



Ottawa Branch Council Meeting
Monday 10 February 2020

Record of Discussion

ATTENDEES

Present: Karen Duval, Berne Greene, Gerry Powell, Alexei Mikhailov, LCdr Marchand, Lt(NL) Brown, Angela Fairhurst

Regrets: Jason O’Dale, Roland Vaillancourt, S/Lt(NL) Richard Duval, Leslie Markey

Item	Discussion	Action
1	<p>Call to Order The Recording-Secretary confirmed that we had a quorum. The meeting was called to order at 1915.</p>	
1a	<p>Council Membership. At the last meeting, given his extensive work over the last several years for the Branch on the HOWARD and active support of its operations in the Summer Program, S/Lt(NL) Richard Duval, XO and Boats O for NLCC VADM KINGSMILL spoke on the Branch’s concerns for the work planning needed for the HOWARD during her winterization and other requirements to be addressed for the upcoming Summer Program. He was asked to progress further work on the options on behalf of the Council. An Associate Member of the Branch, his role with the council should be formalized. In the absence of a Boats Chair, with no replacement in the foreseeable future. and in view of the importance of good stewardship needed in that portfolio for the upcoming HOWARD work package, readiness for operations in training, and support during the Summer Program, the following motion was made:</p> <p style="text-align: center;">Motion –that Richard Duval be recognized by the Ottawa Branch Council as the acting Boats Chair, responsible to the Council for its full duties and responsibilities and sustained capabilities over the long term, until such time as another member is otherwise selected for the position.</p> <p>Moved by: Gerry Powell Seconded by: Alexei Mikhailov</p>	Carried
1b	<p>New Member on the Council During the meeting, the President introduced Angela Fairhurst. A CI serving with NLCC VADM KINGSMILL, she is an Associate Member of the Branch recognized by the Council as the Assistant to the previous TAG DAY Chair, and has been instrumental in Tag Day planning and execution leading to it’s success over the last year. In the absence of a TAG DAY chair, with no replacement in the foreseeable future, and in view of the importance of good stewardship needed in that portfolio for the upcoming TAG DAYS, it was moved that:</p> <p style="text-align: center;">Motion – That Angela Fairhurst be recognized by the Ottawa Branch Council as the acting TAG DAY chair, responsible to the Council for its full duties and responsibilities in planning and execution, until such time as another member is otherwise selected for the position.</p> <p>Moved by: Gerry Powell Seconded by: Berne Greene</p>	Carried

2	<p>Approval of the Agenda The agenda (attached) was approved without any amendments/additions.</p>	
3	<p>Approval of the Previous Minutes The minutes of the previous meeting (13 Jan 2020) were reviewed and approved</p> <p>Moved by: Berne Greene Seconded by: Alexei Mikhailov</p> <p style="text-align: right;">Carried</p>	
4	<p>Review Action Items (Action Items List) The Action Items (AI) list was reviewed and updates provided.</p> <p>CLOSED: 1913, 1914. Note 1911 removed secretarially when completed 22 Feb PENDING/IN PROGRESS: 1807, 1912 POSTPONED: 1817, 1804 & 1906 (Portfolios vacant) CANCELLED: Nil NEW: 2001 (storage cleanup), 2002 (PoS trial)</p>	
5	<p>Commanding Officers Reports</p>	
5a	<p>RCSCC FALKLAND - The CO provided the following report:</p> <p>Corps Strength</p> <ul style="list-style-type: none"> • current strength is 141 <p>Recent events were noted</p> <ul style="list-style-type: none"> • As detailed on their website • He elaborated on a minor issue with judging at the biathlon competition that required his intervention to ensure our team received all the points they were entitled to <p>Upcoming Events</p> <ul style="list-style-type: none"> • As detailed on their website • Visit of RCSCC IROQUOIS from Shearwater still planned for 14-18 Mar <ul style="list-style-type: none"> ○ staying at HMCS Carleton is still the plan. CARLETON could not provide further support of food services with the use of their facilities as staff could not be made available ○ IROQUOIS will take care of themselves for services and activities in the area. <p>Other items for the Board</p> <ul style="list-style-type: none"> • The CO provided an update to summer training issues discussed at the last meeting: <ul style="list-style-type: none"> ○ GT will be reduced to 1 week as mentioned. There will be some consolidation and relocation. GT will be conducted in Trenton rather than at HMCS Ontario. ○ However, the concept of day training (i.e. no RON) will be trialed in some manner in Quebec this year • The CO advised of a need to reduce the amount of Branch items in his storage as CARLETON wants to relocate his current storage to a smaller space. • The CO also advised of an offer that he had received for an old sailboat for the Corps. While not needed and likely unsuitable for the Corps, there was some interest expressed by others still pending on it. <p>DISCUSSION</p> <p>A discussion ensued on the nature of the Branch holdings in FALKLAND storage. It apparently includes a microwave oven, a used TV & stand, and some First Aid training aids from KINGSMILL (ACARs obtained old CF stock). No one</p>	

