The Royal Canadian Legion Branch 632 (Orleans) 800 Taylor Creek Drive, Orleans, Ontario K4A 0Z9 Phone (613) 830-9984

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EXECUTIVE COMMITTEE MEETING

September 12th 2023

Present: Comrades Peter Walsh, Joyce Bisson, Jeanine Mader, Lucie Lafontaine, Richard Guitar, Shelly Yerburgh, , Marty Keates, Lise Mack, Cathy Stoddard, Lucie Goderre, Kevin Piccott, Blaine Kiley, Jim Grant, Guy Roy, Mark Cimon, Peter Mayer

Excused: Comrades Wyn Fournier, André Fournier, Kim Levesque, Jim Grant, Marta Nuijten, Tim Parsons, Joe

McNulty, Daunette Tucker,

Absent: Comrades Joe Miedema, Wayne Edwards

1. OPENING CEREMONIES AS PER LEGION RITUAL

Comrade Peter Walsh called the meeting to order at 7:36 PM.

2. ROLL CALL

Comrade Lucie Lafontaine called the roll. 11 of the 14 Branch Officers and elected Standing Committee Members were present.

This **DID** constitute a quorum.

3. MINUTES OF THE PREVIOUS EXECUTIVE MEETING - Comrade Lucie Lafontaine

The minutes of the June 2023 Executive Committee and General Members meetings were sent out to the executive before final signatures and all applicable changes were approved. Copies are in the binder, on the website and in digital format.

Moved by Comrade Lucie Lafontaine and seconded by Comrade Kevin Picott that the minutes from the June 2023 meetings be accepted as presented.

CARRIED

4. BUSINESS ARISING FROM THE PREVIOUS MEETINGS

There was no business arising from the last Executive Committee meeting.

5. CORRESPONDENCE- Comrade Lucie Lafontaine

All items received have been forwarded to Senior Executive and updates sent to members via a branch email broadcast. All items have been stored on the GDrive.

6. **DEVIATION**

No deviation.

7. PRESIDENT'S REPORT – Comrade Peter Walsh for Wyn Fournier

Future events:

- Veterans Dinner Nov 4th
- District Convention –October 20th-22nd 2023

Peter recruiting volunteers from Nostalgia Fest

Branch Administrator

The Senior Executive Committee Members are currently looking into a replacement for Melanie who handed in her resignation for August 11th 2023. Résumés are being looked at and interviews to start shortly. Thanks to Joyce, Kevin, Pat working to fill in for the Branch Administration in the meantime.

Cleaning contract – Janiking have been given notice (30 days as per their contract). Many things were not being done. Other quotes have been received and are being studied.

Inside Doors – still have 4 pairs of inside doors to replace in order to bring them up to code. The Sr Executives are getting quotes.

Outside parking lot drain collectors have been cleaned.

8. TREASURER/FINANCIAL OFFICER REPORTS – Comrade

See Annex B

Year starts June 1st.

Moved by Comrade Blaine Kiley and seconded by Comrade Jim Grant that the financial statement be accepted as presented subject to audit.

CARRIED

9. CHAIRPERSON REPORTS UNDER THE PRESIDENT - Comrade Peter Walsh for Wyn Fournier

SERGEANT-at-ARMS - Comrade André Fournier

No Report

SERVICE OFFICER – Comrade Kevin Picott

Since we last met: (sequential)

- met with 15+ people to help fill out initial claims forms
- met with 6 people to help fill out VAC forms;
- have had 12 or more telephone calls for information;

- Visit from Pat Royle with 12 people having appointments;
- met with 3 people to help fill out VAC forms; and

KITCHEN OPS – Comrade Peter Walsh

No report

BAR OFFICER – Comrade Wayne Edwards

HOUSING - Comrade Garth Mader/Derek Bélanger

No report

WEBMASTER - Comrade Marty Keates

No report

LADIES AUXILIARY – Comrade Wendy Fortier by Lise Mack

After a well-deserved summer break, we have resumed our regular meetings.

In October, our Zone Commander has set up a meeting for Zone G6 Presidents and Secretaries. Then in November, the Zone Commander will make her yearly visit to our LA, and also audit our books. We are planning for our participation in the Branch District Convention. We are preparing to sell fruitcakes once again this fall. This has been our major fundraiser for the past 2 years and we thank the Branch members for their support. Also, thanks to Ron for letting us use his small fridge to store them in a visible way and to Sean, the bar staff and Joyce for helping us with sales. The money we make from this goes back to this Branch.

