

## Royal Canadian Legion Branch 641 Barrhaven

### Agenda Executive Committee Meeting 2025-06-03

#	Activity	Action	Report
1.	Call to Order		
2.	Indigenous Land Acknowledgment		
3.	Opening Ceremony (RCL Rituals, Awards and Protocol Manual)		
4.	Motion to deviate from the Agenda		
5.	Introduction of Guests		
6.	Minutes of the last Executive Meeting		In package
7.	Business arising from the Minutes and unfinished business		
8.	President's Report		
9.	Treasurer's Report		In package
10.	Sergeant-at-Arms' Report		
11.	Correspondence		In package
12.	Reports of Standing Committees		
A.	Legion Seniors		In package
B.	Membership		
C.	Poppy & Remembrance		
D.	Public Relations		In package
E.	Sports, Track and Field		
F.	Poppy Trust Fund		
G.	Leadership Development		
H.	Veteran Services Officer		In package
I.	Youth Education & Bursary		
13.	Reports of Other Committees and Standalone Positions		
A.	Bar Officer		

#	Activity	Action	Report
<b>B.</b>	Constitution and Laws		
<b>C.</b>	Cadet Liaison & Scouts		
<b>D.</b>	Entertainment, Hospitality & Special Events		In package
<b>E.</b>	Finance Committee		
<b>F.</b>	Grants & Assistance		In package
<b>G.</b>	Honours & Awards		
<b>H.</b>	Hospital Visits		
<b>I.</b>	Housing		
<b>J.</b>	Long Range Planning		In package
<b>K.</b>	Community Liaison		
<b>L.</b>	Ways & Means		
<b>M.</b>	Technology Officer		In package
<b>N.</b>	Chaplain		
<b>14.</b>	Motions or Special Business of which Notice was previously given		
<b>a.</b>	None for this meeting.		
<b>15.</b>	General and new Business including matters respecting the welfare of the Legion and the Branch		
<b>a.</b>	Five (5) motions submitted.		In package
<b>16.</b>	Tabling of Notice(s) of Motion(s)		
<b>a.</b>	None for next meeting.		
<b>17.</b>	Motion to adjourn		
<b>18.</b>	Closing Ceremony (RCL Rituals, Awards and Protocol Manual)		



## Royal Canadian Legion Branch 641 Barrhaven

### Executive Committee Meeting Minutes May 6<sup>th</sup>, 2025

Quorum = 9

Legend: P = Present R = Regrets A = Absent

#### Branch Officers (08)

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

#### Other Chairs and Appointees (11)

Kevin Brown	<b>P</b>	Anne Cole	<b>R</b>	Dave Cole	<b>P</b>
Joe Guitard	<b>R</b>	Michelle Guitard	<b>P</b>	Stéphane Guy	<b>P</b>
Robert MacNichol	<b>P</b>	Carole Anne Marleau	<b>P</b>	Will Read	<b>P</b>
Dave Sereda	<b>R</b>	Debi Sereda	<b>P</b>		

#### Activity

1. Call to Order/ Indigenous land acknowledgment Dave Cole
2. Opening Ceremony Dave Cole
3. Motion to deviate from the Agenda Diane Craig
4. Introduction of Guests None
5. Minutes of the last Executive Meeting Moved by Dave Cole Seconded by Debi Sereda  
**Carried**
6. Business arising from the Minutes and unfinished business – Two issues were brought up from the recent General Meeting of April 15<sup>th</sup>. First, the dress code: It is agreed that it should

not be mandatory for volunteers on the executive and committee teams to purchase a formal legion dress uniform or even the casual blue shirt. Acknowledging there are occasions warranting the use of formal wear representation will be adjusted accordingly at the time. Second, it is agreed that members of the executive may second motions.

