

4020-EME Br (Br Adj)

31 March 2010

Distribution List

EME BRANCH FUND BOARD OF DIRECTORS (BOD)  
MEETING HELD AT LOUIS ST-LAURENT  
BUILDING, OTTAWA AT 0800 HOURS 10 MARCH 2010

Chairperson: Colonel S.P. Myers, EME Branch Fund President

Members: Lieutenant-Colonel N. Jardine, Administrative Committee Chairperson  
Lieutenant M.A.J.A. Brassard, Land Force Quebec Area (LFQA) Representative  
Lieutenant J.A. Dalziel, Land Force Atlantic Area (LFAA) Representative  
Chief Warrant Officer J.E. Fougère, Air Command (AirCom) Representative  
Chief Warrant Officer J.R.D. St-Jean, National Capital Region (NCR) Representative  
Chief Warrant Officer J.A.R. Rodrigue, Borden Representative  
Master Warrant Officer R. Pettit, Land Force Western Area (LFWA) Representative  
Corporal T.K. Smith, Land Force Central Area (LFCA) Representative

Secretary: Ms A.M. Sturgess, EME Branch Administrative Assistant

Attendees: Brigadier-General (Retired) P.J. Holt, EME Colonel Commandant  
Colonel N. Eldaoud, EME Guild Chairperson  
Major L.E.R. Dencsak, Chief Instructor (CI) CFSEME  
Lieutenant E. Speicher, EME Branch Staff Officer (SO)

#### OPENING ADDRESS

1. The meeting was called to order at 0815 hours, 10 March 2010. All attendees introduced themselves. Colonel Myers stated that the EME Branch Fund is for the members first but secondly, and as importantly, for the Regiment as a whole. BOD members are responsible for representing their area and their rank level.
2. Communication of EME Branch Fund benefits, why the EME Branch Fund was put in place and the EME Regiment, is essential to keep the fund active. All BOD members are asked to ensure that issues discussed at this meeting are communicated to all members and to canvass for feedback on any issues/concerns/promotion of EME Branch Fund membership.

#### REVIEW OF PREVIOUS MINUTES

#### ACTION BY

3. Para 19 - Honourary Membership. In August 2009, BOD members approved the Honourary membership proposal for Mrs. Marilyn Muise. An official presentation was made at the WO J.R. Muise Memorial Hockey Tournament in December 2009.
4. Minutes were accepted by all BOD members.

## NEW BUSINESS

5. Budget 2009. The Administrative Committee Chairperson presented the budget for the last year. Expenses were higher than budgeted due to the costs of the 2009 EME calendar and the sealant required to finalize the monument restoration project. The expense title of "Other Initiative" is to be amended to "Benefits to the EME Regiment". An amended copy of the budget is attached to these minutes.

6. Balance Sheet 2009. Financial statement was presented and is attached to these minutes.

## BUDGET 2010

7. Update. The 2010 budget (attached) was reviewed and the following amendments are required:

- a. include at bottom of the statement the outstanding amount for benevolent loans;
- b. include under Income the repayment amount for the outstanding benevolent loans; and
- c. delete duplication of the Regimental Sponsorships from Benefits to Members.

8. Transfer to the Guild. The BOD agreed that there is no need at this time to contribute to the Guild. This item will be revisited at the August meeting.

9. 50<sup>th</sup> Commemorative Monument. The monument is now part of the EME Guild Charitable Trust assets and all future expenses and maintenance will be funded by the Trust.

10. Translation of the Constitution. All amendments have been completed and the Constitution has been submitted for translation with an expected completion date of 25 March 2010. A bilingual Constitution will be then forwarded to BOD members and placed on the website.

Administrative  
Committee

11. Kit Shop By-Law #4. The current by-law outlines the operations if the EME Branch is in control of a kit shop. It was agreed to keep the by-law as part of the Constitution in case it is required in the future.

Administrative  
Committee

12. Journal Entry. Thanks to 202 Workshop Depot for their draft Journal entry for the EME Branch Fund and Guild. All BOD members agreed that they would like a new layout to include benefits to members and benefits to the Regiment. Chief Warrant Officer St-Jean has agreed to work with 202 Workshop Depot to finish the design.

