



Royal Canadian Legion - Barrhaven Legion Branch 641 Executive Meeting Agenda April 1st, 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 March 4th 2025	Pamela Hall	in package
7. Business arising from the Minutes & Unfinished business		
8. Presidents Report	Lyle Brennan	no report
9. Treasurer's Report	Diane Craig/Will Read	in package + handout
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	in package
c. Poppy Chair	Kevin Brown	no report
d. Public Relations	Debi Sereda	no report
e. Sports/Track and Field	Michele Guitard	in package
f. Poppy Trust Fund	Bert Boehme	no report
g. Leadership & Development	Bert Boehme	no report
h. Veterans Service Officer	Anne Cole	no report
i. Youth Education & Bursary	Carol Anne Marleau	no report
13. Reports of Other Standing Committees and Standalone Positions		
a. Bar Officer	Dave Cole	
b. Constitution and Laws	Stephane Guy	no report
c. Cadet Liaison & Scouts	R. MacNichol/A. Cole	in package
d. Entertainment & Hospitality	Angele Guy	in package
e. Finance	Bert Boehme	no report
f. Grants & Assistance	Richard Lynn Motion	no report
g. Honours & Awards	Ed Schelenz R	no report
h. Hospital Visits	Richard Lynn	in package
i. Housing	Dave Cole	
j. Long Range Planning	Stephane Guy	no report
k. Community Liaison	David Sereda R	no report
l. Ways & Means	David Sereda R	no report
j. Technology Report	Kevin Brown	in package
k. Chaplain Report	Robert MacNichol	
14. Motions or Special Business of which Notice was previously given		
i) Motion moved by Robert MacNichol amend budget for Cadet spaghetti dinner to \$600		
ii) Motion moved by Richard Lynn to donate \$500 to Quilts of Valour		
15. General and New Business including matters respecting the welfare of the Legion and Branch		
Will Read		
16. Tabling of Notice(s) of Motion(s)		

Motion:

17. Motion to Adjourn
18. Closing Ceremony

Next Meeting April 15h 2025



Royal Canadian Legion - Barrhaven Legion Branch 641

Executive Committee Meeting Minutes March 4th 2025

Quorum = 9

Legend: P = Present R = Regrets A = Absent

Branch Officers (08)

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

Other Chairs and Appointees (11)

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

Legend: P = Package H = Handout V = Verbal A = Addendum NR = No Report

Activity

1. Call to Order
2. Opening Ceremony
3. Motion to deviate from the Agenda
4. Introduction of Guests
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

Action

Dave Cole
Dave Cole
Debi Sereda
None
Pam Hall

Report

P

7. President's Report	Lyle Brennan	NR
8. Treasurer's Report	Diane Craig	NR
9. Sergeant-at-Arms Report	Paul Leadston	NR
10. Correspondence	Pam Hall	V
11. Reports of Standing Committees		
a. Legion Seniors – Verbal report detailing statistics on facilities, programs, and what our Legion offers to Seniors	Richard Lynn	V
b. Membership Moved by Michele Guitard Seconded by Debi Sereda Carried	Joe Guitard	H
c. Poppy Chair Remarks: \$1250 Donation from Frank Imbleau for Wreaths	Kevin Brown	V
d. Public Relations	Debi Sereda	NR
e. Sports, Track and Field Moved by Michele Guitard Seconded by Debi Sereda Carried	Michele Guitard	H
f. Poppy Trust Fund	Bert Boehme	NR
g. Leadership & Development Remarks on upcoming conventions and deadlines	Bert Boehme	NR
h. Veteran Services Officer Remarks detailed a case involving housing a veteran and assistance needed	Anne Cole	V
i. Youth Education & Bursary Moved by Debi Sereda Seconded by Michele Guitard Carried	Carol Anne Marleau	P
12. Reports of Other Committees and Standalone Positions		
a. Bar Officer	Dave Cole	NR
b. Constitution and Laws	Stéphane Guy	NR
	Robert	
c. Cadet Liaison & Scouts	MacNichol/Anne Cole	NR
d. Entertainment, Hospitality & Special Events	Angele Guy	NR
e. Finance Committee	Bert Boehme	NR
f. Grants & Assistance Motions below	Richard Lynn	NR
g. Honours & Awards Moved by Ed Schelenz Seconded by Michele Guitard Carried	Ed Schelenz	P
h. Hospital Visits Moved by Richard Lynn Seconded by Diane Craig Carried	Richard Lynn	P
i. Housing We are waiting for parts to fix a heating problem and we are getting quotes to repair our shed out back	Dave Cole	V
j. Long Range Planning	Stéphane Guy	NR
k. Community Liaison	Dave Sereda	NR
l. Ways & Means	Dave Sereda	NR
m. Technology Officer Camera installation will commence	Kevin Brown	V
13. Motions or Special Business of which Notice was previously given		
Motion: Moved by Richard Lynn Seconded by Debi Sereda Branch 641 makes a donation of \$5000 to Children's Aid Foundation from the Bingo Account Carried		
Motion: Moved by Richard Lynn Seconded by Dave Sereda Branch 641 makes a donation of \$1300 to Camp Maple Leaf from the Bingo account Carried		
Motion: Moved by Richard Lynn Seconded by Kevin Brown Branch 641 makes a donation of \$1000 to the Heroes Mending on the Fly Ontario from the Poppy Trust Carried		
Motion: Moved by Ed Schelenz Seconded by Debi Sereda		

