

**Open Action Items (as at 18 Nov 2019)***(updates anticipated at next meeting for Item #s highlighted in green)*

| # | Start Date Closed Date | Action Item Description | OPI | Status/Comment Comment, Pending, Status, etc |
|------|---------------------------|---|---------------------|---|
| 1804 | 10 Sep 18 | Develop options, with estimates, for 50HP outboard motor for the zodiac and/or replacement for the Boston Whaler for inclusion in the 2019 budget | Chair, Boats | PENDING |
| 1807 | 10 Sep 18 | Develop a Financial Policy and Procedures statement for the Branch. Present at October BoD meeting | Treasurer | PENDING. In draft |
| 1814 | 12 Nov 18 | Present option for way ahead on SC Medal Mounting Costs (if to be a budget consideration) for Board decision at Dec meeting | VP SC | PENDING |
| 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 | PENDING not yet started - |
| 1825 | 10 Dec 18 | Updated - Presentation of 2017Bursaries | S&A Chair | ALMOST DONE – one for 2017 remaining |
| 1903 | 9 Sep 19 | Determine tuition requirement and cost for a qualified Canoe Instructor | | |
| 1906 | 9 Sep 19 | Develop a schedule for use of HOWARD accessible by all members and directions for coordinating its use | Boats Chair | In Progress. Will be available online next summer |
| 1907 | 21 Oct 19 | Restore practice of Branch Exec meetings prior to BoD with use of tele or video conferencing | A/ Preesident | Prime objective to streamline BoD |
| 1908 | 18 Nov 19 | Complete Branch/CARLETON MOU renewal | A/ Preesident | MOU and Payment |
| 1909 | 18 Nov 19 | Submit requests for 2019 Charitable tax receipts by end Nov | Treasurer | |
| 1910 | 18 Nov 19 | Develop proposed 2020 Budget for Board consideration in Dec | Treasurer | |
| 1911 | 18 Nov 19 | Prepare membership renewal list & letter for Membership drive Jan 2020 | Membership Director | |
| 1912 | 18 Nov 19 | Prepare Branch Policy & Procedures doc (including TOR's) for Jan 2020 | Secretary | Board approval for use in Jan, may bring to AGM in June |
| | | | | |
| | | | | |
| | Upcoming Action Items | <ul style="list-style-type: none"> Inventory update by Jan (?) | | |



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 | | |
| 1902 | 14 Mar 19 9 Sep 19 | Complete arrangements for coordinated Branch & Corps web site service. Bring KINGSMILL into Weebly construct by Summer (in prep for Fall) | Treasurer | DONE - Site and domain name transferred. |
| 1904 | 9 Sep 19 21 Oct 19 | Determine planning dates for Spring TAG DAYS for Bod decision next meeting | VP & CO SC VP & CO NL | 28 Mar & 23 May 2020 chosen |
| 1905 | 9 Sep 19 2 Oct 19 | Decide on use of Snr NCOs to assist In coin counting on TAG DAY | Treasurer | Seniors only, when needed. under direct Branch supervision |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |