

4020 – RCEME Corps (Corps Adjt)

24 December 2017

Distribution List

GUILD OF THE CORPS OF ROYAL CANADIAN ELECTRICAL
AND MECHANICAL ENGINEERS BOARD OF DIRECTORS
MEETING HELD AT THE ROYAL CANADIAN ELECTRICAL
AND MECHANICAL ENGINEERS SCHOOL CANADIAN
FORCES BASE BORDEN 0900 HOURS 15 SEPTEMBER 2017

Chairman: Colonel J.P.M. Corriveau, Director RCEME Designate

Deputy Chairman: Chief Warrant Officer (Retired) A. Rest

Members: Brigadier-General (Retired) W. Brewer, Colonel Commandant,
Acting Fundraising Chairman

Colonel (Retired) T. Temple, Co-Chairman, RCEME Museum, LAD Representative

Lieutenant-Colonel J.C.H. Spitzig, Administrative Committee Chairman

Captain G.S. Dzeoba, Corps of RCEME Adjutant

Lieutenant A. Budiman, 5 Canadian Division Representative

Chief Warrant Officer M. Walhin, National Capital Region Representative

Chief Warrant Officer J.H. Saunders, Training Systems Representative

Master Warrant Officer D. Beaumont, Acting Air and Navy Command Representative

Sergeant J.J.E. Buisson, 2 Canadian Division Representative

Sergeant J. Burns, Acting 3 Canadian Division Representative

Master Corporal D. Morier-Thibault, 4 Canadian Division Representative

Attendees: Colonel J.P.S. McKenzie, Outgoing Director RCEME

Colonel D.M. Matsalla, 75th Anniversary Celebration Chairman

Major R. Levac, 2 Canadian Division

Major (Retired) W.G. Thompson

Second Lieutenant A. Cai, RCEME School, Regimental Company

Chief Warrant Officer J. Graveline, 4 Canadian Division

Chief Warrant Officer J.P. Ryder, 3 Canadian Division

Master Warrant Officer (Retired) M.L. Vaillancourt

Master Warrant Officer A.R. Walton, 3 Canadian Division

Master Warrant Officer D. Audet, 2 Canadian Division

Warrant Officer K.L. McKeough, RCEME School, Regimental Company

Sergeant B. Officer, Secretary, LAD Western Canada

Sergeant J.A.M.N. Rochette, 2 Canadian Division

Corporal M.J.F. Brosseau, 4 Canadian Division

Corporal S.L. Cole, 5 Canadian Division

Corporal B.E. Moynihan, 4 Canadian Division

Corporal D.A. Caines, 4 Canadian Division

Corporal I. Sakars, 5 Canadian Division

Corporal B.L. Waldner, 3 Canadian Division

Craftsman W.P. Henri, 5 Canadian Division

Private K. McGarry, 2 Canadian Division

Private M. McCallum, 2 Canadian Division

Private R. Oudkerk, 3 Canadian Division

Private G. Perrone, 2 Canadian Division
 Private J. Smith, Apprentice Platoon, RCEME School
 Private C. Tan, 2 Canadian Division
 Private A.M.L. Warren, 4 Canadian Division
 Private C. Whalen, 2 Canadian Division

Absent: Brigadier-General (Retired) J.C.M. Giguère, Fundraising Chairman
 Chief Warrant Officer (Retired) F.S. Wilkins, LAD Representative
 Chief Warrant Officer R.J. Thompson, Air and Navy Command Representative
 Warrant Officer J.R. Peters, 3 Canadian Division Representative

Secretary: Mrs. G. Somerton de Jimenez, Administrative Assistant to the Corps Adjutant

OPENING ADDRESS

1. The meeting began with departing words from the outgoing Director RCEME, Colonel McKenzie, who expressed his appreciation for his time spent both as Director RCEME and as Chairman of the RCEME Corps Fund. He further thanked everyone for their participation, their work to date and their continuing support.
2. Director RCEME Designate, Colonel Corriveau, welcomed all to the meeting. In particular, he reemphasized that decisions made at this meeting will affect Regular serving Corps Fund members, retirees and Light Aid Detachment (LAD) members, as well as the plans for both the 75th Anniversary celebrations and the Corps of RCEME community.

