



Branch 641
Barrhaven

Royal Canadian Legion Branch 641 Barrhaven

Executive Committee Meeting Agenda for November 4th 2024

Activity	Action	Report
1. Call to Order		
2. Indigenous Land Acknowledgment		
3. Opening Ceremony (RCL Rituals, Awards and Protocol Manual)		
4. Motion to deviate from the agenda		
5. Introduction of Guests		
6. Minutes of the last Executive Meeting October 7 th 2024	In package	
7. Business arising from the Minutes and unfinished business	Secretary I	
8. President's Report Lyle Brennan	In package	Regrets
9. Treasurer's Report Diane Craig		
10. Sergeant-at-Arms Report Paul Leadston	No Report	
11. Correspondence Pam Hall	Verbal	
12. Reports of Standing Committees		
a. Legion Seniors Richard Lynn	No report	
b. Membership Joe Guitard	In package	
c. Poppy Campaign Kevin Brown	In package	
d. Public Relations Debi Sereda	No report	
e. Sports, Track and Field Michele Guitard	No report	
f. Poppy Trust Fund Bert Boehme	No report	
g. Leadership & Development Bert Boehme	No report	
h. Veteran Services Officer Anne Cole	No report	
i. Youth Education & Bursary Carol Anne Marleau	In package	
13. Reports of Other Committees and Standalone Positions		
a. Bar Officer Dave Cole	No report	
b. Constitution and Laws Stéphane Guy	No Report	
c. Cadet Liaison & Scouts Robert MacNicholAnne Cole	No report	
d. Entertainment, Hospitality & Special Events Angele Guy	In package	
e. Finance Committee Bert Boehme	No report	
f. Grants & Assistance Richard Lynn	No report	
g. Honours & Awards Ed Schelenz	No report	
h. Hospital Visits Louise Laflamme	No report	
i. Housing Dave Cole	No report	
j. Long Range Planning Stéphane Guy	In package	
k. Community Liaison Dave Sereda	No report	
l. Ways and Means Dave Sereda	In package	
m. Technology Report Kevin Brown	In package	
14. Motion to adjourn		
15. Closing Ceremony (RCL Rituals, Awards and Protocol Manual)		



Royal Canadian Legion Branch 641 Barrhaven

The Royal Canadian Legion Branch 641 Barrhaven Minutes of Executive Meeting October 7th 2024 Quorum 9

Legend P = Present R = Regrets A = Absent T = Teams

Branch Officers (08)

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

Other Chairs (11)

Kevin Brown	P	Anne Cole	P	Dave Cole	P
Joe Guitard	P	Michelle Guitard	P	Stéphane Guy	P
Robert MacNichol	P	Carole Anne Marleau	P	Will Read	P
Dave Sereda	P	Debi Sereda	P		

1. Call to Order

The meeting was called to order at 19:00 hrs by Dave Cole with 18 members in attendance in person.

2. Indigenous Land Acknowledgment: Read by Dave Cole

3. Opening Ceremony: Performed by Lyle Brennan

4. Motion to Deviate from the agenda: Moved by Debi Sereda, Seconded by Kevin Brown Carried.

5. **Introduction of Guests:** Saweena Seth accepted a cheque presented to Interval House for \$5000. Shannon Miller and Chris O’Gorman were here from Cornerstone Housing for Women to accept a cheque presented for \$5000

6. **Minutes of the last Executive Meeting:** Included in Agenda package.

Moved by Pam Hall, Seconded by Kevin Brown Carried.

7. **Business arising from the Minutes & Unfinished Business**

8. **President’s Report Lyle Brennan:** In the Agenda Package Moved by Lyle Brennan Seconded by Robert MacNichol. Carried. Remarks: Highlights were discussed. From our recent campaign 1300 lbs of food was collected.

9. **Treasurer’s Report Diane Craig:** Report Provided Moved by Diane Craig Seconded by Carol Anne Marleau

10. **Sgt at Arms’ Report Paul Leadston:** Report in the Agenda Package Moved by Dave Cole Seconded by Michele Guitard. For Paul’s absence, Stephane announced he is “acting” in the position

11. **Correspondence:** Email review

12. **Reports of Mandatory Standing Committees**

a) **Legion Seniors Richard Lynn:** No report

b) **Membership Joe Guitard:** Report in the Agenda Package Moved by Joe Guitard Seconded by Diane Craig Carried Two free memberships were drawn for early renewals and awarded to Mindy Robertson and Darren Timothy Gauthier.

c) **Poppy Chair Kevin Brown** Report in the Agenda Package Moved by Kevin Brown Seconded by Robert MacNichol Carried

d) **Public Relations Debi Sereda:** Verbal Report. The Legion will be more involved with the BIA. Memorial Banners are being considered. Pictures will be sent to the Legion Magazine

e) **Sports, Track and Field Michelle Guitard:** No Report.

f) **Poppy Trust Fund Bert Boehme:** No Report.

g) **Leadership and Development Bert Boehme:** No Report.

h) **Leadership and Development Bert Boehme:** No Report.

- i) **Veterans Services & Branch Service Officer Anne Cole:** No Report. Verbal remarks highlighted just how busy this position is. Recent activities included interactions with 8 veterans, 5 families, 11 resources, 123 contacts, 2 claims. Remarks by Lyle: we should make our members aware of this support.
- j) **Youth Education and Bursary Carol Anne Marleau:** Report in package. Moved by Carol Anne Marleau, Seconded by Diane Craig, Carried.

13. Reports of other Committees and Standalone Positions

- a) **Bar Officer Dave Cole:** Verbal Report: Shawn cleaned and arranged the fridge and a thank you for that.
- b) **Constitution and Bylaws Stéphane Guy:** No Report Remarks: At the general meeting Branch Policies and Procedures Manual (BPPM) and Branch Clubhouse Rules changes will be presented.
- c) **Cadet Liaison and Scouts Robert MacNichol and Anne Cole:** Verbal Report. Robert plans a meeting with Cadet Leaders concerning participation in the Poppy Campaign, Veterans' Dinner and Parade. In addition, he is seeking out the Scout groups in Barrhaven.
- d) **Entertainment, Hospitality & Special Events Angele Guy** Report is in the Agenda Package
Moved by Angel Guy, Seconded by Robert MacNichol Carried. Discussion on the Legion doing the Canada Day Breakfast. Gives us presence in the community.
- e) **Finance Committee Bert Boehme** No Report
- f) **Grants and assistance Richard Lynn:** No Report
- g) **Honours and Awards Ed Schelenz:** No Report.
- h) **Hospital Visits Louise Laflamme :** No Report.
- i) **Housing Dave Cole:** Verbal Report on ceiling fans
- j) **Long Range Planning Stéphane Guy:** Report is in the Agenda Package
- k) **Community Liaison Dave Sereda:** No Report.
- l) **Ways and Means Dave Sereda:** Report in Agenda package.
Moved by Dave Sereda Seconded by Michelle Guitard Carried. Discussion concerning transferring the profits from the Pig Roast to the Land and Building fund.
- m) **Technology Officer Kevin Brown:** Report in Agenda package.

Moved by Kevin Brown, Seconded by Debi Sereda Carried.

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:**

Discussion on the POS – aging system with no support – eventual replacement

16. **Tabling of Notice(s) of Motion(s):** None.
17. **Motion to Adjourn:** Moved by Debi Sereda
18. **Closing Ceremony:** Performed by Angele Guy Meeting concluded at 8:07 pm.

MEMORIUM EORUM RETINEBIMUS

God Save the King

Lyle Brennan
Branch President

Kevin Brown
Recording Secretary



Executive Meeting November 4th 2024

Report: Lyle Brennan, President

Our Poppy Campaign is making excellent progress, thanks to the dedication of our volunteers and the generous support of the Barrhaven community. As of this report, our cadets and volunteers will continue their efforts throughout this weekend and until November 10th.

Preparations for our Annual Remembrance Dinner on Saturday, November 2, are well underway, and I'm pleased to share that the event is fully booked. I look forward to commemorating this special evening together.

We are also actively preparing for the Remembrance Day Ceremony on November 11th at John McCrae. This solemn occasion allows us to pay tribute to the sacrifices made by our brave service personnel from the Canadian Armed Forces and the Royal Canadian Mounted Police, both past and present, who have dedicated their lives to safeguarding our Canadian values and freedoms.

Don't miss our Grey Cup Party on Sunday, November 17, in Valour Hall! Posters are up at the branch with details, and I hear there will be delicious chilli at a great price.

We are seeking judges for the Annual Poster and Literary Contest, scheduled for November 23 at 10 a.m. Your assistance would be greatly appreciated, as the students' artwork is truly moving. Please reach out to the Youth Education Chair for more information.

I want to extend my heartfelt gratitude for the unwavering support and dedication of our members. Let us remain committed to honoring and preserving the memory of our veterans. "Lest we forget"

I move my report



Royal Canadian Legion Branch 641 Barrhaven

November Membership report

Current Membership – 763

New Members

Thomas Guineau- Ordinary

Scott Aughey-Associate

Erin Wellstead –Affiliate

Linda Crouch- Affiliate

Transfers

Members who have passed on-

Frank Power- Ordinary

Garry Donahue- Associate

Michael McLaughlin- Affiliate

Early Renewals contest

We will still have the draw for a year's free membership for everyone who renews early, October

31st and November 30, we will draw one name at the November executive meeting, our two

winners for September and October were Darryl Timothy Gauthier and Mindy Robertson, there

will be one more name being drawn in November and December.

Poppy Chair Report

1. The 6 retail stores in Barrhaven where we have a Store Stand have been having fluctuating degrees of success in terms of Legion Presence and general interest. COSTCO did not let us start until Nov 1st.
2. To date three "Calls for Volunteers" have been sent out, and other than no Cadets for the day shifts on the weekend of October 26/27, all stores have been open for at least two of the three daily shifts. Cadets were able to assist starting the weekend of Nov 02/03.
3. Merchandise for sale at the six stores has seen a steady flow of interest, with some new items this year doing really well, and some older items not as well. Poppy Centres have been in high demand, and so far we have managed to stay ahead of the ordering curve.
4. Once again in 2024 the Pay Tribute Boxes, also known as Tap2Pay, have been extremely sensitive to physical location and cellular connectivity, with seemingly random windows when they work well, others when only one or two sensors work, and sometimes they don't work at all. That said, they are still a significant source of donations. Verbal report on Donations to Date will be provided during the Executive Committee meeting.
5. The Poppy "Trapplines" were set on October 25, and a few new stores have been added as they identify themselves. The schools have also shown interest in having the Poppy Stickers and donation boxes, with many new schools having been added to the existing lists.
6. Poppy Wreath orders have stabilized and the inventory is set for the Parade. Two stores requested theirs for display at their location, and these will be collected on Nov 10 to be at the Ceremony for their representatives to lay at the appropriate time.
7. The Cash-counting volunteers and Treasurer's Accounting Team have been busy with the donation boxes and wreath payments.
8. The Sergeant-at-Arms and I visited with Shane Box at John McCrae Secondary School for a coordination meeting and site reconnaissance on Fri Oct 25, and I participated in their preparations for the school's video presentation on Oct 30. During their Assembly, planned for 09:30 am on Nov 11, they will show a video in all classes because there are too many students to fit in their gymnasium. Following this, the Grade 11 and Grade 12 students will join us outside by the cenotaph.
9. Results from a final coordination meeting regarding the Parade and Cadet participation will be reported on verbally, if it took place before the Executive Committee meeting.
10. Verbal report to supplement Hospitality Chair regarding Remembrance Dinner, since this report is being submitted early.
11. If not covered by Sergeant-at-Arms Report, there is still significant interest from many of the retirement homes for a Legion Presence on Remembrance Day, in some cases from 10:30-11:30 am, in other cases around 2:00 pm. Volunteers should reach out to Sergeant.at.Arms@rcl641.ca

I move my report.

Youth Education Report

Executive Meeting date: 04 November 2024

Bursaries

1. The Bursary application process ran from 01 Sep 2024 until 31 October 2024; no applications were received.

Contests

1. The deadline for Poster and Literary submissions to the Legion is Thursday, 14 November 2024 at 7:00 pm.
2. Following an appeal for volunteers to the Membership, approximately 15 volunteers are available to take part in the judging on Saturday, 23 November 2024 at 10:00 am.
3. Reminder, Valour Hall has been confirmed for the Awards Ceremony to take place on Sunday, 19 January 2025.
4. Questions may be directed to the Youth Ed Chair.

I move my report

Carol Anne Marleau
Youth Education & Bursary Chair

EXECUTIVE MEETING NOVEMBER 2024

CONSTITUTION AND LAWS

I would like to address the issue of the headdress in Valour Hall. Since the last presentation at the General Meeting, when this subject was discussed, it raised issues at dart night and Open Mike event.

The quote from our clubhouse rules is:

Headdress will be permitted in the member's lounge of the Branch during normal operating hours but may be restricted during special Legion functions as determined by the Executive. Headdress will not be permitted in the dining area during Legion hospitality events except for theme events.



Royal Canadian Legion Branch 641 Barrhaven

I also verified with regards to the day that we hold Executive Meetings, and our branch regulation only specify the day that we hold General Meetings. Consequently, we are free to change our day that we hold our Executive Meetings.

I move my report.

Stéphane Guy

Constitution and Law chair

613-797-7021

Executive Meeting Hospitality Report Monday, November 4, 2024

I received some information from the patrons regarding the cover charge on Friday Night. They are not happy about the after dinner/dance people. They feel crowded, frustrated, because they pay with the meal and they shouldn't feel push out from the people that comes only for the dance. Starting in January 2025 we should have one price of \$10.00 per person for the after dinner dance, excluding Open Mic that would stay at \$5.00 cover charge.

Thinking that if we bring the price up of \$5.00 more, we should increase the Friday Night Meal by \$5.00 and that includes the fact that beef is a lot more expensive, so I that is what I see:

Now: Member \$25.00 to \$30.00

Now: Non- Member \$30.00 to \$35.00

The prices haven't been updated in a long time, so maybe it is time with the cost of the food getting more expensive



Royal Canadian Legion Branch 641 Barrhaven

Events in November:

- Saturday, November 2, 2024 Meal: Veteran's Dinner Roast Beef Band: Scott Voelzing
- Friday, November 8, 2024 Meal: Ribs and Chicken Band: Heart and Soul Duo
- Monday, November 11, 2024 Band: Lauren Hall from 1pm – 5pm
- Friday, November 15, 2024 Meal: Greek Band: Divided Highway
- Wednesday, November 20, 2024 Open Mic
- Friday, November 22, 2024 Meal: Steak Band: Gib Rozon
- Monday, November 25, 2024 Lion's Catering
- Friday, November 29, 2024 Meal: Salmon OR Chicken Band: TBD

Events in December:

- Sunday, December 1, 2024 Annual Market 10am – 4pm
- Wednesday, December 4, 2024 Open Mic
- Friday, December 6, 2024 No Meal Band: Albert & The Collection
- Saturday, December 7, 2024 Meal: Mess Dinner Cadet Instructors
- Sunday, December 8, 2024 Lion's Brunch
- Friday, December 13, 2024 Band: Arc Of Fire Meal: Christmas Dinner Ugly Christmas Sweater Contest Prize for the ugliest one. No after dinner dance.
- Sunday, December 15, 2024 Meal: Breakfast with Santa in collaboration with the Food Cupboard
- Wednesday, December 18, 2024 Open Mic
- Friday, December 31, 2024 Meal: Roast Beef Closed party Band: Snap, Crackle and Pop



Royal Canadian Legion Branch 641 Barrhaven

Events in January but more to come at the next meeting

- Saturday, 2025, January 1 Levee Band: Snap, Crackle and Pop
- 2025, January 12 Lion's Zone Convention

I move my report

Angel Guy

2nd Vice, Hospitality/Entertainment Chair

Barrhaven Legion Branch 641

Executive meeting and General for November, 2024

Ways and Means

Grey Cup November 17 we should have a full house playing darts along a good group for the grey cup Party we are serving Chile and Hotdogs we have some good give aways that day.

Presidents Draw December 8, 3-5pm should also be a great afternoon buy your tickets now.

Our plan is to have a few different kinds of events during the winter Possible a painting on a Sunday afternoon, jazz days etc.

If you have an idea on a Fundraiser just let me know.

I move my report.

Dave Sereda

Ways and Means

Barrhaven Legion

Technology Officer Report

1. Projects completed:
 - a. Rogers' voicemail and new branch telephones activated.
 - b. Issue with Security Alarm System identified and rectified, with cellular connectivity and a service increase of approximately \$12.00 / month.
 - c. POS buttons for new products (Legion merchandise and new beer) activated, old products deactivated.
2. Projects in Progress:
 - a. The Bell Modem device was sent back on Oct 21.
 - b. The quote for new Point-of-Sale hardware, software and services has been received. It will be analyzed in more detail after the Poppy Campaign wraps up. We are looking at approximately \$7,250.00 (before taxes) for new hardware and one year of system maintenance and cyber- security services. The recurring annual service fees are the portion that need to be better defined before presenting the business case.
3. Projects pending:
 - a. Testing of MS Teams with a view to support remote viewing (and potential interaction / participation) of General Meetings will begin mid-November.
 - b. Develop, test and implement Membership card-scanning (both plastic and digital) to accelerate the sign-in process for attendance during General Meetings. Beyond Member Name and Number, as required to confirm attendance in the current manual format, there will be no collection of additional personal information.
 - c. Some re-wiring / new wiring of the POS possible, especially if new hardware eventually installed.
 - d. Review of Camera Security System hardware and software not before December 2024.

I move my report.

Warm regards,
Kevin