



**Royal Canadian Legion - Barrhaven Legion Branch 641
Executive Meeting Agenda –Date December 5th 2022**

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 – Ed Schelenz Attached
7. Treasurer’s Report – Diane Craig
8. Sgt- at- Arms Report – Stephane Guy Attached
9. Correspondence – Pamela Hall Letter from Cheo
10. General Welfare of the Branch/Legion/ Motions
 - i. **Motion:** Appoint Bert Boehme as interim Poppy Trust chair
 - ii. **Motion:** Appoint Dave Sereda as interim Housing Officer
 - iii. **Motion:** Purchase scarves and tuques for Colour Party
11. **Reports of Mandatory Standing Committees**
 - a. Legion Seniors – Lorette Ellis Nil Report
 - b. Membership – Dave St Amand Attached
 - c. Poppy Chair – Lyle Brennan to be provided
 - d. Public Relations- Deb Sereda
 - e. Sports/Track and Field – Joe Guitard Attached
 - f. Poppy Trust Fund – Jim Duff
 - g. Leadership & Development – Bert Boehme No report
 - h. Veterans Services & Branch Service Officer – Lorette Ellis
 - i. Youth Education & Bursary – Lyle Brennan to be provided
12. **Reports of Other Standing Committees and Standalone Positions**
 - a. Bar Officer – David Sereda – No report
 - b. Constitution and Laws – Michael Harrietha No Report
 - c. Cadet Liaison & Scouts – Patrick Makinson To be provided
 - d. Entertainment, Hospitality & Special Events - Angele Guy Attached
 - e. Finance – Bert Boehme No Report
 - f. Grants & Assistance – David Voisey Attached and special Motions
 - g. Honours & Awards – Stephane Guy No Report
 - h. Hospital Visits – Ed Schelenz
 - i. Housing – Jim Duff
 - j. Long Range Planning – Stephane Guy Report Attached
 - k. Community Liaison – David Sereda No Report
 - l. Ways & Means – Lorette Ellis Report Attached
13. **General and New Business** One Item so far.
14. **Motion to Adjourn**
15. **Closing Ceremonies**

Next Meeting January 2nd 2023



The Royal Canadian Legion Barrhaven Branch 641

Minutes of Executive Meeting November 7th Quorum 9

Legend P = Present R = Regrets A = Absent

Branch Officers (08)

President	Ed Schelenz	P
Past President	Stephane Guy	P
1st Vice President	David Sereda	P
2nd Vice President/ Chairman	Bert Boehme	P
3rd Vice President	Lyle Brennan	P
Secretary	Pam Hall	P
Treasurer	Diane Craig	P
Sergeant-At-Arms	Stephane Guy	P

Other Chairs (10)		Angele Guy	P	Mike Harrietha	P
Dave Cole	P	Debi Sereda	P	Patrick Makinson	R
Lorette Ellis	P	David St. Amand	R	Joe Guitard	P
		Davis Voisey	R	Jim Duff	P

1. Call to Order

The meeting was called to order at 19:00 hrs by Dave Cole with 15 members in attendance.

2. Opening Ceremony Performed by Ed Schelenz

3. Motion to Deviate from the agenda Moved by Debi Sereda

4. Review Minutes of Last Meeting Moved by Pam Hall Seconded by Stephane Guy Carried

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

6. President's Report Ed Schelenz No Report Remarks: John McCrae School is looking for Legion representatives to attend a school ceremony between 9 and 10 on the 11th. Ed gave thanks to all involved in putting on the successful Veterans dinner on the weekend.

7. Treasurer's Report Diane Craig Provided at the meeting Moved by Diane Craig, Seconded by Joe Guitard Carried

8. Sgt at Arms Report Stephane Guy Nil Report Remarks and Discussion: We are looking for about 6 uniformed people to lay wreaths. Suggestions were made. Prepaid wreaths will be laid ahead of time unless the purchasers specifically requested to place their wreaths.

