

**Ottawa Branch Council Meeting
Monday 9 March 2020**

Record of Discussion

ATTENDEES

Present: Karen Duval, Jason O’Dale, Berne Greene, Gerry Powell, Jim Cummings, LCdr Marchand, Lt(NL) Brown, Angela Fairhurst

In Attendance: Marc Viau. Anne Seigmiller, Travis Cameron, Byron Liang, Nadine Logan

Regrets: Roland Vaillancourt, Alexei Mikhailov, S/Lt(NL) Richard Duval, Leslie Markey

Item	Discussion	Action
1	<p>Call to Order The Recording-Secretary confirmed that we had a quorum. The meeting was called to order at 1905.</p>	
1a	<p>Council Membership. Prior to conducting planned business under the agenda, it was intended to update the Council’s membership. Although delayed by a week due to inclement winter weather, the recent Branch Social was well attended and informative. The President thanked the members of the Council for the solid turnout to meet our guests, speak to them and answer their questions.</p> <p>A number of the guests decided to become members to offer their time and skills as members of the Branch Council and were present at this meeting. The President welcomed them all and thanked them for their interest and willingness to support the Council. She invited each to introduce themselves, their background and qualifications, and confirm their desire to join the Council.</p> <p>Given their experience with the cadet program, and our dire need for new members, the Secretary argued it was appropriate to bring them formally onto the Council immediately, with a view to being able to take portfolios or other assignments in time for the AGM.</p> <p>Motion –That the following members be accepted as Directors-at-large with the Ottawa Branch Council:</p> <ul style="list-style-type: none"> • Mr Marc Viau • Mr Travis Cameron • Ms Anne Seigmiller • Mr Byron Liang • Ms Nadine Logan <p>Moved by: Gerry Powell Seconded by: Jason O’Dale</p>	Carried
1b	<p>New Members on the Council One of the new Directors was well suited to take on the duties and responsibilities of the TAG Day Chair. With the planning for the upcoming TAG Day well advanced by the Acting Chair Angela Fairhurst over the last month, she supported the consideration and would continue her work with that team.</p> <p>Motion – That Travis Cameron be appointed as the TAG DAY Chair for the Ottawa Branch.</p> <p>Moved by: Gerry Powell Seconded by: Berne Greene</p>	Carried

	<p>Given his Communications education and experience, another of the new members was an ideal candidate for a Council portfolio that had been vacant for a long time and would be essential in this 125th Anniversary year and upcoming Branch milestones.</p> <p>Motion – That Marc Viau be appointed as the Communications Chair for the Ottawa Branch.</p> <p>Moved by: Gerry Powell Seconded by: Berne Greene</p> <p style="text-align: right;">Carried</p>	
2	<p>Approval of the Agenda The agenda was approved without any amendments/additions.</p>	
3	<p>Approval of the Previous Minutes The minutes of the previous meeting (10 Feb 2020) were reviewed and approved.</p> <p>Moved by: Berne Greene Seconded by: Jason O’Dale</p> <p style="text-align: right;">Carried</p>	
4	<p>Review Action Items (Action Items List) The Action Items (AI) list was reviewed and updates provided.</p> <p>CLOSED: 1804 – progress sitrep now included in regular portfolio report PENDING/IN PROGRESS: 1807, 1912 POSTPONED: 1817, 1906 CANCELLED: Nil NEW: Nil</p>	
5	<p>Commanding Officers Reports</p>	
5a	<p>RCSCC FALKLAND – LCdr Marchand The CO provided the following report:</p> <p>Corps Strength</p> <ul style="list-style-type: none"> • current strength is 144 (+3) <p>Recent events</p> <ul style="list-style-type: none"> • 2 Cadets currently in BC for seamanship deployment • 5 HMCS Ont Staff Cadet Offers • 2 Blackdown Staff Cadet Offers • 1 Connaught Staff Cadet Offer • 1 International Exchange (UK) offer • Still no training offers but this will be coming shortly <p>Upcoming Events</p> <ul style="list-style-type: none"> • RCSCC 339 Iroquois will be visiting Ottawa 14-18 March 2020 and are staying at HMCS Carleton. Dance/social on the Saturday evening • Swimming event April 4 • CCC Meeting April 4 • Band & Drill Comp May 2 • Battle of the Atlantic May 3 • Seamanship Interdivisional Comp May 8-10 	

