



**Royal Canadian Legion - Barrhaven Legion Branch 641**  
**Executive Meeting Agenda December 2<sup>nd</sup> 2024**

	Action	Report
1. Call to Order		
2. Indigenous Land Acknowledgment		
3. Opening Ceremony		
4. Motion to deviate from the agenda		
5. Introduction of Guests		
6. Review minutes of last meeting	Pamela Hall	
7. Business arising from the Minutes & Unfinished business		
8. Presidents Report	Lyle Brennan	
9. Treasurer's Report	Diane Craig	
10. Sgt- at- Arms Report	Paul Leadston	
11. Correspondence	Pamela Hall	
<b>12. Reports of Mandatory Standing Committees</b>		
a. Legion Seniors	Richard Lynn	
b. Membership	Joe Guitard	
c. Poppy Chair	Kevin Brown	
d. Public Relations	Debi 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	
<b>13. Reports of Other Standing Committees and Standalone Positions</b>		
a. Bar Officer	Dave Cole	
b. Constitution and Laws	Stephane Guy	
c. Cadet Liaison & Scouts	R. MacNichol/A. Cole	
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 Sereda	
14. Motions or Special Business of which Notice was previously given		
15. General and New Business including matters respecting the welfare of the Legion and Branch		
16. Tabling of Notice(s) of Motion(s)		
17. Motion to Adjourn		
18. Closing Ceremony		

**Next Meeting**



**The Royal Canadian Legion Branch 641 Barrhaven**  
**Minutes of Executive Meeting November 4<sup>th</sup> 2024 Quorum 9**

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

**Branch Officers (08)**

<b>President</b>	Lyle Brennan	R
<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	P
<b>Treasurer</b>	Diane Craig	P
<b>Sergeant-At-Arms</b>	Paul Leadston	R

**Other Chairs (11)**

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

**1. Call to Order**

The meeting was called to order at 19:00 hrs by Dave Cole with 15 members in attendance in person.

**2. Indigenous Land Acknowledgment:** Read by Dave Cole

**3. Opening Ceremony:** Performed by Dave Cole

4. **Motion to Deviate from the agenda:** Moved by Dave Cole, Seconded by Diane Craig Carried.
5. **Introduction of Guests: Ian Fletcher, Peter Boileau from The Prep Kitchen – A** presentation showcasing the business module. Offering individual fresh meals with superior ingredients, the company wants to engage seniors and veterans. Stephane as Zone Commander will put them in touch with zone branch Veteran Service officers
6. **Minutes of the last Executive Meeting:** Included in Agenda package.  
Moved by Pam Hall, Seconded by Carol Anne Marleau Carried.
7. **Business arising from the Minutes & Unfinished Business**
8. **President's Report Lyle Brennan:** In the Agenda Package Moved by Lyle Brennan Seconded by Angele Guy Carried.
9. **Treasurer's Report Diane Craig:** Verbal report given. The signing authority at the TD Bank has been updated.
10. **Sgt at Arms' Report Paul Leadston** Regrets – No Report
11. **Correspondence:** Email review
12. **Reports of Mandatory Standing Committees**
  - a) **Legion Seniors Richard Lynn:** Report Provided
  - b) **Membership Joe Guitard:** Report in the Agenda Package Moved by Joe Guitard Seconded by Angele Guy Carried A draw was made for a free membership and Mark Steven Harding will be notified of his win.
  - c) **Poppy Chair Kevin Brown** Report in the Agenda Package Moved by Kevin Brown Seconded by Robert MacNichol Carried Remarks: Confirmed Bugler, and Piper. Highlights of the report were updated. Tap \$10,000 to date.
  - d) **Public Relations Debi Sereda:** No Report
  - e) **Sports, Track and Field Michelle Guitard:** No Report. Remarks: Waiting for calendar of events.
  - 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:** Report in package. Moved by Carol Anne Marleau Seconded by Michele Guitard, Carried.

