



**Royal Canadian Legion - Barrhaven Legion Branch 641
Executive Meeting Agenda JANUARY 7TH, 2025**

	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 December 2nd, 2024,	Pamela Hall	Yes included
7. Business arising from the Minutes & Unfinished business		
8. Presidents Report	Lyle Brennan	Yes included
9. Treasurer's Report	Diane Craig	
10. Sgt- at- Arms Report	Paul Leadston	No report
11. Correspondence	Pamela Hall	Verbal
12. Reports of Mandatory Standing Committees		
a. Legion Seniors	Richard Lynn	No Report
b. Membership	Joe Guitard	
c. Poppy Chair	Kevin Brown	Yes Included
d. Public Relations	Debi Sereda	No Report
e. Sports/Track and Field	Michele Guitard	Yes Included
f. Poppy Trust Fund	Bert Boehme	No Report
g. Leadership & Development	Bert Boehme	No Report
h. Veterans Service Officer	Anne Cole	Yes Included
i. Youth Education & Bursary	Carol Anne Marleau	Yes Included
13. Reports of Other Standing Committees and Standalone Positions		
a. Bar Officer	Dave Cole	
b. Constitution and Laws	Stephane Guy	Yes Included
c. Cadet Liaison & Scouts	R. MacNichol/A. Cole	Yes Included
d. Entertainment	Angele Guy	Yes Included
e. Finance	Bert Boehme	No Report
f. Grants & Assistance	Richard Lynn	No Report
g. Honours & Awards	Ed Schelenz	No Report
h. Hospital Visits	Louise Laflamme	
i. Housing	Dave Cole	
j. Long Range Planning	Stephane Guy	No Report
k. Community Liaison	David Sereda	No Report
l. Ways & Means	Dave Sereda	No Report
m. Technology Report	Kevin Brown	Yes Included
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 January 21st, 2025

Executive Committee Meeting Minutes December 2nd, 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	Bert Boehme	P
2nd Vice President	Angele Guy	P
3rd Vice President	Richard Lynn	P
Secretary	Pam Hall	P
Treasurer	Diane Craig	P
Sergeant-At-Arms	Paul Leadston	P

Other Chairs and Appointees (11)

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

Activity

1. Call to Order by / Indigenous land acknowledgement Dave Cole
2. Opening Ceremony Lyle Brennan
3. Motion to deviate from the Agenda Richard Lynn
4. Introduction of Guests: Darrell Bartraw and 2 other Scout leaders accepted a cheque to Camp Opemikon for \$5000 that was approved at the last general meeting
5. Minutes of the last Executive Meeting Moved by Pam Hall Seconded by Diane Craig **Carried**

6. Business arising from the Minutes and unfinished business None
7. President's Report Lyle Brennan Moved by Lyle Brennan Seconded by Debi Sereda **Carried**
8. Treasurer's Report Diane Craig No Report Verbal Question - Approval given to deposit cheque from Poppy bake sale proceeds at John McRae to the Poppy fund.
9. Sergeant-at-Arms Paul Leadston No Report
10. Correspondence None
11. Reports of Standing Committees
 - a. Legion Seniors Richard Lynn Motion submitted see below
 - b. Membership Joe Guitard No Report
 - c. Poppy Chair Kevin Brown No Report
 - d. Public Relations Debi Sereda No Report
 - e. Sports, Track and Field Michelle Guitard Moved by Michelle Guitard Seconded by Robert MacNichol **Carried**
 - f. Poppy Trust Fund Bert Boehme No Report
 - g. Leadership & Development Bert Boehme No Report
 - h. Veteran Services Officer Anne Cole No Report
 - i. Youth Education & Bursary Carol Anne Marleau Moved by Carol Anne Marleau Seconded by Kevin Brown **Carried**
12. Reports of Other Committees and Standalone Positions
 - a. Bar Officer Dave Cole Verbal report on dishwasher repair and installation of signs indicating abusive language not tolerated.
 - b. Constitution and Laws Stephane Guy No Report
 - c. Cadet Liaison & Scouts Robert MacNichol/Anne Cole Moved by Robert MacNichol Seconded by Debi Sereda **Carried** Motion submitted see below