NCR Representative

13. Presentations. The Branch Advisor has briefed EME Council, EME Association and the RCEME Association with regards to the EME Branch Fund. CFSEME continues to provide information with briefings to QL3 and Phase III/IV students. All BOD members are asked to continue to communicate details of the EME Branch Fund to all units in their area.

BOD Members

#### TIME-IN AWARD

14. Chief Warrant Officer St-Jean has been in contact with other Branches and Regiments regarding this initiative. He has discovered that not many offer anything to their long standing members. QL3 and Phase III students receive an initial issue of accoutrements. While a member, they are also entitled benefits that also include an anniversary pin, access to loans and grants, bursaries, emergency funds and sports awards. The BOD have realized that something else is required for members who do not participate in sport activities or have children.

15. Colonel Myers asked that all members prepare and forward (to the Administrative Committee) new ideas for a benefit that would promote longevity in the EME Branch Fund. All ideas need to be well thought out, provide a description of how it will work, pre-requisites and what benefit(s) will come from it.

BOD members

16. The Administrative Committee will include all submissions in the pre-read packages for the August meeting. This item will be included in the agenda with 30 minutes for discussion.

Administrative  
Committee  
Tabled

#### BENEVOLENT LOAN WRITE-OFF

17. In April 2005, a Craftsman from Quebec was given a benevolent loan of \$8.9K to be repaid monthly for a period of five years. The member continued to pay until February 2008, at which time he filed for bankruptcy. The EME Branch Fund was listed as one of the creditors with an amount owing of \$3.6K.

18. In October 2009, a final payment of \$235.75 was received from the Trustee. The Administrative Committee requested to write off the balance of this loan, currently standing at \$3,394.61. Chief Warrant Officer Fougère motioned to write off the full amount and Chief Warrant Officer Rodrigue seconded. All BOD members were in agreement and the amount will be written off.

Administrative  
Committee

### EME BRANCH KIT SHOP

19. Mess Kits. All the remaining mess kits (from the EME Branch Kit Shop) have been sold and \$350 has been deposited into the EME Branch Fund account. A motion to transfer the \$350 to the EME Guild was proposed by Chief Warrant Officer Fougère and seconded by Master Warrant Officer Pettit. All BOD members agreed to transfer the monies. Note that these mess kits had originally been donated to the 50th Anniversary Fund and the donors received a charitable tax receipt at the time; for this reason the proceeds are being deposited to the Guild Charitable Trust.

Administrative  
Committee

20. EME Branch Kit Shop Financial Statements. A financial statement showing year ending 2009 and year to date was presented and is attached to these minutes. The Administrative Committee suggested that this account be closed after the taxes are paid, and remaining funds transferred to the EME Branch Fund account. Chief Warrant Officer St-Jean motioned this item, seconded by Master Warrant Officer Pettit. All BOD members agreed and the account will be closed with all funds transferred to the EME Branch Fund account.

Administrative  
Committee

### EME BRANCH KIT SHOP (CLOSURE OF BUSINESS)

21. The question of whether the business is to remain active or closed was discussed. Additional information is required before a decision can be made. Closure of the EME Branch Kit Shop business will be added to the August agenda for discussion. The EME Branch Administrative Assistant will research information as follows:

Tabled/  
EME Branch  
Administrative  
Assistant

- a. contact the PST/GST offices to see if there are any restrictions;
- b. investigate if there are annual fees required to keep the business open; and
- c. investigate if the business can operate with a zero balance and for how long.

### KIT SHOP VENDOR – GREAT CANADIAN KIT SHOP (GCKS)

22. A contract is in place with GCKS and is effective 5 February 2010 to 31 December 2013 with an option to extend an additional four years. The contract includes a termination clause in the event that either party fails to comply with the agreement.

