



## 2019 ANNUAL GENERAL MEETING

### Record of Discussion

#### Attendees:

##### Members:

Karen Duval (President), Bernadette Greene, Gerry Powell, Jeff Woznow, Jim Cummings, Tina Stone, Luis Matos, Roland Vaillancourt

##### Associate Members:

LCdr Marchand, LT(NL) Brown, Jeff Anderson, S/LT(NL) Richard Duval

**Regrets:** Jason O'Dale, James Carruthers, John MacKillop, Denis Rouleau

#### 1. Call to order:

The President called the meeting to order at 19:02. She noted the good turnout by several others involved with the program in addition to the members present and thanked everyone for taking the time to join us tonight. We had a full agenda ahead and were looking forward to the discussions. The Secretary confirmed that we had a quorum.

#### 2. Approval of the agenda:

The agenda (attached) was reviewed. No additions or amendments were noted.

**Motion** - to approve the agenda

Moved by: Jeff Woznow

Seconded by: Bern Greene

Carried

#### 3. Minutes of the 2018 AGM:

The minutes from the 2018 AGM (attached) were reviewed.

**Motion** - to approve minutes

Moved by: Jeff Woznow

Seconded by: Tina Stone

Carried

#### 4. Business arising from the minutes:

The was no business arising from the minutes.

#### 5. Review of the 2018 Financial Statements:

The Treasurer presented financial statements for 2018. This year, we had switched to the use of a more recognizable format with a Statement of Financial Position and a Consolidated Income Statement rather than the spreadsheet printouts of the past. In addition to being attached here, they can be found with all of the portfolio reports at <https://www.ottawanavyleague.org/agm-2019-reports--submissions.html>.

He noted that:

- While an integral element within the Branch account, cadet funds (canteens, messes, etc) were tracked as separate revenues and the balances remaining from their expenses treated as accounts payable to them.
- The transition from 2017 had resulted in large payments early in the year that belonged to outstanding expenses for that year, and were recorded as such.
- He had included several notes to outline the three broad categorizations of our Term Deposits, their objectives, and the long-term visions outlined for their use. These had been approved by the Council over two years through several meetings, and this was an opportunity to consolidate those understandings.

Overall, the Branch was in a good fiscal situation with almost \$30K in cash holdings, about \$183 in investments, and \$16.5 k in liabilities/obligations. The Branch had done very well financially in 2018, but this was not the intention. Revenues over the year were slightly above expectations and there were significant directed donations, but the corps remained significantly underspent on planned budget. In the end, a budget with an original planned deficit of \$1800 (before risk), updated several times over the year to try and remain at about a \$10K surplus, ended the year with an actual surplus over \$30K.

Additional spending in 2019 to use this surplus would be planned, and the 2019 budget would be made with more rigour and attention to spending forecasts,

**Motion** - to approve the report

Moved by: Gerry Powell

Seconded by: Travis Cameron

Carried

- 6. Portfolio reports:** The President noted that the portfolio reports had been posted on our website so that everyone could read them in advance of the AGM. They would be presented tonight in brief to highlight the significant points raised. While urgent questions could be raised as they were presented, the bulk should be held for a combined Q&A session to follow.

a) **President** – Karen Duval

The President highlighted that we had completed the renewal of our formal MOU with HMCS CARLETON, and were restoring our membership base. She advised of her additional roles with the Division Board of Directors and duties as the Division Area Rep as well as now being a member on the NLC National Committee planning for the upcoming 125<sup>th</sup> Anniversary – all strengthening our relations with Division, National and DND. Her report highlighted the program activities over the last year. She is looking forward to the summer program, noting our support already with two RCN VAdm dignitaries and expression of interest from the British High Commission for an activity as well. She thanked Tina Stone for the excellent results with her work on the TAG Days, and each of the Council members and the Commanding Officers for their extensive efforts over the year.

b) **Secretary** – VACANT - Gerry Powell (acting)

The Acting Secretary highlighted the success to date with planning and execution of monthly meetings, metrics on the progress of Action Items and budget reviews over

the year, allowing for good work monitoring the program by the Council. His principal concern is with the workload – the Secretary position should have one person dedicated to it.