	<p>saw a continued need for the microwave or TV and stand. Ideas were expressed for the return of or finding other users for the ACARs (these are expensive aids to acquire new). The treasurer noted that, while our inventory was not up to date in many respects, and he did not know if these were recorded, they could still not be simply thrown or given away. Disposal had to be recorded.</p> <p>The consensus was that the VP NL would review the Branch holdings in his storage and provide recommendations to the council for their disposal</p> <p>MOTION: to accept the report Moved by: Gerry Powell Seconded by: Berne Greene</p> <p style="text-align: right;">Carried</p>	<p>VP NL & CO FALKLAND</p>
<p>5b</p>	<p>NLCC VICE ADMIRAL KINGSMILL - LT(NL) Bruce Brown</p> <p>The CO reported that:</p> <p>Corps Strength</p> <ul style="list-style-type: none"> • current strength is 90 cadets. <p>Recent Events</p> <ul style="list-style-type: none"> • Regular training for Phase II started on Sunday 19 January • Practice for the Magnificent Squadron Competitions to be held at HMCS Carleton on Saturday 22 February continues <p>Upcoming Events</p> <ul style="list-style-type: none"> • Kingsmill’s Divisional Inspection will take place Sunday 8 March • Kingsmill will be stood down 15 March for March Break. • Provincial Competitions will take place 27-29 March • Tag Day will be held Saturday 28 March. <p style="text-align: center;"><i>Secretarial Note: VADM KINGSMILL cadet teams took first place in all four competitions at the Squadron Competitions and will be fielding a full slate at Provincials in Toronto. Sadly, the team members will not be present for our first TAG day of the year.</i></p> <p>MOTION: to accept the report Moved by: Berne Greene Seconded by: Alexei Mikhailov</p> <p style="text-align: right;">Carried</p>	
<p>6</p>	<p>President’s Report</p> <p>The president introduced Angela Fairhurst and thanked her for her willingness to step up and fill the void created with the sudden departure of our previous TAG DAY chair and deliver on the expectations of the upcoming TAG DAYs.</p> <p>The NL104s for award submissions by the Branch were submitted to the ITE by deadline.</p> <p>The president advised that she had participated in the FALKLAND merit boards for the rank of CPO2. It was a long day interviewing 11 remarkable candidates this year. She was impressed by the quality of their responses to several questions and scenarios.</p> <p>She emphasized the importance of two upcoming dates for the Council:</p> <ul style="list-style-type: none"> • The Magnificent Squadron Competition for the Navy League Cadets on 22 Feb. While fully planned and executed by Squadron and Corps Officers, it was being hosted at CARLETON and, like last year, there would be a need for Branch support for security and control. She thanked those that had confirmed their intent to be there, and advised they should arrive between 0800 and 0815 to beat the rush of arriving teams for parking, 	

