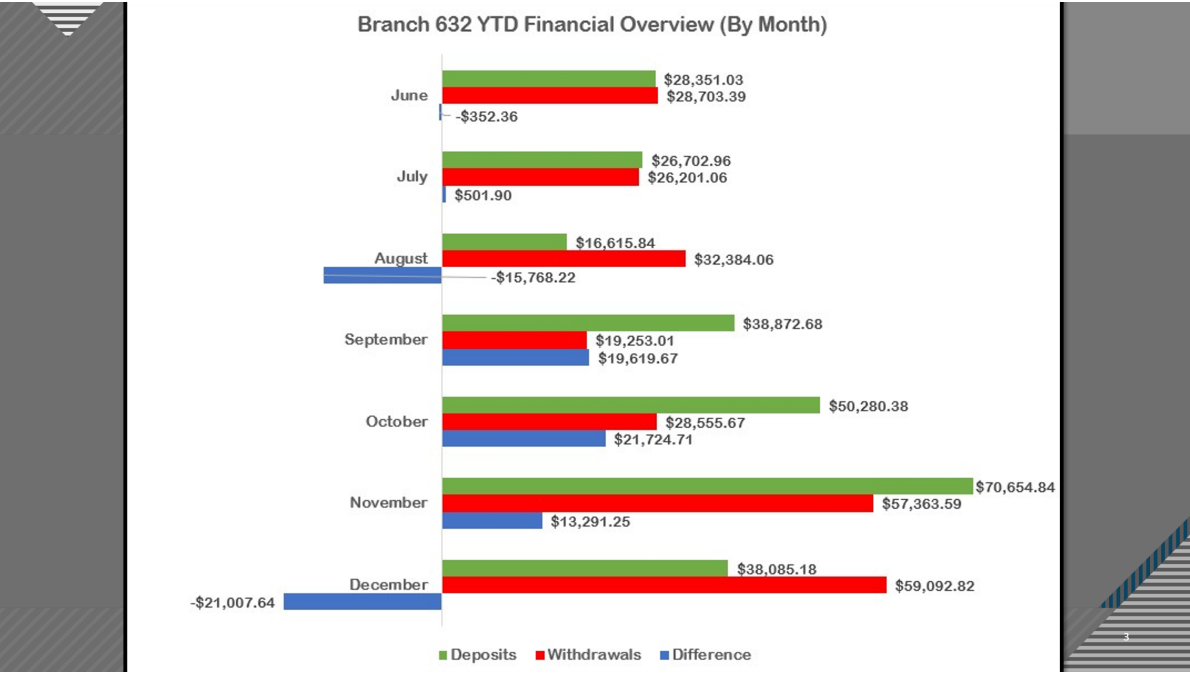
**Annex B – Poppy Budget for 2023**

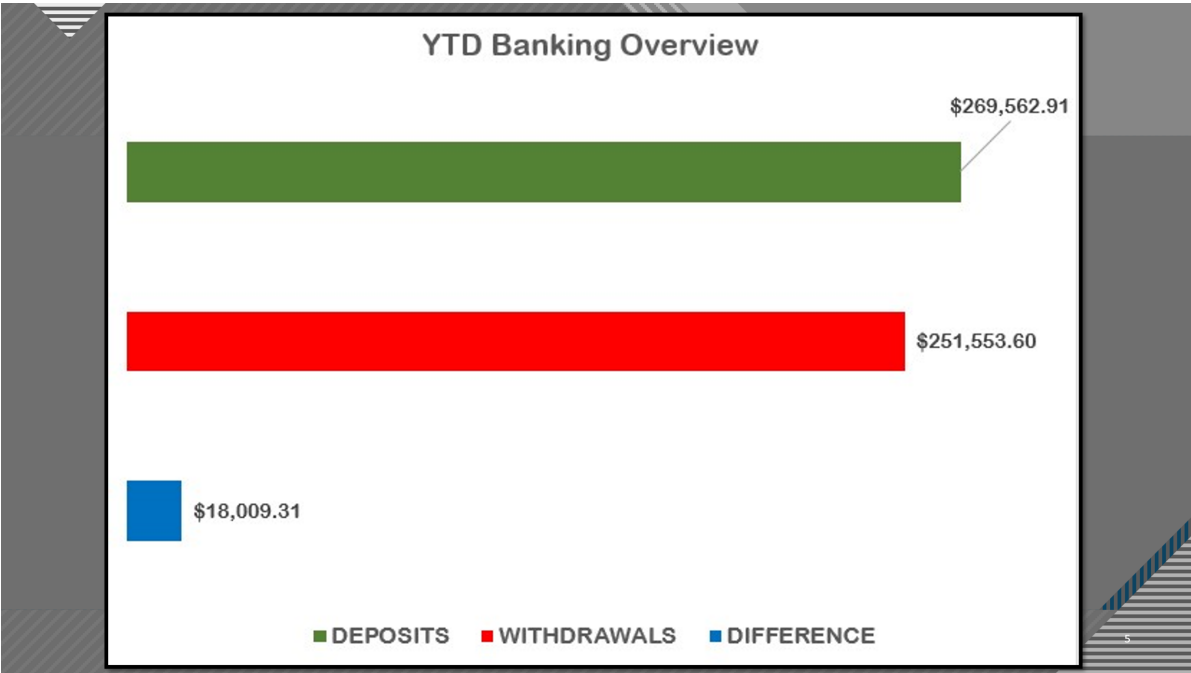
