



The Royal Canadian Legion
Branch 632 (Orleans)
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EXECUTIVE MEETING

12th June 2018

Present: Comrades Raymond Plourde, Joe McNulty, Dianne Higgins, Rita Pitre, June Smith, Sherri McInnis, Kim Levesque, Paul Larocque, Mac Casselman, Margo Tremblay, Robert Patchett, Wyn Fournier, Nicole Hebert, Wayne Edwards, Claude St Louis, Jean Beck, Lucie Goderre, Don Johns, Robert Elrick, Len MacPherson and Myriam Meagher.

Excused: Comrades Gordon Kerluke, Valerie Cyr, Marta Nuijten and Doc Hopper.

Absent: Comrades Philip Miller, Jim Grant, Jeanine Mader, Steve Sauve, Christian Duhamel, Claude Tessier, Andrew Proulx, Frank Stacey and Blaine Kiley.

1. OPENING CEREMONIES AS PER LEGION RITUAL

Comrade Raymond Plourde called the meeting to order at 7 PM.

2. ROLL CALL

Comrade Sherri McInnis called the roll. 20 of 33 Branch Officers and elected Standing Committee Members were present. This **DID** constitute a quorum.

3. DEVIATION

No Deviation.

4. MINUTES OF THE PREVIOUS EXECUTIVE MEETING - Comrade Sherri McInnis

The minutes of the May meeting were sent out to the executive and all corrections and/or amendments as identified have been completed. They are now in the Correspondence binder and have been posted on the Branch Web Site.

5. BUSINESS ARISING FROM THE PREVIOUS MEETINGS

There was no business arising from the last Executive meeting.

6. CORRESPONDENCE– Comrade Sherri McInnis

All items received have been copied and placed in the correspondence binder and stored on the off-site thumb drive.

7. PRESIDENT’S REPORT – Comrade Raymond Plourde

No report.

8. TREASURER/FINANCIAL OFFICER REPORTS – Comrade Rita Pitre

Statements attached at end of minutes.

Moved by Comrade June Smith and seconded by Comrade Wayne Edwards that the financial reports for May be accepted subject to audit.

CARRIED

9. CHAIRPERSON REPORTS UNDER THE PRESIDENT

a. BRANCH MANAGER – Comrade Nicole Hebert

President: Before I let Comrade Nicky give her report. I’d like to mention that based of several complaints ^{were} received from members about the cost of Hall Rentals, I have directed the Manager to establish a 25% discount on the listed rental prices to Legion members.

Branch Manager:

We had a few maintenance problems during the month of May, following are the items that needed to be repaired or replaced:

Two sinks in the men’s washroom upper floor.

Capital Elevator had to be called in to clean the sewage overflow which was located under the lift.

With the money that was raised from the TV draw and the money being raised for the cooler we will be purchasing a new glass washer for the upper bar, but we will require work to be done on the floor prior.

Drain All had to come in to flush both the grease traps and flush out the sewer lines.

A fire inspection for sprinklers and overall system is being conducted on June 13th.

b. SERGEANT-at-ARMS – Comrade Christian Duhamel

No report.

c. KITCHEN OPERATIONS – Comrade Raymond Plourde

First off, I want to address the subject of Mr. Loan’s contract. In retrospect, I now think that it was a good idea for the previous Executive to issue a letter of termination to Mr. Loan. It provoked serious discussions which have now taken place between myself and Mr. Loan. I am glad to report that the matter of money owed by Mr. Loan has been resolved and we can now start with a clean slate. Mr. Loan has agreed to the terms of an amended contract, now being drafted, which will establish a system

under which delays will simply not be possible since the Branch's share of all catering contracts undertaken by Mr. Loan will be paid **UP FRONT**. That is to say before the function ever takes place. In view of the above, the termination warning has now been withdrawn.

During the above discussions, it was pointed out that the Branch derives no monetary benefit from in-house meals. Accordingly, and following Mr. Loan's suggestion, a 20% discount on in-house meals to Legion members in possession of a membership card has been implemented.

Now that the Kitchen problems have been dealt with, I propose to return this responsibility to the capable hands of the 2nd Vice, Comrade Dianne Higgins.

d. CONSTITUTION AND BY-LAWS, and TRAINING – Comrade Blaine Kiley

No report.

e. SERVICE OFFICER – Comrade Doc Hopper and Robert Patchett

Three new cases started since last report.