9. Correspondence Pam Hall A letter was read out from Ontario Command thanking Branch 641 for the donation of \$10,000 to the Homeless Veterans Fund

10. General Welfare of the branch / Motions

i) Motion: Ed Schelenz Donation of \$20,000 to 4 of our Sponsored Cadet Corps **Moved by:** Ed Schelenz **Seconded by:** Joe Guitard **Carried** **Remarks:** This is the second submission. The original was not approved by the Poppy Trust due to technical issues. We have met those issues and are assured approval is waiting

11. Reports of Mandatory Standing Committees

- a) **Legion Seniors Lorette Ellis Report Provided Moved by:** Lorette Ellis **Seconded by** Debi Sereda **Carried** **Discussion followed:** Lorette requested that our Legion Kitchen donate leftover meals to seniors in need of prepared meals. Answer: Our Kitchen is not licensed for takeout products and we could be liable for health and safety issues. Bert suggested veterans and families in need be directed to organizations such as the food banks, and meals on wheels. Grocery cards are a

good way of providing if there is a financial issue.

- b) **Membership David St Amand Report Attached. Moved by** Dave St Amand **Seconded by** Debi Sereda **Carried**
 - c) **Poppy Lyle Brennan- Report Provided Moved by** Lyle Brennan **Seconded by** Joe Guitard **Carried** Lyle gave the highlights of his report and thanks for the Veterans' Dinner. He gave an update on money brought in to date - \$41,421 cash plus over \$7000 from tap machines
 - d) **Public Relations - Debi Sereda Nil Report Remarks:** Our Legion is featured in a local magazine. Comments were made on typo errors in the Barrhaven Independent newspaper with regard to Remembrance Day activities.
 - e) **Sports/Track and Field – Joe Guitard Nil report**
 - f) **Poppy Trust Fund – Jim Duff Nil report.**
 - g) **Leadership and Development - Bert Boehme Nil Report**
 - h) **Veterans Services & Branch Service Officer – Lorette Ellis Report Provided Moved by:** Lorette Ellis **Seconded by** Debi Sereda **Carried** Discussion: Driving Gus Este to the Perley was discussed and following up on that led to looking at options to drive his wife Olive to the Perley weekly. Suggestions were made and Lorette will follow-up on organizing this starting next week
 - i) **Youth Education and Bursary - Lyle Brennan Report Provided Moved by:** Lyle Brennan **Seconded by:** Debi Sereda **Carried** Lyle mentioned no bursaries were applied for this year. The Poster and Literary contest details were presented and a date has been booked for adjudication at the legion. Judges are being finalized for this.
- 12. Reports of other Standing Committees and Standalone Positions**
- a) **Bar Officer - David Sereda Report attached Moved by:** Dave Sereda **Seconded by** Diane Craig **Carried**
 - b) **Constitution and Bylaw Mike Harrietha Nil report**
 - c) **Cadet Liaison and Scouts – Patrick Makinson Nil report**
 - d) **Entertainment, Hospitality & Special Events - Angele Guy Report Attached. Moved by** Angele Guy **Seconded by:** Stephane Guy **Carried** **Remarks:** Angele attached her financial report screen shot to show the Executive she is making a profit weekly from her Friday night and Wednesday events. The Independent Grocery store has donated the food for the Remembrance Day activity at Walter Baker. Some of the hospitality team will be over there to help and Darrell Bartraw is the co-ordinator for this event.
 - e) **Finance - Bert Boehme – Nil report**
 - f) **Grants and assistance – David Voisey – Nil report**
 - g) **Honours and Rewards – Stéphane Guy Nil Report**
 - h) **Hospital Visits Ed Schelenz– Nil report**
 - i) **Housing – Jim Duff – Nil report. Remarks:** A toilet has been fixed in the ladies washroom
 - j) **Long Range Planning – Stéphane Guy – Nil report Remarks:** Stephane states he continues to contact Phoenix monthly for updates on the Legion securing land, Ed Schelenz suggested he request a formal meeting.
 - k) **Community Liaison - Dave Sereda Report attached Moved by:** Dave Sereda **Seconded by:** **Remarks:** Looking for 25 volunteers for the Santa Clause Parade. Suggestion to contact Amazon for employee volunteers. Also a general email to Legion Members.
 - l) **Ways and Means – Lorette Ellis Report Attached Moved by:** Lorette Ellis **Seconded by:** Diane Craig **Carried**

13. General & New Business

14. **Motion to Adjourn** - Moved by Debi Sereda
15. **Closing Ceremonies** - Performed by Ed Schelenz and meeting adjourned at 7:46pm

MEMORIUM EORUM RETINEBIMUS

God Save the Queen

Comrade Ed Schelenz

President

Pam Hall

Secretary

**For BR 641 Executive
President's Report, Dec 5, 2022**

Comrades: With Jim Duff's permission I have kept you up to date on his condition and now that he is in isolation and only allowed one designated visitor I have asked our VSO Lorette Ellis to be that designated visitor and she will keep us updated as required. Thank you, Lorette. Thank you to Bert Boehme and Dave Sereda for taking on the acting duties for Poppy Chair and Housing Officer in Jim's absence.

Discussion on refunds: - done through our treasurer with receipts and proper form. Bar has own routine for restocking certain items as does Hospitality and Entertainment. Do not refund yourself out of any funds gathered at branch, use the proper procedure.

**Ed Schelenz, CD
President RCL Barrhaven Br. 641
613-415-2708
edschelenz@rogers.com**

EXECUTIVE MEETING DECEMBER 2022

SGT AT ARMS REPORT

Comrades,

I would like to thank all the participants that made our Remembrance Day Ceremony such a success including our Colour Party members, Ross Stephens as the Sgt at Arms, Dave Cole as the Parade Commander and for the set up, Anne Cole and their daughters for setting up and running the event, Lorette Ellis as she was our Master of Ceremony, as well as all other participants that helped throughout the day.

I would also thank our Colour Party that participated to the Santa's Claus Parade on Nov 20. It turned out to be the coldest parade that any of us remember but they managed marvellously.

Our Colour Party has been asked once again to participate to the opening ceremony of the Ottawa Senators on Dec 12. I'm sure that it will be appreciated by all involved.

I move my report.

Stéphane Guy

Sgt at Arms

613-797-7021

HONOURS AND AWARDS REPORT

Nil Report



THE ROYAL CANADIAN LEGION

BARRHAVEN LEGION BRANCH 641

PROPOSED MOTION

Executive Meeting date: Dec 5, 2022

Moved by: Ed Schelenz

Seconded by:

Executive Meeting: **Carried Yes / No**

General Meeting date: Dec 20, 2022

Moved by: Ed Schelenz

Seconded by:

General Meeting: **Carried Yes / No**

I Move that: Comrade Bert Boehme's appointment as Acting Poppy Chair be approved.

Secretary Signature:President's Signature.....



THE ROYAL CANADIAN LEGION

BARRHAVEN LEGION BRANCH 641

PROPOSED MOTION

Executive Meeting date: Dec 5, 2022

Moved by: Ed Schelenz

Seconded by:

Executive Meeting: **Carried Yes / No**

General Meeting date: Dec 20, 2022

Moved by: Ed Schelenz

Seconded by:

General Meeting: **Carried Yes / No**

I Move that: Comrade David Sereda's appointment as Acting Housing Officer be approved

Secretary Signature:

President's Signature.....



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

PROPOSED MOTION

Executive Committee Meeting 05 December 2022

Moved by

Seconded by

Executive Meeting: **Carried Yes/No**

General Assembly Meeting (not required)

Moved by

Seconded by

General Meeting: **Carried Yes/No**

I move that the branch purchase legion 10 scarves and 10 tuques allowing our colour party to keep warm during outside parades such as grave site, Legion Tribute, as well as our yearly Santa Claus Parade. The cost not to exceed \$240.00 including taxes.

Background: To take advantage of the branch reduced price, we make a substantial saving by purchasing 10 scarfs at \$12 instead of the single price of \$18 and 10 tuques at \$10 versus the single price of \$13.50.

