



**Royal Canadian Legion - Barrhaven Legion Branch 641**  
**Executive Meeting Agenda August 5<sup>th</sup> 2024**

1. Call to Order
2. Opening Ceremony
3. Motion to deviate from the agenda
4. Review minutes of last meeting
5. Business arising from the Minutes & Unfinished business
6. Presidents Report – Lyle Brennan
7. Treasurer’s Report – Diane Craig
8. Sgt- at- Arms Report – Paul Leadston
9. Correspondence – Pamela Hall
10. General Welfare of the Branch/Legion/ Motions
11. **Reports of Mandatory Standing Committees**
  - a. Legion Seniors – Richard Lynn
  - b. Membership – Joe Guitard
  - c. Poppy Chair – Kevin Brown
  - d. Public Relations- Deb Sereda
  - e. Sports/Track and Field – Michele Guitard
  - f. Poppy Trust Fund – Bert Boehme
  - g. Leadership & Development – Bert Boehme
  - h. Veterans Service Officer– Anne Cole
  - i. Youth Education & Bursary – Carol Anne Marleau
12. **Reports of Other Standing Committees and Standalone Positions**
  - a. Bar Officer – Dave Cole
  - b. Constitution and Laws – Stephane Guy
  - c. Cadet Liaison & Scouts – Robert MacNichol/ Anne Cole
  - d. Entertainment, Hospitality & Special Events - Angele Guy
  - e. Finance – Bert Boehme
  - f. Grants & Assistance – Richard Lynn
  - g. Honours & Awards – Ed Schelenz
  - h. Hospital Visits – Louise Laflamme
  - i. Housing – Dave Cole
  - j. Long Range Planning – Stephane Guy
  - k. Community Liaison – David Sereda
  - l. Ways & Means – Dave Cole
  - j. Technology Report – Kevin Brown
13. **General and New Business**
14. **Motion to Adjourn**
15. **Closing Ceremonies**

**Next Meeting September 2<sup>nd</sup> 2024**



## Royal Canadian Legion Branch 641 Barrhaven

### Executive Committee Meeting Minutes July 2<sup>nd</sup> 2024

Quorum = 9

Legend: P = Present R = Regrets A = Absent

#### Branch Officers (08)

<b>President</b>	Lyle Brennan	<b>PR</b>
<b>Past President</b>	Ed Schelenz	<b>PR</b>
<b>1<sup>st</sup> Vice President</b>	Bert Boehme	<b>R</b>
<b>2<sup>nd</sup> Vice President</b>	Angele Guy	<b>R</b>
<b>3<sup>rd</sup> Vice President</b>	Richard Lynn	<b>PR</b>
<b>Secretary</b>	Pam Hall	<b>PR</b>
<b>Treasurer</b>	Diane Craig	<b>PR</b>
<b>Sergeant-At-Arms</b>	Paul Leadston	<b>R</b>

#### Other Chairs and Appointees (11)

Kevin Brown	<b>PR</b>	Anne Cole	<b>PR</b>	Dave Cole	<b>PR</b>
Joe Guitard	<b>PR</b>	Michelle Guitard	<b>PR</b>	Stéphane Guy	<b>R</b>
Robert MacNichol	<b>PR</b>	Carole Anne Marleau	<b>PR</b>	Will Read	<b>R</b>
Dave Sereda	<b>R</b>	Debi Sereda	<b>R</b>		<b>PR</b>

