



Branch 641
Barrhaven

Royal Canadian Legion Branch 641 Barrhaven

Agenda for the EXECUTIVE Meeting on October 7, 2025

#	Activity	Action	Report
1.	Call to Order	Chair	
2.	Indigenous Land Acknowledgment	Chair	
3.	Opening Ceremony (RCL Rituals, Awards and Protocol Manual)		
4.	Motion to deviate from the Agenda	Motion	
5.	Introduction of Guests	None expected.	
6.	Minutes of the last Meeting	Motion	In package
7.	Business arising from the Minutes and unfinished business	Secretary	
8.	President's Report	Dave Cole	
9.	Treasurer's Report	Will Read	In package
10.	Sergeant-at-Arms' Report	Paul Leadston	
11.	Correspondence	Secretary	In package
12.	Reports of Standing Committees		
A.	Legion Seniors	Richard Lynn	In package
B.	Membership	Joe Guitard	
C.	Poppy & Remembrance	Kevin Brown	In package
D.	Public Relations	Debi Sereda	
E.	Sports, Track and Field	Michelle Guitard	
F.	Poppy Trust Fund	Bert Boehme	
G.	Leadership Development	Bert Boehme	
H.	Branch Service Officer	Anne Cole	
I.	Youth Education	(Kevin Brown)	
J.	Bursary	(Lyle Brennan)	
13.	Reports of Other Committees and Standalone Positions		
A.	Bar Officer	Dave Cole	
B.	Constitution and Laws	Stephane Guy	

#	Activity	Action	Report
C.	Cadet Liaison & Scouts	Robert MacNichol	In package
D.	Entertainment, Hospitality & Special Events	Angel Guy	
E.	Finance Committee	Bert Boehme	
F.	Grants & Assistance	Richard Lynn	
G.	Honours & Awards	Lyle Brennan	
H.	Hospital Visits	Robert MacNichol	In package
I.	Housing	Mike Vincent	
J.	Long Range Planning	Stephane Guy	
K.	Community Liaison	Dave Sereda	
L.	Ways & Means	Dave Sereda	In package
M.	Technology Officer	Kevin Brown	In package
N.	Chaplain (Lay)	Robert MacNichol	In package
14.	Motions or Special Business of which Notice was previously given		
A.	None for this meeting.		
15.	General and new Business including matters respecting the welfare of the Legion and the Branch		
A.	Motions: None for this meeting.		
B.	New business: None submitted in advance.		
16.	Tabling of Notice(s) of Motion(s)		
A.	None for this meeting.		
17.	Motion to adjourn	Motion	
18.	Closing Ceremony (RCL Rituals, Awards and Protocol Manual)		



Branch 641
Barrhaven

Royal Canadian Legion Branch 641 Barrhaven

Executive Committee Meeting Minutes, 2025-09-02

Quorum (9 for EC / 38 for GM)

P = Present

R = Regrets

Branch Officers (8)

President	Dave Cole	P
Past President	Lyle Brennan	R
1 st Vice President	Angel Guy	P
2 nd Vice President	Richard Lynn	P
3 rd Vice President	Robert MacNichol	R
Treasurer	Will Read	P
Sergeant-at-Arms	Paul Leadston	P
Secretary	Kevin Brown	P

Other Chairs and Appointees (10)

Bert Boehme	P	Anne Cole	R	Jennifer Dunham	P
Joe Guitard	R	Michelle Guitard	P	Stephane Guy	P
Joanne Larrett	P	Dave Sereda	P	Debi Sereda	R
Mike Vincent	P				

#	Activity	Note
1.	Call to Order	
	The meeting was called to order by the Chair at:	19:00
2.	Indigenous Land Acknowledgment	
3.	Opening Ceremony (RCL Rituals, Awards and Protocol Manual)	
4.	Motion to deviate from the Agenda Moved by: Mike Vincent Seconded by: Richard Lynn	Carried
5.	Introduction of Guests	None
6.	Minutes of the last Meeting Moved by: Jennifer Dunham Seconded by: Dave Cole	Carried
7.	Business arising from the Minutes and unfinished business • Fortunato5 registration with AGCO is a work in progress.	
8.	President's Report	Verbal
	Discussion • Thoughts and prayers with Nancy Rule who is in hospital in the USA. • Congratulations to and appreciation for the organizers and volunteers that worked on the Golf Tournament. • Congratulations to Quilt of Valour recipients, Stephane Guy, Anne Cole and Rob MacNichol.	

#	Activity	Note
9.	Treasurer's Report Moved by: Will Read Seconded by: Richard Lynn	Carried
10.	Sergeant-at-Arms' Report	NR
11.	Correspondence Emails of interest: • Call for District G Convention in Cornwall, October 17, 18, 19 • Contact established with offices of Tyler Watt, MPP • Interval House of Ottawa thank-you letter and Save the Date notice for their next Fundraiser Event (Cool Cat Cabaret), October 29 • Heroes Ridge program for Senators Home Games starting up for the 2025-2026 NHL season. • Legion Dispatch for August 2025	Verbal
12.	Reports of Standing Committees	
A.	Legion Seniors Moved by: Richard Lynn Seconded by: Stephane Guy	Carried
	Discussion The Cyber Seminar with full capacity in person and broad interest in remote viewing, enabled by Microsoft Teams "Town Hall" to be broadcast. A special viewing is planned as an event at Eastview Legion.	
B.	Membership	NR
C.	Poppy & Remembrance Moved by: Kevin Brown Seconded by: Dave Cole	Carried
	Discussion Stephane Guy confirmed he is clear of other tasks, ready and able to be Parade Commander.	
D.	Public Relations	NR
E.	Sports, Track and Field	Verbal
	Discussion Good luck wishes to Branch 641 Team participating in Ontario Command Golf Tournament.	
F.	Poppy Trust Fund	NR
G.	Leadership Development	Verbal
	Discussion Encourage participation for Branch Executive and Members to attend District G Convention.	
H.	Branch Service Officer	NR
I.	Youth Education: See Poppy & Remembrance	NR
J.	Bursary Moved by: Dave Cole (On behalf of Lyle Brennan) Seconded by: Kevin Brown	Carried

#	Activity	Note
13.	Reports of Other Committees and Standalone Positions	
A.	Bar Officer	Verbal
	Discussion Welcoming back Sue Matthews as bartender after recovery, and Mike McLinton will help out while Nancy Rule recovers.	
B.	Constitution and Laws	NR
C.	Cadet Liaison & Scouts	NR
D.	Entertainment, Hospitality & Special Events Moved by: Angel Guy Seconded by: Dave Cole	Carried
	Discussion Basket sales doing really well and more donations to be presented soon.	
E.	Finance Committee Moved by: Bert Boehme Seconded by: Dave Cole	Carried
F.	Grants & Assistance. See Motions.	
G.	Honours & Awards	Addendum
	Discussion - President requested Bert Boehme retire to the bar so that the remainder could vote on a motion to present Bert with a Life Membership. Moved by Dave Cole, Seconded by Kevin Brown, Motion carried. - Additional information that Honours & Awards Committee held a meeting on August 18, 2025 and more announcements to come.	
H.	Hospital Visits Moved by: Richard Lynn (On behalf of Robert MacNichol) Seconded by: Kevin Brown	Carried
	Discussion Wayne Vogue has been moved and we are not sure of exact hospital. New news that Doug Olsen has been admitted and will be visited.	
I.	Housing	
	Discussion Inventory and ownership audit and account verification requirements.	
J.	Long Range Planning Moved by: Stephane Guy Seconded by: Kevin Brown	Carried
	Discussion Transfer / Release completed regarding Unit 164.	
K.	Community Liaison	NR
L.	Ways & Means	Verbal
	Discussion Branch event being held on September 13 looking good, with everything coming together well, especially sponsorship.	

