



**Royal Canadian Legion - Barrhaven Legion Branch 641
Executive Meeting Agenda September 4th 2023**

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
6. Presidents Report – Lyle Brennan Report included/ Motion
7. Treasurer’s Report – Diane Craig Provided
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 No Report
 - b. Membership – Dave St Amand Report included
 - c. Poppy Chair – Mike Harrietha
 - d. Public Relations- Deb Sereda No Report
 - e. Sports/Track and Field – Joe Guitard
 - f. Poppy Trust Fund – Bert Boehme No Report/Regrets
 - g. Leadership & Development – Bert Boehme No Report/Regrets
 - h. Veterans Service Officer– Anne Cole
 - i. Youth Education & Bursary – Carol Anne Marleau Report Included
12. **Reports of Other Standing Committees and Standalone Positions**
 - a. Bar Officer – David Sereda -
 - b. Constitution and Laws – Stephane Guy Report included
 - c. Cadet Liaison & Scouts – Patrick Makinson
 - d. Entertainment, Hospitality & Special Events - Angele Guy Report included
 - e. Finance – Bert Boehme No Report /Regrets
 - f. Grants & Assistance – Richard Lynn Report included/Motions
 - g. Honours & Awards – Ed Schelenz Report included/Motions
 - h. Hospital Visits –
 - i. Housing – Dave Cole
 - j. Long Range Planning – Stephane Guy Report included
 - k. Community Liaison – David Sereda
 - l. Ways & Means – Anne Cole
13. **General and New Business**
14. **Motion to Adjourn**
15. **Closing Ceremonies**

Next Meeting September 19th 2023 (General)



The Royal Canadian Legion Barrhaven Branch 641

Minutes of Executive Meeting August 7th 2023

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	R	Debi Sereda	R	Patrick Makinson	P
Anne Cole	P	David St. Amand	P	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 Ed Cole with 14 members in attendance.

2. Opening Ceremony Performed by Lyle Brennan

3. Motion to Deviate from the agenda Moved by Stephane Guy

4. Review Minutes of Last Meeting Moved by Pam Hall Seconded by Diane Craig Carried

5. Business arising from the Minutes & Unfinished Business None

6. Presidents Report Lyle Brennan Report is in the package Moved by Lyle Brennan Seconded by Carol Ann Marleau Carried The highlights were read out

7. Treasurer's Report Diane Craig Report Provided Moved by Diane Craig Seconded by Richard Lynn Carried Remarks:

8. Sgt at Arms Report Paul Leadston No Report

9. Correspondence Pam Hall *Thank you letter from Camp Quality for our donation*

10. General Welfare of the branch / Motions Dave St Amand stated he updates the two laptops in the Members's lounge on a weekly basis

i) Motion: Pop up at meeting: Moved by Stephane Guy Branch 641 donates \$1000 from the Lottery Fund towards the establishment of the Veterans' Task Force Website Seconded by Lyle Brennan **Carried (Background –** The request for \$5000 was declined by Provincial Command. It was decided to seek money from Zone Branches. As this is a non-profit organization it qualifies to come from lottery funds)

ii) Motion: Pop up at Meeting: Moved by Ed Schelenz Barrhaven Legion 641 donates \$10,000 to the Barrhaven Food Cupboard. Money to come from the Lottery Account Seconded by Stephane Guy **Carried**

