

The Royal Canadian Legion
Branch 632 (Orleans)

EXECUTIVE COMMITTEE MEETING

16 January 2024

Present: Comrades Wyn Fournier, Jeanine Mader, Kevin Piccott,
Lucie Lafontaine, Richard Guitar, Kim Levesque, Guy Roy, Lucie Goderre, Andre Fournier, Wendy Fortier,

Excused: Comrades Joyce Bisson, Peter Mayer, Joe McNulty, Jim Grant, Tim Parsons, Marty Keates, Cathy Stoddard, Joe Miedema, Blaine Kiley, Wayne Edwards, Daunett Tucker, Mark Cimon,

Absent: Comrades

1. OPENING CEREMONIES AS PER LEGION RITUAL

Comrade Wyn Fournier called the meeting to order at 7:34 pm.

2. LAND ACKNOWLEDGEMENT

3. ROLL CALL

Comrade Lucie Lafontaine called the roll. 8 of the 15 Branch Officers and elected Standing Committee Members were present.

This **DID** constitute a quorum.

4. DEVIATION

No deviation.

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

The minutes of the December 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 André Fournier that the minutes from the Dec 2023 meetings be accepted as presented.

CARRIED

6. BUSINESS ARISING FROM THE PREVIOUS MEETINGS

None.

7. CORRESPONDENCE– Comrade Lucie Lafontaine

No Report

8. PRESIDENT'S REPORT – Comrade Wyn Fournier

I hope everyone had a great holiday season despite it being green this year. Of course, Mother Nature is more than making up this month for the lack of snow in December. Hopefully everyone is all dug out and back to routines after last week.

Event news:

New Year's Levee

- Was a success and brought in some much needed bar sales.

Club 200

- We are still working to sell the remaining approx 90 numbers. Please share with your friends and neighbours. You do not have to be a member to participate in the raffle
- Draws will not happen until all 200 numbers are sold.
- Our POS really needs to be updated and we need these funds to do that.

President's Draw

- Draw was very successful doing it on a Saturday afternoon instead of a Friday. There was a good crowd in the building.

Door Project

- We are waiting for the door order to be received. I would expect this to happen by the end of February. Then we will schedule the actual install.

Superbowl Sunday:

- We will be hosting a superbowl Sunday, with Ron providing a finger food menu and Shaun putting on a beer special. Watch for the posters coming soon.

A reminder about the General Meeting next Tuesday. We need to have a quorum, as there are a few motions that need to be voted on.

9. PAST PRESIDENT'S REPORT - Comrade Joe McNulty

No Report

10. TREASURER/FINANCIAL OFFICER REPORTS – Comrade Wyn Fournier for Peter Mader

Annex B

Moved by Comrade Wyn Fournier and seconded by Comrade Kim Levesque that the Treasurer's report be accepted as presented.

CARRIED

11. BRANCH ADMINISTRATOR'S REPORT - Wyn Fournier

Still on sick leave, Wyn is doing the Branch secretary administrative functions and June is covering the accounting/payroll functions until Kate is well enough to return.

12. CHAIRPERSON REPORTS UNDER THE PRESIDENT - Comrade Wyn Fournier

SERGEANT-at-ARMS – Comrade André Fournier

Executive Meeting 16 Jan 2024

No points since the last exec meeting on 14 November.

Upcoming Tribute:

Who: Tom Hendrican, RCAF

When: Saturday, 27 January, 2024

Where: RCL 632 Branch upstairs

Legion dress

Tribute timing TO BE CONFIRMED.

Meet in the area of the pool tables at TBC, 15 minutes prior to Tribute start time.

SERVICE OFFICER – Comrade Kevin Picott

No Report

KITCHEN OPS

No Report

BAR OFFICER – Comrade Wayne Edwards

What with a busy December. I decided it best to send you the report now before the next Executive meeting. Again, many thanks to June for her assistance. Attached is the Unit Average Value Report which is calculated without HST. Values have been adjusted to reflect any increase in cost since the last report.

