

**Open Action Items (as at 1 Sep 2020)***(updates anticipated at next meeting for Item #s highlighted in green)*

#	Start Date Closed Date	Action Item Description	OPI	Status/Comment (as of Council 8 Jun) Comment, Pending, Status, etc
1807	10 Sep 18	Develop a Financial Policy and Procedures statement for the Branch. Present at October BoD meeting	Treasurer	PENDING. In progress. Will need to look at new procedures at DIV (QBO, Online Banking)
1817	12 Nov 18	Conduct Inventory Review through Nov/Dec with goal of required submission to NL Ont Div being ready by Jan 2019	Treasurer	HOLD to Fall 2020 - cannot do until allowed back in facility
1906	9 Sep 19	Develop a schedule for use of HOWARD accessible by all members and directions for coordinating its use	Boats Chair	HOLD – pending decisions on Rideau Canal system availability and 2020 Summer program
1912	18 Nov 19	Prepare Branch Policy & Procedures doc (including TOR's)	Secretary	PENDING –Awaiting Div Governance direction. Aim is still to have Council review by end of year
2001	10 Feb 20	Review excess “Branch” holdings in FALKLAND storage. Make recommendations for disposal	VP SC & CO FALKLAND	HOLD - material onboard listed but not accessible.
2002	10 Feb 20	Investigate/acquire portable “PoS” (wireless) devices – (eg SQUARE cards/terminals) to test on next TAG Day -	Treasurer	PENDING – will be necessary as part of way ahead for future TAG DAYS and fundraising
2003	11 May 20	Formalize TORs for new Council Members (start on others)	Secretary	PENDING - likely will not be ready till Fall
2004	11 May 20 26 Jun 20	Portfolio AGM Reports	ALL	CLOSED - Due to Sec by 15 June for posting on WEBSITE
2005	11 May 20	Propose options for online fundraising way ahead with President, Treasurer, and Tag Day Chair (agenda item &a)	Director Communications	For start of next training season (or when allowed)
2006	11 May 20	Prepare letter to Fundraising sites/sponsors to re-enforce existing relationships and desire to continue them (agenda item 8b)	Director Communications	PENDING
2007	8 Jun 20	Present option Brief for 125 Gala event for Executive Decision to continue planning	Director Comms & Director C.E.	NEW – Sec Note – approved for planning by Exec. Planning in progress. Committee established.
	Upcoming Action Items			



NAVY LEAGUE OF CANADA

LA LIGUE NAVALE DU CANADA

OTTAWA BRANCH

SUCCURSALE OTTAWA



Closed Action Items (2018/2019)

#	Start Date Closed Date	Action Item Description	OPI	Status/Comment Comment, Pending, Status, etc
	CLOSED IN 2018	1802, 1805, 1801, 1806, 1812, 1813, 1815, 1816, 1818, 1809		
	CLOSED SUMMER 2019	1808, 1820, 1821, 1822, 1823, 1803, 1810, 1819, 1824, 1901, 1811		
	CLOSED SUMMER 2020	1902, 1904, 1905, 1903, 1907, 1814, 1825, 1908, 1909, 1910, 1914, 1913, 1911, 1804, 2004		