As we are not holding any lottery, we have decided to close our lottery account to save bank fees. The City authorities tell us it is best to give it to a charity and so we will donate \$155.17(more or less) to the Orléans-Cumberland Community Resource Centre's Food Bank.

As I have said in the past – we are a smaller and older group. A few years ago, we had 34 members – we now have 16 and to be blunt, although all are valued members and participate in different ways, we badly need new blood. And so, we would like to bring this issue to the General meeting, in the most positive way, to have an effort to gain new members. As always thank you for your support.

Moved by Comrade Peter Walsh and seconded by Comrade Marty Keates that the reports of the committees under the President be accepted as presented.

CARRIED

10. REPORTS UNDER THE PAST PRESIDENT - Comrade Joe McNulty

No report

11. CHAIRPERSON REPORTS UNDER THE 1ST VICE-PRES. – Comrade Peter Walsh

REMEMBRANCE ACTIVITIES – Comrade Peter Walsh

No report

POPPY CHAIR - Comrade Richard Guitar

Preparations for the 2023 Poppy Campaign are ongoing and are proceeding as expected. We are hoping to go online with volunteer signups and will pursue this so long as it's feasible.

We are facing potential costs for repair of our elevator, which is 32 years old and I need to plan for that. I only have a ballpark figure from technicians at this time in the roughly \$30,000 to \$40,000 range. I'm want to make some significant shifts in the Poppy Fund in order to accommodate potential costs for repair of our elevator. I want to add \$16,349.35 to the elevator maintenance budget by decreasing the following allocations:

Supplies - \$34,000 to \$29,000 Veterans and Aging \$10,000 to \$6,000 Contingency -\$4,349.25 - \$0 Bursaries - \$29,000 - \$26,000

This will give us \$17,804.32 in the budget for me to deal with elevator issues. This may not be enough but I think It's all I can find this year, and we may have to make significant expenditures in 2024. I have attached the link to the requested modified budget. I would like to have this presented at the AGM next week, however I will be out of town and the 1st has agreed to present it for

me. https://docs.google.com/spreadsheets/d/1Bz79rtxRGwPe0kOjroYLbDvgyZoyBt1P/edit#qid=10632436

Moved by Comrade Richard Guitar and seconded by Comrade Jim Grant to add a motion at the next GM Meeting allowing the Poppy Chair to add an amendment to the poppy trust fund that would allow a total of 16349.35\$ of the Poppy Fund to go towards repairs to the Legion elevator (platform lift).

CARRIED

POPPY TRUST FUND - Comrade Lucie Goderre

POPPY TRUST FUND – TREASURER REPORT - AUGUST 2023

BANK BALANCE – June 1st , 2023 \$ 108,397.65

SUPPLIES (25,607.57)
ADVERTISING

ADVERTISING (423.75)
BURSARIES TO 22 STUDENTS (26,000.00)
VETS IN NEED (4,140.00)
OTHER EXPENSES (1,037.00)

BANK BALANCE AS OF AUGUST 31ST, 2023 \$ 51,189.33

VETERANS 65 + – Comrade Kevin Picott

Kevin Picott visited 2 retirement residences.

LEGION SENIORS – Comrade Cathy Stoddard

Catching up and familiarising herself with

Veterans 80+ Dinner -Gifting to veterans is December 22nd in the Perley pub at 10:00hrs Contacting RH to bring residents to Legion

CONSTITUTION, BY-LAWS AND TRAINING - Comrade Blaine Kiley

A team is reviewing the Regulations and Clubhouse Rules to ensure they are still pertinent and propose changes if needed.

LOTTERIES - Comrade James Grant

This report will cover the period from 31 Sep 2022 til 12 Sep 2023

However, due to dispenser malfunction no sales were recorded after 28 Feb 2023'

As our extension expired on 1 Apr 2023, all remaining tickets 608 were removed.

Decision has been made to not continue the Nevada as the dispenser is old and will need to be reconfigured to accommodate the new type of tickets.

Hopefully, we can get a few dollars if we are able to sell the dispenser.

