

November 2016

Distribution List

FUND 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 0800 HOURS 14 SEPTEMBER 2016

Chairman: Colonel S. McKenzie, Director RCEME

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

Members: Brigadier-General (Retired) W. Brewer, Fundraising Chairman
Colonel (Retired) T. Temple, President EME Association, LAD Representative
Lieutenant-Colonel L.R. Dencsak, Administrative Committee Chairman
Major R.S.J. Levac, 2 Canadian Division Representative
Captain G.S. Dzeoba, Corps of RCEME Adjutant
Lt P.H. Ho, 5 Canadian Division Representative
Chief Warrant Officer J.P. Richard, Air and Navy Command Representative
Chief Warrant Officer M. Walhin, National Capital Region Representative
Chief Warrant Officer J. Saunders, Training Systems Representative
Master Warrant Officer J.G.D. Racette, 2 Canadian Division
Master Warrant Officer A.R. Walton, 3 Canadian Division
Warrant Officer J.R. Peters, 3 Canadian Division Representative
Sergeant J.J.E. Buisson, 2 Canadian Division
Sergeant J.A. Denvir, 3 Canadian Division
Master Corporal D.A.J. O'Toole, 3 Canadian Division
Master Corporal J.R.E. Thibault, 2 Canadian Division
Corporal M.J.F. Brosseau, 4 Canadian Division Representative
Corporal J.D.R. Laflamme, 2 Canadian Division
Private B.A. Roy, 2 Canadian Division
Private T.D. Benoit-Hinz, Apprentice Platoon, RCEME School
Private C.K. Croin, Apprentice Platoon, RCEME School
Private B.D.P. Johnson, Apprentice Platoon, RCEME School
Private M.I. Kazan, Apprentice Platoon, RCEME School
Private S.K.T. Lee-Savours, Apprentice Platoon, RCEME School
Private M.D. MacDonald, Apprentice Platoon, RCEME School
Private A.R. Macdonald, Apprentice Platoon, RCEME School
Private X.O. Marcoux, Apprentice Platoon, RCEME School
Private A.M. Evans, Apprentice Platoon, RCEME School
Private J.J. Osborne, 3 Canadian Division
Private W.T. Boissonneault, 3 Canadian Division
Private K.C. Davis, 3 Canadian Division

Attendees: Colonel N. Jardine, Deputy Commandant, CFC Toronto
Lieutenant-Colonel J. Spitzig, Commandant Designate, RCEME School
Major A. Alibhai, RCEME Heritage Acting Committee Chairman
Chief Warrant Officer F.S. Wilkins, RCEME Association

Absent: Colonel R. Dundon, RCEME Heritage Committee Chairman

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

OPENING ADDRESS

1. Lieutenant-Colonel Dencsak welcomed everyone to the meeting, introduced Director RCEME and asked all attendees to introduce themselves. Director RCEME also welcomed all to the meeting and thanked them for their participation, their work to date and their continuing work on behalf of the Corps Fund.

<u>DISCUSSION</u>	<u>ACTION BY</u>
2. <u>Minutes</u> . Captain Dzeoba asked if all had a review of the previous minutes. Lieutenant-Colonel Dencsak asked for a motion to have those minutes (2 March 2016) passed as presented. Chief Warrant Officer Richard so motioned, seconded by Colonel (retired) Temple. The minutes were approved.	All
3. <u>State of the Fund</u> . Captain Dzeoba reported on Fund membership. There are 4,219 Regular Force members in the Corps of RCEME (3,775 NCMs and 444 Officers). Note that 112 Officer Cadets are not included in this figure. RCEME Corps Fund membership totals 3,546, consisting of Regular and Reserve members, Light Aid Detachment (LAD) members and non-LAD members who pay by cash, cheque or pay allotment (3,301 of these members are Regular Force). Lieutenant-Colonel Dencsak presented the Corps Fund Balance Sheet, which details the assets and liabilities of the Corps Fund as follows: Total Assets - \$286,864.95, Total Liabilities - \$111,472.00, leaving the Fund with a balance of \$175,392.95.	Corps Adjt Administrative Committee Chair
4. <u>Budget Review</u> . Captain Dzeoba presented the 2016 approved budget (proposed March 2016) for review, commenting on both the donations as well as the projected interest rate of the Canadian Forces Central Fund (CFCF). CFCF has a historical return rate of between 5% - 8% (rate to be announced at end of year). Additional information as follows: a. <u>Guild</u> - the Guild has received its revocation effective 24 February 2016 and accountants are filing a final tax return with Canada Revenue Agency; cost of filing not known at this time. The balance of the Guild account will be transferred to the RCEME Corps Fund; b. <u>buttons/slip-ons</u> - the Chief Warrant Officer Walhin was asked about CAF supplying buttons and slip-ons to the troops; he confirmed that this was going to be actioned in the future; effective date not known at this time; c. <u>awards</u> - membership award winners have been announced and awards have been sent to the winners. With ongoing improvements to the website, this information will be more available to all; d. <u>RCEME Journal</u> - at this time, it is unknown whether the RCEME Journal will continue to be distributed;	Corps Adjt

