



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

### **GENERAL MEETING AGENDA**

1. Call to Order
2. Opening Ceremony Presentations Membership Pins by Dave St Amand
3. Motion to deviate from the agenda
4. Adopt Minutes of the General Meeting of December 20<sup>th</sup> 2022
5. Business arising from minutes and unfinished business
6. President's Report Ed Schelenz NR
7. Treasurer's Report Diane Craig Provided
8. Sergeant-at-Arms' report Stephane Guy NR
9. Correspondence Secretary Pam Hall
10. General Welfare of the Branch/Legion Motions (see Grants & Assistance)

<b>Committee</b>	<b>Chair</b>
<b>Membership</b>	Dave St-Amand
<b>Poppy Campaign</b>	Lyle Brennan NR
<b>Public Relations</b>	Debi Sereda NR
<b>Legion Seniors</b>	Lorette Ellis NR
<b>Sports/Track &amp; Field</b>	Joe Guitard NR
<b>Poppy Trust Fund</b>	Bert Boehme
<b>Leadership &amp; Development</b>	Bert Boehme NR
<b>Youth Education/Bursary</b>	Lyle Brennan
<b>Veterans Service Officer</b>	Lorette Ellis NR

### **12. Reports of Other Standing Committees and Standalone Positions**

<b>Committee</b>	<b>Chair</b>
<b>Bar</b>	Dave Sereda NR
<b>Constitution &amp; Laws</b>	Mike Harrietha NR
<b>Cadets &amp; Scouts</b>	Patrick Makinson NR
<b>Entertainment &amp; Hospitality</b>	Angele Guy
<b>Finance</b>	Bert Boehme NR
<b>Grants &amp; Assistance</b>	David Voisey
<b>Honours &amp; Awards</b>	Stephane Guy NR
<b>Hospital Visits</b>	Lorette Ellis NR
<b>Housing</b>	Dave Sereda NR
<b>Long Range Planning</b>	Stephane Guy NR
<b>Community Liaison Officer</b>	Dave Sereda NR
<b>Ways &amp; Means</b>	Lorette Ellis NR



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

**GENERAL MEETING AGENDA**

**13. General & New Business**

**14. Motion for Adjournment: Moved by:**

**15. Closing Ceremony**

**Next Executive Meeting: Monday, February 6<sup>th</sup> 2023 – 7 pm**  
**Next General Meeting: Tuesday February 21<sup>st</sup> 2023 – 7 pm**



## THE ROYAL CANADIAN LEGION BARRHAVEN LEGION BRANCH 641

### GENERAL MEETING AGENDA



The Royal Canadian Legion Barrhaven Branch 641

## Minutes of General Meeting

December 20, 2022

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

### Branch Officers (7)

President	Ed Schelenz	P
Past President	Stephane Guy	P
1st Vice President	Dave Sereda	P
2nd Vice President	Bert Boehme	P
3rd Vice President	Lyle Brennan	P
Secretary	Pam Hall	P
Treasurer	Diane Craig	P
Sergeant-At-Arms	Stephane Guy	P
Chairman	David Cole	P
Chaplain	Reverend Margo Whittaker	A

### OTHER CHAIRS (7)

Angele Guy	P	Debi Sereda	R		
Dave Sereda	P	Patrick Makinson	P	Jim Duff	R
Dave Voisey	P	Joe Guitard	P	Mike Harrietha	R
David St. Amand	P	Lyle Brennan	P	Lorette Ellis	P

Item	Subject	Action
1.	<b>Call to Order</b> The meeting was called to order at 7.00PM hrs by Dave Cole with 41 members attending	
2.	<b>Opening Ceremony</b> Performed By: Dave Sereda	

PAM HALL

3

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Next General Meeting: Tuesday February 21<sup>st</sup> 2023 – 7 pm



## THE ROYAL CANADIAN LEGION BARRHAVEN LEGION BRANCH 641

### GENERAL MEETING AGENDA

Item	Subject	Action
3.	<b>Motion to deviate from the agenda</b> Moved by: Jennifer Dunham Seconded – not required <b>Presentations:</b> Cheque in the amount of \$5000.00 presented to 2332 Royal Canadian Army Cadet Corp. Accepted by Major Patricia Bonacci	
4.	<b>Minutes of the last General Meeting November 15th are in package</b> Moved by: Pam Hall Seconded by: Jennifer Read	Carried
5.	<b>Business arising from the minutes &amp; unfinished business –</b>	
6.	<b>President's Report by President Ed Schelenz - Report is in the package. Remarks:</b> Moved by: Ed Schelenz Seconded by: Kim Krueger	Carried
7.	<b>Treasurer's Report by Treasurer Diane Craig</b> Moved by: Diane Craig Seconded by: Monique Desmarais Question by Gord Crumpler: Why do the donations not show up on the statement. Answer: The donations come from the Poppy Trust Fund.	Carried
8.	<b>Sergeant-At-Arms Report Stephane Guy Report is in the package Moved by: Stephane Guy Seconded by: Kim Krueger Remarks:</b> The flags are at half mast due to the death of the Past President of Dominion Command – Pat Varga. They will remain like that for a week.	Carried
9.	<b>Correspondence: An email from Barrhaven Food Cupboard expressing thanks for our donation was read by Pam Hall</b>	
10.	<b>General Welfare of the Branch / Legion / Motions</b> i) <b>Motion:</b> Install safety bars in the washrooms and fix sliding doors to the office moved by Dave Sereda, seconded by Terry Claesson ii) <b>Motion:</b> Appoint David Sereda as interim housing officer moved by Ed Schelenz, seconded by Jennifer Dunham iii) <b>Motion:</b> Appoint Bert Boehme as acting Poppy Chair moved by Ed Schelenz, seconded by Stephane Guy	Carried Carried Carried
11.	<b>Reports of Mandatory Standing Committees:</b> <b>Membership: David St. Amand Report is in the package</b> Moved by: David St Amand Seconded by: Eric Ellis <b>Remarks:</b> 96 new members for 2022. Queen Elizabeth Pins for sale at the bar. Draw for early bird membership extension: Gordon Davidson, Cathy Enright, Domenic Stenta will have a free membership for 2024 <b>Poppy Campaign: Lyle Brennan Report</b>	Carried      Carried







## THE ROYAL CANADIAN LEGION BARRHAVEN LEGION BRANCH 641

### GENERAL MEETING AGENDA

#### General Meeting – Jan 23

Membership Total: 600 active accounts  
Last year – 709  
Quorum - 36

New	Peter Sinclair	Affiliate
	Ryan Ross	Affiliate
	Al Miner	Associate
	Luke Helmkey	Affiliate
	Joan O'Malley	Associate
	Helene Leonne St Pierre	Affiliate
	Joel David Waldron	Affiliate
	Claire Usher	Associate
	Michael Ahern	Affiliate

Transfer in	James Sookhbirsingh	Ordinary	Br 595
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Transfer Out	Gerard Vardy		Br 593
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Re-instate	James Herman		2022-2023
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#### Deceased

Digital memberships are now available. I encourage everyone to opt in. You can make the switch yourself online or let me know that you want to change and I can do it for you.

All of the 2022 stickers have been removed from the bar. Cards for 2022 are still there. If one of them belongs to you, please retrieve it. I put a large number of member pins at the bar.

When I took the Membership portfolio, I was informed that memberships are valid until the end of January in the new year. However, when I check online, it shows that anyone who has not renewed for 2023 as "dormant" status. So, from this day forward, I will use the 31<sup>st</sup> of December as the last day for a valid membership. If you haven't renewed for 2023, you are a dormant member.

//Signed//

David St Amand/Br641 Membership



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

### **GENERAL MEETING AGENDA**

RCL Branch 641 Barrhaven General Meeting 17 January, 2023

Poppy Trust Fund Treasurer's Report

For your information, attached is the annual Poppy Fund Report for period 1 October, 2021 to 31 December, 2022.

For the Fiscal Year ending 31 December, 2022, the Branch Poppy Fund, as result of a very successful Poppy Campaign (\$80,000.00 plus), has \$143,006.96 on hand for distribution in support of veterans, community, youth and remembrance. As approved at the 21 June, 2022 General Meeting, of this amount \$11,160.00 has already been distributed this Fiscal Year 2023 as follows:

- a. \$2,160.00 to the Remembrance Poster and Literary Contest for prizes;
- b. \$2,000.00 to the Heros Mending on the Fly program
- c. \$5,000.00 to Operation Service Dogs; and
- d. \$2,000.00 to the Adaptive Snowsports National Capital Division.

The Poppy Committee will be meeting in the near future to provide recommendation to the Branch membership for the distribution of the remaining funds.

Moved by: Cmrdr Bert Boehme

Poppy Fund Treasurer

Br 641 Barrhaven





# THE ROYAL CANADIAN LEGION BARRHAVEN LEGION BRANCH 641

## GENERAL MEETING AGENDA

### Branch Status Report Poppy Trust Fund Rapport de filiale sur l'état du Fonds en fidéicommiss du Coquelicot



Please print / En lettres moulées S.V.P.

FOR THE YEAR / POUR L'ANNÉE DE  
1 OCT. 2021 - 31 DÉC. 2022

BRANCH / FILIALE  
641

COMMAND / DIRECTION  
ON

COMPLETED / EN DATE DU  
DAY / JOUR MO. YEAR / ANNÉE  
1 0 0 1 2 0 2 3

#### OPENING BALANCE / SOLDE D'OUVERTURE

<b>A</b>	BALANCE IN BRANCH POPPY TRUST FUND BANK ACCOUNTS AS OF 1 OCT. / SOLDE DANS LES FONDS DU COQUELICOT DE FILIALE EN DATE DU 1 <sup>ER</sup> OCT.	YEAR / ANNÉE 2   0   2   2	58942   35 (A)
<b>B</b>	INCOME FROM CAMPAIGN AND ALL OTHER SOURCES / REVENUS DE LA CAMPAGNE ET AUTRES SOURCES		153730   27 (B)
<b>C</b>	SUB TOTAL / SOUS-TOTAL	A + B = C	212672   62 (C)

#### D CAMPAIGN EXPENSES / DÉPENSES DE LA CAMPAGNE

1.	POPPIES AND WREATHS / COQUELICOTS ET COURONNES	12932   47 (D1)
2.	PROMOTIONAL MATERIAL / MATÉRIEL PUBLICITAIRE	8   48 (D2)
3.	STAMPS / TIMBRES	(D3)
4.	ADVERTISING IN LOCAL PAPERS / PUBLICITÉ LOCALE	(D4)
5.	OTHER LOCAL EXPENSES (Attach breakdown expenses related to the Poppy Campaign) As authorized by Article XI of the General ByLaws and Article 402 of the Poppy Manual AUTRES DÉPENSES LOCALES (Joindre une distribution des dépenses liées à la Campagne du Coquelicot) Autorisées conformément à l'Article XI des Statuts généraux et à l'Article 402 du Manuel du Coquelicot	941   73 (D5)
6.	SUB TOTAL / SOUS-TOTAL	D1 + D2 + D3 + D4 + D5 = D6 13882   68 (D6)

#### E DISBURSEMENTS / DÉBOURSEMENTS

1.	GRANTS TO VETERANS AND THEIR FAMILIES SUBVENTIONS AUX VÉTÉRANS ET LEURS FAMILLES	5806   51 (E1)
2.	BURSARIES / BOURSES D'ÉTUDES	1000   00 (E2)
3.	DONATIONS (Attach list of donations) — As authorized by Article XI of the General ByLaws DONS (Joindre liste de dons) — Autorisés conformément à l'Article XI des Statuts généraux	46428   67 (E3)
4.	PROVINCIAL ASSESSMENT / COTISATION PROVINCIALE	(E4)
5.	YOUTH EDUCATION PROGRAM / PROGRAMME D'ÉDUCATION DE LA JEUNESSE	2547   80 (E5)
6.	SUB TOTAL / SOUS-TOTAL	E1 + E2 + E3 + E4 + E5 = E6 55782   98 (E6)

<b>F</b>	TOTAL EXPENSES & DISBURSEMENTS / TOTAL DES DÉPENSES ET DÉBOURSEMENTS	D6 + E6 = F 69665   66 (F)
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#### CLOSING BALANCE / SOLDE DE FERMETURE

<b>G</b>	BALANCE IN BRANCH POPPY TRUST FUND BANK ACCOUNTS AS OF 31 DEC. / SOLDE DU FONDS EN FIDÉICOMMISS DU COQUELICOT DE FILIALE EN DATE DU 31 DÉC.	YEAR / ANNÉE 2   0   2   3	C - F = G 143006   96 (G)
<b>H</b>	BALANCE IN POPPY TRUST INVESTMENTS AS OF 31 DEC. / VALEUR DES PLACEMENTS DU COMPTE DU COQUELICOT EN DATE DU 31 DÉC.	YEAR / ANNÉE 	(H)
<b>I</b>	BALANCE OF ALL BRANCH POPPY TRUST FUNDS AS OF 31 DEC. / SOLDE DE TOUS LES FONDS EN FIDÉICOMMISS DU COQUELICOT DE FILIALE EN DATE DU 31 DÉC.	YEAR / ANNÉE 2   0   2   3	G + H = I 143006   96 (I)

The undersigned certify that the above statement of income, expenses and disbursements of Poppy Trust Funds is correct.  
Les soussignés certifient que ce relevé des revenus, des dépenses et des déboursments des fonds en fidéicommiss du Coquelicot est correct.

POPPY CHAIR  
PRÉSIDENT DU COMITÉ DU COQUELICOT :

BRANCH PRESIDENT  
PRÉSIDENT DE LA FILIALE :



# THE ROYAL CANADIAN LEGION BARRHAVEN LEGION BRANCH 641

## GENERAL MEETING AGENDA

**POPPYTRUST FUND BREAKDOWN SHEET**  
(To Accompany the Branch Status Report)  
October 1, 2021 to December 31, 2022

Branch 641

<b>E - 1 Grants to Veterans</b>		
	DESCRIPTION	AMOUNT
S. 402 i (c) Postage (non Campaign related)		
S.402 iii (b) SO-Directly related to Serv. Work		
S.402 iii(b) SO-Mileage, Advertising etc.		
S.402 iii (c.) Veteran Comforts		5784.70
S.402 iv (a) Accounting Costs		
S.402 v (a) Poppy Chair/SO-to attend Seminar		21.81
	<b>E-1 TOTAL</b>	<b>5806.51</b>

<b>E-3 DONATIONS</b>		<b>NO SPECIAL USE REQUIRED</b>
		AMOUNT
<b>Charitable Foundation excluding Bursary</b>		
Ontario Command Veteran's Comfort Fund - Specify -Sunnybrook, Perley Rideau, Parkwood, etc.		20000.00
Provincial Poppy Fund Ontario Command		
District Hospital Fund		
Ontario Command Youth Education		
Ontario Command Homeless Veterans Program		10500.00
RCEL - Royal Commonwealth Ex-Services League - payable to Dominion Command		
Other (please specify)		
<b>E-3 DONATIONS SUB TOTAL</b>		<b>30500.00</b>

<b>E-3 SPECIAL USE EXPENDITURES (approval from Ontario Command is required) Section 403</b>			
	DESCRIPTION	DATE OF APPROVAL	AMOUNT
a.	Housing Accommodation or Care Facilities		
b.	Medical Training/ Research		
c.	Medical Appliances		
d.	Veteran Services		
e.	Relief of Disasters		
f.	Restoration/Repair or Construct Monuments		
g.	Support of Cadet Units	16 Nov 22	15000.00
h.	Annual Veteran Visits	24 Nov 22	636.00
i.	Transportation		
j.	Accessibility Modification:		
	Personal Lifting Devices		
	Branch entrance ramp/handicap doors		
	Retrofit Washroom Door, Sink and or Toilet		
k.	Coin Sorting Machine		292.67
l.	Support of the Veteran Transition Program		
m.	Post-Traumatic Stress Disorder Service Dogs		
n.	Support to Resource Centres		
o.	Support to a Visiting Hospice Program		
320.	Storage Costs (not to exceed \$350.00 per year)		
<b>E-3 SPECIAL USE EXPENDITURES SUB TOTAL</b>			<b>15928.67</b>
<b>E-3 DONATIONS SUB TOTAL</b>			<b>30500.00</b>
<b>E3 TOTAL</b>			<b>46428.67</b>

Note: Refer to the current copy of the General By-Laws of the Royal Canadian Legion and the most current copy of the Poppy Manual.

Copy this form if more than one page is required

June 2022



## THE ROYAL CANADIAN LEGION BARRHAVEN LEGION BRANCH 641

### GENERAL MEETING AGENDA

#### POPPY TRUST FUND STATEMENT

##### For Reporting D5. "Other Local Expenses"

**SECTION D5. OTHER LOCAL EXPENSES** (Attach breakdown expenses related to Poppy Campaign) As authorized by Article XI of the General By-laws and Article 402 of the Poppy Manual

- this is where you list all of your Poppy Campaign expenses not already reported in D1, D2, D3 and D4.

Payee	Description	Amount
S. 402 i. c. Telephone Charges		
S. 402 i. c. Coin Wrappers		
S. 402 i. c. Stationary		
S. 402 i. c. Advertising		
S. 402 i. c. Bank Charges		730.21
S. 402 i. c. Light Lunches for canvassers		211.52
<u>S. 606 Publishing Campaign and Other Income, Expenses, i.e. Summary of Poppy Financial - refer to example below</u>		
TOTAL OTHER LOCAL EXPENSES	Total D5	941.73





**THE ROYAL CANADIAN LEGION BARRHAVEN LEGION BRANCH 641**  
**GENERAL MEETING AGENDA**



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

**Youth Education Report**

General Meeting date: 17 January 2023

**Bursaries**

1. NIL

**Contests**

1. The Poster and Literary Contest's 42 Local winners and their teachers have been notified.
2. Attendance to awards ceremony on 22 January 2023 from Winners and VIPs (Barrhaven Councilors) is in the process of being confirmed.
3. Requisition for cheques to winners will be submitted to Poppy Trust (\$2160)
4. The branch hall is booked for the poster and literary contest award ceremony to take place on Sunday 22 January 2023 starting at 1300hrs ending at 1500hrs. Guests to arrive by 1245hrs;
5. Seeking volunteers to open hall and assist with setup of chairs; and
6. Questions may be directed to the Youth Ed chair.

I move my report

Lyle Brennan CD

Youth Education & Bursary Chair



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

**GENERAL MEETING AGENDA**

THIS IS AN ENTERTAINMENT/HOSPITALITY

MONTHLY REPORT EXECUTIVE MEETING & GENERAL MEETING

TUESDAY, JANUARY 10, 2022

**MEALS FOR JANUARY:**

- Wednesday, January 18, 2023 Barrhaven Legion Open Mic & Lunch 12pm-3pm
- Friday, January 20, 2023 No Meal. Just dance with cover charge \$10.00 per person Band: Snap, Crackle & Pop
- Friday, January 27, 2023 Steak Band: Heart & Soul Duo

**MEALS ON FEBRUARY:**

- Wednesday, February 1, 2023 Barrhaven Legion Open Mic & Lunch 12pm-3pm
- Friday, February 3, 2023 Salmon OR Chicken Band: Hollman & Hoffman
- Friday, February 10, 2023 Steak Valentine's Day Meal Band: Nostalgia
- Wednesday, February 15, 2023 Roast Beef Band: The BedRockers
- Friday, February 24, 2023 No Meal. Just Band with cover charge \$10.00 per person Band: The Treblemakers

I move my report

Angel Guy

Entertainment/Hospitality Chair

**Next Executive Meeting: Monday, February 6<sup>th</sup> 2023 – 7 pm**  
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**THE ROYAL CANADIAN LEGION BARRHAVEN LEGION BRANCH 641**  
**GENERAL MEETING AGENDA**

**Report to Branch 641, General Meeting – January 18th 2023**

Since the December 2022 General Meeting Report, two letters of appreciation have been received, one from Camp Quality and the second from Hospice Care Ottawa for donations provided. Also four requests for donations have been received and approved by the Executive

For Information

Bruyere Foundation. A donation of \$200 was approved.

Catholic Centre for Immigrants Foundation (CCI). A donation of \$250 was approved. Executive Committee at its January 2nd

Meeting. Two of these require approval at the General Meeting.

**Motions – Requiring approval at the January General Meeting.**

#1 – Ottawa Heart Institute. February is Heart Month and upon reviewing past donations Branch 641 have donated \$10,000 annually. A donation \$10,000 was approved. This will be doubled by a matching amount in February.

#2 – Request for a matching amount to the \$1,000 raised at the Potluck Christmas dinner by the organizing committee and donated to the Cornerstone Housing for Women for their Food Services Program. Branch 641 has supported donations to this organization in the past. An amount of \$1,000 was approved.

Respectfully submitted

David Voisey



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

**GENERAL MEETING AGENDA**

**Grants & Assistance Committee**

**MOTIONS**

**#1 Moved by David Voisey, Seconded by \_\_\_\_\_**

**That Branch 641 donates \$10,000 to the Ottawa Heart Institute to be funded from either the the Bingo account or the Nevada account (subject to sufficient funds being available).**

**Passed Yes / No**

**#2 Moved by David Voisey, Seconded by \_\_\_\_\_**

**Request #2 – That Branch 641 provides a matching donation to that made by the Christmas Potluck Organizing Committee in an amount of \$1,000 to be donated to the Cornerstone Housing for Women for their Food Services Program to be funded from either the the Bingo account or the Nevada account (subject to sufficient funds being available).**

**Passed Yes / No**

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