c) **Treasurer – Gerry Powell**

The Treasure highlighted the extent of financial activity that had been undertaken through the training year with over 100 transactions and cheques for about \$101K in deposits and \$97.5 in expenses. He noted that the initial budgeting had accommodated some unrealistic appetite resulting in significant under spending over the year and need for frequent review on the budget plan. There will be more rigour in the planning for the 2019 budget. Planning for the 2019 March Break trip had been quite rushed towards the end of the year, but accommodated and approved in the end. Lastly, a long-term plan was developed for the spending of the Summer Program fund, including upcoming major expenses for the HOWARD and a replacement safety boat.

d) **Vice President, Sea Cadets – Jason O’Dale**

The VP Sea Cadets was not able to attend this evening. However, his report is tabled. The report notes the need to start planning for the 100<sup>th</sup> anniversary of Falkland. He notes his concerns for building up the strength of the Council to continue supporting our large Corps, and the need to explore options such as e-commerce to do fundraising in the future as the days of tagging becomes unviable.

e) **Vice President, Navy League Cadets – Bern Greene**

The VP Navy League Cadets presented her report. Registration continues to be very strong, and VADM KINGSMILL was the largest Corps in Ontario. She welcomed the new CO, LT(NL) Brown, and passed on a BZ from the Branch to LT(NL) Woznow for her stellar work over the last several years. VADM KINGSMILL also hosted the Change of Command for the new, Division NLC Cdr Steve Drury. In addition to the traditional Remembrance week activities, the cadets again supported the Wreath’s Across Canada ceremonies at the Notre Dame Cemetery. It was well received, and we will continue with this initiative. Her main concerns included continued development of NLOs and staff, and volunteer engagement for parade nights.

g) **Chair, Tag Day – Tina Stone**

The TAG DAY chair summarized the record setting results of our TAG DAYS over the training year. The organization for the assembly and despatch of TAG Teams had allowed for a much more efficient process and ‘time on station’. Her concerns rested with some continued inconsistencies with participation, communications challenges with parents, and improving the assistance of Branch members, Corps Officers, and senior cadets.

h) **Chair, Boats and Summer Program – Luis Matos**

The Boats Chair outlined state of our boats with emphasis on the extensive work on the HOWARD (particularly bottom work and power systems) prioritized for safety and seaworthiness before appearance. He provided an overview of the work ahead still needed for the HOWARD (including aging steering system), the need to continue

efforts to replace the Boston Whaler, and light maintenance for the canoes. The need for more training on boat handling (work boat and canoe instructor) was brought up. The requirement for a VHF radio (and training/certification) in line with the latest Sea Cadet Safety directions was also discussed. Lastly, he passed a major shout out to Major Justin Schmidt-Clever who has dedicated a significant amount of his personal time and effort to the workability and operation of the HOWARD, and donated significantly to her appearance and heraldry.

i) **Chair, Membership** – VACANT - Gerry Powell (acting)

The Membership Chair started his presentation noting that in the absence of any membership efforts since 2013. What had been a strong membership foundation had almost dried up to just a few of the Council members themselves. He noted the steps done to rebuild a membership process and the initial results achieved over the last year and a half. He highlighted the relationship that exists between members dues, and the level of individual donations they provide. He finished with the need to continue deliberate membership initiatives, focus on the incoming parents that would see the value of the program over time directly, work to counter an aging demographic, and better use modern IT for dues and donations.

j) **Chair, Scholarships and Awards** – Jim Cummings

The Scholarship and Awards chair provided an update on the efforts to inform senior cadets of the opportunities available, yet ongoing challenges getting the level of response we should be seeing. Additionally, there are coordination issues in process and timing making the process confusing. He reiterated his support for nominations for the Sovereign's Volunteer Medal, and encouraged the Council to make submissions for the NLC long-service medals that are deserved by so many.

k) **Chair, Volunteer Screening** – Roland Vaillancourt

The Volunteer Sector Screening (VSS) Coordinator briefed on the status of clearances in the Branch and the time it takes to get them done properly. He noted the increased Div directions requiring Council members to obtain and display the clearance. He noted the need for Div and Branch direction, such as TORs, were needed to clarify expectations and ensure compliance.

**7. Questions and Answers:**

Aa healthy discussion followed with a variety of questions put to the various portfolios.

- The nature of what defined volunteers for screening requirements (essentially all those working with cadets in training), and the need for all cards issued to be displayed when with cadets or in the facility was emphasized.
- The need for TORs for internal application was further discussed. The Secretary has that as an action item.
- The requirement for radios for the HOWARD was questioned extensively. Largely stemming from the recent Safety Guidelines within the Cadet program, there was significant issue as to why it should apply in inland in waters like Dow's Lake and the Canal? Who would respond and help (if needed)? Was someone now needed back at base? What about ops well within cellular coverage? Were

there opportunities to explore with HMCS Carleton. The CO noted that this was a new policy and written for general purposes, with many such questions. He would be looking for more information as it was implemented in RCSU.