<p>e. <u>franchise fees</u> - projected royalty fees from the CANEX of \$2,200 was announced; however, although Captain Dzeoba believes this target might not be reached, it will be close. To date, there are eight CANEXs that sell RCEME items and it is expected that the Kingston CANEX will come on-line shortly;</p> <p>f. <u>allocation of funds</u> - the 50% allocation of funds to the LADs will be actioned March of 2017 for 2016 fiscal year. Captain Dzeoba reminded LAD members that they are responsible for sending their annual \$24 fee directly to the RCEME Corps Fund and not through the LAD. A grace period was granted initially because of the new Constitution and the creation of the LAD networks; however, the full amount is due for audit purposes. The Constitution states that 50% of the LAD dues from those retired members only are available for reimbursement.</p>	
<p>5. <u>2016 Membership Draw Winners</u>. The winners of the first 5 of 8 annual draws (\$150 cash and \$100 CANEX gift certificate) were announced. The remaining 3 draws will take place during the National Hockey Tournament held in November 2016.</p>	Corps Adjt
<p>6. <u>Corps Fund Transition Overview</u>. Lieutenant-Colonel Dencsak spoke of the amalgamation (to date four LADs fall under the Corps Fund) which started in January 2015. A new Constitution was initiated 1 January 2016. The Association is an element of the Crown, administered by NPP rules. This was not a merger, but the RCEME Corps Fund offering its benefits to the members of the various associations while incorporating some of the elements of their ongoing programs. It is not the RCEME Corps Fund's responsibility to determine the future of the associations.</p>	Chairman Administrative Committee Chairman
<p>7. Dir RCEME announced that during his regional conference call on 20 September 2016, he will promote the education of RCEME Corps Fund representatives. He will further encourage those representatives to continue to promote the Fund at the local level.</p>	D RCEME
<p>8. The RCEME Corps Fund is NPP regulated with the monthly \$2 NPP pay deduction retroactive to the end of March 2016. The LADs were asked to pay one year in advance while the new fund was set up. Collection of 2016 fees is ongoing and individuals requiring assistance with payment may contact the Corps Adjutant.</p>	
<p>9. Through the new Constitution, the refining of the working procedures for the BOD and the three major sub-committees is taking place.</p> <p>SECRETARIAL NOTE. There new items in the Constitution such as welcome gifts for new members and transition gifts for retiring members, as well as changes to the award system, the financial support to cadet groups and annual stables have not been actioned. Processing these items is targeted for 2017.</p>	
<p>10. <u>75th Anniversary Update</u>. Major Alibhai presented a 75th Anniversary update. The photo book - "A Week in the Life of RCEME", is on track with a winning design and production cost of \$29,875 (includes production of 1,500 books</p>	