Visit to Branch by Provincial Command Service Officer (Patricia Royle) for the purpose of interviews with interested veterans is confirmed for Friday June 22, at 15 minute intervals starting at 0800. Individuals will be advised of their appointment times. Separate correspondence regarding administrative arrangements follows. The interviews will be held in the second floor office.

Currently estimate 10 individual appointments but the ad in the Orleans Star only went out on Friday 7 June and we may have more.

Advertising: We have previously used the "Orleans News" to publicize these visits to Veterans in the Community. However, the "Orleans News" is no more it being replaced by the "Orleans Star". This is the first time we have used this newspaper.

f. MEMORIAL WALK – Comrade Frank Stacey

No Report.

g. LADIES AUXILIARY – Comrade Valerie Cyr

No Report.

Moved by Comrade Joe McNulty and seconded by Comrade Paul Larocque that the reports of the committees under the President be accepted as presented.

CARRIED

10. REPORTS UNDER THE PAST PRESIDENT – Comrade Gordon Kerluke

a. HONOURS AND AWARDS – Comrade Gordon Kerluke

No Report.

b. FUTURE PLANNING AND ELECTIONS – Comrade Gordon Kerluke

No Report.

11. CHAIRPERSON REPORTS UNDER THE 1ST VICE-PRESIDENT – Comrade Joe McNulty

a. MEMBERSHIP – Comrade Kim Levesque

Members Welcomed (4):

Laura Dudas
Derek Grant
Thomas Johnson
Wayne Parker

Applications for Membership (1):

Richard LeBlanc

Requests for Transfer (1):

Emile Brousseau

b. VOLUNTEER COORDINATOR – Comrade Len MacPherson

No report.

c. LEADERSHIP DEVELOPMENT – Comrade Margo Tremblay

No report.

d. REMEMBRANCE ACTIVITIES – Comrade Wyn Fournier

A list of items that need to be addressed for Remembrance Day were discussed and a meeting is scheduled for the 28th Aug 2018 to start planning for the day. There will be a broadcast sent out to all our members looking for additional volunteers.

MGen Derek Joyce will be the reviewing officer for the Remembrance Day ceremony.

e. INVENTORY – Comrade Paul Larocque

Completed inventory in May and all is in good order but we will be looking at old stock to either donate or write-off as some of it is no longer in any condition to sell.

f. CADET LIAISON – Comrade Don Johns

No report.

g. LA LIASON – Comrade Andrew Proulx

31st May 2018 the Ladies Auxiliary had their year end dinner.

Moved by Comrade Joe McNulty and seconded by Comrade Mac Casselman that the reports under the 1ST Vice President be accepted as presented.

CARRIED

12. CHAIRPERSON REPORTS UNDER THE 2ND VICE-PRESIDENT – Comrade Dianne Higgins

a. HOSPITAL VISITING – Comrade Dianne Higgins

11 May 18 - I went to see Mr. Clifford Woodhouse in the St. Vincent Buyere on Bronson Ave. He was in good humor and looking forward to spending the afternoon with his family for Mother's Day.

b. POPPY CHAIR – Comrade Wyn Fournier

1. Planning for the 2017 Campaign has begun.
2. An e-mail is being prepared to send to all Route/Store Captains who volunteered last year.
3. The inventory of supplies will be done in the next week or two, followed by the ordering of supplies as needed.
4. An e-mail and Poster will be prepared for the secretary to distribute to all Legion member reminding them of their promise to assist in the Poppy Campaign.
5. I intend to hold a meeting in late August at the legion and will be inviting all captains to participate to review procedures, confirm requirements, and hand out letters of introduction for the stores.
6. I will work with the branch manager to reserve the room for the counting days

c. POPPY TRUST FUND – Comrade Lucie Goderre

STATEMENT OF ACCOUNT	
POPPY TRUST FUND	
Opening Balance – October 1st, 2017	\$40,543.82
REVENUES - POPPY CAMPAIGN	94,242.30
EXPENSES	
Supplies	4,947.78
Advertising	813.60
Service Officer - Vets Assistance	2,885.00
Veterans Comforts	4,144.08
Vets Dinner	3,200.00
Youth Education-Literary and Poster contests	1,253.76
Bursaries	20,000.00
Air/Army Cadets	14,000.00
Various Donations	30,500.00

Other Expenses	1,421.24	
		-83,165.46
Bank Balance – 31 st May 2018		51,620.66

d. LEGION SENIORS – Comrade Robert (Bob) Elrick

Discussion took place regarding the distributing the Council on Aging newsletter to our members.