- d. Entertainment, Hospitality & Special Events Angele Guy Moved by Angele Guy Seconded by Carol Anne Marleau **Carried**. Remarks: \$405 raised from bake table and table rentals \$1000 at the recent craft fair.
- e. Finance Committee Bert Boehme No report
- f. Grants & Assistance Richard Lynn No Report
- g. Honours & Awards Ed Schelenz No Report
- h. Hospital Visits Richard Lynn Verbal update
- i. Housing Looking into handicap door for outside and washroom. Seeking quotes
- j. Long Range Planning Stephane Guy No Report
- k. Community Liaison Dave Sereda Verbal report on attendance ant BIA meeting
- l. Ways & Means Verbal remarks on upcoming President's Draw and Breakfast with Santa
- m. Technology Officer Kevin Brown Moved by Kevin Brown Seconded by Diane Craig **Carried**
- .

Motions or Special Business of which Notice was previously given
Add a row for each Motion

Motion: Moved by Richard Lynn Seconded by Robert MacNichol to purchase blankets for distribution to veterans in local retirement /nursing homes @\$42 each up to \$900 **Carried**

Motion : Moved by Robert MacNichol Seconded by Kevin Brown Provide 925 Edmond-Lanthi Cadet Squadron with \$300 to purchase a drill cane for the Chief warrant Office to use.
Carried

Motion : Moved by Lyle Brennan Seconded by Robert MacNichol **Carried** Branch 641 will purchase beveridges and provide Entertainment for the veterans at the Perley Pub Night and cost not to exceed \$1000

Motion : Moved by Kevin Brown Seconded by Will Read **Carried** Branch 641 will upgrade the POS System based on Quotes provided \$8277.34

Motion : Moved by Lyle Brennan Seconded by Kevin Brown **Carried** Move the Executive Meeting to the first Tuesday of the month.

General and new Business including matters respecting the welfare of the Legion.

- 13. A Branch Discussion on change of Executive meeting date and motion made. Plans for 20th Anniversary celebrations were tabled and will be further discussed. The Perley Pub night

January 22nd, 2025, was discussed and a motion was made. Delivery dates for the disbursement of gifts to Veterans is December 20th

14. Tabling of Notice(s) of Motion(s) None
Add a row for each Motion
15. Motion to adjourn by Debi Sereda
16. Closing Ceremony Lyle Brennan

MEMORIUM EORUM RETINEBIMUS

God Save the King

President

Lyle Brennan

Recording Secretary

Pam Hall

President's Report

Executive Meeting 7 January 2025

Report: Lyle Brennan, President

I hope everyone had an enjoyable holiday season with loved ones. As we ring in the new year, I just want to express my appreciation for everything that our executive team does tirelessly to rally everyone together. You continue to accomplish amazing things in support of our veterans and community. Branch 641 will celebrate 20 years in 2025 which is proof of that hard work and team spirit.

Thank you for everything that Branch 641 Barrhaven accomplished in 2024. I'm optimistic that we will continue to do great things as we serve our community, promoting remembrance, supporting Youth, Seniors and Veteran related causes. I look forward to what 2025 has in store. Happy New Year everyone!

"Lest we forget"

I move my report

Poppy Chair Report

1. We are still receiving cheques by mail for wreaths and from schools.
2. The 2024 Poppy Campaign finances are being reviewed as part of the Poppy Trust Fund Financial Review. There are lessons to learn and improvements to be made to the way the cash and cheques are documented and handled.
3. There will be a requirement before the 2025 Poppy Campaign to recruit new and more volunteers for some key Campaign positions order to avoid "double and triple-hatting" individuals. For example, if I am happy to continue as Poppy Chair, but to do so I will not be able to manage Trapline#6, and I will be looking specifically for a Wreath Payment Coordinator.
4. The 2025 Poppy Campaign will also need to review the current list of trapline, school and Legion merchandise locations, to ensure new retailers and vendors are not being overlooked, as well as to optimize the Legion Presence that our members volunteer their time during the campaign for.
5. A list of proposed 2024 Poppy Campaign Appreciation Awards is ready for discussion.

I move my report. Kevin Brown, Poppy Chair

Executive Meeting Tuesday January 6, 2025

Sports Report

Sports season is on its way. Our cribbage teams are going to Districts.

Regular darts are this weekend with a full team competing.

Senior darts and euchre in the next few weeks as well. Please watch the bulletin board for upcoming events as well as our media forums.

We are also hosting Mixed darts in May and maybe requiring some funds to replace boards. I'll follow up next month with an estimate.

I move my report.