<p>by May 2018 and distribution beginning January 2019). During RCEME Council, production of a Glen Fiddich commemorative scotch bottle for distribution through CMTT and sale in 2019 was suggested. Orders for this item would need to be received prior to production (anticipated cost of \$80/bottle). A vote was held for approval to proceed either as a "cover the cost" venture or as a fundraising mechanism. Colonel (Retired) Temple proposed a motion to investigate this further, seconded by Chief Warrant Officer (Retired) Rest; motion was passed. Details will be discussed at the next Board of Directors meeting.</p>	
<p>11. Colonel Dundon wishes to formalize the cost of nationally planned activities by 1 December 2016, so that he and Brigadier General (Retired) Brewer can begin to determine the cost and strategize fundraising activities. Details will be discussed further with respect to the Vimy Ridge tree planting scheduled to take place at the Vimy Ridge Memorial in 2019. A 75th anniversary heritage coin has been designed and is expected to be a desirable commemorative item for the celebration. Details with respect to production and distribution of the coin (perhaps by CANEX) need to be formalized. There has been some interest in developing a 75th Anniversary website for photos and Lieutenant-Colonel Dencsak suggested a tab be added to the existing website. Facebook was discussed for distribution of photos; however, having a dedicated page would become an additional task for the Corps internet representative.</p> <p><u>SECRETARIAL NOTE.</u> A report providing further details of the commemorative scotch bottle, the Vimy Ridge tree planting and the heritage coin will follow at the next Board of Directors meeting.</p>	Major Alibhai
<p>12. <u>Survey Results.</u> The initial intent of the survey was regarding fundraising; however, several other points were mentioned. The results of the survey were discussed at length, but it has become evident that better communication and education throughout the organization is required. It was widely felt that fundraising has become a necessity. There was some support for tiered membership by rank, however it is to be noted that a flat rate dues amount is easier to administer. There was some interest about maintaining a tiered level for serving members with a lower membership fee for retired members.</p> <p><u>SECRETARIAL NOTE.</u> It was decided that the fees for the RCEME Corps Fund would remain at a flat rate of \$2 a month. Voluntary donations would continue to be accepted with the intent of having this item reviewed at the fall 2017 Board of Directors meeting.</p>	
<p>13. Dir RCEME noted the general results of the survey indicates that there remains a tremendous amount of education required (both for Regular and Reserve Force members) regarding Fund benefits, etc. This will be discussed during the regional network teleconference on 20 September 2016. Discussion during this meeting will also include directing the regional network to become engaged and encourage the creation of a strong network of LADs as well as educating membership. It is important to have a strong network of LADs where a newly posted member could contact the local LAD and become engaged in the local community. Attending Apprentices were asked if they participated in the survey. They echoed the lack of education and communication challenges and stated that they would be interested in completing the survey. As well, retired members in</p>	Administrative Committee Chairman

attendance also stated that they would also complete the survey.	
<p>14. <u>6th Annual Arte et Marte Artwork Contest Theme</u>. This contest determines the theme for the Corps anniversary pin (winner receives \$200). Many themes were discussed. The contest will begin after this Board of Directors meeting and will end 24 February 24 2017.</p> <p>SECRETARIAL NOTE. The "RCEME Charging Forward" theme for the 73rd Anniversary pin was voted in during the round table segment. Translation to follow.</p>	Corps Adjt All
<p>15. <u>RCEME Bursary Campaign 2016 – Winners</u>. This year, 15 submissions were selected and individuals will each receive \$500 each. 2016 campaign winners are as follows - Mr. Alexandre Comeau, Miss Malorie Jeffrey, Miss Julie Graveline, Miss Naomie Sénéchal, Miss Audrey Sergerie, Mr. Felix Grenon, Miss Mikayla Richard, Miss Janessa Weatherbie, Miss Audrey Anne Gendron, Mr. Sean Battiston, Miss. Samantha Cain, Miss Alicia Lynn Webster, Miss Amanda Vandepol, Miss Kaitlyn Fleming and Miss Marieve Ward.</p>	
<p>16. Captain Dzeoba proposed changing the bursary applications to reflect a word count of a minimum of 500 words vice a maximum of 500 words. This change will allow the applicant an opportunity to expand on content and reflect on the effort put into the application. Chief Warrant Officer Saunders motioned that this change be actioned; Chief Warrant Officer Richard seconded the motion. The motion was passed.</p> <p>SECRETARIAL NOTE. 2017 RCEME bursary submissions will be accepted with a minimum of 500 words and a maximum of 750 words. These changes will be reflected in the Constitution.</p>	Corps Adjutant
<p>17. <u>CANEX - Sale of RCEME Items</u>. RCEME products are available at eight CANEX outlets, with Kingston to be added in the near future. The line of products that is offered in stores is also available on line (the RCEME Corps website has a link to the CANEX) with shipping costs identical to other online sales outlets. The Corps Fund receives a 10% monthly royalty for all RCEME product purchases and the member can also use his/her CF1 card. CANEX maintains ties with Canadian producers and is able to offer professional retail advice with respect to new products. Suggestions for products not available at this time to be sold in the CANEX stores and on line have been received and Dir RCEME has proposed that a Communiqué be drafted providing CANEX information and how to propose/suggest product items.</p>	Training Systems Representative
<p>18. <u>Fundraising</u>. The Chairman of the Fundraising Committee is Brigadier-General (Retired) Brewer who stated that with the new Constitution, fundraising would be an integral part of the new RCEME Corps Fund with the 2016 fundraising target at \$50,000. The Constitution outlines the responsibility to enhance and increase existing and new benefits to Corps Fund members and to the Corps as well. These benefits include RCEME Heritage, the 75th Anniversary, the RCEME Museum Annex 2016, annual awards, support to the 1944 RCEME Cadet Corps, team events, annual stables, etc. There are many fundraising sources available, i.e., membership donations, local and regional fundraising activities, as well as corporate and industry sponsors. A voluntary donation tab has been added to the website for ease of</p>	Fundraising Chairman

