



Ottawa Branch Board Members Meeting
Monday 21 Oct 2019

Record of Discussion

ATTENDEES

Present: Gerry Powell, Jason O’Dale, Berne Green, Jim Cummings, Tina Stone, Luis Matos, Lesli Markey, LCdr Jeremy Marchand, LT(NL) Bruce Brown

Regrets: Jeff Woznow, Roland Vaillancourt

Item	Discussion	Action
1	Call to Order The meeting was called to order at 1907.	
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 Sept 2019) were reviewed and approved. Moved by: Jason O’Dale Seconded by: Luis Matos	Carried
4	Review Action Items (Action Items List) The Action Items (AI) list was reviewed and updates provided CLOSED: 1904, 1905 PENDING: 1804, 1807, 1814, 1817, 1825. 1903,1906 NEW (from this meeting): 1907 NEW (Added since meeting for necessary action): 1908.1909,1910,1911, 1912	
5	Commanding Officers Reports	
5a	RCSCC FALKLAND - The CO provided the following report: Corps Strength 148 current strength (over 40 new cadets) Recent events - Seamanship weekend 27-29 Sept at Connaught - Army Run cheer station 22 Sept - Sailing on Oct 5-6 (changed location of Sail Centre) - Tag Day Oct 5, lower than usual turnout due to concurrent activities Upcoming Events - Large amount of NL service medals will be presented Wed Oct 23 - Poppy Campaign days 2 & 3 Nov (only Falkland those days) - Senate Remembrance Day event, Monday Nov 4 - Candlelight ceremony at War Museum, Tuesday Nov 5 - Carleton Lodge band performance, Sat Nov 9 - Strathcona Legion Parade, Sun Nov 10 - National Remembrance Day Parade, Mon Nov 11 - John McRae School, Mon Nov 11 - Beechwood ceremony, Mon Nov 11	

	<p>- ACR date is June 14 - Change of command from LCdr Marchand to Lt(N) Lafrance is June 17</p> <p>MOTION: to accept Moved by: Jason O’Dale Seconded by: Gerry Powell</p> <p style="text-align: right;">Carried</p>	
5b	<p>NLCC VICE ADMIRAL KINGSMILL - LT(NL) Bruce Brown The CO reported that:</p> <p>Corps Strength As of the end of September our current strength is 95 cadets (now more than 100).</p> <p>Recent Events</p> <ul style="list-style-type: none"> • Our corps took part on Tag Day on Saturday 5 October. • A Sports Day was held on Sunday 6 October. • Chief Boards were held in the first part of October. The new Coxswain, RPO, Standards Chief, and DPO’s were announced Sunday 20 October. • Four Kingsmill staff attended OTC at Trenton on the weekend of 18-20 October. • Fife and drum and Competition Team training started on Sunday 20 October. <p>Upcoming Events</p> <ul style="list-style-type: none"> • Kingsmill will participate in Westboro’s Poppy Campaign at Carlingwood Shopping Centre on 26 October, 2 November, and 9 November. • Kingsmill will be participating in the National Remembrance Parade and Westboro’s Remembrance parade on 11 November. • Kingsmill will be participating in the Help Santa Toy parade on 16 November. <p>MOTION: to accept Moved by: Berne Green Seconded by: Jason O’Dale</p> <p style="text-align: right;">Carried</p>	
6	<p>President’s Report The Treasurer was appointed the Acting Branch President of the Ottawa Branch by the Navy League of Canada (NLC) as a result of the suspension of all of the Executive and ALL Directors of the Ontario Division as “Branch Participants” and the Ontario Division itself as a “Member” of the NLC. – which, as a consequence, included our Branch President until further notice.</p> <p>The Treasurer noted that he had attended the OSLA CO’s conference on 14 Sep, representing the Ontario Division in chairing one brief Leagues’ session with OSLA Sea Cadet Corps CO’s only. And he represented the Branch at the Community Coordinating Committee (CCC) Meeting held yesterday. However, the main item for discussion tonight was the situation with the Ontario Division suspension as per the agenda.</p> <p><i>6ai – Suspension of Ont Div & Establishment of ITE - Situation/Status/Brnch Impact</i> The acting President provided an outline of what had happened and the current situation at the moment, including:</p> <ul style="list-style-type: none"> • An overview of the issue between the national level of the NLC and Ontario Division that has festered over the last few years. Ontario is the largest Division in the NLC, but operates in many measures very differently than the others. In short, National was demanding changes within Ontario Division to bring it organizationally and procedurally in better alignment with the expectations they had of Divisions as directed in the National 	

	<p>Bylaws and agreed to in the Division’s bylaws. Ontario was resisting these changes on the basis of its own Act of Incorporation under Ontario laws.</p> <ul style="list-style-type: none"> • It had come to a head on 25 Sep with the NLC formally suspending Ontario Division and its Directors. • The establishment of an “Interim Transition Executive” (ITE) to manage, administer and support and affairs and operations of Ontario NLC Branches and their Corps until a new division level organization as detailed in their bylaws could be established. • The DND organization behind the Sea Cadet Corps was following national’s organization, and the Navy League Cadet organization was following the ITE directions. • DND, NLC, and ITE intention to ensure that in all respects. Corps would continue in the programs and activities as they always had • The suspended members are expected to challenge these developments. That could lead to some confusion and concern if we let this transition and dispute reach below the Branch and into the corps. <p>He highlighted what he could with respect to the ex-President’s situation. She herself had resigned from the Ontario Division immediately following the NLC suspension, and has since submitted her request to the NLC to be reinstated. That will take time for the proper process to be established, but we anticipate her application will be favourably considered allowing her return to her Branch duties soon. Her suspension does not allow her to act in any NLC capacity with or on behalf of the Branch or the Corps. Until then, this approach will be respected to maintain the credibility of the ITE and avoid any appearance of inconsistency in their handling of the transition.</p> <p>Lastly, the Ottawa Branch is well resourced and has operated well independent of Ontario Div support. All the admin necessary for the conduct of corps’ operations and activities has been picked up well by the ITE, and they have been very responsive to all enquiries. He listed several admin items that has been received and shared with the directors for information or action as required. Two came as a surprise (the full list of Sea Cadet Education Fund scholarship awards in Ontario, and some discounts available to members). The acting-President will ensure there are sent & shared.</p> <p>There is no reason for this issue to be visible below the Branch level and a concern to the cadets or their parents/guardians, and it is important that we do everything within our means to keep it that way.</p> <p>Any questions or concerns should be brought to his attention as quickly as possible.</p>	
7	Executive Reports	
7a	<p>Secretary – VACANT</p> <p><i>7ai – Change of standing date for monthly Council Meeting</i></p> <p>The Acting Secretary apologized for the confusion resulting with the change of standing meeting day that had been originally tried for this meeting. An apparent large consensus for such a change had been presented that did not allow for the time needed for a full secretarial vote. However, to have done so may have cost too many members to miss this important meeting, and it was decided to stay with the previously approved date. However, the issue would be discussed,</p>	

	<p>A prolonged discussion on the idea ensued. The reasons for a change centered largely on the challenges being faced by many to make it to the meetings on top of full workdays and demanding workloads, especially as meetings normally went late. Counter to the idea of Sunday morning instead were concerns for conflict with normal religious services for many, and the loss of yet another day in the week at the expense of family time, obligations at home, and rest time outside of very busy weeks.</p> <p>Most could support rescheduling to a Sunday afternoon. However, everyone could stay with the current Monday evenings (the only other viable weeknight at HMCS CARLETON), particularly if meetings could be finished on time. It was decided to remain with the current approach for every second Monday evening (adjusted as required for holidays etc.).</p> <p>The acting President undertook to revive the practice of Executive meetings in advance of Council meetings with the objective of, in addition to discussing any larger NLC & Branch issues of interest, reviewing significant matters that require the attention /decision of the Council or action by its members so as to focus the agenda if needed and streamline the time spent on it at meetings.</p> <p>MOTION: to accept Moved by: Gerry Powell Seconded by: Luis Matos</p> <p style="text-align: right;">Carried</p>	Acting Secretary
<p>7b</p>	<p>Vice President Sea Cadets – Jason O’Dale NTR or add to the CO’s report</p>	
<p>7c</p>	<p>Vice President Navy League Cadets – Berne Greene NTR or add to the CO’s report</p> <p>DISCUSSION The VP NLC advised of an invitation that had been passed from Capitol Memorial Gardens to participate in a Flag Laying Ceremony they were arranging for Remembrance Day. After a brief discussion, it was confirmed that we had a lot already on the go on and around 11 Nov. However, KINGSMILL participation, if possible, was sanctioned from the Branch perspective.</p>	
<p>7d</p>	<p>Treasurer – Gerry Powell</p> <p>The Treasurer reported on the overall status of the Branch finances and accounts to the end of December, and how we stand with respect to the budget for the year.</p> <p>He tabled the Branch Monthly Revenues & Expenses statement to end Sept, The Branch Statement of Position (balance sheet) at end Sept, and Branch account & bank reconciliation for September for Council review and discussion. These documents are available online on the Branch website at www.ottawanavyleague.org/council.html.</p> <p>Overall, the Branch remains in a strong financial position, and the year is progressing as planned in the budget. Current assets total \$260,345. Our current cash holdings (in account) at \$76,148 are much higher than normal due to \$40K in investments that, as reported last month, had matured and was “transferred in”. Most of that will be returned to equity as investments later in the year, particularly</p>	

