



**Royal Canadian Legion - Barrhaven Legion Branch 641
Executive Meeting Agenda January 2nd 2024**

1. Call to Order
2. Opening Ceremony
3. Motion to deviate from the agenda
4. Review minutes of last meeting - Pamela Hall
5. Business arising from the Minutes & Unfinished business – Insurance, New Cenotaph -Manotick Legion partnership
6. Presidents Report – Lyle Brennan attached
7. Treasurer’s Report – Diane Craig
8. Sgt- at- Arms Report – Paul Leadston no report
9. Correspondence – Pamela Hall
10. General Welfare of the Branch/Legion/ Motions
11. **Reports of Mandatory Standing Committees**
 - a. Legion Seniors – Richard Lynn attached
 - b. Membership – Dave St Amand attached and verbal update
 - c. Poppy Chair – Stephane Guy no report
 - d. Public Relations- Deb Sereda no report and regrets
 - e. Sports/Track and Field – Joe Guitard no report
 - f. Poppy Trust Fund – Bert Boehme no report
 - g. Leadership & Development – Bert Boehme no report
 - h. Veterans Service Officer– Anne Cole attached
 - i. Youth Education & Bursary – Carol Anne Marleau attached
12. **Reports of Other Standing Committees and Standalone Positions**
 - a. Bar Officer – David Sereda - attached
 - b. Constitution and Laws – Stephane Guy no report
 - c. Cadet Liaison & Scouts – Patrick Makinson no report
 - d. Entertainment, Hospitality & Special Events - Angele Guy attached
 - e. Finance – Bert Boehme no report
 - f. Grants & Assistance – Richard Lynn attached and motion
 - g. Honours & Awards – Ed Schelenz no report
 - h. Hospital Visits –
 - i. Housing – Dave Cole
 - j. Long Range Planning – Stephane Guy no report
 - k. Community Liaison – David Sereda no report
 - l. Ways & Means – Anne Cole no report
13. **General and New Business see details on Barrhaven Legion visit February**
14. **Motion to Adjourn**
15. **Closing Ceremonies**

Next - General Meeting January 16th 2024



The Royal Canadian Legion Barrhaven Branch 641

Minutes of Executive Meeting December 6th 2023 Quorum 9

Legend P = Present R = Regrets A = Absent

Branch Officers (08)

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

Other Chairs (10)		Angele Guy	P	Mike Harrietha	P	
	Dave Cole	P	Debi Sereda	P	Patrick Makinson	R
	Anne Cole	P	David St. Amand	R	Joe Guitard	R
			Richard Lynn	P	Carol Anne Marleau	P

1. Call to Order

The meeting was called to order at 19:00 hrs by Dave Cole with 13 members in attendance.

2. Opening Ceremony Performed by Dave Cole

3. Motion to Deviate from the agenda Not required

4. Review Minutes of Last Meeting Moved by Pam Hall Seconded by Anne Cole **Carried**

5. Business arising from the Minutes & Unfinished Business **None**

6. Presidents Report Lyle Brennan Report attached Moved by Lyle Brennan Seconded by Diane Craig **Carried**

7. Treasurer's Report Diane Craig Moved by Diane Craig Seconded by Angele Guy **Carried**

Remarks: Will have a report for the General Meeting. Figures were not ready for this meeting. Another note, Diane stated that Dymon has offered us a deal to upgrade our unit for the same price we are paying now. This is a limited time offer. Discussion, resulted in a **Motion** Moved by: Stephane Guy, Seconded by: Angele Guy Upgrade size and move our stuff into a larger unit. No price impact for 2024. **Carried**

8. Sgt at Arms Report Paul Leadston Report attached. Moved by: Paul Leadston Seconded by: Debi Sereda **Carried** Remarks and discussion followed on the issue of the Manotick Legion asking us to partner with them on building a new Cenotaph. This financial commitment might have an impact on our building and land fundraising. More investigation and discussion at future meetings is needed.

9. Correspondence Pam Hall **None**

10. General Welfare of the branch / Motions

i) Motion:

ii) Motion:

11. Reports of Mandatory Standing Committees

- a) Legion Seniors – Richard Lynn Nil Report Discussion:** Senior's writing contest has been launched. More money is needed for the Christmas gift purchases for veterans in long term care and retirement homes. We have 7 homes and 69 Veterans to look after **Motion:** Moved by Richard Lynn, Seconded by: Stephane Guy **Carried** Branch 642 is providing a Christmas gift to Veteran Seniors in Long Term Care Propose \$550 budget be set aside to purchase Challenge coins and Christmas cards
- b) Membership -. David St Amand Report Attached.** Moved by Dave St Amand Seconded by Debi Sereda **Carried**
- c) Poppy – Stephane Guy No Report** Moved by Seconded by **Comments:** Stephane highlighted the wrap up meeting held Dec 3rd and concluded with the successful achievements of this year's campaign.

