



General Members Meeting Minutes

18th April 2023

Branch Secretary

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MINUTES OF A GENERAL MEMBERS MEETING

April 18th, 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 7:42PM.

ROLL CALL

Comrade André Fournier and Kim Levesque took attendance.

The roll counts 11 of the 14 Branch Officers and elected Standing Committee members and 58 branch members with a total of 69 Present.

This **does** constitute a quorum.

MINUTES OF THE PREVIOUS EXECUTIVE MEETING - Comrade Lucie Lafontaine

The minutes of the March 14th, 2023 Executive Committee Members Meetings will be shared, and all corrections and amendments were completed. Those minutes will be in the Correspondence Binder this evening and the 3rd VP will sign once back from illness. They will be posted on the Branch Website.

Moved by Comrade Lucie Lafontaine and seconded by Comrade Jeannine Mader that the minutes from the March 14th & April 11th meeting be accepted as presented.

CARRIED

BUSINESS ARISING FROM THE PREVIOUS MEETINGS

DEVIATION

This is an Election General Members Meeting by Chairman Brent Craig

Order of Elections /

- PRESIDENT – Comrade Wyn Fournier - installed
- 1ST Vice – Peter Walsh - installed
- 2nd Vice –Jeannine Mader - installed
- 3rd Vice - Joyce Bisson - installed
- Secretary - Lucie Lafontaine – installed
- Treasurer - Murielle Leblanc – (To be installed at a future meeting)

Executive Committee :

- Richard Guitar, installed
- Kim Levesque, installed
- Marty Keates, installed
- Tim Parsons, installed

- Jim Grant, (To be installed at a later meeting)
- Lucie Goderre, installed
- Cathy Stoddard, installed
- Kevin Picott, installed

REPORTS

Treasurer's Report – Comrade Wyn Fournier

Copies were handed out (see Annex B).

A question was asked about what is Deferred Contributions as listed under liabilities. As Wyn stated, further explanation was sought.

This amount is based on any grants we have received for work around the Legion, and tracks the depreciation of the items that money was used for. For example, the grant we received for the new doors. We have to track the depreciation value of the doors and keep the grant money in the “deferred contributions” until the depreciation is reduced to zero. So this is considered a liability, but we do not have to pay any money toward it.

See Annex B

Moved by Comrade _Frank Stacey and seconded by Comrade Thérèse Landry that the financial report be accepted as presented subject to audit. CARRIED

General Questions/ New Business

Bottle Drive– Comrade Jeannine Mader

Starts May 2nd –Deposit your bottles in the trailer out back Tues & Thurs between 11:00-2:00pm

LA Donation

The LA donated 5000\$ to the Branch from bake sales this past year.

District Convention

The Orleans Branch has put in their name to host the 2024 District Convention

Frank Stacey- received a Certificate of Merit for his work with the homeless Vets.

Volunteers

The Executive Member Committee is looking for volunteers –

Spring Cleanup

The one-day cleanup will be announced shortly- looking for volunteers with their tools

Ritual award protocol – Dominion Command -

Blaine gave us an update from Dominion -undress ribbons allowed on the informal blue shirt.

There is a new pin commemorating the 75th anniversary of the UN.

There is also a pin commemorating 62nd Regiment, which is the first all black Battalion. However, this pin is not yet allowed on Legion dress.

Honours and Awards Ceremony - 7th May

Marty requested 1000 \$ to buy articles for the Honours and Awards Ceremony

Moved by Comrade Marty Keates and seconded by Comrade Blaine Kiley that 1000\$ be allocated for Honours and Awards

CARRIED

Moved by Comrade Joe McNulty and seconded by Comrade Jeannine Mader that the ballots be destroyed, and the election is closed. CARRIED

Ceremony was held to install the Senior and Executive Committee Members by Chairman Brent Craig.

ADJOURNMENT:

Moved by Comrade Richard Guitar and seconded by Steve Weatherall that the meeting be adjourned.