- A suggestion was raised with respect the use of modern technology like Square One cards in cell phones for electronic fund transfers. The Treasurer noted some of the difficulties with the process (records for charitable receipts, tracking, etc) but that it was an avenue that we would be exploring. The TAG Day chair also noted the need for looking into an online tagging approach moving forward.
- Jim Cumming brought forward a suggestion that has been raised before – to establish a FALKLAND Alumni Association. There would be extensive interest, especially with their 100<sup>th</sup> anniversary coming up. And they could form the case for a new fundraising source.
- A discussion was held on the need and standard for certified canoe Instructors. With issues including the standard, whether someone at FALKLAND was able and available to do this, and the requirement for the NLCC course, there was no consensus determined. The Treasurer confirmed that if we needed to fund a trainer, we could look at the cost.
- A discussion started on the issues with respect to the Boat storage area and the trailer (what is in it, paddles in supplies, location of the logbook etc). Jeff Andersen suggested that access to the key might be broadened. Although there was a consensus on creating an extra key, this idea was subsequently declined due to security concerns and key control already in place at CARLETON.
- Jim Cummings asked for clarification on our status as either or both a Non-Profit Organization (NPO) and/or a Charitable Organization. The Treasure noted that this was a good question. It is an unclear area complicated further by our relationship within Ontario Division, and their own status with CRA.

#### **8. Motion to Accept all Decisions of the Council for Year 2018-2019:**

There were no significant actions outside of ongoing and routine management of the Branch to bring forward at the AGM. All meetings were regularly held, well recorded, and documented. However, as a formality, the motion was brought forward again this year.

**Motion** - to approve the decisions of the Council during the last training year.

Moved by: Jeff Woznow

Seconded by: Gerry Powell

Carried

#### **9. Motions for 2019 AGM:**

- a) Navy League Cadet Program – Branch Funding and Participation (*Treasurer*)
- b) Standing Membership/Donation Linkage (*Membership Director*)

These two motions were related, and advanced with the intention to change (or correct) the understanding and rationale behind having to register annually for the NLCC program. Instead, the Branch would fully fund the NLCC program. However, as the funds generated were still needed for the program, we could provide an incentive for donations instead.

An involved discussion ensued. We have been doing this approach for many years; everyone felt it was good value; and there have been no complaints. However, there were inconsistencies in the reasons understood by staff, and the rationales for the requirement

provided to parents when registering their cadets. While a more correct understanding of the funding process was explained by the Treasurer, it could be seen as complicated (membership rules and process), and some did not see a need for any change.

In the end, it was clear that more discussion in advance of any change would be beneficial, and the motions were withdrawn.

**10. New Business:**

No new business was raised. However, further to much of the discussion during the question and answer session, two items for follow-up were noted.

- The Secretary undertook to report back at the next AGM on the question of our status as either or both a Non-Profit Organization and/or a Charitable Organization
- The Treasurer undertook to continue efforts to advance the options for online fund transfer options during fundraising

**11. Nominations and elections of officers:** – Past President Jeff Woznow

The nominations for Council Officers for the next training year were reviewed, and calls for nominations from the floor made (none were received) prior to a vote being held.

**Motion** - to approve the Nominations for the 2019/20 council as presented

Moved by: Jeff Woznow

Seconded by: Jim Cummings

Carried

**12. Closing Remarks:**

Before closing, the President passed on a BZ to the XO of RCSCC FALKLAND for a fantastic job with the major Sea Cadet trip to Halifax over the March Break. While there were many lessons learned by in putting the package together at the last minute, what we presented to Ontario Division was complete and well received. It has become the standard for future such submissions from all corps.

She thanked everyone for the enthusiastic participation and making the GM a success!

