

GENERAL MEMBERS MEETING

April 16th, 2024

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 10 of the 15 Branch Officers and elected Standing Committee members and 40 branch members with a total of 50 Present.

This does constitute a quorum.

MINUTES OF THE PREVIOUS GENERAL MEETING - Comrade Lucie Lafontaine

The minutes of the 23 January 2024 General Meeting have been shared, and all corrections and amendments have been completed. Those minutes are in the Correspondence Binder and have been posted on the Branch Website.

Moved by Comrade Lucie Lafontaine and seconded by Comrade Shelly Yerburgh that the minutes from the 23 January 2024 General Meeting minutes be accepted as presented.

CARRIED

BUSINESS ARISING FROM THE PREVIOUS MEETINGS

DEVIATION

- Marie-France Lalonde presentation of a grant to the Legion.

We received \$25,000.00 from New Horizons for Seniors Grant. This money is to repair the parking lot (cut and patch holes and seal cracks) and build the interlock pad near the cenotaph for wheelchair use during ceremonies.

- Elections

All positions were acclaimed. Installation Ceremony was conducted by Comrade Stéphane Guy, Zone G5 Commander.

Senior Executive:

- President – Wyn Fournier, installed
- 1ST Vice – Kevin Piccott, installed
- 2nd Vice – Jeanine Mader, installed
- 3rd Vice – Mike Adams, installed
- Secretary – Shelly Yerburgh, installed (+ Membership)
- Treasurer – Pierre Mayer, installed

Standing Elected Committee:

- Richard Guitar, installed. Poppy Chair
- Lucie Goderre, installed. Poppy Trust Treasurer
- Kim Levesque, installed. Volunteer Coordinator
- Marty Keates, installed. Honours & Awards, Leadership & Development, Webmaster
- Mark Cimon, to be appointed at a later date. Inventory Chair
- Jim Grant, to be appointed at a later date.
- Cathy Stoddard, installed. Seniors Chair
- Joyce Bisson, installed. Public Relations Chair

REPORTS

President's Report - Comrade Wyn Fournier

New Printers

- James Pappin, Owner/Operator of Everyday Printer Solutions, donated two commercial grade laser printers as a way to honour his Grandfather's memory. A larger one for the upper office, capable of printing on 11x17 paper, and a smaller one for the Admin office. Both have been delivered to the Legion already, but won't be installed until he returns from a vacation in the middle of April.
- The upper office was cleaned up and a bit of rearranging was completed to accommodate the new printer. The Admin office will need to have the desk moved to accommodate the printer.
- The cartridges are approximately \$200 each to replace, with each printer having 4 cartridges (3 colour, 1 black). Each printer will print approximately 13000 copies before needing to replace the cartridges. There will be a small amount of money set aside each month as part of a budget so that when the cartridges need to be replaced there is money available for this purpose.
- James will provide service for free, but parts will need to be paid for.

Point of Sale Club 200

This is now sold out. The draws started Friday April 12th and will continue each Friday until all 24 have been completed. Good luck to everyone who purchased a number. The Point of Sale system will be upgraded in the near future using the money raised through this venture.

Fundraising

- New Committee

- We now have a fundraising / special events committee with 5 people. Ideally I'd like to have 3-4 more people join the committee.
- They will be organizing Canada Day this year.
- The intent is for them to run a Catch the Ace Lottery this fall. All money raised will go into a building fund to address bigger maintenance projects that are coming. It has yet to be determined how much proceeds we will be allowed to keep for this.

- Charitable Gaming

- Started Monday 8th of April. Our permanent assigned day/time is Mondays from 1000-1200.
- We may be offered more days/times on a 5-week rotation starting 2nd week of May. It's a great way to earn more shares in the total monthly amounts, but we need more volunteers to be able to do this.

- We currently have 6 volunteers. If you are interested in helping and can COMMIT, please give me your name and contact information after the meeting.
- There is online training that must be completed, followed by an in-person training day.
- It's a very easy job, and a great way for us to raise money.

Treasurer's Report – Comrade Pierre Mayer.

Income Statement and Balance Sheet for March are attached as annexes. Copies were handed out

The January 31, 2024 financial statements have been completed and 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 December 31st, 2023 statements, as well as the May 31, 2023 year end statements.

So, we know there have been some questions in the past months about capitalizing assets and writing them off over the life expectancy of the asset. This is a generally approved accounting practice and the previous treasurers have done this for years. In speaking with zone command, they have recommended that we discontinue this practice but we are in discussions on the rationale for this. In preparation for this change, these statements will not show any capitalization which was shown in the past.

As of January 31, 2024 we are sitting with a net loss of \$14,746. This can be mainly attributed to the \$23k expense to Ambico for the new doors. Without this large expense, our overall net income has increased this year and is positive (\$8000) as compared to the prior year end loss of \$6787. There may still be some minor accounting changes made, but we will still be in a positive position.

Moved by Comrade Pierre Mayer and seconded by Comrade Frank Stacey that the financial report be accepted as presented subject to audit.

CARRIED

GENERAL AND NEW BUSINESS

Platform Lift

- A Notice of Motion went out to the membership on 29 March 2024 for today's GM. Any project that is over \$25,000 must have approval from the ON Command Property Committee before it can move forward. As part of this application process, we need approval from the membership regarding this project.
- The Poppy chair has worked diligently to find another company to get a 2nd quote. There are minimal elevator companies in the area who do work on Platform Lifts. The Poppy Chair found one other company willing to give us a quote, and it was approx \$6000 less than the one from Capital Elevator. However, it did not include items that were listed as being required for the project. As a result, it was decided to go with Capital Elevator. It should be noted that Capital Elevator is the company that has been servicing our Lift for years and they are quite knowledgeable. Other companies that were approached for a quote recommended Capital Elevator.
- We are looking at different ways to raise the expected \$85,000-90,000 for this project, including seeking donations from businesses and individuals, the Lola Bingo funds, a GoFundMe, and funds from the Poppy Fund (NOTE: This requires approval from ON Comd before they can be accessed, and this approval is NOT guaranteed)..
- The Executive Committee Members agreed at the meeting on 7 Apr 2024 that the motion be brought forward to the General Members' Meeting.

The floor opened for discussion:
Suggestion was made to borrow the money if needed

MOTION

That the membership authorizes the Executive Committee to move forward with a project to refurbish and modernize the existing platform lift, with the work commencing only when all funds required are identified and confirmed through various means.

Moved by Comrade Wyn Fournier and seconded by Comrade Marguerite Bourne that the motion be accepted as presented.

CARRIED (unanimously)

Honours and Awards

An Honours and Awards Ceremony will be held on 5th May. If you wish to nominate someone for an Honour or Award, please go to the website for the nomination forms and instructions.

Bottle Drive

The bottle drive will start again on Tuesday May 7, 2024, from 11am to 2pm and will be every Tuesday and Thursday. We accept both alcohol containers and pop cans. Please do not crush the cans. Pick up can be arranged if you are unable to drop off. Email bottledriveorleanslegion632@gmail.com for pick up. Money raised through the pop can recycling will be added to the lift donations fund.

Ladies Auxiliary – Wendy Fortier

We will participate in the Honours and Awards ceremony on May 5 th. At that time we will give the Executive our donation of \$4500 and as discussed at Senior Executive we would suggest that some of this money be used to purchase appropriate TV's for use downstairs at events such as celebrations of Life. This will bring our total donations for the year to \$6500.

We are planning to hold a Strawberry Social on June 23.

The Ladies Auxiliary flag and other misplaced flags will be returned to their rightful places on the upper floor.

ADJOURNMENT:

Moved by Comrade Lucie Goderre and seconded by John Cunningham that the meeting be adjourned.

CLOSING CEREMONY

The meeting was adjourned with the closing ceremony at 20:41 p.m.



Comrade Lucie Lafontaine
Secretary



Comrade Wyn Fournier
President

Annex A – Attendance Sheet - Voting Elected Members

Senior Executives Elected	1	President – Wyn Fournier		P
	2	1st Vice – Jeanine Mader	Youth Education	P
	3	2nd Vice – Kevin Piccott	Service Officer, Vets 65+	P
	4	3rd Vice – Joyce Bisson	Public Relations, Facility Rentals	EX
	5	Treasurer – Peter Mayer		P
	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		ex
	11	Lucie Goderre	Poppy Trust	P
	12	Tim Parsons	Entertainment	EX
	13	Marty Keates	Honours and Awards, Leadership & Resourcing, Banner	P
	14	Mark Cimon	Asset Inventory	ex
	15	Cathy Stoddard	Legion Seniors	P
	16		Housing	

Appointed Members	17	Sgt-at-Arms	Andre Fournier	P
	18	Constitution and By-Laws	Blaine Kiley	P
	19	Bar Officer	Wayne Edwards	EX
	20	Bursary	Daunett Tucker	ex
	21	Sports	Joe Miedema	EX
	22	Cadet Liaison	Guy Roy	P
	23			
	24			
Ex Officio Members	1	Ladies Auxiliary	Wendy Fortier	P
	2	Branch Administrator	Kate Cuning	EX
	3	Banner	Marta Nuijten	EX
	4	Branch Padre	Bill Reggler	EX