#### Activity

1. Call to Order by Dave Cole
2. Opening Ceremony by Dave Cole
3. Motion to deviate from the Agenda Carole Anne Marleau

4. Introduction of Guests - None
5. Minutes of the last Executive Meeting June 3<sup>rd</sup> 2024 Moved by Pam Hall Seconded by Diane Craig **Carried**
6. Business arising from the Minutes and unfinished business - Interac investigation still ongoing.
7. President's Report Lyle Brennan Moved by Lyle Brennan Seconded by Diane Craig **Carried**
8. Treasurer's Report Diane Craig No report
9. Sergeant-at-Arms Report Paul Leadston No Report
10. Correspondence None to discuss
11. Reports of Standing Committees
  - a. Legion Seniors Richard Lynn No report
  - b. Membership Joe Guitard – Provided and read
  - c. Poppy Chair Kevin Brown Moved by Kevin Brown Seconded by Anne Cole **Carried**
  - d. Public Relations Debi Sereda No Report
  - e. Sports, Track and Field Michele Guitard Moved by Michele Guitard Seconded by Kevin Brown **Carried**
  - f. Poppy Trust Fund Bert Boehme No Report
  - g. Leadership & Development Bert Boehme No Report
  - h. Veteran Services Officer Anne Cole Verbal Report
  - i. Youth Education & Bursary Carol Anne Marleau No Report
12. Reports of Other Committees and Standalone Positions
  - a. Bar Officer Dave Cole Verbal Report – Hours of operation will remain the same. Discretionary early closing between 7 and 8 pm
  - b. Constitution and Laws Stephane Guy No Report
  - c. Cadet Liaison & Scouts Robert MacNichol / Anne Cole Moved by Robert MacNichol Seconded by Kevin Brown **Carried**
  - d. Entertainment, Hospitality & Special Events Angele Guy Moved by Angele Guy Seconded by Robert MacNichol **Carried**

- e. Finance Committee No report
  - f. Grants & Assistance Richard Lynn No Report Comments were made on participation in the Diabetes Golf Tournament as a volunteer.
  - g. Honours & Awards Ed Schelenz No Report
  - h. Hospital Visits Louise Laflamme No Report
  - i. Housing Dave Cole – Verbal
  - j. Long Range Planning Stephane Guy No Report
  - k. Community Liaison Dave Sereda No Report
  - l. Ways & Means Dave Sereda No Report
  - m. Technology Officer Kevin Brown Moved by Kevin Brown Seconded by Diane Craig **Carried**
13. **Motions** or Special Business of which Notice was previously given  
**Motion:** Moved by Kevin Brown Seconded by Robert MacNichol **Carried** Proposal that Branch 641  
Switch internet and phone services from Bell to Rogers based on improved internet, telephone savings and lower monthly cost, noting installation costs recovery in 7 – 11 months. (background statistics were provided in Kevin's report)
14. General and new Business including matters respecting the welfare of the Legion and the Branch Introduction of a new Assistant Secretary Kevin Brown to help Pam with technology Discussion of a new method of communication with business emails directed to the position
15. Tabling of Notice(s) of Motion(s)  
Add a row for each Motion
16. Motion to adjourn Diane Craig at 7.35pm
17. Closing Ceremony Lyle Brennan

## MEMORIUM EORUM RETINEBIMUS

### God Save the King

President, Lyle Brennan\_\_\_\_\_

Secretary, Pam Hall\_\_\_\_\_



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

**President's Report**

Executive Meeting date: 5 Aug 2024

**Report:** Lyle Brennan, President

1. I hope everyone is enjoying their summer and the beautiful weather. If you have stopped into the Branch recently, you may have noticed a nice display setup acknowledging the Battle of Britain. British Prime Minister Winston Churchill is quoted as saying "never in the field of human conflict was so much owed by so many to so few." referring to the brave airmen that fought over the skies of Britain. The Battle of Britain will also be marked at a National Ceremony on 15 Sep 2024. More info about the historic battle can be found at: <https://www.canada.ca/en/air-force/services/history-heritage/battle-britain.html>
2. Our wonderful team of volunteers make it work! We are currently seeking new cleaners to join the team. If you're interested, you can inquire with our Housing Officer: Dave Cole.
3. I want to thank all of our volunteers who 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

## **Assistant Treasurer input to Treasurer's Report – July/August 2024**

### **1. QuickBooks Online Advanced (QBOA) contracted 2024-07-16**

- Five accounts connected

- o Bingo

- o Building

- o General

- o Land & Building Fund

- o Nevada

- Current users limited to Will and Diane

- Future work

- o Identify and add users

- § Can set up access based on user's function and need to interact with specific accounts and reports

- o Connect Poppy account

- o Produce relevant reports for Executive, General meetings

- o Integrate (ideal) or determine process to download POS data and upload it to QBOA

- o Import Capital inventory

- o Explore sales inventory features

### **2. Corporate credit cards**

- Met with Tania Williams (TD/Canada Trust Small Business Account Manager)  
2024-07-24

- Process:

- o Identify the individuals requiring a corporate card

- o Compute the number of cards required

- o Specify credit limit for cards (Minimum \$1,000; increments of \$1,000)

- § Recommend a single, low value (i.e. \$2,000)

- o Open a liquid security account at TD/Canada Trust

- § A separate Business Savings account

- o Deposit amount equal to sum of credit limits

- § No further funds will be deposited to/removed from this account once it is set up - Benefits (source: <https://www.jpmorgan.com/insights/payments/commercial-cards/what-is-a-corporate-credit-card-and-how-do-they-work>)

- o Streamlined payment processing: By integrating card transaction data into QBOA, a corporate card program can reduce administrative tasks

and paperwork associated with expenditure reimbursement. Fewer manual entries into the QBOA can also reduce the risks for error or abuse.

- o Enhanced tracking and reporting: Corporate credit cards provide customizable spending controls and up-to-date records, which can help Legion Executive gain insights into spending behaviors and stay in compliance with budgets and policies. Over time, spending details can help better inform local policies and procedures.

- o Cost savings and efficiency: Corporate credit cards can help consolidate volunteers' expenses into a single payment platform. Plus, our Legion can earn rebates or rewards and thus see improved cash flow.

- o Improved oversight: Corporate cards include restrictions on transaction types and amounts. Corporate cards also offer instant visibility, which can help prevent abuse of cards. Fraud monitoring will protect the Legion from unauthorized card use.

- o Personal finances stay personal: With corporate liability, the Legion is liable for all charges made to the cards in the program, rather than the volunteer.

### 3. Merchant Solutions

- Telecon with Fiona Fangfei, Merchant Advisor, TD Merchant Solutions 2024-07-29

-Awaiting quote for hypothetical system capable of accepting debit/credit card payments

- Quote expected prior to Executive Meeting

## **August Membership Report**

### **Joe Guitard**

Current Members- 750- Last year 804

New Members-

Joan Larrett- Ordinary

Pat Black- Associate

John Borris-Associate

Patricia Gauthier-Associate

Simon Gauthier-Associate

Ellen Obst-Associate

Janet Pederson-Associate

April McCambridge-Associate

John Edward Albert-Affiliate

Cheryl Johnston-Affiliate

Deborah Kent-Affiliate

John Kindle-Affiliate

Katherine Methot-Affiliate

Transfer In-



Melva Davies

Jude-Yvon St-Fleur

Deceased Members

Duncan “Butch” Carmichael- Ordinary

Thomas Ernest “Denzil” Dufault- Dormant since 2021

**Report: Poppy Chair**

**Reporting Officer: Kevin Brown**

**Date: Executive Committee Meeting August 5th, 2024**

**1. Dominion Command has not yet updated the national website for the 2024 Poppy Campaign, however Ontario Command has sent out detailed information about the 2024 Poppy Kits. More information is available at this link:  
<https://www.on.legion.ca/member-resources/forms-manuals/poppy-kit>**

**2. Branch 641 is lucky to have a very low turnover in terms of volunteers for specific positions related to the different aspects of the Poppy Campaign, but will need a few new people to step into the vacancies, as well as many volunteers when the time comes for the Legion presence in the various shops and stores around Barrhaven. More to follow in October about these shifts.**

**3. Detailed planning will begin after the Labour Day long weekend, with some preliminary communications to the current volunteers in the next few weeks.**

**End of report.**

**EXECUTIVE MEETING AUGUST 2024 CONSTITUTION AND LAWS**

Our Branch Regulations have been approved and we have received the Certificate. The only action left is to send a revised Branch Regulations that includes our latest modifications. We have also received feedback regarding our Clubhouse Rules and Branch Policy and Procedure Manual that we submitted in Nov. They advised that our Clubhouse Rules and BPPM have never been approved and therefore, we have to submit

an initial request for approval. They also noticed that some items in our Clubhouse Rules should be moved to the BPPM such as the hours of operations. I will prepare a Notice of Motion with suggested modifications to our Clubhouse Rules and BPPM for the September meeting with a vote at our October General Meeting. I move my report.

Stéphane Guy Constitution and Law chair 613-797-7021

**LONG RANGE PLANNING** Nil report  
Stéphane Guy , Chair Long Range Planning

## **Report for the Executive Meeting from the Hospitality/Entertainment Chair**

**Monday, August 5, 2024**

Hospitality is doing very well for the last year with new meals and still more new ones coming. Open Mic is popular with almost 96 paying people attending and around 16 entertainers per Wednesday.

