

The Royal Canadian Legion
Branch 632 (Orleans)

EXECUTIVE COMMITTEE MEETING

November 14th, 2023

Present: Comrades Wyn Fournier, Kevin Piccott, Joyce Bisson, Lucie Lafontaine, Richard Guitar, Kim Levesque, Lucie Goderre, Mark Cimon, Andre Fournier, Blaine Kiley, Guy Roy, Wendy Fortier, Kate Cuning

Excused: Comrades Marty Keates, Cathy Stoddard, Wayne Edwards, Joe Miedema, Joe McNulty, Jeanine Mader, Peter Mayer, Darin Bertrand, Marta Nuijten

Absent: Comrades Jim Grant, Tim Parsons, Daunett Tucker,

1. OPENING CEREMONIES AS PER LEGION RITUAL

Comrade Wyn Fournier called the meeting to order at 7:33 pm.

2. LAND ACKNOWLEDGEMENT

3. ROLL CALL

Comrade Wyn Fournier called the roll. 4 Sr Exec and 8 Standing Elected Members of the 16 Branch Officers and elected Standing Committee Members were present.

This **DOES** constitute a quorum.

4. DEVIATION

a) Introduction of the new Branch Administrator

Kate Cuning: She started 16 October and will be giving a regular monthly report at the meetings, starting tonight.

b) Introduction of new Housing Chair : Darin Bertrand: He is a member who works full time and is willing to give us some of his evenings and weekends to help with the building maintenance.

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

The minutes of the October 10th, 2023 Executive Committee 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 Kim Levesque that the minutes from the October 2023 meeting be accepted as presented.

CARRIED

6. BUSINESS ARISING FROM THE PREVIOUS MEETINGS

a) Wifi Network Status: Working well

b) New Cleaners: Stratus started on 15 Oct. and seem to be doing a good job. If anyone sees any issues, please report them to Kate. She will call the supervisor to get it rectified.

- c) Branch Inspections in October 25th. All went well and we haven't heard back from ON Comd.
- d) Hot Water Issues: Issue with hot water not getting to the kitchens if the glass washers at the bars were in use. Had two plumbers come in to give us an estimate of what needed fixing. Labrosse Plumbing in Rockland fixed the issue - broken valve and the recirculating pump needing replacement and priming. Cost was approx \$1600.00
- e) Parking lot collection pots: These pots were cleaned out in late Aug. Invoice paid in early Oct. Cost was \$1200, which was approx \$300 more than the original quote. This was because the drains hadn't been done in so long that the crud in them was almost like cement. They needed to bring in a bigger truck with different capabilities than they had planned on. This needs to be done every 2-3 years to ensure proper drainage of run off.

7. 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.

8. PRESIDENT'S REPORT – Comrade Wyn Fournier

a) **Fall District Convention** Recap

Thanks to all who helped with this immense project. Very successful. Raised about \$8000 for the branch. Lots of positive feedback.

b) **Club 200**

Fundraiser for a new Point of Sale system for both bars. 200 numbers to be sold at \$30 each; we are at just over 40 sold at the moment.

Draws will not happen until all 200 numbers are sold.

Funds are badly needed as the current POS system is very outdated and can't be updated any further. It operates on Windows XP. There is no way to upgrade the system to a better Windows version.

c) **President's Draw**

Draw will take place on Saturday 16 Dec starting at 1:30pm, after the breakfast is over. The LA are also having a bake sale that morning. Please support them!

d) **Remembrance Day**

Thank you to all who volunteered and helped with parts of the day. Takes a lot of people to make it work. It was one of the better ceremonies and we have had lots of great feedback.

e) **Door Project**

Phase 2 has been started as of 30 Sep. Doors are ordered and the deposit was paid.

