

Ottawa Branch Council Meeting
(held by videoconference)
Monday 11 May 2020

Record of Discussion

ATTENDEES (16)

Present: Karen Duval, Jason O’Dale, Berne Greene, Gerry Powell, Jim Cummings, Travis Cameron, Roland Vaillancourt, Richard Duval, Marc Viau, Anne Seigmiller, Byron Liang, Nadine Logan, Leslie LCdr Marchand, LT(N) Lafrance, LT(NL) Brown

Unable to log in: Alexei Mikhailov

Regrets: Nil

Item	Discussion	Action
1	Call to Order The Recording-Secretary confirmed that we had a quorum. The meeting was called to order at 1910.	
2	Approval of the Agenda The agenda was approved without any amendments/additions. Moved by: Gerry Powell Seconded by: Travis Cameron	Carried
3	Approval of the Previous Minutes The minutes of the previous meeting (20 Apr 2020) were reviewed & approved. Moved by: Jim Cummings Seconded by: Jason O’Dale & Berne Greene	Carried
4	Review Action Items (Action Items List) The Action Items (AI) list was reviewed and updates provided. Most had not changed or were delayed with the onset of the COVID-19 requirements and cancellation of activities planned for over the summer. CLOSED: none PENDING/IN PROGRESS: 1807, 1912, 2002 POSTPONED/ON HOLD: 1817, 1906, 2001 CANCELLED: Nil NEW: 2003, 2004	
5	Commanding Officers Reports	
5a	RCSCC FALKLAND – LCdr Marchand The CO provided the following report: Corps Strength 141 current strength Recent events <ul style="list-style-type: none"> • Online training since April 15th. Some challenges related to online training etiquette, but this mostly resolved by outlining our expectations each week. • Release of information around summer employment for adults and staff cadets who will be working from home. More info and offers of employment to follow in the coming weeks. • Battle of the Atlantic Video. • Boot shining contest • Boat building contest, which is ongoing. Upcoming Events	

	<ul style="list-style-type: none"> Continued online training until first week of June. Change of command June 15th. Still not certain what this event will look like. Virtual awards and promotions. We will be asking some members to record a short video announcing the name of the recipient. <p>DISCUSSION VP SC and the President gave a BZ for the videos.</p> <p>MOTION: to accept the report Moved by: Jason O’Dale Seconded by: Gerry Powell & Jim Cummings</p> <p style="text-align: right;">Carried</p>	
5b	<p>NLCC VICE ADMIRAL KINGSMILL - LT(NL) Bruce Brown The CO noted in his report for the end of April:</p> <ul style="list-style-type: none"> Corps is continuing to engage cadets with an Inter-Divisional Competition and the private Facebook Group National office has started to setup online training for the cadets Kingsmill was able to retrieve the Corps laptop from HMCS Carleton National Office sent guidelines on uniform return when deemed safe to do so <p>DISCUSSION Jim Cummings initiated a general discussion on what options we could consider for training alternatives. The consensus was that we were constrained in any choices by the current COVID restrictions.</p> <p>MOTION: to accept the report Moved by: Berne Greene Seconded by: Jason O’Dale</p> <p style="text-align: right;">Carried</p>	
6	<p>President’s Report</p> <p>i. NLC / ONT Div situation update: The President noted that a lot had transpired over the previous month in finalizing the settlement agreement arrived at between the ITE and the previous Board of Directors still with the Ont Corporation. They had agreed on a process to approve an agreed upon new set of bylaws that would allow for an AGM to take place.</p> <p>Following a period for review and questions by all, the two sides met with all the Branch Presidents (the Division Council) on 2 May 2020 and approved the proposed “Ontario Addendum” to compliment the National bylaws.</p> <p>This will allow for the Divisional AGM to take place in a video conference to take place on 23 May 2020 where the new Bylaws will be formally adopted and a new Board of Directors slate elected by the Council, followed by the election of this year’s Divisional Executive.</p> <p>The President will elaborate more on these changes at our next Council meeting after the AGM.</p> <p>ii. Announcements: While the video-Conference format was not the desired format to present several long overdue recognitions, the President was pleased to announce the following awards for dedicated and outstanding service in support of our youth programs, signed by the National President:</p>	

	<ul style="list-style-type: none"> • Award for Service to Jim Cummings for 56 years of service • Award for Service to Bernadette Greene for 20 years of service • Award for Service to Gerry Powell for 17 years of service • Award for Service to Jason O’Dale for 5years of service <p><i>Secretarial Note – while not announced at the conference, a similar Award for Service was also made to Karen Duval for 10 years of dedicated service.</i></p>	
7	Executive Reports	
7a	<p>Secretary – VACANT <i>7i – New TORs</i></p> <p>The Secretary started by noting that until a few years ago, a single Director had filled two positions - as Chair of both Communications AND “Parental Liaison” – the responsibilities being largely complementary. Now we had a new dedicated Director of Communications who would be taking on a larger role with Branch communications and synchronizing our messaging with both Provincial and National levels while watching current and upcoming milestones. At the same time, we were looking at an outreach effort that would extend beyond parental liaison alone. Much had already been started with the development of a Branch FB page and graphics by Anne Seigmiller.</p> <p>As the portfolio would be best served by two separate directors, new TORs had been developed to delineate their individual responsibilities while coordinating a large degree of overlap that would remain necessary. These TORs were presented and discussed.</p> <p>DISCUSSION</p> <p>Jim Cummings opened the discussions with questions about the linkage between the Communications and our on-line presence, and the coordination with the cadet’s websites. The Secretary addressed those observations noting that the branch will endeavor to remain broad and avoid overlap with the excellent sites of the corps – which are necessarily far more detailed for the needs of cadets and parents in particular. The Branch did not want to be repeating or “crowding” the Corps websites. He also spoke about the interface with the parents, which will always rest initially with the CO’s as they deal with the more common concerns parents will have with their cadet’s activities, Branch engagement should be kept to higher level concerns for program and resources which should be where the respective VPs would be engaged. However, until we are more advanced in that linkage, the issues will likely fall upon this new chair working with them.</p> <p>Jim Cummings also raised the potential to revisit earlier thoughts for online fundraising given our current situation with COVOID restrictions, new talent, and greater online presence. Both the Communications Director and Treasurer shared similar views. CO FALKLAND raised the idea of a using a “Donate” button on our website FB pages. XO FALKLAND raised the idea of creating a “Go Fund Me” page for targeted fundraising. A more fulsome discussion on the way ahead with fundraising would be needed in the near future. The Communications undertook to look further into the online donation suggestions and progress this discussion. The President finished the discussion with the need for her, Tag Day Chair and Treasurer to be involved in the process.</p> <p>Following discussion, including noting omissions from the drafts presented, it</p>	<p>Director Communications</p>

	<p>was recommended that the TOR's be approved, the Parental Liaison portfolio be retitled, and someone from Council formally appointed to it.</p> <p>MOTIONS (2):</p> <p>To approve the TORs for the two Chairs as discussed and rename the Parental Liaison portfolio to the Community Engagement portfolio in recognition of its broader scope.</p> <p style="text-align: center;">AND</p> <p>To appoint Anne Seigmiller as Chair, Community Engagement responsible for those new TORs.</p> <p>Moved by: Gerry Powell Seconded by: Marc Viau & Jason O'Dale</p> <p style="text-align: right;">Carried</p> <p><i>7ii – Branch 2020 SGM</i></p> <p>The Call for the Branch AGM on 29 June was released (60-day notice required). Normally done at in a meeting room at the Barrhaven Legion, it will be a video-conference format this time. An AGM page has been created on our website with placeholders for expected reports.</p> <p>Reports are to be submitted by one week prior (22 June) so that they are available online to all members. Reports have normally followed a traditional format used in previous AGMs, but free text has also been employed to advantage. The Secretary asked that the reports provide substantive points on goals, accomplishments, and challenges encountered/expected - and avoid being filled with extensive thanks and BZs. A hardcopy AGM book will not be prepared this year; however, a similar consolidated package will be made available online.</p> <p>Given the video-Conference format, we expect to see many members from outside of the Council participating, so remember we will likely be speaking to a bigger audience than ourselves this time, and are truly reporting to our membership – they need to be informed of what we have done/achieved and are working towards.</p> <p>MOTION: to accept the report Moved by: Gerry Powell Seconded by: Marc Viau & Jason O'Dale</p> <p style="text-align: right;">Carried</p>	ALL Portfolios
<p>7b</p>	<p>VP Sea Cadets – Jason O'Dale Nothing Further to Report</p>	
<p>7c</p>	<p>VP NL Cadets – Berne Greene Nothing Further to Report</p>	
<p>7d</p>	<p>Treasurer – Gerry Powell</p> <p>The Treasurer tabled his report (attached at Annex A). Overall, April was, not surprisingly, a very quiet month. No cheques issued, and just some minor bank activity registered. The activity and reconciliation for the month (Annex B) are posted on our website. Sub-holder accounts sheets not yet updated.</p> <p>Principal activity was a deposit of \$875 in membership dues and some cash returned from an advance, and an internal transfer (between sub-accounts) of \$480 for ball caps (Kingsmill cadet portion of cost in conjunction with Branch and large donation)</p>	