contribution.	
<p>19. There are three fundraising campaign pages on the Corps website: General (improved benefits), the Museum and the 75th Anniversary; these have also been added to the RCME Corps Facebook page. Total donations to date are approximately \$12,701. Brigadier-General (Retired) Brewer reviewed the budgetary estimates (\$130,000) for the 75th Anniversary commemorative products and activities. With regards to the RCME Museum (spring 2021), ADM(E) could contribute \$4.5 M for the construction, however, the Corps would require up to \$1 M to complete the interior and approximately \$150,000 for operation and maintenance, with additional annual operating and maintenance costs of approximately \$30,000 - \$50,000. If ADM(E) does not contribute \$ 4.5 M, then the construction of the museum would depend totally on fundraising.</p>	
<p>20. The recommendations for the way ahead include voluntary donations is to increase in the number of LADs to assist with local and regional fundraising and solicitation of corporate sponsors commencing in 2017. A Foundation would be established to receive contributions, issue tax receipts and move monies raised to the RCME Corps Fund under proper and legal regulations. Many fundraising ideas were discussed with observations to national and regional regulations. Brigadier-General (Retired) Brewer is looking for a slogan for the national fundraising campaign, similar to the "Passing the Torch" slogan used for the Canadian War Museum, with returns due by mid-October 2016. A motion was put forward by Chief Warrant Officer (Retired) Rest and seconded by Chief Warrant Officer Saunders to approve the Fundraising Committee to pursue all recommendations. The motion was carried.</p> <p><u>SECRETARIAL NOTE.</u> An email requesting slogans will be prepared by the Fund raising Chairman in consortium with the Administrative Committee and sent out via the Reginal network.</p>	Fund Raising Chairman Administrative Committee
<p>21. <u>The RCME Museum.</u> Colonel (Retired) Temple provided background information regarding the museum. The museum opened on 12 May 2016 with approximately 60% of displays completed and the remainder of displays to be completed by October 2016. Exhibits include not only equipment, but also individuals, both officers and NCMs, who were recognized for their individual contributions, dating back to World War I and carrying forward to Afghanistan and the peacekeeping missions. The winning submission (Valcartier) for the Craftsmen display contest is also on display. The RCME Corps Fund budgeted \$30,000 for the 2016 museum's operations, actual cost is \$15,000 - \$20,000.</p>	
<p>22. To have a sustainable museum, \$30,000 - \$50,000 is required for operation and maintenance for the 3,000 square foot annex. The 2017 commitment must be established at the next Board of Directors meeting. The Department of History and Heritage can provide some funding towards display upkeep and manufacturing of cabinets for displays, however, funds will not be provided to purchase artifacts, etc. It is expected that fundraising and museum costs would be confirmed by 2018 and this would determine if construction the standalone museum can begin.</p>	