	<ul style="list-style-type: none"> Secondly, the first Branch Council Meet & Greet for parents (to clarify the Branch relationships with the Corps and seek new members) was scheduled for 26 Feb. All council members were encouraged to attend. <p style="text-align: center;">Secretarial Note: Inclement Weather caused training and CDs to be cancelled, the Meet and Greet was postponed to 4 March the following week.</p> <p>6ai – NLC/ITE and Suspended Ont Div – Update on Situation/Status</p> <ul style="list-style-type: none"> The parties to the legal proceedings underway at the Provincial and National level remained subject to a “standstill” agreement, and there were no updates she could elaborate on at this time. <p>6aii –ITE news and Deadlines (if applicable) –</p> <ul style="list-style-type: none"> There were no new administrative requirements/deadlines to advise of. The Treasurer reminded all of the upcoming AGM 3 – 5 April and the need to complete reservations if the Branch supported your attendance. This would be a critical milestone for the Division, and a strong representation from the Branch was encouraged. 	
7	Executive Reports	
7a	<p>Secretary – VACANT NTR</p> <p>The Treasurer, as acting Secretary, repeated the notice provided by the President that a date for the upcoming Council Meet and Greet had been arranged with the CO FALKLAND. It was still his intention to prepare a deck to use at that event, but he was seeking other council members to take the lead on planning the event itself. VP SC and Alexei Mikhailov undertook to arrange this event.</p>	VP SC, Alexei Mikhailov
7c	<p>VP NL Cadets – Berne Greene</p> <p>Had nothing to add to the CO VADMM KINGSMILL report, but noted that they had received a donation intended for Ball Caps for the NL Cadets, The donation would not be large enough on its own, and suggested that the Branch match this donation as required.</p> <p>DICUSSION</p> <p>The Treasurer started the discussion with a reminder that donations were to the Branch, not the Corps, and that while they may be handled as directed donations if so specified by the donor, “matching” the donation should be part of the overall budget allocation to the Corps. More clarity on the estimated total cost for such a purchase would be needed. The VP NL undertook to obtain a proper cost quote and submit a proposal to the Executive.</p> <p>MOTION: to accept the report Moved by: Berne Greene Seconded by: Alexei Mikhailov</p> <p style="text-align: right;">Carried</p>	VP NL
7d	<p>Treasurer – Gerry Powell</p> <p>The Treasurer reported that, with the delay in finalizing the 2019 year, while all 2020 activity to date had been recoded, he had not yet completed the transition of his annual account files to their 2020 versions, which includes a cross check of the worksheet links and inter-file connections. However, there were not a lot of transactions in January (\$270 in revenues and \$295 in new expenses – in addition to the outstanding \$2K in bursaries) and the accounts status was much the same as</p>	