Branch 641 awards Laura Kerr a certificate of appreciation
Carried

Motion: Moved by Anne Cole Seconded by Kevin Brown

Branch 641 donates \$2436.80 to assist a veteran in his
storage costs for furniture needed in his new housing
arrangement. Money will come from the Poppy Fund subject
to special use form submitted and approved. Carried

14. General and new Business including matters respecting the
welfare of the Legion and the Branch.
15. Tabling of Notice(s) of Motion(s)
16. Motion to adjourn Diane Craig
17. Closing Ceremony Dave Cole

MEMORIUM EORUM RETINEBIMUS
God Save the King

President

Lyle Brennan

Recording Secretary

Pam Hall



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

President's Report

Executive Meeting 1 Apr 2025

Report: Lyle Brennan, President

Comrades,

Thank you for all of those members who were nominated and accepted to be considered for executive positions. I encourage maximum representation from our members to support the appointments of our new executive at the upcoming election at the General Meeting 15 April 2025.

Due to the inclement weather experienced on March 30th, the Zone G5 convention is postponed to 06 April 2025 in Bell Corners. On the weekend of 12-13 April, members of the exec will be traveling to the District G Convention in Pembroke, and to the Provincial Convention 10-11 May 2025 in London Ontario to represent Branch 641. Our registrations have been submitted.

Our branch celebrates its 20th Anniversary this month. Come celebrate with us on the evening of 25 April 2025. Details will be widely communicated.

Volunteers make it work. If you or someone you know wants to lend a hand, speak with myself or any of the exec.

"Lest we forget"

I move my report

Addendum to Treasurer report:

1. I have created an expense detail table (attached), to be appended to any Payment Requisition/Reimbursement Forms submitted for events involving travel (i.e. out-of-Zone sports or conferences). I believe the instructions are self-explanatory, but I welcome feedback.
 2. We are now capable of accepting funds via e-transfer (Interac). These funds will be deposited to our General account, and can be easily transferred to other accounts if so directed by the depositor (i.e. donations to Land & Building). The email to be used is Treasurer@rcl641.ca.
 3. This information has not been widely disseminated, but we may wish to make use of this new capability for the golf tournament and membership renewals, for example.
3. As some of you are aware, Joanne Larrett will be appointed Assistant Treasurer for FY 2025/26. I propose to add Joanne to our Quickbooks Online instance immediately in order that she can learn the system and assist in 2024/25 expense entries, so that the smooth transition from Excel to Quickbooks can occur effective 1 Jun 2025 and the 2024/25 reporting can be supported. This access will not require her to handle cash, nor will she need to be a signing authority.
4. TD has asked that we confirm personal information for several Business Access Cardholders. As a follow-up to my 20 Mar 2025 email, I would like any signing authorities present at Tuesday's meeting to check their TD cards to confirm they do ***not*** end in 0288 or 6654. As I hold one of the three cards I will co-ordinate the meeting with TD.