<p>23. <u>Website Update.</u> Colonel Jardine has been working with Member 365 (formerly known as Pixelera, then Amplify) in developing the contribution and membership section of the RCME Corps website to reflect the updated Constitution. In particular, the ability to pay dues and accept donations on line, otherwise known as a "payment gateway", is an essential part of the update.</p>	<p>Colonel Jardine Corps Adjutant</p>
<p>24. Member 365 offered a solution to a type of membership management system that will allow each member (Reservists and retired members) to update their own information and pay their dues by credit card; Regular serving members will continue to pay through NPF pay allotment. Three bids were accepted with the winning bid being determined by the viable relationship with Chase Payment Tech, the same company that works directly with CANEX on-line purchases and sales. Member 365 has this capability; it is an Ottawa-based company who have been in operation for 15 years. There is an initial set-up cost of \$2,000 with an annual licensing fee of approximately \$2,400 per year; a three year contract was signed with a possible two year extension. Colonel Jardine demonstrated the process using the on-line application through a "Members Only" window. The RCME Corps Fund page has been updated with the new Constitution, the application for a RCME bursary, an on-line application for a benevolent loan or hardship grant and the new "Donate" button that will generate an automatic tax receipt and a "thank you" e-mail. Colonel Jardine cautioned that the Windows application is an older version which will be updated to reflect these new capabilities.</p>	
<p>25. Colonel Jardine also demonstrated the ease of registering as a Corps Fund member. Once the information is complete, members will receive an email to activate their account which will allow them to make modifications if required. In addition, four e-mail notifications to be sent annually to remind members their fees are due. It was also suggested that a Communiqué asking all members to register in the database be sent by Dir RCME. An accurate database would benefit LADs as events, newsletters etc. could be uploaded to the main RCME Corps website, eliminating the cost, manpower and upkeep of an individual LAD website.</p>	<p>SO RCME Corps Adjutant</p>
<p>26. <u>LAD Association Update.</u> There are currently 221 members in four LAD organizations. The Kingston RCME Association which encompasses membership in the Atlantic, Niagara and Quebec regions, will be approached to amalgamate with the Corps Fund. Chief Warrant Officer (Retired) Rest will prepare a brief on "The Benefits of Becoming a LAD" to illustrate the membership benefits, etc. in becoming part of the RCME Corps Fund. The cost of membership to members of potential LADs living on a fixed income remains a concern.</p>	<p>Deputy Chair</p>
<p>27. <u>Round Table.</u> Some of the topics raised included providing a virtual tour of the RCME Museum for interested personnel, the ability of submitting/posting pictures to the website and the use of the website to connect with past members with a "Finding Members" page. Much of this is presently available on Facebook but should be centralized. The functionality of the website is in its infancy and as time passes, updates due to technology growth will be made with a virtual tour possibly available in the future. It was also suggested that monthly dues are lower than other organizations and should be increased; this will be reviewed at 2017 Fall Board of Directors meeting. Lieutenant-Colonel Dencsak raised the possibility of donating to the RCME Corps Fund through GCWCC. The Corps Adjutant addressed CRA on</p>	<p>All</p>

this endeavour and unless the organization is a registered charity, it cannot happen. Major Levac advised that the new regional representative for 5 Canadian Division will be Sergeant Buisson.	
28. <u>Closing Remarks.</u> Chief Warrant Officer Walhin began by offering his thanks for all the work that has been done to date and the need to continue communicating the benefits and the purpose of the Corps Fund and the Corps of RCEME. Dir RCEME echoed these sentiments and thanked those in attendance for all their efforts. He also took the opportunity to thank Lieutenant-Colonel Dencsak, and the Corps Adjutant for their guidance and support.	
29. <u>Adjournment.</u> The meeting was closed with the next meeting scheduled in February 2017, additional details to follow.	

for 
L.R. Dencsak
Lieutenant-Colonel
Administrative Committee Chairman


S. McKenzie
Colonel
RCEME Corps Fund Chairman

Distribution List

All BOD Members
All Attendees