

Ottawa Branch Council Meeting
(held by videoconference)
Monday 20 Apr 2020

Record of Discussion

ATTENDEES

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

Unable to log in: Travis Cameron

Regrets: Alexei Mikhailov

Item	Discussion	Action
	As this was our first Council meeting by videoconference (and our largest yet), the host explained the features and limitations of the site and how to use it. The Branch has acquired a basic service with this provider (Bluejeans) as we anticipate it will be needed for the next few months, and likely desirable for future meetings if we like it.	
1	Call to Order The Recording-Secretary confirmed that we had a quorum. The meeting was called to order at 1915.	
2	Approval of the Agenda The agenda was approved without any amendments/additions.	
3	Approval of the Previous Minutes The minutes of the previous meeting (9 Mar 2020) were reviewed and approved. Moved by: Jim Cummings Seconded by: Marc Viau Carried	
4	Review Action Items (Action Items List) The Action Items (AI) list was reviewed and updates provided. There were not a lot of AIs remaining. Most had not changed or were delayed with the onset of the COVID-19 requirements and cancellation of activities continuing over the summer. CLOSED: none PENDING/IN PROGRESS: 1807 (still), 1912, 2001 POSTPONED/ON HOLD: 1817, 1906, 2002 CANCELLED: Nil NEW: Nil	
5	Commanding Officers Reports	
5a	RCSCC FALKLAND – LCdr Marchand The CO provided the following report: Corps Strength <ul style="list-style-type: none"> • current strength is 141 Recent events <ul style="list-style-type: none"> • were able to have a few training nights prior to the COVID-19 stand-down • Currently increasing use of on-line engagements <ul style="list-style-type: none"> ○ Instagram page started, get to know your chiefs, quizzes, etc ○ Connecting with other units – Facebook page – already 164 followers • Started on-line training using WebEx started last week <ul style="list-style-type: none"> ○ A session per phase under phase officers – focus on groups – Health checks 	

	<p>Upcoming Events/Going Forward</p> <ul style="list-style-type: none"> • Continue online training with lecture style classes <ul style="list-style-type: none"> ○ Optional participation. Staff to make/keep interesting, ○ Continue with Chg of Command on 15 Jun. All corps now on same date ○ Likely in virtual format (details TBD). If so, will be repeated on a parade night when we get back to training routine • Application submitted for a new CIC officer – Paul Broadbent • CO interested in whether anyone has heard of virtual BOA plans • The CO later noted that DND had suspended all summer training until 31 Aug. <p>DISCUSSION</p> <p>The Treasurer noted that while the RCN no doubt had plans in the works, he had not heard of the details of a virtual BOA ceremony through the NAC yet. The President had passed the same question to National but was waiting for a reply. The President asked the CO to keep the Council advised of the Change of Command format and planning details so that the Branch could participate.</p> <p>MOTION: to accept the report Moved by: Jason O’Dale Seconded by: Berne Greene & Roland Vaillancourt Carried</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 85 cadets (as of March 2020). <p>Recent Events</p> <ul style="list-style-type: none"> • Kingsmill stood down since 15 March as a result of the COVID-19 pandemic. • All NLC program and events cancelled until at least 31 August 2020. • The NLC is looking into providing some sort of virtual training or activities. • Kingsmill has set up a private Facebook group for cadets and parents in order to engage cadets and provide a further means of disseminating information. <p>Upcoming Events</p> <ul style="list-style-type: none"> • An online/virtual competition has been created. A question of the week will be posted for cadets answer. Points will be tallied for each Division and a “Cock of the Walk” award will be awarded at the next Annual Inspection. • 7 June - Annual Inspection <p>MOTION: to accept the report Moved by: Berne Greene Seconded by: Gerry Powell & Marc Viau Carried</p>	
<p>6</p>	<p>President’s Report</p> <p>It has been a difficult month for all with COVID crisis, now also with the tragedy in NS. Her family hometown devastated. Many of the deaths hit close to home</p> <p>The last 6 weeks have been tough on everyone, and she is worried most for the cadets. SC training progressing online as mentioned. Promotions for the year are expected to continue. The NL Commanders across Canada met with VP NL and National President – her understanding is that promotions are likely to continue (TBC) – a formal decision expected very soon. National has asked us to help with an online handwashing promo with cadets.</p> <p>The President has the certificates all the award nominations for cadets, officers, and Board members. Corresponding medals are on their way. Will be looking present those awards in some appropriate soonest to boost morale.</p>	

