



**Royal Canadian Legion - Barrhaven Legion Branch 641
Executive Meeting Agenda June 3rd 2024**

1. Call to Order
2. Opening Ceremony
3. Motion to deviate from the agenda
4. Review minutes of last meeting May 6th 2024 Pamela Hall
5. Business arising from the Minutes & Unfinished business
6. Presidents Report – Lyle Brennan Report Included
7. Treasurer’s Report – Diane Craig
8. Sgt- at- Arms Report – Paul Leadston Regrets No report
9. Correspondence – Pamela Hall
10. General Welfare of the Branch/Legion/ Motions Moved by Lyle Brennan
 - i) Motion: Approve Other Standing Committee Chairs
 - ii) Motion: Approve the Position of Assistant Treasurer
 - iii) Motion: Approve the Finance Review Committee
 - iv) Motion: Approve Appointments to the Mandatory Standing Committees
- 11. Reports of Mandatory Standing Committees**
 - a. Legion Seniors – Richard Lynn Report Included
 - b. Membership – Joe Guitard
 - c. Poppy Chair – Kevin Brown
 - d. Public Relations- Deb Sereda Regrets No Report
 - e. Sports/Track and Field – Michele Guitard
 - f. Poppy Trust Fund – Bert Boehme Regrets No Report
 - g. Leadership & Development – Bert Boehme Regrets No Report
 - h. Veterans Service Officer– Anne Cole Report Included
 - i. Youth Education & Bursary – Carol Anne Marleau No Report
- 12. Reports of Other Standing Committees and Standalone Positions**
 - a. Bar Officer – Dave Cole
 - b. Constitution and Laws – Stephane Guy Report Included
 - c. Cadet & Scouts Liason – Anne Cole & Robert MacNichol Report Included
 - d. Entertainment, Hospitality & Special Events - Angele Guy Report Report Included
 - e. Finance – Bert Boehme Regrets and No Report
 - f. Grants & Assistance – Richard Lynn Report Included and Motion
 - g. Honours & Awards – Ed Schelenz Report Included and Motions
 - h. Hospital Visits – Louise Laflamme
 - i. Housing – Dave Cole
 - j. Long Range Planning – Stephane Guy
 - k. Community Liaison – David Sereda Regrets No Report
 - l. Ways & Means – Dave Sereda Regrets No Report
- 13. General and New Business**
- 14. Motion to Adjourn**
- 15. Closing Ceremonies**

Next Meeting June 18th 2024



The Royal Canadian Legion Barrhaven Branch 641

Minutes of Executive Meeting May 6th, 2024 Quorum 9

Legend P = Present R = Regrets A = Absent

Branch Officers (08)

President	Lyle Brennan	P
Past President	Ed Schelenz	P
1st Vice President	Mike Harrietha	P
2nd Vice President/ Chairman	Bert Boehme	R
3rd Vice President	Angele Guy	P
Secretary	Pam Hall	P
Treasurer	Diane Craig	P
Sergeant-At-Arms	Paul Leadston	R

Other Chairs (10)

	Angele Guy	P		
Dave Cole	P	Debi Sereda	R	Patrick Makinson A
Anne Cole	P	David St. Amand	R	Joe Guitard R
		Richard Lynn	P	Carol Anne R Marleau

1. Call to Order

The meeting was called to order at 19:00 hrs Dave Cole with 9 members in attendance.

2. Opening Ceremony Performed by Lyle Brennan

3. Motion to Deviate from the agenda Moved by Anne Cole

Presentation of Cameron Highlander Parent Committee: Role of Committee, Growth of the cadet squadron, Importance of support and finally a big Thank You for our financial assistance.

4. Review Minutes of Last Meeting April 1 2024 Moved by Pam Hall Seconded by Angele Guy Carried

5. Business arising from the Minutes & Unfinished Business None

6. Presidents Report Lyle Brennan Report attached Moved by Lyle Brennan Seconded by Stephane Guy Carried

7. Treasurer's Report Diane Craig Not available at this time. **Remarks:** There are uncashed cheques issued to Sports Zone 5. Follow-ups by email have been executed to no avail. Stephane stated the same individual has not cashed cheques for several other Legions. He authorized Diane to put stop payments on the cheques and notify the individual in writing with copy to him.

