



## BRANCH 641 BARRHAVEN

### GENERAL MEETING AGENDA June 18<sup>th</sup> 2024

1. Call to Order
2. Opening Ceremony Presentations Ed Schelenz
3. Motion to Deviate from the Agenda
4. Adopt Minutes of the General Meeting of May 21<sup>st</sup> 2024
5. Business Arising from Minutes and Unfinished Business
6. President's Report Lyle Brennan Report is in the package with motion
7. Treasurer's Report Diane Craig Report is provided
8. Sergeant at Arms' Report Paul Leadston No Report
9. Correspondence Secretary Pam Hall
10. General Welfare of the Branch/Legion Motions

#### 11. Reports of Mandatory Standing Committees

Committee	Chair
a. Membership	Joe Guitard
b. Poppy Campaign	Kevin Brown Report is in the package
c. Public Relations	Debi Sereda No Report
d. Legion Seniors	Richard Lynn Report is in the package
e. Sports/Track & Field	Michelle Guitard
f. Poppy Trust Fund	Bert Boehme No Report and Regrets
g. Leadership & Development	Bert Boehme No Report and Regrets
h. Youth Education/Bursary	Carol Anne Marleau No Report
i. Veterans Service Officer	Anne Cole Report is in the package

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

Committee	Chair
a. Bar	Dave Cole No Report
b. Constitution & Laws	Stephane Guy Report is in the package
c. Cadets & Scouts	Robert MacNichol & Anne Cole Report is in the package
d. Entertainment & Hospitality	Angele Guy Report is in the package
e. Finance	Bert Boehme No Report and Regrets
f. Grants & Assistance	Richard Lynn No Report – 2 motions
g. Honours & Awards	Ed Schelenz Report is in the package
h. Hospital Visits	Louise Laflamme No report
i. Housing	Dave Cole
j. Long Range Planning	Stephane Guy No Report
k. Community Liaison Officer	Dave Sereda No Report
l. Ways & Means	Dave Sereda No Report
m. Technology Officer	Kevin Brown Report is in the package

13. General & New Business
14. Motion for Adjournment: Moved by:
15. Closing Ceremony



The Royal Canadian Legion Barrhaven Branch 641

## Minutes of the General Meeting May 21, 2024

### Branch Officers (7)

<b>President</b>	Lyle Brennan	P
<b>Past President</b>	Ed Schelenz	R
<b>1st Vice President</b>	Mike Harrietha	R
<b>2nd Vice President</b>	Bert Boehme	R
<b>3rd Vice President</b>	Angele Guy	P
<b>Secretary</b>	Pam Hall	P
<b>Treasurer</b>	Diane Craig	P
<b>Sergeant-At-Arms</b>	Paul Leadston	P
<b>Chairman</b>	David Cole	P
<b>Chaplain</b>	Reverend Margo Whittaker	A

### OTHER CHAIRS (10)

Angele Guy	P	Debi Sereda	P	Anne Cole	P
Dave Sereda	P	Patrick	R		
		Makinson			
Richard Lynn	P	Joe Guitard	P		
David St. Amand	P	Carol Anne	P		
		Marleau			

Item	Subject	Action
1.	<b>Call to Order</b> The meeting was called to order a 7.00 pm by Dave Cole 46 members attended	
2.	<b>Opening Ceremony/ Special Announcements</b> <b>Performed By: Lyle Brennan</b> <b>Comrade Jim Duff</b> , our former Treasurer was in attendance and received a big thank you and a standing ovation acknowledging his service to RCL 641. <b>Kevin Brown</b> was acknowledged for his upcoming Meritorious Service Medal	
3.	<b>Motion to deviate from the agenda</b> Moved by: Jennifer Dunham Seconded not required	
4.	<b>Minutes of the last General Meeting April 16<sup>th</sup> 2024 are in package</b> Moved by: Pam Hall Seconded by: Lorna MacIsaac	<b>Carried</b>
5.	<b>Business arising from the minutes &amp; unfinished business – None</b>	

6.	<b>President's Report by President Lyle Brennan - Report is in the package.</b> <b>Remarks:</b> Moved by: Lyle Brennan    Seconded by: Robert MacNichol	Carried
7.	<b>Treasurer's Report by Treasurer Diane Craig</b> Moved by: Diane Craig    Seconded by: Angele Guy	Carried
8.	<b>Sergeant-At-Arms Paul Leadston No Report</b>	
9.	<b>Correspondence: None</b>	
10.	<b>General Welfare of the Branch / Legion / Motions</b> <b>Motion:</b> Moved by Lyle Brennan Seconded by: Kim Krueger Appointments to chair standalone positions, Chairman: Dave Cole, Veterans Service Officer: Anne Cole, Chaplin: Margo Whittaker <b>Motion:</b> Moved by Richard Lynn Seconded by: Kim Krueger RCL 641 to donate \$5000 to Barrhaven Canada Day Celebration <b>Motion:</b> Moved by Stephane Guy Seconded by Jennifer Dunham that Branch 641 financially supports the Ottawa Veteran Task Force Networking event by letting them use our bank account to receive donations and pay bills. <b>From Grants and Assistance</b> <b>Motion:</b> Moved by Richard Lynn Seconded by Darrell Bartraw RCL 641 donates \$1000 to Camp Quality <b>Motion:</b> Moved by Richard Lynn Seconded by Gord Crumpler RCL 641 donates \$2000 to Camp Maple Leaf <b>Motion:</b> Moved by Richard Lynn Seconded by Jennifer Read RCL 641 donates \$500 to Wounded Warriors Canada	Carried  Carried  Carried  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: Debi Sereda <b>Poppy Campaign: Stephane Guy No Report</b> Moved by:    Seconded by: <b>Public Relations: Debi Sereda No Report</b> Moved by: Debi Sereda    Seconded by: <b>Legion Seniors: Richard Lynn Report is in the package</b> Moved by: Richard Lynn    Seconded by: June Dale <b>Sports / Track &amp; Field: Joe Guitard No Report Verbal:</b> Update given on the District Euchre Team and Mixed Darts Team. Washer Toss tournament is June 22nd <b>Poppy Trust Fund: Bert Boehme No Report</b> Moved by: Bert Boehme    Seconded by: <b>Leadership &amp; Training: Bert Boehme No Report</b> Moved by:    Seconded by: <b>Youth Education &amp; Bursary: Carol Anne Marleau No Report</b> Moved by:    Seconded by: <b>Veteran Service Officer: Anne Cole No Report</b> Moved by:    Seconded by:	Carried      Carried
	<b>Reports of Other Standing Committees and Standalone Positions:</b> <b>Bar: Dave Sereda Report No Report</b>	

	<p>Moved by: Dave Sereda      Seconded by:</p> <p><b>Constitution &amp; Laws: Stephane Guy Report is in the package</b></p> <p>Moved by: Stephane Guy      Seconded by: Terry Claessen</p> <p><b>Notice of Motion was tabled with regard to modification of Branch Regulations.</b></p> <p>The following: <b>Section 601.(3)</b> Appointment of Chairs, <b>Section 601.(4)</b> Appointment of a Member to Standalone Positions not provided elsewhere in Branch Regulations, <b>Section 1201(1)</b> Financial Authority of the New Executive not to exceed \$2000</p> <p><b>Cadet Corps &amp; Scouts: Robert MacNichol Verbal Report</b></p> <p>Moved by:      Seconded by:</p> <p><b>Entertainment, Hospitality &amp; Special Events: Angele Guy Report is in the package</b></p> <p>Moved by: Angele Guy Seconded by: Richard Lynn <b>Remarks:</b> A silent auction resulted in \$1100 to the Land and Building Fund.</p> <p><b>Finance: Bert Boehme No Report</b></p> <p><b>Grants &amp; Assistance: Richard Lynn Report is in the package</b></p> <p>Moved by: Richard Lynn      Seconded by: June Dale</p> <p><b>Motion:</b> 3 motions were presented and passed – see page one of the minutes</p> <p><b>Honours &amp; Award: Ed Schelenz No Report Presentations were made at the end of the meeting.</b></p> <p>Moved by:      Seconded by:</p> <p><b>Hospital Visits: No Report</b></p> <p>Moved by:      Seconded by:</p> <p><b>Housing: Dave Cole No Report</b></p> <p>Moved by:      Seconded by:</p> <p><b>Long-Range Planning: Stephane Guy No Report</b></p> <p>Moved by: Stephane Guy      Seconded by:</p> <p><b>Community Liaison: Dave Sereda No Report</b></p> <p>Moved by:      Seconded by:</p> <p><b>Ways &amp; Means: Anne Cole No Report.</b></p> <p>Moved by: Anne Cole      Seconded by:</p>	<p><b>Carried</b></p> <p><b>Carried</b></p> <p><b>Carried</b></p>
13.	<p><b>General and New Business Presentations and Installments</b></p> <p><b>Presentations: Certificates of Merit Awards</b> were given to Anna Cummings, Graham and Susan Forrester</p> <p><b>Past Service Awards</b> were given to: Anne Cole, Stephane Guy, Lyle Brennan, Carol Anne Marleau, Richard Lynn Absent and Postponed were Ed Schelenz, Paul Leadston, Mike Harrietha.</p> <p><b>Installation:</b> Lyle Brennan was installed as Branch President along with the Executive Committee.</p> <p>Thank you to departing membership chair Dave St Amand</p> <p>Thank you to Angele and her team</p>	
14.	<p><b>Motion for Adjournment Moved by Jennifer Dunham</b></p> <p>Announced by Dave Cole</p>	
15.	<p><b>Closing Ceremonies</b></p> <p>Presided over by Lyle Brennan and the meeting adjourned at 8.10 pm</p>	

*MEMORIAM EORUM RETINEBIMUS*  
*God Save the King*

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Comrade Lyle Brennan  
President

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Comrade Pam Hall  
Secretary

President's Report

**Date of report:** 3 June 2024

**Reporting Officer:** Lyle Brennan, President

1. As we start our new term, I'm excited and thankful to work with our new executive team. It's great to have a strong experienced executive committee that also includes new members bringing their support to the mix. Speaking of which, to better support our branch, we have established the Assistant Treasurer as well as Technology Officer positions. Over the last year, we have transitioned to corporate emails @RCL641.ca, use of M365, established new distribution lists, established a common look and feel, as well as brought in Loop.TV. We've been taking steps to embrace various services and technologies and will continue to do so in order to better collaborate among our volunteers and service to our members.
2. As we embark on our new term, I am confident that with the support of our membership and community at large, Branch 641 will continue to support our veterans and related causes, including our seniors and youth within the community while promoting Remembrance.
3. I am proud of Branch 641 for being a community, offering a safe and inclusive place to gather for fun and celebration. Our volunteers work hard to offer an environment that builds comradery, welcomes and supports all generations of veterans and current serving members of the CAF and RCMP, their families, and those that believe in supporting them. If you'd like to get more involved, don't be shy to ask any member of our executive team. You'd be surprised what we can accomplish together and how rewarding it can be.

I move my report



The Royal Canadian Legion Barrhaven Branch 641

#### PROPOSED MOTION

Executive Meeting date: June 3, 2024

Moved by: Lyle Brennan

Seconded by: Robert MacNichol

Executive Meeting: **Carried Yes**

General Meeting date: June 18, 2024

Moved by: Lyle Brennan

Seconded by:

General Meeting: **Carried Yes / No**

#### Background:

Given there is a healthy balance in the bingo fund, the chair of the Bingo fund suggested we use funds to donate to the cadets.

Branch 641 is in regular contact with 8 area cadet units who support us in various capacities. We officially support 5 of them. There is also a new Francophone Air Cadet Squadron opening in Barrhaven this September. This is a separate initiative from our normal yearly donations to our supported cadet units.

I Move that: We donate \$2000 to each of the 7 cadet units:

- 40 Falkland Sea Cadets,
- 75 Barrhaven Air Cadets,
- 640 Camerons Army Cadets,
- 742 National Capital Squadron,
- 2317 Field Artillery Army Cadets,
- 2332 Major Holland E.J.G VC Army Cadets,
- (2958) RCAC Manotick Cadet Corps

And;

\$4000 to be donated the new Barrhaven Air Cadet Squadron to help them get started.

- 925 Edmond Lanthier Air Cadet Squadron (Barrhaven).

Secretary Signature: .....

President's Signature.....



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

PROPOSED MOTION

**Executive Meeting date: June 3, 2024**

Moved by: Lyle Brennan

Seconded by: Diane Craig

Executive Meeting: **Carried Yes**

**General Meeting date: June 18, 2024**

Moved by: Lyle Brennan

Seconded by:

General Meeting: **Carried Yes / No**

I Move that: the following appointments to chair the Other Standing Committees and standalone position be approved.

