



Branch 641  
Barrhaven

## Royal Canadian Legion Branch 641 Barrhaven

### Executive Committee Meeting Agenda for October 7<sup>th</sup> 2024

| Activity  | Action           | Report |
|---|------------------|--------|
| 1. Call to Order  |                  |        |
| 2. Indigenous Land Acknowledgment                                       |                  |        |
| 3. Opening Ceremony (RCL Rituals, Awards and Protocol Manual)           |                  |        |
| 4. Motion to deviate from the agenda                                    |                  |        |
| 5. Introduction of Guests   |                  |        |
| 6. Minutes of the last Executive Meeting September 2 <sup>nd</sup> 2024 | In package       |        |
| 7. Business arising from the Minutes and unfinished business            | Secretary Verbal |        |
| 8. President's Report Lyle Brennan                                      | In package       |        |
| 9. Treasurer's Report Diane Craig                                       |                  |        |
| 10. Sergeant-at-Arms Report Paul Leadston                               | In package       |        |
| 11. Correspondence Pam Hall   | Verbal           |        |
| 12. Reports of Standing Committees                                      |                  |        |
| a. Legion Seniors Richard Lynn  | No report        |        |
| b. Membership Joe Guitard   | Supplied         |        |
| c. Public Relations Debi Sereda   | No report        |        |
| d. Sports, Track and Field Michele Guitard                              | No report        |        |
| e. Poppy Trust Fund Bert Boehme   | No report        |        |
| f. Leadership & Development Bert Boehme                                 | No report        |        |
| g. Veteran Services Officer Anne Cole                                   | No report        |        |
| h. Youth Education & Bursary Carol Anne Marleau                         | In package       |        |
| 13. Reports of Other Committees and Standalone Positions                |                  |        |
| a. Bar Officer Dave Cole  | No report        |        |
| b. Constitution and Laws Stéphane Guy                                   | No Report        |        |
| Cadet Liaison & Scouts Robert MacNicholAnne Cole                        | No report        |        |
| d. Entertainment, Hospitality & Special Events Angele Guy               | In package       |        |
| e. Finance Committee Bert Boehme  | No report        |        |
| f. Grants & Assistance Richard Lynn                                     | No report        |        |
| g. Honours & Awards Ed Schelenz   | No report        |        |
| h. Hospital Visits Louise Laflamme                                      | No report        |        |
| i. Housing Dave Cole  | No report        |        |
| j. Long Range Planning Stéphane Guy                                     | In package       |        |
| k. Community Liaison Dave Sereda  | No report        |        |
| l. Ways and Means Dave Sereda   | In package       |        |
| m. Technology Report Kevin Brown  | In package       |        |
| 14. Motion to adjourn   |                  |        |
| 15. Closing Ceremony (RCL Rituals, Awards and Protocol Manual)          |                  |        |



# Royal Canadian Legion Branch 641 Barrhaven

The Royal Canadian Legion Branch 641 Barrhaven

## Minutes of Executive Meeting September 2<sup>nd</sup> 2024 Quorum 9

Legend P = Present R = Regrets A = Absent (T = Teams)

### Branch Officers (08)

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

### Other Chairs (11)

|                  |   |                     |   |              |   |
|------------------|---|---------------------|---|--------------|---|
| Kevin Brown      | P | Anne Cole           | T | Dave Cole    | T |
| Joe Guitard      | R | Michelle Guitard    | P | Stéphane Guy | P |
| Robert MacNichol | R | Carole Anne Marleau | P | Will Read    | R |
| Dave Sereda      | P | Debi Sereda         | P |              |   |

### 1. Call to Order

The meeting was called to order at 19:00 hrs by Ed Schelenz with 10 members in attendance in person and 2 by MS Teams.

