



THE ROYAL CANADIAN LEGION BARRHAVEN LEGION BRANCH 641

GENERAL MEETING AGENDA October 15th 2024

1. Call to Order
2. Opening Ceremony Presentations
3. Motion to Deviate from the Agenda
4. Adopt Minutes of the General Meeting of September 17th 2024
5. Business Arising from Minutes and Unfinished Business
6. President's Report Lyle Brennan In the Package
7. Treasurer's Report Diane Craig Provided
8. Sergeant at Arms' Report Paul Leadston in the Package
9. Correspondence Secretary Pam Hall Verbal
10. General Welfare of the Branch/Legion Motions

11. Reports of Mandatory Standing Committees

Committee	Chair
Membership	Joe Guitard in the Package
Poppy Campaign	Kevin Brown In the Package
Public Relations	Debi Sereda
Legion Seniors	Richard Lynn No Report
Sports/Track & Field	Michelle Guitard No Report
Poppy Trust Fund	Bert Boehme No Report
Leadership & Development	Bert Boehme No Report
Youth Education/Bursary	Carol Anne Marleau in the Package
Veterans Service Officer	Anne Cole

12. Reports of Other Standing Committees and Standalone Positions

Committee	Chair
Bar	Dave Cole
Constitution & Laws	Stephane Guy In the Package/ Motions
Cadets & Scouts	Robert MacNichol & Anne Cole Verbal
Entertainment & Hospitality	Angele Guy In the Package
Finance	Bert Boehme No Report
Grants & Assistance	Richard Lynn No Report
Honours & Awards	Ed Schelenz No Report
Hospital Visits	Louise Laflamme
Housing	Dave Cole
Long Range Planning	Stephane Guy In the Package
Community Liaison Officer	Dave Sereda
Ways and Means	Dave Sereda in the Package
Technology Report	Kevin Brown in the package



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13. General & New Business

14. Motion for Adjournment: Moved by:

15. Closing Ceremony

Next Executive Meeting: Monday, 2024– November 4th 7 pm
Next General Meeting: Tuesday, 2024–November 19th 7 pm

PAM HALL

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Minutes of General Meeting September 17th 2024

Legend P = Present R = Regrets A = Absent OA = On Assignment AR = Attached Report NR = Nil Report VR = Verbal Report

Branch Officers (8)

President	Lyle Brennan	P
Past President	Ed Schelenz	P
1st Vice President	Bert Boehme	P
2nd Vice President	Angele Guy	P
3rd Vice President	Richard Lynn	P
Secretary	Pam Hall	P
Treasurer	Diane Craig	P
Sergeant-At-Arms	Paul Leadston	P
Chairperson	David Cole	P
Chaplain	Reverend Margo Whittaker	A

OTHER CHAIRS (15)

Dave Cole	P	Stephane Guy	P	Angele Guy	P
Bert Boehme	P	Richard Lynn	P	Ed Schelenz	P
Robert MacNichol	P	Anne Cole	P	Kevin Brown	P
Carol Anne Marleau	R	Will Read	P	Debi Sereda	P
Joe Guitard	R	Michele Guitard	P	Dave Sereda	P

Item	Subject	Action
1.	Call to Order The meeting was called to order by Dave Cole	
2.	Opening Ceremony Performed By: Lyle Brennan	
3.	Motion to deviate from the agenda Moved by: Dave Cole	
4.	Minutes of the last General Meeting June 18 th 2024 are in the package Moved by Dave Cole Seconded by June Dale	Carried
5.	Business arising from the minutes & unfinished business None	