CLOSING CEREMONY

The meeting was adjourned with the closing ceremony at 9:02 p.m.



Comrade Lucie Lafontaine
Secretary



Comrade Wyn Fournier
President

Attachments

Annex A – Attendance

Annex B –Treasurer’s Report

Annex A – Attendance Sheet - Voting Elected Members

Senior Executive s 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		Ex
	5	Treasurer –		
	6	Secretary – Lucie Lafontaine		P
	7	Past President– Joe McNulty	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	P
	11	Guy Roy	Cadet Liaison	P
	12	Marty Keates	Honours and Awards & Leadership Development/Banner	P
	13	Garth Mader	Housing	P
	14		Legion Seniors/Veterans and Aging	
Appointed Members	15	Sgt-at-Arms	Andre Fournier	P
	17	Service Officer	Kevin Piccott	P
	18	Constitution and By-Laws	Blaine Kiley	P
	19	Bar Officer	Wayne Edwards	P
	20	Poppy Trust	Lucie Goderre	P
	21	Bursary	Daunett Tucker	
	22	Entertainment	Tim Parsons	P
	23	Asset Inventory	Mark Cimon	
	24	Sports		
Ex Officio Members	25	Ladies Auxiliary	Wendy Fortier	P
	26	Branch Administrator	Melanie Delorme	ex

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	27	Banner –	Marta Nuijten	ex
	28	Branch Padre	Bill Reggler	

Annex B - Financial Report

Royal Canadian Legion, Branch 632 Orleans Balance Sheet As at 2023-03-31 - Balance Sheet YTD

ASSET

CURRENT ASSETS

Cash on Hand	7,143.39	
Petty Cash	205.67	
ATM Machine	-33.00	
Bar Change - Back Room Boxes	4,400.00	
Bar tender Float	1,900.00	
Total Cash		13,616.06
Scotia Bank - General	32,107.67	
Scotia Bank - Allocated	4,963.86	
Scotia Bank - Savings	4,766.94	
Total Bank		41,838.47
Short-Term Investments - GIC's		74,744.16
Bar Inventory		9,010.36

TOTAL CURRENT ASSETS 139,209.05

CAPITAL ASSETS

Land		78,075.00
Adjacent Lot		107,001.50
Building	1,781,126.82	
Acc. Deprec. on Building	-1,362,577.63	
Net Building		418,549.19
Bar & Kitchen Equipment	10,188.61	
Acc. Deprec. Bar & Kitchen Equi...	-9,628.81	
Net Bar & Kitchen Equipment		639.80
Furniture & Fixtures	9,959.84	
Acc. Deprec. Furniture & Fixtures	-8,922.62	
Net Furniture & Fixtures		1,047.22
Computer Equipment	1,450.00	
Acc. Deprec. Computer Equipm...	-1,450.00	
Net Computer Equipment		0.00

TOTAL CAPITAL ASSETS 602,312.71

TOTAL ASSET 741,521.76

LIABILITY

CURRENT LIABILITIES

Accounts Payable		3,247.99
Visa Scotia Bank		-153.46
HST Recoverable	-20,339.46	
HST Payable	20,239.57	
Total HST Payable		-99.89
Unearned Hall Rentals-Deposits		7,791.11
EI Payable	342.17	
CPP Payable	708.72	
Income Tax Payable	950.56	
Payroll Deductions Payable		2,001.45
Vacation Payable	1,206.43	
WSIB Payable	319.09	
PIER Payable	0.00	
Total Payroll		1,626.12
Memorial Walk	1,067.62	
Nevada Fund	932.50	
Command, Zone, District Tax P...	4,378.71	
RCAP Dinner	8,399.92	
Wyn - November 11, 2022	269.10	
Total Money Held in Trust		15,037.86