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

- a) **Bar Officer Dave Cole:** Verbal Report
- b) **Constitution and Bylaws Stéphane Guy:** Report is in the package Moved by Stephane Guy Seconded by Kevin Brown Carried Remarks: highlighted the hat issue in valour hall and the guidelines for meeting dates. It was decided to move Monday meeting to Tuesday on all long weekends.
- c) **Cadet Liaison and Scouts Robert MacNichol and Anne Cole Verbal Report:** Robert has been in touch with the 25<sup>th</sup> Nepean Scout Group. Also, there are Thank You for Serving Cards coming from a grade 2 and 3 class. As an update to the Cadet participation in the Poppy campaign – too many or too little at some locations
- d) **Entertainment, Hospitality & Special Events Angele Guy** Report is in the Agenda Package Moved by Angel Guy Seconded by Kevin Brown Carried. **Motion** to increase cover charge for Friday Band from \$5 to \$10 was seconded by Diane Craig and Carried. **Motion** to increase the price of meals was declined.
- e) **Finance Committee Bert Boehme** Report provided – Went over highlights from the Financial Review Committee. Moved by Bert Boehme Seconded by Robert MacNichol Carried
- f) **Grants and assistance Richard Lynn:** Report provided included motions.
- g) **Honours and Awards Ed Schelenz:** Verbal Report. Tom Lamb and Angele Guy were nominated have accepted the Coronation Medal in recognition of their extensive volunteer contributions.
- h) **Hospital Visits Louise Laflamme** No Report
- i) **Housing Dave Cole:** Verbal Report All hall bookings must go through Cathy including in house events and meetings. This will avoid conflicts and double occupancy.
- j) **Long Range Planning Stéphane Guy:** No Report
- k) **Community Liaison Dave Sereda:** No Report.
- l) **Ways and Means Dave Sereda:** Report in Agenda package. Moved by Dave Sereda Seconded by Michele Guitard Carried
- m) **Technology Officer Kevin Brown:** Report in Agenda package.  
Moved by Kevin Brown Seconded by Robert MacNichol Carried.

### 14. Motions or Special Business of which Notice was previously given

Moved by Richard Lynn **Motion** to make a donation in the amount of \$250 from the General Account to purchase socks and hygiene products for Homeless Veterans.

Seconded by Robert MacNichol Carried. Moved by Richard Lynn **Motion** to made a donation from the Bingo/Nevada account to donate \$2000 to the R.I.S,E Academy

was passed to the general meeting. Moved by Richard Lynn **Motion** to donate \$5000 from the Bingo/Nevada account to Camp Opemikon to purchase 50 bed mattress covers. Seconded by Ed Schelenz Carried Move to General for final approval

15. **General and new Business including matters respecting the welfare of the Legion and the Branch We are looking into replacing the aging POS system**

16. **Tabling of Notice(s) of Motion(s)**

17. **Motion to Adjourn:** Moved by Debi Sereda

18. **Closing Ceremony:** Performed by Dave Cole Meeting concluded at 8:30 pm.

## **MEMORIUM EORUM RETINEBIMUS**

God Save the King

---

Lyle Brennan

Branch President

---

Pam Hall

Secretary

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

**President's Report**

Executive Meeting 4 December 2024

**Report:** Lyle Brennan, President

It's been a busy few months and December is here. We have more great events on the way to celebrate the holidays and ring in the new year, so keep an eye out on the bulletin board and our website to stay informed.

Don't forget to buy your Presidents Draw tickets which are available at the Branch. Draw will be held on 8 December.

I encourage our membership to consider sending holiday greeting cards to veterans at the local seniors homes in the Barrhaven area.

Did you know you can also send an electronic greeting to the members of Canadian Armed Forces? Let them know you appreciate their service by sending a message on the monitored message board at:

<https://www.canada.ca/en/department-national-defence/services/contact-us/write-troops.html>

"Lest we forget"

I move my report

## **Seniors Report/ Motion**

For the Veterans in Nursing Homes/Manors/etc. we have decided on giving them \_\_\_\_\_ at \$\_\_\_\_\_ each and am requesting we be authorized to spend up to \$\_\_\_\_\_ from the Poppy Fund.

Moved by Richard Lynn  
Seconded by

Executive Meeting  
Carried Yes/No

## **Sports Report**

Sports calendar has been released and first event is this weekend.  
Barrhaven will also be hosting the Mixed Dart event on Sunday May 11th , 2024.  
Our Zone is going to start having a golf playoff prior to District so a call has been put out for a legion to host this summer, so I put our name in as an option. I will try and pick a date soon to put forward and look into golf courses.

Michelle Guitard  
I move my report

## **Youth Education Report**

Executive Meeting: 02 December 2024

### **Bursaries**

1. Nothing to report.

### **Contests**

The branch Poster and Literary Contest judging took place on Saturday, November 23, 2024. We received a total of 313 entries from 10 Barrhaven area schools.

1. I would like to thank everyone who supported the Youth Program on judging day. The results will be available at the General Meeting once all winners have been notified.
2. First place winners from each category were delivered to Zone at the Westboro Branch on November 28, 2024,
3. Our local Branch Award Ceremony is scheduled on Sunday, January 19, 2025.
4. Winners will be notified and invitations to the Ceremony will be sent out within the next two weeks.
5. Questions may be directed to the Youth Ed Chair.

I move my report,

Carol Anne Marleau

Chair, Youth Education and Bursary

### **Cadet Liaison Report**

75 Sqn will assist Branch 641 on

January 8th 2025 at the Veterans Bingo night held at 7pm Perly Veterans Health Center  
1750 Russell Road Ottawa.



