



Ottawa Branch Board Members Meeting
Monday 9 Sep 2019

Record of Discussion

ATTENDEES

Present: Jason O’Dale, Gerry Powell, Tina Stone, Luis Matos, Alexei Mikhailov,
LT(NL) Bruce Brown

Regrets: Karen Duval, Jeff Woznow, Berne Greene, Roland Vaillancourt, Leslie Markey, LCdr
Jeremy Marchand,

| Item | Discussion | Action |
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| 1 | Call to Order The meeting was called to order at 1905. The President was unable to attend this evening, so VP SC would chair the meeting. The Treasure was expected to be about 15 minutes late. | |
| 2 | Approval of the Agenda The agenda was approved Moved by: Seconded by: | Carried |
| 3 | Approval of the Previous Minutes The minutes of the previous meeting (13 May – last training season) were approved with one minor amendment (error in action OPI). Moved by: Seconded by: | Carried |
| 4 | Review Action Items (Action Items List) The Action Items (AI) list was reviewed and updates provided CLOSED: 1902 PENDING: 1804, 1807, 1814, 1817, 1825. NEW (from this meeting): 1903, 1904, 1905, 1906 | |
| 5 | Commanding Officers Reports | |
| 5a | RCSCC FALKLAND - In the absence of the CO, the VP SC reported the following: The first night for this training season was 4 Sep last week. The corps starts the year with 131 cadets on the books. Over the summer, 66 cadets proceeded on various training courses at Cadets Camps across the country with the majority going to HMCS ONTARIO in Kingston. 1 had to be RTU for medical reasons. 8 cadets filled staff positions. 1 Upcoming events include a seamanship camp 27 – 29 Sep, making up for the event lost at the end of last season. MOTION: to accept | |

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| | Moved by: Jason O'Dale Seconded by: Gerry Powell Carried | |
| 5b | <p>NLCC VICE ADMIRAL KINGSMILL - LT(NL) Bruce Brown</p> <p>The CO reported that: current strength is 80 Cadets Thirteen cadets from NLCC Vice Admiral Kingsmill participated in the Magnificent Squadron Summer Camp. Registration for the 2019/2020 commenced Sunday 8 September. We had 46 returning cadets and 34 new entries who registered. Registration will continue 15 September. The Branch had an information session with parents new to the program. Regular training will begin on Sunday 15 September. Four new volunteers started Sunday 8 September. Fifteen volunteers are currently serving with Kingsmill however, one volunteer will be retiring, and another will take a leave of absence. Three other volunteers are serving part-time. Hence there is need for further full-time volunteers.</p> <p>The Officer Training Course will take place 18-20 October. Four Officers/volunteers have expressed interest.</p> <p>Kingsmill will participate in the Tag Day of 5 October.</p> <p>The website address "kingsmillcadets.org" now points to a Weebly website.</p> <p>DISCUSSION It was highlighted that 7 to 8 of Ottawa Branch and INGS MILL staff augmented the NLCC Camp, amounting to a significant contribution in effort to its success.</p> <p>MOTION: to accept Moved by: Jason O'Dale Seconded by: Tina Stone Carried</p> | |
| 6 | <p>President's Report VP SC passed on the President's regret that she could not be present tonight.</p> | |
| 7 | Executive Reports | |
| 7a | <p>Secretary – VACANT</p> <p><i>7ai – Branch AGM Wrap-up</i> The Acting Secretary noted that as everyone present had attended the AGM, there was little need to report on the outcome of the AGM. However, some key highlights to remember: were:</p> <ul style="list-style-type: none"> • The two motions (1 - Eliminate NLCC registrations and fund the NLC program entirely from Branch revenues and seek an equivalent (\$20) or more in donations to the Branch instead; and 2 - automatic membership with donations of \$20 or more) were withdrawn after a worthwhile discussion; and • A new Branch Council was elected. There was little change to the old Board construct, but another position (Communications & Parent Liaison) is now vacant. <p>The Treasurer noted that, after discussion with the President, while registrations would continue as they have in the past, we would be more proactive with NLC</p> | |

