

4020-EME Br (Br Adj)

14 December 2010

Distribution List

**ELECTRICAL AND MECHANICAL ENGINEERING BRANCH  
FUND BOARD OF DIRECTORS MEETING HELD AT  
CANADIAN FORCES SCHOOL OF ELECTRICAL  
AND MECHANICAL ENGINEERING, BORDEN  
0800 HOURS 11 AUGUST 2010**

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**Chairperson:** Colonel S.P. Myers, EME Br Fund President

**Members:** Lieutenant-Colonel P. Fuller, EME Branch Fund Administrative Committee  
Chairperson

Major D.P. Matsalla, Land Force Quebec Area (LFQA) Representative

Captain J.A. Dalziel, Land Force Atlantic Area (LFAA) Representative

Chief Warrant Officer J.E. Fougère, Air and Navy Command (AirCom) Representative

Chief Warrant Officer J.B.A. Bergeron, National Capital Region (NCR) Representative

Master Warrant Officer B.R. Smith, Acting/Training Systems Representative

Master Warrant Officer R.C. Waugh, Land Force Western Area (LFWA) Representative

Corporal R.P. Scali, Land Force Central Area (LFCA) Representative

**Absent:** Chief Warrant Officer J.A.R. Rodrigue, Training Systems Representative

**Attendees:** Brigadier-General (Retired) P.J. Holt, EME Colonel Commandant

Corporal T.K. Smith, Outgoing LFCA Representative

**Secretary:** Ann-Marie Sturgess, EME Branch Administrative Assistant

**OPENING ADDRESS**

1. The meeting was called to order at 0815 hours, 11 August 2010. All attendees introduced themselves. Colonel Myers stated that the members of the BOD are responsible for representing their area and their rank level as well as providing input to the management of Branch Fund monies.

**REVIEW OF PREVIOUS MINUTES**

2. **Para 10 - Constitution.** Translation of Constitution is complete. The new format will be sent to all BOD members and put on the new EME Branch Fund website.

**ACTION BY**

Branch  
Administrative  
Assistant

3. **Para 12 – Journal Advertising.** The last EME Journal (May 2010) included a two page article providing details of the EME Branch Fund and EME Guild. As a result of this article, donations to the EME Guild were received from two retired members. Well done to 202 Workshop for their work.

4. Para 25 – Website. Funding for the EME Branch website has been provided by the EME Guild. The EME Heritage Committee will oversee this ongoing initiative.

EME Heritage  
Committee

Administrative Note. The new site is located at [www.embranchgem.ca](http://www.embranchgem.ca).

5. Para 35 – Heritage Display - St-Jean. The heritage display that was located at St-Jean was not properly maintained and therefore, has been relocated to Borden. The Br CWO and CFSEME RSM will determine whether a display should be in location for the benefit of EME recruits.

Branch CWO/  
CFSEME RSM

6. Minutes were accepted by all members.

#### NEW BUSINESS

7. Balance Sheet. The Administrative Committee Chairperson presented the June 2010 Balance Sheet. EME Branch Fund monies are held in an investment account which includes a cash amount as well as GICs with varying maturity dates. The GICs that come due this year are included in the Balance Sheet. A decision on reinvesting these funds will be discussed. A copy of the Balance Sheet is attached.

8. Budget 2010. An update of the budget as of 30 June 2010 was presented and included the increase of the sports award for the Western EME Hockey tournament. The budget was also amended to include benevolent loan repayment amounts, benevolent loan write-offs and the total of outstanding benevolent loans. A copy of the budget is attached.

Administrative Note. Other revenue amounts include donations of \$60 received from both Major (Retired) Alain and Major (Retired) Carolyn Beaulieu.

#### AMENDMENTS TO CONSTITUTION

9. The amended Constitution will be forwarded to BOD members for review and approval at the next meeting. Amendments will include:

Branch Adjutant's  
Office

- a. By-Law 4 – EME Branch Kit Shop Operations – to become dormant;
- b. By-Law 6 – to be amended to include the Western Hockey Tournament as a sanctioned sports activity and to exclude it from EME Regimental Sponsorships; and
- c. creation of By-Law 8 – this By-Law will address the requirements of managing a kit shop vendor.

10. At the next meeting, the BOD will discuss whether By-Law 7 (NPF Property) needs to be included in the Constitution. When The

EME Guild was created, all Branch NPF properties were moved to The EME Guild so that they could be properly maintained.

11. Benevolent Loan Update. In June 2010, an individual (Pte rank) from Borden had an immediate need for funds to travel home to visit his dying mother. Member was given a loan of \$1,200 and as of 31 July 2010, the amount has been repaid.

12. Hardship Grant Update. In July 2010, an individual (Pte rank) from Borden received a \$500 grant to help with the financial distress experienced after the birth of a sick child.

#### EME HERITAGE PRESENTATION

13. Brigadier-General (Retired) Holt provided a brief description of the EME Heritage Committee, its' objectives, initiatives and current members. All initiatives are consistent with the four objectives of The EME Guild.

14. Details on ongoing heritage initiatives and their current status are as follows:

a. Remembrance initiatives:

- (1) EME Honour Roll - the Colonel Commandant, with the assistance of the EME Heritage Home Station team, will maintain this ongoing initiative; Colonel Commandant
- (2) EME Honours and Awards - Major (Retired) Doug Knight is collecting names of all EME personnel who have received honours/awards. This is a lengthy initiative that requires much research; and
- (3) EME Senior Appointment List - Major (Retired) Doug Knight currently maintains this ongoing list which includes all past and current senior appointment positions of the EME Branch;

b. Education initiatives:

- (1) Canada's Craftsman at 50 - it is the intent of the EME Heritage Committee to request permission from the EME Officers' Fund to place subject document on the EME Branch website; and

Administrative Note. The Officers' Fund has granted rights to publish Canada's Craftsman at 50 on the EME Branch website and the decision was blessed by EME Council.

- (2) display trailer - this initiative is still in the planning stages. A display trailer would be beneficial for displaying EME Heritage items to the public as well as safely transporting the Jiffy Jeep;

c. heritage and history Initiatives:

- (1) Cataloguing:

- (a) EME archives - Major (Retired) Doug Knight and Ms Sturgess have quickly reviewed the archives that were received from the Base Borden Museum. They are in fairly good shape but require some work to ensure they are archived properly; and
- (b) memorabilia - the Branch Adjutant's office was able to successfully catalogue items in the EME Heritage Room. This is an ongoing project;

- (2) storage - all EME archives, artefacts and memorabilia have been moved from three different locations to one common storage area at Vehicle Company. With the help of The EME Guild, this location will become an excellent long term storage area;

- (3) maintenance of heritage vehicles - the Heritage Vehicle Manager has been directed to gather a list of all heritage vehicles. The Heritage Committee will review the list, maintenance requirements and suggest whether or not they should be retained, traded or sold. If sold, profits could be used to maintain remaining vehicles;

Heritage Vehicle  
Manager

- (4) maintenance of artefacts and memorabilia - the EME Home Station team is investigating ways to display and maintain existing artefacts and memorabilia. The collection is getting old, so the replacement of broken cabinets/frames should be investigated in order to protect memorabilia; and

EME Home Station

- (5) training of EME Home Station staff - training that will assist the EME Home Station with the upkeep of current items is available from the Ontario Museum Association;

- d. communication - the Heritage Committee has identified options to communicate details of The EME Guild and EME Heritage Committee. The committee: Heritage Committee
- (1) has issued a communiqué detailing the differences between The EME Guild and the EME Branch Fund;
  - (2) has published an information page in the May 2010 EME Journal; and
  - (3) continues with ongoing initiatives such as:
    - (a) creating a printable pamphlet that will give details of The EME Guild and how to donate;
    - (b) a newsletter that will publish initiatives, activities and provide updates of Heritage Committee initiatives; and
    - (c) including information about The EME Guild on the EME Branch website;
- e. governance - the Heritage Committee is working to draft a Constitution that will outline the role of the EME Heritage Committee and its' sub-committees; Heritage Committee
- f. fundraising - a fundraising committee has been created whose function will be to collect donations from businesses and the public at large who would like to support. The Committee is also investigating the feasibility of offering advertising on the proposed display trailers; and
- g. new initiatives raised at the last meeting:
- (1) Veteran's interviews:
    - (a) interviews were done by Tony Beresford and Dan Ferland when they were active members of the EME Heritage Team. A list of questions was created so that other individuals could assist with this initiative; and

- (b) a proposal to create a RCEME/EME documentary that would include interviews with EME veterans from WWII to Afghanistan was received by the EME Heritage Committee and approved by EME Guild Trustees. The expected delivery date is October 2011; Heritage Committee
  - (2) national display upkeep - the Heritage Committee intends to identify other displays currently in existence across Canada so that support of existing memorabilia can be provided; Heritage Committee
  - (3) secondary duties - members who perform secondary duties in support of EME Heritage (a national initiative) should be identified and recognized; and
  - (4) EME Apprentice request for support - a request for funding was received to purchase a memorial tree and plaque commemorating apprentices and anniversary coins. This request will be discussed at the next EME Heritage Committee meeting. Heritage Committee
15. Kit Shop Business Number. Revenue Canada was contacted and has confirmed that a business number can be retained with a zero dollar balance but tax returns must continue to be submitted. The BOD has agreed to retain the business number, tax returns will be submitted by the EME Branch Adjutant's Office. EME Branch Adjutant
16. Great Canadian Kit Shop – Display Cases. Cases are complete and 13 cases will be shipped to areas. Edmonton and Shilo have Great Canadian Kit Shop (GCKS) outlets and do not require a display case. Two additional boxes are available, areas wishing to have a display are to contact the EME Branch Adjutant's Office. All
- Administrative Note. Display cases have been shipped and are now in location.
17. GCKS Website. The French translation on the site is currently being reviewed. Any issues with the site are to be forwarded to the EME Branch Adjutant's Office. All
18. GCKS Complaints. Issues that have been forwarded during the past six months include the:
- a. lack of EME DEU buttons available for purchase during the EME Birthday and graduation parades;

Response. Stock was on order and should be received in 30 days.