11. Reports of Mandatory Standing Committees

- a) **Legion Seniors – Richard Lynn Report is in the package** Moved by Richard Lynn Seconded by Anne Cole **Carried Remarks:** A discussion followed on the booking of the hall for a retirement home seminar **Motion: Pop up at Meeting:** Moved by Stephane Guy Move that we waive the fee on an exception basis Seconded by: Lyle Brennan **Carried**
- b) **Membership -. David St Amand Report is in the package.** Moved by Dave St Amand Seconded by Anne Cole **Carried. Remarks:** Pushing digital
- c) **Poppy – Mike Harrietha No Report**
- d) **Public Relations - Deb Sereda No Report**
- 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 Verbal Report**
- 12. Reports of other Standing Committees and Standalone Positions**
- a) **Bar Officer - David Sereda No Report**
 - b) **Constitution and Bylaw –Stephane Guy No Report Comments:** A reminder that September is the deadline to amend clubhouse rules and branch regulations
 - c) **Cadet Liaison and Scouts – Patrick Makinson No Report**
 - d) **Entertainment, Hospitality & Special Events - Angele Guy Report is in the package** Moved by Angele Guy Seconded by Diane Craig **Carried**
 - e) **Finance - Bert Boehme No Report**
 - f) **Grants and assistance – Richard Lynn Report is in the package.** Moved by Richard Lynn Seconded by Diane Craig **Carried**
 - g) **Honours and Rewards – Ed Schelenz No Report Comments:** The Friendship Award to Jim Watson was approved by Dominion Command
 - h) **Hospital Visits – No Report**
 - i) **Housing – Dave Cole No Report**
 - j) **Long Range Planning – Stephane Guy Report is in the package** Moved by Stephane Guy Seconded by Mike Harrietha **Carried Remarks:** Stephane read the highlights and also stated architectural plans will cost about \$20 – 25000. Other issues concerning zoning changes and parking were brought forth.
 - k) **Community Liaison - Dave Sereda No Report**
 - l) **Ways and Means Anne Cole Report is in the package** Moved by Anne Cole Seconded by Angele Guy **Carried Comments:** After a discussion about the charity BBQ held at Cabela’s Bert stated an event report has to be submitted
- 13. General & New Business The following issues were tabled and discussed**

Bartender Fundraiser Event

New Leaks in the Roof

Beer Fridge clean out

Kitchen Dishwasher incident

- 14. Motion to Adjourn - Moved by Diane Craig**

Closing Ceremonies - Performed by Lyle Brennan and meeting adjourned at 7.55 pm

MEMORIUM EORUM RETINEBIMUS

God Save the King

Lyle Brennan President

Pam Hall Secretary



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

President's Report

Executive Meeting date: 4 September 2023

Report: Lyle Brennan, President

I hope everyone has had a wonderful summer. I'm looking forward to re-connecting with everyone as people return from their summer vacations and cottages. We have a busy fall schedule in store as we lead up to our Poppy Campaign and Remembrance Day. Including Legion Week 17-23 September. We are always seeking people to lend a hand in various capacities.

I have been in discussion with our Branch Historian to look at ways we can identify and acknowledge key dates appropriately over the calendar year. We can use this info to help inform planning within the calendar. He also offered ideas such as displaying a flag or artifact along with a small poster to describe the relevance and potentially include other plans, such as welcoming related members as appropriate. I will table a motion to provide some modest support for this initiative to get started.

A reminder about the partnership with Lepine apartments and the Ottawa Senators. The first round of selection ended 31 August. There will be further rounds until they have filled all of the home games. – This is for CAF veterans,

including those currently serving. If selected they may choose up to 9 guests to accompany them. Contact me for further details.

I once again thank everyone who are supporting our community by contributing to the Barrhaven Food Cupboard donations.

I move my report



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

PROPOSED MOTION

Executive Meeting date: Sept 4, 2023

Moved by: Lyle Brennan

Seconded by:

Executive Meeting: **Carried Yes / No**

I Move that: we approve an amount not to exceed \$500 in order for the Branch Historian to purchase display items commemorative initiatives important to Canada's military history.

Secretary Signature:

President's Signature.....



BARRHAVEN LEGION BRANCH 641

PROPOSED MOTION

Executive Meeting: Sept 4, 2023

Moved by: Ed Schelenz

Seconded by:

I move that the following members be approved for nomination for the "Ontario Volunteers Awards": Carol Anne Marleau – 5year pin, Bert Boehme – 5year pin, Alice Boehme – 5year pin, Diane Craig – 10 year pin, Debi Sereda – 10 year pin, Joyce Barr – 10 year pin.