<u>DISCUSSION</u>	<u>ACTION BY</u>
<p>3. <u>Minutes.</u> Captain Dzeoba asked for a motion that the previous minutes dated 6 April 2017 be passed as read. Brigadier-General (Retired) Brewer so motioned, seconded by Chief Warrant Officer Saunders. The minutes were approved.</p> <p><u>SECRETARIAL NOTE.</u> Chief Warrant Officer Walhin identified an error in the fundraising slogan from "Serial 15" of the previous minutes. The slogan should have read "Crafting a Future Together" and not "Building a Future Together". Minutes have been amended.</p>	Corps Adjutant Corps Sergeant-Major
<p>4. <u>Support to LADs.</u> The annual reunion for LAD Western Canada members is scheduled 29 - 30 September 2017 in Kelowna, BC and members would like senior representation from the Board of Directors (BOD). Colonel McKenzie proposed that a line item be added to the Corps Fund's budget in order to subsidize and/or pay for a limited amount of travel so that the Corps can be represented at LAD activities.</p> <p>Colonel (Retired) Temple proposed that the RCEME Corps Fund allocate \$5,000 to support leadership presence at LAD events. The Administrative Committee Chairman will have the authority to authorize funds as deemed necessary. Motion seconded by Chief Warrant Officer (Retired) Rest. All in favour - <u>motion carried.</u></p>	All/ Administrative Committee Chairman

<p>SECRETARIAL NOTE. Participation and/engagement of BOD leadership for this fiscal year was agreed to in principle with the understanding that the Administrative Committee Chairman would receive and approve requests on behalf of the BOD and select Board of Directors leadership to attend events in consultation with the Chairman and Co-Chairman. The Administrative Committee Chairman has since investigated this matter and through an extraordinary email a proposed amount of \$2,500 was approved.</p>	
<p>5. <u>RCEME Bursary Eligibility (Grandchildren).</u> An e-mail survey was forwarded to members of the BOD a few weeks prior to the meeting regarding eligibility of grandchildren for RCEME bursaries. The first proposed motion asked "Should grandchildren of a RCEME Corps Fund member in good standing be eligible to apply for a RCEME Corps Fund bursary?"</p> <p>Chief Warrant Officer (Retired) Rest motioned that grandchildren of a RCEME Corps Fund member in good standing be eligible to apply for a RCEME Corps Fund bursary; seconded by Chief Warrant Officer Saunders. <u>Motion carried.</u></p> <p>SECRETARIAL NOTE. A pie-chart at Annex A clearly illustrates how and where benefits are distributed. Colonel Corriveau proposed that the number of applicants authorized to apply from one family be discussed; this will be presented at the spring Board of Directors meeting.</p>	Corps Adjutant
<p>6. <u>RCEME Bursary Cut-Off Scores.</u> Captain Dzeoba introduced the second question of the survey, asking "Should we be looking at a "cut-off" score to help determine if an application meets the minimum scoring for a RCEME bursary, i.e., minimum of 60%?" The proposed cut-off score level was turned down.</p> <p>Colonel Poirier motioned that the existing bursary assessment process be maintained. Colonel Poirier also recommended that applications #3 and #15 of the 15 received be deemed unacceptable; seconded by Chief Warrant Officer (Retired) Rest. All in favour - <u>motion carried.</u></p>	
<p>7. <u>RCEME Bursary Applicant Eligibility.</u> The third question of the survey was modified slightly to "Should individuals who have their education fully subsidized by the CAF be entitled to apply for a RCEME Corps Fund bursary?"</p> <p>Colonel (Retired) Temple motioned that individuals who have their education fully subsidized by the CAF should not be entitled to apply for a RCEME bursary without extraordinary circumstances; seconded by Master Corporal Marier-Thibault. Majority in favour - <u>motion carried.</u></p>	Corps Adjutant All
<p>8. <u>Departure of Director RCEME.</u> Colonels Corriveau and McKenzie left the meeting due to a prior commitment. Lieutenant-Colonel Spitzig and Chief Warrant Officer (Retired) Rest will advise Colonel Corriveau of any items that he could be required to finalize in the future.</p>	Deputy Chairman Administrative Committee Chairman