PAM HALL

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Next Executive Meeting: Monday, 2024– November 4th 7 pm
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Item	Subject	Action
6.	President's Report Lyle Brennan - Report is in the package. Moved by Lyle Brennan Seconded by Monique Desmarais Remarks: Highlights of the report were mentioned	Carried
7.	Treasurer's Report Diane Craig Report covering 3 months provided Moved by: Diane Craig Seconded by: Angele Guy	Carried
8.	Sergeant-At-Arms Paul Leadston Report is in the package Moved by: Paul Leadston Seconded by: Kevin Brown	Carried
9.	Correspondence Pam highlighted some recent emails which will be sent out soon to members.	
10.	General Welfare of the Branch / Legion Lyle Brennan made an announcement: Victor Lee, who passed away in 2023 left his estate to Branch 641. The amount is about \$30000 and we received the first cheque \$15000 with the balance forthcoming once clearance is received from CRA. The money will go to the Land and Building Trust Motions Moved by Richard Lynn Seconded by Kim Krueger A donation of \$5000 to Interval House Ottawa Moved by Richard Lynn Seconded by Nancy Rule A donation of \$5000 to Cornerstone Housing for Women Moved by Richard Lynn Seconded by Deborah Kent (2 Nays) A donation of \$2000 to the Santa Clause Parade	Carried Carried Carried
11.	Reports of Mandatory Standing Committees: Membership: Joe Guitard Report is in the package Moved by Michele Guitard Seconded by Deborah Kent Poppy Campaign: Kevin Brown Report is in the package Moved by: Kevin Brown Seconded by: Terry Claesson Remarks: Looking for volunteers and Darrel Bartraw responded with a Store Captain position and Robert MacNichol volunteered to do the Trap Lines Public Relations: Debi Sereda Moved by: Debi Sereda Seconded by: Michele Guitard Remarks: Discount Hockey Tickets are available for upcoming games Legion Seniors: Richard Lynn Report is in the package – Moved by: Richard Lynn Seconded by John Bowden Sports / Track & Field: Michele Guitard Report is in the package	Carried Carried Carried Carried



THE ROYAL CANADIAN LEGION BARRHAVEN LEGION BRANCH 641

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Item	Subject	Action
	<p>Moved by: Michele Guitard Seconded by: Kevin Brown Remarks: Highlights given on report</p> <p>Poppy Trust Fund: Bert Boehme No Report</p> <p>Moved by: Seconded by:</p> <p>Leadership & Training: Bert Boehme No Report</p> <p>Moved by: Seconded by:</p> <p>Youth Education & Bursary: Carol Anne Marleau Report is in the package</p> <p>Moved by: Carol Anne Marleau Seconded by: Robert MacNichol</p> <p>Veteran Service Officer: Anne Cole No Report</p> <p>Moved by: Anne Cole Seconded by:</p>	<p>Carried</p> <p>Carried</p>
12.	<p>Reports of Other Standing Committees and Standalone Positions:</p> <p>Bar: Dave Cole Verbal Report: Thanks to the Bartenders a special note, our branch is open 365 days including Christmas. This event is run by the bartenders and provides a meal and company to those who may not otherwise hold a celebration.</p> <p>Constitution & Laws: Stephane Guy Report is in the package</p> <p>Moved by: Stephane Guy Seconded by: Robert MacNichol Remarks: Highlights were given and Two Notice of Motions will be posted in the branch and sent out to members</p> <p>Cadet Corps & Scouts: Robert MacNichol & Anne Cole No Report</p> <p>Entertainment, Hospitality & Special Events: Angele Guy No Report</p> <p>Moved by: Angele Guy Seconded by:</p> <p>Finance: Bert Boehme Report and Motion are in the package</p> <p>Moved by: Bert Boehme Seconded by: John Bowden</p> <p>Approval of the 24/25 Budget for Br 641</p> <p>Grants & Assistance: Richard Lynn Motions tabled in Section 10</p> <p>Honours & Award: Ed Schelenz No Report</p> <p>Moved by: Seconded by:</p> <p>Hospital Visits: Louise Laflamme No Report</p> <p>Moved by: Seconded by:</p> <p>Housing: Dave Cole Verbal Report</p> <p>A big thank you for our cleaning staff, Greg Grimes and Mike Hayward with Ed Schelenz</p> <p>Long-Range Planning Stephane Guy No Report Verbal see below</p> <p>Stephane was asked for an update and background for new members and those who want or may have missed all the details on our land and building plans. In Summary:</p> <p>On target to meet with the Bank in November</p> <p>Background: We purchased a building and resold it at a profit. Closing is in November.</p> <p>We stand to deposit \$400000. + our \$65000 deposit into our Land and Building account</p> <p>Phoenix has a "1 acre lot" reserved for us by the Hampton Inn.</p>	<p>Carried</p> <p>Carried</p>



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Item	Subject	Action
	<p>With 25% down we anticipate a cost of 3.2 million and a 7 – 8000 square feet 2 level building. Once we sign a contract it will be 2 years to completion. Blueprints will take a considerable number of months to be completed and approved. Revenue will come from renting the basement for a possible Veterans Clinic and this will give us enough money to pay a mortgage along with our profits from a bar, hall rental and kitchen. Stephane has contacts in BC for equipment for the clinic and NB for staffing the clinic.</p> <p>Our Lease is up in 2025 and we will be looking for flexibility to plan our exit strategy.</p> <p>Community Liaison: Dave Sereda No Report</p> <p>Ways & Means: Dave Sereda Verbal Report The upcoming pig roast and more events are planned with proceeds to our land and building fund</p> <p>Technology Report: Kevin Brown Report is in the package</p> <p>Moved by Kevin Brown Seconded by Ernie Hughes</p> <p>Remarks: 2 new phone lines, QR check in for meetings, September 26th for Rogers</p>	Carried
13.	<p>General and New Business</p> <p>Jenn Read: Barrhaven Food Cupboard Red bag program officially launched. 21st September to October 5th. List is in the Bag for preferred items to donate</p> <p>Jenn Read: Clean the Capital Date September 28th/ October 5th if rain</p> <p>Looking for Volunteers.</p> <p>Street names: June Dale is looking to instigate streets to be named in honour of Legion special persons. Darrell highlighted the procedure to follow with the City of Ottawa</p>	
14.	Motion for Adjournment Moved by Jennifer Dunham	
15.	<p>Closing Ceremonies</p> <p>Presided over by Lyle Brennan and the meeting adjourned.</p>	

MEMORIAM EORUM RETINEBIMUS
God Save the King

Comrade Lyle Brennan
President

Comrade Pam Hall
Secretary

PAM HALL

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Next Executive Meeting: Monday, 2024– November 4th 7 pm
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THE ROYAL CANADIAN LEGION

BARRHAVEN LEGION BRANCH 641

President's Report

General Meeting date: 15th October 2024

Report: Lyle Brennan, President

October is here and planning is well underway for our Poppy Campaign, the most important fundraising activity we undertake to enable support to our veterans and related causes. We will need volunteers to help with this, it's part of our membership, so please make sure to volunteer when the notice to members goes out. Sign up sheets will be on the bulletin board at the branch.

Thank you to Jennifer Read for organising the Red Bag Campaign for the Barrhaven Food Cupboard culminating with the collection day at the branch on 5 Oct helping support our community members in need.

A reminder that the Lepine Apartment's Hero Ridge Program is underway. Please contact me if you are or know a deserving veteran who could be recognised and attend upcoming Ottawa Senators game in the box with 9 of their friends. Email: president@rcl641.ca with the nomination including their short biography for consideration.

Our branch is quite active, there are many events to enjoy which our found on our branch calendar. We also have lots of opportunities to volunteer so please reach out to me or any of our executive to find out how you can help with your Legion. When you do stop by the branch, consider bringing a non-perishable food item for our local Barrhaven Food Cupboard.

I move my report



THE ROYAL CANADIAN LEGION BARRHAVEN LEGION BRANCH 641

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Sergeant at Arms Report

Regrets I won't be able to attend

We've had requests to provide services for Remembrance Day at local Seniors Residences. Longfield's Manor and Prince of Wales. I'm expecting more requests to come in. At this point I haven't made any commitments but I will do my best to provide assistance where possible.

As many of you know I am away on vacation in France and Belgium from October 3rd to October 18th with three other Colour Party members, Terry Claessen, Caroline Boily and Sue Ellis. On October 7th we attended the Last Post ceremony at the Menin Gate in Ypres where we laid a wreath on behalf of Branch 641 commemorating all those who were lost in the defence of Canada. Hopefully we'll have lots of photos to post on the Facebook page.

Thank you
Paul Leadston
Sergeant at Arms

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THE ROYAL CANADIAN LEGION BARRHAVEN LEGION BRANCH 641

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PROPOSED MOTION

General Assembly Meeting 15 October 2024

Moved by – Stephane Guy

Seconded by

General Meeting: **Carried Yes/No**

I move that Branch 641 approves the modifications to our Branch Policy and Procedure Manual Rules as presented.

Background: A Notice of Motion was tabled on September 17 to review and approve the following modification to our Branch Policy and Procedure Manual.

Secretary Signature:



Next Executive Meeting: Monday, 2024– November 4th 7 pm
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GENERAL MEETING AGENDA October 15th 2024



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

PROPOSED MOTION

General Assembly Meeting 15 October 2024

Moved by – Stephane Guy

Seconded by

Executive Meeting: **Carried Yes/No**

I move that Branch 641 approves the modifications to our Branch Clubhouse Rules as presented.

Background: A Notice of Motion was tabled on September 17 to review and approve the following modification to our Clubhouse Rules.

Secretary Signature:

Next Executive Meeting: Monday, 2024– November 4th 7 pm
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THE ROYAL CANADIAN LEGION BARRHAVEN LEGION BRANCH 641

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Membership October Report

Current membership- 755

New Members-

Peter Gauthier- Affiliate

Joyce Shafer-Affiliate

Transfers-out

Donna and Lindsay Craig Transferred to Almonte

Early renewals

We will still have the draw for a year's free membership for everyone who renews early, October 31st and November 30th. We did draw two names at October executive meeting. Our two winners were Darryl Timothy Gauthier and Mindy Robertson. There will be one more name drawn in November and December.

Membership stickers have arrived, Auto renewal stickers will arrive in November.

Joe

Poppy Chair Report

1. The 6 retail stores in Barrhaven where we will have a Store Stand were visited on 18SEP and the managers were all pleased to welcome us back.
2. A "Call for Volunteers" was sent out 30SEP after the Store Signup Sheets were posted on the bulletin board. Many slots have since been filled but we still need lots of volunteers to fill the schedule.
3. Comrades Joanne Larrett and James Gilliland have volunteered to become Legion Merchandise and Poppy Supply Coordinators respectively. They are learning fast "on the job," and were successfully onboarded into the RCL641 M365 platform, where a new SharePoint site is supporting the 2024 Poppy Campaign.



THE ROYAL CANADIAN LEGION BARRHAVEN LEGION BRANCH 641

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4. Poppy Supplies are ready for the Store Stand kits and Trapline kits. The Legion Merchandise Inventory has been finalized. An order for new items and to stock up on some high-volume items will be sent after Store Captains have been consulted. Comrade Caroline Boily was instrumental in getting things organized with a small team of volunteers on 21SEP.
5. The 10 Tap-To-Pay devices have been received. They now need to be plugged in and checked.
6. Orders for wreaths have started to trickle in and the letters of invitation for businesses to attend the Remembrance Day Ceremony and lay a wreath are in progress.
7. The announcement about the Veterans' Dinner on 02NOV was sent out on 03OCT. Comrade Angel Guy has the lead, and Comrade Stéphane Guy will coordinate with the Guest Speaker, CAF CWO McCann.
8. The article in the Barrhaven Independent announcing the Poppy Campaign and Remembrance Day Ceremony and receptions was published with the help of Comrade Debi Sereda, who had plans to attend the BBIA Zoom meeting on 10OCT.
9. The 8 Cadet Corps/Squadrons the branch has links with have been contacted, and their participation is being coordinated for their habitual weekend shifts at the retail stores, in support of the Veterans' Dinner and the Remembrance Day parade and ceremony.
10. The Piper for the Ceremony has been confirmed (Barrhaven Optometric's Dr. Scott McIntosh), but we are still missing confirmation of a (Cadet) Bugler and confirmation of a (Cadet) marching band. Comrade Robert MacNichol has volunteered to be Parade Commander and Comrade Lorette Ellis will be the MC.
11. Several of the retirement homes have indicated an interest in having some kind of Remembrance activity at their location, in the days leading up to Remembrance Day, and one (Prince of Wales) is very keen on something on 11NOV. More coordination to follow with Sgt-at-Arms/Colour Party, Legion Seniors Chair and Branch Chaplain. The presence of Branch Volunteers will be appreciated by the Veterans at these locations, especially Prince of Wales Manor on Remembrance Day, so please let myself and Comrade Paul Leadstone know if you can participate.

I move my report.



THE ROYAL CANADIAN LEGION BARRHAVEN LEGION BRANCH 641

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Youth Education Report

General Meeting date: 15th October 2024

Report: Carol Anne Marleau, Youth Education & Bursary Chair

Bursaries

1. The Bursary application process is open 1 Sep 2024 as advertised on the branch website and applications will be accepted until 31 October 2024.
2. I sent an article to The Advance, which was printed in the September Edition.
3. No applications have been received to-date.

Contests

1. The Principals of all Barrhaven area schools, as well as a few teachers who have reached out to me, have been informed of this year's Remembrance Day Contest by detailed email including links for the poster and literary contests.
2. The local poster and literary contest will close 14 November 2024 at 7:00 pm and category winners must be submitted to the zone level by Friday, 29 November 2024.
3. As mentioned at the last Executive/General Meeting, the Judging will take place on Saturday, 23 November 2024 starting at 10:00 am. **A sign-up sheet for volunteer judges will be available at the October General Meeting.**
4. Questions may be directed to the Youth Ed Chair.

I move my report



THE ROYAL CANADIAN LEGION BARRHAVEN LEGION BRANCH 641

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GENERAL MEETING OCTOBER 2024

CONSTITUTION AND LAWS

I will be presenting the proposed changes to our Clubhouse rules and Branch Policy and Procedure Manual for approval by our membership.

I move my report

Stéphane Guy

Constitution and Law chair

613-797-7021

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THE ROYAL CANADIAN LEGION BARRHAVEN LEGION BRANCH 641

GENERAL MEETING AGENDA October 15th 2024

Report for the General Meeting

Hospitality/Entertainment Chair Tuesday, October 15, 2024

- Hospitality has restarted the Friday Night meals and we are busier then ever.
- The next few months will be a busy time for Hospitality.

Meals and Bands for October 2024:

- Tickets for the Veteran's Dinner has been put up for sale
- Sunday, October 13, 2024 Veteran's Dinner tickets for sale to public
- Friday, October 18, 2024 Steak Band: 4Better Times 7pm – 11pm SOLD OUT
- Wednesday, October 23, 2024 Open Mic 12:30pm - 3pm Food available from 12pm - 2pm
- Friday, October 25, 2024 Halloween Band: Albert and The Collection 7pm – 11pm

Meals and Bands for November 2024:

- Friday, November 1, 2024 No Meal Band: Hallman and Hoffman 7pm – 10:30pm
- Saturday, November 2, 2024 Veteran's Dinner Band: Scott Voelzing
- Friday, November 8, 2024 Ribs and Chicken Band: Heart and Soul Duo 7pm – 11pm
- Monday, November 11, 2024 Remembrance Day Band: Lauren Hall 1pm – 5pm
- Tuesday, November 12, 2024 Christmas Dinner tickets for sale
- Friday, November 15, 2024 Greek Band: Divided Highway 7pm – 11pm
- Wednesday, November 20, 2024 Open Mic 12:30pm - 3pm Food available from 12pm - 2pm
- Friday, November 22, 2024 Steak Band: Gib Rozon 7pm – 11pm
- Friday, November 29, 2024 Meal: TBD Band: TBD



THE ROYAL CANADIAN LEGION BARRHAVEN LEGION BRANCH 641

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December 2024

- Sunday, December 1, 2024 Will be the Craft Market and I already started to rent some tables and it is going very well.

I move my report

Angel Guy

Hospitality/Entertainment Chair

Barrhaven Legion Branch 641

Long Range Planning

In order to boost our Land and Building fund and in order to have a better mortgage, I am tabling a Notice of Motion to apply for a small loan from Ontario Command for \$50K at 2% interest rate.

I move my report.

Stéphane Guy

Long Range Planning Chair

613-797-7021



THE ROYAL CANADIAN LEGION BARRHAVEN LEGION BRANCH 641

GENERAL MEETING AGENDA October 15th 2024

Ways and Means report

Our committee is keeping busy with other up and coming events. I have enclosed our event report for the executive.

Our Pig Roast evening was a great evening many of our members enjoyed themselves and asked if we could make this an annual event. This was the second time we did this and learned what not to do. My only really complaint was not enough meat this will change for next year.

In this report you will notice that our profit from this event \$ 1,821.97 will go to the Land and building.

More events will be coming up over the next months.

Grey Cup November 17 I am planning an open dart tournament with hope of keeping people here for the game.

Presidents Draw December 8 tickets will go on sale early November.

December 15 Breakfast with Santa BFC, Hospitality and Ways and Means will be doing this event.

More to come in the new year,

Ways and Means

Barrhaven Legion 641

Ways and Means Chair

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ROYAL CANADIAN LEGION BRANCH 641 BARRHAVEN

EVENT REPORT

(To be completed for each event by the event OPI and submitted to the Finance Committee Chair)

Name of Event Pig Roast

Date of Event September 21, 2024

Location of Event:

Number of attendees 91

Finances:

EXPENSES (\$)		REVENUES (\$)	
ITEM (PAID)	AMOUNT	ITEM(RECEIVED)	AMOUNT
Meat	\$970.00	72 members x \$30.00	\$ 2,160.00
Carol Ann	\$293.78	19 non- members x \$35.00	\$ 665.00
Andy Moore	\$ 131.75	Donations	\$ 135.00
		Share the Wealth	\$ 237.50
		4 dinners sold	\$ 20.00

PAM HALL

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ITEM(PAYABLES)	AMOUNT			
			ITEM(RECEIVABLES)	AMOUNT
				\$3,217.50
TOTAL EXPENSES	\$1,395.53			
PROFIT/LOSS	\$1,821.97			

COMMENTS:

Name and signature of Event organizer: _____

Date of Report (dd/mm/yr): _____

Note: This report is to be prepared for each event sponsored by Branch 641 and is to be submitted to the Chair of the Finance Committee within one month after the date of the event. Only monthly Reports covering the Friday Nite Dinner/Dance is required.



THE ROYAL CANADIAN LEGION BARRHAVEN LEGION BRANCH 641

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Technology Officer Report

1. Projects completed:
 - a. Rogers' installation of conduits and fibre-optic terminals completed on 27SEP.
 - b. New accounts created for Poppy Campaign Volunteers.
 - c. New RCL641 SharePoint site to support the Poppy Campaign created.
 - d. Rogers' installation of telephone lines and internet wifi access points was completed on 10OCT.
2. Projects in Progress:
 - a. Adjustments to the configuration of the new wifi network and the branch "business devices" connected to the internet service will take a little while to stabilize.
 - b. A new business phone with wireless handsets that can handle two lines will be purchased in the near future. In the meantime, the same phone number and current telephone devices are still working fine.
 - c. The close-out of the Bell internet service will be completed once they acknowledge that the Bell Modem device has been returned and the final bill paid in full. The Bell telephone service was effectively ended when the number was transferred and activated on the Rogers system. The final bill for the Bell telephone service will put an end to the confusion of four RCL branches across Ontario being included in the same account and billing process.
 - d. A review of the hardware and operating system requirements for the Bar Point of Sale system, the Security Camera system and the two Branch office systems is in progress, with recommendations to follow after the Remembrance activities and Poppy Campaign are done. Several of the current devices have been assessed with elevated risks for hardware failure or major internet security concerns.
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.

I move my report.

Kevin