Ambico came in and rewrote the estimate for the interior doors as their previous estimate was for 2 sets and not 4. New quote: \$36,477 +HST (\$41,219.01)

Grant money remaining is \$38,582.31, which is **\$2,636.70 under** the cost for the interior door replacement (original amt \$87,866.00; total for ext doors: \$48,967.25). The money that won't be covered by the grant is because of the window we had to pay for and the time it has taken to complete the project. Rising prices since the beginning have affected the cost.

f) Remembrance Day

Thank you to all who volunteered and helped with parts of the day. Takes a lot of people to make it work. It was one of the better ceremonies we have had.

Lots of great feedback.

9. PAST PRESIDENT'S REPORT

10. TREASURER/FINANCIAL OFFICER REPORTS – Comrade

The October 31, 2023 Financial statements have been attached to the agenda, as well as some copies have been distributed. These statements can not be compared with the financials for the same period for the prior year as there were not any statements done last year. As such, they have been compared to both the September 30, 2023 statements, as well as the May 31, 2023 year end statements.

So as expected at this time of year, our net income has increased since the last report at August 31st. The net income as of October 31, 2023 does show a loss of approximately \$13k, but after an adjustment for capitalization not yet recorded is actually a \$10k profit.

- The capitalization that is needed is for a \$23k payment for the new doors. This expense is to be capitalized and expensed over 10 years. A corresponding revenue amount is being amortized over this same 10-year period.

Some other points to note are:

- Revenue has increased approximately \$92k but that is expected as it is now after the summer season. Also, the Hall Rental revenue has been correctly adjusted, and is up to date now, and donations and bottle drive revenues have increased.

- Expenses have increased by \$88k. This is mainly due to the increased revenues, increased activities, the door payment of \$23k still recorded as an expense, and the catching up in recording financial and bank loan charges.

See - ANNEX B

Moved by Comrade Wyn Fournier and seconded by Comrade Shelly Yerburch that the reports of the Treasurer be accepted as presented.

CARRIED

11. BRANCH ADMINISTRATOR'S REPORT

Door project-

Cleaners – Going forward they will be cleaning behind the bar.

12. CHAIRPERSON REPORTS UNDER THE PRESIDENT - Comrade Wyn Fournier

SERGEANT-at-ARMS – Comrade André Fournier

The November 11th Remembrance Day ceremony at the Branch was a success.

There were 5 Guards on parade (Veterans, 2 x 33 CER, 1 x 3018 Army Cadets, 1 x 632 Air Cadets)

Comrade Jim Grant handled the Colour Party for the ceremony.

After action review points have been written down for adding to the doc when it is created.

There will be a ceremonial at Beechwood Cemetary Sat 18th nov at 14 :45

SERVICE OFFICER – Comrade Kevin Piccott

I have 4 files ongoing and 1 new file. While not necessarily my area, I am helping 1 widow with survivor pension and 1 veteran who is at home with cancer now in palliative care.

KITCHEN OPS

Sat Dec 16th will be the last day for Saturday Breakfast for 2023 and will start up again Jan 6th.
Last Friday Dinner will be Friday Dec 15th -- Returning on Jan 5th 2024.
Santa's Breakfast for kids will be Sunday Dec 17th 2023
Kitchen will be closed Dec 26th to Dec 29th returning for lunch on Jan 2nd 2024.

BAR OFFICER – Comrade Wayne Edwards

A bar check was conducted on 5 October 2023. Subsequently, a report was submitted to the president and the treasurer for their furtherance. The next bar check is scheduled for December 6th.

HOUSING – Comrade Darrin Bertrand

New housing chair

WEBMASTER - Comrade Marty Keates

LADIES AUXILIARY – Comrade Wendy Fortier

A busy month for everyone. Our Zone Commander and Deputy Zone Commander paid us their annual visit to review our books and to say hello. They were very pleased with our books and our meeting however they did say that we need to have 2 annual Joint Executive meetings. I did point out that there are several LA members already on the Executive and here at the meetings however I suggest that we have a joint meeting in December or January.