<p>9. <u>RCEME Corps Fund Name Change.</u> An e-mail was sent to board members regarding changing the name of the "RCEME Corps Fund". Captain Dzeoba motioned to have the name "RCEME Corps Fund" changed to the "RCEME Guild." effective 15 September 2017. Motion seconded by Lieutenant-Colonel Spitzig. All in favour - <u>motion carried.</u></p>	<p>Corps Adjutant All</p>
<p>10. <u>7th Annual Arte et Marte Artwork Contest Theme.</u> Director RCEME is requested to approve a national artwork theme that becomes the design for the upcoming year's anniversary pin. A request to solicit input from the areas was sent and the following "Artwork Themes" were presented:</p> <ul style="list-style-type: none"> a. Spirit of Sadie; b. Crafting a Future Together; c. Not for Self but for Others; d. Backbone of the Frontlines; and e. RCEME: Meeting the Challenge. <p><u>SECRETARIAL NOTE.</u> Crafting a Future Together was voted (with a majority) to be the 7th annual contest theme.</p>	<p>All</p>
<p>11. <u>Afghanistan - A Canadian Story (Memorandum of Understanding).</u> Brigadier-General (Retired) Brewer provided a brief background on this project which was driven by the former Colonel Commandant, Colonel (Retired) Andrew Nellestyn. The first publication of the book was supported by the Power Workers Union (PWU), who donated a sum to support the publication of the book. Initially it was sold through MFRC Edmonton; however, the initial Memorandum of Understanding with MFRC Edmonton has now expired. It was suggested that the publishing costs have been paid and that there are 1,500 hard copies still available as well as an e-version. A new "Memorandum of Understanding" could be created between the RCEME Guild and the book production team, headed by Lieutenant (Navy) (Retired) Melanie Graham of Mayne Island, British Columbia.</p> <p><u>SECRETARIAL NOTE.</u> The Memorandum of Understanding will be signed by Lieutenant-Colonel Spitzig, Chairman of the Administrative Committee and Lieutenant (Navy) (Retired) Graham (book production team). The estimated 1,500 copies would be stored at the RCEME School and the e-version will continue to be sold through https://www.amazon.ca/. Profits from the book sales will go directly to the Guild.</p>	<p>Colonel Commandant Corps Adjutant</p>
<p>12. The PWU donated \$10,000 towards the development of the e-version of the publication. Colonel (Retired) Nellestyn accomplished this at a cost of just over \$1,000. On advising the PWU, he was told to keep the difference: approximately \$8,600. The book will be offered on the RCEME Corps webpage at http://www.rcemecorpsgemrc.ca/english/view.asp?x=922. Other distribution venues such as CANEX were discussed.</p>	<p>Administrative Committee Chairman Corps Adjutant</p>

<p>SECRETARIAL NOTE. Brigadier-General (Retired) Brewer motioned that the Board of Directors agree to move forward with signing of a Memorandum, of Understanding to commit the RCME Guild to selling "Afghanistan – A Canadian Story: with the caveat that the due diligence by the Administrative Committee concerning the method of sales, marketing and distribution will be monitored.</p> <p>Motion was seconded by Chief Warrant Officer (Retired) Rest. All in favour – motion carried. It was confirmed that the RCME Guild does not own the production rights; they are owned by the production team headed by Lieutenant (Navy) (Retired) Graham.</p>	
<p>13. <u>CANEX Update.</u> Chief Warrant Officer Saunders informed members that the sales of CANEX items for the month of July 2017 were over \$10,000 with a 10% return to the RCME Guild (\$1,000). Chief Warrant Officer Saunders continues to look for new item suggestions.</p>	<p>Training Systems Representative</p>
<p>14. <u>Public Funding of Accoutrements.</u> Three years ago the then-Minister of National Defence agreed to authorize the Commander of the Army to use public funds to pay for accoutrements for Army personnel. A Canadian Army Order was written; however, Treasury Board later advised that this was against regulations and public funds will not be used to pay for accoutrements.</p>	<p>Information</p>
<p>15. <u>RCME Corps Fund Website Design Update.</u> BOD members were advised that subject project is on hold. Eventually there will be a drop-down menu on the home page that will provide a link to all trades, as well as links to all the LADs. All of the material that is on the current website will be imported to the new one, including the electronic version of the Book of Remembrance.</p>	<p>Corps Secretariat Corps Adjutant</p>
<p>16. <u>Trade Coins - The Way Ahead.</u> Chief Warrant Officer Saunders provided background on trade coins and their popularity. Most of the key players who were responsible for generating interest, sales etc., have moved on and there is difficulty maintaining oversight. He felt that the strong relationship with CANEX and their recognized expertise at marketing and distribution could provide an ideal solution if these items continue to be offered.</p> <p>SECRETARIAL NOTE. A survey will be sent out by Chief Warrant Officer Saunders before the end of the calendar year to solicit opinions on whether trade coins should be sold by CANEX with the new 4-trade Corps coin presently in development or should the trade coins be discontinued altogether.</p>	<p>Training Systems Representative</p>
<p>17. <u>Jiffy Jeep Update.</u> Lieutenant-Colonel Spitzig provided three options, each with their potential cost:</p> <ul style="list-style-type: none"> a. purchasing an old jeep and restoring it at an estimated cost of \$8,800 and 330 hours of labour; b. purchasing an already restored jeep at an approximate cost of \$17,000 - \$20,000 with an additional 165 estimate hours of labour to customize it; or 	<p>Administrative Committee Chairman</p>