We hope to move in another direction to raise funds for both the Branch and our programmes.

More on that under New Business.

The Nevada Fund issued two cheques in recent days.

One for 500 dollars to the Orleans Cumberland Food Bank and one for two hundred dollars towards keeping Vets off the streets.

The Branch Trust Fund was emptied on the 26 June with a bank deposit of \$932.50 With writing of the cheques and bank charges our bank balance as of today \$777.18 These funds will be dispersed and a final report will be sent to the city for audit. Will get the LOLA Bingo guy to come propose we help éx a week for money- more to come

Moved by Comrade Peter Walsh and seconded by Comrade Lucie Goderre that the reports under the 1ST Vice President be accepted as presented.

CARRIED

12. CHAIRPERSON REPORTS UNDER THE 2ND VICE-PRES – Comrade Jeanine Mader

HONOURS AND AWARDS – Comrade Marty Keates

Still working on the free hockey pass applications

YOUTH EDUCATION - Comrade Jeanine Mader

BURSARY – Comrade Daunette Tucker

A total of \$26,000 was awarded amongst 22 students. Everyone picked up their cheque with the exception of one student who has not replied to numerous emails and phone calls for him to pick up his bursary or to reply indicating if he still needs the bursary.

The T4 slips will be issued in the coming weeks for students who were awarded a Poppy Trust Fund bursary award.

Application is usually the last Friday in March and it is being considered for change in future

HOSPITAL VISITS - Comrade Jeanine Mader

No report

MEMBERSHIP & VOLUNTEER CO-ORD - Comrade Kim Levesque by Shelly Yerburgh

New Members (19):

Christopher Barrette (AS)	Alexander Munro (OR)
Raymond Charles (OR)	Wendy Noble (AS)Brian Pearo
Martin Corbeil (OR)	(OR)
Jacques Dalton (OR)	Claude Poudret
Mario Francella (AV)	Jerry Racine (AS)
Karel Greiner (AS)	Leslie Rafferty (OR)
Patrick Grenier (OR)	Denise Renaud (AF)
Peter Hickey (AV)	Bradley Smith (OR)
Bruce Hubbard (OR)	Sylvain Tremblay (AV)
Marie Gisèle Lessard	

Transfers (2)

Mona Robillard (OR)	Christina Yerburgh (AS)

Deceased Members since the previous meeting:

Gordon Kerluke (OR)	Garnet Sauvé (OR)

Welcome Ceremony: next event will be September 30th.

Volunteer

NIL

LEADERSHIP & RESOURCING - Comrade Marty Keates

No Report

VOLUNTEERS – Comrade Kim Levesque

No report

Moved by Comrade Jeanine Mader and seconded by Comrade Richard Guitar that the reports under the 2nd Vice-President be accepted as presented.

CARRIED

13. CHAIRPERSONS REPORTS UNDER THE 3rd VICE-PRESIDENT – Comrade Joyce Bisson

PUBLIC RELATIONS - Comrade Joyce Bisson

Convention in Oct 20-22th – Legion will be open and members can come Tickets will be sold at the bar for Friday and Saturday dinners for members

MEMORIAL WALK - TBD

BANNER - Comrade Marta Nuijten and Comrade Marty Keates

No report

SPORTS - Comrade Joe Miedema

No report

CADET LIAISON – Comrade Guy Roy

No report

HALL RENTAL- Comrade Joyce Bisson

All booked for September

ENTERTAINMENT AND SPECIAL EVENTS - Comrade Tim Parsons

2 bands are secured for Friday and Saturday night. Marty has updated Entertainement info on Website up to end of December.

SPORTS - Joe Miedema

CADET LIAISON – Comrade Guy Roy

No report

ASSET INVENTORY - Comrade Mark Cimon

Brass bunny has been returned to the family- an digital inventory is being built.

Moved by Comrade Joyce Bisson and seconded by Comrade Richard Guitar that the reports under the 3rd Vice President be accepted as presented.

CARRIED

15. GENERAL/NEW BUSINESS AND MOTIONS

16. ADJOURNMENT:

Moved by Comrade Jeanine Mader and seconded by Comrade Marty Keates that the meeting be adjourned.

CARRIED

17. CLOSING CEREMONY

The meeting was adjourned with the closing ceremony at 9:01 PM.