7. President's Report Lyle Brennan Moved by Lyle Brennan Seconded by Robert MacNichol **Carried**
8. Treasurer's Report Diane Craig No Report
9. Sergeant-at-Arms Report Verbal by Paul Leadston. He stated that while the search is on for a replacement, he will continue to support the role when able to do so.
10. Correspondence Pam Hall – A thank you note from Camp Maple Leaf
11. Reports of Standing Committees
  - a. Legion Seniors Richard Lynn No Report
  - b. Membership Joe Guitard Moved by Michelle Guitard Seconded by Angele Guy **Carried**
  - c. Poppy Chair Moved by Kevin Brown Seconded by Diane Craig **Carried**  
Remarks – Annual remembrance dinner is November 8<sup>th</sup> 2025
  - d. Public Relations Debi Sereda Moved by Debi Sereda Seconded by Kevin Brown **Carried**
  - e. Sports, Track and Field Michelle Guitard Moved by Michelle Guitard Seconded by Robert MacNichol **Carried**
  - f. Poppy Trust Fund Bert Boehme No Report
  - g. Leadership & Development Bert Boehme No Report
  - h. Veteran Services Officer Anne Cole No Report
  - i. Youth Education & Bursary Carol Anne Marleau No Report
12. Reports of Other Committees and Standalone Positions
  - a. Bar Officer Dave Cole No Report
  - b. Constitution and Laws Stephane Guy No Report
  - c. Cadet Liaison & Scouts Robert MacNichol/Anne Cole Moved by Robert MacNichol Seconded by Richard Lynn **Carried**
  - d. Entertainment, Hospitality & Special Events Angele Guy Moved by Angele Guy Seconded by Carol Anne Marleau **Carried**

- Finance Committee Bert Boehme **Motion:** TD Bank has requested a corporate Resolution from us to facilitate the smooth transition and clear assignment of signing authorities on our five named accounts for FY 2025/26. Moved by Bert Boehme Seconded by Richard Lynn **Carried**
- e.
  - f. Grants & Assistance Richard Lynn Moved by Richard Lynn Seconded by Stephane Guy **Carried**
  - g. Honours & Awards Ed Schelenz Seconded by Debi Sereda **Carried**
  - h. Hospital Visits Richard Lynn No Report
  - i. Housing Dave Cole No Report See motion below
  - j. Long Range Planning Stephane Guy Verbal Report: All three unsold units have been returned to Phoenix. The last one was an owner default and the Legion retained their deposit.
  - k. Community Liaison Dave Sereda No Report
  - l. Ways & Means Dave Sereda Moved by Debi Sereda Seconded by Michelle Guitard **Carried**
  - m. Technology Officer Kevin Brown Moved by Kevin Brown Seconded by Carol Anne Marleau
  - n. Chaplain Report: Robert MacNichol Moved by Robert MacNichol Seconded by Diane Craig **Carried Remarks:** Robert contacted the family of Barry Holman
  13. Motions or Special Business of which Notice was previously given
    - Motion:** Moved by Lyle Brennan Seconded by Robert MacNichol Donations to Cadet Units as presented from Poppy Trust (SUF) and from Bingo or Lottery account
    - Motion:** Moved by Richard Lynn Seconded by Carol Anne Marleau: \$5000 Canada Day Donation to the Seniors/Family Breakfast Meal from the Bingo account **Carried**
    - Motion:** Moved by Richard Lynn Seconded by Angele Guy: \$1000 Diabetes Canada D-Camp from the Nevada Account **Carried**
    - Motion:** Moved by Richard Lynn Seconded by Robert MacNichol: \$5000 Warriors Canada Adventures from the Poppy Fund **Carried**
    - Motion:** Moved by Dave Cole Seconded by Robert MacNichol: \$1000 to purchase 6 cocktail tables **Carried**
    - Motion:** Moved by Michelle Guitard Seconded by Diane Craig \$680 Raised at the Dart tournament for the land and building fund match it policy. Transfer from the General Account to the land and building account **Carried**
  14. General and new Business including matters respecting the welfare of the Legion and the Branch
  15. Tabling of Notice(s) of Motion(s)
  16. Motion to adjourn Debi Sereda