Annex B - Financial Report

THE ROYAL CANADIAN LEGION - BRANCH 632							
INCOME STATEMENT							
							Prior year
		Mar.31,2024	Jan.31, 2024	Oct 31,2023		Aug 31,2023	May 31,2023
OPERATING INCOME							
	Beer & Liquor Sales	\$ 207,911	\$ 160,641	\$ 94,319		\$ 51,614	\$ 221,029
	Kitchen & Snack Sales	22,854	17,278	10,268		5,089	22,397
	Kitchen Income	16,647	12,242	7,727		5,050	16,730
	Hall rental - net	28,589	23,419	15,867		133	44,708
	Facility usage	20,659	16,579	7,572		866	17,834
	Membership	23,615	19,145	7,537		(432)	25,059
	Pool Tables	1,444	1,132	640		398	2,766
		321,718	250,436	143,930		62,718	350,523
OTHER REVENUE							
	Special Branch Events	2,124	156	3,723		-	621
	Banner & TV Advertising	216	216	-		-	960
	Donations	13,406	12,517	5,398		1,742	18,534
	Cenetaph Pad	100	100	100		100	

	Poppy Storage	350	-	-	-	350
	Bottles & Cans Drive	6,909	6,569	5,551	2,701	4,664
	ATM Revenue	652	583	447	-	-
	Interest Income	<u>950</u>	<u>1</u>	-	-	<u>1,614</u>
		24,706	20,141	15,218	4,543	26,743
TOTAL REVENUE		346,424	270,577	159,148	67,261	377,266
OPERATING EXPENSES						
	Beer & Liquor Purchases	78,326	59,920	34,645	20,051	81,266
	Snack & Coffee Purchases	8,680	6,613	3,535	1,911	8,281
	Bar & Kitchen supplies	1,751	1,493	749	392	2,666
	Bar & Kitchen spoilage	43	43	23	12	351
	Cash variances	(666)	(671)	822	1,341	1,399
	Bar & Kitchen maintenance	4,174	3,846	1,457	497	1,113
	Bar & Kitchen dishes etc	366	366	366	366	302
		<u>92,674</u>	<u>71,611</u>	<u>41,596</u>	<u>24,568</u>	<u>95,378</u>
WAGES AND BENEFITS						
	Wages	93,149	77,548	45,231	28,138	107,183

	Benefits	10,068	8,404	4,934	3,300	13,016
		103,217	85,953	50,165	31,438	120,198
OFFICE EXPENSES						
	Printing, Postage etc	6,605	6,246	1,695	581	4,993
	Licenses (Food, Alcohol, City etc)	2,431	2,152	1,377	-	1,699
	Entertainment	13,790	10,190	7,340	4,310	14,532
	Utilities & TV	43,259	32,985	16,268	11,034	54,816
		66,085	51,573	26,680	15,925	76,041
BUILDING EXPENSES						
	Cleaning supplies	1,859	1,817	760	456	1,192
	Waste removal	2,237	1,739	851	622	2,537
	Ground Maintenance	9,859	6,359	2,859	131	11,511
	Building Cleaning	20,541	15,271	9,233	3,858	18,297
	Building Security Services	383	383	383	383	4,734
	Building Insurance	10,734	8,756	5,790	-	16,633
	Building Furniture & Equipment	2,595	2,595	2,895	300	507
	Building Maintenance & Repairs	34,256	31,668	27,223	6,715	28,385
		82,466	68,588	49,995	12,465	83,798

FINANCIAL EXPENSES							
	Commercial Loan Interest	2,865	2,346	1,224	57	4,206	
	Bank Charges	4,411	3,728	2,019	(97)	4,024	
		7,276	6,075	3,243	(40)	8,229	
OTHER BRANCH EXPENSES							
	Honours & Awards	-	-	-	-	490	
	Legion Articles (pins etc)	34	-	447	(22)	1,997	
	Sports expenses	1,190	860	-	-	1,450	
	Hospitality	-	-	-	-	43	
	Donations	200	200			200	
	Branch Functions	464	464	-	-	966	
		1,888	1,524	447	(22)	5,144	
TOTAL EXPENSES		353,605	285,323	172,125	84,334	388,788	
NET INCOME		\$ (7,181)	\$ (14,746)	\$ (12,977)	\$ (17,073)	\$ (11,522)	