Lucie Lafontaine Branch Secretary Wyn Fournier for Peter Walsh 1st Vice President

Annex A - Attendance Sheet - Voting Elected Members

	1100011	dance Sheet - Voting Elec		
	1	President – <mark>Wyn</mark> Fournier	Remembrance Day Activities/Hospital Visiting	EX
	2	1st Vice – Peter Walsh	Kitchen Operations	P
	3	2nd Vice – <mark>Jeanine Mader</mark>	Youth Education/Hospital Visiting	P
Senior Executives	4	3rd Vice - Joyce Bisson		Р
Elected	5	Treasurer –		
	6	Secretary – <mark>Lucie</mark> Lafontaine		P
	7	Past President- Joe McNulty	Future Planning and Elections	EX
	8	Richard Guitar	Poppy Chair	P
	9	Kim Levesque (Shelley Yerburgh)	Membership/Volunteer Coordinator	P
	10	Jim Grant	Lottery	EX
Standing Elected	11	Lucie Goderre	Poppy Trust	P
Committee	12	Guy Roy	Cadet Liaison	P
	13	Marty Keates	Honours and Awards, Leadership & Resourcing, Banner	Р
	14	Garth Mader	Housing	EX
	15	Cathy Stoddard	Legion Seniors/Veterans 65+	Р
	16	Sgt-at-Arms	Andre Fournier	EX
	17	Service Officer	Kevin Piccott	P
	18	Constitution and By-Laws	Blaine Kiley	P
Appointed	19	Bar Officer	Wayne Edwards	A
Members	20	Bursary	Daunett Tucker	EX
	21	Entertainment	Tim Parsons	EX
	22	Asset Inventory	Mark Cimon	P
	23	Sports	Joe Miedema	A
	1	Ladies Auxiliary	Wendy Fortier	EX
Ex Officio	2	Branch Administrator		
Members	3	Banner –	Marta Nuijten	EX
	4	Branch Padre	Bill Reggler	

Annex B – Treasurer Report

Royal Canadian Legion, Branch 632 Orleans Balance Sheet As at 2023-08-31

ASSETS:		
CURRENT ASSETS		
Cash on Hand	-221,07	
Petty Cash	246,39	
ATM Machine	-331,00	
Bar Change - Back Room Boxes	4 400,00	
Bartender Float	1 900,00	
Total Cash		5 994,32
Scotia Bank - General	18 344,74	
Scotia Bank - Allocated	-129,65	
Scotia Bank - Savings	5 266,94	
Total Bank		23 482,03
Short-Term Investments - GIC's		74 744,16
Bar Inventory		9 158,64
TOTAL CURRENT ASSETS		113 379,15
CAPITAL ASSETS		
Land		75 075,00 107 001,5
Adjacent Lot	4-04-400-0	0
Building	1 781 126,8 2	
Acc. Deprec. on Building	-1 407 953,1 7	
Net Building		373 173,6 5
Bar & Kitchen Equipment	10 168,61	
Acc. Deprec. Bar & Kitchen Equip.	-10 115,59	
Net Bar & Kitchen Equipment		53,02
Furniture & Fixtures	9 969,84	
Acc. Deprec. Furniture & Fixtures	-9 608,31	
Net Furniture & Fixtures		361,53
Computer Equipment	1 450,00	
Acc. Deprec. Computer Equipment	-1 450,00	
Net Computer Equipment		0,00
TOTAL CAPITAL ASSETS		555 664,7 0
		669 043,8

LIABILITY:

TOTAL ASSETS

CURRENT LIABILITIES

Accounts Payable 12 963,25

Visa Scotia Bank		760,46
HST Recoverable	-6 916,02	
HST Payable	7 744,06	
Total HST Payable		828,04
Accrued Expenses		1 565,37
Unearned Hall Rentals-Deposits		14 064,12
El Payable	507,27	
CPP Payable	982,24	
Income Tax Payable	1 528,50	
Payroll Deductions Payable		3 018,01
Vacation Payable	748,13	
WSIB Payable	152,27	
PIER Payable	0,00	
Total Payroll		900,40
Memorial Walk Command, Zone, District Tax	1 067,62	
Payable	2 947,35	
Wyn - November 11, 2022	259,10	
Total Money Held in Trust	_	4 274,07
Total Current Liabilities	_	38 373,72
LONG TERM LIABILITIES		
Commercial Loan	_	114 819,52
Total Long-Term Liabilities	_	114 819,52
DEFERRED CONTRIBUTIONS		
Deferred Contribution		149 061,3
	_	149 061,3
Total Deferred Contributions	-	1
TOTAL LIABILITY	-	302 254,5 5
EQUITY		
EARNINGS		000 000 0
Retained Earnings		383 862,3 3
Current Earnings	_	-17 073,03
TOTAL EARNINGS		366 789,3 0
	_	
TOTAL EQUITY	_	366 789,3 0
LIABILITIES AND EQUITY	_	669 043,8 5

Royal Canadian Legion, Branch 632 Orleans

Income Statement 2023-06-01 to 2023-08-31

REVENUES:

OPERATI	NC	DE/	/EN	IIE

Total Operating Revenue	62 751 65
Facility Usage	866,00
Hall Rental - Net	132,74
Kitchen Income	5 050,00
Snack and Coffee Sales	5 089,02
Beer & Liquor Sales	51 613,89

Other Operating Income

Pool Tables	398.00
Total Other Operating Income	-33,61

SPECIAL BRANCH EVENTS

Robbie Burns Dinner	0,00
50'S Party	0,00
Merchandise	0,00
Total Special Events	0,00

OTHER REVENUE

Donations	1 742,40
Grants	0,00
Cenetaph pad	100,00
GoFundMe	0,00
50's Party	0,00
Bottles & Cans Drive	2 700,80
Interest Income	0,00
Total Other Revenue	4 543,20

TOTAL REVENUE	67 261,24

EXPENSES:

OPERATING EXPENSES

Beer & Liquor Purchases	20 051,12
Snack & Coffee Purchases	1 910,54
Bar & Kitchen Supplies	392,00
B & K Spoilage	11,75
Cash Variances	1 340,52

B & K Equipment Maintenance	496,60
B & K Dishes, Glassware, Equipment	365,50
Total Operating Expenses	24 568,03
WAGES & BENEFITS	
Wages	28 138,36
Vacation Pay	1 378,90
EI Expenses	680,06
CPP Expenses	1 097,87
WSIB	143,00
Total Wages & Benefits	31 438,19
OFFICE EXPENSES	
Printing, Postage, Supplies, etc.	580,83
Licences: Food, Alcool, City, etc.	0,00
Professional Fees	0,00
Entertainment Expenses	4 310,00
Total Office Expenses	4 890,83
UTILITIES	
Hydro	7 025,35
Gas & Heat	989,76
Telephone	1 597,19
Water	1 062,94
Television Network	359,20
Total Utilities	11 034,44
BUILDING EXPENSES	
Cleaning Supplies	456,11
Waste Removal	621,64
Ground Maintenance	130,66
Building Cleaning	3 858,04
Building Security Services	383,40
Building Furniture & Equipment	300,00
Building Maintenance & Repairs	6 714,75
Total Building Expenses	12 464,60
FINANCIAL EXPENSES	
Bank Charges	56,68
ATM Revenue	-97,00
Total Financial Expenses	-40,32

OTHER BRANCH EXPENSES

Legion Articles (Pins, etc.)	-21,50
Total Other Expenses	-21,50
	-
TOTAL EXPENSE	84 334,27
NET INCOME	-17 073,03