17. Closing Ceremony Lyle Brennan

**MEMORIUM EORUM RETINEBIMUS**

**God Save the King**

**President**

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Lyle Brennan

**Recording Secretary**

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Pam Hall

## Royal Canadian Legion Branch 641 Barrhaven

### REPORTS SECTION – EXECUTIVE COMMITTEE MEETING 2025-06-03

8.	President's Report
9.	<b>Treasurer's Report</b>
	<p>1. Convened transition meeting 2025-05-07 with Finance Officer, outgoing Treasurer and incoming Assistant Treasurer. The objectives of the meeting were to discuss outstanding matters and questions that might impede the smooth transition and operations of the Treasurer role, including the full implementation of QuickBooks accounting during FY 2025/26, and to prepare for a second transition meeting that would include the Cash Counting Team. At this meeting, the attendees reviewed:</p> <ul style="list-style-type: none"> <li>• the management philosophy and general objectives for FY 2025/26 of incoming Treasurer (included with this Report);</li> <li>• the Chart of Accounts;</li> <li>• proposed revisions to the cash and cheque handling documentation (POS reports) and procedures by the Cash Counting Team; and</li> <li>• the monthly reports required by the Finance Officer.</li> </ul> <p>Note: The first tranche of 2025/26 financial reports (Profit and Loss, Balance Sheet, and Performance to Budget [pending approval of 2025/26 budget] will be presented at the September Executive Meeting, covering June and July performance. August performance will be added for the September General Meeting.</p> <p>2. Convened second transition meeting 2025-05-20 with Finance Officer, outgoing Treasurer/Bar Manager, incoming Assistant Treasurer, and the Cash Counting Team. The purpose of the meeting was to discuss workflow changes for the Cash Counting Team. At this meeting, the attendees reviewed:</p> <ul style="list-style-type: none"> <li>• the management philosophy and general objectives for FY 2025/26 of incoming Treasurer. It was emphasized that the Cash Counting Team has a direct impact on the success of most of the Treasurer's 2025/26 objectives;</li> <li>• a new weekly POS summary report that will guide the Cash Counting Team as to the amount of the weekly General and periodic Nevada deposits;</li> <li>• the importance of aligning cash deposits with POS returns, and clearly detailing the source and purpose of cheques deposited by the Cash Counting Team, was emphasized as this will directly impact the quality of Legion financial reports;</li> <li>• the POS report and process the Treasurer will use to ensure all Land &amp; Building donations received from all sources will be duly transferred from the General account to the Land &amp; Building trust;</li> <li>• the total inventory of floats to be held in cash in the safe; this will be recorded as "Cash on hand" in the Balance Sheet;</li> <li>• a revised protocol for dealing with entertainment payments; and</li> </ul>

	<ul style="list-style-type: none"> <li>• issues arising with TD Canada Trust that impede the ability of the Cash Counting Team to effectively execute their role and an affirmation of the incumbent Treasurer's support to resolve any future issues.</li> </ul> <ol style="list-style-type: none"> <li>3. Co-ordinated completion of signing authority for incumbent Executive with TD Canada Trust.</li> <li>4. Acquired new QuickBooks Online account in order that FY 2025/26 begins as a clean slate. Significant work was required to transition the Chart of Accounts and reconnect TD Canada Trust accounts to our instance, and suppliers will be re-entered as invoices are received. On a positive note, this incidentally reduced our monthly subscription cost by 64% (from \$150.29 to \$53.68 per month).</li> <li>5. Outstanding issues to be resolved by the Finance Team over the summer: <ol style="list-style-type: none"> <li>a. Scope, assignment and frequency of governmental and organizational reporting requirements, including GST/HST;</li> <li>b. Review of per diem rates for sports and conference travel, and next steps required to effect change to same;</li> <li>c. Compel suppliers to make exclusive use of <a href="mailto:Treasurer@rcl641.ca">Treasurer@rcl641.ca</a> for all invoices and other business communications; and</li> <li>d. Identify opportunities for pre-authorized payment arrangements and work through Legion procedure to implement same.</li> </ol> </li> </ol> <p>Note:</p> <ul style="list-style-type: none"> <li>• May 2025 financial report will be presented by outgoing Treasurer at the June 2025 General Meeting</li> <li>• FY 2024/25 financial report will be presented by outgoing Treasurer at the September 2025 Executive and General Meetings.</li> </ul>
	<p><b>Treasurer Objectives for 2025/2026:</b></p> <ol style="list-style-type: none"> <li>1. Complete implementation of QuickBooks Online <ul style="list-style-type: none"> <li>○ All transactions accounted for and correctly categorized</li> <li>○ Source of all reports</li> <li>○ Expand usage to Poppy Chair, Poppy Treasurer</li> </ul> </li> <li>2. Accurate cash accounting <ul style="list-style-type: none"> <li>○ All intake except mail-in (non-cash) donations through POS</li> <li>○ Alignment of weekly cash deposits with POS reports</li> </ul> </li> <li>3. Create an inventory of cash floats <ul style="list-style-type: none"> <li>○ Identify purpose, amount, number and OPI for each</li> <li>○ Minimize the number of floats</li> </ul> </li> <li>4. Accurate cheque accounting</li> </ol>



	<p>5. Implement e-transfer deposit capability on a trial/as needed, as requested basis</p> <ul style="list-style-type: none"> <li>Encourage use of the optional message feature to identify the purpose of the deposit</li> </ul>
10.	Sergeant-at-Arms' Report
11.	<b>Correspondence</b>
A.	Emails
	<p>1. City of Ottawa Commemorative Street Naming for Veterans</p> <p>2. Launching New Award to Honour Exceptional Veterans</p> <p>3. Canada Flag and GBLs Article III</p> <p>4. Zone G5 Phone book</p> <p>5. CIRQUE DU SOLEIL: OVO - Group Ticket Offer!</p> <p>6. NEW Ontario Correspondent - Meet Julie Stephens</p> <p>7. Letter 2025 - Introducing Recording Chart of Information</p>
B.	Postal mail
	Verbal.
12.	Reports of Standing Committees
A.	<b>Legion Seniors</b>
	<p>Proposed Seminar:</p> <p>I am proposing to set up an information seminar to help seniors and others to combat Phishing, Scamming, Extortion and the Do Not Call List.</p> <p>I propose to get experts from these fields to talk to us about keeping ourselves safe online and on the telephone.</p> <p>Projected presentation date about mid-September 2025</p>
B.	Membership
C.	Poppy & Remembrance
D.	<b>Public Relations</b>
	<p>In preparation for the new executive to take over in June, all chairs are asked to review their areas of responsibility on the website and send any revisions/updates to my attention - <a href="mailto:Debi.Sereda@rcl641.ca">Debi.Sereda@rcl641.ca</a> .</p> <p>Please make sure the requested revisions are clear. If you need help, please let me know.</p> <p>As always, any changes or updates to the website need to come through PR.</p>
E.	Sports, Track and Field

F.	Poppy Trust Fund																					
G.	Leadership Development																					
H.	<b>Veteran Services Officer</b>																					
	Substantiation for storage costs for urgently housed vet (finally) ready for submission.																					
I.	Youth Education & Bursary																					
13.	<b>Reports of Other Committees and Standalone Positions</b>																					
A.	Bar Officer																					
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D.	<b>Entertainment, Hospitality &amp; Special Events</b>																					
	<p>Hospitality is doing well and was very busy in May but June seems to be OK.</p> <p>The High Tea was very successful with 68 people that attended. Everybody loved it. The next one will be on October 2025.</p> <p>I received a request regarding the perfume that people wear. Would it be possible to have a sign like they have in the hospital or Doctor’s office. Du to the people’s sensitivity to the scented perfumes, please use in moderate or something like that?</p>																					
	<p>Meals for June 2025:</p> <table><tr><td>• Friday, June 6, 2026</td><td>Meal: Stuffed Chicken</td><td>Band: Aces &amp; Eight</td></tr><tr><td>• Wednesday, June 11, 2025</td><td>Open Mic Food 12 - 2pm</td><td>Music: 12:30 – 3pm</td></tr><tr><td>• Friday, June 13</td><td>Meal: Meatloaf &amp; Mash</td><td>Band: Snap, Crackle &amp; Pop</td></tr><tr><td>• Friday, June 20, 2025</td><td>Meal: Asian</td><td>Band: The BedRockers</td></tr><tr><td>• Monday, June 23, 2025</td><td>Meal: Lion’s Catering</td><td></td></tr><tr><td>• Wednesday, June 25, 2025</td><td>Open Mic Food 12 - 2pm</td><td>Music: 12:30 – 3pm</td></tr><tr><td>• Friday, June 27, 2025</td><td>Meal: Greek</td><td>Band: Hey Neighbours</td></tr></table>	• Friday, June 6, 2026	Meal: Stuffed Chicken	Band: Aces & Eight	• Wednesday, June 11, 2025	Open Mic Food 12 - 2pm	Music: 12:30 – 3pm	• Friday, June 13	Meal: Meatloaf & Mash	Band: Snap, Crackle & Pop	• Friday, June 20, 2025	Meal: Asian	Band: The BedRockers	• Monday, June 23, 2025	Meal: Lion’s Catering		• Wednesday, June 25, 2025	Open Mic Food 12 - 2pm	Music: 12:30 – 3pm	• Friday, June 27, 2025	Meal: Greek	Band: Hey Neighbours
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	<p>Tuesday, July 1, 2025 Canada Day</p> <ul style="list-style-type: none"><li>• Senior’s Breakfast Clark’s Field</li><li>• I need 4 more helpers</li></ul> <p>Tuesday, July 1, 2025 Canada Day</p> <ul style="list-style-type: none"><li>• Barrhaven Legion Branch 641</li><li>• Hot Dog &amp; Hamburger for sale at the Poppy Café starting at 12pm</li><li>• Music: 4Better Time 1pm – 5pm</li></ul>																					
E.	Finance Committee																					

<b>F.</b>	<b>Grants &amp; Assistance</b>
	Three (3) motions submitted.
G.	Honours & Awards
H.	Hospital Visits
I.	Housing
<b>J.</b>	<b>Long Range Planning</b>
	<p>Unit 164 which is a condo that was previously sold and the buyer defaulted on the contract was up for sale for a period of 90 days that ended on May 28. The buyers defaulted also on a 62k deposit but according to our lawyer, it must remain in trust for a period of two years before we can potentially file a claim of loss of profit.</p> <p>We are currently evaluating our options as far as being released from the unit or to keep it for sale.</p> <p>The Interim occupancy period is still ongoing and hopefully will end soon. The profit will finally appear in our bank account soon after the end of the interim occupancy period.</p> <p>More to follow.</p>
K.	Community Liaison
L.	Ways & Means
<b>M.</b>	<b>Technology Officer</b>
	<ol style="list-style-type: none"> <li>1. On Wed May 14, 2025 we received a notice from Microsoft that they are changing how they support Not-for-profit organizations, with a notice that our M365 Business Premium grant is being discontinued. The net effect is that we will still have 300 Basic Licenses, but we will lose our 10 Business Premium licenses. The impact is that any user assigned a Business License will have to revert to a Basic License, and will only be able to use Web App versions of the core Office tools (Excel, PowerPoint, Word). Users will still be able to use desktop apps for Outlook and Teams, as well as all the mobile apps. Users who have a personal or family subscription to Microsoft services will be able to continue to use their desktop apps.</li> <li>2. As previously indicated, once the new slate for the 2025-2026 Branch 641 Executive Committee is available, the priority of work for the Help Desk will be: <ul style="list-style-type: none"> <li>• Onboarding members who do not have an rcl641.ca account;</li> <li>• Adding members to the Executive Committee TEAM CHANNELS they should have access to;</li> <li>• Assisting members with the uploading of their Information Records of Business Value (documents useful for a hand-over to the person replacing them) for the 2024-2025 Executive Year.</li> </ul> </li> </ol>