Bar	Dave Cole
Constitution & Laws	Stéphane Guy
Entertainment & Hospitality	Angele Guy
Finance	Bert Boehme
Grants & Assistance	Richard Lynn
Honours & Awards	Ed Schelenz
Housing	David Cole
Long Range Planning	Stephane Guy
Community Liaison Officer	David Sereda
Ways & Means	Dave Sereda
Technology Officer	Kevin Brown

Note the following positions were approved in May.

Chairman	Dave Cole
Cadets & Scouts	Robert MacNichol and Anne Cole
Chaplin	Margo Whittaker

Secretary Signature: .....

President's Signature .....



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

PROPOSED MOTION

**Executive Meeting date: June 3, 2024**

Moved by: Lyle Brennan  
Seconded by: Diane Craig

Executive Meeting: **Carried Yes**

**General Meeting date: June 18, 2024**

Moved by: Lyle Brennan  
Seconded by:

General Meeting: **Carried Yes / No**

I Move that: Will Read be appointed Assistant Treasurer

Secretary Signature: .....

President's Signature.....





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

PROPOSED MOTION

**Executive Meeting date: June 3, 2024**

Moved by: Lyle Brennan  
Seconded by: Carole Anne Marleau  
Executive Meeting: **Carried**

**General Meeting date: June 18, 2024**

Moved by: Lyle Brennan  
Seconded by:  
General Meeting: **Carried   Yes   /   No**

I Move that: the following members be appointed as the Finance Review Committee: A non-executive position(s).

Joyce Barr  
Kim Kreuger  
Lorette Ellis

Secretary Signature: .....

President's Signature.....



**Executive Meeting date: June 3, 2024**

Moved by: Lyle Brennan  
Seconded by: Diane Craig

Executive Meeting: **Carried Yes**

**General Meeting date: June 18, 2024**

Moved by: Lyle Brennan  
Seconded by:

General Meeting: **Carried Yes / No**

I Move that: the following appointments to chair the Mandatory Standing Committees be approved.

Membership	Joe Guitard
Poppy Campaign	Kevin Brown
Public Relations	Debi Sereda
Legion Seniors	Richard Lynn
Sports/Track&Field	Michelle Guitard
Poppy Trust Fund	Bert Boehme
Leadership & Development	Bert Boehme
Youth Education/Bursary	Carol-Anne Marleau

Note: Branch Services Officer (Veterans Services Officer) was approved in May  
Branch Service Officer                  Anne Cole

Secretary Signature: .....

President's Signature.....

## Seniors Report:

Veterans Lunch and Footsteps of Canadian Heroes Trailer Display both went very well, everyone had a good time and were very pleased with everything. Veterans from the homes are taking back great reviews so that next year there will be an increase in attendance. I am labeling this as a success and looking into next years Lunch and display already.

## REPORT: Poppy Chair

Reporting Officer: Kevin Brown

1. I am honoured to be appointed in this long-standing position, as the annual Poppy Campaign is a core activity that supports the Legion mission:

***Our mission is to serve Veterans, including serving military and RCMP members and their families, to promote Remembrance, and to serve our communities and our country.***

2. Comrade Stéphane Guy has provided me with a thorough handover, and I would like to recognize his leadership after stepping up on short notice to assume the lead for the 2023 campaign.
3. I have reached out to the volunteers who made the 2023 campaign such a great success here in Barrhaven. As the responses trickle back to me, I am happy to note that most are able to signal their willingness to participate again in the 2024 campaign. A few have indicated that they cannot commit this year, so I will be looking for new volunteers to fill the empty slots, and especially more volunteers for all the shifts in the stores. As the saying goes, "many hands make light work."
4. A primary and an alternate VIP Guest for the Veterans' Dinner on Saturday, November 09, 2024 have been identified, but we will not be able to confirm until sometime in September:
  - a. Chief Warrant Officer Bob McCann, MMM, MSM, CD (CAF CWO)
  - b. Lieutenant-General Lise Bourgon, CMM, MSC, CD (A/CMP)
5. For the 2024 Poppy Campaign a new MS TEAM called Poppy Volunteers has been created, based on the branch's M365 business platform. The aim is to reduce email traffic on personal accounts and instead provide a dedicated and focused internal communication experience.