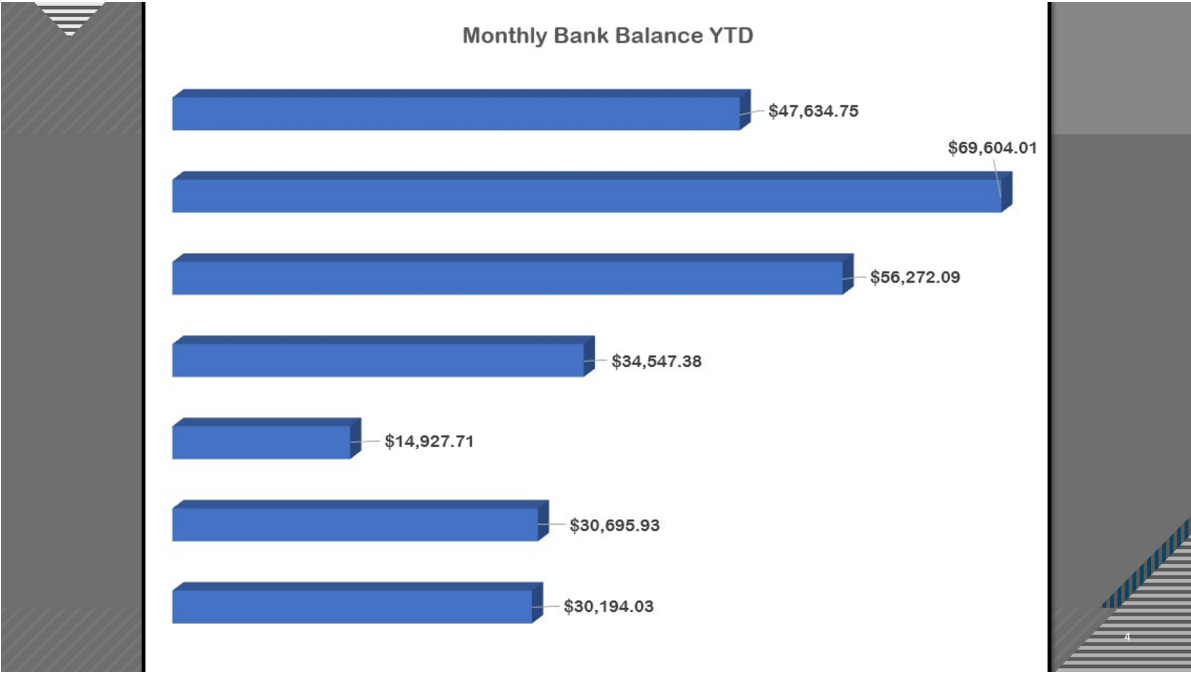
**Poppy Campaign Budget - 1 Jan 2023 - 31 Dec 2023 (approved at Gen Mtg: 17 Jan 2023)**