The Council on Aging of Ottawa is an important bilingual activity and potential resource for any Elder in the area. Its regular newsletter provides information on several topics, notice of future activities that people may register for and participate in. Individuals can become members, participate in only particular events, or receive and read the newsletter. A recent event that I attended explored many aspects of how the regional health care system works, how to access long term care, etc. Practical and potentially useful for many of us.

e. VETERANS AND AGING – Comrade Claude Tessier

No Report.

f. BANNER – Comrade Marta Nuijten

Our next Banner will be published June 15th, 2018. Comrade Marty Keates and I would greatly appreciate all written and photographic materials received and we are currently working on the format and layout for publishing on the website and in print.

Organizers of events are reminded that they should be documenting events and forwarding articles/photos including names of participants if possible for the Banner. We also need volunteers to solicit new advertising for the banner.

For those people who are taking pictures with your phones please ensure that pictures are taken with a high resolution to allow for the best printed copies in the Banner.

g. NEVADA – Comrade James Grant

Nevada Fund

Ref: Nevada License Number M776661

This report on the Nevada BOTs will cover the period from 01 May 2018 to 31 May 2018

Bank Balance as of: 30 Apr 2018 \$ 464.07

Sales: \$ 888.00

Total: \$ 888.00

Redeemed: \$ - 556.00

Total: \$ -556.00

Profit: \$+332.00

Bank Balance 31 May 2018 \$ 457.57

Balance in Nevada Trust Fund as of 31 May 2018 \$ 756.20

Total Funds on hand: \$ 1213.77

James R Grant/Nevada Chair

Moved by Comrade Dianne Higgins and seconded by Comrade Wyn Fournier that the reports under the 2nd Vice-President be accepted as presented.

CARRIED

13. CHAIRPERSONS REPORTS UNDER THE 3rd VICE-PRESIDENT – Comrade Philip Miller

a. PUBLIC RELATIONS – Comrade Myriam Meagher

Looking at creating a Facebook page for the branch.

b. BAR OFFICER – Comrade Wayne Edwards and Claude St Louis

Completed final year end stock check.

c. ENTERTAINMENT AND SPECIAL EVENTS – Comrade Mac Casselman

Canada Day band has been booked – Sentimental Journey – Playing from 2-6 PM.
Hot dogs/chips/pop – Cost \$5.00

d. SPORTS – Comrade Steve Sauve

Upcoming Events:

Mixed Golf Tournament – June 21, 2018

e. YOUTH EDUCATION – Comrade Jeanine Mader

No Report.

f. BURSARY – Comrade Jean Beck

Bursaries are completed and all individuals are now in receipt for the bursary and T4A.

Moved by Comrade Raymond Plourde and seconded by Comrade Mac Casselman that the reports under the 3rd Vice President be accepted as presented.

CARRIED

14. GENERAL AND NEW BUSINESS

Motion for next General Meeting to be presented by Wyn Fournier:

29-30 September 2018 - Service Officer/Poppy Chairman Seminar – A motion should be made at the next General Meeting to cover the registration cost (\$20.00/person) and possibly hotel costs (Approximately \$120.00/person) for the members attending? Dinner Saturday Night \$18.00/person.

Cut-off date for registration is 31 July 2018.


15. ADJOURNMENT:

Moved by Comrade Wayne Edwards and seconded by Comrade Mac Casselman that the meeting be adjourned.

CARRIED

16. CLOSING CEREMONY

The meeting was adjourned with the closing ceremony at 8:15 PM.


Sherri McInnis
Secretary


Raymond Plourde
President

ROYAL CANADIAN LEGION ORLEANS

Comparative Income Statement

	May 2018	May 2017	YTD May 2018	YTD May 2017
REVENUE				
BAR & KITCHEN REVENUE				
Beer/Liq Sales	18,261.11	22,352.42	235,174.84	262,246.23
Snack Sales	1,136.64	1,375.94	16,808.81	17,079.50
Corkage	0.00	0.00	136.00	260.00
Kitchen Income	730.98	1,124.80	6,117.41	7,360.12
Coffee	31.65	65.10	693.05	915.38
Total Bar & Kitchen Revenue	20,160.38	24,918.26	258,930.11	287,861.23
RENTAL INCOME				
Hall Rentals	2,225.00	4,700.00	28,190.25	30,933.49
Hall Rentals - Bartender Recovery	291.00	450.00	5,650.00	4,935.00
Storage - Poppy	0.00	0.00	350.00	350.00
Total Hall Revenue	2,516.00	5,150.00	34,190.25	36,218.49
VENDING REVENUE				
Branch Pool Table	8.00	124.00	911.00	1,486.00
Branch Snooker Table	89.00	16.00	851.00	1,138.00
Total Vending Revenue	97.00	140.00	1,762.00	2,624.00
BRANCH EVENTS INCOME				
May Ladies Golf Tournament	908.10	1,069.87	908.10	1,069.87
June Annual Golf Tournament	0.00	0.00	9,056.55	9,463.07
Canada Day	0.00	0.00	-0.20	0.00
Veteran's Dinner	0.00	0.00	940.93	1,075.00
St. Patrick's Day	0.00	0.00	0.00	82.00
New Year's Eve	0.00	0.00	1,368.50	1,383.37
Total Branch Events Income	908.10	1,069.87	12,273.88	13,073.31
MEMBERSHIPS				
Membership Dues	648.52	541.00	21,384.88	21,004.60
Net Memberships	648.52	541.00	21,384.88	21,004.60
OTHER REVENUE				
Banner Advertising	0.00	1,152.00	0.00	1,584.00
Banner Revenue	0.00	0.00	10.00	0.00
Sale Legion Articles	0.00	0.00	438.02	346.62
Cost of Sales - Leg Art	0.00	1,832.25	-319.57	0.00
Net Sales	0.00	1,832.25	118.45	346.62
ATM Revenue	63.00	126.00	1,500.60	1,365.00
Sports Revenue	0.00	0.00	810.00	380.00
Fundraising Events	440.20	1,383.07	5,230.20	6,224.74
Saturday Breakfast Revenue	278.00	0.00	2,809.00	0.00
Conventions	0.00	0.00	2,834.00	1,097.80
Facilities Usage Fee Income	384.00	1,595.00	17,597.30	17,514.00
Misc. Revenue	0.00	60.99	1,141.32	564.52
Donations	8,006.00	9,892.00	12,379.84	14,498.41
Total Other Revenue	9,171.20	16,041.31	44,430.71	43,575.09
TOTAL REVENUE	33,501.20	47,860.44	372,971.83	404,356.72
EXPENSE				
BAR EXPENSES				
Beer/Liq Purchases	8,257.24	9,228.99	97,099.24	102,798.74
Snack Purchases	111.07	436.05	4,007.31	5,204.51
Inventory Use	0.00	1,372.96	-2,822.63	-1,305.53
Bar & Kitchen Supplies	225.25	231.84	1,786.61	1,363.43
Kitchen/Bar Equipment Maintenance	165.00	0.00	5,167.31	1,970.26