Here are a few comments to make you more aware of bar operations;

1. Beer write off was \$297.50. This was high due to the replacement of parts to the draft system and the cleaning of the lines.

3. Sales for juice = \$161.82, Coffee/tea sales = \$314.94, Cooler sales = \$595.98, Cocktail Sales = \$196.66
Bar shots/shooter sales = \$190.50

Please note all calculations are based on cost not including HST.

I submit this for your furtherance.

HOUSING – Comrade

Still looking for a Housing Chair.

WEBMASTER - Comrade Marty Keates

No Report

LADIES AUXILIARY – Comrade Wendy Fortier

I'm happy to report that we have had a successful 2023 and are looking forward to this new year. First and foremost, we are still here – now with 2 new members.

And I think it's fair to say we have enjoyed ourselves and we have been able to fulfill our objective to support our Branch. In December we had our Christmas Party which everyone enjoyed and then our Bake Sale – I think this was our most successful bake sale that I can recall – we made a profit of almost \$1000. A fair bit of that money was due to the raffle for the beautiful gift baskets that Kim Levesque donated to us, so many, many thanks to Kim.

And our fruitcake sales were very successful and profitable for us.

As a result, we have a healthy bank. We are happy to give a cheque for \$2000 to the Branch at the General meeting next week, to be used for to have the floor in the lower hall stripped and waxed as requested. We know you are also concerned about the state of the upstairs men's washroom, and we still have some funds if needed.

And this year, February will be the 40 th Anniversary of the Orleans Branch 632 Ladies Auxiliary. We will celebrate together. Look for pictures on the board in the hall.

Your Ladies Auxiliary.

Moved by Comrade Wyn Fournier and seconded by Comrade Lucie Goderre 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

No Report

POPPY CHAIR – Comrade Richard Guitar

Annex C

Moved by Comrade Richard Guitar and seconded by Comrade Lucie Goderre that the Poppy Chair report be accepted as presented.

CARRIED

POPPY TRUST FUND – Comrade Lucie Goderre

No Report

YOUTH EDUCATION – Comrade Jeanine Mader

No Report

BURSARY – Comrade Daunette Tucker

No Report

HOSPITAL VISITS – Comrade Jeanine Mader

No Report

CONSTITUTION, BY-LAWS AND TRAINING – Comrade Blaine Kiley

Moved by Comrade Jeanine Mader and seconded by Comrade André Fournier 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

No Report

VETERANS 65 + – Comrade Kevin Piccott

No Report

LEGION SENIORS – Comrade Cathy Stoddard

No Report

LOTTERIES – Comrade James Grant

No Report

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

New Members (19):

Laura Budgell (AF)	Diana Hampson (OR)
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Rocky Brooker (OR) Paul Gulovics (OR)	Bob Livingston (OR) Gail Proulx (AV)
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Transfers (2)

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Deceased Members since the previous meeting:

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Welcome Ceremony: Next event will be the last Saturday in January 2024

LEADERSHIP & RESOURCING - Comrade Marty Keates

No Report

VOLUNTEERS – Comrade Kim Levesque

No Report

Moved by Comrade Kevin Piccott and seconded by Comrade André Fournier 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

No Report

BANNER – Comrade Marta Nuijten and Comrade Marty Keates

No Report

SPORTS – Comrade Joe Miedema

No Report

CADET LIAISON – Comrade Guy Roy

Attends a monthly Military Cadets meeting. Guy is looking for a Legion volunteer to help judge a cadet award on Wednesday February 7th as he won't make it. André will replace Guy.

HALL RENTAL- Comrade Joyce Bisson

Need a team of people to volunteer for hall set up and tear downs. This is becoming critical.