THE ROYAL CANADIAN LEGION - BRANCH 632

INCOME STATEMENT

							<u>Prior year</u>
		<u>Mar.31,2024</u>	<u>Jan.31, 2024</u>	<u>Oct 31,2023</u>		<u>Aug 31,2023</u>	<u>May 31,2023</u>
<u>OPERATING INCOME</u>							
	<u>Beer & Liquor Sales</u>	<u>\$ 207,911</u>	<u>\$ 160,641</u>	<u>\$ 94,319</u>		<u>\$ 51,614</u>	<u>\$ 221,029</u>
	<u>Kitchen & Snack Sales</u>	<u>22,854</u>	<u>17,278</u>	<u>10,268</u>		<u>5,089</u>	<u>22,397</u>
	<u>Kitchen Income</u>	<u>16,647</u>	<u>12,242</u>	<u>7,727</u>		<u>5,050</u>	<u>16,730</u>
	<u>Hall rental - net</u>	<u>28,589</u>	<u>23,419</u>	<u>15,867</u>		<u>133</u>	<u>44,708</u>
	<u>Facility usage</u>	<u>20,659</u>	<u>16,579</u>	<u>7,572</u>		<u>866</u>	<u>17,834</u>
	<u>Membership</u>	<u>23,615</u>	<u>19,145</u>	<u>7,537</u>		<u>(432)</u>	<u>25,059</u>
	<u>Pool Tables</u>	<u>1,444</u>	<u>1,132</u>	<u>640</u>		<u>398</u>	<u>2,766</u>
		<u>321,718</u>	<u>250,436</u>	<u>143,930</u>		<u>62,718</u>	<u>350,523</u>
<u>OTHER REVENUE</u>							
	<u>Special Branch Events</u>	<u>2,124</u>	<u>156</u>	<u>3,723</u>		<u>-</u>	<u>621</u>
	<u>Banner & TV Advertising</u>	<u>216</u>	<u>216</u>	<u>-</u>		<u>-</u>	<u>960</u>
	<u>Donations</u>	<u>13,406</u>	<u>12,517</u>	<u>5,398</u>		<u>1,742</u>	<u>18,534</u>
	<u>Cenetaph Pad</u>	<u>100</u>	<u>100</u>	<u>100</u>		<u>100</u>	
	<u>Poppy Storage</u>	<u>350</u>	<u>-</u>	<u>-</u>		<u>-</u>	<u>350</u>
	<u>Bottles & Cans Drive</u>	<u>6,909</u>	<u>6,569</u>	<u>5,551</u>		<u>2,701</u>	<u>4,664</u>

	<u>ATM Revenue</u>	<u>652</u>	<u>583</u>	<u>447</u>		<u>=</u>	<u>=</u>
	<u>Interest Income</u>	<u>950</u>	<u>1</u>	<u>=</u>		<u>=</u>	<u>1,614</u>
		<u>24,706</u>	<u>20,141</u>	<u>15,218</u>		<u>4,543</u>	<u>26,743</u>
	<u>TOTAL REVENUE</u>	<u>346,424</u>	<u>270,577</u>	<u>159,148</u>		<u>67,261</u>	<u>377,266</u>
	<u>OPERATING EXPENSES</u>						
	<u>Beer & Liquor Purchases</u>	<u>78,326</u>	<u>59,920</u>	<u>34,645</u>		<u>20,051</u>	<u>81,266</u>
	<u>Snack & Coffee Purchases</u>	<u>8,680</u>	<u>6,613</u>	<u>3,535</u>		<u>1,911</u>	<u>8,281</u>
	<u>Bar & Kitchen supplies</u>	<u>1,751</u>	<u>1,493</u>	<u>749</u>		<u>392</u>	<u>2,666</u>
	<u>Bar & Kitchen spoilage</u>	<u>43</u>	<u>43</u>	<u>23</u>		<u>12</u>	<u>351</u>
	<u>Cash variances</u>	<u>(666)</u>	<u>(671)</u>	<u>822</u>		<u>1,341</u>	<u>1,399</u>
	<u>Bar & Kitchen maintenance</u>	<u>4,174</u>	<u>3,846</u>	<u>1,457</u>		<u>497</u>	<u>1,113</u>
	<u>Bar & Kitchen dishes etc</u>	<u>366</u>	<u>366</u>	<u>366</u>		<u>366</u>	<u>302</u>
		<u>92,674</u>	<u>71,611</u>	<u>41,596</u>		<u>24,568</u>	<u>95,378</u>
	<u>WAGES AND BENEFITS</u>						
	<u>Wages</u>	<u>93,149</u>	<u>77,548</u>	<u>45,231</u>		<u>28,138</u>	<u>107,183</u>

