



**Royal Canadian Legion - Barrhaven Legion Branch 641  
Executive Meeting Agenda April 1<sup>st</sup> 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
6. Presidents Report – Lyle Brennan Report 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 – see under Poppy and Honours and Awards
11. **Reports of Mandatory Standing Committees**
  - a. Legion Seniors – Richard Lynn **No report**
  - b. Membership – Dave St Amand **Provided**
  - c. Poppy Chair – Stephane Guy **No Report**
  - d. Public Relations- Deb Sereda **No Report**
  - e. Sports/Track and Field – Joe Guitard **No Report**
  - f. Poppy Trust Fund – Bert Boehme **Report and Motion Attached**
  - g. Leadership & Development – Bert Boehme **No Report**
  - h. Veterans Service Officer– Anne Cole **No Report**
  - i. Youth Education & Bursary – Carol Anne Marleau **No Report**
12. **Reports of Other Standing Committees and Standalone Positions**
  - a. Bar Officer – David Sereda – **No Report**
  - b. Constitution and Laws – Stephane Guy **No Report**
  - c. Cadet Liaison & Scouts – Patrick Makinson **No Report**
  - d. Entertainment, Hospitality & Special Events - Angele Guy **Report Attached**
  - e. Finance – Bert Boehme **No Report**
  - f. Grants & Assistance – Richard Lynn **No Report**
  - g. Honours & Awards – Ed Schelenz **Report and Motions Attached**
  - 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**
14. **Motion to Adjourn**
15. **Closing Ceremonies**

**Next Meeting April 16<sup>th</sup> 2024**



The Royal Canadian Legion Barrhaven Branch 641

## Minutes of Executive Meeting March 4<sup>th</sup> 2024 Quorum 9

Legend P = Present   R = Regrets   A = Absent

### Branch Officers (08)

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

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

**1. Call to Order**

The meeting was called to order at 19:05 hrs by Ed Schelenz with 12 members in attendance.

**2. Opening Ceremony Performed by Ed Schelenz**

**3. Motion to Deviate from the agenda** Moved by Diane Craig Seconded by Debi Sereda

**4. Review Minutes of Last Meeting and the January 2<sup>nd</sup> Meeting** Moved by Pam Hall Seconded by Diane Craig **Carried**

**5. Business arising from the Minutes & Unfinished Business** **First**, Volunteers to set up Zone meeting? All taken care of. **Second**, Quilts of Valour nomination from the branch. After discussion the branch executive will put forward a nomination for Jim Duff to receive one.

**6. Presidents Report Lyle Brennan Report attached** Moved by Lyle Brennan Seconded by Stephane Guy **Carried**

**7. Treasurer's Report Diane Craig to be provided at the General Meeting**

**8. Sgt at Arms Report Paul Leadston No Report**

**9. Correspondence Pam Hall** Several emails and a thank you card were presented for discussion

**10. General Welfare of the branch / Motions**

**i) Motion: See under Grants and Assistance copy on file**

**11. Reports of Mandatory Standing Committees**

**a) Legion Seniors – Richard Lynn Report attached** Moved by Richard Lynn Seconded by Joe Guitard

**b) Membership - David St Amand Report Attached.** Moved by Debi Sereda Seconded by Joe Guitard **Carried.**

**c) Poppy – Stephane Guy No Report**

**d) Public Relations - Deb Sereda No Report**

**e) Sports/Track and Field – Joe Guitard No Report Remarks:** After a successful dart tournament with members of the Richmond Legion, it was decided to hold the next one also in Barrhaven.

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

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

**h) Veterans Services & Branch Service Officer – Anne Cole No Report**

**i) Youth Education and Bursary – Carol Anne Marleau Report Attached** Moved by Lyle Brennan Seconded by Dave Sereda **Carried**