I move my report.

## VSO Report

GENERAL Meeting  
Tues June 18, 2024

### VETERANS AND FAMILY WELL-BEING FUND

While it is NOT a program supporting personal applications, the Veteran and Family Well-being Fund provides grants and contributions to private, public or academic organizations to conduct research and implement initiatives and projects that support the well-being of Veterans and their families.

A list of the types of things that the fund supports as well as the eligibility for funding is available on the [Veteran and Family Well-Being Fund](#) website .

If you know of any agencies or programs that you use or participate in that might be interested in applying for grants or funding, please refer them to the online application site.

#### MISCALCULATION OF DISABILITY PENSIONS CLASS ACTION SETTLEMENT

<https://veteranspensionreglement.kpmg.ca/>

If you or a family member or survivor received disability benefits from Veterans Affairs Canada (VAC) between **2003 and 2023** you may be a Class Member of a class action settlement related to alleged miscalculations of disability pensions and benefits.

There are 2 categories of claimants.

If your situation shows that you **already have an existing payment relationship with VAC**, you will have seen a letter about this class action suit in your MYVAC online account. If you are already receiving benefits, you will automatically receive the adjusted compensation for which you are qualifiable through the usual payment process.

You do not have to submit any further claims.

If prospective class action members **do not have an existing payment relationship with VAC** you must submit a claim form to KPMG or you will not receive compensation, even if you may be eligible for such.

If you are not sure of your status, please reach out to me for assistance.

**The deadline to submit a claim form is 19 March 2025.**

Respectfully submitted,

Anne Cole MSW CD  
Veteran Service Officer  
613 286 9715

#### **CONSTITUTION AND LAWS**

Following the Notice of Motion of our proposed Branch Regulation modifications that was tabled at our last General Meeting, the package has been sent to all members including by mail to those without emails. We are ready to table the appropriate motion at the General Meeting on June 18, 2024. Following their approval, and once the June General Meeting Minutes have been produced, I will send up the chain for approval.

I move my report.

**PROPOSED MOTION**

GENERAL MEETING: JUNE 18, 2024

**Moved by**

**Seconded by**

General Meeting: Carried Yes / no

I move that Barrhaven Legion Branch 641 support the modifications to our Branch Regulations as presented on Form 1 of the Royal Canadian Legion.

Notice of Motion concerning this motion was sent to all Barrhaven Branch members by e-mail, as well as local post for those that do not have e-mails on Thursday May 23, 2024.

Secretary Signature: .....

## **Cadet and scout liaison Report**

Reporting Officers: Robert MacNichol and Anne Cole

Anne & Robert attended the RCACC  
Anti Tank Unit and presented the Cadet Medal of Excellence at Uplands Base  
Richard attended the RCSCC Dowes Lake  
and presented the Cadet Medal of Excellence  
Robert attended the 75th ACR RCACC  
at Walkley Armoury and presented the  
Cadet Medal of Excellence  
Anne & Robert are attempting to get  
13 Cadets or Scouts for a Parade of Flags  
for 2:30pm Canada Day Clarke Field

### **From the Hospitality/Entertainment Chair**

Tuesday, June 18, 2024

Meals and Bands for June 2024:

- Friday, June 14, 2024 Chicken a la Angel Band: The RockPhiles 7 p.m. – 11 p.m.
- Wednesday, June 19, 2024 Open Mic and Lunch 12:00 p.m. – 3:00 p.m.
- Friday, June 28, 2024 Salmon OR Chicken Band: Snap, Crackle & Pop 7 p.m. – 11 p.m.

Meals and Bands for July 2024

- Monday, July 1, 2024 Canada Day Band: Heart & Soul Duo 12 p.m. – 5 p.m. Hot  
Dog, Hamburger for sale
- Wednesday, July 3, 2024 Open Mic and Lunch 12:00 p.m. – 3:00 p.m.
- Friday, July 5, 2024 Pork à la Angel Band: Albert and The Collection 7 p.m. – 11 p.m.
- Wednesday, July 17, 2024 Open Mic and Lunch 12:00 p.m. – 3:00 p.m.
- Friday, July 19, 2024 Steak Band: Thed BedRockers 7 p.m. – 11 p.m.
- Wednesday, July 31, 2024 Open Mic and Lunch 12:00 p.m. – 3:00 p.m.

