



Ottawa Branch Board Members Meeting
Monday 8 April 2019

Record of Discussion

ATTENDEES

Present: Karen Duval, Bernadette Greene, Gerry Powell, Jim Cummings, LCdr Jeremy Marchand, LT(NL) Bruce Brown

Regrets: Jeff Woznow, Jason O’Dale, Tina Stone, Luis Matos, Roland Vaillancourt, Alexei Mikhailov, Leslie Markey

Item	Discussion	Action
1	Call to Order A quorum was not present and further arrivals were not expected. While a decision could not be voted upon, those present agreed to progress with the reports available for information. The President called the meeting to order at 19:10.	
2	Approval of the Agenda The agenda was approved by all present.	
3	Approval of the Previous Minutes The Recording Secretary noted that the proposed minutes had been distributed to all members, and was also posted on our website. No comments had been received, and there were no concerns raised by those present. He recommended we approve the previous minutes in principle for the record, pending any corrections raised at the next meeting. MOTION: to approve the previous minutes, allowing for corrections, if needed at next meeting Moved by: Gerry Powell Seconded by: Jim Cummings	Carried
4	Review Action Items (Action Items List) The Action Items (AI) list was reviewed where possible with those in attendance. Several items were closed. CLOSED: CANCELLED or OBE: 1819, 1824, 1901 PENDING: 1804, 1807, 1811, 1814, 1817, 1902. There are 3 future AIs NEW: Deferred:	
5	Commanding Officers Reports	
5a	RCSCC FALKLAND – LCdr Marchand The CO reported that: <u>Corps strength:</u> 133 <u>Recent events:</u> <ul style="list-style-type: none"> 30 March 2019 - Zone deconfliction meeting. 23-24 March 2019 - Zone marksmanship competition 	

	<p><u>Upcoming Events:</u></p> <ul style="list-style-type: none"> • 26-28 April 2019 - SIDC. • Battle of the Atlantic - 5 May 2019. • Merit Review board early May • 11 May 2019 – New date for Community Coordination Council meeting <p>DISCUSSION:</p> <p>It was noted that the new date for the CCC meeting conflicted with the next TAG DAY also on the 11th. The president advised that as it would be between 9AM and noon, she would attend both, but that would mean missing the morning for TAG DAY. The Treasurer noted that as the Co-Chair role is supposed to rotate between the Leagues, and it is the Sea Elements turn, we should expect a call from Div.</p>	
<p>5b</p>	<p>NLCC VICE ADMIRAL KINGSMILL - LT(NL) Bruce Brown</p> <p>The CO provided the following update: <u>Corps Strength:</u> Current strength is 105 cadets. Registration for this year is now closed.</p> <p><u>Recent Events:</u></p> <ul style="list-style-type: none"> • 29-30 March - All Competition teams participated in the Provincial Competitions held at CFB Trenton. The Seamanship Team placed second and the Semaphore Team placed third. • 31 March - A Sports Day was held on for those cadets not on a Competition Team. • 3 April – 18 Kingsmill cadets along with cadets from Falkland participated in the filming of a short video clip to be used in a farewell for the CRCN. • 5-7 April - He attended the Ont Div AGM and NLCC CO's Conference in Toronto. <p><u>Upcoming Events:</u></p> <ul style="list-style-type: none"> • 28 April - Promotional Exams will be held on 14 April • 19 – 22 Apr - NLCC VAdm Kingsmill will be stood down on Easter weekend. • 5 May = NLCC VAdm Kingsmill will be participating in the Battle of Atlantic parade. 	
<p>6</p>	<p>President's Report:</p> <p>The President congratulated KINGSMILL on their successes at the Provincial Competition in late April. She also gave a BZ to the teams that organized and made the April TAG DAY a success. Although short-handed with many of the Branch Directors away and a lower than normal number of sites being available, the Branch was still raised over \$8600!</p> <p>The President briefed the Council on the activities and outcomes of the Ont Div AGM that took place over that weekend. RSCC FALKLANND and NLCC VADM KINGSMILL are currently the largest SC and NLCC corps in the Division. The Ottawa Branch was well represented by a delegation that included herself, the Treasurer, and the CO of NLCC KINGSMILL who also attended the Div CO's Conference that took place at the same time. Also in attendance was one of our</p>	

