



**Royal Canadian Legion - Barrhaven Legion Branch 641  
Executive Meeting Agenda March 4th 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 February 4 2025	Pamela Hall	in package
7. Business arising from the Minutes & Unfinished business		
8. Presidents Report	Lyle Brennan R	no report
9. Treasurer's Report	Diane Craig	
10. Sgt- at- Arms Report	Paul Leadston	verbal
11. Correspondence	Pamela Hall	
<b>12. Reports of Mandatory Standing Committees</b>		
a. Legion Seniors	Richard Lynn	no report
b. Membership	Joe Guitard	
c. Poppy Chair	Kevin Brown	no report
d. Public Relations	Debi Sereda	no report
e. Sports/Track and Field	Michele Guitard	
f. Poppy Trust Fund	Bert Boehme	no report
g. Leadership & Development	Bert Boehme	no report
h. Veterans Service Officer	Anne Cole	
i. Youth Education & Bursary	Carol Anne Marleau R	in package
<b>13. Reports of Other Standing Committees and Standalone Positions</b>		
a. Bar Officer	Dave Cole	
b. Constitution and Laws	Stephane Guy R	no report
c. Cadet Liaison & Scouts	R. MacNichol/A. Cole	no report
d. Entertainment & Hospitality	Angele Guy R	no report
e. Finance	Bert Boehme	no report
f. Grants & Assistance	Richard Lynn	in package
g. Honours & Awards	Ed Schelenz	in package
h. Hospital Visits	Richard Lynn	in package
i. Housing	Dave Cole	
j. Long Range Planning	Stephane Guy regrets	no report
k. Community Liaison	David Sereda	no report
l. Ways & Means	David Sereda	no report
j. Technology Report	Kevin Brown	no report
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)		
<b>Motions:</b> Richard Lynn Childrens' Aid \$5000, Camp Maple Leaf \$1300, Heroes Mending on the Fly \$1000		
<b>Motion:</b> Ed Schelenz Nomination for Award.		
17. Motion to Adjourn		
18. Closing Ceremony		

**Next Meeting March 18 2025**

## Executive Committee Meeting Minutes February 4th 2025

Quorum = 9

Legend: P = Present R = Regrets A = Absent

### Branch Officers (08)

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

### Other Chairs and Appointees (11)

Kevin Brown	<b>PR</b>	Anne Cole	<b>PR</b>	Dave Cole	<b>PR</b>
Joe Guitard	<b>PR</b>	Michelle Guitard	<b>PR</b>	Stéphane Guy	<b>PR</b>
Robert MacNichol	<b>PR</b>	Carol Anne Marleau	<b>PR</b>	Will Read	<b>PR</b>
Dave Sereda	<b>R</b>	Debi Sereda	<b>PR</b>		

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

<b>Activity</b>	<b>Action</b>	<b>Report</b>
1. Call to Order	Dave Cole	
2. Opening Ceremony	Lyle Brennan	
3. Motion to deviate from the Agenda	Kevin Brown	
4. Introduction of Guests	None	
5. Minutes of the last Executive Meeting	Dave Cole Seconded by Diane Craig Carried	P
6. Business arising from the Minutes & unfinished business	None	
7. President's Report (Motions) see at end	Lyle Brennan	P

	Seconded by Carol Anne Marleau Carried	
8. Treasurer's Report	Diane Craig	NR
9. Sergeant-at-Arms Report	Paul Leadston	NR
10. Correspondence	Pam Hall - emails	V
11. Reports of Standing Committees		
a. Legion Seniors	Richard Lynn Seconded by Dave Cole Carried	P
b. Membership Moved by Joe Guitard Seconded by Michele Guitard Carried. Discussion: no increase until budget review prepared by Bert	Joe Guitard	P
c. Poppy Chair Moved by Kevin Brown Seconded by Robert MacNichol Carried	Kevin Brown	P
d. Public Relations	Debi Sereda	NR
Sports, Track and Field (Motion see at end)	Michele Guitard	NR
e. Poppy Trust Report and Motions (see at end)	Bert Boehme	P
f. Leadership & Development	Bert Boehme	NR
g. Veteran Services Officer Verbal remarks on homeless situation with veterans and motions created.	Anne Cole	V
h. Youth Education & Bursary Moved by Carol Anne Marleau Seconded by Diane Craig Carried	Carol Anne Marleau	P
12. Reports of Other Committees and Standalone Positions		
a. Bar Officer Remarks: Walk in fridge needs major repairs	Dave Cole	V
b. Constitution and Laws	Stéphane Guy	NR
c. Cadet Liaison & Scouts (Motion created) see at end	MacNicholl/Cole	NR
d. Entertainment, Hospitality & Special Events Moved by Angele Guy Seconded by Robert MacNichol Carried	Angele Guy	P
e. Finance Committee	Bert Boehme	NR
f. Grants & Assistance D (Motions) see at end	Richard Lynn	P
g. Honours & Awards Bingo Report moved by Ed Schelenz seconded by Diane Craig Carried	Ed Schelenz	P
h. Hospital Visits	Richard Lynn	NR
i. Housing Remarks: Handicap doors in progress	Dave Cole	V
j. Long Range Planning - Lease complete and Condo situation update.	Stéphane Guy	V
k. Community Liaison	Dave Sereda	NR
l. Ways & Means	Dave Sereda	NR
m. Technology Officer Moved by Kevin Brown Seconded by Diane Craig Carried	Kevin Brown	P
13. Motions or Special Business of which Notice was previously given		
14. General and new Business including matters respecting the welfare of the Legion and the Branch		
i. 20th Anniversary – date set for branch celebration		
ii. Flag Day Dinner – recruiting to fill seats		
15. Tabling of Notice(s) of Motion(s)		
<b>Moved by Lyle Brennan</b> Seconded by Angele Guy Carried – Appointment to Election Committee Jeff Perrault, Joanne Larret,		