8. Sgt at Arms Report Paul Leadston No Report

Presentation: Kevin Brown on Microsoft Office 365 and how it benefits our network

Presentation: Stephane Guy on Ottawa Veterans Task Force. Basically, due to the nature of this operation they are not allowed to have a bank account. In order to accept donations to fund their events they have requested to use our general account to deposit cheques and cash and pay bills.

There will be no risk to the Legion as the deposits and cheques will balance at all times. A separate accounting line will appear on our statement for transparency.

9. Correspondence Pam Hall Several emails were reviewed plus a thank you card

10. General Welfare of the branch / Motions

i) Motion: Moved by Lyle Brennan Seconded by Stephane Guy **Carried** Appointment of Chair and standalone positions Chair: Dave Cole, VSO: Anne Cole, Chaplin: Margo Whittaker

ii) Motion: Moved by Stephane Guy, Seconded by Anne Cole **Carried** Barrhaven Legion 641 will act as a banking conduit for the Ottawa Veterans Task Force by accepting donations and paying bills

iii) **Motion:** Moved by Richard Lynn Seconded by Ed Schelenz Donate to Canada Day Festivities in the amount of \$5000 **Carried**

iv) **Motion:** Moved by Richard Lynn Seconded by Anne Cole **Carried** Donate \$500 to the Wall of Honour and monument for the 80th Anniversary of the Battle of the Atlantic **Carried**

v) **Motion:** Moved by Ed Schelenz Seconded by Diane Craig **Carried** Award Nina Guy a Certificate of Excellence

vi) **Motion:** Moved by Ed Schelenz Seconded by Diane Craig **Carried** Award Certificate of Appreciation to the following hospitality volunteers: Anna Cumming, Carol Hicks, Cynthia Leonard, Graham Forrest, Susan Forrest

11. Reports of Mandatory Standing Committees

- a) **Legion Seniors – Richard Lynn Report Attached** Moved by Richard Lynn Seconded by Angele Guy **Carried**
- b) **Membership - David St Amand Report Attached.** Moved by Dave St Amand Seconded by Angele Guy **Carried.**
- c) **Poppy – Stephane Guy No Report**
- d) **Public Relations - Deb Sereda No Report**
- e) **Sports/Track and Field – Joe Guitard Report Provided** Moved by Stephane Guy, Seconded by Diane Craig **Carried**
- f) **Poppy Trust Fund – Bert Boehme No Report**
- g) **Leadership and Development - Bert Boehme No Report**
- h) **Veterans Services & Branch Service Officer – Anne Cole No Report**
- i) **Youth Education and Bursary – Carol Anne Marleau No Report**

12. Reports of other Standing Committees and Standalone Positions

- a) **Bar Officer - David Sereda No Report**
- b) **Constitution and Bylaw –Stephane Guy Report Attached** Moved by Stephane Guy Seconded by Anne Cole **Comments:** There will be amendments prepared to update our branch regulations. In addition, 2 new position descriptions.
- c) **Cadet Liaison and Scouts – Patrick Makinson No Report** See above Cadet Update for Cameron Highlanders and Bob MacNichol met with them prior to the meeting.
- d) **Entertainment, Hospitality & Special Events - Angele Guy Report attached** Moved by Angele Guy Seconded by Richard Lynn **Carried Discussion:** The Veteran's lunch attendance numbers need to be confirmed and a decision on whether it is going ahead is need asap.
- e) **Finance - Bert Boehme No Report**
- f) **Grants and assistance – Richard Lynn Report Attached.** Moved by Richard Lynn Seconded by Stephane Guy **Carried Discussions followed the report. Motions presented see above**
- g) **Honours and Rewards – Ed Schelenz Report attached** Moved by Ed Schelenz Seconded by Anne Cole **Carried – Motions presented see above**
- h) **Hospital Visits –**
- i) **Housing – Dave Cole No Report**
- j) **Long Range Planning – Stephane Guy No Report**
- k) **Community Liaison - Dave Sereda No Report**
- l) **Ways and Means Anne Cole No Report**