Michelle Guitard

Sports Officer

VSO Report

Currently assisting 3 homeless or at risk of homeless vets. Needs are beyond just food cards and require connecting with other local support agencies.

Anne Cole

Youth Education and Bursary

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. They are: James Craig, Kevin Brown, Alice Boehme, Bert Boehme, Jennifer Dunham, Robert MacNichol, Michelle Guitard, Isabelle Lafrance, Debi Sereda, David Sereda,

Dianne Powers, Bev Scott, Cathy Enright, Jacob Craig, Anna Cummins and Lyle Brennan. Unfortunately, Nancy Rule, Joyce Barr were unable to attend.

2. I have not received all Photo Consent Forms from students and parents and therefore will not provide a list of the winning students however their work will be displayed at the Awards Ceremony.

3. Counsellors Mr. David Hill and Mr. Wilson Lo have been invited to participate at the Awards Ceremony. I have received no response from them to-date.

4. First, second and third place winners of each Category as well as Schools have been notified of the results and have been invited to the Awards Ceremony which is scheduled on Sunday, January 19, 2025 at 1:00 pm. An invitation to Volunteers has also been send.

5. Questions may be directed to the Youth Ed Chair.

I move my report,

Carol Anne Marleau

EXECUTIVE MEETING JANUARY 2025

CONSTITUTION AND LAWS

Our monthly rent before tax:

Current rate of \$20 sq/ft = \$9737.69

May 2025 new rate of \$24 sq/ft = \$11,137.35 Increase of \$1399.66

Next increase will be May 2028 of \$700 (\$26 sq/ft) for a rent of \$11,837.35 per month for a period of two years ending on 30 Apr 2030.

I also contacted Naz Moussa to determine if \$24.00 per sq/ft is reasonable, he believes so as a smaller strip mall on Fallowfield west of Greenbank leases locations at \$30 sq/ft.

The draft lease agreement is currently being reviewed by our lawyer Rod Vanier for his comments. The expectation is to have it approved by our General Membership on Jan 21, 2025.

I move my report

Stéphane Guy

Constitution and Law chair

613-797-7021

Cadets Report

Cadets will assist with the Bingo 8 Jan 2025

Robert MacNichol

Hospitality Report Tuesday, January 7, 2025

Hospitality was very busy in December. I have included my report for the month of December.

- Tuesday, December 31, 2024, Meal: Roast Beef Closed party

Band: Snap, Crackle and Pop 7pm-1am We had 55 people for dinner/dance and enjoyed a good meal and fun time with friends and family.

- Wednesday, 2025, January 1 Levee Potluck Band: Snap, Crackle and Pop.

The day was fun with lots of people in and out with great food, music and company. Another success.

Events in January but more to come at the next meeting

- Friday, January 3, 2025 Meal: Meatloaf & Mash potatoes

Band: The BedRockers 7pm-11pm

- Wednesday, January 8, 2025, Open Mic 12-3pm
- Friday, January 10, 2025, Meal: Steak Band: Albert & The Collection
- Sunday, January 12, 2025, Lion's Catering Zone Convention
- Friday, January 17, 2025, Meal: Pork Roll Band: Divided Highway 7pm-11pm
- Wednesday, January 22, 2025, Open Mic 12-3pm
- Friday, January 24 Meal: Salmon OR Chicken Band: Arc Of Fire 7pm-11pm
- Monday, January 27, 2025, Lion's Catering
- Friday, January 31 Meal: Ham & Scallop Potatoes

Band: Hallman & Hoffman 7pm-11pm

I move my report

Angel Guy Hospitality and Entertainment Chair

Day	Date	Meal	Total Members	Total Non Members	50/50	Food Sale	Cover Charge	Donations	Land & Building Fund	Food Expenses	Band Name	Price	Profit Loss
Sunday	December 1, 2024	Market 11am-4pm	\$500.00	\$60.00	\$0.00	\$130.00	\$0.00	\$30.00	\$405.00	\$97.15	Market	\$0.00	\$1,027.85
Wednesday	December 4, 2024	Open Mic	\$165.00	\$0.00		\$237.00			\$100.00	\$18.81	4 Guys	\$300.00	\$183.19
Friday	December 6, 2024	No Meal/Cover Charge	\$540.00	\$0.00	\$105.00						Albert & The Collection	\$400.00	\$245.00
Saturday	December 7, 2024	Mess Dinner Cadet Instructors 50	\$2,385.00	\$0.00						\$706.98	Scott, Albert + 1	\$300.00	\$1,378.02
Sunday	December 8, 2024	Lion's Brunch	\$480.00							\$177.48	N/A	\$0.00	\$302.52
Friday	December 13, 2024	Christmas Dinner Ugly Xmas	\$3,240.00	\$0.00	\$138.00			\$60.00	\$165.00	\$1,074.41	Arc Of Fire	\$400.00	\$2,128.59
Wednesday	December 18, 2024	Open Mic	\$395.00	\$0.00		\$366.50		\$10.00	\$185.00	\$106.08	4 Guys	\$240.00	\$610.42
Saturday	December 21, 2024	Celebration of Life	\$960.00	\$0.00						\$440.95	N/A	\$0.00	\$519.05
Tuesday	December 31, 2024	New Year's Eve Dinner & Dance	\$4,590.00	\$380.00				\$30.00		\$1,455.91	Snap, Crackle & Pop	\$1,275.00	\$2,269.09
													\$8,663.73

December Month			
50/50	Donation	Cover Charge	
\$243.00	\$130.00	\$0.00	\$373.00
Land & Building Fund			
\$855.00			

Technology Officer Report

1. POS Modernization Project
 - a. Currently in progress.
 - b. The Service Agreement is in effect and the hardware is being configured.
 - c. The date and time for installation has yet to be determined.
 - d. Several options for a portable third terminal device exist.
 - i. First is to confirm the connectivity requirement (off-site, such as a golf tournament).
 - ii. Second is to confirm the scope and types of transactions that would be processed.
 - iii. Third is to determine the "ruggedness" and durability of such a device.
2. Security Camera System
 - a. A comprehensive review of the number of cameras, the coverage they provide, the capture and recording they provide, the overwrite period of retention all require attention.
 - b. There is one camera not giving a picture that the system (and therefore the Bartender) can observe.
 - c. One (possibly the only one) disk drive is reporting itself as "full" so it is not clear if it is continuing to record, and if so, how far back it is overwriting recorded data...
 - d. There is potential for professional support from CapitalPOS, who have developed some expertise with the FLIR system we have, by exposure with many of their other clients who operate in the same manner and scale that we do.
3. Bell Telephone and Internet Services have finally been properly terminated. There was an error on the Customer Service side in September that failed to inform their "Billing Department" that we had actually received confirmation of the Termination Request for both services. No additional charges were paid, although we have received two invoices (Nov, Dec) that they accept the error for.
4. M365 Not-for-Profit Business License
 - a. Continues in 2025 with no issues.
 - b. Recent headlines have demonstrated that cross-platform (SMS texting vs in-app messaging, whatever the app) and certain platforms (Gmail in particular) are being targeted by more and more sophisticated bad-actors, be they organized criminal gangs or state actors. Consistent internal communications that exclude the use of personal and Gmail addresses reduce the threat of exposure. While some continue to prefer to do Branch business with their personal accounts for the sake of convenience, they are creating an avoidable threat situation that could result with preventable negative financial consequences.
 - c. Business cards being printed for official branch business should no longer include any email addresses that are not @rcl641.ca branded. The list of Positional / Shared Mailboxes was provided and discussed during the December meeting.
 - d. MS Teams should be a focus for Executive Committee members to familiarize themselves with, both as an "Instant Messaging" platform and as a structure for the Digital Records Management that the Executive Committee Team provides through the private Channels and their respective File folders. A comprehensive set of links

to training videos and " How-to" guides and Quick References is available on request and has been posted in the General Channel.

- e. MS Teams will also be the app of choice for remote connectivity and live presentations of meetings, with a configurable level of interaction (audience can listen only, can provide feedback by "chat", can provide feedback by voice and video)
 - i. A few options for a proper camera and microphone system are being explored.
 - ii. Rough order of magnitude for what it would cost to make the General Meeting (and therefore also be available for Exec meetings) is less than \$1000.00.
 - iii. This would also provide an automatic transcript of all audio captured, which would be helpful for the minutes and record-keeping.
 - iv. More to follow as
- f. In terms of a timeline, it would be helpful for all Executive Committee members to be able to participate in "chats" and "conversations", understand "reactions", and be able to upload their Handover files in time for the April Executive Committee meeting.

I move my report.
Kevin Brown
Technology Officer