d) **Public Relations - Deb Sereda No Report Verbal – Monsignor Baxter School raised \$80 from sale of Poppys they made.**

e) **Sports/Track and Field – Joe Guitard No Report**

f) **Poppy Trust Fund – Bert Boehme No Report**

g) **Leadership and Development - Bert Boehme No Report**

h) **Veterans Services & Branch Service Officer – Anne Cole Report is in the package Moved by Anne Cole Seconded by Diane Craig Carried**

i) **Youth Education and Bursary – Carol Anne Marleau Report Provided Moved by Carol Anne Marleau Seconded by Anne Cole Carried Remarks:** Many thanks for assistance in the judging of all the entries. Delete page 2 of the report – historic data

12. Reports of other Standing Committees and Standalone Positions

a) **Bar Officer - David Sereda No Report Moved by Seconded by**

b) **Constitution and bylaw –Stephane Guy No Report Comments:** Modifications to Clubhouse rules and Branch Regulations voted on have been submitted for approval at a higher level

c) **Cadet Liaison and Scouts – Patrick Makinson No Report Verbal discussion Motion:** Moved by Lyle Brennan Seconded by Debi Sereda **Carried** The motion is to support the purchase of a shadow box for 2332 Army's retired unit banner. \$200 will be allocated for this purchase. They can keep and display their history in a dignified manner

d) **Entertainment, Hospitality & Special Events - Angele Guy Report attached Moved by Angele Guy Seconded by Richard Lynn Carried Remarks:** \$589 raised from the Bake Sale and the Gratuity from the Saturday night booking will be going to the Land and Building Fund.

e) **Finance - Bert Boehme No Report**

f) **Grants and assistance – Richard Lynn Report Attached. Moved by Richard Lynn Seconded by Angele Guy Carried Motion:** Moved by Richard Lynn Seconded by Anne Cole **Carried** Donate \$400 to the University of Ottawa Heart Institute

g) **Honours and Rewards – Ed Schelenz No Report Moved by Seconded by**

h) **Hospital Visits No report**

i) **Housing – Dave Cole Verbal Report** As an expense, we will be replacing our Legion Signage for the mall at a cost of approximately \$800. To alleviate the heat in the kitchen and service the hall better a passage window will be created on the wall to the right of the door. Pam Hall asked for a review and better accommodation in the bar area for the snacks on display on the back wall. The present shelf is fragile and hard to reach.

j) **Long Range Planning – Stephane Guy No Report Moved by Seconded by**

k) **Community Liaison - Dave Sereda No Report**

l) **Ways and Means Anne Cole Report attached Moved by Anne Cole Seconded by Carol Anne Marleau Carried**

13. General & New Business The following issues were tabled and discussed

Insurance Quote: The agent was unable to attend due to family issues. Questions for the agent and discussion on the policy coverage were dealt with and Mike Harrietha will contact the agent for answers. Stephane noted that this company is endorsed by Ontario Command as a provider.

Loading Doc Area: As a matter of safety and mobility covering the back entrance of the building, Lyle brought up storage issues for product and cardboard with regard to fire safety and for equipment and deliveries.

Entrance to Valour Hall: Concerns over the narrow entrance being obstructed by the reception table and chairs and any other objects were raised. Relocation of the table back from this entrance will provide a safer passage.

14. Motion to Adjourn - Moved by: Debi Sereda Seconded by: Carol Anne Marleau

Closing Ceremonies - Performed by Lyle Brennan and meeting adjourned at 8.15 pm

MEMORIUM EORUM RETINEBIMUS

God Save the King

Lyle Brennan

President

Recording Secretary Pam Hall

THE ROYAL CANADIAN LEGION
BARRHAVEN LEGION BRANCH 641

President's Report

Executive Meeting 2 January 2024

Report: Lyle Brennan, President

I hope everyone had an enjoyable holiday season with loved ones. As we ring in the new year, I want to give the branch executive and all of our volunteers a "job well done!" – thank you for everything that Branch 641 Barrhaven accomplished in 2023.

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 2024 has in store. Happy New Year everyone!

"Lest we forget"

I move my report

Seniors Officer Report:

All cards and Challenge Coins distributed to the 7 homes/residences except for 13 coins with the error on the side of one of the one home sending us a very confusing report on the number of veterans. Both Anne, our Veterans Officer and myself, as Seniors Officer very much enjoyed this work, especially seeing the bright smiling faces of the Veterans who were very happy to greet us, get gifts and have a chance to chat!

Richard Lynn

Membership

Dave St Amand

Still at 762 members.