**13. Adjournment:** The meeting was adjourned at 22:00

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Gerry Powell  
Acting-Secretary

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Karen L. Duval  
President

ANNEXES

Annex A 2019 AGM Agenda

Annex B 2018 AGM Minutes

Annex C 2018 Financial Statements



## 2019 ANNUAL GENERAL MEETING

### AGENDA

1. Call to order and welcoming remarks by the President
2. Approval of the agenda
3. Minutes of the Annual General Meeting of 20 June 2018
4. Business arising from the minutes (*Secretary*)
5. Review of the Financial Statements (*Treasurer*)
6. Portfolio reports
  - a. President – Karen Duval
  - b. Secretary – VACANT - Gerry Powell (acting)
  - c. Treasurer – Gerry Powell
  - d. Vice President, Sea Cadets – Jason O’Dale
  - e. Vice President, Navy League Cadets – Bern Greene
  - l) Chair, Tag Day – Tina Stone
  - m) Chair, Boats and Summer Program – Luis Matos
  - n) Chair, Membership – VACANT - Gerry Powell (acting)
  - o) Chair, Scholarships and Awards – Jim Cummings
  - p) Chair, Volunteer Screening – Roland Vaillancourt
  - q) Chair, Property – Leslie Markey
7. Questions and Answers
8. Motion to Accept all Decisions of the Council for Year 2018-2019
9. Motions for 2019 AGM
  - a. Navy League Cadet Program – Branch Funding and Participation (*Treasurer*)
  - b. Standing Membership/Donation Linkage (*Membership Director*)
10. New Business
11. Nominations and elections of officers – Past President Jeff Woznow
12. Closing Remarks
13. Adjournment



**THE MINUTES  
OF  
THE 2018 ANNUAL GENERAL MEETING**

President	Karen Duval
Past President	Jeff Woznow
Vice President Sea Cadets	Jason O'Dale
Treasurer	Gerry Powell
Chair Volunteer Screening	Roland Vaillancourt
Chair Tag Day	Tina Stone
Ontario Division Rep	Joel Welch
Director at Large	Alexei Mikhailov
Member	Lou Matos
Commanding Officer RCSCC Falkland	LCdr Jeremy Marchand (non-quorum)
Commanding Officer NLCC VAdm Kingsmill	Lt(NL) Carolyn Woznow (non-quorum)

**Regrets**

Vice President Navy League Cadets	Bern Greene
Chair, Scholarship and Awards	Jim Cummings

1. **Call to Order.** The President called the meeting to order at 1917.
2. **Approval of Agenda.** The agenda was approved on a motion by Jason O'Dale, seconded by Jeff Woznow. Motion passed.
3. **Missing Minutes of 2016 and 2017 AGM.** It was moved by Jeff Woznow and seconded by Jason O'Dale that it be noted that the minutes of the 2016 and 2017 AGMs were never completed as the then secretary having to resign due to personal matters. Approved.
4. President moved that all reports be read and then questions to be asked at the end. This was approved on a motion by Jason O'Dale, seconded by Jeff Woznow.
  - 4A. The President read her report. The report was approved on a motion by Jeff Woznow and seconded by Jason O'Dale.
  - 4B. The Treasurer read his report. The report was approved on a motion moved by Gerry Powell and seconded by Jeff Woznow.
  - 4C. The V.P. Sea Cadets read his report. The report was approved on a motion moved by Jason O'Dale and seconded by Gerry Powell.



- 4D.** The report of the V.P. Navy League Cadets was read by the President. The report was approved on a motion by Jason O'Dale seconded by Jeff Woznow.
- 4E.** The Chair of Tag Days read her report. The report was approved on a motion moved by Tina Stone and seconded by Gerry Powell.
- 4F.** There was no report on Membership. Gerry Powell presented some processes that he is initiating on membership.
- 4G.** The report on Scholarships and Awards was presented by Jeff Woznow. The report was approved on a motion moved by Jeff Woznow and seconded by Gerry Powell.
- 4H.** There was no report on Property. Roland Vaillancourt presented a short overview on what assets the NLOB holds versus DND assets.
- 4I.** The Chair of Volunteer Screening read his report. The report was approved on a motion by Roland Vaillancourt and seconded by Jason O'Dale.
- 5.** The President moved a motion to accept all decisions of the board for the year 2016-2017. Seconded by Jeff Woznow. Motion passed.
- 6. Nomination and election of officers.** The past president, Jeff Woznow, moved that the slate of proposed officers be accepted. It was also moved that Alexei Mikhailov be nominated as a Director at Large. Both motions approved.
- 7. Questions and Answers.** There was a question on the cost of the MOU with HMCS CARLETON. Jeff Woznow replied that the cost is \$1.00 per year.

There was discussion on the need to attract new members to the board/branch as well as the need to mentor new members.

The question of what should be done when a trophy has no more space for new names was raised. The Awards Chair was not present and it was decided that this will need to be reviewed in the Fall.