**12. Reports of other Standing Committees and Standalone Positions**

**a) Bar Officer - David Sereda No Report**

**b) Constitution and Bylaw –Stephane Guy Report Attached** Moved by Stephane Guy Seconded by Diane Craig **Carried**

- c) **Cadet Liaison and Scouts – Patrick Makinson No Report**
  - d) **Entertainment, Hospitality & Special Events - Angele Guy Report attached** Moved by Angele Guy Seconded by Richard Lynn **Carried Comments/Discussion** – The Executive decided to not have a special celebration for the branch anniversary but will send an email announcing the date. Next year is a special year and celebrations will be held
  - e) **Finance - Bert Boehme No Report**
  - f) **Grants and assistance – Richard Lynn No Report Discussion followed on Operation Vet Build and it was decided to make a motion to donate \$800** Moved by Lyle Brennan, Seconded by Richard Lynn **Carried– Background:** Quote from RCL 2019 One of the Legion's key focus area is the transition to post-service life, including helping tackle issues such as the mental health stresses that can come from military life. In 2019 RCL launched Operation Vet Build. The program uses scale-model building kits in a supportive atmosphere. Working in a stress-free setting alongside other Veterans, it's a chance to learn new skills and relax.  
This program provides a location and supplies to Veterans attending.
  - g) **Honours and Rewards – Ed Schelenz Report attached** Moved by Ed Schelenz Seconded by Debi Sereda **Carried Annual Bingo Report also tabled** Moved by Ed Schelenz Seconded by Debi Sereda **Carried Motions:** All Moved by Ed Schelenz as follows: **Certification of Appreciation** to Anne Cole, seconded by Diane Craig, **Carried. Certification of Appreciation** to The Works, seconded by Diane Craig **Carried. Branch Service Medal** to Alice Boehme, seconded by Angele Guy **Carried. Special Legion Award Plaque** to the Moussa Group, seconded by David Sereda **Carried**
  - h) **Hospital Visits – detailed in Senior Report – 1 visit**
  - i) **Housing – Dave Cole No Report**
  - j) **Long Range Planning – Stephane Guy Report attached** Moved by Stephane Guy Seconded by Richard Lynn **Carried**
  - k) **Community Liaison - Dave Sereda No Report**
  - l) **Ways and Means Anne Cole No Report**
13. **General & New Business**
14. **Motion to Adjourn - Moved by Diane Craig**
- Closing Ceremonies** - Performed by Lyle Brennan and meeting adjourned at 8.00 pm

#### **MEMORIUM EORUM RETINEBIMUS**

God Save the King

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Lyle Brennan

President

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Recording Secretary Pam Hall



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

**President's Report**

Executive Meeting 1 Apr 2024

**Report:** Lyle Brennan, President

Comrades,

Today, the RCAF marks its 100<sup>th</sup> Anniversary on 1 April 2024. For a century the RCAF, and its personnel have defended Canada, its people, allies, and interests. There are many events planned across the country to commemorate the anniversary. Details can be found at <https://rcf2024arc.ca/>

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 at the upcoming election at the General Meeting 16 April 2024. Just a reminder, although, I will not be present on the night of the election. I do look forward to serving another term as Branch 641 President and thank everyone in advance for their support.

On the weekend of 19-21 April, members of the exec (Lyle Brennan, Bert Boehm, Angel Guy, and Richard Lynn) will be traveling to the District G Convention to represent Branch 641 along with our G5 Zone Commander Stéphane Guy. Our registration has been submitted.

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



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

**POPPY FUND REPORT AND MOTION**

Executive Meeting date: 1 April, 2024

Moved by: Cmrdr Bert Boehme

Seconded by:

General Meeting date: 16 April, 2024

Moved by: Cmrdr Bert Boehme

Seconded by:

I Move that: the attached Poppy Fund Budget and Donation recommendation be approved for FY 2024 (1 Jan to 31 Dec).

Discussion: As of this date, the Fund has on deposit \$118,639.29. In accordance with the Poppy Fund policies and guidelines, these monies may only be used to support remembrance, veterans and their families, and community. It is noted that the Branch Bingo and Nevada accounts are also available and used by the Branch to support various local charities and community groups

Executive Meeting: Carried    Yes        No

General Meeting: Carried Yes No

Secretary Signature: .....

### **Poppy Trust Fund Barrhaven Branch 641**

#### **Proposed FY2024 Budget and Donation Recommendation**

<b>\$118,639.29</b>	<b>Opening Balance</b>
\$15,000.00	Supplies for FY2024 campaign
\$5,000.00	Veteran support through Veteran Service Officer
\$20,000.00 (SUF required)	\$4K donation to each of the five sponsored Cadet Corps/Sqn. Nevada funds to provide an additional \$1K each.
\$2,000.00 (SUF required)	Veterans annual Remembrance Dinner
\$2,500.00	Branch Youth Education (Poster and Literary Contest)
\$3,000.00	Zone G5 Branch apportionment for Veteran and Youth support
\$10,000.00	Support for Bursary program
\$10,000.00	Emergency set aside
\$20,000.00	Perley and Rideau Veterans Centre
\$10,000.00	Operation Leave the Streets Behind
\$1,000.00	Ruck to Remember
\$5,000.00 (SUF required))	Operation Service Dogs
\$2,000.00 (SUF required)	Veteran Adaptive Ski Program
\$2,000.00 (SUF required)	The Pepper Pod. Supportive program for women veterans
\$2,000.00	Veteran's House Ottawa
\$500.00 (SUF required)	Memorial Park Hwy 416 maintenance/upkeep
\$500.00	District G Youth Education (Poster and Literary Contest)
\$800.00 (SUF required)	Operation VetBuild. Pending Command approval
\$500.00 (SUF required)	Quilts of Valour. Pending Command approval
<b>\$7,339.29</b>	<b>Balance Remaining and available for future donations</b>