<p>c. building a Jiffy ILTIS jeep, at an estimated cost of \$6,000 and 330 hours of labour.</p> <p>SECRETARIAL NOTE. Lieutenant-Colonel Spitzig suggested that this information be discussed at the regional level. If interest exists and a suitable jeep can be found by a region, they can request funding support from the Guild. Base Maintenance (Borden) is presently restoring an old jeep that was purchased for \$5,000; however, with new parts, transmission, paint etc., the end cost is closer to \$13,000.</p>	
<p>18. The original mandate was to have one jeep located in each region with a spare jeep in Borden for a total of five jeeps. Captain Dzeoba proposed an amendment to the present line item in the RCEME Guild budget to increase Jiffy Jeep upkeep for the present vehicles and to purchase additional ones. Chief Warrant Officer (Retired) Rest proposed a motion to increase the Jiffy Jeep line item \$1,000 to \$10,000; seconded by Brigadier-General (Retired) Brewer. All in favour - <u>motion carried</u>.</p>	Corps Adjutant
<p>19. <u>Jiffy Jeep Insurance Liability.</u> At the previous BOD meeting, Chief Warrant Officer Walhin offered to contact the Department of Justice and Attorney General's office with respect to liability insurance if an accident occurred at an event which featured a Jiffy Jeep. He reported that if a spectator was injured during a demonstration of the jeep, liability claims would be processed against the Crown, not against the Corps.</p>	Information
<p>20. <u>RCEME Museum Update.</u> Colonel (Retired) Temple advised that the Museum Committee will meet with the Canadian Forces School of Communications and Electronics to discuss 2018 financial requirements with follow-up discussion at the spring BOD meeting.</p>	Co-Chairman - RCEME Museum
<p>21. <u>RCEME Museum-General.</u> Several points were addressed at the meeting. With the exception of the RCEME flag out front, there are no other signs indicating that the RCEME Museum exists. Temporary signs are being investigated. At the last BOD meeting, the concept of a "virtual museum" was discussed. Major (Retired) Al Adams' son works for Algonquin College in the visual effects department; Colonels (Retired) Temple and Nappert will visit him in the near future. It is hoped that those students could adopt this project in December 2017 and assist with a virtual display with an anticipated timeline of 6 - 12 months.</p>	Co-Chairman RCEME Museum
<p>22. The museum accepted donated items that can be picked up by Colonel (Retired) Temple when he is in Kingston. A process should be developed where a representative can accept a donation and either prepare it for shipment to the Corps Adjutant's office in Borden or to the museum directly. All items being sent and retained must be recorded in the heritage database.</p>	
<p>23. <u>Fundraising.</u> During the BOD meetings in September 2016 and April 2017, the following amounts were approved as reasonable targets:</p> <p>a. improve fund benefits - \$50,000;</p> <p>b. 75th Anniversary celebrations - \$130,000; and</p>	

<p>c. existing and new RCEME Museum - \$1,300,000.</p> <p>Voluntary donations have been somewhat hampered by development issues with the RCEME Corps website. It is hoped that these issues will be resolved soon. To date, the following amounts have been collected:</p> <p>a. improved benefits for members - \$2,592;</p> <p>b. Corps 75th Anniversary - \$3,100; and</p> <p>c. Museum (Annex and new museum) - \$13,923.</p>	
<p>24. It is anticipated that these funds can be obtained through member donations as well as activities at regional levels, i.e., LADs, with the focus on proper coordination to maximize effectiveness. External funds will come through corporate and industry sponsors by way of the ongoing creation of a RCEME Foundation, as well as "Friends of the RCEME Corps" which accounts for individual donations. Other initiatives were discussed including the LAD's function with respect to formulating and initiating fundraising activities, identifying key corporate sponsors with marketing packages, as well as recognizing the need for a comprehensive, ongoing Corps communication strategy.</p> <p><u>SECRETARIAL NOTE.</u> Membership dues have not increased in some time and compared to other Corps and Regiments, they are relatively low. The Colonel Commandant and Administrative Committee Chairman will develop options to be sent to BOD members prior to the next meeting with the intent to vote on the proposed options at that time.</p>	<p>Colonel Commandant Administrative Committee Chairman</p>
<p>25. <u>Corporate Sponsorship.</u> Corporate sponsorship will be solicited via marketing brochures which were developed for the 75th Anniversary. This will provide details to potential sponsors on what they will receive based on the contribution they provide at the gold, silver and bronze levels as well as those contributions at the \$100 to \$999 level.</p> <p>Due to the constraints on the Canadian Armed Forces regarding soliciting corporate sponsorships, retirees will predominantly assume the fundraising role through the RCEME Foundation. Documentation for the RCEME Foundation is being initiated and will be forwarded to the Canada Revenue Agency with approval expected in spring 2018. Information regarding the source of funds for various projects was provided to members which has been divided into three public areas – public funds which includes OPS DISTINCTION as well as RCEME Council, non-public funds from the Army training budget and lastly, private funds from the RCEME Foundation which is being established.</p>	
<p>26. <u>75th Anniversary Activities and Products.</u> Colonel Matsalla provided a review of the 75th Anniversary national activities at the various regions. He also reviewed the memorabilia/ commemorative products. In addition to these items, Colonel Matsalla advised that there will be other products for sale such as t-shirts, a 75th Anniversary ring, etc.</p>	<p>75th Anniversary Chairman</p>

<p>27. <u>Non-Public Activities and Product Breakdown.</u> Information will be available on the website and a new pamphlet on members' benefits is being produced. The activity/product breakdown with their estimated cost is as follows:</p> <ul style="list-style-type: none"> a. time capsule - \$2,000; b. RCEME Journal (75th Anniversary Edition) - \$10,000; c. 75th Anniversary coin (per RCEME Guild member) - \$30,000; d. 75th Anniversary t-shirt (option to have members pay) - \$40,000; e. 75th Anniversary video and 60 second clip (funds already committed) - \$5,000; f. unmanned ground vehicle race* - \$8,000; g. junkyard wars* - \$40,000 <p>* Activities marked with an asterisk have a budget estimate that has not yet been vetted by the 75th Anniversary Committee.</p> <p>The \$5,000 allocated for the video and 60 second clip has already been committed. In the event that fundraising goals are not met, Colonel Matsalla requested that up to \$42,000 be donated by the RCEME Guild.</p> <p>Brigadier-General (Retired) Brewer proposed that the BOD support a contribution of \$42,000 for the 75th Anniversary celebrations in the event of a fundraising shortfall; seconded by Chief Warrant Officer Walhin. All in favour – <u>motion carried</u>.</p>	<p>Colonel Commandant</p>
<p>28. <u>Round Table:</u></p> <ul style="list-style-type: none"> a. Captain Sett suggested finding a more efficient method of passing information through the regional network. Chief Warrant Officer Walhin pointed out that with the RCEME Corps website and Facebook page, information will soon be available to a wider audience; Captain Dzeoba advised that when Member 365 is fully functional, the ability to send out notices, memos, e-mails, etc. to everyone who provided contact information will be in place. This function will be used to pass on 75th Anniversary updates, Corps events, etc.; and b. Captain Dzeoba reported that \$10,000+ was received in consolidated banking interest from NPP for the 2016/2017 calendar year. 	<p>Corps Adjutant All</p>

29. Adjournment. Lieutenant-Colonel Spitzig thanked everyone for their participation. The next RCEME Guild meeting is scheduled Thursday 22 February 2018.

