



**NAVY LEAGUE OF CANADA
OTTAWA BRANCH**

**LA LIGUE NAVALE DU CANADA
SUCCURSALE OTTAWA**

ACTION ITEMS LIST (as of 12 Oct 2021)

Item #	OPI	ACTION	UPDATE/COMMENT	STATUS	START DATE
2101	Treasurer	Develop a Branch Financial Policy and Procedures statement for the Branch.	pending Division Policy and Procedures (pending) and completion of Branch transition to QBO.	PENDING	2020
2102	Treasurer Property Chair	Conduct Inventory of Branch holdings (item, location, holder, if possible - value, etc)	necessary for Branch records, annual Div report (value of holdings), insurance coverage (with national). Now on hold pending access to facility	HOLD	2020
2103	Treasurer (for Secretary)	Prepare Branch Policy & Procedures doc (including TOR's)	was pending Revised Division bylaws (now approved for next year) and Division Policy and Procedures (pending). Will work on an interim doc for 2021/22 for Branch requirements (ToRs, etc)	PENDING	2020
2104	Treasurer	Investigate/acquire portable "PoS" (wireless) devices – (eg SQUARE cards/terminals)	Originally for use on TAG DAYS. \$300 allocated in 2020 budget - Option looks attractive. Now on hold pending review of post-COVID fundraising plans	HOLD	2020
2105	Dir Comms ?	Develop options for online fundraising way ahead with President, Treasurer, Tag Day Chair	On hold pending further developments in COVID-19 Regimes, Div efforts, allowance for cadets in-person activities	HOLD	2020
2106	Dir Comms	Prepare letter to fundraising sites / potential sponsors	To consider for late 2021 as training year restarts?	HOLD	2020
2107	Committee (Dir Comms Chair)	Planning for NLC 125th Time Capsule event	Capsule purchased and held. No request to div for event support yet. 2020 event postponed to Spring 2021 due to COVID-19 restrictions. Time now to look at Fall 2020 or later date	HOLD	2020
2108	Treasurer	Complete QBO transition by 15 Nov. Brief Council/Branch by mid Dec	QBO now rolled out to Div. NLOB behind in transition. Aiming for completion to accounts for mid-Nov. Will require internal changes TBA once in-person trg restarted. Brief Council be mid Dec.	PENDING	2021

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2109	Treasurer	Revise Budget for 2021/2022 Trg year for Council Approval	Spending reduced to standing support admin while under COVID restrictions and plans. In person training to resume shortly. Branch should expect to provide appropriate resources. Will progress secretarially. Some confusion with Div on need for Trg yr budget AND a FY Budget to resolve	PENDING	2021
2110	IT/Network Chair	Develop Branch IT system	Options proposed. Awaiting input from Treasurer on Charitable Status #s with DIV for MS Teams Account. Treasurer holding on arrangements in progress at DIV	PENDING	2021
2110	Membership Chair Dir CC	Letter to members	Treasurer to provide desired points to Dir CC & Dir Comms for letter to current members		2021
2111	Membership Director	Develop Members Joining & Welcome document		PENDING	12-Oct-21
2111	Membership Director	Organize restart of membership campaign for 2022 members	Renewal campaign to non-council members not conducted in 2021 (no Membership Chair). Some still outstanding for Council members - to be followed up on in Oct. Need to conduct renewal/recruitment for 2022.	PENDING	12-Oct-21