Total Bar Expenses	8,758.56	11,269.84	105,237.84	110,031.41
UTILITIES				
Hydro	1,264.26	6,972.48	21,704.90	34,940.85
Gas & Heat	681.43	1,683.14	9,328.83	9,702.31
Telephone	654.82	150.50	4,963.35	4,225.25
Water	335.11	1,095.43	3,866.66	4,288.41
Television Network	78.98	78.98	947.76	866.60
Total Utilities	3,014.60	9,980.53	40,811.50	54,023.42
WAGES & EMPLOYEE BENEFITS				
Wages	13,094.31	11,339.36	108,565.70	90,526.06
EI Expense	291.19	257.01	2,487.16	2,273.28
CPP Expense	474.31	395.23	3,865.45	3,146.96
WSIB Expense	93.97	88.97	833.63	728.05
PIER Expense	0.00	0.00	0.00	142.18
Total Wages	13,953.78	12,080.57	115,751.94	96,816.53
OFFICE EXPENSES				
Office Expenses	200.92	328.06	2,971.93	2,126.08
Printing	0.00	297.50	816.00	1,003.30
Postage	0.00	170.00	195.35	186.15
Licences	0.00	0.00	255.00	249.00
Courier Services	0.00	0.00	0.00	32.80
Furniture & Equipment	428.27	0.00	2,320.03	0.00
Equipment Lease	0.00	0.00	777.78	1,456.12
Total Office Expenses	629.19	795.56	7,336.09	5,053.45
BUILDING EXPENSES				
Building Maintenance & Repairs	1,914.64	288.70	10,729.64	8,172.42
Cleaning Supplies	765.09	15.79	3,704.73	5,241.24
Waste Removal	216.98	213.24	2,846.24	2,425.12
Ground Maintenance	1,050.00	1,050.00	16,935.00	18,255.00
Security Services	102.08	0.00	1,107.91	1,342.63
Building Cleaning	0.00	0.00	99.55	16,272.41
Hall Setup	-375.00	-675.00	-3,927.75	-1,132.42
Insurance	803.84	805.10	9,654.80	9,782.51
Furniture & Equipment Maint	0.00	0.00	94.97	374.55
Convention Expenses	0.00	0.00	1,469.56	0.00
Total Building Expenses	4,477.63	1,697.83	42,714.65	60,733.46
OTHER EXPENSES				
Bank Charges	245.30	339.23	3,890.67	4,302.97
Interest Expense	0.00	0.00	0.00	619.55
Loan Interest	1,178.24	1,132.01	14,284.61	14,347.63
Branch Functions	37.51	0.00	701.43	240.00
Legion Articles	0.00	2,051.12	46.00	2,639.37
Misc Expense	0.00	300.00	0.00	390.10
Hall Rental Refund	0.00	-100.00	0.00	0.00
Professional Fees	0.00	0.00	350.00	300.00
Entertainment Expenses	750.00	900.00	8,901.50	11,025.00
Sports Expenses	14.00	0.00	974.00	1,420.00
Total Other Expenses	2,225.05	4,622.36	29,148.21	35,284.62
TOTAL EXPENSE	33,058.81	40,446.69	341,000.23	361,942.89
NET INCOME	442.39	7,413.75	31,971.60	42,413.83

Voting Elected Members:

1	President/Kitchen Operations - Raymond Plourde	P
2	1st Vice- Joe McNulty	P
3	2nd Vice/Hospital Visiting - Dianne Higgins	P
4	3rd Vice - Philip Miller	A
5	Treasurer - Rita Pitre	P
6	Secretary - Sherri McInnis	P
7	Past President/ Future Planning and Elections/Honours and Awards - Gordon Kerluke	EX
8	Membership - Kim Levesque	P
9	Nevada - Jim Grant	A
10	Inventory - Paul Larocque	P
11	Entertainment/Special Events - Mac Casselman	P
12	Leadership Development - Margo Tremblay	P
13	Service Officer - Robert Patchett	P
14	Constitution and By-Law - Blaine Kiley	A
15	Remembrance Activities/Poppy Chair - Wyn Fournier	P
16	Youth Education - Jeanine Mader	A
17	Sports - Steve Sauve	A

Members Appointed by the President

1	Branch Manager - Nicole Hebert	P
2	Sgt-at-arms - Christian Duhamel	A
3	Bar Officer - Wayne Edwards	P
4	Bar Officer - Claude St Louis	P
5	Bursaries - Jean Beck	P
6	Veterans and Aging - Claude Tessier	A
7	Banner - Marta Nuijten	EX
8	Ladies Auxiliary - Valerie Cyr	EX
9	LA Liaison - Andrew Proulx	A
10	Poppy Trust - Lucie Goderre	P
11	Service Officer - Doc Hopper	EX
12	Memorial Walk - Frank Stacey	A
13	Cadet Liaison - Don Johns	P
14	Legion Seniors - Robert (Bob) Elrick	P
15	Volunteer Coordinator - Len MacPherson	P
16	Public Relations - Myriam Meagher	P