



Executive Committee Minutes

April 11th 2023

Branch Secretary

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MINUTES OF AN EXECUTIVE COMMITTEE MEMBERS MEETING

April 11th, 2023

ATTENDANCE

Present: Jeannine Mader, Phil Whitehead, Sandy McQuarrie, Lucie Lafontaine, Joe McNulty, Richard Guitar, Kim Levesque, Marty Keates, André Fournier, Service Officer, Blaine Kiley, Lucie Goderre, Mark Cimon, Lise Mack

Excused: Wyn Fournier, Marty Keates, Garth Mader, Wayne Edwards, Marta Nuijtjen, Kevin Piccott, Kim Levesque

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

OPENING CEREMONIES

The 1st Vice President conducted the Opening Ceremony as per the Legion Protocol.

CALL TO ORDER

Comrade Jeannine Mader called the meeting to order at 7:47 PM.

ROLL CALL

The roll counts 8 of the 13 Branch Officers and elected Standing Committee

This does constitute a quorum.

MINUTES OF THE PREVIOUS EXECUTIVE MEETING - Comrade Lucie Lafontaine

The minutes of the January 10th and March 14th ECM Meeting and the Jan 17th & Feb 7th 2023 General Members and Extraordinary General Members Meetings 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 past ECM & General Members Meeting Minutes 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

PRESIDENT’S REPORT – Comrade Jeannine Mader for Wyn Fournier

Reminder to sign up before April 10th if you wish to continue your work in the Executive Committee.

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

The employment contracts are completed and signed.

TREASURER/FINANCIAL OFFICER REPORTS – by Comrade Sandy McQuarrie

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

CHAIRPERSON REPORTS UNDER THE PRESIDENT - Comrade Jeannine Mader for Wyn Fournier

President’s Report

Ken & Rae Green decided to step away from the branch for personal reasons last week. They are wished the very best on their new adventures.

The departure of the Greens created 2 vacancies on the Executive. I’d like to welcome

Joe McNulty, who has agreed to return as our Past President. This is in accordance with our Bylaws, Article 512. I’d also like to welcome Guy Roy, who has volunteered to take on the Cadet Liaison position. He was actually one of the people who started the 3018 Army Cadets, so he’s going to bring some experience to the role.

We are also looking to expand our set-up/tear-down crew for facility rentals, and have received 2 names so far along with a high school student. We would like to see another 2-4 people step up to volunteer for this.

Progress continues to be made on all projects we have underway. All Employee Agreements have now been signed. Next step in this project is to review the Caterer’s contract, which is underway.

As you all know, we are coming to the end of this term, and elections will be held next month at the General Meeting on April 18.

We are working to improve the communication in the branch. This communication needs to be both ways. The Sr Executive is always available to chat with someone. You can call us, send us emails, or use the suggestion box. The box and the feedback forms are located in the upper lounge, on the table beside the upper office. .

Sergeant-at-Arms – Comrade Andre Fournier

No report

Service Officer –

Most everyone knows that Pat Royle is visiting on April 4th (fm March 15 due to Kevin’s illness).

Since last time I reported, there have been 37 new files:

1. 20 were prepped and handed off to Pat Royle during her visit 4 April;
2. 14 were closed by me; and
3. 03 are in progress with me.

Ladies Auxiliary – Wendy Fortier

Ladies Auxiliary Report to Branch Executive
April, 2023

We now have 16 members in our Ladies Auxiliary

We will hold elections at our next meeting on May 2nd .

On April 30th 4 of us will attend our Zone Convention in Perth.

On May 6th we will hold our Coronation Tea from 2 to 4 upstairs. As we are a small group we are able to manage a smaller Tea than in the past. We would like to have some help from 2 or 3 Cadets – could someone please let me know how to contact them. We have determined that we can sell 25 tickets to non LA Members for \$5 each. We will serve tea and sweets and, regardless of number of people attending, our intention is to have a very good time. Fascinators and hats are welcome.

On May 7th we will hold our Honours and Awards.

And we were surprised and very pleased to find that we have received a thank you note from King Charles in response to a Christmas card sent on our behalf by our dear Joan before her passing.

Kitchen Operations – Comrade Wyn Fournier

The caterer is enjoying continued growth for his business.

Contract review for the caterer is now underway.

Prestige Catering won the FACES award!! They are officially the BEST caterer in Ottawa! Congratulations to Ron and his staff.

Bar Officer – Comrade Wayne Edwards

An inventory has been carried out in early April. A report will then be forwarded to the Treasurer. I have recently learned of changes to certification to Smart Serve Accreditation. I will discuss this with Shaun Garrison. as soon as feasible. The details are available to all on the Smart Serve Ontario site for all to see.

Housing – Comrade Garth Mader

No Report

Moved by Comrade Jeanine Mader and seconded by Comrade Kim Levesque that the reports of the committees under the President be accepted as presented. CARRIED

REPORTS UNDER THE PAST PRESIDENT – Comrade Joe McNulty

Elections will be held next week

Moved by Comrade Joe McNulty and seconded by Comrade Sandy McQuarrie that the reports of the committees under the Past President be accepted as presented. CARRIED

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

Remembrance

Poppy Chair – Comrade Richard Guitar

Cheque was issued for the Women Warriors' Healing Garden

Poppy Trust Fund – Comrade Lucie Goderre

POPPY TRUST FUND – TREASURER REPORT - MARCH 2023

BANK BALANCE – March 1st, 2023	\$ 198,762.90
EXPENSES	(949.25)
DONATIONS TO VARIOUS ORGANIZATIONS	(52,500.00)
<u>DONATIONS TO AIR/ARMY CADETS</u>	<u>(12,000.00)</u>
BANK BALANCE – AS OF MARCH 31ST, 2023	\$ 133,313.65

POPPY TRUST FUND – TREASURER REPORT – FEBRUARY 2023

BANK BALANCE – January 1st, 2023	\$ 179,619.14
EXPENSES	(936.45)
DONATIONS & RECOVERIES	1,696.09
<u>INCOME FROM CAMPAIGN (TAP MACHINES)</u>	<u>18,384.12</u>
BANK BALANCE – AS OF FEBRUARY 28 th , 2023	\$ 198,762.90

Bursary – Comrade Daunette Tucker

No Report

Constitution, By-Laws and Training – Blaine Kiley

No Report Met w Branch Pres- talked about governance- some material is old- in new term a committee will need to be able to go through it and update the information

Hospital Visits – Comrade Jeanine Mader

Jeanine saw Marta and Diane.

Youth Education – Comrade Jeanine Mader

No Report

Moved by Comrade Jeanine Mader and seconded by Comrade Marty Keates 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

Veterans And Aging – Comrade

Legion Seniors – Comrade

Lottery – Comrade Jim Grant

Membership and Volunteer Co-Ord – Comrade Kim Levesque

Welcome meetings have been reinstated the last Saturday of every month 11:00 am They were very successful Membership Report – April 2023

New Members (14):

Jacques Berubé (OR)	Robin Jones (OR)
Jim Blanchette (OR)	Perine Nadeau (AS)
Vince Brooks (AS)	Ann Richards (OR)
David Brown (OR)	Edward Richards (OR)
Mike Brulé (AV)	Gilles Rozon (OR)
Colleen Dunfee (OR)	Carl Ward (OR)
William (Bill) Hetherington (AV)	Tracey Wilson (AS)

Transfers (3)

Sheri Beattie (OR)	George Cook (OR)
Louise Canning (AS)	

Deceased Members since the previous meeting:

Wayne Phillips (OR)	
Tom Temple (OR)	

New Members (4):

Farid Ahmed (OR)	Mary LeBlanc (AS)
Sonya Bolestridge (AV)	Wayne Parlee (OR)
Barry Calagoure (AV)	Jennifer Prevost (AV)

Robert Chapman (AS) Paul-Aimé Chenier (AV) Kevin Corrigan (OR) Lorna Kelly (AS)	John Sanko (AS) Natalie Sanko (AS) Colette Tompkins (AV) Rae-Anne Zaroski (AV)
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Transfers (1)

David Bridges (OR) Lyndia Bridges (OR) Marc LeBlanc (AS)	Shirley Picknell (OR) Dennis Rideout (OR) Donald Robert (OR)
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Deceased Members since the previous meeting:

Sabourin, Robert (OR)	
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Early Bird Winner: Michael Godden (OR)

Volunteer Report- Comrade

Lists of volunteers for the wall plaque have been received.