	<p>after we decide how we wish to proceed with acquiring a new safety boat.</p> <p>For the year’s operations, we are on track for our revenue projections. A big BZ to the TAG Day Chair and team for the fabulous success with fundraising this year! But it looks like we will again be underspent on our budgeted expenses, leaving us with a small surplus at the end of the year rather than the deficit intended. The amount will depend on actual spending over the fall.</p> <p>The big expenses since last month included receipt (at last) of the new kit for the additional NLC cadets taken on last year (\$5.64K) and our third quarter allotment (\$1.4K). Revenues included the remaining NLCC KINGSMILL Registrations (\$1.32K). The treasurer noted as well that:</p> <ul style="list-style-type: none"> • In addition to the invoices expected to transport, winterize and store the HOWARD this season, we had yet to receive invoices for the transport and summer preps of the HOWARD last Spring (estimated \$650), and • We need to move on the purchases intended to use the Cuddie Donation (\$5.3K) as planned. <p>MOTION: to approve the report Moved by: Gerry Powell Seconded by: Jason O’Dale</p>	Carried
8	Portfolio Reports (as required)	
8a	Chair, Membership – VACANT	
8b	<p>Chair, TAG Days – Tina Stone</p> <p>The TAG DAY Chair reported on the conduct and success of the Tag Day earlier in the month on 5 Oct. While challenged for support as most of the Executive was out of town or otherwise could not participate, and a revised training schedule impacted some Sea Cadet availability, we still had a good cadet turn out and were able to deploy teams to all 27 of our confirmed Tag sites. The Branch raised more than \$11789 – a new record for TAG DAY! She expressed a heartfelt BZ to everyone who had made it such a success.</p> <p><i>Secretarial Note – after final count and currency conversion, the final total deposit for the Fall Tag Day was \$11,819¹⁴</i></p> <p><i>8bi Spring TAG DAY planning Dates</i></p> <p>The pros and cons of the early April and Mid may (around Mother’s Day) that had been our practice over the last few years were discussed. Concerns included the short period between them, weather if done too soon, and potential conflict with Corps’ activities with the approaching end of the in-unit training year. The possibility of only doing one was again raised, but not pursued further.</p> <p>After some consideration of possible dates, an earlier start and later final date was chosen:</p> <ul style="list-style-type: none"> • 28 March 2020, and • 23 May 2020 <p>For the record, the intended dates for the Corps’ AGMs are:</p> <ul style="list-style-type: none"> • NLCC KINGSMILL 7 June 2020, and • RCSCC FALKLAND 14 June 2020 	

	<p>MOTION: to approve the report Moved by: Tina Stone Seconded by: Jason O'Dale</p> <p style="text-align: right;">Carried</p>	
8c	<p>Chair, Boats & Sailing Program – Luis Matos The Boats Officer reported on the status of the HOWARD. It has been hauled from Dow's Lake in early Oct (the 9th) and transported to the Port of Call Marina in Dunrobin where we had stored it last year. It was not yet in its usual place for covered storage (near the door for ease of access and early haul out next Spring) as there were still other boats to be hauled and stored first. Costs for the transport, winterization and storage were not yet finalized but expected to remain consistent with those costs last year. The batteries were removed and would be kept with the Boats Officer in Ottawa (on a trickle charge in the Duval Garage) to keep them in good order over the winter.</p> <p><i>8ci – Status of Work Considerations</i> There were no immediate work requirements or plans yet established, but the HOWARD would be looked at later prior to final storage. One item of concern is the state of the main shaft seal as a likely source of an apparent increase in bilge water levels over the season.</p> <p>DISCUSSION The Treasurer noted that the approved budget for the year allowed for fall transport, winterization, and storage costs based on last year at that marina. After some discussion, it was agreed that the stern gland should be inspected during final storage to confirm whether further work was needed to repair/replace the seal.</p> <p><i>Secretarial Note – subsequent quotes noted that costs (before taxes) would be \$219 for winterizing/antifreeze/fuel conditioner and \$816 for storage. That would be in addition to the haul out & transport costs required.</i></p> <p>MOTION: to approve the report Moved by: Luis Matos Seconded by: Jason O'Dale</p> <p style="text-align: right;">Carried</p>	
8d	<p>Chair, Scholarships & Awards – Jim Cummings NTR</p>	
8c	<p>Chair, Communications and Parent Liaison – VACANT</p>	
8c	<p>Chair, Property – Leslie Markey NTR</p>	
9	<p>New Business No new business, beyond the issues in the portfolio reports, was raised.</p>	
10	<p>Next Meeting Date 18 Nov 2019 was approved</p>	
11	<p>Adjournment The meeting was adjourned at 2103</p>	

Prepared by: Gerry Powell, Recording Secretary, dated 14 Nov 2019

Approved by: Gerry Powell, Acting President, dated 16 Nov 2019



Ottawa Branch Board Members Meeting
Monday 21 October 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. Acting-President's Report / Discussion Items
 - i. Suspension of Ont Div Exec & Directors – Situation / Status / Branch impact
7. Executive Reports
 - a. Secretary (as required) -**VACANT**
 - i. Motion to change standing monthly meeting date
 - b. Vice President Sea Cadets – Jason O'Dale
 - c. Vice President Navy League – Bernadette Greene
 - d. Treasurer – Gerry Powell
8. Portfolio Reports (as required)
 - a. Chair, Memberships – **VACANT**
 - b. Chair, TAG Days – Tina Stone
 - Spring TAG DAY planning dates (Action Item 1904)
 - c. Chair, Boats & Sailing Program – Luis Matos
 - i. Status of and work considerations for HOWARD
 - d. Chair, Volunteer Screening – Roland Vaillancourt
 - e. Chair, Scholarships and Awards – Jim Cummings
 - f. Chair, Communications & Parent Liaison – **VACANT**
 - g. Chair, Property – Leslie Markey
9. New Business
 - a.
 - b.
10. Next Meeting Date – *Propose Mon 18 Nov 2019 (following Remembrance Day 11 Nov)*
11. Adjournment



TREASURER'S REPORT

RECONCILIATION - SEPTEMBER 2019

Date	Name	Activity	Amount	Debits	CHQ Date	CHQ #	Name	Activity	Amount	Cheque Total	Credits	Balance	Cash Date
31-Aug-19		Total			31-Aug-19							\$83,078.36	
SEPTEMBER													
13-Sep-2019	Bruce Brown	Kingsmill 2019/2020 registrations		\$1,320.00	4-Sep-19	270	Roland Vaillancourt	PostageSec Clearance		\$14.26			4-Sep-19
14-Sep-2019	Robert Lafrance	Chq #260 Returned & Voided		\$150.00	8-Sep-19	271	Bruce Brown	Part of Logistik Unicorps order #14522302 30 parka		\$3,351.69			11-Sep-19
30-Sep-2019	Alterna	Interest		\$6.61	9-Sep-19	272	Bruce Brown	Remainder of Logistik Unicorps #14522302- 20 NLC		\$2,290.28			11-Sep-19
					14-Sep-19	273	Robert Lafrance	Forward DND reimbursement for meals at regatta		\$42.40			23-Sep-19
					25-Sep-19	274	Navy League of Canada - O	OTC Oct 2019 registration - 4 NLOs		\$320.00			30-Sep-19
					25-Sep-19	275	Navy League of Canada - O	3rd Qtr Assessment - 133 SC, Sc Cr -27, 127 NLC		\$1,398.00			30-Sep-19
					29-Sep-19	276	Bruce Brown	CI Uniform assecories & NLO cap		\$40.71			
					29-Sep-19	277	Tina Stone	ADVANCE - TAG DAY supplies & Prizes		\$950.00			
30-Sep-19		Total		\$1,476.61	30-Sep-19		Total				\$8,407.34	\$76,147.63	

BANK RECONCILIATION			
9	\$77,163.06	Amount from Bank Statement - 30 Sep 18	
	\$76,147.63	Amount in book balance	
	(\$1,015.43)	Difference between Statement and Book Balance	
<i>Outstanding Cheques</i>			
	262	Melissa Jacques	Juice for Seamanship Weekend - G \$24.72
	276	Bruce Brown	CI Uniform assecories & NLO cap \$40.71
	277	Tina Stone	ADVANCE - TAG DAY supplies & Prizes \$950.00
		<i>Sub - Total</i>	\$1,015.43
<i>Outstanding Deposits</i>			
		<i>Sub - Total</i>	\$0.00
	\$1,015.43	<i>Net Outstanding</i>	
	\$76,147.63	Reconciled Balance	Date 21-Oct-19