Items	Spent 2019/20	Spent 2020/21	Spent 2021/22	Budget	Spent	Remaining	Comments
Funds Available as of 1 Oct 2021	\$ 77 283,13						
Funds Raised in the 2022 Campaign	\$ 131 417,90						
Total Revenues 2022	\$ 218 671,60						
Expenses accrued 1 Oct - 31 Dec 2021	\$ 116 345,59						
Bank Balance as of 31 Dec 2021	\$ 179 619,14						
Estimated Tip/Tap 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
Provincial SO (East Region) (402.iii.a)	\$ 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	Amounts paid out are dictated by ON Comd
Zone G5 Veteran Comfort / Youth Funding	\$ 2 764,50	\$ -	\$ -	\$ 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	
Campaign Admin, Travel, Seminar (402.i.c. & Advertising (402.i.c))	\$ 1 561,33	\$ 3 719,75	\$ 1 549,27	\$ 6 000,00	\$ -	\$ 6 000,00	
Advertising (402.i.c)	\$ 1 254,30	\$ -	\$ 791,00	\$ 3 000,00	\$ -	\$ 3 000,00	
Poppy Storage (320.b.ii)	\$ 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	
Army Cadets (403.ii.g)	\$ 5 400,00	\$ 5 000,00	\$ 4 000,00	\$ 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	
Handicap eqpt 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	
<del>\$250 for annual lift license renewal</del>							
Monument Maint (Require SUF: 403.ii.f)	\$ 960,50	\$ -	\$ -	\$ 2 000,00	\$ -	\$ 2 000,00	cenotaph upkeep
Br 632 Service Officer (402.ii.b)	\$ 845,00	\$ -	\$ -	\$ 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	
Bursaries Branch 632 (402.vi.a)	\$ 24 000,00	\$ 21 650,00	\$ 17 450,00	\$ 29 000,00	\$ -	\$ 29 000,00	
Veterans Dimer 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	
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	
- Mtl Farm Resource Center	\$ 2 500,00	\$ 2 500,00	\$ -	\$ 1 500,00	\$ -	\$ 1 500,00	
- Camp Maple Leaf	\$ 1 000,00	\$ 1 200,00	\$ 1 500,00	\$ 1 500,00	\$ -	\$ 1 500,00	
- Op Service Dogs	\$ 1 000,00	\$ 1 200,00	\$ 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	
- Op Leave the Streets Behind	\$ 1 000,00	\$ 1 000,00	\$ 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	
- Women Warriors Healing Garden	\$ 2 000,00	\$ 1 000,00	\$ -	\$ 4 000,00	\$ -	\$ 4 000,00	Double 2019/20 expense because funds are available and no allocation allowed in 2021/22.
- Quilts of Valour	\$ -	\$ 1 000,00	\$ 1 000,00	\$ 2 000,00	\$ -	\$ 2 000,00	
- Vets House Ottawa Grocery Cards	\$ -	\$ -	\$ -	\$ 2 000,00	\$ -	\$ 2 000,00	
- Vets House Ottawa (Amy Catswell blog)	\$ -	\$ -	\$ -	\$ 20 000,00	\$ -	\$ 20 000,00	
- Operation Vet Build	\$ -	\$ 500,00	\$ 500,00	\$ 500,00	\$ -	\$ 500,00	
- Troops	\$ -	\$ 1 500,00	\$ 1 500,00	\$ 2 000,00	\$ -	\$ 2 000,00	
- Homeless Vets	\$ -	\$ 1 000,00	\$ 1 000,00	\$ 2 000,00	\$ -	\$ 2 000,00	
Contingency	\$ 500,00	\$ 500,00	\$ 500,00	\$ 2 080,29	\$ -	\$ 2 080,29	Subject to further revenue being received.
<b>TOTALS</b>	\$ 87 444,73	\$ 91 459,22	\$ 116 345,59	\$ 196 930,29	\$ -	\$ 196 930,29	

