



Ottawa Branch Board Members Meeting  
Monday 13 May 2019

Record of Discussion

ATTENDEES

Present: Karen Duval, Jason O’Dale, Bernadette Greene, Gerry Powell, Tina Stone, Luis Matos, LCdr Jeremy Marchand, Lt(NL) Jeff Anderson, Angela Fairhurst

Regrets: Jeff Woznow, Jim Cummings, Roland Vaillancourt, Alexei Mikhailov, Leslie Markey, LT(NL) Bruce Brown

Item	Discussion	Action
1	<b>Call to Order</b> The meeting was called to order at 1902	
2	<b>Approval of the Agenda</b> With a minor amendment to new business, the agenda was approved  Moved by: Jason O’Dale Seconded by: Gerry Powell	Carried
3	<b>Approval of the Previous Minutes</b> The minutes of the previous meeting (8 Apr) were approved.  Moved by: Gerry Powell Seconded by: Jim Cummings	Carried
4	<b>Review Action Items (Action Items List)</b> The Action Items (AI) list was reviewed and updates provided  <b>CLOSED:</b> 1811 <b>PENDING:</b> 1804, 1807, 1814, 1817, 1825, 1902. <b>NEW:</b> <b>Deferred:</b>	
5	<b>Commanding Officers Reports</b>	
5a	<b>RCSCC FALKLAND – LCdr Marchand</b>  The CO reported that: <u>Corps</u> strength: 131  <u>Recent events:</u> <ul style="list-style-type: none"> <li>• SIDC 26-28 April 2019 was cancelled due to Op Lentus</li> <li>• Community coordination meeting 11 May 2019</li> <li>• Battle of the Atlantic - 5 May 2019</li> <li>• Merit Review board completed, 1 CPO1 and 4 CPO2 cadets sat board</li> </ul> <u>Upcoming Events:</u> <ul style="list-style-type: none"> <li>• Orienteering training day 18 May at Nakkertok Ski Club</li> <li>• Seniors Mess Dinner 18 May</li> <li>• Tulip Festival Band performance 19 May</li> <li>• Regional Band &amp; Drill Comp 25-26 May</li> <li>• Awards &amp; Promotion Night 29 May - All are welcome</li> </ul>	

	<ul style="list-style-type: none"> <li>• ACR Prep and ACR 1-2 Jun</li> <li>• Sail training moved to Lac Deschenes Sailing Club</li> </ul> <p><b>DISCUSSION:</b></p> <p>There was brief discussion on most of the past events. The lost SIDC would have to be made up – probably in Jun. The turnout for the BOA parade was great. Luis Matos asked about the Band not getting recognition. The CO has asked. Apparently, the bands are too large. He will pursue the concern.</p> <p>A discussion ensued with respect to the OSLA Tri-Service competitions standing award fund.</p> <p><b>MOTION:</b>  <b>to approve a contribution of \$200 for FALKLAND’s contribution to the start-up of the OSLA standing awards fund.</b></p> <p>Moved by: Jason O’Dale  Seconded by: Luis Matos <span style="float: right;">Carried</span></p> <p>MOTION: to approve the report  Moved by: Jason O’Dale  Seconded by: Gerry Powell <span style="float: right;">Carried</span></p>	
<p><b>5b</b></p>	<p><b>NLCC VICE ADMIRAL KINGSMILL - LT(NL) Jeff Anderson</b></p> <p>The XO provided the following update:  <u>Corps Strength:</u> Current strength is 98cadets.</p> <p><u>Recent Events:</u></p> <ul style="list-style-type: none"> <li>• The Coxswain, Nicholas Wong was awarded the Navy League Cadet Medal of Excellence at the Navy League Cadet Ontario Division’s AGM. He was presented the award at their training day on 14 April.</li> <li>• Promotional Exams were held on 14 April.</li> <li>• Promotions were held on 28 April.</li> <li>• participated in the Battle of Atlantic parade on 5 May.</li> <li>• participated in Tag Day on 11 May</li> </ul> <p><u>Upcoming Events:</u></p> <ul style="list-style-type: none"> <li>• Trip to Portland, ON for annual visit to Admiral Sir Charles Edmund Kingsmill’s gravesite. A small ceremony will take place.</li> <li>• Annual Ceremonial Review will take place Sunday 9 June</li> </ul> <p>MOTION: to approve the report  Moved by: Beradette Greene  Seconded by: Luis Matos <span style="float: right;">Carried</span></p>	
<p><b>6</b></p>	<p><b>President’s Report:</b></p> <p>The President commended everyone for the success of the last TAG DAY, with a particular BZ to Tins Stone, who did most of the planning for that day on her own. The significant absence of Sea D was a severe disappointment, but the turnout by Navy League Cadets was strong.</p> <p>The OSLA CCC meeting, one of two such meetings annually, had taken place on the same morning as the TAG Day. With her was the XO of FALKLAND and the</p>	

