



NAVY LEAGUE OF CANADA

LA LIGUE NAVALE DU CANADA

OTTAWA BRANCH

SUCCURSALE OTTAWA



Open Action Items (as at 1 May 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 10 Feb) 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. Aim now is to have Council review in time for AGM
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	POSTPONED 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 Summer program for 2020
1912	18 Nov 19	Prepare Branch Policy & Procedures doc (including TOR's)	Secretary	PENDING –Awaiting new Div Bylaws. Aim is still to have Council review prior to AGM
2001	10 Feb 20	Review excess “Branch” holdings in FALKLAND storage. Make recommendations for disposal	VP SC & CO FALKLAND	ON HOLD - Disposition approval PENDING. Excess material onboard and 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	Nice to have for AGM, likely will not be ready till Fall
2004	11 May 20	Portfolio AGM Reports	ALL	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
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	
	Upcoming Action Items	Resumption requirements for / COVID restrictions impact on Fall/Winter Training, recruiting, fundraising		



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
1903	9 Sep 19 18 Nov 19	Determine tuition requirement and cost for a qualified Canoe Instructor		CANCELLED – no OPI – no action taken
1907	21 Oct 19 15 Nov 19	Restore practice of Branch Exec meetings prior to BoD with use of tele or video conferencing	A/ President	Prime objective to streamline BoD
1814	12 Nov 18 9 Dec 19	Present option for way ahead on SC Medal Mounting Costs (if to be a budget consideration) for Board decision at Dec meeting	VP SC	CANCELLED – Now stale - no action taken Branch will continue with current practice
1825	10 Dec 18 9 Dec 19	Updated - Presentation of 2017 Bursaries	S&A Chair	Closed – recipient Owen Duncan to be contacted via parents
1908	18 Nov 19 9 Dec 19	Complete Branch/CARLETON MOU renewal	Treasurer	Done
1909	18 Nov 19 9 Dec 19	Submit requests for 2019 Charitable tax receipts by end Nov	Treasurer	Done
1910	18 Nov 19 13 Jan 20	Develop proposed 2020 Budget for Board consideration in Dec	Treasurer	Done - Approved in Jan
1914	2 Dec 19 31 Jan 20	Distribute key Membership records to Council members for update	Membership	CLOSED - Essentially done - awaiting further info on just a few. Move to portfolio ongoing
1913	18 Nov 19 31 Jan 20	Forward award nominations to Scholarships & Awards chair for completion and submission to ITE be end Jan	ALL S&A Chair	CLOSED 10 Feb
1911	18 Nov 19 22 Feb 20	Prepare membership renewal list & letter for Membership drive Jan 2020	Membership	PENDING 9 Feb – List under review. Mailings done on 22 Feb
1804	10 Sep 18	Develop options, with estimates, for 50HP O/B motor for the zodiac and/or replacement for the Boston Whaler for inclusion in budget	Chair, Boats	This now part of standard portfolio work/reporting