### 2. Indigenous Land Acknowledgment: Skipped due to missing text.

### 3. Opening Ceremony: Performed by Lyle Brennan

### 4. Motion to Deviate from the agenda: Moved by Debi Sereda, Seconded by Carol Anne Marleau, Carried.

### 5. Introduction of Guests

Jennifer Read presented information on the following topics (with written submissions to follow):

- (1) Clean the Capital Campaign dates: Primary September 28<sup>th</sup>, Inclement weather alternate October 5<sup>th</sup>.
- (2) Barrhaven Food Cupboard
- (3) Golf Tournament: Profit of \$765.00. Date for next one August 8<sup>th</sup>, 2025.

### 6. Minutes of the last Executive Meeting: Included in Agenda package.

Moved by , Seconded by , Carried.

### 7. Business arising from the Minutes & Unfinished Business

Nevada update provided by Kevin Brown: Old license extended to use up left-over tickets, new license application with City of Ottawa will be submitted with sufficient lead-time to purchase new stock of tickets, which will be a smaller quantity.

### 8. President's Report Lyle Brennan: No Report. Remarks: Will submit before General Meeting.

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9. **Treasurer's Report Diane Craig:** No Report.

10. **Sgt at Arms' Report Paul Leadston:** No Report.

11. **Correspondence:** List of emails included in Agenda package and verbal on paper correspondence. Remarks: Thank-you letter received from Canada Day Barrhaven Committee.

### 12. **Reports of Mandatory Standing Committees**

- a) **Legion Seniors Richard Lynn:** Report in Agenda package. Remarks: Discussion about having an electronic version of blank report that higher headquarters are asking to have the information about.

Moved by Richard Lynn, Seconded by Carol Anne Marleau, Carried.

- b) **Membership Joe Guitard:** No Report.

Remarks provided by Michelle Guitard: working with Bartenders on renewals and other membership paperwork.

- c) **Poppy Chair Kevin Brown:** Report in Agenda package.

Moved by Kevin Brown, Seconded by Michelle Guitard, Carried.

- d) **Public Relations Debi Sereda:** No Report. Remarks: Discussion about more recent photos on website and possibly other social media.

- e) **Sports, Track and Field Michelle Guitard:** No Report. Remarks: Two members from Branch participating at Provincials. Looking at inter-branch golf with Richmond.

- f) **Poppy Trust Fund Bert Boehme:** No Report.

- g) **Leadership and Development Bert Boehme:** No Report. Remarks: Once minutes of National Convention become available, impact and Branch perspective will be reported on.

- h) **Veterans Services & Branch Service Officer Anne Cole:** No Report. Remarks: Discussion of one case particular to NCR of a homeless Veteran.

- i) **Youth Education and Bursary Carol Anne Marleau:** Report in package. Remarks: Many new schools in Barrhaven zone.

Moved by Carol Anne Marleau, Seconded by Angel Guy, Carried.

### 13. **Reports of other Committees and Standalone Positions**

- a) **Bar Officer Dave Cole:** No Report.

- b) **Constitution and Bylaws Stéphane Guy:** Report in Agenda package. Remarks: Discussion about Branch Policies and Procedures Manual (BPPM) and Branch Clubhouse Rules and what belongs in each. Discussion about changing Executive Committee date from 1<sup>st</sup> Monday to 1<sup>st</sup> Tuesday of each month.

Moved by Stéphane Guy, Seconded by Kevin Brown, Carried.

- c) **Cadet Liaison and Scouts Robert MacNichol and Anne Cole:** No Report.

- d) **Entertainment, Hospitality & Special Events Angel Guy:** Report in Agenda package.

Moved by Angel Guy, Seconded by Carol Anne Marleau, Carried.

## Royal Canadian Legion Branch 641 Barrhaven

e) **Finance Committee Bert Boehme:** Handout of proposed budget. Remarks: Discussion about Membership Fee1 amount. Discussion about bar profit margin. Discussion about profitability, competitive pricing, having more on hand to address urgent issues, build some resilience ahead of major project.

Moved by Bert Boehme, Seconded by Stéphane Guy, Carried.

f) **Grants and assistance Richard Lynn:** Report in Package.

Moved by Richard Lynn, Seconded by Debi Sereda, Carried.

Motions:

- i. GA-0901: \$5,000.00 to Interval House Ottawa. Moved by Ed Schelenz, Seconded by Richard Lynn, Carried.
- ii. GA-0902: \$5,000.00 to Cornerstone Housing for Women. Moved by Richard Lynn, Seconded by Ed Schelenz, Carried.
- iii. GA-0903: \$500.00 to Diefenbunker Museum. Moved by Richard Lynn, Seconded by Angel Guy, Carried.
- iv. GA-0904: \$1,000.00 to the Sons of Scotland Pipe Band. Moved by Richard Lynn, Seconded by Debi Sereda. NOT carried.
- v. GA-0905: \$2,000.00 to the Ottawa Mission. Moved by Richard Lynn, Seconded by Stéphane Guy, Carried.
- vi. GA-0906: \$500.00 to the Cancer Society of Canada. Moved by Richard Lynn, Seconded by Debi Sereda, Carried.

g) **Honours and Awards Ed Schelenz:** No Report.

h) **Hospital Visits Louise Laflamme (via President):** No Report.

i) **Housing Dave Cole:** No Report.

j) **Long Range Planning Stéphane Guy:** No Report. Remarks: Some discussions while at National Convention with higher representatives about details regarding zoning when medical facilities present in a building and the impact on parking, among other aspects. Discussion about cost of blueprints and how to minimize their impact on mortgage amount available. Discussion about current Lease Agreement and negotiations to take place soon. Discussion about old Cedarview/Jock Vale mall potentially being up for sale.

k) **Community Liaison Dave Sereda:** No Report.

l) **Ways and Means Dave Sereda:** Report in Agenda package. Remarks: Discussion about letter received regarding Texax Hold'Em and Poker being unauthorized gambling activities in Legion Branches. Will look into different types of Licenses applicable to Branch events.

Moved by Dave Sereda, Seconded by Michelle Guitard, Carried.

m) **Technology Officer Kevin Brown:** Report in Agenda package. Remarks: Discussion about MS Teams as potential way to offer branch members the opportunity to observe and/or participate in General Meetings. Issues with the test run during the Executive Meeting were both audio and visual hardware challenges at both ends. The branch will need to consider a dedicated system with proper microphone, speaker output connectivity, a webcam and appropriate graphics ports.



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Moved by Kevin Brown, Seconded by Carol Anne Marleau, Carried.

14. **Motions or Special Business of which Notice was previously given:**  
None.

15. **General and new Business including matters respecting the welfare of the Legion and the Branch:**

Information presented about future requirement for Branch Arbitration and training of arbitrators, to deal with matters of complaints and infractions of Clubhouse Rules.

16. **Tabling of Notice(s) of Motion(s):** None.

17. **Motion to Adjourn:** Moved by Angel Guy.

18. **Closing Ceremony:** Performed by Richard Lynn. Meeting concluded at 8:15 pm.

### MEMORIUM EORUM RETINEBIMUS

God Save the King

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Lyle Brennan  
Branch President

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Kevin Brown  
Recording Secretary

## **Report President's**

Executive Meeting date: 7 October 2024

**Report:** Lyle Brennan, President

October is here and planning is well underway for our Poppy Campaign, the most important fundraising activity we undertake to enable support to our veterans and related causes. We will need volunteers to help with this, it's part of our membership, so please make sure to volunteer when the notice to members goes out. Sign up sheets will be on the bulletin board at the branch.

Thank you to Jennifer Read for organising the Red Bag Campaign for the Barrhaven Food Cupboard culminating with the collection day at the branch on 5 Oct helping support our community members in need.

A reminder that the Lepine Apartment's Hero Ridge Program is underway. Please contact me if you are or know a deserving veteran who could be recognised and attend upcoming Ottawa Senators game in the box with 9 of their friends. Email: [president@rcl641.ca](mailto:president@rcl641.ca) with the nomination including their short biography for consideration.

Our branch is quite active, there are many events to enjoy which our found on our branch calendar. We also have lots of opportunities to volunteer so please reach out to me or any of our executive to find out how you can help with your Legion. When you do stop by the branch, consider bringing a non-perishable food item for our local Barrhaven Food Cupboard.

I move my report



## Royal Canadian Legion Branch 641 Barrhaven

### Sergeant at Arms Report

Regrets I won't be able to attend

We've had requests to provide services for Remembrance Day at local Seniors Residences. Longfield's Manor and Prince of Wales. I'm expecting more requests to come in. At this point I haven't made any commitments but I will do my best to provide assistance where possible.

As many of you know I will be away on vacation in France and Belgium from October 3<sup>rd</sup> to October 18<sup>th</sup> with three other Colour Party members, Terry Claessen, Caroline Boily and Sue Ellis. On October 7<sup>th</sup> we will be attending the Last Post ceremony at the Menin Gate in Ypres where we will be laying a wreath on behalf of Branch 641 commemorating all those who were lost in the defence of Canada. Hopefully we'll have lots of photos to post on the Facebook page.

Thank you  
Paul Leadston  
Sergeant at Arms

### Legion Senior Report - Nil

### Membership September Report

#### Current membership- 751

##### New Members-

Jacob Hiseman- Ordinary  
David Spero- Associate  
Jill Forest-Associate  
Pranee Korth-Associate  
Nancy Langdon-Associate  
Joan O'brien-Associate



## Royal Canadian Legion Branch 641 Barrhaven

Keith Armstrong-Affiliate

Mary Cleland Potter-Affiliate

Titania Truesdale-Affiliate

### Transfers-in

Mike Kless-Associate- from Bells Corners Branch 593

Guy Gervais- Associate-from Orleans Branch 632

### Early renewals

We will still have the draw for a year's free membership for everyone who renews early, September 31st, October 31st and November 30<sup>th</sup>

### Final notes

Membership renewals- Package with 2025 stickers delayed till Mid-September hopefully we will have them by the September 15th, once they arrived will send email to everyone

## Poppy Chair Report

1. The six retail stores in Barrhaven where we will have a Store Stand were visited on 18SEP and the managers were all pleased to welcome us back.
2. A "Call for Volunteers" was sent out 30SEP after the Store Signup Sheets were posted on the bulletin board.
3. Comrades Joanne Larrett and James Gilliland have volunteered to become Legion Merchandise and Poppy Supply Coordinators respectively. They are learning fast "on the job," and were successfully onboarded into the RCL641 M365 platform, where a new SharePoint site is supporting the 2024 Poppy Campaign, primarily as a remotely accessible, but with a common picture, shared and dynamic repository of documents.
4. Poppy Supplies are ready for the Store Stand kits and Trapline kits. Legion Merchandise Inventory not quite finalized, pending order of new items and replenishing of high-volume items. Comrade Caroline Boily was instrumental in getting things organized with a small team of volunteers on 21SEP.
5. The TapToPay devices have been shipped, with 7/10 already received.
6. Orders for wreaths have started to trickle in and the letters of invitation for businesses to attend the Remembrance Day Ceremony and lay a wreath were sent out 04OCT.
7. The announcement about the Veterans' Dinner on 02NOV was sent out on 03OCT. Comrade Angel Guy has the lead, and Comrade Stéphane Guy will coordinate with the Guest of Honour, CAF CWO McCann.
8. The article in the Barrhaven Independent announcing the Poppy Campaign and Remembrance Day Ceremony and receptions was published with the help of Comrade Debi Sereda, who will also be present at the BBIA Zoom meeting on 10OCT.
9. Some Cadet Corps have reached out to announce their participation, and any limitations on their participation, during the Campaign on weekends in the stores. The next step is to confirm what, if any, Cadet participation will be during the Remembrance Day Ceremony.
10. The Piper for the Ceremony has been confirmed (Barrhaven Optometrics own Dr. Scott McIntosh), but we are still missing a Bugler and any indication of a marching band. Comrade Robert MacNichol has volunteered to be Parade Commander and Comrade Lorette Ellis will be the MC.



11. Several of the retirement homes have indicated an interest in having some kind of Remembrance activity at their location, in the days leading up to Remembrance Day, and one (Prince of Wales) is very keen on something on 11NOV. More coordination to follow with Sgt-at-Arms/Colour Party, Legion Seniors Chair and Branch Chaplain.

I move my report.

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

**Youth Education Report**

Executive Meeting date: 07 October 2024

**Report:** Carol Anne Marleau, Youth Education & Bursary Chair

**Bursaries**

1. The Bursary application process is open 1 Sep 2024 as advertised on the branch website and applications will be accepted until 31 October 2024.
2. I sent an article to The Advance, which was printed in the September Edition.
3. No applications have been received to-date.

**Contests**

1. The Principals of all Barrhaven area schools, as well as a few teachers who have reached out to me, have been informed of this year's Remembrance Day Contest by detailed email including links for the poster and literary contests.
2. The local poster and literary contest will close 14 November 2024 at 7:00 pm and category winners must be submitted to the zone level by Friday, 29 November 2024.
3. As mentioned at the last Executive/General Meeting, the Judging will take place on Saturday, 23 November 2024 starting at 10:00 am. A sign-up sheet for volunteer judges will be available at the October General Meeting.
4. Questions may be directed to the Youth Ed Chair.

I move my report,

**CONSTITUTION AND LAWS**

Nil report

Stéphane Guy  
Constitution and Law chair  
613-797-7021

**Report for the Executive Meeting**

**Hospitality/Entertainment Chair**

Monday October 7<sup>th</sup> 2024

Tuesday, October 15, 2024

- Hospitality has restarted the Friday Night meals and we are busier then ever.
- The next few months will be busy time for us.
- I have been approached by Darrell Bartraw for Hospitality to cook the breakfast at Clark's Field for Canada Day 2025. I would like to have a few members of the Executives to help serve and clean with naturally the help of a few of my crew. I haven't given him an answer yet because I needed to talk to the Executive + my team. He would give the food and the equipment so just a few more questions for him and answer to come at a later date
- Sunday, December 1, 2024 Will be the Craft Market and I already started to rent some tables and it is going very well.

**Meals and Bands for October 2024:**

- Tickets for the Veteran's Dinner has been put up for sale
- Wednesday, October 9, 2024 Open Mic 12:30pm - 3pm  
Food available from 12pm - 2pm
- Friday, October 11, 2024 Rotisserie Chicken Band: Marleen Fawcett



## **Royal Canadian Legion Branch 641 Barrhaven**

Menu: Wedges, Chicken, Mix Vegetables, Tomato Soup, Caesar Salad,  
Carrot Cake Angel to make, Ice Cream Vanilla, Cookies

- Friday, October 18, 2024 Steak Band: 4Better Times 7pm – 11pm
- Wednesday, October 23, 2024 Open Mic 12:30pm - 3pm  
Food available from 12pm - 2pm
- Friday, October 25, 2024 Halloween Band: Albert and The Collection 7pm – 11pm

### **Meals and Bands for November 2024:**

- Friday, November 1, 2024 No Meal Band: Hallman and Hoffman 7pm – 10:30pm
- Saturday, November 2, 2024 Veteran's Dinner Band: Wayne Orshick??
- Friday, November 8, 2024 Ribs and Chicken Band: Heart and Soul Duo 7pm – 11pm
- Monday, November 11, 2024 Remembrance Day at the Branch Band: Lauren Hall 1pm – 5pm
- Tuesday, November 12, 2024 Christmas Dinner tickets for sale
- Friday, November 15, 2024 Greek Band: Divided Highway 7pm – 11pm
- Wednesday, November 20, 2024 Open Mic 12:30pm - 3pm

Food available from 12pm - 2pm

- Friday, November 22, 2024 Steak Band: Gib Rozon 7pm – 11pm
- Friday, November 29, 2024 Meal: TBD Band: TBD

I move my report

Angel Guy

Hospitality/Entertainment Chair

Barrhaven Legion Branch 641



## Royal Canadian Legion Branch 641 Barrhaven

### Grants and Assistance Nil Report

#### Honours and Awards Nil Report

#### LONG RANGE PLANNING

In order to boost our Land and Building fund in order to have a better mortgage, I will be introducing a NofM at the General Meeting to apply for a small loan from Ontario Command for \$50K at 2% interest rate.

I move my report.

Stéphane Guy  
Long Range Planning Chair  
613-797-7021

#### Ways and Means report

Our committee is keeping busy with other up and coming events. I have enclosed our event report for the executive.

Our Pig Roast evening was a great evening many of our members enjoyed themselves and asked if we could make this an annual event. This was the second time we did this and learned what not to do. My only really complaint was not enough meat this will change for next year.

In this report you will notice that only that \$392.50 will go to the Land and building fund and the rest in our general account because the tickets were purchased in our POS for the future this will not happen.

More events will be coming up over the next months.

Grey Cup November 17 I am planning an open dart tournament with hope of keeping people here for the game.

Presidents Draw December 8 tickets will go on sale early November.

December 15 Breakfast with Santa BFC, Hospitality and Ways and Means will be doing this event.



## Royal Canadian Legion Branch 641 Barrhaven

More to come in the new year,

### Ways and Means

Barrhaven Legion 641 Dave Sereda Ways and Means Chair

## EVENT REPORT

(To be completed for each event by the event OPI and submitted to the Finance Committee Chair)

Name of Event Pig Roast

Date of Event September 21, 2024

Location of Event:

Number of attendees 91

Finances:

| EXPENSES (\$)  |           | REVENUES (\$)             |             |
|----------------|-----------|---------------------------|-------------|
| ITEM (PAID)    | AMOUNT    | ITEM(RECEIVED)            | AMOUNT      |
| Meat           | \$970.00  | 72 members x \$30.00      | \$ 2,160.00 |
| Carol Ann      | \$293.78  | 19 non- members x \$35.00 | \$ 665.00   |
| Andy Moore     | \$ 131.75 | Donations                 | \$ 135.00   |
|                |           | Share the Wealth          | \$ 237.50   |
|                |           | 4 dinners sold            | \$ 20.00    |
|                |           |                           |             |
|                |           |                           |             |
|                |           |                           |             |
|                |           |                           |             |
|                |           |                           |             |
|                |           |                           |             |
|                |           |                           |             |
|                |           |                           |             |
|                |           |                           |             |
| ITEM(PAYABLES) | AMOUNT    |                           |             |
|                |           |                           |             |
|                |           |                           |             |
|                |           | ITEM(RECEIVABLES)         | AMOUNT      |
|                |           |                           | \$3,217.50  |

|                |            |  |  |  |
|----------------|------------|--|--|--|
|                |            |  |  |  |
| TOTAL EXPENSES | \$1,395.53 |  |  |  |
| PROFIT/LOSS    | \$1,821.97 |  |  |  |

COMMENTS:

Name and signature of Event organizer:

Date of Report (dd/mm/yr): \_\_\_\_\_

Note: This report is to be prepared for each event sponsored by Branch 641 and is to be submitted to the Chair of the Finance Committee within one month after the date of the event. Only monthly Reports covering the Friday Nite Dinner/Dance is required.

# Technology Officer Report

1. Projects completed:
  - a. Rogers' installation of conduits and fibre-optic terminals completed on 27SEP.
  - b. New accounts created for Poppy Campaign Volunteers.
  - c. New RCL641 SharePoint site to support the Poppy Campaign created.
2. Projects in Progress:
  - a. Rogers' installation of telephone lines and internet wifi hotspots scheduled for 10OCT.
  - b. Review of hardware and operating system requirements for Bar Point of Sale system, Security Camera system and Branch office systems in progress, with recommendations to follow in mid-November.
3. Projects pending:
  - a. Testing of MS Teams with a view to support remote viewing (and potential interaction / participation) of General Meetings will begin mid-November.
  - b. Develop, test and implement Membership card-scanning (both plastic and digital) to accelerate the sign-in process for attendance during General Meetings.

I move my report Kevin