	<p>Lifetime members, Peter Christie, in his capacity as a Director-at-Large with the Division Board.</p> <p>There were several sessions and presentations. Of note was:</p> <ul style="list-style-type: none"> • A presentation by the Canadian Coast Guard (CCG) who outlined several initiatives of interest to Sea Cadets looking at current and future opportunities available to them. She has passed on a smart stick full of information to FALKLAND. • Processing of in-unit SC trips for Division approval needs to be improved and done in a timely manner. The planning for the FALKLAND March Break trip was commended as an excellent example of the planning detail needed. Approvals of future out -of-province trips are to be initiated a year in advance. • The discussion among voting members following the Auditor’s presentation of the Financial Report noted a strong demand for modernization in the finance procedures for Branches to ensure accounts were better managed and reported in a timely manner. He described an online accounting system currently available and the support that would be needed. Division will undertake an analysis of the requirement and costs. Our Branch has volunteered to participate in a trial (one large and one small branch) that would follow. <p>The President confirmed her appointment as a new Director on the Division Board. As well, there were several changes in the Executive to note:</p> <ul style="list-style-type: none"> • Mr Barry Bevvan is the new President of Ontario Division • Mr Larry McGuin was elected as First VP • Mr James Galway was elected as the new VP Sea Cadets • Ms Gloria Campbell’s appointment as VP Finance was confirmed 	
7	Portfolio Reports	
7b	<p>Vice President Sea Cadets – Jason O’Dale</p> <p>The VP SC sent his regrets as he could not attend.</p> <p>DISCUSSION:</p> <p>A brief discussion outlined the issue behind the issue stemming from a request through FALKLAND for Branch Funds towards an OSLA Awards Fund. The Treasurer outlined the concerns he had raised with the VP SC for further consideration. In short, while not large amount and the Branch has shared the costs of awards for formal Sea Cadet competitions in the past – these were for specified events operating under agreed upon plans and coordinated with one OPI for that event. This is a request for us to apply league funds donated to us to OSLA control in a manner not clearly specified and in a fund not yet agreed to. What direction/authority defined the establishment and maintenance of the fund. Was it a set fee for a period, or something that would seek to be ‘topped up’ as required? If an initiative under the CCC, then to what extent was it sanctioned and agreed to? Jim Cummings questioned to what extent it was known to the Division, and was it a practice that is being adopted in other areas. He recommended getting Div guidance on the matter.</p> <p>The CO FALKLAND has additional background material on the Award Fund he will share to elaborate on the fund for later discussion.</p>	

7c	<p>Vice President Navy League Cadets – Bern Greene NTR or add to the CO's report</p>	
7d	<p>Treasurer – Gerry Powell`</p> <p>The Treasurer provided the financial activity and reconciliation of the Branch account for the period ending in Mar and a report summarizing our financial state. A copy is enclosed and also available at www.ottawanavyleague.org/council.html .</p> <p>He noted that there were significant expenditures in Mar but we re still within the plan prior to the first TAG DAY with \$20K in the bank (\$5.4K not committed). Our investments status -at \$183.5 remains strong, and has a lot of flexibility available in short-term certificates that will mature through the year. .</p>	
8	<p>Other Portfolio Reports (as required)</p>	
8a	<p>Chair, Membership – VACANT</p> <p>The Treasurer reported that a letter for the membership drive had been signed by the President and mailed to a list of 50 of our previous members in a ‘stuff and seal’ party on 23 Mar. We started to receive membership registrations and donations this week. While promising, it is a bit early to assess the effect of the campaign.</p>	
8b	<p>Chair, TAG Days – Tina Stone</p> <p>In the absence of the TAG DAY Chair, the President spoke on the TAG Day just completed. As noted in her report, it was organized and conducted despite being short handed on the day. She commended all that stepped up to the challenge and successfully conducted a TAG Day raising over \$8600.</p> <p>The turn out by the Cadets was very good, but with only 18 sites confirmed, we were unable to deploy all of them. We already have more sites lined up for the next TAG DAY on 11 May, so we should be able to do even better.</p>	
8c	<p>Chair, Boats & Sailing Program – Luis Matos</p> <p>In the Absence of the Boats Chair, the President described briefly the state of a possible acquisition of two fairly new and little used zodiacs from CARL PLACE under consideration. The price would be attractive for us, and the funds from that sale would be used by them towards the purchase of new canoes. A win-win transaction to the benefit of cadets at both corps.</p> <p>A team would go up to evaluate the boats once weather improved and allowed access to them.</p>	
8e	<p>Chair, Scholarships and Awards – Jim Cummings</p> <p>The scholarship Chair reported on additional capability he had acquired to produce high quality certificates. He had purchased 24 frames to meet current requirements and recommended the BRANCH look to a routine of regular purchases by the box load for future requirements. The Treasurer noted that this would be an element supported in the budget in upcoming years.</p>	