	<p><i>6i – NLC/ ITE and Ont Div – Update (Ont Addendum & AGM Teleconference)</i></p> <p>The ITE and Ont Corp Board members met on 17 Mar and came to an agreement on the way ahead for the Bylaws and an AGM. Plan is now for a vote with the 59 Branch Presidents on an Ontario addendum to the bylaws that has been prepared. As she is a Director on the Ont Board, she will give the Treasurer a proxy to vote on the Branch’s behalf. The AGM will now take place on 23 May. She finished with a query to the XO & CO as fellow Nova Scotians on how they were doing with the news of the tragedy there. She asked that they pass on the Branch’s respects to all family and friends.</p>	
7	Executive Reports	
7a	<p>Secretary – VACANT NTR</p> <p><i>7i – June Planning date for Branch 2020 AGM</i></p> <p>The Executive had discussed this and proposed the 29th of June using a virtual (videoconference) format. The Council agreed unanimously.</p> <p><i>7ii – Website – Changes / Assignment of Website Editor</i></p> <p>There have been several changes with the Branch website for content to bring it up-to-date and with the format to make it more readable (the pages were becoming long and cumbersome). Everyone was encouraged to visit the site to provide feedback.</p> <p>The Treasurer has been trying to keep the site updated but doing poorly at that as he does not have the time to give it the attention needed. Now that we have a Director of Communications, with good help from Anne Seigmiller, He is going to transfer responsibilities of website director (for content) to him. Content anyways. He could retain the technical and business side of owning our sites and domains. Technical side I can hold. No vote required. This will become part of TORs to be developed. All should pass for content on to Marc.</p>	
7b	<p>VP Sea Cadets – Jason O’Dale NTR</p>	
7c	<p>VP NL Cadets – Berne Greene NTR (or captured in videoconference)</p>	
7d	<p>Treasurer – Gerry Powell</p> <p>The Treasurer did not have a written report to provide for this meeting. Not surprisingly we did not have a lot of activity over the month. But there were some significant payments made (\$9300 for the work on the Howard and \$1325 for the KINGSMILL ball caps order) in addition to ongoing bills like our copier lease. And there was a large direct deposit (about \$3200) in LSA from DND. However, we were expecting near our \$7800 LSA allocation (our LSA claim submitted last Dec had been for more than that). CO FALKLAND was waiting for further details of the payment (what was outstanding, needed, denied, etc).</p> <p>Our financial status remains strong. While we are able to survive the loss of our first tag day of the year with no immediate impact on the budget, it does amount to a large revenue loss (up to \$10K, 1/6th of our planned revenues), that we will have to take from our reserves. We had allowed for major contingencies and have the reserves to handle it.</p> <p>We currently have \$139,745 in term deposits, with another \$40K from those that had matured in late 2019 but are still in our cash account yet to be reinvested. That was being held in cash pending some major spending decisions (such as the safety boat), which will be now reviewed as we determine the full impacts of the</p>	

