

4020-EME Br (Br Adj)

27 June 2012

Distribution List

**ELECTRICAL AND MECHANICAL ENGINEERING (EME)
BRANCH FUND BOARD OF DIRECTORS MEETING HELD
AT CANADIAN FORCES BASE PETAWAWA, 2 SERVICE
BATTALION – 0800 HOURS 28 MARCH 2012**

Chairperson: Colonel N. Eldaoud, EME Br Fund President

Members: Lieutenant-Colonel P. Fuller, EME Branch Administrative Committee Chairperson
Major E. Gauthier, Land Force Quebec Area (LFQA) Representative
Captain G.S. Dzeoba, EME Branch Adjutant
Captain M. Hart, Land Force Atlantic Area (LFAA) Representative
Chief Warrant Officer J.A.R. Rodrigue, Training Systems Representative
Chief Warrant Officer F.J. Snook, Air and Navy Command (AirCom) Representative
Master Warrant Officer R.C. Waugh, Land Force Western Area (LFWA), Representative
Master Corporal R.P. Scali, Land Force Central Area (LFCA) Representative

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

Attendees: Brigadier-General (Retired) P.J. Holt, EME Colonel Commandant
Colonel (Ret'd) M. Johnston, RCEME Association President
Lieutenant-Colonel (Ret'd) K. Jones, EME Association President
Lieutenant T.J. Hallonquist, Staff Officer EME
Master Corporal C. Zizek, CFJSR
Corporal G. Hudson, CFB Petawawa EO Tech
Corporal M. Broseau, CFB Petawawa Wpns Tech
Corporal I. Wood, CFB Petawawa Wpns Tech
Corporal S. Berlinger, CFB Petawawa Veh Tech
Corporal D. Brodie, CFB Petawawa Veh Tech
Craftsman F. Blais, CFB Petawawa Veh Tech
Craftsman G. Cassan, CFB Petawawa Veh Tech
Craftsman M. Climenhaga, CFB Petawawa Veh Tech
Craftsman S. Hanson, CFB Petawawa Veh Tech
Craftsman C. Kight, CFB Petawawa Veh Tech
Craftsman S. Lamottie, CFB Petawawa Veh Tech
Craftsman M. Lim, CFB Petawawa Veh Tech
Craftsman B. Marchand, CFB Petawawa Wpns Tech
Craftsman C. McPherson, CFB Petawawa Mat Tech
Craftsman C.D. Racine, CFB Petawawa Veh Tech

OPENING ADDRESS

1. The meeting was called to order at 0800 hours, 28 March 2012 in the 2 Service Battalion Bluebell Conference Room. Colonel Eldaoud reminded all Board of Directors (BOD) members of the aim and goal of the EME Branch Fund (The Fund). The aim of The Fund is to address the needs of its members and the EME Branch. The Fund also supports EME Branch pride and

each member was challenged to ask themselves how The Fund relates to Branch pride. The Fund President welcomed Colonel (Ret'd) Johnston (RCEME A President) and Lieutenant-Colonel (Ret'd) Jones (EME A President) as Ex-Officios to the meeting.

REVIEW OF PREVIOUS MINUTES

ACTION BY

2. Translation of Constitution. The translation of the Constitution is completed. The current and up to date version was uploaded to the EME Branch internet website on 27 March 2012 by the Branch Adjutant.

NEW BUSINESS

3. Budget Update. Details of the 28 March 2012 budget were presented as follows:

- | | | |
|----|---|-----------------|
| a. | <u>EME Credit Card</u> - the Branch Adjutant now has an EME Branch credit card; | |
| b. | <u>GIC Maturity</u> - the GIC that matured on 6 March 2012 was reinvested at a rate of 1.25% and will come due 6 March 2015. It was agreed that this GIC will not be topped up to \$30,000 due to the low interest rates and the fact that the EME Branch credit card has a GIC security of \$ 5,000. This GIC will mature on 23 May 2013 at an interest rate of 1.5%; | Branch Adjutant |
| c. | <u>Branch Fund Participation</u> - the Branch Advisor highlighted that the start of the meeting should outline the state of The Fund and show the participation of each member of the Branch. The opening slides will display the percentage participation of all members throughout the Branch and will be added into the introduction slides for the next BOD meeting; and | Branch Adjutant |
| d. | <u>Increase of Dues</u> - the Branch Advisor stated that the need to increase the dues paid by members may be approaching. He requested that a study to be done showing past fund prices and a forecast based on these to maintain a steady percentage of income for The Fund. The Branch Advisor suggested looking at other Regimental Funds to investigate the way they may be addressing this issue. This study will be presented and included with the Branch health status update at the next BOD meeting. | Branch Adjutant |
| 4. | <u>Benevolent Loans.</u> As of 1 March 2012, the one outstanding loan is being repaid as agreed. Will continue to monitor. | Branch Adjutant |
| 5. | <u>Membership Pamphlet.</u> The BOD decided to cancel the updating of the membership pamphlet as the Branch Fund poster has | |

the same information and is already circulated throughout the Branch. It was noted that all items that relate to the Branch Fund will use the same colour scheme as the poster so it is easily recognised by all members of the Branch and the public.

6. EME Website – Training. As stated in the last BOD minutes, paragraph 12, training for the EME website was conducted on 27 March 2012 to all representatives from each area in the Branch. They were given access rights to the website and taught how to upload events, pictures and information. Major Cahill will identify the new administrators through the EME Branch website. Branch staff
Ottawa
 7. EME Website – Translation. There is a need for a dedicated website translation representative to ensure that all published articles are properly translated in both official languages. Branch staff
Ottawa
 8. EME Website – Suggestions. BOD members need to survey their area and forward any ideas and suggestions that could improve the EME Branch website to Branch staff. All Members
 9. EME Website – Phone Applications. Branch Staff Ottawa will investigate the possibility of creating a mobile version of the EME website or creating an application that will allow easy access with mobile phones. Branch staff
Ottawa
 10. GCKS – Contract. The current GCKS contract will end in December 2013. The question concerning the quality of service received from the GCKS was raised. All returns, positive or negative, must be brought forward from all members prior to the BOD meeting in spring 2013. The Branch Adjutant and RSM CFSEME will source other possible suppliers in the interim. All Members
- Secretarial Note. Area representatives are to canvass their members and send their responses (negative or positive) directly to the EME Branch Adjutant or RSM CFSEME.
11. GCKS – New Items. As stated in the last minutes, any requests for new items from the GCKS must be passed forward to RSM CFSEME who will coordinate. All Members
- Secretarial Note. Requests for new items can also be forwarded to the EME Branch Adjutant.
12. GCKS – Badges for Profit. The Branch Advisor stated that there are still individuals who are selling EME badges for profit and that this needs to stop. CFSEME will investigate to see who is selling these items. Branch Adjutant
RSM CFSEME
 13. Reserve Briefings. As stated in the last minutes, it was suggested that a presentation outlining the benefits of The Fund, the GCKS and the EME Guild be given to DP2 students to update them on RSM CFSEME

any new information as well as reiterate their purpose and benefits.

Secretarial Note. Reserve course briefings are being done.

14. Artwork Contest. The proposed amendment to the copyright agreement is currently being translated. It was recommended that future calls for the EME Artwork Competition should be done throughout the National and Regional Officer and NCM networks.

Branch staff
Ottawa
Branch Adjutant

Secretarial Note. This years winner is Sergeant J.S. Bouchard from 5 Bn S du C.

15. National Sporting Activities. Major Gauthier confirmed that they have all of the requirements for the 2012 WO Muise Hockey tournament to be held in Valcartier 3 - 7 December 2012. Administrative details will be distributed in early fall.

SQFT - Major
Gauthier

16. Branch Fund Award. The BOD has agreed to support a one time award of up to \$500 for Ms. Marilyn Muise's attendance at the National Hockey Tournament in Valcartier for 2012. This award is in appreciation for her commitment and dedication over the last 10 years to the EME Branch and its esprit de corps.

All Members
Branch Adjutant

Secretarial Note. Future awards of this nature will be addressed on a case by case basis by the BOD.

17. Bereavement. As stated in the last minutes, it was proposed that the Administrative Committee (Admin Cmte) investigate benefit costs, i.e., flowers, donations, associated with the passing of an EME Branch Fund member or their immediate family.

All Members
Branch Adjutant

Secretarial Note. The Admin Cmte reviewed the bereavement benefit and BOD members approved an increase from \$50 to \$100.

18. EME Journal. The policy on writing articles has been updated, and can be found in future EME journals. The new policy is as follows:

- a. approximately 500 words in Microsoft Word;
- b. write the complete technical terms before using an abbreviation;
- c. indicate the author's name and their position;
- d. add pictures separately in Microsoft Outlook;
- e. give a brief description for each picture; and
- f. include the name of each individual and credit the photographer when possible.

Secretarial Note. With the EME Journals now being printed in full colour, the costs for production has increased, therefore the amount of journals that are sent to different units will be reduced.

19. EME Bursaries. A reminder was made that all nominations for this year's EME bursaries must be sent to the Branch Adjutant no later than the end of June 2012. This year there are 10 bursaries available, each worth \$750. It was decided by the BOD to amend the deadline for submission to the first week of July due to the battle rhythm in units during the month of June. The Branch Adjutant will amend the Constitution to reflect this deadline change. Branch Adjutant

Secretarial Note. Submission of application deadline is now 6 July 2012.

20. RCEME Epaulettes and Shoulder Flashes. The BOD agreed to the proposal that the Fund would cover the cost of one pair of DEU Epaulettes for all members of the Branch regardless of membership should the decision to reinstate the Royal designation be made. RSM CFSEME stated that it will cost \$2.20 per set for a total cost of approximately \$ 10,000. Additionally, CFSEME is investigating the costs for Shoulder Flashes and CADPAT epaulettes and the impact that this will have on the Branch Fund. Cmdt CFSEME
Branch Adjutant
RSM CFSEME

Secretarial Note. Several competitors have been engaged for a costing of epaulettes for both CADPAT and DEU as well as shoulder flashes. The impact to The Fund will be presented at the next BOD meeting.