	<u>Benefits</u>	<u>10,068</u>	<u>8,404</u>	<u>4,934</u>		<u>3,300</u>	<u>13,016</u>
		<u>103,217</u>	<u>85,953</u>	<u>50,165</u>		<u>31,438</u>	<u>120,198</u>
	<u>OFFICE EXPENSES</u>						
	<u>Printing, Postage etc</u>	<u>6,605</u>	<u>6,246</u>	<u>1,695</u>		<u>581</u>	<u>4,993</u>
	<u>Licenses (Food, Alcohol, City etc)</u>	<u>2,431</u>	<u>2,152</u>	<u>1,377</u>		-	<u>1,699</u>
	<u>Entertainment</u>	<u>13,790</u>	<u>10,190</u>	<u>7,340</u>		<u>4,310</u>	<u>14,532</u>
	<u>Utilities & TV</u>	<u>43,259</u>	<u>32,985</u>	<u>16,268</u>		<u>11,034</u>	<u>54,816</u>
		<u>66,085</u>	<u>51,573</u>	<u>26,680</u>		<u>15,925</u>	<u>76,041</u>
	<u>BUILDING EXPENSES</u>						
	<u>Cleaning supplies</u>	<u>1,859</u>	<u>1,817</u>	<u>760</u>		<u>456</u>	<u>1,192</u>
	<u>Waste removal</u>	<u>2,237</u>	<u>1,739</u>	<u>851</u>		<u>622</u>	<u>2,537</u>
	<u>Ground Maintenance</u>	<u>9,859</u>	<u>6,359</u>	<u>2,859</u>		<u>131</u>	<u>11,511</u>
	<u>Building Cleaning</u>	<u>20,541</u>	<u>15,271</u>	<u>9,233</u>		<u>3,858</u>	<u>18,297</u>
	<u>Building Security Services</u>	<u>383</u>	<u>383</u>	<u>383</u>		<u>383</u>	<u>4,734</u>
	<u>Building Insurance</u>	<u>10,734</u>	<u>8,756</u>	<u>5,790</u>		-	<u>16,633</u>
	<u>Building Furniture & Equipment</u>	<u>2,595</u>	<u>2,595</u>	<u>2,895</u>		<u>300</u>	<u>507</u>
	<u>Building Maintenance & Repairs</u>	<u>34,256</u>	<u>31,668</u>	<u>27,223</u>		<u>6,715</u>	<u>28,385</u>

		<u>82,466</u>	<u>68,588</u>	<u>49,995</u>		<u>12,465</u>	<u>83,798</u>
<u>FINANCIAL EXPENSES</u>							
	<u>Commercial Loan Interest</u>	<u>2,865</u>	<u>2,346</u>	<u>1,224</u>		<u>57</u>	<u>4,206</u>
	<u>Bank Charges</u>	<u>4,411</u>	<u>3,728</u>	<u>2,019</u>		<u>(97)</u>	<u>4,024</u>
		<u>7,276</u>	<u>6,075</u>	<u>3,243</u>		<u>(40)</u>	<u>8,229</u>
<u>OTHER BRANCH EXPENSES</u>							
	<u>Honours & Awards</u>	=	=	=		=	<u>490</u>
	<u>Legion Articles (pins etc)</u>	<u>34</u>	=	<u>447</u>		<u>(22)</u>	<u>1,997</u>
	<u>Sports expenses</u>	<u>1,190</u>	<u>860</u>	=		=	<u>1,450</u>
	<u>Hospitality</u>	=	=	=		=	<u>43</u>
	<u>Donations</u>	<u>200</u>	<u>200</u>				<u>200</u>
	<u>Branch Functions</u>	<u>464</u>	<u>464</u>	=		=	<u>966</u>
		<u>1,888</u>	<u>1,524</u>	<u>447</u>		<u>(22)</u>	<u>5,144</u>
<u>TOTAL EXPENSES</u>		<u>353,605</u>	<u>285,323</u>	<u>172,125</u>		<u>84,334</u>	<u>388,788</u>
<u>NET INCOME</u>		<u>\$ (7,181)</u>	<u>\$ (14,746)</u>	<u>\$ (12,977)</u>		<u>\$ (17,073)</u>	<u>\$ (11,522)</u>