#	Activity	Note
M.	Technology Officer Moved by: Kevin Brown Seconded by: Michelle Guitard	Carried
	Discussion Satellite dish reporting 100% alignment when tested by Housing Officer. Would still be useful to do a physical check and shore up the bases and tighten any loose bolts, once access to roof confirmed with Colonnade.	
14.	Motions or Special Business of which Notice was previously given	None
15.	General and new Business including matters respecting the welfare of the Legion and the Branch	
A.	New business	None.
B.	Motions	
	Legion Seniors: Cyber Seminar Gifts Discussion: Legion blankets vs Branch Coin. Legion blankets considered more “prestigious” for external presenters.	Carried
	G&A: Barrhaven Food Cupboard Discussion: Some “donor fatigue” being reported, from several members, questioning why the large amounts, and why the “constant” reminders about food donations, the Red Bag initiative and the general prominence given to BFC by the Branch. More information about the current reality based on today’s situation, not perceptions of past decades, will be presented at the General Meeting.	Carried
	G&A: Barrhaven Community Soccer Inc	Carried
	G&A: RNFOO Discussion: Some concern that the organization not “close to home” with other sources of funding. Counter-point that there is a shortage of nurses and home-care not always provided, even when authorized.	Carried
	G&A: CCS Missed in the package, brought up on screen.	Carried
	Finance Committee: Financial Review Committee’s Report	Carried
16.	Tabling of Notice(s) of Motion(s)	None.

#	Activity	Note
17.	Motion to adjourn	Angel Guy
18.	Closing Ceremony (RCL Rituals, Awards and Protocol Manual)	
	The meeting adjourned at:	19:49

MEMORIUM EORUM RETINEBIMUS

God Save the King

President

Recording Secretary

Dave Cole

Kevin Brown

REPORTS SECTION

8.	President's Report	
9.	Treasurer's Report <i>Attachments</i> • <i>PandL-2025_26.pdf</i> (Profit and Loss); • <i>StatementofFinancialPosition-Sep2025.pdf</i> (Balance Sheet); • <i>StatementofActivity-General-Sep2025.pdf</i> (Operations); and • <i>CharitableContributions-2025_26.pdf</i> (Donations). <i>Last month:</i> • Treasurer/Assistant Treasurer presence at weekly cash count continues. • Completed POS changes in support of increased Membership and Hospitality prices; other minor requested changes. • Interactions with TD Canada Trust: ○ Set up receipt of online statements for Poppy Trust ○ Stop Payments cannot be initiated through EasyWeb ○ Free online cheque viewing is *not* supported with our account level • Quarterly GST/HST submission to CRA completed. • Reviewed governmental reporting requirements with Finance Committee. • Created set of guidelines for interaction with Treasurer for Legion project managers (follows report). <i>This month:</i> • Set up corporate credit card through TD Canada Trust. Limit is TBD (estimated to be between \$10K and \$15K) and will be "set aside" in new Savings account from General. <i>Outstanding issues:</i> • Understand scope, assignment and frequency of organizational reporting requirements; • Review of per diem rates for sports and conference travel, the next steps required to effect change, and who is responsible to take these steps; and • Identify opportunities for pre-authorized payment arrangements and work through Legion procedure to implement same. <i>Challenges:</i> • Postal dispute is making it difficult to pay our bills in a timely fashion. Additional attachment: <i>Treasurer's Guidelines for Event Organizers</i>	
10.	Sergeant-at-Arms' Report	

