



General Members Extra Meeting Minutes

7th February 2023

Branch Secretary

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MINUTES OF A GENERAL MEMBERS extra MEETING

February 7th, 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 7:30 PM.

ROLL CALL

Comrade André Fournier and Kim Levesque took attendance

The roll counts 12 of the 17 Branch Officers and elected Standing Committee members and 50 branch members with a total of 62 Present.

This **does** constitute a quorum.

MINUTES OF THE PREVIOUS EXECUTIVE MEETING - Comrade Lucie Lafontaine

The minutes of the September 20th 2022 & January 17th 2023 General Members Meetings 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.

Moved by Comrade Lucie Lafontaine and seconded by Comrade Jeannine Mader that the minutes from the Sept 20th & January 17th meetings be accepted as presented. CARRIED

BUSINESS ARISING FROM THE PREVIOUS MEETINGS

DEVIATION

This is an Extraordinary General Members Meeting to pass motions that were not passed on January 17th due to the lack of quorum. We will only vote on the pertinent motions that are necessary for Legion Business to continue. The Executive reports will be presented in the next General Members Meeting on April 18th.

MOTIONS

Treasurer's Report – Comrade Sandy McQuarrie

See Annex C

Moved by Comrade John Cunningham and seconded by Comrade Claude St-Louis that the financial report be accepted as presented subject to audit. CARRIED

Safe Replacement– Comrade Wyn Fournier

The existing safe had a broken door hinge and asbestos in the lining. This made it a security and safety risk for the employees. A technician determined that it was not repairable. The Sr Executive determined that it was urgent to have the safe replaced, and began the process in late November. The old safe was removed and the new safe was installed as of 7 Feb.

Moved by Comrade Frank Stacey and seconded by Comrade Ken Green that the safe be replaced at the cost of 4375\$ as presented. CARRIED

Website Project – Sandy McQuarrie

The Senior Executive Sought quotes in the fall to revamp the Legion website to make it more user friendly. Proposals received were reviewed by the Sr Executive and a design firm chosen. We are now asking the Membership to approve the project. Three members Dave O’Neil, Kevin Piccott and Cathy Stoddard will participate in the project. A survey link has been sent out to solicit input from all users within and outside the Legion, with a deadline of 22 Feb 2023 for responses.

The proposal includes a monthly maintenance cost for upkeep of the website and ensuring that the flow of information remains constant and up-to-date.

Moved by Comrade John Cunningham and seconded by Comrade Kim Levesque that the Senior Executives be authorised to spend no more than 6000\$ for the creation of the website CARRIED

Moved by Comrade Frank Stacey and seconded by Comrade Frank Weatherall that the Senior Executives be authorised to spend no more than 2000\$ yearly for its maintenance CARRIED

First Aid and CPR Courses –Comrade Wyn Fournier

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.

Moved by Comrade John Cunningham and seconded by Comrade Stan Blyth that no more than 1000\$ be expended to train paid staff in First Aid, CPR with AED through 613CPR CARRIED

Replacement/Repairs to Branch Sports Equipment

Phil Whitehead presented a quote for 6 new Dart boards and 2 Scoreboards for a total of 1,034.33\$. See Annex D

Moved by Comrade Margaret Born and seconded by Comrade Randy Born that the purchase of the dart boards be approved as presented. CARRIED

Poppy Budget Request for 2023

Richard Guitar presented his 2023 proposed Budget

See Annex B

Moved by Comrade Richard Guitar and seconded by Comrade Kim Levesque that the 2023 Poppy Budget be accepted as presented. CARRIED

ADJOURNMENT:

Moved by Comrade Frank Stacey and seconded by Steve Weatherall that the meeting be adjourned.

CLOSING CEREMONY

The meeting was adjourned with the closing ceremony at 8:49 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

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	Ex
	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	A
	13	Garth Mader	Housing	P
	14	Robert (Bob) Elrick	Legion Seniors/Veterans and Aging	A
Appointed Members	15	Sgt-at-Arms	Andre Fournier	P
	17	Service Officer	Kevin Piccott	Ex
	18	Constitution and By-Laws	Blaine Kiley	A
	19	Bar Officer	Wayne Edwards	A
	20	Poppy Trust	Lucie Goderre	P
	21	Bursary	Daunett Tucker	A
	22	Entertainment	Tim Parsons	A
	23	Asset Inventory	Mark Cimon	A
24	Sports	Bernie Laberge	A	
Ex Officio Members	25	Ladies Auxiliary	Wendy Fortier	A
	26	Branch Administrator	Melanie Delorme	A
	27	Banner –	Marta Nuijten	A
	28	Branch Padre	Bill Reggler	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 Released in the 2022 Campaign	\$ 131,417.90						
Total Revenue 2022	\$ 218,671.60						
Expenses accrued 1 Oct - 31 Dec 2021	\$ 116,345.69						
Bank Balance as of 31 Dec 2021	\$ 179,619.14						
Estimated Tip/Top 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	Amounts paid out are dictated by ON Comd
Distrid G Charitable Fund (402 vii)	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ -	\$ 1,500.00	
Zone G5 Veteran Comfort / Youth Funding	\$ 2,764.50	\$ -	\$ -	\$ 3,500.00	\$ -	\$ 3,500.00	
Supplies (402 i.e)	\$ 6,904.04	\$ 17,482.10	\$ 26,842.96	\$ 34,000.00	\$ -	\$ 34,000.00	
Campaign Admin, Travel, Seminar (402 i.c & Advertising (402 i.c)	\$ 1,567.33	\$ 3,719.75	\$ 1,549.27	\$ 6,000.00	\$ -	\$ 6,000.00	
Poppy Storage (320 b ii)	\$ 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)	\$ 1,369.12	\$ 890.00	\$ 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 Ecot repairs and Maint	\$ 2,050.91	\$ 2,154.02	\$ 1,936.00	\$ 3,000.00	\$ -	\$ 3,000.00	To cover costs of maintenance / repair for handicapped elevator, lift, license repairs for handicapped doors, and maintaining emerg eqpt
\$960 quarterly lift maint inspection (\$232 x4=\$928 - Dec/Jan/Jun/Sep; amt allows for \$ increase during year)	\$ 960.50	\$ -	\$ -	\$ 2,000.00	\$ -	\$ 2,000.00	contract upkeep
Monument Maint (Require SUF, 403 ii f)	\$ 645.00	\$ -	\$ -	\$ 6,000.00	\$ -	\$ 6,000.00	
Br 632 Service Officer (402 ii b)	\$ 3,616.03	\$ 333.35	\$ 8,316.19	\$ 10,000.00	\$ -	\$ 10,000.00	
Veterans and Aging Comforts (402 iii.c)	\$ 24,000.00	\$ 21,650.00	\$ 517,450.00	\$ 29,000.00	\$ -	\$ 29,000.00	
Burearies Branch 632 (402 vi.a)	\$ 975.00	\$ -	\$ 3,000.00	\$ 4,000.00	\$ -	\$ 4,000.00	
Veterans Dinner x3 (Nov, Apr & Nov) Require SUF, 403 ii h	\$ 14,500.00	\$ 19,900.00	\$ 27,000.00	\$ 61,500.00	\$ -	\$ 61,500.00	Total amount budgeted. For specific donations see list
Max \$25 / Vet. & spouse/caregiver once/yr In 2022 a Vet may co both Nov 2021 & 22	\$ 5,000.00	\$ 10,000.00	\$ 15,000.00	\$ 20,000.00	\$ -	\$ 20,000.00	
Donations to Vet Organizations	\$ 2,500.00	\$ 2,500.00	\$ -	\$ 1,500.00	\$ -	\$ 1,500.00	
- Penley & Riceau	\$ 1,000.00	\$ 1,200.00	\$ 1,500.00	\$ 1,500.00	\$ -	\$ 1,500.00	
- Mill Farm Resource Center	\$ 1,000.00	\$ 1,200.00	\$ 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	
- Op Service Dogs	\$ 1,000.00	\$ 1,000.00	\$ 1,500.00	\$ 1,500.00	\$ -	\$ 1,500.00	
- Healing Heroes 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 - Calatocog	\$ 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.
- Women Warriors Healing Garden	\$ -	\$ 1,000.00	\$ 1,000.00	\$ 2,000.00	\$ -	\$ 2,000.00	
- Quilts of Valor	\$ -	\$ 1,000.00	\$ 1,000.00	\$ 2,000.00	\$ -	\$ 2,000.00	
- Vets House Ottawa Grocery Cans	\$ -	\$ -	\$ -	\$ 20,000.00	\$ -	\$ 20,000.00	
- Vets House Ottawa (Vet's Carewale Proj)	\$ -	\$ -	\$ -	\$ 500.00	\$ -	\$ 500.00	
Renovations	\$ -	\$ -	\$ -	\$ 500.00	\$ -	\$ 500.00	
- Operation Vet Build	\$ -	\$ -	\$ -	\$ 2,000.00	\$ -	\$ 2,000.00	
- Troops	\$ -	\$ -	\$ -	\$ 2,000.00	\$ -	\$ 2,000.00	
- Homeless Vets	\$ -	\$ -	\$ -	\$ 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.
TOTALS	\$ 87,444.73	\$ 91,459.22	\$ 116,345.69	\$ 196,930.29	\$ -	\$ 196,930.29	

Annex C – Treasurer’s Report

The Branch Treasurer presented the following slides to the members.

The screenshot displays the SAGE 50 Accounting Package interface. On the left, a dark grey sidebar contains the text "SAGE 50 Accounting Package Available Reports". The main content area is divided into two columns: "Select a report type" and "Select a report".

Select a report type

- My Reports
- Financials
- Banking
- Accounts
- Customers & Sales
- Vendors & Purchases
- Inventory & Services
- Employees & Payroll
- Tax
- Project
- Recurring Transactions
- Forecast & Analysis

Select a report

- Balance Sheet
 - Standard
 - Comparative
 - Multi-Period
- Income Statement
 - Standard
 - Comparative 2 Period
 - Comparative 4 Period
 - Multi-Period
 - Gross Margin - Standard
 - Gross Margin - Comparative
- Trial Balance
 - Standard
 - Comparative
 - Net Changes for Period
 - Multi-Period
- Statement of Cash Flows
- Budget
- All Transactions
- Transactions by Account
- Cash Flow Projection Summary
- Cash Flow Projection Detail

A small number "2" is visible in the bottom right corner of the screenshot.

End December Balance Sheet - Assets and Liabilities

ASSET		LIABILITY	
CURRENT ASSETS		CURRENT LIABILITIES	
Cash on Hand	4,742.57	Accounts Payable	-5,932.50
Petty Cash	110.89	Visa Scotia Bank	179.00
Bar Change - Back Room Boxes	4,400.00	HST Recoverable	-11,372.39
Bartender Float	1,900.00	HST Payable	11,735.72
Total Cash	11,153.46	Total HST Payable	363.33
Scotia Bank - General	54,465.24	Unearned Hall Rentals-Deposits	27,466.91
Scotia Bank - Allocated	4,963.86	EI Payable	766.96
Scotia Bank - Savings	4,366.94	CPP Payable	1,681.30
Total Bank	63,796.04	Income Tax Payable	2,024.07
Short-Term Investments - GIC's	74,744.16	Payroll Deductions Payable	4,472.33
Bar Inventory	9,010.36	Vacation Payable	2,184.80
TOTAL CURRENT ASSETS	158,704.02	WSIB Payable	293.15
CAPITAL ASSETS		PIER Payable	0.00
Land	75,075.00	Total Payroll	2,477.95
Adjacent Lot	107,001.50	Memorial Walk	1,067.62
Building	1,781,126.82	Nevada Fund	806.50
Acc. Deprec. on Building	-1,362,577.63	Command, Zone, District Tax P...	6,117.10
Net Building	418,549.19	RCAF Dinner	2,039.92
Bar & Kitchen Equipment	10,168.61	Wyn - November 11, 2022	239.10
Acc. Deprec. Bar & Kitchen Eq...	-9,528.81	Total Money Held in Trust	10,270.24
Net Bar & Kitchen Equipment	639.80	Total Current Liabilities	39,297.26
Furniture & Fixtures	9,969.84	LONG TERM LIABILITIES	
Acc. Deprec. Furniture & Fixtures	-8,922.62	Commercial Loan	135,253.13
Net Furniture & Fixtures	1,047.22	Total Long-Term Liabilities	135,253.13
Computer Equipment	1,450.00	DEFERRED CONTRIBUTIONS	
Acc. Deprec. Computer Equip...	-1,450.00	Deferred Contribution	162,938.31
Net Computer Equipment	0.00	Total Deferred Contributions	162,938.31
TOTAL CAPITAL ASSETS	602,312.71	TOTAL LIABILITY	337,488.70
TOTAL ASSET	761,016.73		

End December Income Statement

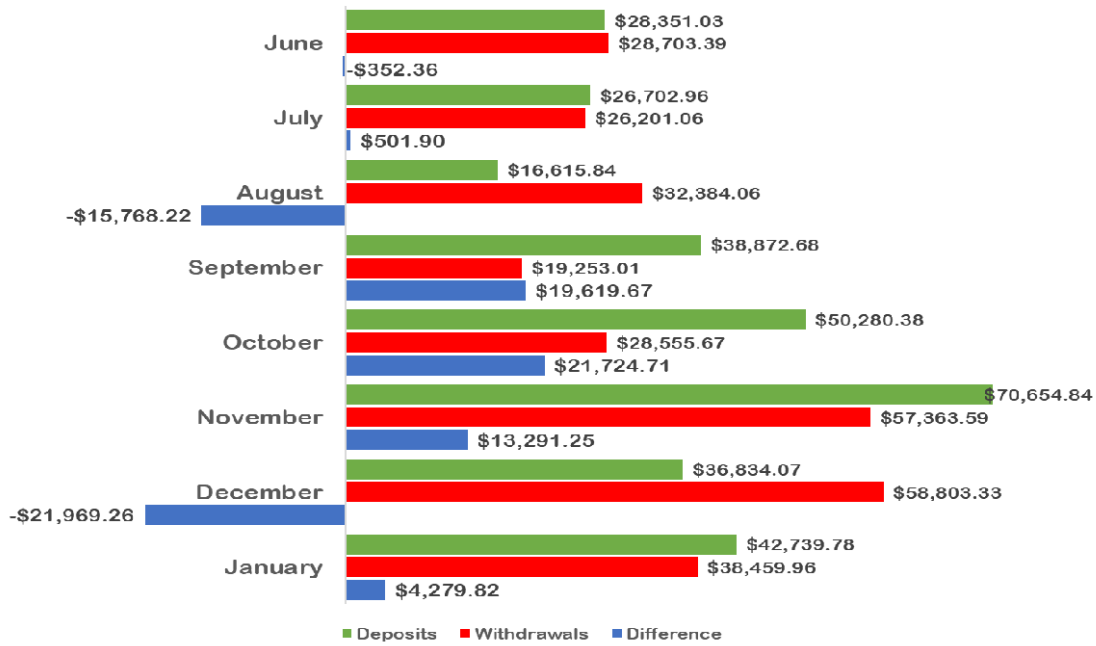
REVENUE		EXPENSE		BUILDING EXPENSES	
OPERATING REVENUE		OPERATING EXPENSES		Cleaning Supplies	21.00
Beer & Liquor Sales	17,913.03	Beer & Liquor Purchases	3,046.61	Waste Removal	344.51
Snack and Coffee Sales	1,741.94	Snack & Coffee Purchases	347.72	Ground Maintenance	25.00
Kitchen Income	1,200.00	Bar & Kitchen Supplies	123.00	Building Cleaning	1,399.00
Facility Usage	539.00	Cash Variances	235.72	Building Furniture & Equipment	10.46
Total Operating Revenue	21,793.97	B & K Equipment Maintenance	92.40	Total Building Expenses	1,799.97
Other Operating Income		Total Operating Expenses	3,821.45	FINANCIAL EXPENSES	
Membership Revenue	2,160.00	WAGES & BENEFITS		Bank Charges	300.12
Pool Tables	254.00	Wages	9,529.14	ATM Revenue	-39.50
Total Other Operating Income	2,414.00	Vacation Pay	496.89	Total Financial Expenses	260.62
SPECIAL BRANCH EVENTS		EI Expenses	219.75	OTHER BRANCH EXPENSES	
Robbie Burns Dinner	0.00	CPP Expenses	390.71	Branch Functions	162.07
50's Party	0.00	WSIB	47.69	Total Other Expenses	162.07
Total Special Events	0.00	Total Wages & Benefits	10,674.18	TOTAL EXPENSE	
OTHER REVENUE		OFFICE EXPENSES			19,705.49
Donations	550.00	Printing, Postage, Supplies, etc.	225.85	NET INCOME	
Grants	0.00	Licences Food, Alcohol, City, etc.	0.00		5,295.68
GoFundMe	0.00	Professional Fees	0.00		
50's Party	0.00	Entertainment Expenses	550.00		
Bottles & Cans Drive	243.20	Total Office Expenses	775.85		
Interest Income	0.00	UTILITIES			
Total Other Revenue	793.20	Hydro	1,308.60		
TOTAL REVENUE	25,001.17	Telephone	156.85		
		Television Network	145.90		
		Total Utilities	2,211.35		

Trends

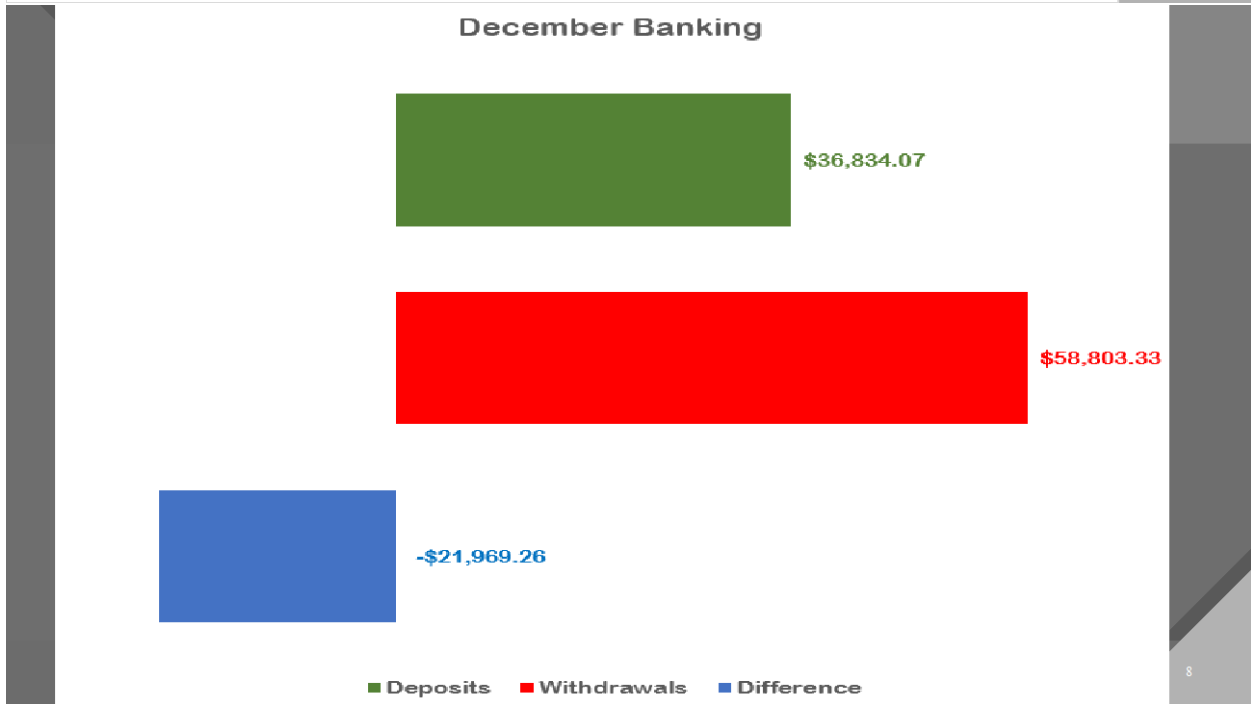
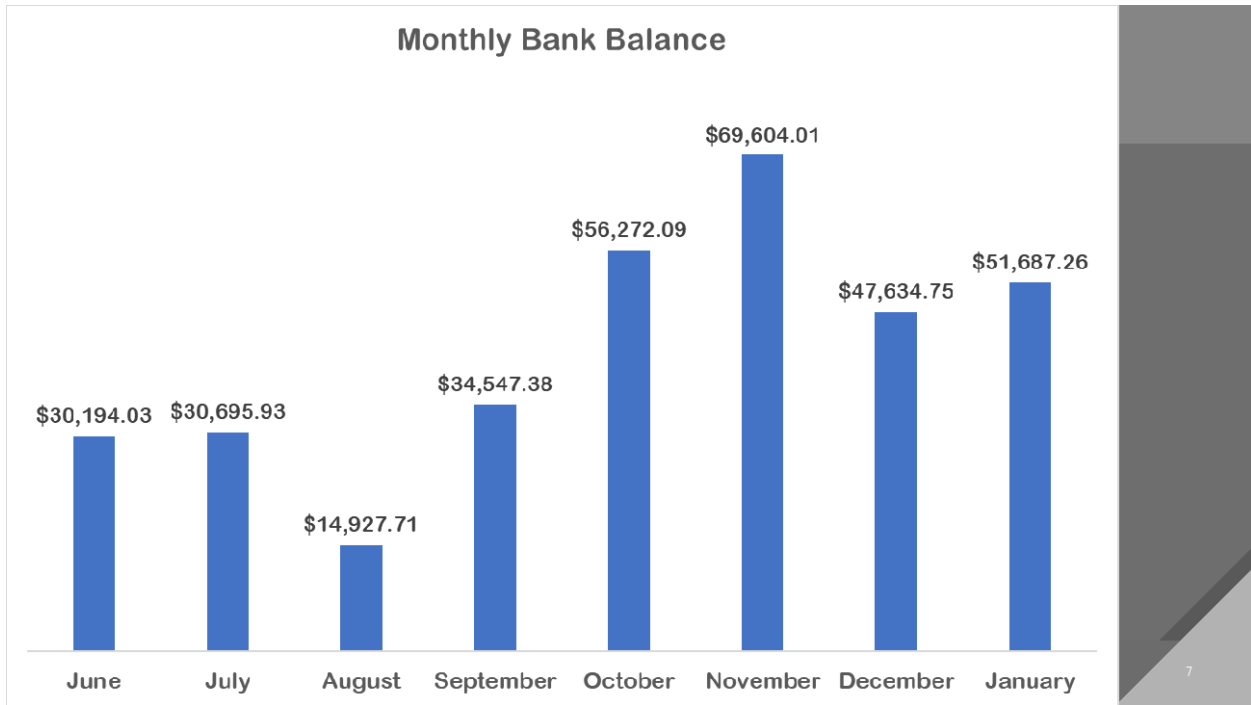
Year to Date

5

Branch 632 YTD Financial Overview (By Month)



6



Withdrawals Summary

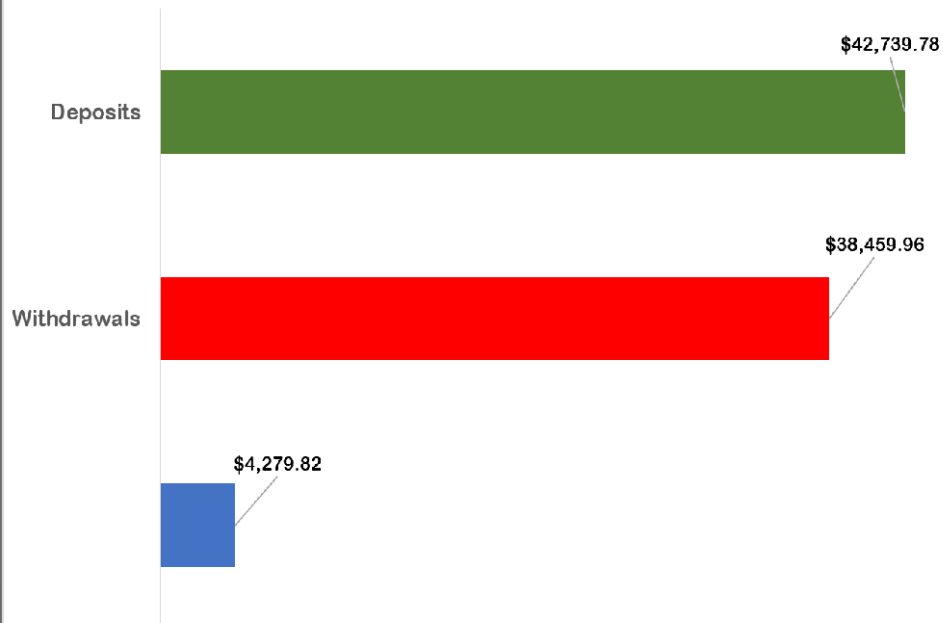
IDENTIFIED WITHDRAWALS =
\$55,459.75

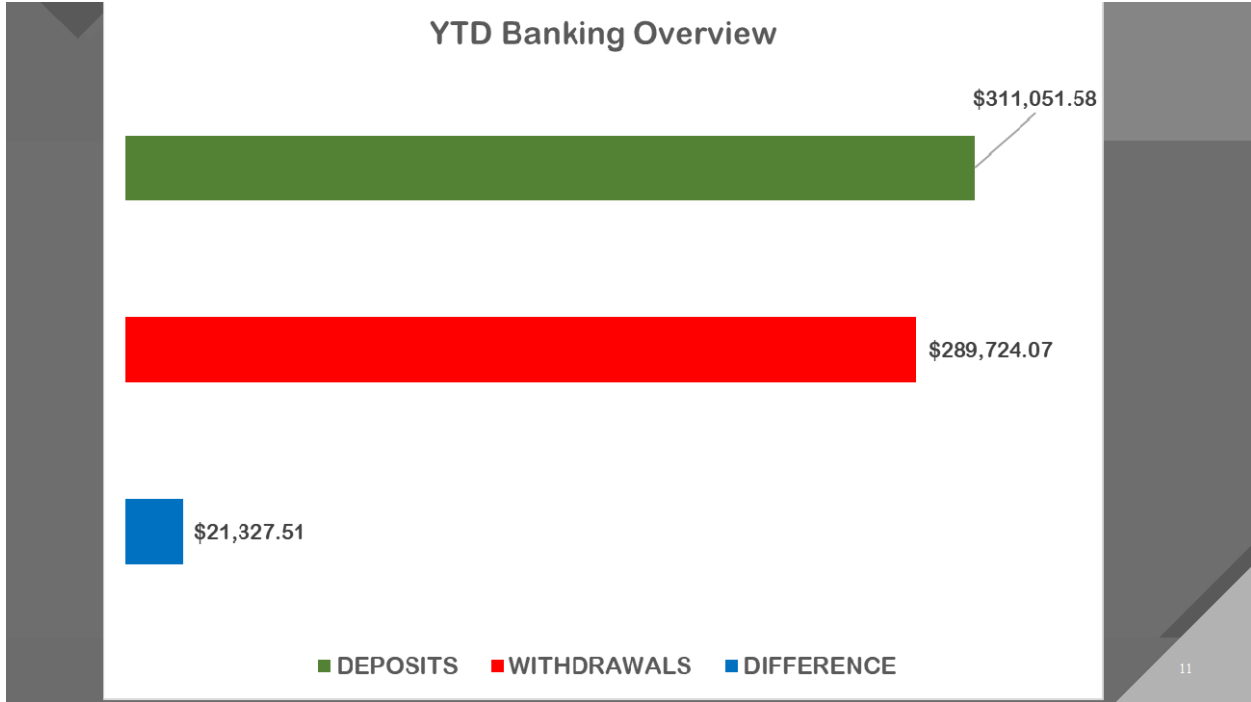
UNIDENTIFIED WITHDRAWALS =
\$3,343.58

TOTAL WITHDRAWALS =
\$58,803.33

Category	Amount
Bank Fees	\$69.10
Bar Stock	\$9,699.85
Building Maintenance	\$16,814.85
Entertainment	\$565.00
Insurance	\$1,411.59
Loan (incl Interest)	\$2,385.00
Membership Levees	\$7,099.19
Merchant Fees	\$344.96
Unknown	\$1,789.60
Utilities	\$3,920.33
Visa (LCBO?)	\$5,540.98
Wages	\$5,810.78

January Banking





Branch Assets

End January 2022

Bank Accounts

Account Name	Balance
General Account	\$50,000.45
Allocated Account	\$4,875.86
Savings Account	\$4,966.94
TOTAL	\$59,843.25

Investments

GIC Number	Rate	Current Value
10000001VYWPK	1.68%	\$31,687.00
10000001Z9JS9	3.25%	\$30,239.00
10000001Z9JVZ	3.25%	\$13,386.00
TOTAL		\$75,312.00

Annex D – Quote for Sports 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
 GATINEAU, Québec
 CANADA

Bernard Laberge
 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

1,034.33