	<p>COVID crisis.</p> <p>Our cash account was reconciled as correct for Mar (copy attached). After allowing for \$13.4K in outstanding cheques (the major expenses mentioned above and most of the bursaries), the cash in our books is at \$66,565. However, there is about \$469 in accounts payable (admin expenses), over \$480 in accounts receivable, and \$1152 in pending deposits. Totaled, this allows for about \$67,728 in “uncommitted” (i.e. – includes remaining directed donations) cash available. Again, up to \$40K is intended to go back to term deposits at some point.</p> <p>At this stage in the budget year and with the continuing impacts of the COVID crisis, it is premature to comment on spending. However, the Branch is in a strong fiscal position and there are adequate funds to readily meet our planned operational expenses and known liabilities through to the Fall.</p> <p>MOTION: to accept the report Moved by: Gerry Powell Seconded by: Jason O’Dale Carried</p>	
8	PORTFOLIO REPORTS (as required)	
8a	Chair, Membership – VACANT There was NTR.	
8b	Chair, TAG Days – Travis Cameron The TAG DAY chair was not able to log-in to this conference.	
8c	<p>Chair, Boats & Sailing Program – Richard Duval</p> <p>The Chair reported that the HOWARD in good shape and ready to go. We are waiting for permission to get onto the Canal. At present, that is not likely not until 1 Jun, and could be given COVID-19 considerations. We must look at options.</p> <p>That includes:</p> <ul style="list-style-type: none"> • Brining to the canal later if appropriate. Booking the transport is flexible and fast for whenever we should choose to do so; or • Continued storage – May have to pay for longer storage. The HOWARD is fine where it is now but would have to go back into an indoor shed. <p>Rescue boat plans on hold until have an on-water program to support</p> <p>DISCUSSION</p> <p>There was much discussion on the issue.</p> <ul style="list-style-type: none"> • CO FALKLAND – noted the need Carleton permission as no one allowed back into the facility under the COVID restrictions they are obliged to. Also – if there is no training would there be a cost savings by leaving it there (no transport fees * 2 less extra storage costs). • The Treasurer queried whether we could get our own standing access permission and hold a key during COVID restrictions? This was felt unlikely on DND property. The President felt that would be a firm no with CO – not even her people allowed on property. • The Treasurer noted he was not trying to get exemption from the regulations or not follow COVID-19 guidelines but would like to consider all options available if the canal is opened. • The President enquired about the possibility of getting a berth at the marina. The Boats argued that while possible, it was not recommended with the unknown river conditions, especially with the paint work just done. • 	

	<ul style="list-style-type: none"> • Roland Vaillancourt enquired as to who would sail it. The President mentioned a few ideas discussed among the Executive – if even if just to fly the flag to promote the NLC 125th. The CO noted that he is not allowed to take the boat out under current restrictions. The President finished noting we will see what can be done – “see what happens” over the summer. • Roland Vaillancourt noted the Parks Canada element in any decision about opening the Canal system, and that we should consider the security concerns with leaving the HOWARD alongside there and un-attended. <p>MOTION: to accept the report Moved by: Gerry Powell Seconded by: Jim Cummings</p>	Carried
8d	<p>Chair, Scholarships and Awards – Jim Cummings</p> <p>The Chair reported that he has not been able to talk with cadets. They can apply to national online. Perhaps we could be open to approach at branch, and appealed to the CO FALKLAND for ideas on online options through the Corps new connections with the Cadets. We would be heavily dependent on Staff to work the website.</p> <p>DISCUSSION</p> <ul style="list-style-type: none"> • The Treasure opined that we should be able to, and we should do anything we can do. Also, that members of the Council should help with any screening process when it gets held. • CO FALKLAND responded that he could be sold over an online reach-out to the cadets. The Chair invited the CO to liaise with him. The CO suggested the Chair deal with Nathalie (his staff dealing with the cadets for scholarship applications). They could do a scholarship info session • The President suggested a virtual meeting with the cadets. • In response to a question from the CO, the Chair noted that the deadline for National applications is 30 Jun, but locally, we often go to later when the Cadets return from training. <p>The Treasurer reminded all about the availability of this videoconference service – we have an account.</p> <p>MOTION: to accept the report Moved by: Jim Cummings Seconded by: Gerry Powell</p>	Carried
8e	<p>Chair, Communications – Marc Viau</p> <p>The Chair reported he had two big ticket items to bring up.</p> <p>First – The COVID crisis - we have passed on all the info from National and DND on our own sites. Also, we now have a Branch Facebook page and encouraged all to visit it</p> <p>Second – An article on the NLC 125th he submitted to the NAC SOUNDINGS magazine was selected as the cover story and picture for their Fall edition.</p> <p>Our Website will be an ongoing work. We will keep up the usual health and safety reminders. Kudos to Anne Seigmiller for all of her the help and graphics.</p> <p>DISCUSSION</p> <p>Jim Cummings noted that it was great to have a Communications Director again and welcomed him and Anne to the team.</p> <p>Anne Seigmiller noted that any input from the Corps and cadets for Branch FB was always welcome</p>	