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| | parents in soliciting donations as well given the value of the program to their kids for so little cost. | |
| 7b | <p>Vice President Sea Cadets – Jason O’Dale</p> <p>VP SC elaborated on the Branch engagement at the first FALKLAND training night. 6 Council members (President, VP SC, Treasurer, Tag Day Chair, Boats Chair, & Roland Vaillancourt) and were able to outline the role of and relationship with the Branch highlighting fundraising and the need for volunteers – particularly in support of TAG DAYS.</p> <p>He noted an upcoming meeting on the OSLA meeting on the 14th that we were asked to participate in – at least for one league session. He could not go and the President was unavailable. After a small discussion on the last CCC meeting, the Treasurer volunteered to stand in. The meeting turned out to be the OSLA CO’s conference, and he led a breakout group with sea element COs</p> <p>DISCUSSION</p> <p>A discussion ensued on the need expressed at previous such meetings to progress the availability of Canoe Instruction for Sea Cadets. While much had been mentioned of Army Cadet courses that Sea Cadets could attend, it was not proving workable. The need for action by Ont Div to advance this was also discussed. The consensus was that until that saw some organizational movement, we as a Branch should get on with our own capability. An action item to determine the requirement and way ahead for a QUALIFIED Canoe Instructor was decided.</p> <p>MOTION: to accept Moved by: Jason O’Dale Seconded by: Luis Matos</p> <p style="text-align: right;">Carried</p> | President |
| 7d | <p>Treasurer – Gerry Powell</p> <p>The Treasurer reported that he had been unable to finalize his normal report for this meeting, but was able to show the Council the spreadsheets for our current Balance Sheet and our current Operations Report that he keeps.</p> <p>There had not been a lot of financial activity and our accounts remained, in total, much the same as the last meeting. We were progressing well and in line with our budget, and the Branch remained in a good financial position that would improve with the upcoming TAG DAY. Of note:</p> <ul style="list-style-type: none"> • As several investments had been cashed out when they matured in late August, the CASH Balance was higher than normal while the investment total appeared low. Combined, the totals have not really changed; and • He would restore the traditional balance (i.e. re-invest the CASH) later after we made progress on a replacement safety boat. <p>The Account/Bank reconciliation is attached to this RoD. A copy is enclosed and also available at www.ottawanavyleague.org/council.html.</p> <p><i>7di – Div Wide QBO project</i></p> <p>The Treasurer provided a brief on the Quick Books Online (QBO) project. It is an initiative within Ontario Division that started at the last AGM and has progressed to an established project about to be started that our Branch will be a part of.</p> <p>While largely invisible to most, it will require an alignment between all Branches and Div on the accounting and recording of our activities that may require some</p> | |

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| | <p>adjustments to the paperwork I ask for now and on the lines of our budget for next year.</p> <p>Overall, it should simplify our financial procedures and reporting, allow for Div to get timely annual reports from all Branches (at last), and may offer stronger accounting capabilities locally.</p> <p>MOTION: to approve the report Moved by: Gerry Powell Seconded by: Jason O'Dale</p> <p style="text-align: right;">Carried</p> | |
| 8 | Portfolio Reports (as required) | |
| 8a | Chair, Membership – VACANT | |
| 8b | <p>Chair, TAG Days – Tina Stone</p> <p><i>8bi – upcoming Tag Day</i></p> <p>The TAG DAY Chair started with a BZ to Angela Fairhurst who had started our site list and was doing a lot of work to build it. At preset we have 20 sites confirmed, and are waiting on 16-17 others. We Must push for enough parents and volunteers. She was concerned with the impact of the rescheduled Sail Training Weekend. As well:</p> <ul style="list-style-type: none"> • The CMUC hall is locked for the 5th • More Tags and Cans are needed • A current Insurance form is needed (last expired in May) • We need to get the word out NOW – a Branch letter, Corps newsletters <p>The Chair noted the need to set our Spring TAG DAY dates as soon as possible. Perhaps we should consider a focus on only one?</p> <p>ACTION ITEMS (stemming from the discussion)</p> <ul style="list-style-type: none"> • The Treasurer would draft letter on the upcoming Tag Day for President's signature and distribution by the Corps • The VPs and COs would determine potential TAG DAYs for a Council decision at the next meeting • The Treasurer would review the consideration for allowing Senior NCOs to assist in coin counting <p>MOTION: to approve the report Moved by: Tina Stone Seconded by: Jason O'Dale</p> <p style="text-align: right;">Carried</p> | <p>Treasurer</p> <p>VP SC & CO V NL & CO</p> <p>Treasurer</p> |
| 8c | <p>Chair, Boats & Sailing Program – Luis Matos</p> <p>The Boats Chair announced an intention to make a stand to allow testing and assessment of our outboards.</p> <p>DISCUSSION</p> <p>Tina Stone noted the many hours that had been done by a few dedicated individuals to rebuild the electrical system (including the alternator) to a standing functioning state. The bilge pump was also restored to a working state.</p> <p>the</p> <p>Jason O'Dale tabled a thanks and BZ to all involved. (Rick Duval, Luis Matos, Jeff Anderson and Justin Schmidt-Clever)</p> | |