	<p>they had been in the previous report. At the end of Jan 2020. We maintained \$138,840 in investments (all term deposits) and \$74,663 in our cash account. Up to about \$40K in our cash account will be returned to our term deposit holdings over the next couple of months pending some major spending decisions.</p> <p>It is too early in the budget year to comment on spending. However, there are adequate funds to readily meet our planned operational expenses and known liabilities through to the Summer. The upcoming Tag Days will serve the budget requirements into the Fall.</p> <p>Tax receipts for 2019 had been received from both the old Ont Div for their portion of the fiscal year and the ITE for the remainder. Following some corrections needed to include membership dues, they were all mailed, or hand delivered.</p> <p>Instructions for the end of year reports had just been received, now looking for separate submissions to both the old Ont Div for the period up to 25 Sep, and the ITE for the remainder – all by 1 March. A full end of year Financial statement will be prepared once those were done.</p> <p>MOTION: to accept the report Moved by: Berne Greene Seconded by: Alexei Mikhailov</p> <p style="text-align: right;">Carried</p>	
<p>7di</p>	<p>QUICKBOOKS ONLINE trial/transition</p> <p>The Treasurer reported that the NLC & ITE had decided to have Ontario continue with a trial of Quick Books Online as the shared accounting tool for use across the province. That had been initiated as a project late last Summer. It was felt that if proven to work for us, the largest provincial division in the NLC, it might warrant consideration for use across the country.</p> <p>The Ottawa Branch will continue to participate in the development and trial of the initial platform and process. The Treasurer has already liaised with the accountant leading the effort. The extent to which it will impact on our internal financial procedures has yet to be determined.</p>	
<p>7dii</p>	<p>Proposal to trial portable PoS devices (Square Reader) on next TAG DAY</p> <p>The Treasurer outlined a proposal to test portable devices that would allow TAG teams to collect donations digitally (electronically) from donors who wish to donate via their debit card rather than find pocket change. As the practice holding of cash or change was diminishing at a fast rate with the increased use of debit cards, it was argued this capability would be increasingly necessary for the success of our tagging efforts. He was considering Square Cards products at the moment. The idea was to procure a limited number of the devices that can allow for this, create the account processes too deal with it and, in conjunction with the TAG DAY chair, select the sites that would best benefit from trialing it.</p> <p style="text-align: center;">MOTION: that up to \$500 be allocated to the Treasurer to acquire the equipment needed and develop the procedures necessary to trial it at the upcoming TAG DAY</p> <p>Moved by: Berne Greene Seconded by: Alexei Mikhailov</p> <p style="text-align: right;">Carried</p>	<p>Treasurer</p>

8	Portfolio Reports (as required)	
8a	<p>Chair, Membership – VACANT</p> <p>The Treasurer confirmed the plan to prepare letters to either seek membership renewal or to seek new members in a single consolidated Membership Campaign in Feb and March. A letter stuffing party was planned for 22 February using members of the Council involved with the NLCC Squadron competition.</p> <p>8ai. Council Social Event for FALKLAND parents – 26 Feb The Treasurer repeated the President’s comments that the 26th of Feb had been arranged with the CO FALKLAND for the Council Meet and Greet. He intends to prepare a deck to use at that event, but he was seeking other Council members to take the lead on planning the event itself. VP SC and Alexei Mikhailov undertook to arrange this event.</p> <p>MOTION: to accept the report Moved by: Gerry Powell Seconded by: Bern Greene</p> <p style="text-align: right;">Carried</p>	VP SC, Alexei Mikhailov
8b	<p>Chair, TAG Days– VACANT – Acting Chair – Angela Fairhurst</p> <p>Angela Fairhurst appraised the board of her progress in obtaining all of the records and equipment from the Previous chair. They were very complete, and Tina has been helpful in turning over all the material. Having been a part of the planning for the upcoming Tag Days so far, she is able to continue the progress to date for the upcoming tag days.</p> <p>She has 14 sites already confirmed for 28 March, and 16 sites for 23 Apr, and is awaiting replies for several more that should take the count to 21 sites or more. The Carleton Memorial United Church is booked for both dates. Sobey’s has been approached for food support. She noted that she will need someone else to pick up the food on the day.</p> <p>She enquired as to how to obtain new cans, tags, and bags for the tag teams. Much information on our past practices was provided in response during the discussion that followed.</p> <p>MOTION: to accept the report Moved by: Gerry Powell Seconded by: Bern Greene</p> <p style="text-align: right;">Carried</p>	
8c	<p>Chair, Boats & Sailing Program – VACANT</p> <p>While he could not attend this evening, S/Lt(NL) Richard Duval submitted a written report for the Council through the President</p> <p>In his report, he noted:</p> <ul style="list-style-type: none"> • He had obtained quotes for the work intended on the HOWARD for the Spring and submitted them to the President and Treasurer for review • As Boats O, he would be present throughout the Summer to take cadets and guests out on the Howard to promote the Corps and the NLC 125th • Has liaised with the Corps COs to establish their requirements & wishes for the rescue boat • He is planning on attending the Ottawa Boat show on 23 Feb with the President and Treasure to explore affordable options (a picture of the type desired was shown to the council) and build contacts • He recommends a new shelter (temporary or permanent) be acquired for the canoes and the new safety boat for proper protection during short term and long-term storage. As he has not yet had replies to calls made, this will be elaborated upon for further Council consideration at a later date 	