23. The contract includes (copy of contract enclosed with minutes):
- a. maintenance of a bilingual website;
  - b. stocking of EME and RCEME items that are approved by the Chairperson of the Administrative Committee;
  - c. free shipping on orders over \$500;
  - d. supplying display cases to 16 bases; and
  - e. paying a franchise fee of 10% of gross sales (excluding taxes and shipping) up to \$4,200 per year. This fee has been waived for 2010 but will begin in 2011 and will be paid biannually.

24. All members are reminded that there is no flexibility to maintain an EME Branch Kit Shop at CFSEME. Any concerns regarding quality, availability or price are to be forwarded to the Commandant CFSEME for further action.

#### WEBSITES

25. EME Branch Internet Site. The EME Branch website [www.emegembranch.net](http://www.emegembranch.net) is now active. This is a good start for further growth of the site. Payment for the next 12 months has been funded by the EME Branch Fund. A well done and thank you to Capt McCluskey for his work on the site.

26. Maintenance of Internet Site. The EME Branch Adjutant's office maintains the site and there were concerns about the site staying current. Funding for maintenance and hosting of this site will be added for discussion to the agenda for August meeting. Tabled

27. Army Internet Site. All BOD members agree that this site will have limited text that does not require changing and links to both the existing Intranet (DLEPS) and Internet (Branch) websites. Thank you to Sergeant Joiner for his efforts on this site.

#### ARTWORK COMPETITION

28. A sample poster was presented for review. The competition is meant to provide a venue for our more artistic members as well as provide artwork for the anniversary pin, calendar and website. All submissions will be produced with a by-line and the submissions chosen for the pin and calendar will be placed in the journal with a short biography of the artist. The deadline for artwork submissions will be 31 July of each year to ensure they are available for review during the Aug meeting. The poster will be updated and sent out. Administrative Committee

## EME GUILD PRESENTATION

29. Colonel Eldaoud spoke as the Chairperson for the newly formed EME Guild Executive. The EME Guild Executive has had two meetings and will now be called the “EME Heritage Committee”. This name will make it easier for people to understand what the committee is doing.

30. Colonel Eldaoud stated that the key to the success of the EME Heritage Committee is the inclusion of the EME and RCEME Associations and the rest of the EME family (Reserve and cadet members). The EME Heritage Committee will report to the BOD biannually and will submit an annual budget to the Trustees of the EME Guild Charitable Trust; EME Heritage Committee activities that are in accordance with the objectives of the Charitable Trust will be funded by the Trust.

31. The EME Heritage Committee is working on the logistics of becoming the work body for charitable works projects. They have identified that the EME Heritage Committee will:

- a. develop a plan/project;
- b. fundraise;
- c. assess incoming items (artefacts & memorabilia); and
- d. follow through with plans/projects after approved and funded.

32. In accordance with the Guild Charitable Trust Agreement, the Trustees will be responsible for:

- a. depositing money;
- b. managing accounts;
- c. issuing tax receipts;
- d. approving projects;
- e. issuing cheques; and
- f. managing administration.

SECRETARIAL NOTE. It is recommended that, beginning at the August 2010 BOD, the EME Heritage Committee present an update to the BOD and the Trustees, and the business arising for the Charitable Trust be included as a standing agenda item and therefore reflected in the minutes of the EME Branch Fund and BOD. This will eliminate the need to convene the Trustees separately given that the EME Heritage Committee is responsible/accountable to both the EME Branch Fund BOD and

the Charitable Trust Trustees.

### AWARD HISTORY

33. Chief Warrant Officer Rodrigue is concerned that awards are not properly tracked, i.e, EME Branch Advisor awards. The winners are announced but they not publicized. All members agreed that winners/medal presentations should be recognized and publicized.

34. There is a plaque in Ottawa that displays EME Branch Advisor's National Award winners. It was suggested that this plaque be moved to CFSEME and that other plaques be created to highlight EME Branch accomplishments. Chief Warrant Officer Rodrigue will coordinate and the Colonel Commandant is asked to bring this initiative forward at the next EME Heritage Committee meeting.

Borden  
Representative/  
EME Colonel  
Commandant

### HERITAGE DISPLAY

35. The EME Heritage display in St-Jean is outdated and very untidy. Chief Warrant Officer St-Jean believes that a display in this location is important for the EME Branch and has volunteered to investigate maintenance options. Chief Warrant Officer St-Jean and Chief Warrant Officer Rodrigue will assist the National Curator in identifying displays across Canada and organizing upkeep.

NCR Representative/  
Borden  
Representative

36. Commemorative Stones. This initiative is transferred to the EME Heritage Committee.

EME Colonel  
Commandant

37. Branch Awards/Civilians. The Constitution states that civilians can receive a Branch Advisor's award; all BOD members confirmed that our civilian employees are important members of the larger EME Branch and can be nominated for this award.

### FLOATING KIT SHOP

38. It has been suggested that the EME Branch Fund create a floating kit shop that would be set up at large Branch activities. The suggestion comes as an initiative that will help EME Branch members and assist with improving profits. Members were concerned with damage to items or the amount of time required maintaining a kit shop.

Administrative  
Committee

39. Another suggestion would be to provide some type of support to the kit shop vendor to attend these activities. The Administrative Committee Chairperson will contact GCKS and provide an update at the next meeting.

Administrative  
Committee  
Chairperson

SECRETARIAL NOTE. Mr. Chris Peckover, owner of GCKS, has agreed to send items for sale at major events provided that we have someone to control and conduct sales, etc.

Borden  
Representative/  
EME Branch  
Adjutant

### THEMES

40. All BOD members agreed that “EME Innovations” will be the theme for 2011 and are asked to come to the August meeting with ideas from their areas for future themes.

BOD Members

#### ROUND TABLE

41. Corporal Smith – EME Regimental Sponsorship. This year the cost for a team to attend the LFCA Bonspiel was above the budgeted amount. The intent of this benefit was to subsidize a team’s entry fee. Corporal Smith proposed that By-Law #6 Para 18 (a) be amended to read, “not to exceed \$300 or the price of registration whichever is less.” Chief Warrant Officer Fougère seconded and all BOD members approved.

Administrative  
Committee

42. Corporal Smith – Last Meeting. This will be Corporal Smith’s last meeting. A replacement was not able to be found prior to this meeting. He thanked all members for their efforts and stated that he was proud to have had the opportunity to represent LFCA. Lieutenant-Colonel Benson and Chief Warrant Officer Cadeau are to approve replacement and efforts are to be made to invite Corporal Smith and his replacement to the next meeting.

43. Master Warrant Officer Pettit – Western EME Hockey Tournament. Units in the west are almost never able to attend the National Hockey Tournament in Borden. Master Warrant Officer Pettit proposed that the Constitution be amended to include the Western EME Hockey Tournament, under By-Law #6 Para 2 (c) (1), as a regional recognized sports activity and receive \$400. It was decided that the Western EME Hockey Tournament will be excluded from EME Regimental Sponsorship.

Administrative  
Committee

44. Lieutenant-Colonel Jardine – Last Meeting. Lieutenant-Colonel Jardine is leaving for pre-deployment training for Afghanistan on 1 April 2010. Major Denscak will be Acting Commandant until the arrival of Lieutenant-Colonel Fuller in June 2010. Lieutenant-Colonel Jardine thanked all for their efforts and support.

45. Colonel Myers - Communication. All members are asked to better communicate and publicize the EME Branch. Briefings to units should also include information that the EME calendar will no longer be sent to members but that the EME Branch is working towards including a printable version on the website.



46. Closing Remarks. Colonel Myers thanked all for the steps that have been made today and during previous meetings. BOD members have an important responsibility to keep members up to date and informed. Agenda items for the next meeting include a review of the proposal for member benefits to members and possible issues with the services/product of the GCKS.

47. Adjournment. Meeting adjourned at 1625 hours. Next meeting is scheduled for 11 – 12 August 2010 at CFSEME Borden.

N. Jardine  
Lieutenant-Colonel  
Administrative Committee Chairperson



S.P. Myers  
Colonel  
EME Branch Fund President

Distribution List

All Members