	<ul style="list-style-type: none"> <li>• Access to folders no longer within the responsibilities of individuals can be done as soon as incoming Chair is satisfied with their access and hand-over, but will occur "en masse" at the end of July.</li> </ul> <ol style="list-style-type: none"> <li>3. Other projects and technology tasks are still in progress, as detailed in the General Meeting reports, but will have a lower priority for the transition period.</li> <li>4. The new Executive Committee will have the opportunity to review and comment on the proposed Terms of Reference / Job Description for the new since 2024 position of Technology Officer. (Draft TOR follow this section as a standalone document)</li> </ol>
	<p><b>Your Microsoft 365 Business Premium grant is being discontinued</b></p> <p><b>Your Microsoft 365 Business Premium grant will expire on December 1, 2025.</b>  The Microsoft 365 Business Premium grant will be discontinued on your next renewal on or after July 1, 2025. Your licenses will expire on <b>December 1, 2025</b>. We will continue to provide up to 300 granted licenses of Microsoft 365 Business Basic and discounts of up to 75 percent on many Microsoft 365 offers to nonprofits, including Microsoft 365 Business Premium.</p> <p>We strongly advise transitioning your users to a different Microsoft 365 offer for nonprofits before the subscription is canceled to avoid disruption and data loss. Learn more about <a href="#">what happens to your data and access when your subscription ends</a>.</p> <p><b>More information</b>  To ensure a smooth transition and avoid any impact on your data and users, we recommend transitioning your users from the legacy Microsoft 365 Business Premium grant to the Microsoft 365 Business Basic grant or another Microsoft 365 offer for nonprofits. To transition users, you will need to manually complete the following steps within the <a href="#">Microsoft 365 admin center</a>:</p> <ol style="list-style-type: none"> <li>1. <a href="#">Select the Microsoft 365 Business Basic grant or another Microsoft 365 offer for nonprofits through the Microsoft 365 admin center</a>,</li> <li>2. <a href="#">Confirm the licenses are present in your tenant</a>,</li> <li>3. <a href="#">Replace the licenses</a>, by selecting all of your users with a Microsoft 365 Business Premium license and choose to replace these users' licenses with Business Basic or another Microsoft 365 offer for nonprofits, and</li> <li>4. Select your Microsoft 365 Business Premium subscription and choose to <a href="#">cancel the subscription</a>.</li> </ol> <p>More guidance about how to manually change Microsoft licenses can be found in this support article: <a href="#">Change Microsoft 365 for business plans manually   Microsoft Learn</a>.</p>
N.	Chaplain

## Terms of Reference – Technology Officer

### 1. Introduction

- 1.1. This document outlines the terms of reference for the position of Technology Officer on the Royal Canadian Legion (RCL) Branch 641 Executive Committee, as voted into effect in June 2024. The Technology Officer will be responsible for managing various technology systems that support the bar, food services, security systems, Point of Sale (POS), Internet/Wi-Fi, Microsoft 365 environment, website, mass-mailing program, as well as providing support for the network, office desktops, laptops, and audio-visual equipment used for meetings and events. The Technology Officer must adhere to the directions and guidelines provided at the provincial and national levels of the RCL.

### 2. Position Overview

- 2.1. The Technology Officer will be responsible for overseeing all technology-related aspects of the business, ensuring that systems are efficient, secure, properly maintained, and provide support for network infrastructure, office desktops, laptops, and audio-visual equipment. The Technology officer will work closely with the other Executive Committee members and branch volunteers supporting business functions, to understand business requirements and provide technology solutions that align with the strategic objectives of the organization.

### 3. Reporting

- 3.1. The Technology Officer will report directly to the Executive Committee.

### 4. Duration of term and Working Arrangements

- 4.1. The Technology Officer position will be appointed annually in accordance with Branch 641 and Legion rules and regulations governing Executive Committees.

### 5. Responsibilities

- 5.1. Business platform (Microsoft 365 Environment as of December 2023)
  - 5.1.1. Administer and support the Microsoft 365 environment, ensuring all users have appropriate access and permissions.
  - 5.1.2. Collaborate with staff to utilize Microsoft 365 tools effectively for communication, collaboration, and data management.
  - 5.1.3. Stay updated with the latest features and functionalities of Microsoft 365 and provide recommendations for improvement.
- 5.2. Office Desktops and Laptops
  - 5.2.1. Manage and support Branch 641 office desktops and laptops, ensuring they are properly configured, maintained, and secured.
  - 5.2.2. Install, update, and troubleshoot software applications.
  - 5.2.3. Provide user support for hardware and software issues.