Total Current Liabilities 28,361.18

LONG TERM LIABILITIES

Printed On: 2023-04-18

**Royal Canadian Legion, Branch 632 Orleans
Balance Sheet As at 2023-03-31 - Balance Sheet YTD**

Commercial Loan	125,139.33
Total Long-Term Liabilities	<u>125,139.33</u>
DEFERRED CONTRIBUTIONS	
Deferred Contribution	162,938.31
Total Deferred Contributions	<u>162,938.31</u>
TOTAL LIABILITY	<u>317,428.82</u>
EQUITY	
EARNINGS	
Retained Earnings	429,969.86
Current Earnings	-5,896.92
TOTAL EARNINGS	<u>424,092.94</u>
TOTAL EQUITY	<u>424,092.94</u>
LIABILITIES AND EQUITY	<u>741,621.76</u>

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**Royal Canadian Legion, Branch 632 Orleans
Comparative Income Statement**

	2023 March	2022 March	Variance	YTD March 2023	YTD March 2022	Variance
REVENUE						
OPERATING REVENUE						
Beer & Liquor Sales	20,323.98	16,806.60	3,518.48	196,551.89	121,664.16	74,887.53
Snack and Coffee Sales	2,221.83	2,057.69	164.24	19,946.69	12,990.28	8,956.30
Kitchen Income	660.00	670.00	420.00	14,680.00	4066.00	10,526.00
Hall Rental - Net	0.00	1,873.39	-1,873.39	32,930.77	23,335.12	9,595.66
Facility Usage	2,193.00	1,618.00	814.00	17,117.46	5641.00	11,576.46
Total Operating Revenue	25,698.81	22,925.68	2,849.31	281,126.51	167,566.56	113,640.94
Other Operating Income						
Membership Revenue	1,600.84	810.73	690.11	24,414.91	28,624.44	-2,209.53
Pool Tables	274.00	284.00	-10.00	2,934.00	674.00	1,660.00
Total Other Operating Income	1,774.84	1,094.73	680.11	26,348.91	27,598.44	-649.53
SPECIAL BRANCH EVENTS						
New Year's Eve	0.00	-90.00	60.00		26.00	-26.00
Wife's Dinner	0.00	0.00		-730.00	2,400.00	-3,130.00
50'S Party	0.00	0.00		810.00		810.00
Merchandise	418.00	0.00	418.00	438.00		438.00
Total Special Events	418.00	-90.00	478.00	648.00	2,426.00	-1,882.00
OTHER REVENUE						
Donations	534.50	740.70	-206.20	13168.80	9,171.26	3,987.55
Banner & Advertising	0.00	0.00		744.00	432.00	312.00
Breakfast Club	0.00	120.00	-120.00		1,321.00	-1,321.00
Poppy Storage	360.00	0.00	360.00	350.00		360.00
Bottle & Cans Drive	280.35	0.00	280.35	2,654.06	17,629.87	-16,075.81
Interest Income	0.00	0.00		4.92	287.11	-282.19
Total Other Revenue	1,164.85	860.70	304.15	18,621.77	26,041.03	-12,019.26
TOTAL REVENUE	29,028.56	24,721.01	4,308.57	325,440.19	226,450.03	88,990.16
EXPENSE						
OPERATING EXPENSES						
Beer & Liquor Purchases	8,879.70	4,472.40	4,407.30	66,494.64	46,816.66	21,677.99
Snack & Coffee Purchases	608.91	834.07	172.84	6,949.27	6,868.51	2,082.76
Bar & Kitchen Supplies	481.56	328.18	132.40	2,497.62	2,600.81	-199.99
Hall Set-up	0.00	380.00	-380.00		3,024.50	-3,024.50
B & K Spoilage	35.60	10.60	19.00	350.50	650.28	-609.78
Cash Variances	3.00	136.24	-132.24	971.32	-706.37	1,787.89
B & K Dishes, Glassware, Equip				302.15	984.48	-682.31
B & K Equipment Maintenance	171.80	84.00	87.60	1,113.08	2,946.06	-1,834.98
Total Operating Expenses	10,369.47	6,031.37	4,327.10	80,588.56	61,423.79	19,164.89
WAGES & BENEFITS						
Wages	8,781.01	7,760.30	1,030.71	94,064.38	77,593.81	16,475.55
CEWS					-11,988.97	11,988.97