Secretary Signature:

Exec Meeting – Membership Report

5 Dec 22

Membership Total: 691 currently

(DC counts those who have passed away in 2022 – their total is 700)

New Associate Kayla Sarazin

Affiliate Laureen Richards

Ordinary Ann Marie Dias

Associate Julia Anthony

Ordinary John Bowden

Ordinary Eric bouffard

Ordinary David Korth

Affiliate Veronica Keaney

Affiliate Tom Kelly

Ordinary Robert Lafrance

Transfer in Joan Quinn Affiliate Br 593

Jim Quinn Affiliate Br 593

Linda Latreille Associate Br 593

Douglas Olson Associate Br 593

Graham Forrest Associate Br 593

Susan Forrest Associate Br 593

William Danson Associate Br 593

Deborah Danson Associate Br 593

David Berezowski Ordinary Br 92 Gananoque

Re-instate John Henaghan Associate

Deceased Judy Phair Life Member

Stickers for members who have pre-paid for 2023 and beyond are at the bar. Digital memberships are now available. I encourage everyone to opt in. This new program will gradually eliminate the plastic cards. You can make the switch yourself online or let me know that you want to change and I can do it for you.

The auto renewal process has finished. There were 22 members of 641 who couldn't be processed due to credit card issues, such as expiry dates. I sent an email to each member and 6 have since renewed.

Everyone who renews during the early bird period (Sep – Nov) will be in the draws for 1 of 3, one-year renewals.

//Signed//

David St Amand

Br641 Membership

**EXECUTIVE REPORT DECEMBER 5TH
SENIORS OFFICER**

Nil report

Lorette Ellis
Senior Offficer

SPORTS /TRACK AND FIELD REPORT – JOE GUITARD

On November 19th , Patrick Makinson and Amanda Fuchs represented our Branch at the Eight ball zone tourney they had a fantastic time.

2023 Sports zone calendar is out.

Darts -January 07th sign up cut-off December 23rd

Euchre- January 21st sign up cut off January 7th

Senior darts - January 28th sign up cut-off January 14th

Shuffle board - February 18th sign up cut off February 4th

Mixed darts -February 25th sign up cut-off February 11th

Horse shoes and Washer toss- June 17th sign up cut-off May 27th

Golf - July 15th Sign up cut-off June 30th

To represent our Branch, you must be a member or have transferred into our branch as of January 31st, 2022

It is all about having fun and meeting new people. The "Friendly" competition is always a bonus....

Looking forward to a Fantastic 2023 !

EXECUTIVE REPORT DECEMBER 5TH VETERANS SERVICE OFFICER

This month has been a busy month with Veterans.

Assisted a Veteran finding accommodations for one night.

Guided a Veteran as to what kind of assistance and where to get the assistance for a hospital bed and chair.

Continue to provide assistance to Veterans spouse taking her shopping, provide a drive to visit her husband.

Assisted a Veteran, non-Legion member, to complete a claim request with Veterans Affairs.

Followed up on a Veterans claim with Veterans Affairs to find out the status of his claim.

If a Veteran wants to put in a claim with Veterans Affairs, there is a benefit in going through the Legion instead of going through Veterans Affairs. The Legion can act as a liaison between the Veteran and Veterans Affairs. Patricia Royle is the Provincial Service Officer and will communicate with Veterans Affairs directly. If you have a case and want to complete a claim form, do not hesitate to see me if you need some direction or assistance.

Our Veteran Jim Duff, and active member of our Legion is recuperating in hospital. His breathing tube came out today and he is doing well without it. He was moved from the ICU to the medicine unit.

Unfortunately, that unit went into a COVID outbreak protocol and as such, hospital visits are limited to one (same) person for the duration of the COVID outbreak. Ed Schelenz agreed that I would be the designated person to visit Jim during the outbreak. Jim looks very good, and his spirits are up. He is still very weak especially in his legs. We all wish him a complete recovery.

Lorette Ellis
Veterans Service Officer I move my report

**THIS IS AN ENTERTAINMENT/HOSPITALITY
MONTHLY REPORT EXECUTIVE MEETING**

MONDAY, DECEMBER 5, 2022

We had the Annual Market on November 26, 2022 and it went well with a sell-out of 15 tables with a profit over \$600.00 and the Crafters I talked to, want to come back next year. So, this is good.

- Open Mic was another success. There was over 60 people the whole time. And we made a good profit.
- The Lions are still interested in having Hospitality catering their meals.
- Here are the meals and events that Hospitality has in December 2022.

MEALS FOR DECEMBER:

- Sunday, December 4, 2022 Tickets for New Year's Eve on sale for Non-Members: _\$45.00_
- Friday, December 9, 2022 Meal: Salmon OR Chicken Band: Hallman & Hoffman
- Saturday, December 10 Breakfast with Santa Time: 8:30am to 10:30am child: \$5.00 adult: \$10.00 **AS BEEN CANCELLED DUE TO LACK OF PARTICIPATION**
- Wednesday, December 14, 2022 Lunch 12pm to 2pm
Barrhaven Legion Open Mic
- Friday, December 16, 2022 Meal: Christmas Special Lolacher's Band: Marleen Fawcett SOLD OUT
- Sunday, December 18 Tickets for New Year's Eve on sale for Non-Members: \$45.00_
- New Year's Eve After Dinner/Dance , Saturday, December 31, 2022 Music starts at 7pm with Bubbly and sandwiches around 11:30pm and party favors.

As of November 30, 2022 we sold 28 tickets.

I move my report Angel Guy, Entertainment/Hospitality Chair

Grants and Assistance Report to The Executive Committee Meeting - December 2022

Since the last report four new requests for donations have been received and a Committee recommendation for a donation to the Barrhaven Food Cupboard and the Ottawa Mission is proposed.

Request #1 - From the Big Brothers and Big Sisters which is a a youth mentoring charity that impacts a number of youths within our community. A donation of \$200 is recommended.

Request #2 – From Camp Quality, a volunteer non-profit organization which strives to improve the quality of life for children living with cancer through summer camps and year-round family support programs. A donation of \$200 is recommended

Request #3 – From Hospice Matters, an organization focused upon four programs to meet the various need of patients and families through routine. and continuous home care, inpatient care and respite care. A donation of \$200 is recommended

Request #4 – From the Canadian Cancer Society. While a donation of \$350 was approved in May of this year, a donation made until the end of December will be matched thereby doubling the amount. A donation of \$250 is recommended.

Committee Recommendations

It is not known if the committee has the authority to recommend unsolicited donations but given the urgent need at this time of year, the committee is recommending a donation to the Barrhaven Food Cupboard of \$500, and a donation to the Ottawa Mission of \$500, both of which fall withing the donation guidelines.

MOTIONS:

#1 Moved by David Voisey, Seconded by _____

That Branch 641 donates \$200 to the Big Brothers and Big Sisters to be funded from the Lottery Account.

Passed Yes / No

#2 Moved by David Voisey, Seconded by _____

That Branch 641 donates \$200 to the Camp Quality organization to be funded from the Lottery Account.

Passed Yes / No

#3 Moved by David Voisey, Seconded by _____

That Branch 641 donates \$200 to the Hospice Matters organization to be funded from the Lottery Account.

Passed Yes / No

#4 Moved by David Voisey, Seconded by _____

That Branch 641 donates \$200 to the Canada Cancer Society (knowing the donation will be matched) to be funded from the Lottery Account.

Passed Yes / No

Committee Recommendations: Motions

Moved by David Voisey, Seconded by _____

That Branch 641 donates \$500 to the Barrhaven Food Cupboard to be funded from the Lottery Account.

Passed Yes / No

Moved by David Voisey, Seconded by _____

That Branch 641 donates \$500 to the Ottawa Mission to be funded from the Lottery Account.

Passed Yes / No

Respectfully submitted Dave Voisey, Grants & Assistance Committee

LONG RANGE PLANNING

Our President and I have an appointment with Phoenix on the day of our Executive Dec 05, and hopefully, we will have some good news to announce.

I move my report

Stéphane Guy

Honors and Award chair

613-797-7021

EXECUTIVE REPORT DECEMBER 5TH WAYS AND MEANS COMMITTEE

The President's draw will take place on December 18th from 1 to 5 pm

Tickets are currently on sale by the bar. The cost is \$1.00 for 1 ticket, \$2.00 for 3 tickets, \$5.00 for 10 tickets.

Pizza by the slice will be available.

We already have a number of donations for prizes. Thank you to Joe Guitard and Caroline Bailey for their hard work in getting donations.

Hope to see you on the 18th to support our Legion and have some fun.

Lorette Ellis
Ways and Means

I move my report

New Business: Discuss a request from Cory Moore to promote his cause "Gallant Knights"