Administrative
Committee
Chairman



J.C.H. Spitzig
Lieutenant-Colonel
Administrative Committee Chairman



J.P.M. Corriveau
Colonel
RCEME Guild Chairman

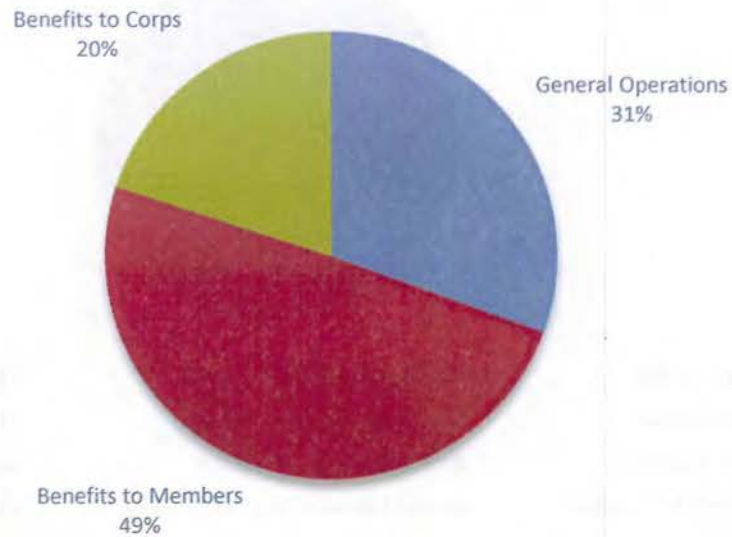
Annexes

Annex A Financial Pie Chart

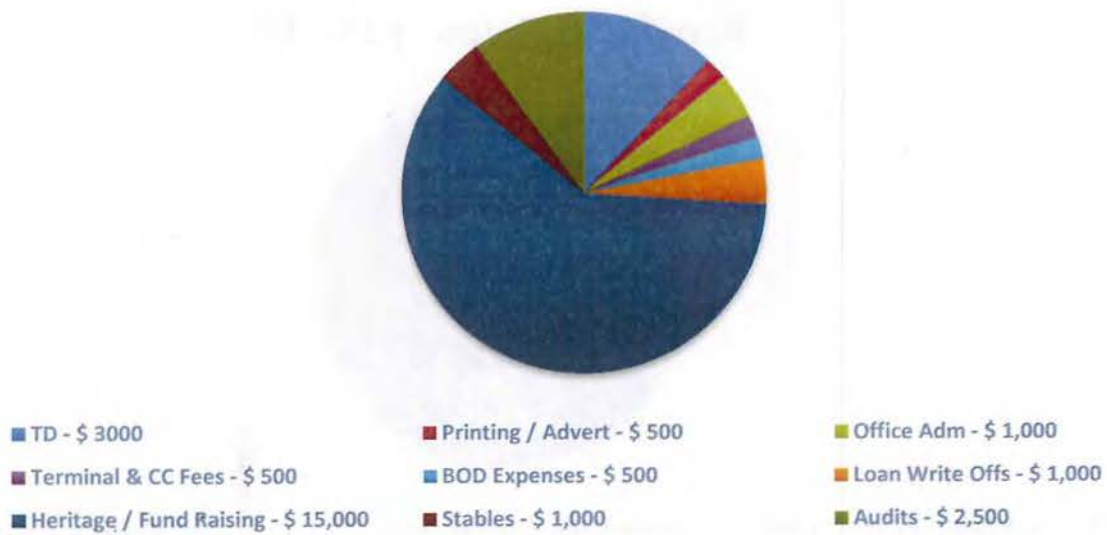
Distribution List

All BOD Members
All Attendees

RCEME GUILD - PROGRAMS OF BENEFITS 2017



General Operations - \$ 25,000



Benefits to Members - \$ 40,400



■ Accroutrements - \$ 6,000	■ Retirement Gift(s) - \$ 500	■ Anniversary Pin(s) - \$ 5,000
■ RCEME Bursary - \$ 7,500	■ Benevolent Loans- \$ 5,000	■ Education / Short Term Loan - \$ 500
■ Hardship Grants - \$ 1,000	■ Emergency Funds - \$ 200	■ Bereavement - \$ 100
■ RCEME Mbrsp Awards - \$ 2,000	■ Sports Awards (Reg/Nat'l) - \$ 4,400	■ Guild Loyalty Coins - \$ 5,000
■ Canex Gift Card New Mbrs - \$ 2,000	■ LAD Reimbursement - \$ 1,200	

Benefits to Corps - \$ 16,314



■ RCEME Awards (Reg/Nat'l) - \$ 1,900	■ Army Cadet Award(s) - \$ 300	■ Reserve Craftsman Award - \$ 200
■ Retiree Award - \$ 200	■ DRCEME Coins / Boxes / Misc - \$ 500	■ Regimental Sponsorship - \$ 2,100
■ Nat'l Remembrance Day - \$ 250	■ Arte et Marte Artwork Comp - \$ 200	■ Jiffy Jeep Sponsorship - \$ 1,000
■ DRCEME Christmas Cards - \$ 300	■ Support to Cohesion Events - \$ 1,864	■ RCEME Mbr 365 / Domain - \$ 2,500
■ Support to LADs - \$ 5,000		