	<p>In our register (i.e. after reconciliation) cash holdings on account are \$67, 724 (\$40K belongs to investments). Main amounts payable include \$460 to the Secretary for branch expenses paid (Meet & Greet, IT renewals) and about \$1900 held for canteens (managed as separate cadet funds). Note that there are some minor outstanding amounts yet to be claimed for refreshments purchased from the FALKLAND Canteen by the Branch (Sqn Comp, Branch Meet & Greet). As well, there are some accounts receivable - \$90 in dues, \$2050 in donations, \$500 in additional LSA (COVID additional allowance yet to be claimed). Of concern are several thousand (up to about \$3.5K depending on items in claim approved) still outstanding from the 2019/2020 LSA claim submitted at the end of last year (CO feels confident we will eventually get entitlement). Investment holdings for summer program, bursaries, and Branch reserve total just over \$140K</p> <p>Overall, we are doing well, despite loss of the tag day in Mar. That impact was absorbed by the reserves we have available for contingencies and reduced training expenses (e.g. ACRs). The budget as approved is still in effect</p> <p>MOTION: to accept the report Moved by: Gerry Powell Seconded by: Jason O’Dale</p> <p style="text-align: right;">Carried</p>	
8	PORTFOLIO REPORTS (as required)	
8a	Chair, Membership – VACANT NTR.	
8b	<p>Chair, TAG Days – Travis Cameron NTR</p> <p>DISCUSSION: Not much to report as Tagging plans seem to have “Vapourized” with the COVID requirements. The Chair is keen to participate in the discussion intended on fundraising way ahead & new options discussed earlier. Treasurer recommended keeping engaged with our tagging sites & supporters and those relationships strong. The President suggested and Director Communications agreed on preparing a letter of outreach along those lines.</p>	Director Communications
8c	<p>Chair, Boats & Sailing Program – Richard Duval NTR</p> <p>Chair noted that 1 Jun remains the expected date for the Canal opening. We are still waiting for ‘go ahead’ from national before we can do anything in the Summer Program. Boats are ready.</p> <p>DISCUSSION: Council members discussed storage options/costs. Additional costs if stored over Summer are likely, but not yet known. Also when such a decision would be needed. At present, HOWARD is in the workshop, covered and out of the way.</p> <p>Also briefly discussed were expectations for use on the Rideau canal. Not much could be determined for the bulk of the Summer. Some options such as at least fly the NLC flag were under consideration, but a more difficult issue would be for what might be possible/desired for the start of the new training season in Sept & Oct. Not looking likely that it will be much different.</p>	