Note: SUF is Special Use of Poppy Fund request form requiring Provincial Command approval

## **Report for the Executive Meeting**

### **Hospitality/Entertainment Chair**

Monday, April 1, 2024

#### Meals and Bands for April 2024:

- Friday, April 5, 2024 Meal: Ham and Scallop Band: Divided Highway 7:00 p.m. – 11:00 p.m.
- Wednesday, April 10, 2024 Open Mic and Lunch 12:00 p.m. – 3:00 p.m.
- Friday, April 12, 2024 Meal: Steak Band: Albert and The Collection 7:00 p.m. – 11:00 p.m.
- Friday, April 19, 2024 Meal: Meat Loaf Band: Hallman and Hoffman 7:00 p.m. – 10:30 p.m.
- Monday, April 22, 2024 Lions's Catering
- Wednesday, April 24, 2024 Open Mic and Lunch 12:00 p.m. -3:00 p.m.
- Friday, April 26, 2024 Meal: Rotisserie Chicken Band: Arc Of Fire 7:00 p.m. – 11:00 p.m.

#### Meals and Bands for May 2024:

- Friday, May 3, 2024 Meal: Cinco de Mayo Band: Alex Lopez 7 p.m. – 11 p.m.
- Wednesday, May 8, 2024 Open Mic and Lunch 12:00 p.m. – 3:00 p.m.
- Friday, May 10, 2024 Meal: Roast Beef Band: Colby Drummond 7 p.m. – 11 p.m.
- Friday, May 17, 2024 No Meal – Cover charge \$10.00 Band: Heart & Soul Duo 7 p.m. – 11 p.m.
- Saturday, May 18, 2024 High Tea  
Fundraiser Silent Auction (baskets and other items) 2 p.m. – 4 p.m.
- Wednesday, May 22, 2024 Open Mic and Lunch 12:00 p.m. – 3:00 p.m.
- Friday, May 24, 2024 Meal: Steak Band: The BedRockers 7 p.m. – 11 p.m.
- Monday, May 27, 2024 Lion's Catering
- Friday, May 31, 2024 Meal: Greek Band: Two Step More 7 p.m. – 11 p.m.

Veteran's Lunch is set to take place on Wednesday, June 12, 2024 from 12 p.m. to 3 p.m.

We have to start doing the planning so it gives the homes enough time to get ready.

I am awaiting an answer from my band from Wednesday Open Mic so they could do the music

I sent Lisa MacLeod an email to see if she is paying for the sandwiches this year.

I will give Anne and Richard all the information I have for the sign-up for Veterans. I will need to know.

the number of people that will attend early enough to order or make what we need.

I move my report, Angele Guy, Hospitality/Entertainment Chair Barrhaven Legion Branch 641



RCL BR 641

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

Comrades: Our committee received two nominations for recognition and agreed to proceed with these nominations. The two motions are attached and will be moved separately.

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 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. Please provide any recommendation in writing. Point form is acceptable.

I move my report.

Original signed by:

Ed Schelenz CD

Past President

HA&SR Committee Chairman

Apr 1, 2024



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

**PROPOSED MOTION**

Executive Meeting: Apr 1, 2024

Moved by: Ed Schelenz

Seconded by:

I move that Kim Krueger be awarded a Certificate of Merit.

Kim was nominated by Debi Sereda to acknowledge all the time and effort he has given to Branch 641 over the years to make sure our members receive communications.

As our membership numbers have increased to 700, this process has become more and more tricky to manage. However, Kim has risen to the challenge, and most recently has worked with Kevin Brown to develop new email templates and manage the email database. We could not operate without Kim.

Thank you, Kim for all your hard work.

Secretary Signature: .....



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

**PROPOSED MOTION**

Executive Meeting: Apr 1, 2024

Moved by: Ed Schelenz

Seconded by:

I move that Kevin Brown be awarded a Certificate of Appreciation.

Kevin was nominated by Debi Sereda to acknowledge his efforts to develop consistent email addresses for Branch 641. He has also spent a significant amount of time training people how to work with these in Outlook.

Kevin worked with Kim Krueger to develop email templates to communicate with our members. This project has taken a significant amount of time and Kevin has willingly taken this on. Thank you, Kevin.

Secretary Signature: .....