	<p>In response to a query from the Treasurer about traffic on website & FB – The Director noted it was what he expected, but still early to measure.</p> <p>MOTION: to accept the report Moved by: Marc Viau Seconded by: Jim Cummings</p> <p style="text-align: right;">Carried</p>	
8f	<p>Chair, Volunteer Screening – Roland Vaillancourt</p> <p>The Chair reported that he had sent the required screening material and instructions to our new members. However, they cannot do anything to progress the as everything is on hold because of the COVID-19 crisis.</p> <p>MOTION: to accept the report Moved by: Berne Greene Seconded by: Jim Cummings</p> <p style="text-align: right;">Carried</p>	
9	<p>New Business</p> <p>No item of new business was raised.</p>	
10	<p>Next Meeting Date 11 May 2020 was approved</p>	
11	<p>Adjournment The meeting was adjourned at 2035</p>	

Prepared by: Gerry Powell, Recording Secretary, dated 8 May 2020

Approved by: Karen Duval, President, dated _____

ANNEX A – March 2020 Reconciliation Report

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
29-Feb-20		Total		\$1,786.10	29-Feb-20		Total				\$74,265.58	
MARCH					MARCH							
6-Mar-2020	DND	LSA 995.20		\$3,230.48	07-Mar-20	333	Roland Vaillancourt	Medal Mounting & VSS clearance (2 items)	\$67.15			10-Mar-20
31-Mar-20	Alterna	Interest		\$6.71	24-Mar-20	334	Familiar Faces Engraving I	Inv #89848 - FALKLAND EdC - glass Mug	\$21.47			
					27-Mar-20	335	Port of Call Marina	Work order - winter work on HOWARD	\$9,336.63			
					02-Apr-20	336	Bruce Brown	KINGSMILL Ball Caps	\$1,325.49			
					03-Apr-20	337	Familiar Faces Engraving I	Inv #90801 - Seamanship trophy - shields &	\$58.76			
					03-Apr-20	338	De Lago Landon (DLL) Fin	Inv 7526721 copier lease May to Jul	\$131.04			
31-Mar-19		Total		\$3,237.19	31-Mar-19		Total		\$10,940.54		\$66,562.23	
BANK RECONCILIATION												
	3		\$78,963.34		Amount from Bank Statement - 31 Mar 18							
			\$66,562.23		Amount in book balance							
			(\$12,401.11)		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 Ab	2019 NLOB Dawson Bursary			\$500.00	
					328		Owen Duncan	2017 NLOB Dawson Bursary			\$500.00	
					334		Familiar Faces E	Inv #89848 - FALKLAND EdC - g			\$21.47	
					335		Port of Call Mar	Work order - winter work on HOW			\$9,336.63	
					336		Bruce Brown				\$1,325.49	
					337		Familiar Faces E	Inv #90801 - Seamanship trophy -			\$58.76	
					338		De Lago Landon	Inv 7526721 copier lease May to h			\$131.04	
											Sub - Total	\$12,398.11
<i>Outstanding Deposits</i>												
											Sub - Total	\$0.00
			\$12,398.11		<i>Net Outstanding</i>							
			\$66,565.23		Reconciled Balance							
					Date							
					18-Apr							