Our Fruitcake sales are going very well- many thanks to all who help us.

We will be decorating the Branch next week for Christmas.

And we will hold a Christmas Bake sale on Saturday December 16 at the Breakfast. Lynn Stacey will play music for us. Always a good time.

Dec 3rd they will have their mimosa breakfast.

Congratulations to everyone for a successful District Zone Convention and for a terrific Remembrance Day service.

Moved by Comrade Wyn Fournier and seconded by Comrade André Fournier that the reports of the committees under the President be accepted as presented.

CARRIED

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

REMEMBRANCE ACTIVITIES – Comrade Wyn Fournier / Jeanine Mader

POPPY CHAIR – Comrade Richard Guitar

As of today we have raised a total of \$138,941.92 from cash and Tiptap deposits. Funds will continue to dribble in into the new year. In the last campaign we raised a total of \$132,500.85 by Feb 10th 2023. It was a tough couple of weeks during this year's campaign with Covid hitting key folks and causing some unplanned absences. The online sign up has had some very positive and negative reviews, so that will be discussed at a meeting of senior volunteers for a post-mortem scheduled for 28 November when we can discuss various issues along including volunteers in general.

Just a couple of statistics:

- a. There were 272 store volunteers, although a few of these were couples who signed up as one person.
- b. They filled 1113 shifts, an average of 4 shifts per volunteer
- c. There 245 unfilled shifts, although I know a large number of those were actually filled by the Store Captains

So I think in order to continue manning this many stores we need to find more volunteers, but 272 is a lot of volunteers already.

POPPY TRUST FUND – Comrade Lucie Goderre

No report.

YOUTH EDUCATION – Comrade Jeanine Mader

Looking for volunteers for judging posters and literary contest

BURSARY – Comrade Daunette Tucker

No Report

HOSPITAL VISITS – Comrade Jeanine Mader

No Report

CONSTITUTION, BY-LAWS AND TRAINING – Comrade Blaine Kiley

No Report

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

CARRIED

14. CHAIRPERSON REPORTS UNDER THE 2ND VICE-PRES – Comrade Kevin Piccott

HONOURS AND AWARDS – Comrade Marty Keates

VETERANS 65 + – Comrade Kevin Piccott

Quiet right now but there is the upcoming 80+ lunch and Cathy and I will kick off plans for Residence Visits for Christmas.

LEGION SENIORS – Comrade Cathy Stoddard

No Report

LOTTERIES – Comrade James Grant

If you are interested in volunteering 2hrs for the Lola Bingo, please contact Jim
rcl632Orleansnevada@gmail.com

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

New Members (7):

Jean Guy Caron (OR) Elizabeth Cochrane (AS) Stephen Dinelle (OR) Sean Keough (AS)	Gregoire Lacroix (OR) Lise Roy (OR) Norm Sandre (OR)
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Transfers (3)

Mark Kemila (OR) Wilfred Neil (OR)	Luke Sauvé (OR)
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Deceased Members since the previous meeting:

Walter Wilson (AS)	
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Welcome Ceremony: next event will be November 25th.

LEADERSHIP & RESOURCING - Comrade Marty Keates

No Report

VOLUNTEERS – Comrade Kim Levesque

Volunteer Report:

Please keep track of the volunteers who assisted with the Convention, Poppy Campaign and Remembrance Day and send their names to me as soon as possible.

Moved by Comrade Kevin Piccott and seconded by Comrade Blaine Kiley that the reports under the 2nd Vice-President be accepted as presented.

CARRIED

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

PUBLIC RELATIONS – Comrade Joyce Bisson

Santa Claus Breakfast Saturday Dec 17th
The Levée is in planning mode for Jan 1st.

BANNER – Comrade Marta Nuijten and Comrade Marty Keates

SPORTS – Comrade Joe Miedema

8th ball tournament Sat Nov 25th- We have 2 registered.