11.	Correspondence - No physical mail. - Emails of note Centenary Logos Donation request (Camp Maple Leaf) Donation thanks (Soccer) Book Launch Oct 7 Veterans' Open Mike Nov 9 Last Voices discount starting Nov 1 POW80 report Private Member's Bill for Nov 11 to be statutory holiday	
12.	Reports of Standing Committees	
A.	Legion Seniors Excerpt from Provincial Convention - Terms of Reference for Legion Seniors Program Chairmen Branch: <i>The Branch Seniors Committee shall have a chairman and a minimum of two additional members. The Chairman shall be appointed by the Branch President and/or the Branch Executive Committee and confirmed by the General Membership. The Chairman will normally appoint committee members. The Chairman shall be a member of the branch executive committee.</i> Therefore, I am requesting at least 2 volunteers to work with me on this Committee to strengthen our commitment to assisting seniors in Barrhaven.	
B.	Membership	
C.	Poppy & Remembrance - Poppy Store Shifts paper signup sheet posted on branch bulletin board from Sep 19 to Oct 5. It is now online only. Email to membership to be sent Oct 6. Link includes video on how to register and select shifts. The branch second telephone line [613-843-8670] will be used as a "POPPY SHIFT HELP LINE" to receive calls on the remotely accessible voicemail system. Details to follow in email. - Tap2Pay devices (10) received on Sep 25 and tested on Oct 3. All connected to the cellular signal and batteries are now charged to 100%. All chargers functional. New cardboard boxes will have to be folded into shape (instructions in package). Tap2Pay training dates identified and link to register available for Zoom sessions: Oct 14, 15, 16, 17 (F) - Call for branch volunteers with outline organization chart sent to membership on Oct 1. Only one volunteer so far. Key positions missing: .2x Store Captains .1x Trapline - Submitted request for Guest of Honour via National Veterans' Week Speakers program on Oct 4. - Attended District G Poppy Seminar in Smiths Falls on Oct 5.	

	6. Letters and emails to delivered in person to the six store managers before end of day Oct 8. 7. 641 SharePoint site updated for 2025. 8. I will be travelling by car to Alberta from Thu Oct 9 to Sun 26 Oct, but available daily by Teams and email, and will be checking the voicemail.	
D.	Public Relations	
E.	Sports, Track and Field	
F.	Poppy Trust Fund	
G.	Leadership Development	
H.	Veteran Services Officer	
I.	Youth Education	
J.	Bursary	
13.	Reports of Other Committees and Standalone Positions	
A.	Bar Officer	
B.	Constitution and Laws	
C.	Cadet Liaison & Scouts 25 Cadets and parents assisted Br641 with clean the Capital.	
D.	Entertainment, Hospitality & Special Events	
E.	Finance Committee	
F.	Grants & Assistance	
G.	Honours & Awards	
H.	Hospital Visits Still visiting Wayne at Perley Hospital.	
I.	Housing	
J.	Long Range Planning	
K.	Community Liaison	
L.	Ways & Means 1. Ways and Mean finished off our 3rd annual Fall Social on September 13. Our group did a great job decorating the hall, Jeff Arcand our BBQ did a fantastic job cooking the Roast Beef our team did a great job serving and cleaning up along with great desserts. I would also like to thank the band <i>4 Better Times</i> they did job in keeping people up dancing. 2. After our expenses we have submitted to the Land and Building fund over \$9,100.00 helping our future. (Event Report included in package) 3. Ways and means have a few more events I hope our members will support them. 4. Starting November 1 we are going to start selling tickets for the Presidents draw which will be on Sunday December 14, 3-5 pm. 5. To all our football fans we will be doing tall gate party for the Grey cup Sunday November 16th. 6. Superbowl party will be February 8, 2026. Hope to see you there all funds raised will go to the Lanad and Building fund.	

M.	Technology Officer 1. As previously reported, M365 Not-for-Profit license changes will have a minor impact on individual users beginning 01 Dec 25. 2. Acquired a 3-device license for an older version of Microsoft Office to install on local PCs for Lounge, Bar and Accounting Team. This mitigates the switch in M365 license for all 641 users to web versions only of Excel and Word, primarily.	
N.	Chaplain (Lay) Attended Service for Doug Olson.	