I move my report

REPORT: Grants and Assistance Officer

REPORTING OFFICER: Richard Lynn

No report, see proposed motion.



## PROPOSED MOTION

### Executive Meeting Date 03/Jun/2024

Moved by: Richard Lynn Grants and Assistance Officer

Seconded by: Anne Cole

### General Meeting Date

Moved by:

Seconded by:

I move that we donate \$3000.00 to **Barrhaven Seniors' Council** with the money to come from the \_Bingo\_ account.

### Background

Our operating costs for 2023 were slightly over \$8,000 - excluding programs such as Member Meals, Special Presentations, etc. We anticipate that these costs will continue to increase in the coming year.

**Our 2024 fundraising goal is \$6,500.**

Executive Meeting Carried **Yes**

General Meeting Carried Yes / No

Secretary Signature \_\_\_\_\_



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

**PROPOSED MOTION**

**Executive Meeting Date Not applicable**

Moved by:

Seconded by:

**General Meeting Date 18/Jun/2024**

Moved by: Richard Lynn Grants and Assistance Officer

Seconded by:

I move that a donation in the amount of \$1000.00 D-Camp with funds coming out of \_\_\_\_\_ account.

Background

I'm reaching out to share an exciting opportunity to support D-Camps, a transformative summer camp for children with Type 1 Diabetes (T1D) in Ontario. The attached document provides an in-depth look at how D-Camps offers a supportive, fun, and educational environment for over 499 children managing T1D.

Executive Meeting Carried Not presented

General Meeting Carried Yes / No

Secretary Signature \_\_\_\_\_



## **Report for Executive and General meeting June 2024**

### **RCL BR 641 Honours /Awards & Special Recognition (HA&SR) Committee**

Comrades:

The HA&SR committee exists to identify fellow comrades or friends of our branch that are deserving of recognition or an award for services rendered. The committee for 2024 - 2025 consists of the following comrades, Past Presidents Stephane Guy, Dave Sereda, Bert Boehme, Ernie Hughes, myself and Ex officio President Lyle Brennan.

The available list of Honours and Awards is as follows:

**Legion** - Certificate of Appreciation,

Certificate of Merit,

Branch Service Medal,

Life Membership,

MSM, Palm Leaf,

Legion Friendship Award,

Branch Special Legion Award Plaque,

Media Award.

**Province of Ontario Honours** - Order of Ontario,

Ontario medal for Good Citizenship,

Province of Ontario Volunteers (Youths & Adults).

**Other awards** - Order of Ottawa,

Meritorious Service Decoration (Civilian) – Medal, Cross,

VAC Minister's Commendation,

Polar Medal,

Sovereign's Medal for Volunteers,

King Charles III Coronation Medal

The committee encourages all comrades to identify and provide a recommendation to the HA&SR committee of persons or organizations they feel are deserving of our recognition. We ask that you look into the requirements for the award you are recommending and ensure that the member you are recommending meets those

requirements. If you need assistance researching an award, reach out to one of our committee members who will be happy to help out. Please provide any recommendation in writing. Point form is acceptable. More information on Honours and Awards can be found in the RCL, Ontario Command, Officer's Manual, Section D and The Ritual Awards & Protocol Manual Chapter 2.

**I move my report.**

## **REPORT: Technology Officer**

**Reporting Officer: Kevin Brown**

1. I am honoured to be appointed in this new role, as technology supports most facets of branch activities in the form of hardware, software and services, for audio, visual and communications effects, as well as business processes such as accounting, planning and analysis. The aim of this position is to provide a broader perspective across the branch, in order to avoid decisions or acquisitions being made in silos of excellence, that could end up at cross-purposes or miss opportunities to save money.
2. Projects completed:
  - a. Acquisition and implementation of Microsoft 365 Not-For-Profit business licence and configuration of the @rcl641.ca exchange server and creation of volunteer accounts, December 2023.
  - b. MailerLite system implemented to become compliant with new international rules and regulations regarding anti-spam and user privacy, February 2024.
  - c. Implementation of LoopTV as a branch advertising platform and revenue stream.
3. Projects under consideration:
  - a. Backup of all branch online or electronic account details, from usernames and passwords to licensing and serial numbers. (Case in point: unable to change voicemail message)
  - b. Inventory of all A/V equipment and creation of simple "How to use" lists.
  - c. Upgrading security system cameras and sensors.
  - d. Review of Television channels and service delivery options.
  - e. Upgrading the bar's Point of Sale system.
4. Projects in progress:
  - a. Business case proposal to switch from Bell to Rogers for fiber-optical internet and telephone services (To be presented at July Executive Committee meeting).
  - b. Write Terms of reference and list of basic duties for the Technology Officer position.
  - c. Executive Committee implementation of MS TEAMS platform for business continuity and recordkeeping, with Positional (Shared) mailboxes.
  - d. Other MS TEAMS to facilitate the business operations of the branch.