	<p>Treasurer. Much was discussed, in particular the outcome from the Fall CCC and getting access to the SHAREPOINT site. The OSLA CO, LCdr Fraser joined in near the end noting he is always on the look for input and ideas. He noted an intent for a massive SC parade in Sep 200. The President noted that it could work in tandem with the 125 SC Anniversary in 2020, for which she is on the National Board. She also advised that in addition to being the new Area Rep for Magnificent Squadron, she is the NL Ont Div representative at the National Board.</p> <p>The Treasurer noted that a procedure for improved communications between the civilian CCC participants on Corps/Sponsor issues was decided upon at the CCC. It would see single POCs designated for each participant on a shared email list. He also noted our representation, in company with a senior group from National, at the Navy and Coast Guard Maritime Ball for the Council's SA.</p> <p>The President commended the Sea and Navy League Cadets for their performance at the Merit Boards - It "blows us out of the water". She also expressed a big BZ to all for their showing at the BoA ceremonies, followed by our participation in the dedication of the Fuller Room at HMCS CARLETON. Lastly, the President reminded all of the upcoming Branch AGM at the Barrhaven Legion on the 26<sup>th</sup> of Jun.</p> <p>Some discussion ensued about TAG DAYs. It was noted that That FALKLAND had put out a special bulletin to parents leading up to the event. A concern was expressed that our Spring Tag Days may be to close to each other. Jason O'Dale opined that having to send parents away the last time did not help.</p>	
7	<b>Portfolio Reports</b>	
7a	<b>Secretary – VACANT</b>	
7b	<b>Vice President Sea Cadets</b> – Jason O'Dale Nothing further to add to the CO's report	
7c	<b>Vice President Navy League Cadets</b> – Bern Greene NTR or add to the CO's report. BZ to the tag teams!	
7d	<p><b>Treasurer</b> – Gerry Powell</p> <p>The Treasurer provided the financial activity and reconciliation of the Branch account for the period ending in Apr and a report summarizing our financial state. The finances for the SC March break are all done, Total cost came to 23.5 K. The cost to the Branch was slightly less than expected at \$7.8K.</p> <p>There were noteworthy deposits and expenses. In general, The Branch and Corps are on budget, and doing well. The negative cash flow is consistent with the planned deficit in the budget for the year. Allowing for all payables and committed funds, we have over \$15K of uncommitted cash in the bank, enough for the Fall start up. And our investments, at over \$183.3K, remain in a healthy state.</p> <p>A copy is enclosed and also available at <a href="http://www.ottawanavyleague.org/council.html">www.ottawanavyleague.org/council.html</a> .</p> <p>MOTION: to approve the report Moved by: Gerry Powell Seconded by: Tina stone</p>	

<b>8</b>	<b>Other Portfolio Reports (as required)</b>	
<b>8a</b>	<b>Chair, Membership – VACANT</b>	
<b>8b</b>	<p><b>Chair, TAG Days – Tina Stone</b></p> <p>The Tag Day Chair provided some highlights to the recent Tag Day. Only 49 Sea Cadets and 41 NL Cadets participated. However, for only 21 of the 24 sites secured and arranged for could be used in the absence of escorts and 7 were sent home. She suggested a lack of communications may have been a cause. The treasurer noted that the loss of 3 sites equates to about \$1500 in revenues lost. While close to budget, we could have set a new record.</p> <p>She noted that we still enjoy a good cost from Sobeys with the individual sandwiches provided without being taxed for the group. While there is room for improvement with the coordination of the cadets, some adjustments to the organization to start the day allowed for all teams to be assembled, prepared and dispatched by 0915.</p> <p>Angela Fairhurst was introduced to the Council and thanked for the extensive help she provided.</p> <p>After some discussion, Sat 5 Oct was selected for our Fall Tag Day.</p> <p>MOTION: to approve the report  Moved by: Jason O’Dale  Seconded by: Bernadette Greene</p>	
<b>8c</b>	<p><b>Chair, Boats &amp; Sailing Program – Luis Matos</b></p> <p>The status of The Howard, canoes, and considerations for Safety Boat replacement were reviewed. There was no significant change on previous reports, with hope that improvements in weather would soon allow for more progress.</p>	
<b>9</b>	<p><b>New Business</b></p> <p>No new business, beyond the issues in the portfolio reports, was raised.</p>	
<b>10</b>	<p><b>Next Meeting Date</b></p> <p>Given the proximity to the Branch AGM in June, it was decided that a Council meeting would not be required. Any issues requiring Council attention could be addressed by the Executive.</p>	
<b>11</b>	<p><b>Adjournment</b></p> <p>The meeting was adjourned at 2105</p>	