13. General & New Business None

14. Motion to Adjourn - Moved by Angele Guy

Closing Ceremonies - Performed by Angele Guy and meeting adjourned at 8.30 pm

MEMORIUM EORUM RETINEBIMUS

God Save the King

Lyle Brennan

President

Recording Secretary Pam Hall



**THE ROYAL CANADIAN LEGION
BARRHAVEN LEGION BRANCH 641**

President's Report

Executive Meeting date: 3 June 2024

Report: Lyle Brennan, President

1. As we start our new term, I'm excited and thankful to work with our new executive team. It's great to have a strong experienced executive committee that also includes new members bringing their support to the mix. Speaking of which, to better support our branch, we have established the Assistant Treasurer as well as Technology Officer positions. Over the last year, we have transitioned to corporate emails @RCL641.ca, use of M365, established new distribution lists, established a common look and feel, as well as brought in Loop.TV. We've been taking steps to embrace various services and technologies and will continue to do so in order to better collaborate among our volunteers and service to our members.
2. As we embark on our new term, I am confident that with the support of our membership and community at large, Branch 641 will continue to support our veterans and related causes, including our seniors and youth within the community while promoting Remembrance.
3. I am proud of Branch 641 for being a community, offering a safe and inclusive place to gather for fun and celebration. Our volunteers work hard to offer an environment that builds comradery, welcomes and supports all generations of veterans and current serving members of the CAF and RCMP, their families, and those that believe in supporting them. If you'd like to get more involved, don't be shy to ask any of member of our executive team. You'd be surprised what we can accomplish together and how rewarding it can be.

I move my report



**THE ROYAL CANADIAN LEGION
BARRHAVEN LEGION BRANCH 641**

PROPOSED MOTION

Executive Meeting date: June 3, 2024

Moved by: Lyle Brennan

Seconded by:

Executive Meeting: **Carried Yes / No**

General Meeting date: June 18, 2024

Moved by: Lyle Brennan

Seconded by:

General Meeting: **Carried Yes / No**

I Move that: the following appointments to chair the Other Standing Committees and standalone position be approved.

Bar

Dave Cole

Constitution & Laws

Stéphane Guy

Entertainment & Hospitality	Angele Guy
Finance	Bert Boehme
Grants & Assistance	Richard Lynn
Honours & Awards	Ed Schelenz
Housing	David Cole
Long Range Planning	Stephane Guy
Community Liaison Officer	David Sereda
Ways & Means	Dave Sereda
Technology Officer	Kevin Brown

Note the following positions were approved in May.

Chairman	Dave Cole
Cadets & Scouts	Robert MacNichol and Anne Cole
Chaplin	Margo Whittaker

Secretary Signature:

President's Signature.....



**THE ROYAL CANADIAN LEGION
BARRHAVEN LEGION BRANCH 641**

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Moved by: Lyle Brennan

Seconded by:

Executive Meeting: **Carried Yes / No**

General Meeting date: June 18, 2024

Moved by: Lyle Brennan

Seconded by:

General Meeting: **Carried Yes / No**

I Move that: Will Read be appointed Assistant Treasurer

Secretary Signature:

President's Signature.....



**THE ROYAL CANADIAN LEGION
BARRHAVEN LEGION BRANCH 641**

PROPOSED MOTION

Executive Meeting date: June 3, 2024

Moved by: Lyle Brennan

Seconded by:

Executive Meeting: **Carried Yes / No**

General Meeting date: June 18, 2024

Moved by: Lyle Brennan

Seconded by:

General Meeting: **Carried Yes / No**

I Move that: the following members be appointed as the Finance Review Committee: A non-executive position(s).

Joyce Barr

Kim Kreuger

Lorette Ellis

Secretary Signature:

President's Signature.....



**THE ROYAL CANADIAN LEGION
BARRHAVEN LEGION BRANCH 641**

Executive Meeting date: June 3, 2024

Moved by: Lyle Brennan

Seconded by:

Executive Meeting: **Carried Yes / No**

General Meeting date: June 18, 2024

Moved by: Lyle Brennan

Seconded by:

General Meeting: **Carried Yes / No**

I Move that: the following appointments to chair the Mandatory Standing Committees be approved.

Membership	Joe Guitard
Poppy Campaign	Kevin Brown
Public Relations	Debi Sereda
Legion Seniors	Richard Lynn

Sports/Track&Field	Michelle Guitard
Poppy Trust Fund	Bert Boehme
Leadership & Development	Bert Boehme
Youth Education/Bursary	Carol-Anne Marleau

Note: Branch Services Officer (Veterans Services Officer) was approved in May
Branch Service Officer Anne Cole

Secretary Signature:

President's Signature.....

Seniors Officer Report 03/Jun/2024

Footsteps of Canadian Heros was brought together to support the family and friends of our fallen heroes and to Honour all serving men and women in the Armed Forces sharing stories of their journeys past and present, and to bring awareness to their Selfless Sacrifices.