CADET LIAISON – Comrade Guy Roy

The Cadets did a vigil on Nov 10th – They were present for the Nov 11th ceremony.

HALL RENTAL- Comrade Joyce Bisson

ENTERTAINMENT AND SPECIAL EVENTS – Comrade Tim Parsons

SPORTS – Joe Miedema

ASSET INVENTORY –Comrade Mark Cimon

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

- a) **Vacation Notice** : Wyn will be away 19 Nov - 1 Dec - Away on a cruise, 18-28 Dec Away for Christmas
- b) **Blaine Kiley** : Contrary to recent news reports regarding membership, the Legion nationwide to date is exceeding it's membership over last year.
- c) **André Fournier**: There doesn't seem to be many pictures of the Legion events on the website ad the org chart needs to be updated. Wyn will follow up.

16. BUSINESS FROM THE FLOOR

17. ADJOURNMENT:

Moved by Comrade Lucie Goderre and seconded by Comrade Blaine Kiley that the meeting be adjourned.

CARRIED

18. CLOSING CEREMONY

The meeting was adjourned with the closing ceremony at 8:23 pm.



**Lucie Lafontaine
Branch Secretary**



**Wyn Fournier
1st Vice President**

Annex A – Attendance Sheet - Voting Elected Members

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

ANNEX B Financial Statement

THE ROYAL CANADIAN LEGION BRANCH 632							
BALANCE SHEET							
			October 31, 2023		August 31, 2023		May 31, 2023
CURRENT ASSETS							
	Cash on Hand		\$10 683		\$5 994		\$10 296
	Scotia Bank - General		18 181		18 345		12 589
	Scotia Bank - Allocated		11 733		(130)		4 476
	Scotia Bank - Savings		5 567		5 267		5 267
	Short Term Investments - GICs		50 372		74 744		76 353
	Bar Inventory		9 159		9 159		9 159
TOTAL CURRENT ASSETS			105 694		113 379		118 140
	Land		75 075		75 075		75 075
	Adjacent lot		107 002		107 002		107 002
	Building	1 781 127		1 781 127		1 781 127	
	Acc.Deprec.on Building	(1 407 953)		(1 407 953)		(1 407 953)	
	Net Building		373 174		373 174		373 174
	Bar & kitchen equipment	10 169		10 169		10 169	
	Acc.Deprec Bar & kitchen equipment	(10 116)		(10 116)		(10 116)	
	Net Bar & kitchen equipment		53		53		53
	Furniture & Fixtures	9 970		9 970		9 970	
	Acc.Deprec. Furniture & Fixtures	(9 608)		(9 608)		(9 608)	
	Net Furniture & Fixtures		362		362		362
TOTAL CAPITAL ASSETS			555 665		555 665		555 665
TOTAL ASSETS			\$661 359		\$669 044		\$673 804

CURRENT LIABILITIES							
	Accounts payable and Liabilities		\$7 676		\$16 117		\$9 789
	Unearned Hall rentals - deposits		4 243		14 064		3 041
	Payroll deductions payable		1 800		3 018		2 016
	Payroll payable		1 430		900		1 575
	Memorial Walk	1 068		1 068		1 068	
	Command zone District tax payable	7 193		3 206		4 446	
	Club 200	750		-			
	Nevada Fund	-		-		933	
	RCAF Dinner	-		-		1 269	
	Convention	8 916		-		-	
	Total money held in trust		17 927		4 274		7 715
TOTAL CURRENT LIABILITIES			33 075		38 374		24 136
LONG TERM LIABILITIES							
	Commercial Loan		106 503		114 820		114 820
TOTAL CURRENT LIABILITIES			106 503		114 820		114 820
DEFERRED CONTRIBUTIONS							
	Deferred Contributions		149 061		149 061		149 061
TOTAL DEFERRED CONTRIBUTIONS			149 061		149 061		149 061
EQUITY							
EARNINGS							
	Retained earnings		385 696		383 862		429 990
	Current Earnings		(12 977)		(17 073)		(44 294)
			372 719		366 789		385 696
TOTAL LIABILITIES AND EQUITY			\$661 359		\$669 044		\$673 714