The President thanked everyone for attending and especially thanked all the chairs for their hard work and dedication.

- 8. Adjournment.** Jeff Woznow moved that the meeting be adjourned, seconded by Jason O'Dale. Motion approved.  
Meeting adjourned at 2102.

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Karen Duval  
President

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Roland Vaillancourt  
Acting Secretary

**NAVY LEAGUE OF CANADA - LA LIGUE NAVALE DU CANADA**  
**OTTAWA BRANCH - SUCCURSALE OTTAWA**

**NAVY LEAGUE OF CANADA - OTTAWA BRANCH**  
**STATEMENT OF FINANCIAL POSITION**  
**at 31 DECEMBER 2018**

	<b>December 2018</b>	<b>December 2017</b>
<b>ASSETS</b>		<b><i>Adjusted</i></b>
Cash (Note 1)	\$29,877.11	\$22,880.24
Investments (Branch Fund) (Note 2)	\$70,490.00	\$50,315.00
Investments - Harold Gillis Fund (Note 2)	\$102,454.40	\$97,923.29
Investments - B Wilson (Scholarship) (Note 2)	\$10,215.00	\$10,000.00
Accounts Receivable (Note 3)	\$125.00	\$125.00
Accounts Receivable (DND DFTs)	\$321.91	
<b>Total Assets</b>	<b>\$213,483.42</b>	<b>\$181,243.53</b>
<b>LIABILITIES</b>		<b><i>Remaining Band Donation (\$633) moved to "Directed" funds</i></b>
On Accounts (Note 4)		
Accounts Payable	\$1,193.95	\$1,036.06
Committed Expenses	\$7,726.81	\$9,348.68
Deferred Revenue	\$0.00	\$0.00
Committed Funds - Held in cash (Note 5)		
Hal Gillis Summer Program	\$1,784.37	\$3,776.58
Cdr G.H. Dawson Memorial Scholarship	\$5,380.74	\$5,207.10
Bill Wilson Memorial Scholarship Fund	\$456.45	\$0.00
<b>Total Liabilities</b>	<b>\$16,542.32</b>	<b>\$19,368.42</b>
<b>EQUITY</b>		
Year (or to date) Earnings / (Loss)	\$31,858.23	\$15,155.43
Retained Earnings	\$196,941.10	\$161,875.11
<b>Net Assets</b>	<b>\$196,941.10</b>	<b>\$161,875.11</b>
<b>LIABILITY and EQUITY</b>	<b>\$213,483.42</b>	<b>\$181,243.53</b>

**NAVY LEAGUE OF CANADA - OTTAWA BRANCH**  
**CONSOLIDATED INCOME STATEMENT**  
**FOR THE PERIOD**  
**1 JANUARY to 31 DECEMBER 2018**

**REVENUE** (Notes 7 to 9)

Membership dues	\$240.00	
Donations - Individuals	\$2,879.28	
Donations - Legions, Bus.	\$10,992.88	
Donations - Directed (Branch Level)	\$14,982.86	
Fundraising	\$31,478.54	
Branch Revenue	\$3,754.44	
Falkland Generated Income	\$3,425.00	
Falkland DND Reimbursements	\$7,308.06	
Kingsmill Income	\$8,112.00	Incl directed donation
<b>Sub-Total - Branch</b>	<b>\$83,173.06</b>	
Other Revenue held in Branch account		
Falkland Canteen	\$2,268.85	
Falkland C&POs	\$40.00	
Kingsmill canteen	\$2,117.00	
<b>Sub-Total - Other</b>	<b>\$4,425.85</b>	
<b>Total Income</b>	<b>\$87,598.91</b>	

**EXPENSE**

Old Year (was in 2017 budget)		\$7,862.09
Administration Expenses		
Administrative	\$1,939.19	
Accommodation	\$2,758.59	
NLC / Division expenses	\$4,290.00	
Total Administration	\$8,987.78	
Fundraising Expenses		\$3,545.63
Summer Program		\$11,725.56
Scholarships		\$0.00