## 5. MailerLite / Mass mailings statistics as of June 10, 2024

Month	Emails sent	Total recipients	Opened	Opened%	Clicked a link	Clicked%	Unsubscribed completely	Spam complaints
2024 June	5	3,056	1,939	63.40%	20	0.70%	3	0
2024 May	13	8,278	5,475	66.10%	278	3.40%	2	0
2024 April	13	7,681	5,167	67.30%	230	3.00%	2	0
2024 March	19	11,320	7,560	66.80%	332	2.90%	6	1
2024 February	8	4,419	3,026	68.50%	283	6.40%	6	0

## Group distribution lists by topic

Group name	Description	Created	Subscribers	Open rate	Click rate
641_MGM+	Core RCL governance activities	Tue, Apr 16 2024	718	65.85%	3.31%
641_Veterans	Barrhaven Ordinary Members	Thu, Apr 11 2024	246	62.65%	3.35%
CallFor641Volunteers	Requests for volunteers for branch activities	Thu, Apr 11 2024	700	65.92%	3.29%
FridayDinners	Friday Dinners with live entertainment	Thu, Apr 11 2024	700	65.90%	3.29%
ZoneG5+Veterans	Emails arriving from higher RCL levels for Ordinary members	Mon, Mar 11 2024	244	62.73%	3.36%
ZoneG5+All	Emails arriving from higher RCL levels for all members	Mon, Mar 04 2024	698	65.85%	3.28%
TheAdvance	Notice of publication of The Advance newsletter	Sat, Feb 10 2024	714	65.78%	3.30%
SpecialNotice	Special notices that do not really fit into one of the other types	Sat, Feb 10 2024	701	65.76%	3.29%
LastPost	Last Post notices	Sat, Feb 10 2024	715	65.84%	3.31%
641_Events	Barrhaven branch events and activities other than Friday dinners	Sat, Feb 10 2024	701	65.86%	3.28%
MailTestGp	Small group to test new templates	Fri, Jan 26 2024	4	71.54%	14.62%
LimitedContact	Only receive the 641_MGM+ governance notices	Tue, Jan 23 2024	15	62.07%	5.17%

## 6. Positional (Shared) Mailboxes created:

- a. [President@rcl641.ca](mailto:President@rcl641.ca)
- b. [Secretary@rcl641.ca](mailto:Secretary@rcl641.ca)
- c. [Sergeant.at.Arms@rcl641.ca](mailto:Sergeant.at.Arms@rcl641.ca)
- d. [Treasurer@rcl641.ca](mailto:Treasurer@rcl641.ca)
- e. [Cadet.Liaison@rcl641.ca](mailto:Cadet.Liaison@rcl641.ca)
- f. [VSO.Barrhaven@rcl641.ca](mailto:VSO.Barrhaven@rcl641.ca)
- g. [Public.Relations@rcl641.ca](mailto:Public.Relations@rcl641.ca)
- h. [info@rcl641.ca](mailto:info@rcl641.ca)
- i. [mailings@rcl641.ca](mailto:mailings@rcl641.ca)
- j. [helpdesk@rcl641.ca](mailto:helpdesk@rcl641.ca)
- k. [hallrental@rcl641.ca](mailto:hallrental@rcl641.ca)
- l. [reservation@rcl641.ca](mailto:reservation@rcl641.ca)

7. MS TEAMS created and in use:

- a. 641 Members (all members with a First.Last@rcl641.ca volunteer account)
- b. Executive Committee
- c. Bartenders
- d. Poppy Volunteers

I move my report.