HERITAGE PRESENTATION

21. Colonel Commandant's Presentation. The Colonel Commandant provided an update on the state of the EME 75th Anniversary, the EME Museum accreditation and introduced the veterans documentary to the members of the committee. He highlighted that criteria must be set for the acceptance of memorabilia into the EME Museum and there must be a balance of items held at bases versus items in the new EME Museum. Branch Adjutant

22. EME Museum. The Branch Adjutant stated that several pieces of equipment borrowed from the museum during the 50th Anniversary were returned in a state of disrepair. He noted that the EME Branch, CFSEME and the Heritage Committee are currently involved with the Base Borden Museum in repairing items. Branch Adjutant

Secretarial Note. The Diamond "T" wrecker is now repaired and has been returned to the Base Borden Museum.

23. Loyalty Gifts. The Branch Adjutant gave an update of the loyalty gift project and highlighted the following key issues:

- a. RCEME Name Change - despite the possibility of the Branch name change, the project will continue to move forward. Changing the coins to reflect a simple name change is not a problem. Coins that have the EME/GEM name on them will then become a unique coin for the members; and

- b. Policy Update - there will be an update to the policy regarding the delivery of coins, the costs of the coins and where this cost fits into the Branch budget. The Branch Adjutant has stated that the seed money for the loyalty gifts project will come from the previous EME Kit Shop funds. The cost of delivering the coins, either by mail or in person, must be forecasted and incorporated into the Branch budget.

Branch Adjutant

24. Branch Fund Departure Gift. The RSM CFSEME outlined the different types of departure gifts that could be made available to those members who leave the Branch. He highlighted that it is important for the gifts to remain unique and considered to be a rarity within the Branch in order to keep their significance. The Branch Advisor suggested that the actual implementation of the gifts be put on hold until the eligibilities for the gifts are more clearly defined. The Branch Adjutant and RSM CFSEME will present the intent, entitlements and an annex of what a member is eligible for based on the newly established criteria at the next meeting.

CFSEME RSM
Branch Adjutant

25. Budget Approval. The following budget amendments were approved:

All Members

- a. Accoutrements - approval was given for accoutrements to be increased from \$4,000 to \$6,000. This increase will help offset the increase in prices due to inflation and shipping charges;
- b. Anniversary Pin - approval was given for an increase for anniversary pins from \$2,500 to \$3,000; and
- c. GIC - It was approved that the GIC which matured 6 March 2012 will be reinvested at a rate of 1.25% and will not be topped up to \$30,000 until interest rates stabilize.

ROUND TABLE

26. EME Branch Fund Bursary. The following issues were raised concerning the EME Branch Fund bursaries:

- a. Increase in number - it was proposed that the number of bursaries that are given within the Branch be increased in order to ensure an even distribution throughout all

Branch Adjutant

ranks. However, due to the higher age demographic that is associated with the EME Branch Fund bursary, an even distribution is unlikely to happen. A staff check will be done by the Branch Adjutant to determine the effects on the distribution and selection process if the number of bursaries were to be increased to 15. Results will be presented at the next BOD meeting;

- b. Transparency - the Branch Advisor highlighted that there should be more transparency in the selection process. Many members do not know the lengths that are taken to ensure an anonymous selection is made when determining the winners. A possible venue to communicate this is in the next issue of the EME Journal or to post it on the EME website. The Branch Adjutant will determine the best medium to use and update accordingly with the assistance of the Branch staff; and
Branch staff
Ottawa
Branch Adjutant
- c. Statistics - the Branch Advisor requested that the Branch Adjutant compile a statistics report detailing the trends of applicants for the EME Branch Fund bursary for the next meeting.
Branch Adjutant

27. LFWA "Mini BLUEBELL". In order to fully communicate the ideas and concerns of the members of the Branch, LFWA proposed conducting a "mini BLUEBELL" to meet with its region and communicate updates on what is going on throughout the Branch to its members. Presenting the information in this matter will ensure proper communication of any important updates or concerns that are happening throughout the Branch and to all members within the region. LFWA will propose a cost estimate to the Branch Adjutant who will review the budget to see if this is feasible.
LFWA Rep
Branch Adjutant

28. Cohesion Event Funding. In reference the last BOD minutes, funding an event such as this is not yet available. With the current commitments of the EME loyalty gifts and departure gifts, the funding for cohesion events will continue to be monitored in the Branch budget and proposed at the next BOD meeting.
Branch Adjutant

29. Jiffy jeep Team. It was noted that the Jiffy Jeep team does not have the appropriate attire to look like a team that can best represent the EME Branch. CFSEME will investigate this matter and propose a solution at the next BOD meeting.
RSM CFSEME

30. Colonel Eldaoud thanked the outgoing members of the BOD for their excellent work and support to the EME Branch.

31. Adjournment. Meeting adjourned at 1530 hours. Next meeting. The next meeting will be held in CFB Borden 23 August 2012.



P. Fuller
Lieutenant-Colonel
Administrative Committee Chairperson



N. Eldaoud
Colonel
EME Branch Fund President

Distribution List

All members