- 5.3. Internet/Wi-Fi
  - 5.3.1. Manage and monitor the Internet/Wi-Fi infrastructure, ensuring speed, reliability, and security.
  - 5.3.2. Troubleshoot any connectivity issues and promptly address them.
  - 5.3.3. Implement necessary security measures to protect the network from potential threats.
- 5.4. Network Support
  - 5.4.1. Provide support for the network infrastructure, including routers, switches, and firewalls.
  - 5.4.2. Troubleshoot network issues, ensuring connectivity and performance.
  - 5.4.3. Implement and maintain network security measures to protect against unauthorized access and attacks.
- 5.5. Audio-Visual Equipment
  - 5.5.1. In collaboration with the Housing Officer, support the setup and maintenance of audio-visual equipment used for meetings and other events.
  - 5.5.2. Ensure audio and visual systems are functioning properly and troubleshoot any technical issues.
  - 5.5.3. Collaborate with event organizers for additional technical requirements.
- 5.6. Mass-mailing Program
  - 5.6.1. In support of the Public Relations Officer, manage the mailer program (software) to effectively communicate with 700+ members.
  - 5.6.2. Ensure the delivery of timely and relevant information to members.
  - 5.6.3. Monitor and analyze the performance of the mailer program, making recommendations for improvement.
- 5.7. Bar and Food Services Technology
  - 5.7.1. Manage and maintain the technology infrastructure supporting the bar and food services operations.
  - 5.7.2. Ensure the Point of Sale (POS) system is operational and regularly updated with the latest software releases and patches.
  - 5.7.3. Troubleshoot and resolve any issues related to bar and food services technology systems.
  - 5.7.4. Conduct regular maintenance and testing to ensure optimal performance and security.
- 5.8. Security Systems
  - 5.8.1. Oversee the security systems, including surveillance cameras, alarms, and access control systems.

- 5.8.2. Ensure security systems are functioning properly and monitor for any unusual activities or breaches.
  - 5.8.3. Collaborate with external security service providers, if applicable, to ensure the safety and security of the premises.
- 5.9. Branch Website
  - 5.9.1. In support of the Public Relations Officer, review the maintenance and optimization of the Branch 641 website.
  - 5.9.2. Ensure the website is up-to-date, user-friendly, and responsive.
  - 5.9.3. Collaborate with external web developers, if necessary, to implement enhancements and resolve technical issues.
- 5.10. Adherence to Legion Provincial and National Guidelines
  - 5.10.1. Stay updated with all relevant technology guidelines and regulations imposed by provincial and national authorities.
  - 5.10.2. Ensure all technology systems and practices are compliant with the provided directives.
  - 5.10.3. Regularly review and update technology policies and procedures to reflect any changes in provincial and national guidelines.
- 6. Qualifications and Skills
  - 6.1. Post secondary education in Computer Science, Information Systems, or a combination of education and work experience relevant to the position, at the discretion of the president.
  - 6.2. Proven experience in managing technology systems within a similar environment.
  - 6.3. Strong technical knowledge in bar and food services technology, POS systems, security systems, Internet/Wi-Fi infrastructure, Microsoft 365 environment, website management, mailer programs, network infrastructure, office desktops, laptops, and audio-visual equipment.
  - 6.4. Familiarity with provincial and national guidelines related to technology and data security.
  - 6.5. Excellent problem-solving and troubleshooting skills.
  - 6.6. Strong communication and interpersonal skills to effectively collaborate with stakeholders.
  - 6.7. Ability to prioritize tasks and meet deadlines.
  - 6.8. Attention to detail and commitment to quality.

## Royal Canadian Legion Branch 641 Barrhaven

### PROPOSED MOTION

COMMITTEE OR POSITION IDENTIFIER	Public Relations Officer
PRESENTING MEMBER	Debi Sereda
Executive Meeting Date	2025-06-03
Moved by:	Debi Sereda
Seconded by:	
Executive Meeting Carried:	Yes / No
General Meeting Date	
Moved by:	
Seconded by:	
General Meeting Carried:	Yes / No
Secretary Signature	

### MOTION

1. I move we sponsor a hole for the 2025 season at the Riverbend Golf Club for the cost of \$500.

### BACKGROUND

2. We have been approached by a member, dart player and the golf pro at Riverbend Golf Club to “Help Spread Awareness About the Barrhaven Legion at Riverbend Golf Club.”
3. I'd like to propose we reserve a hole sponsorship at Riverbend for the cost of \$500. This appears to be a good way to get our name out to lots of players as they play the course throughout the summer. Luke also donates gift certificates for lessons at our dart tournament and the golf tournament.