P&L - 2025/26

Royal Canadian Legion Branch 641 Barrhaven

June 1-September 30, 2025

DISTRIBUTION ACCOUNT		TOTAL
Income		
4000 Sales of Product Income		
4100 Bar		\$70,775.89
4200 Hospitality		\$29,260.99
4300 Hall Rental		\$4,119.03
4400 Membership		\$4,858.81
4600 Events		\$23,193.59
4800 Other Income		\$13,972.76
4900 Trust Revenue		\$35,175.96
Total for 4000 Sales of Product Income		\$181,357.03
Total for Income		\$181,357.03
Cost of Goods Sold		
5000 Cost of Goods Sold		
5100 Bar		\$34,723.35
5200 Hospitality		\$17,950.08
5800 Poppy Campaign Merchandise		70.00
Total for 5000 Cost of Goods Sold		\$52,743.43
Total for Cost of Goods Sold		\$52,743.43
Gross Profit		\$128,613.60
Expenses		
6000 Charitable Contributions		\$64,319.89
7000 All Other Expenses		
7100 Housing		\$50,790.38
7200 Operating Expenses		\$12,903.77
7300 Advertising		\$517.48
7600 Events		\$16,309.99
7700 Sports		\$612.92
7800 Charitable Expenses		\$240.00
Total for 7000 All Other Expenses		\$81,374.54
Total for Expenses		\$145,694.43
Other Income		
Other Expenses		
2199 Previous FY GST/HST Payable		1,359.70
7999 Previous FY Expense		3,416.59
Total for Other Expenses		\$4,776.29
Profit		-\$21,857.12

Statement of Financial Position - Sep 2025

Royal Canadian Legion Branch 641 Barrhaven

As of September 30, 2025

DISTRIBUTION ACCOUNT	TOTAL
Assets	
Current Assets	
Cash and Cash Equivalent	
1001 Cash on hand	2,735.00
1100 General Account	45,133.86
1101 Building Account	59,684.71
1200 Bingo Trust Account	34,297.95
1300 Nevada Trust Account	12,513.57
1400 Poppy Trust Account (A)	79,605.15
1500 Land & Building Trust Fund	301,961.50
Total for Cash and Cash Equivalent	\$535,931.74
Accounts Receivable (A/R)	
1002 Cash in safe	2,269.08
Total for Current Assets	\$538,200.82
Non-current Assets	
Property, plant and equipment	
Total for Non-current Assets	
Total for Assets	\$538,200.82
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable (A/P)	
Accounts Payable (A/P)	-147.20
Total for Accounts Payable (A/P)	-\$147.20
Credit Card	
2100 GST/HST Payable - RG_GST_HST	-1,845.59
2110 GST/HST Suspense - RG_GST_HST	0.00
Total for Current Liabilities	-\$1,992.79
Non-current Liabilities	
Total for Liabilities	-\$1,992.79
Equity	
3010 Retained Earnings	-6,133.12
Profit for the year	-21,857.12
3001 Opening Balance Equity	568,183.85
Total for Equity	\$540,193.61
Total for Liabilities and Equity	\$538,200.82

Statement of Activity - General - to date

Royal Canadian Legion Branch 641 Barrhaven

June 1-September 30, 2025

DISTRIBUTION ACCOUNT	TOTAL
Income	
4000 Sales of Product Income	
4100 Bar	\$70,775.89
4200 Hospitality	\$29,260.99
4300 Hall Rental	\$4,119.03
4400 Membership	\$4,858.81
4600 Events	\$23,193.59
4800 Other Income	\$2,185.24
Total for 4000 Sales of Product Income	\$134,393.55
Total for Income	\$134,393.55
Cost of Goods Sold	
5000 Cost of Goods Sold	
5100 Bar	\$34,723.35
5200 Hospitality	\$17,950.08
5800 Poppy Campaign Merchandise	70.00
Total for 5000 Cost of Goods Sold	\$52,743.43
Total for Cost of Goods Sold	\$52,743.43
Gross Profit	\$81,650.12
Expenses	
7000 All Other Expenses	
7100 Housing	\$50,790.38
7200 Operating Expenses	\$12,903.77
7300 Advertising	\$517.48
7600 Events	\$16,309.99
7700 Sports	\$612.92
Total for 7000 All Other Expenses	\$81,134.54
Total for Expenses	\$81,134.54
Other Income	
Other Expenses	
2199 Previous FY GST/HST Payable	1,359.70
7999 Previous FY Expense	3,416.59
Total for Other Expenses	\$4,776.29
Profit	-\$4,260.71