<p>9</p>	<p>New Business</p> <p><i>i.</i> <u>NAC BoA Lunch for Veterans at HMCS CARLETON 3 May 2019.</u> The Treasurer advised that the NAC Ottawa Branch had arranged to host a luncheon for BoA/Korean Veterans at HMCS CARLETON on 3 May. They needed volunteers to help set up the event in particular as well as host the guests. This would be a good opportunity to show our support to naval veterans, progress our relationship with the NAC Ottawa Branch, and demonstrate our shared commitments with CARLETON who host us. If possible, we might consider whether some cadets could play for the event. Discussion indicated that many directors were interested. The Treasurer undertook to liaise with the NAC Ottawa.</p> <p><i>ii.</i> <i>Secretarial note: The venue was later changed to the NDHQ C&PO's Mess, and help to set up was not needed.</i></p>	
<p>10</p>	<p>Next Meeting Date The date of the next meeting proposed in the agenda was incorrect. Council meetings are normally held on the on the second Monday of each month. So our next Council meeting will be 13 May 2019.</p>	
<p>11</p>	<p>Adjournment The meeting was adjourned at 2050</p>	

Prepared by: Gerry Powell, Recording Secretary, dated 10 My 2019

Approved by: Karen Duval, President, dated _____

Enclosure:
Agenda
Treasurer's Report



Ottawa Branch Board Members Meeting
Monday 8 April 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 by the President
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**
 - b. Vice President Sea Cadets – Jason O’Dale
 - Request for Branch funds to OSLA Awards Fund
 - c. Vice President Navy League – Bernadette Greene
 - d. Treasurer – Gerry Powell
 - End of First Qtr
8. Other Portfolio Reports (as required)
 - a. Chair, Memberships – **VACANT**
 - b. Chair, TAG Days – Tina Stone
 - 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. Support/participation opportunity at NAC BoA Lunch for Veterans at HMCS CARLETON 3 May 2019
10. Next Meeting Date – *Propose 6 May 2019*
11. Adjournment



TREASURER'S MONTHLY REPORT

31 March 2019

GENERAL

- Branch account reconciled with Bank to the end of Mar 2019. Branch accounts are current for submitted activity to 4 Apr 2019. Corps and other Sub-accounts online mostly current to date but not yet verified against records. My "forecast" totals beyond Apr in the Consolidated Statement is not accurate as data not yet adequately populated.
- March saw the expected significant planned outlays - largely for the March Break trip - that would draw heavily on available funds. Still we finished the month in a better position than expected with about \$20K in the account (\$6K more than expected) and in a positive position for cash available (\$5.4K) against commitments.
- However, notwithstanding Tag Day revenues, we will continue to feel some pressure until the next Tag Day. We are already at \$12.5K in expenses for April. While that outshines the April Tag Day revenues, and our cash on the books will drop to about only \$16K, much of it was already allowed for in accounts payable and the Funds. So we will remain in a positive state of cash over commitments heading into the next Tag Day.

HIGHLIGHTS (see the Reconciliation Report for details)

Significant Activity of Note:

- Significant deposits - Cadet contributions starting in Feb and continuing into Mar totaling approximately \$15K
- Significant expenses - The March Break trip - several lines totalling approximately \$25.5K.
- Payment for the work on the HOWARD (\$3.6K). Bus Tpt for NLCC (\$2K) and TAG DAY Costs (\$975) made at start of April

Not yet done:

- Invoice for Logistik Unicorps parka order (\$5726) expected in Apr

Issues/Problems to be addressed:

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

BRANCH ACCOUNT STATUS			
(at end March 2019)			
CASH			
Cash (end-month bank Statement balance)		\$21,684	
Cash (end-month Branch book balance)		\$20,061	See the Reconciliation Report
PLUS			See the Balance Sheet (Financial Statement)
Accounts Receivable - Branch	\$125	\$125	
Accounts Receivable - from DND	\$0		
LESS			
Accounts Payable - Cadet Accounts	\$1,251	\$14,751	
Accounts Payable - Committed Expenses	\$6,727		NLC Parkas, 2*scholarships
Deferred Revenue	\$0		
FUNDS (Committed assets)	\$6,773		Funds (absolute) breakdown in Balance Sheet
EQUALS			
Cash (available - not committed)	At end Mar	\$5,435	
INVESTMENTS			
Branch Funds	\$70,740		
Hal Gillis Fund (Summer Program)	\$102,454		
Wilson Memorial	\$10,215		
Total Investments	At end Mar	\$183,409	
Total of Available in CASH & INVESTMENTS		\$188,845	
2019 BRANCH CASH FLOW			
Revenues to date	\$17,532		
Expenses to date	\$31,191		
Cash Flow (for all of 2019)	(\$13,660)		
		Mar 2019	Cadet Accounts FEB (for info only)
		\$833.72	KINGSMILL canteen (large deposit due)
		\$840.59	FALKLAND canteen
		\$329.59	FALKLAND C&POs Mess

CONCLUDING REMARKS

With large planned expenses occurring early in the season, our reserve in CASH is at a current low pending the Spring Tag Days, but we maintain enough cash to cover our liabilities

Our investments portfolio is very good, and has several short term certificates that can be liquidated anytime if needed. That includes \$20K of excess cash in the Branch account retained from 2018.