	<p>MOTION: to approve the report and the Motion Moved by: Gerry Powell Seconded by: Berne Greene</p> <p style="text-align: right;">Carried</p> <p>The Treasurer continued the Chair’s report with a discussion on the proposed work and costs obtained. They are listed and grouped in an attachment at annex B. Work of a safety or functional value previously discussed (automatic bilge pump, shaft seals, and bilge clean) and work identified after a fault experienced last summer (fuel system) totaled \$2370. Cosmetic work on the hull would be, as expected, pricey at near \$5820. But this work was warranted in view of the slight damage on the hull that would be repaired at the same time, and in view of the public exposure intended over the NLC 125th Anniversary year. Additional cosmetic work to sand & paint out the after cabin was an extra expense that was not really needed and could not be justified at this time. The resulting combined planned work totals \$9,252. The Branch had only included a default of \$6000 in the budget approved, an estimate made in advance of these quotes. More would have to be approved.</p> <p style="text-align: center;">Motion – to amend the 2020 budget to allow for up to \$9500 for refit work as discussed on the HOWARD this Spring at the marina prior to being relaunched to be coordinated by the Boats Officer.</p> <p>Moved by: Gerry Powell Seconded by: Berne Greene</p> <p style="text-align: right;">Carried</p>	
9	<p>New Business No item of new business was raised.</p>	
10	<p>Next Meeting Date 9 March 2020 was approved</p>	
11	<p>Adjournment The meeting was adjourned at 2113</p>	

Prepared by: Gerry Powell, Recording Secretary, dated 6 Mar 2020

Approved by: Karen Duval, President, dated _____

ANNEXES:

A - Agenda for Council Meeting 10 Feb 2020

B - HOWARD Work Proposal and Cost Quotes



Ottawa Branch Board Members Meeting
Monday 10 February 2020 19:00 – 21:00
To be held at HMCS CARLETON
79 Prince of Wales Drive. Ottawa ON, K1A 0K2

AGENDA

1. Call to Order
2. Approval of the Agenda
3. Approval of the Previous Minutes – Recording Secretary
4. Review Action Items: – Recording Secretary (*calling on OPIs for quick update or NTR*)
5. Commanding Officers' Reports
 - a. RCSCC Falkland
 - b. NLCC Vice Admiral Kingsmill,
6. President's Report / Discussion Items
 - i. NLC / Ont Div situation – update (if applicable)
 - ii. ITE news and deadlines (if applicable)
7. Executive Reports
 - a. Secretary (as required) -**VACANT**
 - b. Vice President Sea Cadets – Jason O'Dale
 - i. 2021 SC major trip intentions for 2021 (destination, ROM cost)
 - c. Vice President Navy League – Bernadette Greene
 - d. Treasurer – Gerry Powell
 - i. QUICKBOOKS ONLINE trial/transition
 - ii. Proposal to trial portable PoS devices (Square Reader) on next TAG DAY
8. Portfolio Reports (as required)
 - a. Chair, Memberships – **VACANT**
 - i. Council Social Event for FALKLAND parents – 26 Feb
 - b. Chair, TAG Days – **VACANT**
 - i. Outlook for next TAG DAY
 - c. Chair, Boats & Sailing Program – **VACANT**
 - i. Marina work options for HOWARD & est costs
 - d. Chair, Scholarships and Awards – Jim Cummings
 - e. Chair, Property – Leslie Markey
9. New Business
 - a.
10. Next Meeting Date – *Propose Mon 9 March 2020*
11. Adjournment