Falkland's Expenses			
	Admin/Office	\$564.16	
	Band	\$1,466.79	Incl 2017 expenses
	Esprit de Corp (CO)	\$838.13	
	Branch funded activities	\$2,698.76	
	Mandatory Training	\$2,723.66	
	Optional Training	\$1,279.91	
	Supply	\$538.49	
	<b>TOTAL FALKLAND</b>		<b>\$10,109.90</b>
Kingsmill's Expenses			
	Cadet Expenses	\$1,333.66	Incl new equipment
	Training	\$3,652.80	
	Competition	\$633.10	
	Community & Corps Activities	\$4,040.44	
	NL Officers	\$80.00	
	Div/Sqn/Corps	\$55.37	
	<b>TOTAL KINGSMILL</b>		<b>\$9,795.37</b>
	<b>Sub-Total - Branch</b>		<b>\$52,026.33</b>
Other Expenses from Branch Account			
	Falkland Canteen	\$2,191.00	
	Falkland C&POs	\$22.59	
	Kingsmill canteen	\$1,500.76	
	<b>Sub-Total - Other</b>		<b>\$3,714.35</b>
			<b>\$55,740.68</b>
<b>Total Expenses</b>			<b>\$55,740.68</b>
<b>NET GAIN / (LOSS)</b>			
	From Branch Funds	\$31,146.73	
	From Cadet accounts	\$711.50	
<b>TOTAL to/from Branch Account</b>			<b>\$31,858.23</b>

## NOTES TO FINANCIAL STATEMENTS

### GENERAL

The Navy League of Canada – Ottawa Branch (the ‘Branch’) is a non-profit charitable organization sponsoring two cadet corps – A Navy League Cadet Corps for which the Branch is solely responsible, and a Sea Cadet Corps in partnership with DND – particularly during an ‘in-unit’ training period over the winter. In doing so it offers a Summer Program for both, various scholarships and, where possible, participates in a variety of outreach and engagement activities in the community.

#### NOTE 1: ASSETS - Cash

All cash is retained in a single bank account. In addition to funds kept available for Branch and Corps operations in accordance with the approved budget, including ongoing summer and scholarship programs, it includes cash holdings of the Cadets’ own canteens and messes. Their revenues & expenses are tracked and reported in the Income Statement as “other” than the Branch elements. The net difference is shown as an amount payable to them in the Balance sheet.

#### NOTE 2: ASSETS - Investments

Investments are grouped in packages that recognize their undirected, partially directed, and directed natures. They are combined in both short-term and long-term (1 – 3 years) instruments that are refreshed annually to maximize their return over time. The groupings and investment certificates are shown in the following tables:

Investments - Branch Funds				
	as of 31 Dec 18	as of 31 Dec 17		
<b>18 Month GIC 13</b> @ 1.15% - Matures 21 Jan 18	\$0.00	\$10,115.00	<b>Opening Balance 1 Jan 2018</b>	<b>\$50,315.00</b>
<b>27 Month GIC 12</b> @ 2.0% - Matures 15 Oct 18	\$0.00	\$10,200.00	<b>Additional investment (Transfer in)</b>	<b>\$40,000.00</b>
<b>28 Month GIC 15</b> @ 1.75% - Matures 24 Jun 19	\$10,175.00	\$10,000.00	<b>Withdrawals (Transfer Out)</b>	<b>\$20,000.00</b>
<b>31 Month Term Deposit #17</b> @ 2.15% - Matures 30 Apr 20	\$10,215.00	\$10,000.00	<b>Realized Gain on investment</b>	<b>\$630.09</b>
<b>3 Yr RateBuilder Term Deposit #16</b> @ 1 - 1.40% - Matures 15 May 20	\$10,100.00	\$10,000.00	<b>Unrealized Gain on investment</b>	<b>\$805.09</b>
<b>18 Month Term Deposit #22</b> @ 2.5% - Matures 2 Feb 20	\$10,000.00		<b>Closing balance 31 Dec 2018</b>	<b>\$70,490.00</b>
<b>12 Month Term Deposit #24</b> @ 3.0% - Matures 30 Oct 2019	\$10,000.00			
<b>12 Month Term Deposit #25</b> @ 3.0% - Matures 31 Oct 2019	\$5,000.00			
<b>12 Month Term Deposit #26</b> @ 3.0% - Matures 31 Oct 2019	\$5,000.00			
<b>12 Month Term Deposit #27</b> @ 3.0% - Matures 31 Oct 2019	\$5,000.00			
<b>12 Month Term Deposit #28</b> @ 3.0% - Matures 31 Oct 2019	\$5,000.00			
<b>BRANCH INVESTMENTS TOTAL</b>	<b>\$ 70,490.00</b>	<b>\$50,315.00</b>		

The vision for the Branch Fund expects it to hold a balance of not less than \$40K as a contingency fund. Interest from investments are applied to Branch scholarships managed through a scholarship sub-account (see note 5). Assuming no increase to the asset base from 2017, that supports over \$1200 in scholarships annually in perpetuity (46 years at \$1500) at conservative current interest rates.