ENTERTAINMENT AND SPECIAL EVENTS – Comrade Tim Parsons

No Report

ASSET INVENTORY –Comrade Mark Cimon

No Report

Moved by Comrade Wyn Fournier 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

Wyn to share info

Suggestions for fundraising : Saturday Breakfasts: Wyn to check with Shaun about having bartender come earlier and offer Mimosas with breakfast.

Cashing of GICs

- One GIC is the grant money for the door project, and since we anticipate that project being close to completion before the next GM, we are seeking approval to cash it at the upcoming GM. It has approximately \$26,000
- The other 2 GICs are also cashable GICs, and are needed so that we can pay for the Backflow device, the outstanding invoice for the website, and stripping and waxing of the floors. These two combined have approx \$25,000.
- The approximate total of all 4 items is \$27,000
- **Backflow Prevention program** is mandated by the city:
 - In May 2023, Tourmangeau Engineering indicated that there were 2 phases to the installation of the 2nd backflow device that we require. The design and permit phase, which is estimated to cost
- **Website invoice** still owing: \$3875, with a new hosting/maintenance/support invoice coming as of 1 June 2024 for approx \$1800
- Our **floors** badly need to be stripped and waxed upper and lower floors as the last time they were done was in 2020.
 - Stratus cleaners will do this work at a cost of 0.35/sq ft to strip and 0.15/sq ft per coat of wax. It is recommended that there be 3 coats of wax
 - Upper floor is 3876sq ft and requires a team to move the tables & chairs and pool/snooker/shuffleboard tables. \$1356.60 +HST for stripping; \$581.40 +HST/coat of wax for a total of approx \$3504
 - Lower floor is 2600sq ft \$910.00 +HST for stripping; \$390.00 +HST/wax coat for a total of approx \$2350
 - Total cost of approx \$6000

- We plan to start with the lower floor as it is glaringly obvious that the floor is in poor shape and it always looks dirty.

Fundraising

- It should be apparent that we absolutely must do some fundraising if we are going to remain open for more than just a few more years. The fact that we have to resort to cashing GICs to pay for necessary work is a huge red flag.
- I really need help to find someone who has energy, initiative and enthusiasm to take on fundraising. It's the only way I can see to keep the Legion operating.

16. BUSINESS FROM THE FLOOR

17. ADJOURNMENT:

Moved by Comrade Lucie Goderre and seconded by Comrade Richard Guitar that the meeting be adjourned.

CARRIED

18. CLOSING CEREMONY

The meeting was adjourned with the closing ceremony at 20:43 pm.



Lucie Lafontaine
Branch Secretary



Wyn Fournier
President

Annex A – Attendance Sheet - Voting Elected Members

Senior Executives Elected	1	President – Wyn Fournier		p
	2	1st Vice – Jeanine Mader		p
	3	2nd Vice – Kevin Piccott		p
	4	3rd Vice – Joyce Bisson		ex
	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	ex
	15	Cathy Stoddard	Legion Seniors/Veterans 65+	ex
	16		Housing	
Appointed Members	17	Sgt-at-Arms	Andre Fournier	p
	18	Service Officer	Kevin Piccott	
	19	Constitution and By-Laws	Blaine Kiley	ex
	20	Bar Officer	Wayne Edwards	ex
	21	Bursary	Daunett Tucker	ex
	22	Asset Inventory	Mark Cimon	ex
	23	Sports	Joe Miedema	ex
	24	Cadet Liaison	Guy Roy	p
	25			
Ex Officio Members	1	Ladies Auxiliary	Wendy Fortier	P
	2	Branch Administrator	Kate Cunning	ex
	3	Banner	Marta Nuijten	ex
	4	Branch Padre	Bill Reggler	ex

Annex B – Poppy Fund

Poppy Campaign Budget - 1 Jan 2024 - 31 Dec 2024 (January 16 - Gen Mtg: 16 February 2024)