Generated On: 2023-09-11

Annex C – Poppy Fund Financial Report

Funds Available as of 1 Oct 2021			ş	77.293.13	ſ						
Revenue in 2021/22				131,417,90	ŀ						
Total Revenue 2022			_	218,671,60	ŀ						
Total Revenue 2022 Bank Balance as of 31 Dec 2022 TipTap Revenue Received				116,345.59	ŀ						
							(il Colibalance + Funda raised) - Acqued ex				
				18,384.12			r		•		
Funds Available as of 1 Jan 2023 2022 Revenue Received Post Jan 2023 Total Funds Available			ŝ	198,003.26							
			s	2,196.09			ı				
			ŝ	200,189.35			This palance is the annused for the pudget				
								· ·			
llenis /Рорру Nanual article)		Original Budget	Amended Budget		\$	Spent 2023	Remaining Current FY		Comments		
Provincial SO (East Region) (#92.iii.a)	S	15,000.00	ŝ	15,000.00	S	15,000,60	3		Amounts us disact		
District & Charitable Fund (#12.91)	8	1,600.00	8	1,530.00	S	1,500,60	1	-	are dictated by		
Zone (35 Valeran Comfor, / Youth Funding	s	3,600,00	s	3,509,09			;	3,509,90	an como		
Supplies (40 tilia)	8	\$4,000.00	8	29,000,00	8	≥5.5¢7.57	3	3.35 (43			
Dambagr Afmir; Trave, Seminar (462.i.o.\$ 192 wa)	8	8,000.00		8,000,00	S	375,61	3	5,825,60			
Acvertisine (102.i.e)	s	3,000.00	s	3,000,00	s	791.60	3	2,208,60			
Pappy Starage (120.b.ii)	5	350.00	5	359.00			ī	350.91			
fir od / Youth Education (492 vicas)	5	4,950.00	5	4,989.09	5	117765	;	2 42 1 15			
Army Cacats (193 g)	8	6,000.00	8	6,000.00	s	8,000,00	;				
Air Cadels (403.i q)	s	8,930,00	ŝ	8,989,09	ŝ	6,909,69	;	-			
landicap Ecot Repairs and Main.	ř	0.700.00	ٿ	3.303.63	,	0.000.00	r		To steep revision		
\$950 quantic ly liftmant inspection \$950 quantic ly liftmant inspection \$950 445092 - Dec(Mandun Sept) \$250 for annual if increasing views:	s	8,500,00	s	19,345 35	s	1,646.00	s	17,834.35	reparter (%0) reparter rendicapped e evalor. I't		
Monument Maint (Require SUF; 403.i f)	s	2,000 00	s	2,000 00			s	2,000.00	octoode, hydet		
Br 532 Service Officer (402, i.b)	s	0,000,00	S	0,000,00	s	7,170,00	s	1.880.00			
Velterans and Aging, Combris (402.ii.c)	5	10,000,00	5	6,000,00	5	246.80	S	5,751.40			
Bursaries Branch 632 (402.vi.a)	5	29,000 00	-	26,000,00	s	26,000.00	S	0,131.10			
Votorans Dinner x2 (Ann & Nuv) Require SUF; 403 ii h Max \$25 / Ve: & sapusakarag ver snoalyn	s	4,000,00	Г	4,000 00	S	2,625.00	8	1,575.00			
Conalions to Vet Organizations	S	82,500 00	5	82,500 00	S	58,000.00	S	4,500.00	Total emount		
- Perley & Ridauu	5	20,000 00	5	20,000,00	5	20,000.00	S				
- Mil Fam Resource Center	٤	2,500 00	S	2,500 00	S	2,500.00	S				
- Camp Maple Leaf	S	1,500,00	S	1,500,00	S	1,500.00	S	-			
- Cp Service Dogs	S	1,500 00	S	1,500 GD	S	1,530,00	ä	-			
- Healing Heros on the Ly	5	1,500,00	5	1,500,00	S	1,500.00	S				
- Op I eave the Streets Rehind	s	1,500,00	s	1,500,00	S	1,500.00	S	-			
- Adaptive Shorts Canada - Calabogia	S	1,500,00	S	1,500.00	5	1,500.00	s				
- Women Warriors Healing Sercer	8	4,000 00	s	4,000 00	S	4,000.00	S		Double 2019/20 expense because Tinds dro		
- Cui sio i Valcur	S	2,000 00	5	2,000,00	5	2.000.00	S				
- Vots House Ottaws Groce y Cards	5	2,000 00	5	2,000 00	S	2,000.00	S	-			
- Versil-House Chaws (Ancy Carswell Blog) Programming	8	20,000,00	8	20,000,00	S	20,000.00	S	-			
- Operation Vet Suits	S	500 00	S	500 00			s	500.00			
- Support to Duployed Trauss	S	2,000 00	5	2,000 00			S	2,000.00			
- Hameless Vets	ε	2,000,00	s	2,000,00			8	2,000,00			
Contingency	s	4,249.35	S	-			s	-,	Subject to further		
	-	.,	-				-				