Prepared by: Gerry Powell, Recording Secretary, dated 31 Aug 2019

Approved by: Karen Duval, President, dated \_\_\_\_\_

Enclosures:  
Agenda  
Treasurer’s Report



**Ottawa Branch Board Members Meeting**  
**Monday 13 May 2019 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 Report / Discussion Items
7. Portfolio Reports
  - a. Secretary (as required) -**VACANT**
    - Planning for Upcoming NLOB AGM (*if not previously raised*)
  - b. Vice President Sea Cadets – Jason O’Dale
  - c. Vice President Navy League – Bernadette Greene
  - d. Treasurer – Gerry Powell
8. Other Portfolio Reports (as required)
  - a. Chair, Memberships – **VACANT**
  - b. Chair, TAG Days – Tina Stone
    - Selection of date for Fall TAG DAY
  - c. Chair, Boats & Sailing Program – Luis Matos
  - d. Chair, Volunteer Screening – Roland Vaillancourt
  - e. Chair, Scholarships and Awards – Jim Cummings
  - f. Chair, Communications & Parent Liaison – Glen Hodgins
  - g. Chair, Property – Leslie Markey
9. New Business
  - i. Preparations of MV HOWARD for return to operations (*taken from AI log*)
  - ii.
10. Next Meeting Date – *Propose 10 June 2019*
11. Adjournment



**TREASURER'S REPORT**

**GENERAL**

- Branch account reconciled with Bank to the end of Apr 2019. Branch accounts are current for submitted activity to 13 May 2019 plus transactions pending that month. Corps and other Sub-accounts are updated today online.. Note that the forecast" column includes MAY.
- The March Break trip is now fully recorded. Total cost was \$23,511 and Cadets contributed \$15.7K. Branch commitment was \$57,811.
- TAG Day Revenues in Apr were \$58,621.29 and in May \$10,541.59 (TBC, +/- based on \$ conversion, not incl \$7 CT money). Fundraising expenses to date are about \$1950.

**HIGHLIGHTS (see the Reconciliation Report for details)**

**Significant Activity of Note:**

- Significant deposits - TAG DAY deposits of course, plus a large return on the SC Trip advance. \$2 K donated by RCL Strathcona. \$1430 in member donations
- Significant expenses - \$3.6K for work on the HOWARD, almost \$2K for NLCC bus to Provincials. \$940 to finalize the March Break trip. \$975 advanced for April TAG DAY expenses (less \$86 returned).

**Not yet done:**

- Invoice for LogistikCorps parka order (\$5726) now delayed. Possibly until Sep.

**Issues/Problems to be addressed:**

- Planning for a new safety boat capability progressing. Funding will come from short term investments made last year

<b>BRANCH ACCOUNT STATUS</b>			
<b>(at end April 2019)</b>			
<b>CASH</b>			
Cash (end-month bank Statement balance)		\$28,401	See the Reconciliation Report
Cash (end-month Branch book balance)		\$26,277	
<b>PLUS</b>			
Accounts Receivable - Branch	\$125	\$4,426	See the Balance Sheet (Financial Statement)
Accounts Receivable - from DND	\$4,301		Based on claim against remaining FY18/19 LSA
<b>LESS</b>			
Accounts Payable - Cadet Accounts	\$2,113	\$15,652	NLC Parkas, 2*scholarships
Accounts Payable - Committed Expenses	\$6,726		
Deferred Revenue	\$0		
FUNDS (Committed assets)	\$6,813		Funds (absolute) breakdown in Balance Sheet
<b>EQUALS</b>			
Cash (available - not committed)	At end Mar	\$15,051	
<b>INVESTMENTS</b>			
Branch Funds	\$70,668		
Hal Gillis Fund (Summer Program)	\$102,454		
Wilson Memorial	\$10,215		
<b>Total Investments</b>	At end Mar	\$183,337	
<b>Total of Available in CASH &amp; INVESTMENTS</b>		\$198,388	
<b>2019 BRANCH CASH FLOW</b>			
Revenues to date	\$30,077		See the consolidated Income/Expense Sheet
Expenses to date	\$35,163		\$40,939 expected value at end May
Cash Flow (for all of 2019)	<b>(\$5,085)</b>		\$39,376 expected value at end May
			\$1,563 expected Cash Flow by end of May
		May 2019	Cadet Accounts Mid-MAY (for info only)
		\$1243.72	KINGSMILL canteen (large deposit due)
		\$873.74	FALKLAND canteen
		\$24.04	FALKLAND C&POs Mess