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Vacation Pay	445.78	390.82	54.94	4,739.13	3,877.40	860.73
El Expenses	200.70	171.48	29.22	2,190.88	1,706.07	395.81
CPP Expenses	364.38	367.56	-13.18	4,045.38	2,212.18	1,833.19
WSIB	42.20	37.22	4.98	469.78	608.00	-39.24
Total Wages & Benefits	9,824.03	8,717.97	1,106.06	108,508.61	74,282.60	\$1,216.01
OFFICE EXPENSES						
Printing, Postage, Supplies, etc.	134.78	261.88	-126.88	4,082.04	2,824.47	1,467.67
Licenses: Food, Alcohol, City, etc.	273.00	0.00	273.00	1,699.00	2,650.97	-851.97
Entertainment Expenses	1,900.00	1,448.05	451.95	12,601.99	8,718.62	3,883.37
Total Office Expenses	2,307.78	1,709.93	598.47	18,383.03	13,886.00	4,493.67
UTILITIES						
Hydro	2,270.81	2,297.94	-27.33	20,826.97	20,601.89	224.17
Gas & Heat	1,892.78	1,269.64	323.22	10,440.31	7,789.24	2,651.07
Telephone	494.90	327.20	167.70	4,727.91	4,698.82	33.99
Television				437.70	327.20	110.50
Water	0.00	777.65	-777.65	6,532.25	3,800.60	1,931.46
Total Utilities	4,368.27	4,872.33	-314.08	41,964.04	36,962.86	5,011.18
BUILDING EXPENSES						
Cleaning Supplies	21.00	180.00	-159.00	1,150.38	1,069.78	-339.37
Waste Removal	223.76	192.18	31.58	2,031.85	2,031.05	8.49
Ground Maintenance	1,750.00	3,280.00	-1,540.00	7,799.09	10,300.00	-2,500.91
Building Cleaning	2,010.84	241.05	1,769.88	17,166.43	15,799.78	1,366.65
Building Security				4,734.40	399.40	4,335.00
Building Insurance	0.00	951.68	-951.68	9,676.54	9,438.70	136.79
Building Furniture & Equipment				315.43	1,988.29	-1,672.86
Building Maintenance & Repairs	289.95	298.65	-8.70	23,895.93	17,089.45	6,786.48
Total Building Expenses	4,285.35	5,154.47	-869.12	66,648.73	58,726.48	7,922.25
FINANCIAL EXPENSES						
Bank Charges	256.21	414.69	-158.48	3,435.96	2,786.27	649.69
Interest Expenses					22.70	-22.70
Commercial Loan Interest	0.00	362.23	-362.23	2,600.94	2,007.89	592.75
ATM Revenue	-21.00	-73.00	52.00	-289.50	-224.00	-45.60
Total Financial Expenses	235.21	703.92	-409.71	6,747.10	4,592.86	1,174.24
OTHER BRANCH EXPENSES						
Honors and Awards				489.80	398.77	83.03
Legion Articles (Pins, etc.)	357.50	488.23	-98.73	988.70	952.19	16.55
Sports Expenses				1,449.80		1,449.80
Hospitality	0.00	26.75	-26.75	42.86	1,072.00	-1,030.14
Donation				200.00		200.00
Branch Functions				965.86	6,980.45	-4,514.59
Total Other Expenses	357.50	462.98	-125.48	4,118.41	8,302.17	-4,185.76
TOTAL EXPENSE	31,716.61	27,451.76	4,264.85	322,978.90	258,179.72	64,799.78
NET INCOME	-2,860.03	-2,730.74	10.71	2,463.68	-31,729.69	-29,266.01

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