I sent a email to all Cadet CO's thanking their Cadets for assisting with the 2024 Poppy Campaign and Remembrance Day Service Parade.

**Motion:**

Provide 925 Edmond-Lanthier Cadet Squadron \$300.00 to purchase a drill cane to be used by the Squadron Chief Warrant Officer.

Moved by Robert MacNichol

Seconded by

Executive Meeting Carried yes/no

**Executive Meeting**

**Hospitality Report**

**Monday, December 2nd, 2024**

November has been a busy month for Hospitality, so will December.

We have a few ladies and gents that are not feeling well lately and we wish them a quick recovery and our thoughts and prayers are with them.

**Events in December:**

- Sunday, December 1, 2024 Annual Market 10am – 4pm
- Monday, December 2, 2024 Tickets for New Year's Eve on sale
- Wednesday, December 4, 2024 Open Mic from 12pm – 3pm
- Friday, December 6, 2024 No Meal/Cover Charge Band: Albert & The Collection
- Friday, December 13, 2024 Band: Arc Of Fire  
Meal: Christmas Dinner Ugly Christmas SOLD OUT Sweater Contest Prize for the ugliest one. Closed party.

- Sunday, December 15, 2024 Meal: Fundraiser, Breakfast with Santa in collaboration with the Food Cupboard
- Wednesday, December 18, 2024 Open Mic from 12pm – 3pm
- Saturday, December 21, 2024 Celebration of life
- Friday, December 31, 2024 Meal: Roast Beef Closed party Band: Snap, Crackle and Pop Closed party.

### Events in January but more to come at the next meeting

- Saturday, 2025, January 1 Levee Potluck Band: Snap, Crackle and Pop  
I move my report

Angel Guy

2<sup>nd</sup> Vice,

Hospitality/Entertainment Chair

Barrhaven Legion Branch 641

### Technology Officer

1. The Executive Committee Reports will focus on elements of Technology that support the Committee, or for special awareness, while the General Meeting Reports will be more informative on Completed/Current/Planned tasks.

2. Please note the following Shared Mailboxes that support the Executive Committee Positions. Not all are active, and not every position on the Executive has one.

Directory Display name	email address*	Directory	
		View	Current Access
641 Bar Operations	bar.operations@rcl641.ca	TRUE	Dave Cole, Diane Craig
641 Cadet Liaison	Cadet.Liaison@rcl641.ca	TRUE	Anne Cole, Robert MacNichol, Lyle Brennan
641 Golf	golf@rcl641.ca	TRUE	Jen Read
641 Help Desk and Technology	helpdesk@rcl641.ca	TRUE	Kevin Brown, Lyle Brennan
641 Honours & Awards	Honours.Awards@rcl641.ca	TRUE	Ed Schelenz, Dave Sereda, Lyle Brennan
641 Hospitality Reservation	reservation@rcl641.ca	TRUE	Ken James, Angele Guy Kevin Brown, Pam Hall, Debi Sereda, Lyle Brennan
641 Information	info@rcl641.ca	TRUE	Brennan
641 Mailings	mailings@rcl641.ca	TRUE	Kim Krueger, Kevin Brown, Debi Sereda
641 Poppy Campaign	Poppy.Campaign@rcl641.ca	TRUE	Kevin Brown, Joanne Larrett, James Gilliland
641 President	president@rcl641.ca	TRUE	Lyle Brennan
641 Public Relations	Public.Relations@rcl641.ca	TRUE	Debi Sereda

641 Secretary	secretary@rcl641.ca	TRUE	Pam Hall, Kevin Brown, Lyle Brennan
641 Sergeant-at-Arms	sergeant.at.arms@rcl641.ca	TRUE	Paul Leadston, Ed Schelenz, Lyle Brennan
641 Sports, Track and Field	Sports.Officer@rcl641.ca	TRUE	Michelle Guitard
641 Treasurer	treasurer@rcl641.ca	TRUE	Diane Craig, Will Read, Bert Boehme, Lyle Brennan
641 Valour Hall Rentals	hallrental@rcl641.ca	TRUE	Cathy Pearen, Carol Anne Marleau
641 Veterans' Services Officer	vso.barrhaven@rcl641.ca	TRUE	Anne Cole
641 Ways and Means	Ways.Mean@rcl641.ca	TRUE	Dave Sereda, Michelle Guitard, Carol Anne Marleau
641 Youth Education and Bursary	Youth.Education@rcl641.ca	TRUE	Carol Anne Marleau, Lyle Brennan
641 Branch Membership	Branch.Membership@rcl641.ca	FALSE	Joe Guitard
641 Bursary Chair	Bursary@rcl641.ca	FALSE	Carol Anne Marleau
641 Community Liaison	Community.Liaison@rcl641.ca	FALSE	Dave Sereda
641 Entertainment	Entertainment@rcl641.ca	FALSE	Angele Guy
641 Grants and Assistance	Grants.Assistance@rcl641.ca	FALSE	Richard Lynn
641 Hospitality	Hospitality@rcl641.ca	FALSE	Angele Guy
641 Housing Officer	Housing@rcl641.ca	FALSE	Dave Cole
641 Leadership Development	Leader.Dev@rcl641.ca	FALSE	Bert Boehme
641 Legion Seniors	Legion.Seniors@rcl641.ca	FALSE	Richard Lynn
641 Poppy Trust Fund	Poppy.Trust@rcl641.ca	FALSE	Bert Boehme