Charitable Contributions - 2025/26

Royal Canadian Legion Branch 641 Barrhaven

June 1-September 30, 2025

Distribution account	Total
6000 Charitable Contributions	
6100 Cadets	
6110 40 Falkland Sea Cadets	1,500.00 Bingo
6120 75 Barrhaven Air Cadet Squadron	6,500.00 Bingo
6130 640 Camerons Army Cadets	5,000.00 Bingo
6140 2332 Major Holland E.J.G. VC Army Cadets	1,500.00 Bingo
6150 2958 1st Anti-tank Regiment Royal Canadian Army Cadets	1,500.00 Bingo
6160 742 National Capital Squadron	1,000.00 Bingo
6170 925 Edmond Lanthier Air Cadet Squadron	5,000.00 Bingo
6180 2317 Field Artillery Army Cadets	1,000.00 Bingo
Total for 6100 Cadets	\$23,000.00
6200 Local	
6201 The Ottawa Mission	500.00 General
6204 Barrhaven Canada Day	5,000.00 Bingo
6205 Interval House of Ottawa	1,000.00 General
6206 Hospice Care Ottawa	1,000.00 General
6207 Barrhaven Community Soccer	250.00 Bingo
Total for 6200 Local	\$7,750.00
6300 Provincial	
6301 Camp Quality Canada	1,000.00 General
6302 RNFoO	500.00 General
Total for 6300 Provincial	\$1,500.00
6400 National	
6402 The Canadian Cancer Society	600.00 Nevada
6403 Diabetes Canada D Camps	1,000.00 Nevada
6404 MPNMR	500.00 General
6405 MDSC	500.00 General
Total for 6400 National	\$2,600.00
6500 Poppy Disbursements	
6503 Donations (E3)	29,469.89 Poppy
Total for 6500 Poppy Disbursements	\$29,469.89
Total for 6000 Charitable Contributions	\$64,319.89

Accrual Basis Friday, October 03, 2025 08:19 PM GMTZ

Royal Canadian Legion Branch 641 Barrhaven

TREASURER'S GUIDELINES FOR EVENT ORGANIZERS (OCTOBER 2025)

These guidelines are intended for members organizing and operating large Legion events.

You and your committee members are expected to interact with the Finance arm of the Branch in a business-like manner.

1. If your event involves registration or tickets to be purchased at the bar, please advise the Treasurer as soon as you are aware of this requirement so the necessary buttons can be created and deployed on the Point-of-Sale terminals.
2. Alternatively, or in addition to in-Legion payments, you may advise potential attendees that payments may be made via e-transfer to Treasurer@rcl641.ca. Please ask that the reason for their payment be entered as a message, i.e. "two tickets to Grey Cup party".
 - Similarly, if you must make e-transfer payments, be sure to provide the details of the payment as a message.
3. Some of your event attendees may not be aware that we are a "Cash Only" enterprise: non-Legion guests, or Legion members from other Branches.
 - Please ensure your event literature reminds guests that we are "Cash Only".
 - Please advise the Treasurer at least two weeks in advance of your event if you expect a significant number of event attendees so that Capital ATM can be contacted to ensure there are sufficient funds available.
4. If your event involves day-of payments to suppliers/contractors, please advise the Treasurer at least two weeks in advance of this requirement, detailing the name on the cheque and the amount. The cheques will be prepared and put in the bar safe prior to your event.
 - It is preferable that your suppliers/contractors send invoices in advance to Treasurer@rcl641.ca; if this is not possible, a hard-copy receipt may be left at the bar, or a copy sent to Treasurer@rcl641.ca shortly after the event.
5. On the day of your event, please be sure to process all proceeds received through the POS via the duty bartender. This includes any draws, auctions, and donations. This ensures all "loose cash" is recorded as a transaction, secured in the safe, and counted the following day rather than during the already-busy end-of-week count and deposit.
6. Post-event, please submit your Payment Requisition/Reimbursement Form(s) to the Treasurer in a timely fashion. If the purpose of the purchases is not obvious, or if there are any unusual transactions that must be considered (i.e. the use of donated gift cards), be sure to include notes detailing these exceptions.