These members were nominated by fellow members and agreed upon by the Honours and Awards Committee.

Secretary Signature:



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

PROPOSED MOTION

Executive Meeting: Sept 4, 2023

Moved by: Ed Schelenz

Seconded by:

I move that Don Pelletier and Barry O'Connor be awarded a Certificate of Appreciation.

Our Hospitality Chair Angele Guy recommended both Don and Barry as they were vital in starting and continuing one of our most popular functions "Kitchen Party to Open Mic.

Secretary Signature:

September 2023 MEMBERSHIP

Membership Total: 722 active accounts
Last year – 718
Quorum – 36

New	Sally Cavan	Affiliate	
	Kate Evans	Affiliate	
	Stephen Keiwan	Affiliate	
	Robin Moore	Ordinary	
Re-instate	Lisa Christinidis	Affiliate	
	Emmanuel Christinidis	Affiliate	
Resignation	Jerry Marton	Affiliate	
Resignation	Adeline Gadde	Affiliate	
Transfer in	Larry Girton (291er)	Ordinary	Mount Forest
	Kevin Brown (Colonel)	Ordinary	MM@L
Transfer out	Joel Harney	Ordinary	Stittsville
	Don Whitehurst	Ordinary	Manotick
Deceased	Teresa Malone	Ordinary	1 August 2022
	Gus Este	Ordinary	7 August 2023
	David Hagar	Ordinary	8 August 2023

Digital memberships are now available. I encourage everyone to opt in. You can make the switch yourself online or let me know that you want to change and I can do it for you. A digital membership means you won't need a plastic card.

Members who choose a digital card will receive a new download each year when they renew.

An email to all members was sent outlining the upcoming renewal period. If you are unsure of your membership status, contact the undersigned with your questions or concerns.

The 2024 stickers have arrived. I mailed stickers to those who requested that service. The memberships for our 85+ Ordinary members have been processed for 2024.

//Signed//

David St Amand
Br641 Membership



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

Youth Education Report

Executive Meeting date: September 4, 2023

Report: Carol Anne Marleau, Youth Education & Bursary Chair

Bursaries

1. The Bursary application process is open 1 Sep 2023 and will be advertised on the branch website. Applications will be accepted at Dominion Command until the last Friday in March 2024 (March 29, 2024)

Contests

1. Ontario Command no longer distributes paper copies of the Youth Education Packages. We need to obtain everything from their website.. I will be attending a meeting with Doug Cody, Youth Education Chair for Zone G-5 on Sunday, September 10, 2023 at 2:00 pm at the Westboro Legion.
2. The branch website is updated and emails will be sent to all Principals in our Barrhaven Zone by the end of the second week of September.
3. The local poster and literary contest closes 15 November 2023.
4. Valour Hall has been booked for Saturday Nov 18, 2023 (9:00 am to 3:00 pm) for judging all entries.
5. Questions may be directed to the Youth Ed chair.

I move my report

EXECUTIVE MEETING SEPTEMBER 2023

CONSTITUTION AND LAWS

I'm finishing the motion to modify our Policy and Procedure Manual as well as our Clubhouse Rules.

I will be sending an email to all members of the Executive Committee for a last check before it is presented at the October's General Meeting for a vote.

I move my report.

Stéphane Guy

Constitution and Law chair

613-797-7021

THIS IS AN ENTERTAINMENT/HOSPITALITY MONTHLY REPORT EXECUTIVE MEETING MONDAY, SEPTEMBER 4, 2023

- Hospitality is doing very well with the different Events and Friday Night Dinners
- Open Mic is as busy as before. Even the summer did not stop people from coming and enjoying it.
- October will be a busy month with Chili Contest, High Tea, 2 Open Mic, Lion's Catering and Friday Night Dinners.

MEALS AND SPECIAL EVENTS FOR SEPTEMBER:

- Friday, September 1, 2023 Steak SOLD OUT Band: Snap, Crackle & Pop
- Wednesday, September 6, 2023 Open Mic from 12pm to 3pm Lunch & music
- Friday, September 8, 2023 Pork Tenderloin (40 guests) Band: The BedRockers
- Friday, September 15, 2023 Steak Band: Heart & Soul Duo
- Wednesday, September 20, 2023 Open Mic from 12pm to 3pm Lunch and music
- Wednesday, September 22, 2023 Meal: TBD Band: The TrebleMaker
- Friday, September 29, 2023 Salmon OR Chicken Band: Hollman & Hoffman

November will be busy with for Hospitality with poppy campaign, Veteran's Dinner, Remembrance Day, Open Mic, Annual Market, Lion's catering and Friday Night Dinners.

I move my report

Angel Guy

Entertainment/Hospitality Chair

Grants and Assistance Officer

- Interval House of Ottawa sent a thank you letter for our Donation of \$200.00.
- Dave Smith Youth Treatment Centre sent a thank you letter for our \$200.00 donation and an offer to have one of their people come out and speak at one of our general meetings.
- The Ottawa mission requests a donation.
- the Canadian Cancer Society requests a donation.

-Karalee Bowles recently moved on to the Faculty of Medicine at the University of Ottawa with the community engagement and partnerships team and am reaching out to community groups and leaders in hopes to come to a meeting and share some of the funding priorities that we have identified in regard to medical research and education to transform healthcare both, close to home and globally.

The University of Ottawa is home to a number of active service men and women who enroll in our institution to pursue their post-secondary education and veterans who have transitioned out of the service and embarking on a second career.



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

PROPOSED MOTION GA-2

Executive Meeting Date

Moved by: Richard Lynn Grants and Assistance Officer

Seconded by:

General Meeting Date

Moved by:

Seconded by:

I move that we donate \$200.00 to the Ottawa Mission with the money coming out of _____ account.

Background

This money will go to assist with food and shelter to the needy in Ottawa.

Executive Meeting Carried Yes/ No

General Meeting Carried Yes / No

Secretary Signature _____

We will remember them!



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

PROPOSED MOTION GA-1

Executive Meeting Date

Moved by: Richard Lynn Grants and Assistance Officer

Seconded by:

General Meeting Date

Moved by:

Seconded by:

I move that we donate \$370.00 to the Canadian Cancer Society Breast Cancer Awareness Month with the money to come from _____ account.

Background

Breast Cancer is the second leading cause of cancer deaths among women in Canada.
This donation goes towards life-saving research.

Executive Meeting Carried Yes/ No

General Meeting Carried Yes / No

Secretary Signature _____

Honours & Awards Report for Executive meeting Sep4, 2023

Comrades:

The RCL Friendship Award for Jim Watson was approved by Dominion Command and the plaque will be presented at our Sept General meeting.

The committee encourages all comrades to identify and provide a recommendation to the HA&SR committee of persons or organizations they feel are deserving of our recognition. We ask that you look into the requirements for the award you are recommending and ensure that the member you are recommending meets those requirements. If you need assistance researching an award, reach out to one of our committee members who will be happy to help out. Please provide any recommendation in writing. Point form is acceptable. More information on Honours and Awards can be found in the RCL, Ontario Command, Officer's Manual, Section D and The Ritual Awards & Protocol Manual Chapter 2.

Ed Schelenz CD

HA&SR Committee Chair

Sep 4,2023

LONG RANGE PLANNING

Phoenix is moving forward to submit a construction project submission to the City of Ottawa. As such, they have produced this attached layout of the assigned one-acre lot for our clubhouse. The next step will be to have the architectural work done of our clubhouse. I will be submitting a notice of motion to the September General Meeting to start the phase of our project.

I move my report.

Stéphane Guy

Long Range Planning Chair

613-797-7021