Linda Laframboise

**Moved by Lyle Brennan** Seconded by Debi Sereda Carried  
Replacement of Branch Chaplain to Robert MacNichol as Margo Whittaker has resigned.

**Moved by Michele Guitard** Seconded by Carol Anne Marleau  
Carried Replace 6 Dart Boards at a cost of \$733 from the General Account. Sale of Existing boards will be paid back to the account

**Moved by Bert Boehme** Seconded by Robert MacNichol  
Carried Seeking approval of the Poppy Fund Budget and Donation recommendation attached. This has been approved by the Poppy Committee

**Moved by Anne Cole** Seconded by Carol Anne Marleau Carried  
Donate \$2000 to Ottawa Innercity Ministries with funds from the Bingo Account

**Moved by Anne Cole** Seconded by Diane Craig Carried Donate  
\$3000 to Ottawa Inner City Ministries with funds to come from the Poppy Account if approved

**Moved by Robert MacNichol** Seconded by Angele Guy Carried  
Provide \$300 to pay for a spaghetti dinner for 2317 Cadet Corp fundraising event on the 27th of April

**Moved by Richard Lynn** Seconded by Debi Sereda Carried  
Donation of \$250 from the Bingo Account to Dave Smith Youth Treatment Centre's Village of Hope

**Moved by Richard Lynn** Seconded by Stephane Guy Carried  
Donation of \$250 from the Bingo account for Autism Ontario

**Moved by Richard Lynn** Seconded by Debi Sereda Carried  
Donation of \$2000 from the Bingo account to John McCrae students' trips to Vimy and Netherlands with a military interest as the purpose.

**Moved by Richard Lynn** Seconded by Bert Boehme Declined  
Donation to World Junior Qualifier Arm Wrestling

**Moved by Richard Lynn** Seconded by Robert MacNichol  
Declined

Donation of \$250 to Catholic Centre for Immigrants Foundation

**Moved by Kevin Brown** Seconded by Stephane Guy Carried  
Renew MailerLite Subscription at USD\$180 for one year

- n. Motion to adjourn at 8.10pm Kevin Brown
- o. Closing Ceremony Lyle Brennan

## MEMORIUM EORUM RETINEBIMUS

### God Save the King

**President**

**Recording Secretary**

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Lyle Brennan

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Pam Hall

**LEGION BRANCH 641**  
**Youth Education Report**

Executive Meeting date: 04 March 2025

**Bursaries:** MOTION

**Contests**

1. I received the results from District, on February 15, 2025. I am pleased to inform you that Sarah-Lyne Bactol placed third in Senior Colour Poster and Lan Jin placed second in Intermediate Colour Poster. Both students and their respective teachers have been informed. Their artwork, certificates and monetary prize will be distributed once received at the Branch.

Questions may be directed to the Youth Ed Chair.

I move my report,

Carol Anne Marleau

Youth Education & Bursary Chair

**Grants & Assistance Officer Report** - We have 1 new assistance request to vote on as well as one from the last General Meeting we did not have quorum on and the other motion just as information as it must come up again at the next General Meeting because of the amount of funds being given.

**Hospital Visits** - One member in Hospital visited. Both him and his wife were very happy for the visit, and so happy to know their Legion Branch cares so much.

## **Royal Canadian Legion Branch 641 Barrhaven PROPOSED MOTION**

PRESENTING MEMBER Richard H. Lynn  
Grants & Assistance Officer

Executive Meeting date 2025-03-04  
Moved by Richard Lynn  
Seconded by:  
Executive Meeting  
Carried: YES/NO

General Meeting Date 2025-03-18  
Moved by: Richard H. Lynn  
Seconded by:  
General Meeting  
Carried: YES/NO

General Meeting Date 2025-02-18  
Moved by: Richard H. Lynn  
Seconded by: Graham Forrest  
General Meeting Carried: Yes but No Quorum  
Secretary Signature \_\_\_\_\_

### **MOTION**

1. I move we donate the sum of \$5000.00 to the Children's Aid Foundation of Ottawa from the \_\_\_\_\_ BINGO \_\_\_\_\_ fund.

### **BACKGROUND**

2. Why it's relevant to Branch 641 and should be supported: This donation is to match Boston Pizza's donation and will support families in the Barrhaven Community.
3. The Children's Aid Foundation of Ottawa (CAFO) is a children's charity that helps support children, youth and families involved with children's aid.
4. Parents and caregivers supported by [The Children's Aid Society of Ottawa \(CASO\)](#) often face mental health challenges, poverty, or addiction, all of which can impact their ability to care for their children.
5. Your donations give access to education, enrichment, and essential opportunities to children and youth whose families need extra support.

## Royal Canadian Legion Branch 641 Barrhaven PROPOSED MOTION

PRESENTING MEMBER Richard H.  
Lynn Grants & Assistance Officer  
Executive Meeting Date 2025-03-04  
Moved by: Richard H. Lynn  
Seconded by:  
Executive Meeting  
Carried: YES/NO

General Meeting Date 2025-02-18  
Moved by: Richard H. Lynn  
Seconded by: Terry Claesson  
General Meeting Carried: yes but  
Secretary Signature \_\_\_\_\_

No Quorum

### MOTION

1. I move we donate \$1300.00 to Camp Maple Leaf from the \_\_\_\_\_Bingo\_\_\_\_\_ fund.

### BACKGROUND

2. Why it's relevant to Branch 641 and should be supported: Imagine a place where children from Military, Veteran and First-Responder families, and those facing unique life challenges, come together to build confidence, resilience, and lifelong friendships. That place is **Camp Maple Leaf**, a legacy of remembrance and healing founded in 1955 by the Canadian Council of War Veterans Associations.
3. With camps in **Ontario, Alberta, and New Brunswick**, we host **up to 100 campers per session**, with tailored one-week programs, including our signature **'Kids of Heroes'** program, designed specifically for children from Military, Veteran and First-Responder families.
4. While the cost to send a child to camp is **\$1,300 per camper**, we believe no child should miss out due to financial hardship. Thanks to the unwavering generosity of donors and Royal Canadian Legion Branches like yours, we **provide subsidies to ensure every child who needs camp can attend—regardless of their family's resources.**



**Royal Canadian Legion Branch 641 Barrhaven**  
**PROPOSED MOTION**

PRESENTING MEMBER

Executive Meeting Date 2025-03-04

Moved by: Richard Lynn

Seconded by:

Executive Meeting Carried: Yes / No

Secretary Signature \_\_\_\_\_

**MOTION**

1. I move we donate \$1000.00 to the Heroes Mending On The Fly Ontario from the Poppy Trust Fund.

**BACKGROUND**

2. I have a request from Heros Mending On The Fly for some financial assistance. They are approved for funding from the Poppy Campaign from Dominion Command under Chapter 4; Article 403: Special Expenditure, Subparagraph L: Transition Programs for Veterans. They teach fly making and fishing to promote and support recovery, foster education and build community - one cast at a time.

## **PROPOSED MOTION**

Executive Meeting: March 3, 2025

Moved by: Ed Schelenz

Seconded by:

I move that Laura Kerr be awarded a Certificate of Appreciation.

Laura was nominated by our 2<sup>nd</sup> VP/Hospitality Chair for her continuous support in raising funds for our Land and Building Fund. She has donated many baskets and helped in other fundraising endeavors. Her donation of baskets helped raise over \$2500.00. Laura's support for our branch is greatly appreciated.

Secretary Signature: .....

### **Report for Executive Mar 4, 2025**

#### **RCL BR 641 Honours / Awards & Special Recognition (HA&SR) Committee**

Comrades: Please check the table below for the Medals and Bars that the President will present to you during our last General meeting for this committee on May 20, 2025. Please let me know if I have missed anyone or any awards.

#### **Executive Medals & Bars for 2023 -2024 Term**

Name	Medal	Bar	Bar
Lyle Brennan		Past Pres	
Angel Guy		2nd VP	
Kevin Brown	Past Off	Executive	Poppy
Richard Lynn		3rd VP	
David Sereda		Ways & Means	
Joe Guitard		Membership	
Michelle Guitard	Past Officer	Executive	Sports
Will Read	Past Officer	Executive	
Robert MacNichol		Parade Comd	

04-Mar-25

Ed Schelenz CD

HA&SR Committee Chairman March 4 2025