They will be at our Branch with the decorated trailer 12/Jun/2024 at approximately 1500 Hours (3pm).

Thank you,
Richard Lynn

June Exec Report

Membership Total: 728 active accounts

Last year – 762

Quorum – 38

New Stephan Whalen Affiliate

Re-instate

Transfer In Sylvain Beaudry Ordinary

Transfer Out

Deceased

Our quorum for General Meetings has increased from 36 to 38. Quorum is calculated at 5% of last year's membership total. This number remains constant throughout the 2024 calendar year.

//Signed//

David St Amand

Br641 Membership

Veterans Service Officer Report

VSO- Veterans Luncheon June 12. Approx 30 people registered. Wanted closer to 40. Given it was cancelled last year I recommend it proceeds. 3 veterans in local retirement homes have signed up to come.

Helping 2 veterans with new claim applications to VAC

Anne Cole

EXECUTIVE MEETING JUNE 2024

CONSTITUTION AND LAWS

Following the Notice of Motion of our proposed Branch Regulation modifications that was tabled at our last General Meeting, the package has been sent to all members including by mail to those without emails. We are ready to table the appropriate motion at the General Meeting on June 18, 2024. Following their approval, and once the June General Meeting Minutes have been produced, I will send up the chain for approval.

I move my report.

Stéphane Guy

Constitution and Law chair

613-797-7021

LONG RANGE PLANNING

Nil report

téphane Guy

Long Range Planning Chair

613-797-7021

Cadet Report

Stephane Guy attended the 75th ACR last Sunday and they had a great ceremony and he presented the medal.

I will be attending Cadet ACR at Walkley Rd Armoury June 9 to Present Légion Cadet Medal of Excellence RCACC and Richard will do same at Dows Lake 9 June for RCSCC

Robert MacNichol

Report for the Executive Meeting From the Hospitality/Entertainment Chair Monday, June 3, 2024

Hospitality is doing very well for the last year with new meals and they are doing well also.

We were just approached by the Optimist Club of Nepean to cater their breakfast on July 28, 2024.

Open Mic is popular with 95 people attending and 21 entertainors approximately per Wednesday.

For your information, here is my report up to date for the fiscal year for Hospitality.

Trimester	Month	Amount	Trimester Total
1st	June	\$4,220.51	\$9,090.37
	July	\$2,872.20	
	August	\$1,997.66	
2nd	September	\$4,266.02	\$11,696.89
	October	\$4,136.79	
	November	\$3,294.08	
3rd	December	\$7,900.20	

	January	\$2,575.61	\$13,460.21
	February	\$2,984.40	
4th	March	\$4,135.24	\$7159.22
	April	\$3,023.98	
	May	\$3483.77	
	Total	\$44,890.46	

From the Virtual Garage Sale and 50/50 from Open Mic that is what I raised.

\$50,000.00	GOAL	
\$20.00	June 7, 2023	Open Mic
\$589.00	November 25, 2023	Open Mic
\$160.00	December 2, 2023	Open Mic
\$233.50	March 17, 2024	Open Mic
\$128.00	March 27, 2024	Open Mic
\$160.00	April 10, 2024	Open Mic
\$137.50	April 24, 2024	Open Mic
\$155.00	May 8, 2024	Open Mic
\$1,100.00	Cash Presentation from Auction at High Tea May 18, 2024	
\$177.50	May 22, 2024	Open Mic
\$10,455.00	As of May 22, 2024 from Garage Sale	
\$13,315.50		
\$36,684.50		

Meals and Bands for May 2024:

- Friday, May 31, 2024 Meal: Greek Band: Two Step More 7 p.m. – 11 p.m.

Meals and Bands for June 2024:

- Wednesday, June 5, 2024 Open Mic and Lunch 12:00 p.m. – 3:00 p.m.
- Friday, June 7, 2024 Meal: Steak Band: Marleen Fawcett 7 p.m. – 11 p.m.
- Wednesday, June 12, 2024 Meal: Veteran's Lunch 12 p.m. – 3 p.m. Band: 5 boys from Open Mic
- Friday, June 14, 2024 Meal: Chicken à la Angel Band: The RockPhiles 7 p.m. – 11 p.m.
- Wednesday, June 19, 2024 Open Mic and Lunch 12:00 p.m. – 3:00 p.m.