	<p>DISCUSSION</p> <p>The Treasurer enquired as to the results of the survey done with the excess items in storage that should/could be disposed of. The CO FALKLAND noted that he believed that survey had been done and they had been approved to get rid of the items. The Treasurer noted that such was not the case – what was agreed to was for the items to be identified (itemized) and recommendations provided as to their disposal. They could not be simply thrown or given away – disposal had to be recorded. The CO undertook to determine what had been done with the excess holdings.</p> <p>MOTION: to accept the report Moved by: Berne Greene Seconded by: Gerry Powell</p> <p style="text-align: right;">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. <p>Recent Events</p> <ul style="list-style-type: none"> • The Magnificent Squadron Competitions were held at HMCS Carleton on Saturday 22 Feb. All NLCC Vice Admiral Kingsmill’s Teams placed first. The Squadron Competitions were a success and a good time was had by all. <ul style="list-style-type: none"> ○ Cadets and volunteers were treated to lunch by provided by HMCS Carleton. Many thanks to HMCS Carleton and all the volunteers both in our Corps and in the Branch. Bravo Zulu! • Kingsmill’s Divisional Inspection took place Sunday 8 March with the Inspecting Officer being LCdr (NL) Jim Richards. <p>Upcoming Events</p> <ul style="list-style-type: none"> • Kingsmill will be stood down on Sunday 17 March for March Break. • Our Competition Teams will be heading to HMCS York in Toronto for the Provincial Competitions the weekend of 27 March. • Tag Day will be held Saturday 28 March <p>MOTION: to accept the report Moved by: Berne Greene Seconded by: Gerry Powell</p> <p style="text-align: right;">Carried</p>	
<p>6</p>	<p>President’s Report</p> <p>The President commended the Navy League cadets for their notable success at the Magnificent Squadron competition and noted that it reflected well on the staff and instructors who had worked with them to prepare. She also highlighted the support of CARLETON again this year, and her appreciation for Council members who assisted that effort.</p> <p>She, the Boats Chair and the Treasurer had gone to the Ottawa boat show to look at options and possibilities. While not much was found along the lines of boats we were looking for, some interesting ideas were raised and considered.</p> <p>Lastly, she thanked the many Directors that had helped make our first Branch Meet and Greet at the beginning of March a success. The format was worthwhile and will be followed at our next Meet and Greet in September, to be scheduled in line with a KINGSMILL parade day. The President again welcomed our new members and noted she as looking forward to working with them.</p>	

	<p><i>6i – NLC/ ITE and Suspended Ont Div – Update on Situation/Status</i></p> <ul style="list-style-type: none"> At our last meeting, not much could be elaborated upon given a “standstill” agreement that had been reached at the end of Jan. Negotiations continued in Feb, resulting in a supplemental meeting and initial understanding. Of the 14 Directors still formally suspended, 11 were reinstated as regular Branch Participants with the NLC, and allowed to return to the Ontario Board, along with the six reinstated previously. However, while that group would assist with the preparations for the AGM, for the time being the ITE remained in place and in charge of NLC operations and support to the Branches, and Ontario Staff would continue to work for the ITE. <p><i>6aii –ITE news and Deadlines (if applicable) –</i></p> <ul style="list-style-type: none"> There were no new administrative requirements/deadlines to advise of. 	
7	Executive Reports	
7a	Secretary – VACANT NTR	
7c	<p>VP NL Cadets – Berne Greene</p> <p>Had nothing to add to the CO VADM KINGSMILL report. VP NL also congratulated KINGSMILL cadets and staff for their tremendous success at the Squadron competition. She noted that this meant we would be sending all four Teams to the Provincials, currently slated to take place at HMCS YORK in Toronto. This would involve a full bus for the trip, which would be costly. As well, there would be a larger the impact on their participation in the TAG DAY.</p> <p>Building on the \$500 donation directed to ball caps for the NL cadets, the procurement was finalized as discussed. It was decided to go with the same manufacturer as used by FALKLAND and a quote obtained. Following discussions on some additional design and funding options, the purchase was by the approved by the Executive and an order submitted.</p> <p>DISCUSSION</p> <p>The Treasurer outlined how it would be financed. The full cost with shipping and taxes amounted to \$1345 for 120 caps, enough to do an issue to all cadets and have a reserve for replacement by sales through the canteen. The Cadets would contribute to the cost by having the canteen pay \$4 a cap for the full initial stock. The Branch would be responsible for the remainder plus shipping & handling which, allowing for the \$500 donation, amounted to another \$345. The extra caps would be available for purchase (including replacement) through their canteen at a price above cost (yet to be decided, but in the order of \$12 - \$15 – or more).</p> <p>This was a worthwhile cost in that, in addition to the esprit de corps value, made the square tops last longer. It would be appropriate to maintain a stock for new cadets every year. That would require \$600 - \$650 per year.</p> <p>Jim Cummings enquired as to whether there were economies of scale possible by combining the orders from both corps or simply buying a larger order. The consensus was that the vendor would not offer much savings as each corps was a different design order. Larger orders were possible and might result in a lower unit cost, but they were already at a competitive price so it would not likely be that much different. As well, we were constrained by how much stock we can store.</p> <p>MOTION: to accept the report Moved by: Berne Greene Seconded by: Gerry Powell</p> <p style="text-align: right;">Carried</p>	

<p>7d</p>	<p>Treasurer – Gerry Powell</p> <p>The Treasurer noted that while 2020 activity to date had been recorded, he had not yet completed the transition of his sub-account files to their 2020 versions, and his report tonight would again be just the basic material. There were several transactions in Feb (\$1786 in revenues and \$1920 in expenses). The major revenues included Kingsmill registrations and canteen sales in addition to the \$500 directed donation. The major expenses were for the last outstanding bursary and canteen stock (much in support of the Squadron competition).</p> <p>Our account was reconciled as correct for Feb and, with \$2711 in outstanding cheques our cash account was \$74,266. That still included \$40K from Term Deposits that had matured in late 2019 yet to be reinvested. Our term deposits totaled \$139,745 noting that up to about \$40K will be transferred from cash pending some major spending decisions.</p> <p>It is still too early in the budget year 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 Summer.</p> <p>MOTION: to accept the report Moved by: Berne Greene Seconded by: Jim Cummings</p> <p style="text-align: right;">Carried</p>	
<p>7di</p>	<p>Proposal to match the directed donation for NLCC ballcaps</p> <p>At the initial discussion on the idea of the branch “matching” the donation for ball caps, it was noted that there should be enough funds allocated in the KINGSMILL cadet uniform budget (\$600). Such was the case with the approach for the cadets contributing a share as well. However, that budget amount had been determined to maintain a standard for regular uniform stock and standard, and this approach would diminish that capacity. That budget line should be increased for this acquisition as it was not part of the original consideration.</p> <p>MOTION: that the Branch budget for KINGSMILL be increased for that line (#4120) by \$350 to support the initial procurement of ball caps this year</p> <p>Moved by: Gerry Powell Seconded by: Berne Greene</p> <p style="text-align: right;">Carried</p>	
<p>7dii</p>	<p>Proposal to increase planned maximum funding allocation for new safety boat</p> <p>The visit to the boat show confirmed that, should we decide upon a new boat rather than a used, the \$18K allocated in the budget would be inadequate. Even the “good” deals that met our discussion specs were between \$18K-\$19K. Should we go to that extent, we needed to allow for sales tax. While the total would still be a significant expense, it remained supportable given its expected use over many years. That said, efforts would continue to find a suitable used boat.</p> <p>MOTION: that up the maximum amount allowed in the 2020 budget for a new or replacement safety boat be increased to \$22K – including taxes</p> <p>Moved by: Gerry Powell Seconded by: Jason O’Dale</p> <p style="text-align: right;">Carried</p>	
<p>8</p>	<p>PORTFOLIO REPORTS (as required)</p>	
<p>8a</p>	<p>Chair, Membership – VACANT</p> <p>There was NTR. However, the Treasurer noted that the planned Membership</p>	

	drive had taken place. Letters were sent to current members seeking their renewed commitment, and to people we have approached in the past to seek their support. That was finished with a ‘Stuff & Seal’ party during the Squadron competition near the end February, and we were starting to receive both membership applications and donations in the mail.	
8b	<p>Chair, TAG Days – Acting Chair – Angela Fairhurst</p> <p>Angela Fairhurst updated the Council on the state of planning for the upcoming TAG DAY. We have 28 sites lined up and are working on the arrangements for food supplies. She would still need support to pick them up. She proposed a new approach to obtain inexpensive reusable sacks in place of the plastic bags we had used in the past. Those were no longer available, and we should be moving away from single use plastics anyway. We could investigate some form of labelling at a later time.</p> <p>She had been checking on our state of other fundraising supplies (cans, tags, etc). After some discussion, it was decided to check out the holdings in the Canteen after the meeting to confirm what we had, and she had the information needed to acquire more if needed.</p> <p>Lastly, she introduced the new TAG DAY chair that would be replacing her, Travis Cameron. He had been working with her already in support of Branch tag days, and they would continue to work together on the requirements of the portfolio.</p> <p>MOTION: to accept the report Moved by: Gerry Powell Seconded by: Bern Greene</p> <p style="text-align: right;">Carried</p>	
8c	<p>Chair, Boats & Sailing Program – Richard Duval</p> <p>The Boats Chair could not attend this evening so there was no report. However, much of what would have been raised with respect to progress on the options and concerns for higher costs had been brought forward by the President and Treasurer.</p> <p>The Treasurer added that amongst the ideas considered as a result of the boat show were alternatives for acquiring a boat that could serve other purposes in addition to afloat safety. An example was the idea of a pontoon boat that would be less expensive, carry more cadets and be used for further training activity. However, after further discussion with the users, it was decided for several reasons to stay with our current focus on a smaller traditional hull as a safety boat with enough capacity and speed.</p>	
8e	<p>Chair, Inventory – Leslie Markey Had advised she had NTR</p>	
9	<p>New Business No item of new business was raised.</p>	
10	<p>Next Meeting Date 20 April 2020 was approved</p>	
11	<p>Adjournment The meeting was adjourned at 2104</p>	

Prepared by: Gerry Powell, Recording Secretary, dated 19 March 2020

Approved by: Karen Duval, President, dated _____