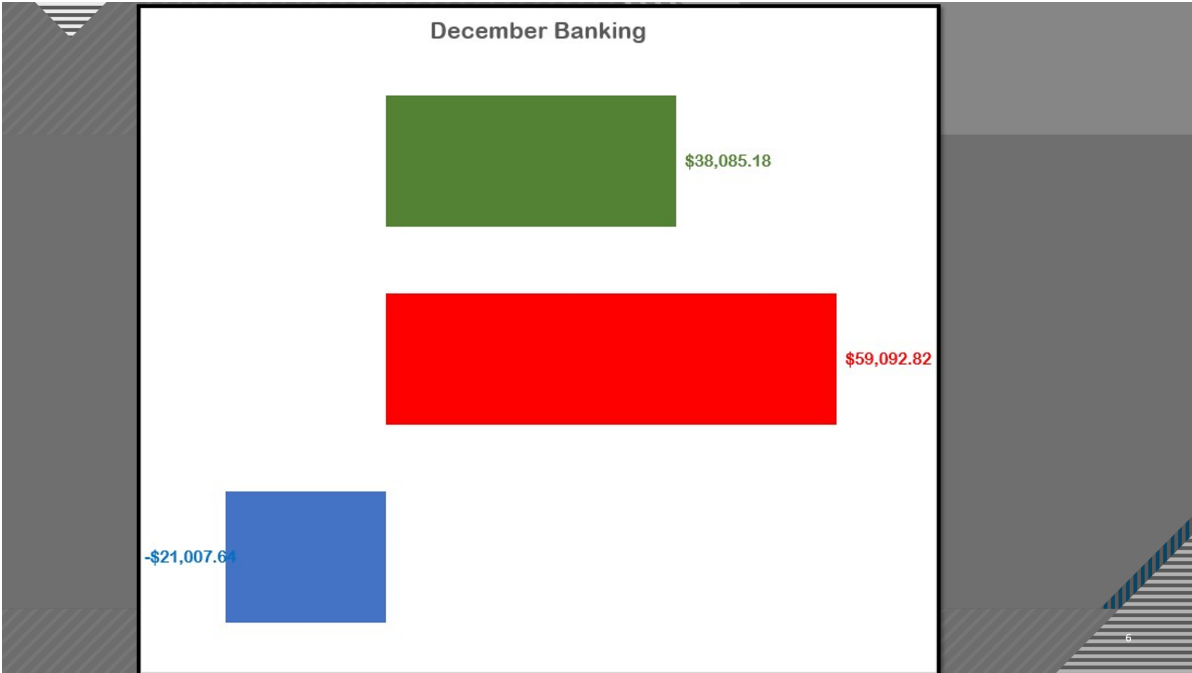
**Annex C – Treasurer’s Report**

The Branch Treasurer presented the following slides to the members.









# Branch Assets

End December 2022

<b>Bank Accounts</b>	
<b>Account Name</b>	<b>Balance</b>
General Account	\$48,596.37
Allocated Account	\$4,895.86
Savings Account	\$4,766.94
<b>TOTAL</b>	<b>\$58,259.17</b>

<b>Investments</b>	
<b>GIC Number</b>	<b>Current Value</b>
10000001VYWPK	\$31,656.00
10000001Z9JS9	\$30,180.00
10000001Z9JVZ	\$13,360.00
<b>TOTAL</b>	<b>\$75,196.00</b>

Minutes of General Members Meeting held on January 17<sup>th</sup> 2023

Annex D – Quote for Dart Equipment

BILLARD JEAN INC.  
 1736 BOULEVARD MALONEY EST  
 UNITÉ 9  
 GATINEAU, Québec J8R 1B3  
 CANADA (819) 568-4222

1298

01/11/2023

1 of 1

Bernard Laberge

Bernard Laberge

GATINEAU, Québec  
 CANADA

GATINEAU, Québec  
 CANADA (819) 568-4222

BY15170	6	Each	DARTBOARD WINMAU BLADE 6	GQ	139.95	839.70
by16225	2	Each	TABLEAU SCOREBOARD	GQ	29.95	59.90
			NOTE: RABAIS DE 15% ( TOTAL \$ 879.16 TAXES INCLUDES)			
			GQ - TPS 5%, TVQ 9.975%			
			TPS			44.99
			TVQ			89.74

BILLARD JEAN INC. TPS: #851655167  
 BILLARD JEAN INC. TVQ: #1212229454

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