- Friday, June 28, 2024 Meal: Salmon OR Chicken Band: Snap, Crackle & Pop 7 p.m. – 11 p.m.

I move my report

Angel Guy

Hospitality/Entertainment Chair

Barrhaven Legion Branch 641

Grants & Assistance Officer Report 03/Jun/2024

Barrhaven Seniors' Council

Background

We were fortunate to receive a Provincial Grant in 2023 to help us resume and expand regular programs for this past year. However, that source of funding cannot be relied upon on an annual basis.

Donation Drive

We are asking for your help

Our operating costs for 2023 were slightly over \$8,000 - excluding programs such as Member Meals, Special Presentations, etc. We anticipate that these costs will continue to increase in the coming year.

Let's all contribute (each according to our individual means) to ensure a great start this fall to the 2024/2025 season.

Our 2024 fundraising goal is \$6,500.

Richard Lynn
3rd Vice President
Seniors Officer/Grants & Assistance Officer
Royal Canadian Legion
Branch 641 Barrhaven
Cell Phone 613-716-9930



**THE ROYAL CANADIAN LEGION
BARRHAVEN LEGION BRANCH 641**

PROPOSED MOTION

Executive Meeting Date 03/Jun/2024

Moved by: Richard Lynn Grants and Assistance Officer

Seconded by:

General Meeting Date

Moved by:

Seconded by:

I move that we donate \$3000.00 to **Barrhaven Seniors' Council** with the money to come from the _____ account.

Background

Our operating costs for 2023 were slightly over \$8,000 - excluding programs such as Member Meals, Special Presentations, etc. We anticipate that these costs will continue to increase in the coming year.

Our 2024 fundraising goal is \$6,500.

Executive Meeting Carried Yes/ No

General Meeting Carried Yes / No

Secretary Signature _____

We will remember them!

Report for Executive and General meeting June 2024

RCL BR 641 Honours /Awards & Special Recognition (HA&SR) Committee

Comrades:

The HA&SR committee exists to identify fellow comrades or friends of our branch that are deserving of recognition or an award for services rendered. The committee for 2024 - 2025 consists of the following comrades, Past Presidents Stephane Guy, Dave Sereda, Bert Boehme, Ernie Hughes, myself and Ex officio President Lyle Brennan.

The available list of Honours and Awards is as follows:

Legion - Certificate of Appreciation,
Certificate of Merit,
Branch Service Medal,
Life Membership,
MSM, Palm Leaf,
Legion Friendship Award,
Branch Special Legion Award Plaque,
Media Award.

Province of Ontario Honours - Order of Ontario,
Ontario medal for Good Citizenship,
Province of Ontario Volunteers (Youths & Adults).

Other awards - Order of Ottawa,
Meritorious Service Decoration (Civilian) – Medal, Cross,
VAC Minister's Commendation,
Polar Medal,
Sovereign's Medal for Volunteers.
King Charles III Coronation Medal

The committee encourages all comrades to identify and provide a recommendation to the HA&SR committee of persons or organizations they feel are deserving of our recognition. We ask that you look into the requirements for the award you are recommending and ensure that the member you are recommending meets those requirements. If you need assistance researching an award, reach out to one of our committee members who will be happy to help out. Please provide any recommendation in writing. Point form is acceptable. More information on Honours and Awards can be found in the RCL, Ontario Command, Officer's Manual, Section D and The Ritual Awards & Protocol Manual Chapter 2.

Ed Schelenz CD

HA&SR Committee Chairman

June 2024



**THE ROYAL CANADIAN LEGION
BARRHAVEN LEGION BRANCH 641**

PROPOSED MOTION

Executive Meeting: June3, 2024

Moved by: Ed Schelenz

Seconded by:

I move that Jennifer Read be awarded a Certificate of Appreciation.

Jennifer organizes donations from the Branch for the Barrhaven Food cupboard, she has taken on the Clean the Capital by the Branch and took on the task of organizing our yearly Golf tournament.

Secretary Signature:



**THE ROYAL CANADIAN LEGION
BARRHAVEN LEGION BRANCH 641**

PROPOSED MOTION

Executive Meeting: June 3, 2024

Moved by: Ed Schelenz

Seconded by:

I move that Louise LaFlamme be awarded a Certificate of Appreciation.

Louise has supported our branch and members by visiting our sick members in the hospital. She's been working behind the scenes on this for a few years now.

Secretary Signature: