



Branch 641
Barrhaven

Royal Canadian Legion Branch 641 Barrhaven

Agenda for the General Meeting on 2025-10-21

#	Activity	Action	Report
1.	Call to Order	Chair	
2.	Indigenous Land Acknowledgment	Chair	
3.	Opening Ceremony (RCL Rituals, Awards and Protocol Manual)		
4.	Motion to deviate from the Agenda	Motion	
5.	Introduction of Guests		
6.	Minutes of the last Meeting	Motion	In package
7.	Business arising from the Minutes and unfinished business	Secretary	NR
8.	President's Report	Dave Cole	In package
9.	Treasurer's Report	Will Read	In package
10.	Sergeant-at-Arms' Report	Paul Leadston	NR
11.	Correspondence	Secretary	In package
12.	Reports of Standing Committees		
A.	Legion Seniors	Richard Lynn	In package
B.	Membership	Joe Guitard	NR
C.	Poppy & Remembrance	Kevin Brown	In package
D.	Public Relations	Debi Sereda	NR
E.	Sports, Track and Field	Michelle Guitard	NR
F.	Poppy Trust Fund	Bert Boehme	NR
G.	Leadership Development	Bert Boehme	NR
H.	Branch Service Officer	Anne Cole	NR
I.	Youth Education	(Kevin Brown)	NR
J.	Bursary	(Lyle Brennan)	NR
13.	Reports of Other Committees and Standalone Positions		
A.	Bar Officer	Dave Cole	NR
B.	Constitution and Laws	Stephane Guy	NR

#	Activity	Action	Report
C.	Cadet Liaison & Scouts	Robert MacNichol	NR
D.	Entertainment, Hospitality & Special Events	Angel Guy	NR
E.	Finance Committee	Bert Boehme	NR
F.	Grants & Assistance	Richard Lynn	NR
G.	Honours & Awards	Lyle Brennan	NR
H.	Hospital Visits	Robert MacNichol	In package
I.	Housing	Mike Vincent	NR
J.	Long Range Planning	Stephane Guy	NR
K.	Community Liaison	Dave Sereda	NR
L.	Ways & Means	Dave Sereda	In package
M.	Technology Officer	Kevin Brown	In package
N.	Chaplain (Lay)	Robert MacNichol	In package
14.	Motions or Special Business of which Notice was previously given		
A.	None for this meeting.		
15.	General and new Business including matters respecting the welfare of the Legion and the Branch		
A.	Motions		None in package
B.	New business		From the Floor
16.	Tabling of Notice(s) of Motion(s)		
A.			
17.	Motion to adjourn	Motion	
18.	Closing Ceremony (RCL Rituals, Awards and Protocol Manual)		

Royal Canadian Legion Branch 641 Barrhaven

Meeting Minutes for GENERAL Meeting of September 16, 2025

Quorum (9 for EC / 38 for GM)

P = Present R = Regrets

Branch Officers (8)

President	Dave Cole	P
Past President	Lyle Brennan	P
1 st Vice President	Angel Guy	P
2 nd Vice President	Richard Lynn	P
3 rd Vice President	Robert MacNichol	P
Treasurer	Will Read	P
Sergeant-at-Arms	Paul Leadston	P
Secretary	Kevin Brown	P

Other Chairs and Appointees (10)

Bert Boehme	P	Anne Cole	P	Jennifer Dunham	P
Joe Guitard	R	Michelle Guitard	P	Stephane Guy	P
Joanne Larrett	P	Dave Sereda	R	Debi Sereda	P
Mike Vincent	P				

#	Activity	Note
1.	Call to Order	
	The meeting was called to order by the Chair at:	19:00
2.	Indigenous Land Acknowledgment	
3.	Opening Ceremony (RCL Rituals, Awards and Protocol Manual)	
4.	Motion to deviate from the Agenda Moved by: Michelle Guitard Seconded by: Dave Cole	Carried
5.	Introduction of Guests	None
6.	Minutes of the last Meeting Moved by: Kevin Brown Seconded by: June Dale	Carried
7.	Business arising from the Minutes and unfinished business 1. Chart about Membership dues Discussion Question about auto-renewals, which are already set to new amount Donations for multi-year pre-paid can be made at bar by cheque or cash for the Land & Building Fund.	
8.	President's Report • Welcome back	Verbal

#	Activity	Note
	• Passing of Nancy Rule, emotional impact across the Branch and huge void as highly involve volunteer (Bartender, Wine Orders, School Liaison during Poppy Campaign, Cash Counting Team, etc.) • Very busy summer, highlights Canada Day Breakfast and Parade • Success of Open Mic Wednesdays • Line Dancing twice a week' • Zone G5 Council • Golf Tournament Aug 19 • 3rd Annual Fundraising Gala Sep 13 • Cyber Seminar Sep 9 • Friday Dinners selling out • Remembrance season coming up, volunteers will be needed	
9.	Treasurer's Report Moved by: Will Read Seconded by: Anne Cole Discussion Quick Books Online provides new reporting formats and data history	Carried
10.	Sergeant-at-Arms' Report Discussion • Busy season starting • Colour Party for Senators Games TBC	Verbal
11.	Correspondence	Verbal
A.	Emails 1. Legion business (Zone G5, District G and Dominion Command) 2. Branch business (governance, financial, insurance, rent, licenses)	
B.	Canada Post and / or Special Deliveries 1. Letters of condolence regarding passing of Nancy Rule	
12.	Reports of Standing Committees	
A.	Legion Seniors Moved by: Richard Lynnn Seconded by: Terry Claessen	Carried
B.	Membership	NR
C.	Poppy & Remembrance Moved by: Kevin Brown Seconded by: Dave Cole	Carried
D.	Public Relations	Motion
E.	Sports, Track and Field Discussion • Placed 2nd at Provincial Golf Tournament	Verbal
F.	Poppy Trust Fund Discussion Included in Treasurer's reporting	NR

#	Activity	Note
G.	Leadership Development Discussion District G Convention Oct 18-19 opportunity for members to participate in higher level decision making	NR
H.	Branch / Veteran Services Officer - Heroes Ridge Nomination process open - Canadian Veterans study about chronic pain	Verbal
I.	Youth Education	NR
J.	Bursary Moved by: Lyle Brennan Seconded by: Dave Cole	Carried
13.	Reports of Other Committees and Standalone Positions	
A.	Bar Officer	NR
B.	Constitution and Laws	NR
C.	Cadet Liaison & Scouts	NR
D.	Entertainment, Hospitality & Special Events Moved by: Angel Guy Seconded by: Graham Forrest Discussion - Cribbage on Tuesdays at 12:00 - Pub Night	Carried
E.	Finance Committee	Motion
F.	Grants & Assistance	Motion
G.	Honours & Awards Discussion - Committee met during the last week of Aug - Nominations were approved at Executive Committee Meeting in Sep - Recognition of individuals should start during October General Meeting	Verbal
H.	Hospital Visits Moved by: Robert MacNichol Seconded by: Richard Lynn Discussion Doug Olson family has requested no more visitors	Carried
I.	Housing Discussion - Looking for more volunteers to assist with cleaning branch premises 6 days of 7 covered, need someone for Monday mornings	NR
J.	Long Range Planning Moved by: Stephane Guy Seconded by: Robert MacNichol	Carried
K.	Community Liaison	NR
L.	Ways & Means Discussion \$9,200.00 raised	NR

#	Activity	Note
M.	Technology Officer Moved by: Kevin Brown Seconded by:	Carried
N.	Chaplain (Lay)	NR
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	
A.	Motions 1. Public Relations Officer: Memorial Banner project Discussion Nominations open to public PTF SUF unlikely Double sided, TBC bilingual 2. Finance Committee; Financial Review Committee Report 3. Grants & Assistance: BFC Discussion Challenge on amounts, lack of focus on Veterans 700+ families, no levels of government funding 100% of donations to cause, no salaries or hidden costs Bingo Funds regularly makes donations General Fund for Branch Business, Bingo Funds for Community, PTF for Veterans	Carried Carried Carried
B.	New business 1. Fortunato5 one-page reference From the floor 2. Cleaning the Capital sign up sheet for Sep 27 10 a.m. to 12 p.m. 3. 4 th anniversary of Wed Open Mic on Oct 15.	
16.	Tabling of Notice(s) of Motion(s)	None
17.	Motion to adjourn Moved by: Terry Claessen	
18.	Closing Ceremony (RCL Rituals, Awards and Protocol Manual)	
	The meeting adjourned at:	20:19

MEMORIUM EORUM RETINEBIMUS

God Save the King

President

Recording Secretary

Dave Cole

Kevin Brown

REPORTS SECTION – GENERAL MEETING 2025-10-21

8.	President's Report Summer is now in the rear-view mirror and as we welcome the bright colors and woodsy smells of autumn, I continue to thank all the wonderful committees and volunteers that steadfastly rise to the challenge of making this such a happening branch. Of particular note this month, I commend the committees who ran another successful annual golf tournament and organized and hosted a very successful 3rd annual Branch Fall Social. As I reflect on the hundreds of hours quietly given to generating funds that we convert into many charitable donations, I also want to highlight and send a huge shout out to our Bingo team volunteers. Participating in programs and projects such as Bingo and Nevada lottery allow us to raise thousands of dollars which then we return to the community in the form of urgently needed donations. For example, in the last fiscal year Branch 641 donated well over ten thousand dollars, primarily from the Bingo fund, to the Barrhaven Food Cupboard and our many cadet corps benefitted from Nevada Lottery proceeds. There are two other activities of honorable mention since the last report. First, I acknowledge the excellent work done by our Seniors Chair in organizing a community briefing on cybersecurity with expert speakers from the OPP and the Canadian Anti-Fraud Center. Second, I was pleased to present a cheque for \$20K from our Poppy Trust funds to the Perley Health Center toward purchases of special equipment such as a state of the art patient transfer device. The Fall also sees a resumption of many regularly scheduled activities including the Wednesday evening DART League and the Thursday evening Cadet Officer gatherings. Welcome back all. And last but not least, and in fact one of the most important activities of the year, the annual Poppy campaign is nearly upon us and the campaign is a short one this year starting Oct 31. Signup sheets have been posted in the Branch for manning tables at local participating stores. You can also contribute your valuable time in any number of other ways. Please speak to the Poppy Chair, Comrade Kevin Brown soonest. He can be reached at Poppy.Campaign@rcl641.ca Remember by becoming a Legion member, you joined an organization where one of its prime responsibilities, especially at this time of year, is to ensure the commitment to the Act of Remembrance. This means that your help with the Poppy Campaign is paramount in ensuring this duty is executed with utmost success. <i>In the service of veterans and their families</i>	
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9.	Treasurer's Report <i>Attachments</i> • <i>PandL-2025_26.pdf</i> (Profit and Loss) • <i>StatementofFinancialPosition-Sep2025.pdf</i> (Balance Sheet) • <i>StatementofActivity-General-Sep2025.pdf</i> (Operations) • <i>CharitableContributions-2025_26.pdf</i> (Donations) • <i>Cash Flow General Account</i> (Chart) <i>Last month:</i> • Treasurer/Assistant Treasurer presence at weekly cash count continues. • Completed POS changes in support of increased Membership and Hospitality prices; other minor requested changes. • Interactions with TD Canada Trust: ○ Set up receipt of online statements for Poppy Trust ○ Stop Payments cannot be initiated through EasyWeb ○ Free online cheque viewing is *not* supported with our account level • Quarterly GST/HST submission to CRA completed. • Reviewed governmental reporting requirements with Finance Committee. • Created set of guidelines for interaction with Treasurer for Legion project managers (follows report). <i>This month:</i> • Set up corporate credit card through TD Canada Trust. Limit is TBD (estimated to be between \$10K and \$15K) and will be “set aside” in new Savings account from General. <i>Outstanding issues:</i> • Understand scope, assignment and frequency of organizational reporting requirements; • Review of per diem rates for sports and conference travel, the next steps required to effect change, and who is responsible to take these steps; and • Identify opportunities for pre-authorized payment arrangements and work through Legion procedure to implement same. <i>Challenges:</i> • Postal dispute is making it difficult to pay our bills in a timely fashion. Additional attachment: <i>Treasurer's Guidelines for Event Organizers</i>	
10.	Sergeant-at-Arms' Report	NR

11.	Correspondence - No physical mail. - Emails of note Centenary Logos Donation request (Camp Maple Leaf) Donation thanks (Soccer) Veterans' Open Mike Nov 9 Last Voices discount starting Nov 1 Private Member's Bill for Nov 11 to be statutory holiday Warming the Streets – A Call to Action Thank you for your recent donation to the Registered Nurses' Foundation of Ontario Canadian Hard of Hearing Association Information Session Military Service Recognition Book Volume XII (12)	
12.	Reports of Standing Committees	
A.	Legion Seniors Excerpt from Provincial Convention - Terms of Reference for Legion Seniors Program Chairmen Branch: <i>The Branch Seniors Committee shall have a chairman and a minimum of two additional members. The Chairman shall be appointed by the Branch President and/or the Branch Executive Committee and confirmed by the General Membership. The Chairman will normally appoint committee members. The Chairman shall be a member of the branch executive committee.</i> Therefore, I am requesting at least 2 volunteers to work with me on this Committee to strengthen our commitment to assisting seniors in Barrhaven.	
B.	Membership	NR
C.	Poppy & Remembrance - Poppy Store Shifts paper signup sheet posted on branch bulletin board from Sep 19. Unfortunately, on Oct 6 it became apparent that a hybrid approach to support the online volunteer management portal in use for the past 4 years by seniors at Branch 632 Orleans would not be feasible this year for Branch 641, so the paper sheets on our bulletin board are the master sheets and reflect the current status. As I am still away until Oct 26, I am not sure how well filled out they are. - Call for branch volunteers with outline organization chart sent to membership on Oct 1. Still three Key positions missing: .2x Store Captains .1x Trapline - Tap2Pay devices (10) received on Sep 25 and tested on Oct 3. All connected to the cellular signal and batteries are now charged to 100%. All chargers functional. New cardboard boxes will have to be folded into shape (instructions in package).	

	4. Submitted request for Guest of Honour via National Veterans' Week Speakers program on Oct 4. 5. Attended District G Poppy Seminar in Smiths Falls on Oct 5. 6. 641 SharePoint site updated for 2025. 7. Received confirmation on Oct 8 that the Barrhaven Remembrance Day Location was Approved and added to the National Legion Directory.	
D.	Public Relations	NR
E.	Sports, Track and Field	NR
F.	Poppy Trust Fund	NR
G.	Leadership Development	NR
H.	Veteran Services Officer	NR
I.	Youth Education	NR
J.	Bursary	NR
13.	Reports of Other Committees and Standalone Positions	
A.	Bar Officer	NR
B.	Constitution and Laws	NR
C.	Cadet Liaison & Scouts 25 Cadets and parents assisted Br641 with clean the Capital.	
D.	Entertainment, Hospitality & Special Events	NR
E.	Finance Committee	NR
F.	Grants & Assistance	NR
G.	Honours & Awards	NR
H.	Hospital Visits Still visiting Wayne at Perley Hospital.	
I.	Housing	NR
J.	Long Range Planning	NR
K.	Community Liaison	NR
L.	Ways & Means 1. Ways and Mean finished off our 3rd annual Fall Social on September 13. Our group did a great job decorating the hall, Jeff Arcand our BBQ did a fantastic job cooking the Roast Beef our team did a great job serving and cleaning up along with great desserts. I would also like to thank the band <i>4 Better Times</i> they did job in keeping people up dancing. 2. After our expenses we have submitted to the Land and Building fund over \$9,100.00 helping our future. (Event Report included in package) 3. Ways and means have a few more events I hope our members will support them. 4. Starting November 1 we are going to start selling tickets for the Presidents draw which will be on Sunday December 14, 3-5 pm. 5. To all our football fans we will be doing tall gate party for the Grey cup Sunday November 16th. 6. Superbowl party will be February 8, 2026. Hope to see you there all funds raised will go to the Lanad and Building fund.	

M.	Technology Officer 1. As previously reported, M365 Not-for-Profit license changes will have a minor impact on individual users beginning 01 Dec 25. 2. Acquired a 3-device license for an older version of Microsoft Office to install on local PCs for Lounge, Bar and Accounting Team. This mitigates the switch in M365 license for all 641 users to web versions only of Excel and Word, primarily.	
N.	Chaplain (Lay) Attended Service for Doug Olson.	

P&L - 2025/26

Royal Canadian Legion Branch 641 Barrhaven

June 1-September 30, 2025

DISTRIBUTION ACCOUNT		TOTAL
Income		
4000 Sales of Product Income		
4100 Bar		\$70,775.89
4200 Hospitality		\$29,260.99
4300 Hall Rental		\$4,119.03
4400 Membership		\$4,858.81
4600 Events		\$23,193.59
4800 Other Income		\$13,972.76
4900 Trust Revenue		\$35,175.96
Total for 4000 Sales of Product Income		\$181,357.03
Total for Income		\$181,357.03
Cost of Goods Sold		
5000 Cost of Goods Sold		
5100 Bar		\$34,723.35
5200 Hospitality		\$17,950.08
5800 Poppy Campaign Merchandise		70.00
Total for 5000 Cost of Goods Sold		\$52,743.43
Total for Cost of Goods Sold		\$52,743.43
Gross Profit		\$128,613.60
Expenses		
6000 Charitable Contributions		\$64,319.89
7000 All Other Expenses		
7100 Housing		\$50,790.38
7200 Operating Expenses		\$12,903.77
7300 Advertising		\$517.48
7600 Events		\$16,309.99
7700 Sports		\$612.92
7800 Charitable Expenses		\$240.00
Total for 7000 All Other Expenses		\$81,374.54
Total for Expenses		\$145,694.43
Other Income		
Other Expenses		
2199 Previous FY GST/HST Payable		1,359.70
7999 Previous FY Expense		3,416.59
Total for Other Expenses		\$4,776.29
Profit		-\$21,857.12

Statement of Financial Position - Sep 2025

Royal Canadian Legion Branch 641 Barrhaven

As of September 30, 2025

DISTRIBUTION ACCOUNT	TOTAL
Assets	
Current Assets	
Cash and Cash Equivalent	
1001 Cash on hand	2,735.00
1002 Cash in safe	2,407.57
1100 General Account	45,405.06
1101 Building Account	59,684.71
1200 Bingo Trust Account	34,297.95
1300 Nevada Trust Account	12,513.57
1400 Poppy Trust Account (A)	79,605.15
1500 Land & Building Trust Fund	301,961.50
Total for Cash and Cash Equivalent	\$538,610.51
Accounts Receivable (A/R)	
Total for Current Assets	\$538,610.51
Non-current Assets	
Property, plant and equipment	
Total for Non-current Assets	
Total for Assets	\$538,610.51
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable (A/P)	
Accounts Payable (A/P)	-147.20
Total for Accounts Payable (A/P)	-\$147.20
Credit Card	
2100 GST/HST Payable - RG_GST_HST	-1,864.47
2110 GST/HST Suspense - RG_GST_HST	0.00
Total for Current Liabilities	-\$2,011.67
Non-current Liabilities	
Total for Liabilities	-\$2,011.67
Equity	
3010 Retained Earnings	-6,133.12
Profit for the year	-21,433.50
3001 Opening Balance Equity	568,188.80
Total for Equity	\$540,622.18
Total for Liabilities and Equity	\$538,610.51

Statement of Activity - General - to date

Royal Canadian Legion Branch 641 Barrhaven

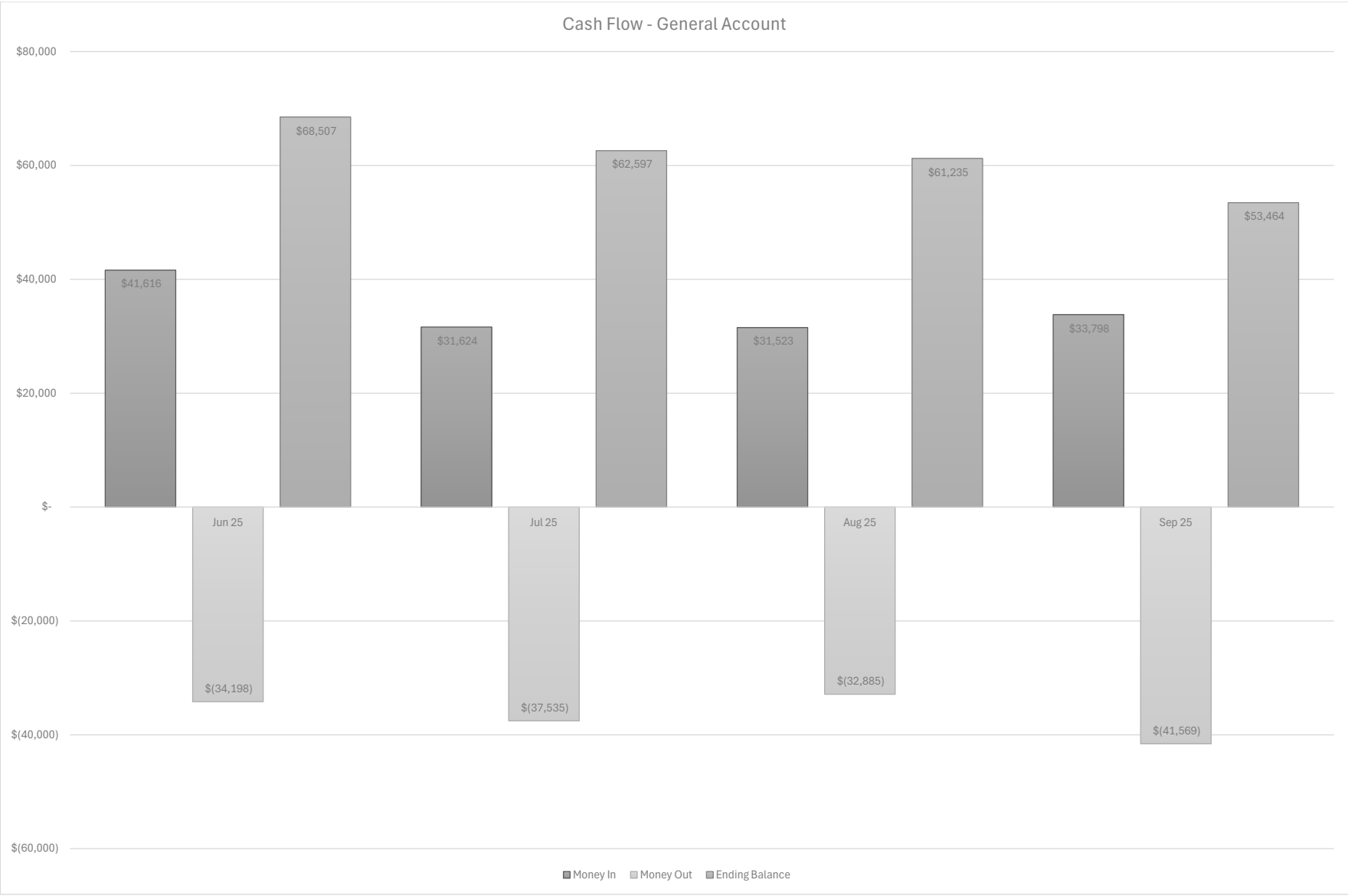
June 1-September 30, 2025

DISTRIBUTION ACCOUNT		TOTAL
Income		
4000 Sales of Product Income		
4100 Bar		\$70,775.89
4200 Hospitality		\$29,260.99
4300 Hall Rental		\$4,119.03
4400 Membership		\$4,858.81
4600 Events		\$23,193.59
4800 Other Income		\$2,185.24
Total for 4000 Sales of Product Income		\$134,393.55
Total for Income		\$134,393.55
Cost of Goods Sold		
5000 Cost of Goods Sold		
5100 Bar		\$34,723.35
5200 Hospitality		\$17,950.08
5800 Poppy Campaign Merchandise		70.00
Total for 5000 Cost of Goods Sold		\$52,743.43
Total for Cost of Goods Sold		\$52,743.43
Gross Profit		\$81,650.12
Expenses		
7000 All Other Expenses		
7100 Housing		\$50,790.38
7200 Operating Expenses		\$12,903.77
7300 Advertising		\$517.48
7600 Events		\$16,309.99
7700 Sports		\$612.92
Total for 7000 All Other Expenses		\$81,134.54
Total for Expenses		\$81,134.54
Other Income		
Other Expenses		
2199 Previous FY GST/HST Payable		1,359.70
7999 Previous FY Expense		3,416.59
Total for Other Expenses		\$4,776.29
Profit		-\$4,260.71

Charitable Contributions - 2025/26
Royal Canadian Legion Branch 641 Barrhaven
June 1-September 30, 2025 □

Distribution account	Total
6000 Charitable Contributions	
6100 Cadets	
6110 40 Falkland Sea Cadets	1,500.00 Bingo
6120 75 Barrhaven Air Cadet Squadron	6,500.00 Bingo
6130 640 Camerons Army Cadets	5,000.00 Bingo
6140 2332 Major Holland E.J.G. VC Army Cadets	1,500.00 Bingo
6150 2958 1st Anti-tank Regiment Royal Canadian Army Cadets	1,500.00 Bingo
6160 742 National Capital Squadron	1,000.00 Bingo
6170 925 Edmond Lanthier Air Cadet Squadron	5,000.00 Bingo
6180 2317 Field Artillery Army Cadets	1,000.00 Bingo
Total for 6100 Cadets	\$23,000.00
6200 Local	
6201 The Ottawa Mission	500.00 General
6204 Barrhaven Canada Day	5,000.00 Bingo
6205 Interval House of Ottawa	1,000.00 General
6206 Hospice Care Ottawa	1,000.00 General
6207 Barrhaven Community Soccer	250.00 Bingo
Total for 6200 Local	\$7,750.00
6300 Provincial	
6301 Camp Quality Canada	1,000.00 General
6302 RNFoO	500.00 General
Total for 6300 Provincial	\$1,500.00
6400 National	
6402 The Canadian Cancer Society	600.00 Nevada
6403 Diabetes Canada D Camps	1,000.00 Nevada
6404 MPNMR	500.00 General
6405 MDSC	500.00 General
Total for 6400 National	\$2,600.00
6500 Poppy Disbursements	
6503 Donations (E3)	29,469.89 Poppy
Total for 6500 Poppy Disbursements	\$29,469.89
Total for 6000 Charitable Contributions	\$64,319.89

Accrual Basis Friday, October 03, 2025 08:19 PM GMTZ



Royal Canadian Legion Branch 641 Barrhaven

TREASURER'S GUIDELINES FOR EVENT ORGANIZERS (OCTOBER 2025)

These guidelines are intended for members organizing and operating large Legion events.

You and your committee members are expected to interact with the Finance arm of the Branch in a business-like manner.

1. If your event involves registration or tickets to be purchased at the bar, please advise the Treasurer as soon as you are aware of this requirement so the necessary buttons can be created and deployed on the Point-of-Sale terminals.
2. Alternatively, or in addition to in-Legion payments, you may advise potential attendees that payments may be made via e-transfer to Treasurer@rcl641.ca. Please ask that the reason for their payment be entered as a message, i.e. "two tickets to Grey Cup party".
 - Similarly, if you must make e-transfer payments, be sure to provide the details of the payment as a message.
3. Some of your event attendees may not be aware that we are a "Cash Only" enterprise: non-Legion guests, or Legion members from other Branches.
 - Please ensure your event literature reminds guests that we are "Cash Only".
 - Please advise the Treasurer at least two weeks in advance of your event if you expect a significant number of event attendees so that Capital ATM can be contacted to ensure there are sufficient funds available.
4. If your event involves day-of payments to suppliers/contractors, please advise the Treasurer at least two weeks in advance of this requirement, detailing the name on the cheque and the amount. The cheques will be prepared and put in the bar safe prior to your event.
 - It is preferable that your suppliers/contractors send invoices in advance to Treasurer@rcl641.ca; if this is not possible, a hard-copy receipt may be left at the bar, or a copy sent to Treasurer@rcl641.ca shortly after the event.
5. On the day of your event, please be sure to process all proceeds received through the POS via the duty bartender. This includes any draws, auctions, and donations. This ensures all "loose cash" is recorded as a transaction, secured in the safe, and counted the following day rather than during the already-busy end-of-week count and deposit.
6. Post-event, please submit your Payment Requisition/Reimbursement Form(s) to the Treasurer in a timely fashion. If the purpose of the purchases is not obvious, or if there are any unusual transactions that must be considered (i.e. the use of donated gift cards), be sure to include notes detailing these exceptions.