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| | <p>Another discussion raised comments on the Howard's schedule not being visible as to its availability and that many of the Council had never been out on it. The idea of a Council cruise was raised. However, it was late in the year now, and our schedules would not make one this year likely.</p> <p>It was agreed that the Boats Chair exercise control of the boat schedule and make it available to members</p> | Boats Chair |
| 8d | <p>Chair, Volunteer Screening – Roland Vaillancourt</p> <p>While he could not attend this meeting, the Volunteer Screening Chair had an issue on new PRC/VSS costs that needed Council attention and direction. He had discussed it with the Treasure to bring it forward in his absence</p> <p>In particular, the Ottawa Police Service (OPS) is now charging volunteers a fee of \$10.00, rising to \$20.00, on January 1, for processing PRC/VSS requests. This is a cost to our volunteers that should be covered by the Branch. The treasurer added that this would then become part of annual Branch budgeting with a line controlled and managed under Branch Admin.</p> <p>MOTION</p> <p><i>That the NLOB pays the OPS fee for those persons that are authorized by the Volunteer Screening Coordinator (VSC). The following personnel would be authorized without needing additional BOD approval:</i></p> <ul style="list-style-type: none"> • Active personnel, either branch or corps level, whose NLC card is expiring; • Navy League Officers (NLO) and Civilian Volunteers (CV) as requested by the corps' CO for working with their respective Corps • Board members • Other Branch/Corps volunteers as approved by the VSC <p>Moved by: Gerry Powell Seconded by: Jason O'Dale</p> <p style="text-align: right;">Carried</p> | |
| 9 | <p>New Business</p> <p>No new business, beyond the issues in the portfolio reports, was raised.</p> | |
| 10 | <p>Next Meeting Date</p> <p>As the 14th is Thanksgiving, the next meeting date of 21 October 2019 was approved</p> | |
| 11 | <p>Adjournment</p> <p>The meeting was adjourned at 2111</p> | |

Prepared by: Gerry Powell, Recording Secretary, dated 16 Oct 2019

Approved by: Gerry Powell, Acting President, dated _____

Enclosures:

Agenda

Treasurer's Report



Ottawa Branch Board Members Meeting
Monday 9 Sept 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. Executive Reports
 - a. Secretary (as required) -**VACANT**
 - i. Branch AGM wrap-up
 - b. Vice President Sea Cadets – Jason O'Dale
 - c. Vice President Navy League – Bernadette Greene
 - d. Treasurer – Gerry Powell
 - i. Div wide QBO project
8. Portfolio Reports (as required)
 - a. Chair, Memberships – **VACANT**
 - b. Chair, TAG Days – Tina Stone
 - Upcoming TAG DAY - 5 Oct 2019
 - c. Chair, Boats & Sailing Program – Luis Matos
 - i. Fall plan 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.
10. Next Meeting Date – *Propose 21 Oct 2019 (14th is Thanksgiving. Same issue with 11 Nov)*
11. Adjournment



TREASURER'S REPORT

RECONCILIATION - JULY & AUGUST 2019

| Date | Name | Activity | Amount | Debits | CHQ Date | CHQ # | Name | Activity | Amount | Cheque Total | Credits | Balance | Cash Date |
|---------------|-----------------------|---|--------------------|-------------|---------------|-------|--------------------------|--|--------|--------------|------------|-------------|-----------|
| 30-Jun-19 | | Total | | \$23,546.06 | 30-Jun-19 | | Total | | | | | \$45,518.71 | |
| JULY | | | | | JULY | | | | | | | | |
| 5-Jul-2019 | DND | Ref: 188/20 40 #2104937756 Youth Summit | | \$34.25 | 8-Jul-19 | 266 | De Lage Landen (DLL) Fin | Inv #7206928 copier lease Aug - Oct | | \$131.04 | | | 15-Jul-19 |
| 30-Jul-2019 | Alterna | Interest | | \$4.32 | 9-Jul-19 | 267 | St John's Music | Inv #6008676 - FALKLAND BAND - Trumpet Lyr | | \$60.84 | | | 19-Jul-19 |
| 31-Jul-19 | | Total | | \$38.57 | 31-Jul-19 | | Total | | | | \$191.88 | \$45,365.40 | |
| AUGUST | | | | | AUGUST | | | | | | | | |
| 8-Aug-2019 | DND | Ref:329/20 40 #2104976170 | Seamanship wknd 23 | \$171.27 | 11-Aug-19 | 268 | The Office Doctor | Inv 58665 Qtrly mtntnc agreement | | \$20.34 | | | 28-Aug-19 |
| 9-Aug-2019 | DND | Ref: 352/20 40 #2105010602 | id & Drill comp 9 | \$481.31 | 27-Aug-19 | 257 | Lucy Ross Blevis | 2017 NLOB Scholarship | | \$500.00 | | | 30-Aug-19 |
| 19-Aug-2019 | Alterna (transfer in) | Transfer in from GIC #14 | \$36,000.00 | | 29-Aug-19 | 258 | Gerry Powell | KML Websit, upgrade Br website, reg domain nam | | \$232.17 | | | |
| 19-Aug-2019 | Alterna | Realized Interest from GIC #14 | \$2,014.68 | \$38,014.68 | 29-Aug-19 | 259 | Tina Stone | ADVANCE - FALKLAND cnteen start up | | \$500.00 | | | |
| 19-Aug-2019 | CFMWS | Award - SC prcptpn 2018 Army run | | \$250.00 | | | | | | | | | |
| 29-Aug-2019 | DND | Ref: 376/20 40 #2105032464 | ??? | \$42.40 | | | | | | | | | |
| 31-Aug-2019 | Alterna | Interest | | \$5.81 | | | | | | | | | |
| 31-Aug-19 | | Total | | \$38,965.47 | 31-Aug-19 | | Total | | | | \$1,252.51 | \$83,078.36 | |

| BANK RECONCILIATION - JULY | | | | | BANK RECONCILIATION - AUGUST | | | | | | |
|-----------------------------|--------------|---|-----------------|--------------------|------------------------------|-------------|---|-----------------|--------------------------------|----------|-----------|
| 7 | \$48,745.47 | Amount from Bank Statement - 31 Jul 18 | | | 8 | \$83,985.25 | Amount from Bank Statement - 31 Aug 18 | | | | |
| | \$45,365.40 | Amount in book balance | | | | \$83,078.36 | Amount in book balance | | | | |
| | (\$3,380.07) | Difference between Statement and Book Balance | | | | (\$906.89) | Difference between Statement and Book Balance | | | | |
| <i>Outstanding Cheques</i> | | | | | <i>Outstanding Cheques</i> | | | | | | |
| | | 255 | NLC - Fort Erie | Inv #2019-11 Camp | \$2,925.00 | | | | | | |
| | | 254 | Gerry Powell | condolence cards a | \$95.95 | | 260 | Robert Lafrance | ADVANCE - Meals at regatta - w | \$150.00 | |
| | | 260 | Robert Lafrance | ADVANCE - Meals | \$150.00 | | 262 | Melissa Jacques | Juice for Seamanship Weekend - | \$24.72 | |
| | | 262 | Melissa Jacques | Juice for Seamansh | \$24.72 | | 258 | Gerry Powell | KML Websit, upgrade Br website | \$232.17 | |
| | | 256 | Gerry Powell | AGM Cost - bookle | \$184.40 | | 259 | Tina Stone | ADVANCE - FALKLAND cnteen | \$500.00 | |
| | | | | <i>Sub - Total</i> | \$3,380.07 | | | | <i>Sub - Total</i> | \$906.89 | |
| <i>Outstanding Deposits</i> | | | | | <i>Outstanding Deposits</i> | | | | | | |
| | | | | <i>Sub - Total</i> | \$0.00 | | | | <i>Sub - Total</i> | \$0.00 | |
| | \$3,380.07 | <i>Net Outstanding</i> | | | | \$906.89 | <i>Net Outstanding</i> | | | | |
| | \$45,365.40 | Reconciled Balance | | | 10-Sep-19 | \$83,078.36 | Reconciled Balance | | | Date | 10-Sep-19 |