- b. elimination of the of 5% discount for EME Branch Fund members; and

Response. The 5% discount has not been available to members since February 2007. The EME Branch Fund BOD agreed to eliminate this benefit from the Constitution after it was agreed with the GCKS that management of this initiative would be too difficult; and

- c. quality of embroidered cap badges.

Response. Some quality control for items is required. CFSEME will provide a sample to GCKS to use for quality control purposes.

Administrative Note. A letter detailing the issues with the current cap badges and a sample of the expected quality was sent to GCKS.

19. Complaints/Concerns. The new website will provide a location for complaints/concerns that will be monitored by the EME Branch Adjutant's Office. Members are reminded that they can also contact their ESTM who will forward concerns to the EME Branch CWO.

20. Sub-Kit Shops. The BOD agreed that some units may decide to operate a sub-kit shop at a base/unit level, however, it is to be noted that the profit/loss responsibility will be that of the base/unit, not the EME Branch Fund.

21. Artwork Competition. There were few returns to the initial artwork competition. This will be an ongoing initiative and will be advertised as a call for "EME ARTe". Details will be advertised in the next EME Journal and the EME Branch Adjutant's Office will send out further information.

EME Branch  
Adjutant

22. Time in and Loyal Awards. The option to send a survey to all members of the EME Branch which would provide options for loyalty and retirement gifts was discussed and approved. Completed surveys are to be returned to the EME Branch Adjutant's Office for review.

Administrative Note. Surveys were sent to areas for completion with a due date of 24 January 2011.

23. Benefits. Options for additional benefits will be discussed at the next meeting. The EME Branch Advisor and EME Branch CWO will provide information on support for special activities and Corporal Scali (LFCA Representative) will look at options for expanding existing benefits. Presentations should be available in a pre-read package prior

to the next meeting.

24. Current Benefits - Slide. A slide detailing EME Branch Fund benefits for members and the Regiment was discussed and is attached to these minutes.

#### EME BURSARY

25. There were 31 applicants for the EME Bursary in 2010. Information was obscured to the BOD who selected the following winners: Cameron McNutt, Jessica Turcotte, Katherine Moreau, Cameron Smith, Thea Hawkins, Cassandra Lynn Snook, Caitlin Norman, Lauren Elvish, Vanessa Gorham and Marissa Northorp.

26. Letters will be sent to unsuccessful applicants inviting them to reapply next year and highlight the number of applications received. The EME Branch Advisor will review letters before they are sent.

EME Branch  
Advisor

Administrative Note. All letters have been sent.

27. The BOD discussed a better system for scoring of applications. All members agreed that when the scores are tabulated, the highest and lowest marks will be removed. The Administrative Committee is to amend the Constitution to reflect this change.

Administrative  
Committee

28. GICs. A GIC will mature in October 2010. The BOD agreed that there must be the flexibility to expend \$30 K in any one year. The Administrative Committee will reinvest the GIC but decrease the amount to \$25 K.

29. Budget 2011. Proposed budget was approved and is attached.

#### ROUND TABLE

##### Col Myers

30. EME Bursary Scoring Criteria. The EME Branch Advisor will present a new format for discussion at the next meeting.

EME Branch  
Advisor

31. Journal Articles. The EME Branch Advisor requested that the BOD take a more active approach to reporting Branch initiatives and activities. The BOD will provide articles for the EME Journal with the Colonel Commandant submitting the first article.

Colonel  
Commandant

32. Amendment to the Constitution. The Constitution will be amended to include the position of EME Heritage Representative - Colonel Commandant.

EME Branch  
Adjutant

33. Closing Remarks. Col Myers thanked all for their participation and discussion; particularly the discussion of new initiatives for the EME Branch Fund.

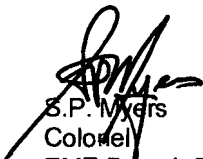


34. Adjournment. Meeting adjourned at 1625 hours. The next meeting will be held in either LFWA or LFAA during a bonspiel. Date to be confirmed.

Administrative Note. The next BOD will be held 24 - 25 February 2011 in Edmonton.



P. Fuller  
Lieutenant-Colonel  
Administrative Committee Chairperson



S.P. Myers  
Colonel  
EME Branch Fund President

Distribution List

All members