\*Upper-Lower case does not matter

3. Following from the November General Meeting, a new action item to adjust one of the Bell Satellite TV Dishes has been added to the list of things to do.

4. POS Modernization: The Business Case for the replacement of aging and failing POS Equipment, software upgrades and one-time or future recurring fees has been broken down in the following manner:

DESCRIPTION	QTY	RATE	ONE-TIME	M	Y	Invoice1	Monthly
POS TERMINALS							
M7150 15" Touch Screen	2	\$1,668.00	1			\$3,336.00	
M715X Celeron Win10 IOT	2	\$98.75	1			\$197.50	
WARRANTY/EXCHANGE OPTIONS							
Depot Exchange 5 year	2	\$270.54	1			\$541.08	
POS FILE SERVER							
i9-13900H Win11Pro	1	\$2,499.00	1			\$2,499.00	
INSTALLATION / CONFIGURATION FEES							
Software configuration and transfer	6	\$65.00	1			\$390.00	

Hardware installation on site	2	\$110.00	1		\$220.00	
<b>HARDWARE EXPENSES</b>					<b>\$7,183.58</b>	
CPS SUPPORT AGREEMENT Monthly	1	\$110.00		m	\$110.00	\$110.00
On-site and remote support, training and emergency replacements						
N-ABLE SYSTEM MANAGEMENT SOFTWARE						\$31.50
N-able Security 1		\$6.50		m	\$6.50	
Cove Data Backup - Disaster Recover 1		\$15.00		m	\$15.00	
N-central Remote Management 1		\$10.00		m	\$10.00	
<b>SERVICE CONTRACT AND SECURITY SOFTWARE FEES</b>					<b>\$141.50</b>	
<b>SUBTOTAL</b>					<b>\$7,325.08</b>	\$141.50
HST (ON) @ 13%					\$952.26	
<b>TOTAL</b>					<b>\$8,277.34</b>	

Required once a decision about Credit/Debit card processing is made:

<b>DEBIT/CREDIT INTEGRATION*</b>						
POS SOFTWARE UPGRADES AND SERVICE FEES						
PixelPoint Version Upgrade	1	\$385.00	1		\$385.00	
PixelPoint Maintenance Fee Yearly	1	\$260.00		y	\$260.00	
Paymenttree (per device, estimate 3 devices)	3	\$10.00		m	\$30.00	\$30.00
*Does not include purchase of devices or financial institution fees						
<b>SUBTOTAL</b>					<b>\$675.00</b>	\$30.00
HST (ON) @ 13%					\$87.75	
<b>TOTAL</b>					<b>\$762.75</b>	

Notes

- a. Terminal Screens: One is failing consistently to track the point that the finger touches the screen.
- b. Warranty / Exchange option: Best value for speedy replacement, in conjunction with CPS interim loan, included in their fee.
- c. POS File Server: One hard drive has already failed.
- d. CPS Support Management Agreement: Included preferred treatment for emergency action as well as interim loan of equipment in the event of a hardware failure.
- e. N-Able System Management: Security software that protects hardware and software, as well as extra management tools
- f. Not required until decision made to go forward with Credit/Debit Card system. PixelPoint Version upgrade: Better User Experience and more intuitive interface, improved reporting customization and compatibility with QuickBooks formats.
- g. PixelPoint Yearly Maintenance Fee: not required at this time, will be mandatory once we upgrade PixelPoint.
- h. Paymentree add-on not required until such time as Branch 641 is able to process Credit/Debit Card transactions or online payments (recommendation is Moneris).
- i. Request Approval from Executive Committee to present Motion at December General Meeting to proceed with POS Modernization.

5. A modern sound system has replaced several of the devices that were in Valour Hall. Questions on it can be directed to the Housing Officer. A user-friendly guide for Bartenders and those who rent the hall will be developed as soon as possible.

I move my Report.

Kevin Brown  
Technology Officer