<p>8d</p>	<p>Chair, Scholarships and Awards – Jim Cummings Following on the discussion from the last meeting, the Chair noted that Nathalie Jacques was “leading the charge with the cadets” on scholarships. Only three were applying. The Branch was asked about possibly increasing size of bursary given the additional cash crunch. He had discussed it already with the President & Treasurer and was now bringing the idea before council proposing the bursaries be doubled to \$750.</p> <p>There were no issues raised with the proposal. The Treasurer agreed and it sent a good message to the cadets, the parents, and the community that we were active where we could be in responses to the COVID challenges. He noted that our budget had, with the Wilson bursary, already allowed for \$2K in bursaries. So this would only amount to an additional \$250 on the budget. We could do this.</p> <p>MOTION: To increase the normal size of bursaries for this year by 50% to \$750 each for three bursaries. Moved by: Jim Cummings Seconded by: Jason O’Dale & Gerry Powell Carried</p> <p>MOTION: to accept the report Moved by: Jim Cummings Seconded by: Jason O’Dale Carried</p>	
<p>8e</p>	<p>Chair, Communications – Marc Viau The Chair briefed on our activities in an environment that included the ongoing COVID 19 crisis and the tragedies in NS and onboard FREDERICTON. Messages had been released to parents on what Cadets still have on the go and what the Branch was doing, including an update sent out just today.</p> <p>Social media objectives included thanking new & existing members for donations and messages of support to CAF pers supporting LTHC facilities in OP LASER. The latter has been our all-time best received social media post to date – over 3000 people saw that post.</p> <p>Page views were up 14% from 30 days ago. Top sites were the Branch COVID 19 pages, AGM 2020 page, and Council meetings page. Positive metrics were also noted in referrals – our social media initiatives are driving people to our website. We will be looking to expand our reach into other social media channels.</p> <p>Outreach continues through our FB and Corps newsletters. The Chair recommends a Branch level newsletter to consolidate the outreach be considered – food for later thought. He will be creating a calendar of important events to remember and plan ahead for content - so that we can anticipate them better (e.g. BoA, Mother’s Day, public holidays, etc.)</p> <p>MOTION: to accept the report Moved by: Marc Viau Seconded by: Gerry Powell Carried</p>	
<p>8f</p>	<p>Chair, Community Engagement – Anne Seigmiller Nothing really to add to the report. She is “in her alley” and busy with FB and graphics. Marc & her already working well together.</p>	
<p>8g</p>	<p>Chair, Volunteer Screening – Roland Vaillancourt NTR</p>	

8h	<p>Chair, Property – Leslie Markey NTR.</p> <p>Will be touching base with Melissa Jacques on band instruments held in inventory. Roland Vaillancourt noted that he has a list of the band instruments belonging to DND. The Treasurer also noted the need to determine if there are discrepancies between the current inventory with what was purchased only a few years ago. He will dig out that information from his records</p>	
9	<p>New Business</p> <p>a. Roundtable – Training Resumption considerations for Fall 2020</p> <p>The Secretary had raised this subject for discussion to initiate the thought process as many organizations start planning for a return to some level of activities. What do we need to think about? Branch supply of PPE? Routines (handwashing, disinfecting, arrival/departure, etc.)? What will Carleton be requiring of us to meet DND regulations in the facilities in addition to NLC directions? What impacts must we prepare for social distancing rules - lesser corps sizes, extra training nights for smaller classes, time sharing etc.)? How will we conduct recruiting, Intake, fundraising?</p> <p>President – wants to take her lead from corps and VPs. Will likely be seeing these needs in September. The Treasurer noted that he was not expecting quick answers tonight - most won't be yet known. But we should be looking at impacts and resources likely needed. This is not a money question – but if we have to get additional supplies or broadcast new routines, we will need to have them sorted out as much as we can before Sep, And we may end up in circumstances with only partial resumption (voluntary or required).</p> <p>LT(N) Brown raised need for concern for safety of staff (and their families). Also noted was that we may not be able to disinfect facilities properly until Jan 2021.</p> <p>The Treasurer finished the discussion noting that while we will not have all the answers, we need to start asking ourselves these questions (trg, fundraising, safety, etc.). And we will need to be able to provide some information if we are to expect people to join, or even stay with, the program in the Fall.</p>	
10	<p>Next Meeting Date</p> <p>In view of proposed date also being the date for RCSCC FALKLAND Change of Command, Mon 8 June was selected and approved</p>	
11	<p>Adjournment The meeting was adjourned at 2048</p>	

Prepared by: Gerry Powell, Recording Secretary, dated 4 June 2020

Approved by: Karen Duval, President, dated _____

ANNEX A – Treasurer’s Report (April)
ANNEX B – April 2020 Reconciliation Report

TREASURER'S REPORT FOR APRIL

CASH ACCOUNT

Overall:

- Overall a quiet month – no new payments
- Cash account reconciled with bank. Report posted on our website.
- Sub-holder accounts still not updated for the shared dropbox folder - soon

Significant Activity

- Deposits only. \$875 in Membership dues. \$277 in cash returned from an advance. The \$480 noted is an internal transfer within the account (no effect on balance)

Account Status (at end of April)

- Allowing for \$1605 in cheques still outstanding (the big ones from last month have cleared), and noting the deposits were also outstanding (made at end of month), Our account cash balance sits at \$67,724.
- Again, up to \$40K of that should be with our investments rather than in cash

Amounts Payable

- \$460 in various admin expenses since Jan
- About \$1900 in Cadet canteen funds held in our account
- Still awaiting invoice from canteen for refreshments at two events

Amounts Receivable

- \$90 in Membership dues & a donation when we can next meet in person
- \$2050 in donations for deposit in May
- \$500 in additional LSA from DND
- It is still unclear as to whether we will see any more of our LSA claim from last year – being queried with RCSU)

Uncommitted funds:

- Broadly speaking, it all means we still have \$67,504 in uncommitted cash (less the \$40K I want to reinvest) for operations.

INVESTMENT HOLDINGS

In total - at present \$140,006.54

- That includes \$131 in unrealized interest this month
- Note that up \$40K of our investment is still being carried within the Cash account having matured late last year. intention is to re-invest most after some pending spending decisions

GENERAL COMMENTS

Despite the loss of the last TAG DAY, the Branch is still in a good financial position until the Fall. Budget for the year as planned remains in effect.

Respectfully,
Gerry Powell
Branch Treasurer

RECONCILIATION REPORT

Navy League of Canada - Ottawa Branch
 Alterna - Main Account

Date	Name	Activity	Amount	Debits	CHQ Date	CHQ #	Name	Activity	Amount	Cheque Total	Balance	Cash Date
31-Mar-19		Total			31-Mar-19		Total				\$66,565.23	
APRIL					APRIL							
03-Apr-20	KINGSMILL	Cadet ball cap initial stock (120 *	\$480.00									
30-Apr-20	15 new mem	Memberships & Donations	\$875.00									
30-Apr-20	CO FALKLAND	Cash return from Adv at chq #316	\$277.20									
30-Apr-20	Alterna	Account Interest	\$6.37									
30-Apr-19		Total		\$1,158.57	30-Apr-19		Total			\$0.00	\$67,723.80	

The KINGSMILL deposit is an INTERNAL transfer within the account
 (ie - no change to account balance)

BANK RECONCILIATION				
4	\$68,176.55	Amount from Bank Statement - 30 Apr 18		
	\$67,723.80	Amount in book balance		
	(\$452.75)	Difference between Statement and Book Balance		
<i>Outstanding Cheques</i>				
	307	Melissa Jacques	Replacement for chq #262 now stale	\$24.72
	319	Mason Li	2019 NLOB Dawson Bursary	\$500.00
	320	Marie-Paule Abt	2019 NLOB Dawson Bursary	\$500.00
	328	Owan Duncan	2017 NLOB Dawson Bursary	\$500.00
	334	Familiar Faces E	Inv #89848 - FALKLAND EdC - g	\$21.47
	337	Familiar Faces E	Inv #90801 - Seaman's trophy - s	\$38.76
			<i>Sub - Total</i>	\$1,604.95
<i>Outstanding Deposits</i>				
	30-Apr-20	15 new members	Memberships & Donations	\$875.00
	30-Apr-20	CO FALKLAND	Cash return from Adv at chq #316	\$277.20
			<i>Sub - Total</i>	\$1,152.20
	\$452.75	<i>Net Outstanding</i>		
	\$67,723.80	Reconciled Balance	Date	08-May-19