However, in late Oct, \$20K in excess cash was transferred into Equity with 4 small short-Term Deposits (#s 25 - 28). If left in Equity, scholarships totaling over @2000 could last over 80 years.

A \$10K GIC (#13) matured in Jan and was left as cash in the account until fundraising in TAG Days restored a healthy working balance. That principal was re-invested as Term Deposit #22 at the start of August.

GIC 12 matured and was restarted as Term Deposit #24 in October

<b>Investments - H. Gillis (Summer Program)</b>			
	<b>31-Dec-18</b>	<b>31-Dec-17</b>	
<b>30 Month GIC 11</b> @ 2.0% - Matures 4 Jul 18	\$0.00	\$10,200.55	<b>Opening Balance 1 Jan 2018</b> <b>\$97,923.29</b>
<b>30 Month GIC 10</b> @ 2.0% - Matures 4 Jul 18	\$0.00	\$51,002.74	<b>Additional investment (Transfer in)</b> <b>\$65,000.00</b>
<b>33 Month GIC 14</b> @ 2.0% - Matures 14 Aug 19	\$37,454.40	\$36,720.00	<b>Withdrawals (Transfer Out)</b> <b>\$60,000.00</b>
18 Month Term Deposit #19 @ 2.5% - Matures 2 Feb 20	\$20,000.00		<b>Realized Gain on investment</b> <b>\$1,843.20</b>
18 Month Term Deposit #20 @ 2.5% - Matures 2 Feb 20	\$20,000.00		<b>Unrealized Gain on investment</b> <b>\$1,353.54</b>
18 Month Term Deposit #21 @ 2.5% - Matures 2 Feb 20	\$20,000.00		<b>Closing balance 31 Dec 2018</b> <b>\$102,433.63</b>
12 Month Term Deposit #23 @ 2.0% - Matures 2 Aug 19	\$5,000.00		
<b>INVESTMENTS TOTAL</b>	<b>\$102,454.40</b>	<b>\$97,923.29</b>	<b>Diff still to be reconciled</b> <b>\$20.77</b>

The direction for the Hal Gillis Fund is that it be used towards the Branch's Summer Program for the cadets. The Board approved a long-term vision for the fund to ensure it would serve that goal for at least 50 years (to approximately 2068). The current balance supports over \$3600 annually towards the Summer Program from this fund at conservative current interest rates. The Summer Program is managed through a separate sub-account (see note 5), which combines this funding with other Branch fundraising efforts to meet annual budget targets.

Two GICs (#10 & #11) matured in July. The interest was placed into the Summer program, and the principal re-invested into the Gillis fund in smaller instruments with shorter terms (Term Deposits #s 19, 20 & 21) as rates likely to increase over next 2 years.

In 2018, the estate finalized its progress through the CRA resulting in an additional \$2700 interim payment (applied directly to the Summer Program for boat maintenance last winter), and a final \$6892 was received later in July. \$5000 of the later donation was placed in the HI Gillis fund (Term Deposit #23).

Lastly, a small discrepancy of \$20.77 (in our account favour) has yet to be resolved.

**Investments - B. Wilson (Falkland Scholarship)**

	31-Dec-18	31-Dec-17		
<b>31 Month Term Deposit #18</b> @ 2.15% - Matures 30 Apr 20	\$10,215.00	\$10,000.00	<b>Opening Balance 1 Jan 2018</b>	<b>\$10,000.00</b>
			<b>Additional investment (Transfer in)</b>	
			<b>Withdrawals (Transfer Out)</b>	<b>\$0.00</b>
			<b>Realized Gain on investment</b>	<b>\$0.00</b>
			<b>Unrealized Gain on investment</b>	<b>\$215.00</b>
<b>INVESTMENT TOTAL</b>	<b>\$10,215.00</b>	<b>\$10,000.00</b>	<b>Closing balance 31 Dec 2018</b>	<b>\$10,215.00</b>

The Bill Wilson Fund results from a directed bequest. An initial scholarship in honour of this bequest will be made with branch funding in 2018. The long-term vision adopted by the Board was to have this bursary extend up to 25 years. At conservative current interest rates, this allows for \$500 scholarships annually starting in 2019.

