



Branch 641
Barrhaven

Royal Canadian Legion Branch 641 Barrhaven

Executive Committee Meeting Agenda for September 2nd, 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		In package
7. Business arising from the Minutes and unfinished business	Secretary	Verbal
8. President's Report	Lyle Brennan	
9. Treasurer's Report	Diane Craig	No report
10. Sergeant-at-Arms Report	Paul Leadston	No report
11. Correspondence	Kevin Brown	Verbal
12. Reports of Standing Committees		
a. Legion Seniors	Richard Lynn	In package
b. Membership	Joe Guitard	
c. Poppy Chair	Kevin Brown	In package
d. Public Relations	Debi Sereda	No report
e. Sports, Track and Field	Michele Guitard	
f. Poppy Trust Fund	Bert Boehme	
g. Leadership & Development	Bert Boehme	
h. Veteran Services Officer	Anne Cole	No report
i. 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	In package
c. Cadet Liaison & Scouts	Robert MacNichol	No report
d. Entertainment, Hospitality & Special Events	Anne Cole	
e. Finance Committee	Angele Guy	In package
f. Grants & Assistance	Bert Boehme	
g. Honours & Awards	Richard Lynn	In package
h. Hospital Visits	Ed Schelenz	No report
i. Housing	Louise Laflamme	No report
j. Long Range Planning	Dave Cole	No report
k. Community Liaison	Stéphane Guy	No report
l. Ways & Means	Dave Sereda	No report
m. Technology Officer	Dave Sereda	In package
14. Motions or Special Business of which Notice was previously given	Kevin Brown	In package
15. General and new Business including matters respecting the welfare of the Legion and the Branch	Secretary	In package
16. Tabling of Notice(s) of Motion(s)		
17. Motion to adjourn		
18. Closing Ceremony (RCL Rituals, Awards and Protocol Manual)		

I certify the information herein to be true and correct.

I certify the information herein to be true and correct.

Lyle Brennan, President

Kevin Brown, Assistant Secretary



Royal Canadian Legion Branch 641 Barrhaven

Executive Committee Meeting Minutes August 6th, 2024

Quorum = 9

Legend: P = Present R = Regrets A = Absent

Branch Officers (08)

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

Other Chairs and Appointees (11)

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

Activity

1. Call to Order
Lyle Brennan
2. Opening Ceremony
Dave Cole
3. Motion to deviate from the agenda
Moved by Diane Craig
4. Introduction of Guests
No Guests
5. Minutes of the last Executive Meeting July 2nd 2024
Moved by Pam Hall Seconded by Diane Craig Carried
6. Business arising from the Minutes and unfinished business
None
7. President's Report
Moved by Lyle Brennan Seconded by Robert MacNichol Carried
8. Treasurer's Report
Diane Craig – Report provided and Moved by Will Read Seconded by Kevin Brown Carried
There was a discussion on the branch going with an interac machine for bar, hospitality, and general sales. Costs were detailed in the report along with verbal additional information. No decision will be made immediately. Further discussion is needed.
9. Sergeant-at-Arms
Paul Leadston No Report
10. Correspondence
Pam Hall Verbal thank you letter, emails received were reviewed

Activity

11. Reports of Standing Committees
 - a. Legion Seniors
Richard Lynn No Report
 - b. Membership
Joe Guitard Moved by Michele Guitard Seconded by Kevin Brown Carried
 - c. Poppy Report
Moved by Kevin Brown Seconded by Carol Marleau Carried
 - d. Public Relations
Debi Sereda No Report
 - e. Sports, Track and Field
Moved by Michele Guitard Seconded by Robert MacNichol Carried
 - f. Poppy Trust Fund Motion
Moved by Bert Boehme Seconded by Kevin Brown Carried
 - g. Leadership & Development
Bert Boehme No Report
 - h. Veteran Services Officer
Anne Cole No Report
 - i. Youth Education & Bursary
Carol Anne Marleau No Report
12. Reports of Other Committees and Standalone Positions
 - a. Bar Officer
Dave Cole No Report
 - b. Constitution and Laws
Moved by Stephane Guy Seconded by Robert MacNichol Carried
 - c. Cadet Liaison & Scouts
Robert MacNichol/Anne Cole No Report
Remarks: Cheques have been issued to the 5 Cadet Units the branch supports
 - d. Entertainment, Hospitality & Special Events
Moved by Angele Guy Seconded by Carol Anne Marleau Carried
 - e. Finance Committee
No Report
A discussion took place about procedures and executive actions.
A Financial Review is in progress. The branch executive will respond once the report is complete and presented.
 - 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 No Report
 - k. Community Liaison
Dave Sereda No Report
 - l. Ways & Means
Dave Sereda – Verbal via Carol Anne Marleau
Launch of fund-raising initiative and details for the “Pig Roast” September 22nd
Tickets will be made available for sale at the Bar.

Activity

- m. Technology Officer
Moved by Kevin Brown Seconded by Robert MacNichol Carried
- 13. Motions or Special Business of which Notice was previously given
None
- 14. General and new Business including matters respecting the welfare of the Legion and the Branch
 - a. Kevin Brown requested clarification on Nevada reporting
- 15. Tabling of Notice(s) of Motion(s)
 - a. Motion: Moved by Carol Anne Marleau Seconded by Michele Guitard Carried
I move that the organizers of the event on Sunday September 22nd use the full Kitchen including dishes and cutlery
- 16. Motion to adjourn
Carol Anne Marleau
- 17. Closing Ceremony
Lyle Brennan

MEMORIUM EORUM RETINEBIMUS

God Save the King

President

Recording Secretary

Lyle Brennan

Pam Hall

REPORTS

11. Correspondence

A. Paper mail received from Canada Post

B. emails

- External: National Military Cemetery Clean-up 2024
- External: Mood Disorders Society of Canada Peer Support Training
- External: Diefenbunker Sponsorship
- External: the Burns Way
- External: Doctoral Research
- Dominion Command: Legion Branch Testimonial
- Dominion Command: Wilderness Tours Special Discount
- Ontario Command: Provincial Service Officer
- Ontario Command: Veterans House International not endorsed by RCL
- Ontario Command: New Horizons grant
- Zone G5: Council scheduled for September 8th, in Orleans
- Zone G5: Branch Inspections

Verbal report

Action

- ML
- ML
- Pending
- ML
- ML
- None
- ML
- Pending
- CathyP
- 3rd VP
- 1st VP
- P and 1st VP

12.a. Legion Seniors

Questionnaire and Yearly Report 2024

- 1) Number of Retirement homes in your branch area: 8 (eight)
- 2) Breakdown of the Number of Retirement homes:
 - a. Federally Funded Retirement Homes: 0
 - b. Provincially Funded Retirement Homes: 0
 - c. Private Retirement Homes: 6
 - d. Nursing Homes: 2
- 3) How many homes /residences are visited or contacted by the Seniors Officer, Veterans service officer or hospital visiting team(s): All
- 4) Describe what activities for Senior's take place that are "Branch Sponsored "
 - Bingo
 - Veterans Lunch
 - Christmas Visit and Gift Drop-off
- 5) What community services are available to seniors in the branch area?
 - They can talk to Seniors Officer, Veterans Officer or Community Specialist depending on their needs
- 6) What community groups/organizations are available to seniors in your branch area?
 - Seniors Resource Guide Nepean Seniors Recreation Centre
<https://nepeanseniorscentre.ca>
This Ottawa Seniors Resource Guide is a directory of links for services, agencies and programs which helps assist older persons, in their daily lives
- 7) What Transportation (excluding taxi cabs) are available for Seniors within the Branch?
 - Volunteer drivers, one or two have Home Owned Buses
- 8) Has any Provincially Sponsored Seniors Sports been held within the Branch?
 - Yes ___ No X
 - If yes, specify by date and location: _____
- 9) Any other items or ideas you would like to see discussed at the Zone level.
 - Not at this time.

I move my report.

Richard Lynn

12.c. Poppy Chair

- National Legion website still showing 2023 Poppy Campaign material.
- Change in date for Branch 641 Veterans' Dinner. Invitation originally sent to Guest of Honour for Sat09Nov but date changed to Sat02Nov to provide sufficient time for preparations and tear-down between the Veterans' Dinner and the Remembrance Day Parade and Reception on Mon11Nov.
- Pending confirmation of Guest of Honour for 02Nov.
- Missing a few volunteer positions, will submit a "Call for Volunteers" after Labour Day long weekend.
- Merchandise for sale inventory is being reviewed.
- Poppy Campaign inventory is well in hand.
- Visits to retail stores to confirm interest and availability have begun, with letters being prepared.
- Point of discussion for Executive Committee: Wreath pricing.

I move my report.

Kevin Brown

12.i. Youth Education & Bursary

- 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. The branch website has been updated and all Bursary and Contest information is there.
 3. An article will be printed in the September edition of The Advance giving information about the Bursary and Youth Education Program to our Members.
- Contests
 1. An email will be sent out towards the end of September to all schools in the Barrhaven area.
 2. I have confirmed Valour Hall on Saturday, 23 November 2024 from 1000- 1500 hours to perform poster and literary contest judging.
 3. A request for volunteers to assist with Judging will be sent to our members, closer to the event.
 4. I have also confirmed Valour Hall for the Poster and Literary Contest Award Ceremony to take place on Sunday, 19 January 2025.
- Questions may be directed to the Youth Ed chair.

I move my report.

Carol Anne Marleau

13.b. Constitution and Laws

- The last step to have our Branch Regulations has been completed and we have received the certification.
- 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 following:
 1. Daily hours of operation
 2. Admission to the clubhouse
 3. Human Rights
 4. Signing in of guests
 5. Cashing of cheques
- 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

13.d. Entertainment, Hospitality & Special Events

- Hospitality will be restarting the every Friday Night Dinner/Dance in September. The next few months will be busy time for us.
- Meals and Bands for September 2024:
 - Friday, September 6, 2024
 - Meal: Chicken à la Angel
 - Band: Heart & Soul Duo 7pm – 11pm
 - Wednesday, September 11, 2024
 - Open Mic 12:30pm - 3pm // Food available from 12pm – 2pm
 - Friday, September 13, 2024
 - Meal: Steak
 - Band: The BedRockers 7pm – 11pm
 - Friday, September 20, 2024
 - Meal: Ham & Scallop
 - Band: Snap, Crackle & Pop 7pm – 11pm
 - Wednesday, September 25, 2024
 - Open Mic 12:30pm - 3pm // Food available from 12pm – 2pm
 - Friday, September 27, 2024
 - Meal: Pork Roll
 - Band: Alex Lopez 7pm – 11pm

I move my report

Angel Guy

13.f. Grants & Assistance

- Donation to Interval House of Ottawa \$5,000.00
- Donation to Cornerstone Housing for Women \$5,000.00
- Donation to Diefenbunker: Canada's Cold War Museum \$500.00
- Request for donation and loan of hall to Veterans House International, suggest this request be denied as it can be confused with Veterans House Canada and VH International is not endorsed by the RCL.
- Donation for Pipe band, The Sons of Scotland \$1,000.00. They have been asked to be part of a big massed band that will play at the opening ceremonies of the Invictus Games being held in Vancouver, BC in February of 2025. They have a good number of serving and retired military players in the band and we are encouraging new cadet members to learn well and quickly enough to take part, and to support the Invictus team athletes. There are many of the Team Canada athletes based in the Ottawa area.
- Donation to The Ottawa Mission of \$2,000.00 to help those needing shelter and support in Ottawa.
- Donation to the Canadian Cancer Society of \$500.00 for research and support.

I move my report.

Richard Lynn

13.l. Ways & Means

- Our agenda is about raising money for the Land and Building fund.
- Our committee is planning events throughout the year starting with our sold-out Pig Roast in September.
- We will be planning a dart tournament for both the Grey Cup and the Super Bowl, food will be available. Come out to support this... If you want to play, a sign-up sheet will be set up a few weeks ahead of each game.
- We are planning other events but if you have an idea for a good fundraiser just contact me.

I move my report.

Dave Sereda

13.m. Technology Officer

- Projects completed since last report:
 1. Worksheet support to Bar Operations.
 2. Point of Sale troubleshooting for Bar Operations and Accounting Team.
- Projects in progress:
 3. The switch to Rogers is now in the coordination stage. A site survey should be conducted by Fri06Sep, with installation to follow by Fri13Sep.
 4. Terms of reference for Technology Officer still in draft.
 5. Various lists, how-to guides, and other information resources of business value (IRBV) are being digitized, and transformed into Branch 641 branded templates.
 - Template-641-Reports.docx
 - Template-641-Letterhead.docx
 - Template-641-ProposedMotion.docx
 - Template-641-PowerPoint.pptx
 6. Reports analyzing the MailerLite data regarding the readership will be submitted on a periodic basis, with notice in the "Projects completed" portion when they are submitted.
- Projects pending:
 7. Once the internet bandwidth is sufficiently robust on site at the branch, testing will take place with a view to offer members the ability to view General Assembly meetings with a link to the branch's M365 MS Teams Event. Current protocols require an in-person presence in order to vote. First test of a "webinar" will be conducted during this Executive Committee Meeting.
 8. Develop, test and implement Membership card-scanning (both plastic and digital) to capture attendance during General Meetings.

I move my report.

Kevin Brown



Branch 641
Barrhaven

Royal Canadian Legion Branch 641 Barrhaven

PROPOSED MOTION

COMMITTEE OR POSITION IDENTIFIER	Grants and Assistance 09-01
PRESENTING MEMBER	Ed Schelenz
Executive Meeting Date	September 2 nd , 2024
Moved by:	Ed Schelenz
Seconded by:	
Executive Meeting Carried:	Yes / No
General Meeting Date	September 17 th , 2024
Moved by:	Ed Schelenz
Seconded by:	
General Meeting Carried:	Yes / No
Secretary Signature	<hr/>

MOTION

1. I move that we donate \$5000.00 to Interval House of Ottawa with the money to come from the following account: BINGO

BACKGROUND

2. This motion came about through discussion with Comrade Joyce Barr.
3. Interval House of Ottawa - Ottawa's first shelter for women and children fleeing abuse since 1970. It provides support, housing and assistance to women AND their children fleeing domestic violence, sexual abuse and/or other domestic/ partner abuse. Referrals to this facility also come from Ottawa Children's Aid and Ottawa police services. In recent years, from donated funds, this facility was updated to include small pets. This was based on studies that showed many women and children will continue to endure abuse as their partner threatens to torture, maim or kill a beloved family pet if they leave the abusive relationship. This is the only women's shelter in Ottawa to offer this facility for pets which has proven to greatly help women and their children leave chronic abusive situations and also help children adapt to family changes and their new environment.

<https://www.intervalhouseottawa.org/>



Branch 641
Barrhaven

Royal Canadian Legion Branch 641 Barrhaven

PROPOSED MOTION

COMMITTEE OR POSITION IDENTIFIER	Grants and Assistance 09-02
PRESENTING MEMBER	Richard Lynn
Executive Meeting Date	September 2 nd , 2024
Moved by:	Richard Lynn
Seconded by:	Ed Schelenz
Executive Meeting Carried:	Yes / No
General Meeting Date	September 17 th , 2024
Moved by:	Richard Lynn
Seconded by:	
General Meeting Carried:	Yes / No
Secretary Signature	

MOTION

1. I move that we donate \$5000.00 to Cornerstone Housing for Women with the money to come from the following account: BINGO

BACKGROUND

2. This motion came about through discussion with Comrade Joyce Barr.
3. Cornerstone Housing for Women - established in 1983, this organization supports vulnerable women of varying ages through their programs and services. Their goal is to help transform the lives of women from crisis to hope, housing and healing. There are currently 5 housing communities in Ottawa working to assist women experiencing homelessness and /or abusive controlling situations. Their services not only help vulnerable women in need but decrease the strain on our city's emergency services while supporting individual physical and mental needs. On average, this organization which has about 200 volunteers plus staff supports or assists about 700 women per year.

<https://cornerstonewomen.ca/>



Royal Canadian Legion Branch 641 Barrhaven

PROPOSED MOTION

COMMITTEE OR POSITION IDENTIFIER	Grants and Assistance 09-03
PRESENTING MEMBER	Richard Lynn
Executive Meeting Date	September 2 nd , 2024
Moved by:	Richard Lynn
Seconded by:	
Executive Meeting Carried:	Yes / No
General Meeting Date	September 17 th , 2024
Moved by:	Richard Lynn
Seconded by:	
General Meeting Carried:	Yes / No
Secretary Signature	

MOTION

1. I move that we donate \$500.00 to Diefenbunker: Canada's Cold War Museum with the money to come from the following account:

BACKGROUND

2. At the Diefenbunker: Canada's Cold War Museum, we're excited to share with you the special events we have planned for the second half of this year. These present unique opportunities for the Ontario Command of the Royal Canadian Legion to sponsor our one-of-a-kind museum, which is an important community hub and operates as an independent charity.
3. **I know the Legion does important advocacy work for people with experience in the Canadian Armed Forces, including hosting the Ladies' Auxiliary. As such, we think you'll be especially interested in our panel discussing women in Canada's Cold War military.** This talk is a part of our Cold War Speaker Series, where we'll be hosting several experts on Cold War history to give talks on their fields of expertise throughout the fall and winter. Please see attached our PDF package with more details on opportunities for all our events this year.
4. We hope to hear from you with your interest in sponsoring an upcoming event at the Diefenbunker. Your collaboration makes it possible for us to continue offering an award-winning immersive experience for local and national visitors to the Ottawa region.

<https://diefenbunker.ca/donate/>



Royal Canadian Legion Branch 641 Barrhaven

PROPOSED MOTION

COMMITTEE OR POSITION IDENTIFIER	Grants and Assistance 09-04
PRESENTING MEMBER	Richard Lynn
Executive Meeting Date	September 2 nd , 2024
Moved by:	Richard Lynn
Seconded by:	
Executive Meeting Carried:	Yes / No
General Meeting Date	September 17 th , 2024
Moved by:	Richard Lynn
Seconded by:	
General Meeting Carried:	Yes / No
Secretary Signature	

MOTION

1. I move that we donate \$1,000.00 to the Sons of Scotland Pipe Band with the money to come from the following account:

BACKGROUND

2. This motion came about by email solicitation from one of the pipers (plays for Legion funerals).
3. Our pipe band, The Sons of Scotland, have been asked to be part of a big massed band that will play at the opening ceremonies of the Invictus Games being held in Vancouver, BC in February of 2025. We will be part of a 300 member pipe band and join in with 6 time world champion pipe band The Simon Fraser University to present a truly national pipe band to welcome the competitors from 20 countries taking part. We are hoping to find some funding from the Legion to help us with accommodations costs while in British Columbia. We are booking cautiously, putting 2 to 4 people in each room, and staying in a part of the city where we can practice inside – maybe a Legion out there will help us!
4. We have a good number of serving and retired military players in the band and we are encouraging new cadet members to learn well and quickly enough to take part, and to support the Invictus team athletes. There are many of the Team Canada athletes based in the Ottawa region, and we would love to have a nice party where we play some tunes, and welcome the athletes to join us. Hosting this event and providing a nice honorarium to us would go a long way, and you would enjoy some terrific marketing opportunities with this support.

<http://www.sospb.com/the-invictus-games.html>



Royal Canadian Legion Branch 641 Barrhaven

PROPOSED MOTION

COMMITTEE OR POSITION IDENTIFIER	Grants and Assistance 09-05
PRESENTING MEMBER	Richard Lynn
Executive Meeting Date	September 2 nd , 2024
Moved by:	Richard Lynn
Seconded by:	
Executive Meeting Carried:	Yes / No
General Meeting Date	September 17 th , 2024
Moved by:	Richard Lynn
Seconded by:	
General Meeting Carried:	Yes / No
Secretary Signature	

MOTION

1. I move that we donate \$2,000.00 to the Ottawa Mission, with the money to come from the following account:

BACKGROUND

2. The Ottawa Mission's work: With homelessness on the rise, housing has been declared an emergency in Ottawa. That's why The Mission addresses immediate needs while collaborating with community partners to prioritize long-term solutions for poverty and homelessness. Our wide array of programs and services enable people to improve their lives and build brighter futures.
 - a. Emergency Services: At The Ottawa Mission, our frontline services are open 24/7 so people experiencing poverty and homelessness have access to nutritious meals, a safe place to sleep and a change of clean clothes when they need it most.
 - b. Health & Wellbeing: Caring for people doesn't stop with food and shelter. At The Ottawa Mission we provide health services essential to quality of life, ranging from medical, dental and mental health care to addiction treatment and hospice care. We also offer spiritual support through our Chaplaincy Care services, nourishing the whole person — body, mind and soul.
 - c. Long-term Support: Everyone deserves the opportunity to improve their situation. That's why The Mission offers transformational programs that provide educational support, job training and housing services that enable people to escape homelessness and build a better life.
 - d. Chef Ric's is a unique social enterprise for The Ottawa Mission and a community asset for people from all walks of life. Chef Ric's opened its doors on 384 Rideau Street in 2021 to offer healthy and affordable menu items, customized catering and provide a new home for our Food Services Training Program.

<https://ottawamission.com/our-work/>



Royal Canadian Legion Branch 641 Barrhaven

PROPOSED MOTION

COMMITTEE OR POSITION IDENTIFIER	Grants and Assistance 09-06
PRESENTING MEMBER	Richard Lynn
Executive Meeting Date	September 2 nd , 2024
Moved by:	Richard Lynn
Seconded by:	
Executive Meeting Carried:	Yes / No
General Meeting Date	September 17 th , 2024
Moved by:	Richard Lynn
Seconded by:	
General Meeting Carried:	Yes / No
Secretary Signature	

MOTION

1. I move that we donate \$500.00 to the Canadian Cancer Society, with the money to come from the following account:

BACKGROUND

2. The Canadian Cancer Society:
 - a. When you partner with the Canadian Cancer Society, you help fund life-changing support programs, ground-breaking research and important health policies that help all Canadians live healthier lives.
 - b. When you donate to the Canadian Cancer Society, you make a real difference to real people who have been affected by cancer.
 - c. Thanks to your donations, we're able to fund the most promising cancer research, provide a support system for all those affected by cancer and shape healthy public policies to prevent cancer and support those living with the disease.

<https://cancer.ca/en/ways-to-give>