Comrade William Read, MCS, MBA, PMP, CD
Assistant Treasurer

Branch 641 Barrhaven

Membership

690

Deceased Bill Hillier

New David Gottfried
 Ann Yates

Transfer In Victor Ungeitis

Joe Guitard
Membership Chair
I move my Report

Sports Report April 2025

Zone Euchre went by with Barrhaven sending one team to District which was to be held this past weekend but weather put a damper on this and was moved to April 5th.

The new dart boards will be put up during the next two weeks to get ready for the Zone Mixed Darts on May 10th. We did our inhouse qualifiers and will be sending a full team to represent and hopefully complete a repeat win.

Round two of Interbranch Darts with Richmond is coming up on April 6th at RCL641, hopefully we can tie up the series.

Washer toss, Corn Hole and Golf are the next sports coming up after darts. Sign up sheets will be going up next week for all.

Michelle Guitard
Sports Officer
I move my Report

The Cadet/Scout Reports

1. Participating in 2332 Army Cadet Merit Review Board for Cadet Medal of Excellence etc...
2. Working with 2317 Army Cadets for a spaghetti dinner fundraiser to be held at Br641 Valour Hall in April

Robert MacNichol

Hospitality Report

Tuesday, March 18, 2025

1. Hospitality is doing very well and I want to say a warm Welcome to my new team members.
2. Hospitality will be busy as usual for the next few months.

Events in April:

- Wednesday, April 2, 2025 Open Mic 12-3pm
- Friday, April 4, 2025 Meal: _Pasta with 2 sauces Band: Heart & Soul Duo 7pm-11pm
- Friday, April 11, 2025 Meal: _Chicken à la Angel Band: Arc Of Fire 7pm-11pm
- Wednesday, April 16, 2025 Open Mic 12-3pm
- Friday, April 18, 2025 Meal: Salmon OR Pasta Band: The Jerry Lee Band 7pm-11pm
- Friday, April 25, 2025 20th Anniversary of Branch Semi Formal Cocktail with appetizers Band: Divided Highway 7pm-11pm
- Wednesday, April 30, 2025 Open Mic 12-3pm

I move my report

Angel Guy

2nd Vice President

Hospitality/Entertainment Chair

Hospital Visits - I was visiting William Hillier. He was not conscious during my visit. He passed away shortly after my visit.

Richard Lynn

Technology Officer Report

1. Security Cameras. The system is functional but there are two action items still to be completed.
 - a. Install the camera for the kitchen.
 - b. Configure the authorized accounts for remote access to the recordings.
2. M365 Platform. Info and action items:

- a. The only individual who has access to a First.Last@rcl641.ca email inboxes is the person named First.Last. M365 Administrators do not have the ability to see any individual's inbox other than their own.
- b. The M365 Admins (Lyle, Kevin, Will) are able to configure access to SHARED mailboxes, and assign Owners and Members.

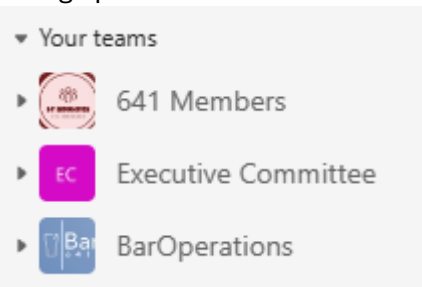
- i. These are the positional (Shared) mailboxes that exist and are in use:

	A	B	D	E
1	Display name	User principal name	Active / Dormant	Kevin Monitors
2	641 Bar Operations	bar.operations@rcl641.ca	a	
5	641 Cadet Liaison	Cadet.Liaison@rcl641.ca	a	
6	641 Chaplain	chaplain@rcl641.ca	a	
9	641 Golf	golf@rcl641.ca	a	
11	641 Help Desk and Technology	helpdesk@rcl641.ca	a	y
12	641 Honours & Awards	Honours.Awards@rcl641.ca	a	
14	641 Hospitality Reservation	reservation@rcl641.ca	a	
16	641 Information	info@rcl641.ca	a	y
19	641 Mailings	mailings@rcl641.ca	a	y
20	641 Nevada	Nevada@rcl641.ca	a	y
21	641 Poppy Campaign	Poppy.Campaign@rcl641.ca	a	y
23	641 President	president@rcl641.ca	a	
24	641 Public Relations	Public.Relations@rcl641.ca	a	
25	641 Secretary	secretary@rcl641.ca	a	y
26	641 Sergeant-at-Arms	sergeant.at.arms@rcl641.ca	a	
27	641 Sports, Track and Field	Sports.Officer@rcl641.ca	a	
28	641 Treasurer	treasurer@rcl641.ca	a	
29	641 Valour Hall Rentals	hallrental@rcl641.ca	a	
30	641 Veterans' Services Officer	vso.barrhaven@rcl641.ca	a	
32	641 Youth Education and Bursary	Youth.Education@rcl641.ca	a	

ii. These are available but currently dormant

	A	B	D	E
1	Display name	User principal name	Active / Dormant	Kevin Monitors
3	641 Branch Membership	Branch.Membership@rcl641.ca	d	
4	641 Bursary Chair	Bursary@rcl641.ca	d	
7	641 Community Liaison	Community.Liaison@rcl641.ca	d	
8	641 Entertainment	Entertainment@rcl641.ca	d	
10	641 Grants and Assistance	Grants.Assistance@rcl641.ca	d	
13	641 Hospitality	Hospitality@rcl641.ca	d	
15	641 Housing Officer	Housing@rcl641.ca	d	
17	641 Leadership Development	Leader.Dev@rcl641.ca	d	
18	641 Legion Seniors	Legion.Seniors@rcl641.ca	d	
22	641 Poppy Trust Fund	Poppy.Trust@rcl641.ca	d	
31	641 Ways and Means	Ways.Means@rcl641.ca	d	

- a. Once the 2025/2026 Executive Committee is formally identified, new personal accounts will be created as necessary, and individuals will be added to the EXECUTIVE COMMITTEE TEAM, and the channels they belong to, along with any existing updates to channels from current committee members who will retain or change portfolios.



- b. TEAMS, with its channel structure, is providing the Records, Documents and Information Management structure for the retention of Information Resources of Business Value. Each channel has a Files tab, along with its Posts tab. M365 Admins, as TEAM OWNERS, are able to be invited to participate in private channels, but do not see them by default and do not receive notifications for activity within them.
3. ATM. Action item: Still planning to have straight line from ATM to Rogers router in Electrical Room. Approval from Capital ATM already received.

I move my report.

Kevin Brown, Technology Office



Royal Canadian Legion Branch 641 Barrhaven

PROPOSED MOTION

PRESENTING MEMBER

Robert MacNichol

Executive Meeting Date April 1st 2025

Moved by: Robert MacNichol

Seconded by:

Executive Meeting Carried:

Yes/No

General Meeting Date Not required

Moved by:

Seconded by:

General Meeting Carried:

Yes / No

Secretary Signature

MOTION

**I move an amendment to a previous motion from the Executive Meeting of February 4th
Increase allocated meal allowance for the preparation of the Cadet Dinner from \$300 to \$600**



Royal Canadian Legion Branch 641 Barrhaven

PROPOSED MOTION

PRESENTING MEMBER

Richard Lynn

Executive Meeting Date April 1st 2025

Moved by: Richard Lynn

Seconded by:

Executive Meeting Carried:

Yes / No

General Meeting Date Not required

Moved by:

Seconded by:

General Meeting Carried:

Yes / No

Secretary Signature

MOTION

1. I move that Branch 641 donates \$500 to the Quilts of Valour from the Poppy Trust Fund

BACKGROUND

The Quilts of Valour – Canada Society is a 100% volunteer charitable Not for Profit organization working out of volunteers' homes. The Sponsor A Quilt Program has been developed to request donations to make a complete Quilt of Valour to honour our ill and injured Canadian Armed Forces members and veterans.