Funds Available as of 1 Jan 2023 \$ 179,619.14

Revenue in 2023 \$ 166,098.05

Expenses accrued 1 Jan - 31 Dec 2023 \$ 156,111.86

Bank Balance as of 31 Dec 2023 \$ 189,605.33

Funds Available as of 1 Jan 2023 \$ 189,605.33

Total Funds Available \$ 189,605.33 This balance is the amt used for the budget

"Items

(Poppy Manual article)"	Budget 2023	Budget 2024	Spent 2023/4	Remaining Current FY
Comments				
Provincial SO (East Region) (402.iii.a)	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
District G Charitable Fund (402.vii)	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
Zone G5 Veteran Comfort / Youth Funding		\$ 3,500.00	\$ 3,500.00	\$ 3,500.00
Supplies (402.i.a)	\$ 29,000.00	\$ 29,000.00	\$ 29,000.00	
Campaign Admin; Travel, Seminar (402.i.c & 402.v.a)			\$ 6,000.00	\$ 3,000.00
Advertising (402.i.c)	\$ 3,000.00	\$ 2,500.00	\$ 2,500.00	
Poppy Storage (320.b.ii)	\$ 350.00	\$ 350.00	\$ 350.00	
Br 632 Youth Education (402.vi.c&d)		\$ 4,000.00	\$ 4,000.00	\$ 4,000.00

Army Cadets (403.ii.g)	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
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Air Cadets (403.ii.g)	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
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Sea Cadets (Potential New Unit)		\$ 6,000.00	\$ 6,000.00
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"Handicap Eqpt Repairs and Maint
\$950 quarterly lift maint inspection
(\$232 x4=\$928 - Dec/Mar/Jun/Sep;
amt allows for \$ increase during year)
\$250 for annual lift license renewal;
\$400 for Emerg Eqpt Maint.

(All require SUF; 403.ii.j; Max 50% of current balance)"	\$ 19,349.35	\$ 30,000.00	\$ 30,000.00
To cover costs of maintenance / repair for handicapped elevator, lift license, repairs for handicapped doors, and maintaining emerg eqpt			

Monument Maint (Require SUF; 403.ii.f) upkeep	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	cenotaph
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Br 632 Service Officer (402.ii.b)	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
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Veterans and Aging, Comforts (402.iii.c)	\$ 6,000.00	\$ 3,000.00	\$ 3,000.00
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Bursaries Branch 632 (402.vi.a)	\$ 26,000.00	\$ 25,000.00	\$ 25,000.00
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"Veterans Dinner x2 (Apr & Nov)

Require SUF; 403.ii.h

Max \$35 / Vet & spouse/caregiver once/yr"	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
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"Donations to Vet Organizations

(All Require SUF; 403.ii, some limits)"	\$ 62,500.00	\$ 40,000.00	\$ -	\$ 40,000.00	Total amount
budgeted. For specific donations see list					

- Perley & Rideau \$ 20,000.00	\$ 10,000.00	\$ 10,000.00
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- Mil Fam Resource Center	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
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- Camp Maple Leaf	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
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- Op Service Dogs \$ 1,500.00	\$ 1,500.00	\$ 1,500.00
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- Healing Heros on the Fly	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	
- Op Leave the Streets Behind	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	
- Adaptive Sports Canada - Calabogie	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	
- Women Warriors Healing Garden	\$ 4,000.00	\$ 2,000.00	\$ 2,000.00	
- Quilts of Valour	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	
- Vet's House Ottawa Grocery Cards	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	
- Vet's House Ottawa (Andy Carswell Bldg) Programming		\$ 20,000.00	\$ 10,000.00	\$
10,000.00				
- Operation Vet Build	\$ 500.00	\$ -	\$ -	
- Support to Deployed Troops	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	
- Homeless Vets	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	
Contingency	\$ -	\$ 2,755.33	\$ 2,755.33	Subject to further revenue being received.
	\$ 189,605.33	\$ 0.00		
TOTALS	\$ 200,199.35	\$ 189,605.33	\$ -	\$ 189,605.33
				-\$ 10,594.02