The menu for the lunch is good and enjoyed by everyone.

**Meals and Bands** for August 2024:

- Friday, August 2, 2024 Meal: Salmon OR Chicken Band: Hallman & Hoffman
  - Wednesday, August 14, 2024 Open Mic from 12pm to 3pm
- Friday, August 16, 2024 Meal: Steak SOLD OUT Band: Divided Highway
  - Wednesday, August 28, 2024 Open Mic from 12pm to 3pm
- Friday, August 30, 2024 Meal: Salmon OR Chicken Band: Arc of Fire

I Move my report,  
Angele Guy  
Hospitality Chair

**Report: Technology Officer**  
**Reporting Officer: Kevin Brown**  
**Date: Executive Committee Meeting August 5th, 2024**

1. Projects completed:

- Two laptop donations have been gratefully accepted and repurposed for the Members' Lounge and the Bartenders membership spreadsheet.
- More Positional / Shared Mailboxes have been created as part of the ongoing migration to M365. The various Chairs and Officers who may wish to use them will implement them on their own time.

2. Work in progress:

- The proposal to switch from Bell Internet and Telephone services to Rogers was approved by the Executive Committee at the July Executive Committee meeting. There have been some minor delays with getting the proper business name and address on the contract, as well as

establishing the invoicing, billing and payment process with the help of the Treasurer. The next step is for Rogers to propose dates for various aspects of the work required to deliver and connect the hardware, as well as configure some of the software. Once those dates are agreed upon, the drawdown with Bell will be initiated.

- Technical support to the Finance Review Committee has been provided when requested. This has included access to electronic documents, reformatting for printing of existing documents and discussions related to "all things Nevada" at the branch.
- Examples of Terms of Reference (TOR) for the Technology Officer have been collected, and a draft version specific to Branch 641 Barrhaven is being worked on.
- Branch-specific templates for Letters, Agendas, Minutes and other administrative forms continue to be refined, following the intent of higher level requirements.

#### 3.Upcoming projects:

- The next analysis of the MailerLite email data will cover the period through to the week prior to the next General Meeting.

#### 4.List of Current rcl641 Shared Mailboxes:

Directory Display Name	Email address	n use status
641 Bar Operations	bar.operations@rcl641.ca	Pending
641 Branch Membership	Branch.Membership@rcl641.ca	Not for 2425
641 Bursary Chair	Bursary@rcl641.ca	Not for 2425
641 Cadet Liaison	Cadet.Liaison@rcl641.ca	y
641 Community Liaison	Community.Liaison@rcl641.ca	y
641 Entertainment	Entertainment@rcl641.ca	Not for 2425
641 Golf	golf@rcl641.ca	y
641 Grants and Assistance	Grants.Assistance@rcl641.ca	Not for 2425
641 Help Desk and Technology	helpdesk@rcl641.ca	y
641 Honours, Awards, Special Recognition	Honours.Awards@rcl641.ca	Pending
641 Hospitality	Hospitality@rcl641.ca	Not for 2425
641 Hospitality Reservation	reservation@rcl641.ca	y
641 Housing Officer	Housing@rcl641.ca	Not for 2425
641 Information	info@rcl641.ca	y
641 Leadership Development	Leader.Dev@rcl641.ca	Not for 2425
641 Legion Seniors	Legion.Seniors@rcl641.ca	Not for 2425
641 Mailings	mailings@rcl641.ca	y
641 Poppy Campaign	Poppy.Campaign@rcl641.ca	Not for 2425
641 Poppy Trust Fund	Poppy.Trust@rcl641.ca	Not for 2425
641 President	president@rcl641.ca	y
641 Public Relations	Public.Relations@rcl641.ca	y
641 Secretary	secretary@rcl641.ca	y
641 Sergeant-at-Arms	sergeant.at.arms@rcl641.ca	y
641 Sports, Track and Field	Sports.Officer@rcl641.ca	y

641 Treasurer	treasurer@rcl641.ca	y
641 Valour Hall Rentals	hallrental@rcl641.ca	y
641 Veterans' Services Officer	vso.barrhaven@rcl641.ca	y
641 Ways and Means	Ways.Means@rcl641.ca	Not for 2425
641 Youth Education and Bursary	Youth.Education@rcl641.ca	y

End of report.