Entertainment and Special Events – Comrade Tim Parsons

Moved by Comrade Jeanine Mader and seconded by Comrade Phil Whitehead 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 – Marty needs 6 weeks to prepare Honour and awards-. On May 7th we would have bars and service medals with the LA. Tentatively slot an awards ceremony certificates of appreciation and merit and others in September. As per Wendy a hall has been booked on the calendar:

Moved by Comrade Blaine Kiley and seconded by Comrade Kim Levesque to accept a verbal report for honours and awards. CARRIED

Memorial Walk –

No Report

Banner – Comrade Marta Nuijten and Comrade Marty Keates

Is for the members in residences. June 15th banner- needs info by the June 1st. She needs reports with names and pictures.

Motion to accept report

Comrade Marty Keates continues to pull 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

Moved by Comrade Richard Guitar and seconded by Comrade André Fournier to accept the Banner report as presented. CARRIED

Sports – Comrade Bernie Laberge

Cadet Liaison – Comrade Guy Roy

No Report

Asset Inventory – Comrade Mark Cimon

Activity

The inventory is complete. Still a few photos missing, but materials accounted for. The inventory sheet is in the Exec Committee folder

https://drive.google.com/drive/folders/1GcFIUd9DaLgC-RatQ_qI96H0G0nTVtmM?usp=share_link

and the photos are in the inventory use folder.

https://drive.google.com/drive/folders/1jfPCjzf5yww4QFua6mmucB0o_omI6rdo?usp=share_link

The kitchen items which belong to Prestige are not with "Prestige Catering" in the descriptions.

Mark will be working with André re sop.

Moved by Phil and seconded by André

Leadership and Resourcing – Comrade Marty Keates

No report

Moved by Comrade Phi Whitehead and seconded by Comrade Blaine Kiley that the reports under the 3rd Vice President be accepted as presented.

CARRIED:

GENERAL AND NEW BUSINESS

Facility Rentals

	February	March	April
SIGNED CONTRACTs	8		
VIEWING BOOKED	4 pending		
INFO PROVIDED CLIENT WILL CALL BACK	5		

FILE CLOSED	23		
Request for Sunday Booking-Closed	7		
# INQUIRIES FOR MONTH	40		

Hall rentals are very busy. We have all weekend booked up to the summer at this point.

Teams that played through the winter and spring are wrapping up for the season, so not as busy for the evening rentals. Melanie

Administrative Equipment – Phil Whitehead

The Branch Administrator’s computer has worked for many years however it’s memory is not capable of running efficiently programs like Sage

It was suggested to look into the cost of upgrading the existing and then to present a motion at the next General Members Meeting.

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.

Marty to look into an accessibility grant

ADJOURNMENT:

Moved by Comrade Lucie Lafontaine and seconded by Comrade MartyKeates that the meeting be adjourned. CARRIED

CLOSING CEREMONY

Comrade Lucie Lafontaine

Comrade Jeanine Mader for Wyn
Fournier

Secretary

President

The meeting was adjourned with the closing ceremony at 9:09 p.m.

A handwritten signature in black ink, appearing to read 'Attag', is positioned below the text of the meeting's adjournment.

Attachments

Annex A – Attendance

Annex B – Treasurer’s Report

Annex A – Attendance Sheet - Voting Elected Members

Senior Executives Elected	1	President – Wyn Fournier	Remembrance Day Activities/Hospital Visiting	Ex
	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– 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	A
	11	Guy Roy	Cadet Liaison	A
	12	Marty Keates	Honours and Awards & Leadership Development/Banner	P
	13	Garth Mader	Housing	A
	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	PP
	19	Bar Officer	Wayne Edwards	A
	20	Poppy Trust	Lucie Goderre	P
	21	Bursary	Daunett Tucker	A
	22	Entertainment	Tim Parsons	EX
	23	Asset Inventory	Mark Cimon	P
	24	Sports	Bernie Laberge	A
Ex Officio Members	25	Ladies Auxiliary	Wendy Fortier –represented by Lise Mack	P
	26	Branch Administrator	Melanie Delorme	Ex
	27	Banner –	Marta Nuijten	Ex

Minutes of Executive Committee Members Meeting held on April 11th 2023

	28	Branch Padre	Bill Reggler	A
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