4. From email:

Hi Debi,

I wanted to share a great opportunity for the Barrhaven Legion to gain some local exposure and community support this summer. Riverbend Golf Club is offering a limited number of hole sponsorships, and I'd love to reserve one for the Legion. For just \$500, the Legion would have a dedicated 18" by 12" sign on a specific golf hole all season long, viewed by hundreds of local golfers every week.

It's a simple and effective way to:

- Raise awareness about the Barrhaven Legion
- Promote events or your mission to a new audience
- Show community involvement and attract new members

Let me know if you'd like more details or if I can help make this an easy win for the Legion!

Warm regards, Luke Helmkay



## Royal Canadian Legion Branch 641 Barrhaven

### PROPOSED MOTION

COMMITTEE OR POSITION IDENTIFIER	Grants & Assistance
PRESENTING MEMBER	Richrd Lynn
Executive Meeting Date	2025-06-03
Moved by:	Richard Lynn
Seconded by:	
Executive Meeting Carried:	Yes / No
General Meeting Date	
Moved by:	
Seconded by:	
General Meeting Carried:	Yes / No
Secretary Signature	

### MOTION

1. I move we donate \$1000.00 for Camp Quality from the Nevada Fund.

### BACKGROUND

2. A child who has been diagnosed with cancer can have a week at Camp Quality, a special camp made for these children, with the equipment and specialized personnel trained to deal with cancer issues and emergencies.

## Royal Canadian Legion Branch 641 Barrhaven

### PROPOSED MOTION

COMMITTEE OR POSITION IDENTIFIER	Grants & Assistance
PRESENTING MEMBER	Richard Lynn
Executive Meeting Date	2025-06-03
Moved by:	Richard Lynn
Seconded by:	
Executive Meeting Carried:	Yes / No
General Meeting Date	
Moved by:	
Seconded by:	
General Meeting Carried:	Yes / No
Secretary Signature	

### MOTION

1. I move we donate \$500.00 from the Bingo Account to support MPNMR.

### BACKGROUND

2. Military Police National Motorcycle Relay is a cross Canada Relay by Military, Veterans and others put on to raise money for the charity Military Police Fund for Blind Children.

## Royal Canadian Legion Branch 641 Barrhaven

### PROPOSED MOTION

COMMITTEE OR POSITION IDENTIFIER	Grants & Assistance
PRESENTING MEMBER	Richard Lynn
Executive Meeting Date	2025-06-03
Moved by:	Richard Lynn
Seconded by:	
Executive Meeting Carried:	Yes / No
General Meeting Date	
Moved by:	
Seconded by:	
General Meeting Carried:	Yes / No
Secretary Signature	

### MOTION

1. I move we donate \$1000.00 to Interval House of Ottawa to come out of the Bingo Funds.

### BACKGROUND

2. These funds are used to house and feed women who have faced domestic violence and their children, as well as support systems physically and mentally.

## Royal Canadian Legion Branch 641 Barrhaven

### PROPOSED MOTION

COMMITTEE OR POSITION IDENTIFIER	Hospitality
PRESENTING MEMBER	Angel Guy
Executive Meeting Date	2025-06-03
Moved by:	Angel Guy
Seconded by:	
Executive Meeting Carried:	Yes / No
General Meeting Date	
Moved by:	
Seconded by:	
General Meeting Carried:	Yes / No
Secretary Signature	

### MOTION

1. I move that Barrhaven Legion Branch 641 purchase an amplifier worth \$2500 for \$500 from a member of our Branch. This amplifier comes with two speakers and a wired microphone that can be sold for up to \$200. The money would come from the Angele's sale of baskets

### BACKGROUND

2. This amplifier is to replace the current one that has caused many problems due to faulty switches to a point that our performers, especially our Open Mike musicians that were considering their future participation.