Veterans Service Officer

- assisting Veteran family member with application
- provided meal cards to two veterans in need over Christmas
- redirected a request for replacement medals
- met with VSO at other branches to seek new ideas and information

PERLEY LEGION VOLUNTEER DUTY UPDATES:

Branch 641 is responsible for assisting in the **GAMES/BINGO night on Jan 3**. I spoke with Alma Cook, the coordinator. Branches typically provide 3-10 volunteers. One or two to call the numbers and the rest to help veterans keep score on their cards and to check numbers once BINGO is called. PRHC staff will bring veterans to and from the event. Volunteers will get a parking chit. We will provide a cake and I will pick up and bring it.

Branch 641 also on for the PUB NIGHT on Jan 17. Need as many volunteers as we would like. Role is to socialize and speak with the veterans. RPHC provides the bartender as they know what the residents tastes are, and are SmartServe qualified. Branches provide snacks-usually light cheezies or chips.

Respectfully submitted,
Comrade Anne Cole MSW CD
Veterans Service Officer

LEGION

BARRHAVEN LEGION BRANCH 641

Youth Education Report

Executive Meeting: 02 January 2024

Bursaries

1. Nothing to report.

Contests

1. The Poster and Literary Contest's Local winners and their teachers have been notified.
2. Attendance to the awards ceremony on 21 January from winners, teachers and special guests is in the process of being confirmed.
3. Mr. David Hill and Mr. Wilson Lo have confirmed their attendance. I am waiting for Mayor Sutcliffe's response.
4. A requisition for cash prizes to winners will be submitted to the Poppy Trust.
5. Valour Hall is booked for the poster and literary contest award ceremony to take place on Sunday, 21 January 2024 starting at 1300hrs ending at 1500hrs. Guests to arrive by 1245 hrs.
6. I am seeking volunteers to assist with the set-up of chairs.
7. Questions may be directed to the Youth Ed Chair.

I move my report,

Carol Anne Marleau

Chair, Youth Education and Bursary

BAR REPORT

Dave Sereda

1. Our ice machine continues to be an issue - sometimes works sometimes not, We have fixed the issues over the last 6 months and most recently in the last few weeks. It is giving us issues again. My opinion is, we need to look at a new one Quote included. No Motion is needed since it falls under operational.
2. I want to put Pelee wines forward for the branch exceptional award, our Honours & Awards have given it a yes. I have enclosed the nomination write up for the Executive to review.

9 December 2023

Branch 641 Exceptional Service Award

I would like to submit Pelee Wines (Maryse Campbell) for this special award as I feel this company fits the title.

Pelee Wine has been a solid supplier to our branch for many years even back to the old location.

What makes this special is the fact that whenever they have been called on to help support our branch in product there was no hesitation.

Some of the events that they have provided for with Exceptional Service, our Veterans Dinner, they have supplied 24 bottles of wine for the tables, for many years our annual golf tournament they have supplied wine for prizes, in the past the President Draw and most recent our Mess dinner coming up in January for this dinner they supplied 16 bottles of wine...

ALL FOR FREE

Submitted

Dave Sereda

OAR Commercial Kitchen Services

77 Auriga Drive Unit 16

Ottawa, Ontario K2E 7X7

(613) 219-9343 / HST774809727RT0001

tomd@oarcks.com

Estimate

ESTIMATE# 12750

DATE 2023-12-05

PO#

CUSTOMER

Royal Canadian Legion Branch 641

3500 Fallowfield Rd

Nepean

Ontario

K2J 4A7

(613) 322-4681

SERVICE LOCATION

3500 Fallowfield Rd

Nepean

Ontario

K2J 4A7

(613) 322-4681

DESCRIPTION

This is a parts supply only job

Ice machine

Avantco

UC-F-280-A

26"

115 VOLTS

PLEASE ALLOW FOR A 1-2 WEEK DELIVERY

Estimate

Description	Qty	Rate	Total
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Avantco UC-F-280-4 115VAC 26" UNDERCOUNTER 280LBS PER DAY			
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PRODUCTION

Misc. Parts

Materials & Parts Bulk Pricing

1.00	4,100.00	4,100.00
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Parts Freight Charges

Misc. Parts

Parts Freight Charges

1.00	150.00	150.00
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HST ON 13.00%

THIS IS AN ENTERTAINMENT/HOSPITALITY

MONTHLY REPORT

TUESDAY JANUARY 2nd, 2024

MEALS AND SPECIAL EVENTS FOR JANUARY:

January will be another busy month for Hospitality.

☐ Monday, January 1, 2024 President's Levee 11am-5pm Band: Alex Lopez

☐ Wednesday, January 3, 2024 Open Mic Lunch from 12-2pm music from
12:30-3pm

☐ Saturday, January 6, 2024 Senior's Dart Tournament Hospitality to do

☐ Friday, January 12, 2024 Meal: Steak Band: Hallman & Hoffman

☐ Wednesday, January 17, 2024 Open Mic Lunch from 12-2pm music from
12:30-3pm

☐ Friday, January 19, 2024 Meal: Turkey Pot Pie Band: Arc Of Fire

☐ Saturday, January 20, 2021 Cadet Mess Dinner (Lyle)

☐ Sunday, January 21, 2024 Youth Award Ceremony

☐ Monday, January 22, 2024 Lion's Catering

☐ Friday, January 26, 2024 Meal: Salmon OR Chicken Band: Two Step More

☐ Wednesday, January 31, 2024 Open Mic Lunch from 12-2pm music from
12:30-3pm

MEALS AND SPECIAL EVENTS FOR FEBRUARY:

☐ Friday, February 2, 2024 Meal: Steak Band: Heart and Soul Duo 7pm -11pm

☐ Friday, February 9, 2024 Meal: Valentine's Day Chicken Surprise à la Angel

Band: Snap, Crackle and Pop

☐ Wednesday, February 14, 2024 Open Mic Lunch from 12-2pm music from
12:30-3pm

☐ Friday, February 16, 2024 Meal: Salmon OR Chicken Band: Rick King and The Gib
Rozon Trio

☐ Friday, February 23, 2024 Meal: Pork Tenderloin Band: The BedRockers

☐ Monday, February 22, 2024 Meal Lion's Catering

☐ Wednesday, February 28, 2024 Open Mic Lunch from 12-2pm music from
12:30-3pm

P.S: Note attached for discussion.

I move my report

Angel Guy

Entertainment/Hospitality Chair

I would like for us to revisit the subject of a fix cover charge:

Friday Night \$5.00 per person. No meal, just the band \$10.00 per person

Our patrons are really not happy and some frustrated, to see that people come for after
dinner/dance and not leave anything and only drink water all night.

For patrons that comes for dinner/dance, in the cost of their meal, they pay at least \$5.00
to help pay the band! So why not have the fix cover charge for the others!

You can rarely go anywhere for live music without having to pay something and they are usually
more expensive that \$5.00 per person.

Also starting February have a fix cover charge for the Open Mic of \$5.00.

We have a lot of our patrons that follows the Open Mic and they can go in without paying
a cover charge and a lot of time, it is more expensive that what we would be asking.

We are not taking advantage of our patrons, we are just following the logic of the business.

There has been much discussion once again at the Hospitality meeting regarding this subject.

Here is what was said at the meeting from 17 volunteers in my team.

****Charging a fixed fee for Open Mic attendance as some individuals continue to bypass the voluntary donation box, even with Linda sitting at the door. Graham and Susan attend many open mic events as Graham is an entertainer and both agree that a \$5 entrance fee per person is the norm in the vast majority of these events including Legions.**

****Also discussed again was an entrance fee for individuals who come to the Legion after the Friday night dinners and currently pay an optional donation only. It is not fair that individuals can eat dinner at home and come to the Legion for free live entertainment and dancing. It was pointed out by a few of us that, we volunteer to make money to support the Legion and all of its great efforts and not provide “freebies” for those looking for a hand out especially in this day and age where there are “no freebies”.**

As I know, the open-door policy is that people are more than welcome to come in and have use the facility. It doesn't mean that we can't have a cover charge for live entertainment!

We have to think about everything, like if our patrons are not happy it goes against what we want! It is like a happy wife is a happy life! Happy patrons bring in the money!

Cheers & stay safe

T...Together,

E...Everybody

A...Achieves

M..More!

Angel Guy

Entertainment/Hospitality Chair

Barrhaven Legion Branch

Grants and Assistance Officer Report:

One request for assistance by Interval House of Ottawa. This is a very worthwhile charity we believe needs our help at this time of year. We recommend the request in the amount of \$500.00.



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

PROPOSED MOTION

Executive Meeting Date 02/Jan/2024

Moved by: Richard Lynn Grants and Assistance Officer

Seconded by:

General Meeting Date Non applicable

Moved by:

Seconded by:

**I move that we donate \$500.00 to Interval House of Ottawa with the money to come
from the _____ account.**

Background

Provide support for women survivors of violence and their families and pets.

Executive Meeting Carried Yes/ No

General Meeting Carried Yes / No

Secretary Signature _____

We will remember them!

General and new business

From Ontario Command

We are planning another round of legion tours in the New Year for Parliamentary Assistant Nolan Quinn. We're aiming for the first week of February and would welcome the opportunity to visit the Barrhaven Legion.

Please let me know if there's sufficient time to arrange a visit for the PA.