**THE ROYAL CANADIAN LEGION - BRANCH 632
INCOME STATEMENT**

	<u>Oct 31,2023</u>	<u>Aug 31,2023</u>	<u>May 31,2023</u>
OPERATING INCOME			
Beer & Liquor Sales	\$94 319	\$51 614	\$221 029
Kitchen & Snack Sales	10 268	5 089	22 397
Kitchen Income	7 727	5 050	16 730
Hall rental - net	15 867	133	44 708
Facility usage	7 572	866	17 834
Membership	7 537	(432)	25 059
Pool Tables	640	398	2 766
	<u>143 930</u>	<u>62 718</u>	<u>350 523</u>
OTHER REVENUE			
Special Branch Events	3 723	-	621
Banner & TV Advertising	-	-	960
Donations	5 398	1 742	18 534
Cenetaph Pad	100	100	
Poppy Storage	-	-	350
Bottles & Cans Drive	5 551	2 701	4 664
ATM Revenue	447	-	-
Interest Income	-	-	<u>1 614</u>
	<u>15 218</u>	<u>4 543</u>	<u>26 743</u>
TOTAL REVENUE	<u>159 148</u>	<u>67 261</u>	<u>377 266</u>
OPERATING EXPENSES			
Beer & Liquor Purchases	34 645	20 051	81 266
Snack & Coffee Purchases	3 535	1 911	8 281
Bar & Kitchen supplies	749	392	2 666
Bar & Kitchen spoilage	23	12	351
Cash variances	822	1 341	1 399
Bar & Kitchen maintenance	1 457	497	1 113
Bar & Kitchen dishes etc	366	366	302
	<u>41 596</u>	<u>24 568</u>	<u>95 378</u>
WAGES AND BENEFITS			
Wages	45 231	28 138	107 183
Benefits	4 934	3 300	13 016
	<u>50 165</u>	<u>31 438</u>	<u>120 198</u>
OFFICE EXPENSES			

Printing, Postage etc	1 695	581	4 993
Licenses (Food, Alcohol, City etc)	1 377	-	1 699
Entertainment	7 340	4 310	14 532
Utilities & TV	16 268	11 034	54 816
	<u>26 680</u>	<u>15 925</u>	<u>76 041</u>
BUILDING EXPENSES			
Cleaning supplies	760	456	1 192
Waste removal	851	622	2 537
Ground Maintenance	2 859	131	11 511
Building Cleaning	9 233	3 858	18 297
Building Security Services	383	383	4 734
Building Insurance	5 790	-	16 633
Building Furniture & Equipment	2 895	300	507
Building Maintenance & Repairs	27 223	6 715	28 385
	<u>49 995</u>	<u>12 465</u>	<u>83 798</u>
FINANCIAL EXPENSES			
Commercial Loan Interest	1 224	57	4 206
Bank Charges	2 019	(97)	4 024
	<u>3 243</u>	<u>(40)</u>	<u>8 229</u>
OTHER BRANCH EXPENSES			
Honours & Awards	-	-	490
Legion Articles (pins etc)	447	(22)	1 997
Sports expenses	-	-	1 450
Hospitality	-	-	43
Donations	-	-	200
Branch Functions	-	-	966
	<u>447</u>	<u>(22)</u>	<u>5 144</u>
TOTAL EXPENSES			
	<u>172 125</u>	<u>84 334</u>	<u>388 788</u>
NET INCOME			
	<u>\$(12 977)</u>	<u>\$(17 073)</u>	<u>\$(11 522)</u>
To be Capitalized at year end:			
	<u>23 072</u>	<u>23 072</u>	
Revised NET INCOME			
	<u>\$10 095</u>	<u>\$5 999</u>	