**TOTAL ALL INVESTMENTS \$ 183,159.40**

**NOTE 3: ASSETS - Accounts Receivable**

Accounts Receivable

Falkland Canteen Float	\$75
Kingsmill Canteen Float	\$50
Branch Invoices	\$0
DND DFTs outstanding	\$321.91
<b>Total</b>	<b>\$446.91</b>

Direct Fund Transfer (DFT) arrangements for the Local Support Allocation (LSA) and for reimbursement of DND mandatory costs to FALKLAND were restored in 2018. Additionally, monitoring and tracking of claims submitted has also been improved. While deposits are recorded as a revenue to FALKLAND, the costs are advanced or paid up front by the Branch. Internal tracking of claims to DND by FALKLAND has been established and amounts not yet deposited will be listed as Accounts Payable to the Branch until they are resolved.

**NOTE 4: LIABILITIES - Accounts Payable**

Cadet Funds Held

Falkland Canteen	\$700.44
Falkland Chiefs & POs Mess	\$89.59
Falkland Band Donation	Moved
Kingsmill Canteen	\$403.92
Cuddie Donation	Moved
<b>Total</b>	<b>\$1,193.95</b>

Committed Expenses

Logistik Unicorps - Parkas	\$5725.81
Receiver General – for MOU	\$1
2017 Scholarships (2 * \$500)	\$1000
2018 Scholarships (2 * \$500)	\$1000
<b>Total</b>	<b>\$7,726.81</b>

**NOTE 5: LIABILITIES - Committed Funds**

Cdr G.H. Dawson Memorial/NLOB Scholarship Fund	\$5380.74
Bill Wilson Memorial Scholarship Fund	\$456.45
Hal Gillis (et al) Summer Program Fund	\$1784.37
Total	\$7,621.56

These have been termed “committed” as they are funds taken from the respective investments, other directed sources, or allocated by the Branch - and currently held in the cash account but not yet expended. As such, they are treated as liabilities.

Moving ahead, the existing “Dawson” fund will be exhausted over the next 4 – 5 years, but Scholarships will continue to be funded from Branch investment revenues. The Summer Program will be tracked as its own account rather than have its revenues and expenses spread in different accounts.

**NOTE 6: DIRECTED FUNDS – (in budget)**

FALKLAND Band Donation	\$633
William Cuddie Donation	\$5,296
Nickle Family Donation	\$2500
Total	\$8429

Some directed donations previously recorded as liabilities (Band and Cuddie donations) have been moved outside of the designation here as Liabilities. They, and other-directed donations, will be tracked within the budget to respect their directed requirements

**NOTE 7: REVENUE – Membership Dues and Donations**

Membership revenues must be looked at in conjunction with the more significant amount of individual donations they make. Most renewals include a donation, some particularly sizeable.

This period also saw some large directed donations (the Gillis estate as noted above, William Cuddie, the Nickle Family, and \$1652 in training and equipment from Maj Schmidt -Clever) with targeted effects at both Branch and Corps levels.

**NOTE 8: REVENUE – Fundraising**

TAG day revenues for 2018 were set with strong expectations given the large corps complements this year. Despite weather warnings and challenges to participation, they exceeded expectations setting two new single TAG DAY records. Much credit goes to the teams that planned/organized the sites and executed the events.

**NOTE 9: REVENUE– Corps**

KINGSMILL’s revenue to the Branch is largely from Registrations. Of note for the Income Statement is that KINGSMILL’s revenue is distorted by revenue for the NLC Squadron Camp (which is then offset by an equivalent expense). As such, while reported here, it is not truly a net revenue to the budget.

FALKLAND’s program through the year is funded by DND as well as the Branch, in accordance with the NLC/DND MOU and defined in CATO 17-34. As such, some of FALKLAND’s training expenses are funded by DND through LSA entitlements and allowed claims for training – through Branch accounts. This was originally incorporated into the FALKLAND budget plan, appearing then as a busy program with reduced expenses to the Branch, rather than as additional Corps income.

In practice, this was complicated through most of 2018. While advances from and reimbursements to the Branch for all training was to be linked to each activity by corresponding claims from FALKLAND to DND, that was not possible until later in the year. Improvements and adjustments, both externally at DND, and internally with the Branch/Corps, were functioning well by the Fall.

However, the transition to this final process through 2018 required that DND reimbursements be instead tracked separately as overall INCOME to FALKLAND against the full EXPENSES incurred. The net result is the same, but the distinction between Mandatory training (DND) or Optional training (Branch or shared) is harder to see. This distinction is still difficult to establish up front for other expenses that qualify for LSA.