


4020 – RCEME Corps (Corps Adjt)

 June 2018

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 0800 HOURS 22 FEBRUARY 2018

Chairman: Colonel N.P.M. Corriveau, Director RCEME

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

Members: Brigadier-General (Retired) W.J. Brewer, Acting Fundraising Chairman, (Col Cmdt)

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

Lieutenant-Colonel J.C.H. Spitzig (Admin Cmte Chair)

Captain G.S. Dzeoba (Corps Adjt)

Lieutenant A. Budiman (5 Div Rep)

Chief Warrant Officer M. Walhin (NCR Rep)

Chief Warrant Officer J.H. Saunders (Trg Sys Rep)

Chief Warrant Officer J. Ryder (3 Div Rep)

Warrant Officer S. Kirk (Air and Navy Rep)

Sergeant J.J.E. Buisson (2 Div Rep)

Master Corporal J.N. Gilbert (4 Div Rep)

Attendees: Colonel D.M. Matsalla (75th Ann Chair)

Major R.S.J. Levac, 2 Div

Second Lieutenant M. Boer, Officer Candidate, RCEME School

Chief Warrant Officer (Retired) P.J. Earles, Treasurer, LAD Western Canada 105

Master Warrant Officer J.J.M. Desbiens, 2 Div

Warrant Officer J.E.S. Beaulieu, 2 Div

Warrant Officer A.G.J. Janes, President, LAD Atlantic Area 107

Sergeant B.A. Brownell, 3 Div

Master Corporal P.R. Lapierre, 3 Div

Master Corporal P.W.T. Marling, Instructor, RCEME School

Master Corporal D. Matteau, Operations NCO, RCEME School

Master Corporal M. Pilote, President, LAD Borden 103

Master Corporal S.P. Robinson, Instructor, RCEME School

Master Corporal S.G.R.A. Vigneault, 2 Div

Corporal C.B. Crowie, 3 Div

Corporal A.J.J. Duhaime, 2 Div

Corporal S.G.J. Lauzon, 2 Div

Corporal J.J.P. Néron, 2 Div

Mr. G.C.P. Nott, Vice-President, LAD Atlantic Area 107

Craftsman L.C. Dubé, Apprentice, RCEME School

Craftsman F. Champagne, 2 Div

Craftsman M.J.S.G. Joannette, Apprentice, RCEME School

Craftsman Z. Menartowicz, Apprentice, 3 Div

Absent: Brigadier-General (Retired) J.C.M. Giguère (Fundraising Chair)
Colonel J.R.Y. Poirier (Heritage Chair)
Major W. Sett (Reserve Rep)
Chief Warrant Officer R.J. Thompson (Air and Navy Command Rep)
Chief Warrant Officer (Retired) F.S.J. Wilkins (LAD Rep)
Warrant Officer J.R. Peters (3 Div Rep)
Master Corporal D. Morier-Thibault (4 Div Rep)

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

OPENING ADDRESS

1. Director RCEME, Colonel Corriveau began by welcoming all to the meeting.

<u>DISCUSSION</u>	<u>ACTION BY</u>
2. <u>Previous Minutes.</u> Captain Dzeoba asked for a motion that the previous minutes dated 15 September 2017 be passed as read. Chief Warrant Officer Walhin so motioned, seconded by Chief Warrant Officer Ryder. All in favour - <u>motion carried.</u> The minutes were approved.	Corps Adjt/ All
3. <u>Support to Light Aid Detachments (LAD).</u> Lieutenant-Colonel Spitzig reminded attendees that during the last meeting, it was motioned and passed that an amount of \$5,000 be made available for travel and expenses of Board of Directors (BOD) leadership to participate in LAD events. Near the end of 2017 and through an extraordinary vote, a lesser amount of \$2,500 was voted on and approved. Lieutenant-Colonel Spitzig proposed that the original \$5,000 be reinstated for the 2018 calendar year; seconded by Master Corporal Marling. All in favour - <u>motion carried.</u> <u>SECRETARIAL NOTE.</u> Effective immediately, \$5,000 is to be established in the budget for travel and expenses to LAD activities where the visit falls outside of what could be achieved concurrent to travel on official business.	Admin Cmte Chair/ All
4. <u>Annual Hardship Grant.</u> The annual Hardship Grant of \$1,000 has never been increased. Lieutenant-Colonel Spitzig motioned that the annual Hardship Grant be increased from \$1,000 to \$3,000, to allow the BOD to provide more grants in one year should the need arise. Seconded by Chief Warrant Officer (Retired) Rest. All in favour - <u>motion carried.</u>	Admin Cmte Chair All
5. <u>Support to Cadets.</u> A bursary was awarded on 6 November 2017 to RCEME Cadet Corps #2947 in Richmond, BC to help with the purchase of RCEME accoutrements, etc. Captain Dzeoba suggested a motion be put forward to increase the number of bursaries under the RCEME Annual Bursary Contest from 15 to 60 (\$500 each). This would increase the total funding from \$7,500 to \$8,000. He also advised that a unique bursary criteria specific to cadet unit submissions will need to be created.	Admin Cmte Chair/ Corps Adjt

<p>Lieutenant-Colonel Spitzig further recommended the contest for a cadet unit-only bursary be publicized and sent to the various cadet organizations. If approved, the amount would have to be determined and the Admin Cmte would develop the criteria and guidelines on how monies would be spent.</p> <p><u>Motion of Intent.</u> Lieutenant-Colonel Spitzig motioned that the RCEME Guild agree, in principle, to provide a bursary to the Cadet Corps on an annual basis, with the Admin Cmte providing Courses of Action (COA) at the next BOD meeting. This motion was seconded by Chief Warrant Officer Saunders. All in favour - <u>motion carried.</u></p> <p><u>SECRETARIAL NOTE.</u> The Admin Cmte will develop the criteria/judging as well as the amount of the award for the annual RCEME Bursary award for cadet unit submissions. This information will be presented at the Fall BOD meeting.</p>	<p>Admin Cmte/ All</p>
<p>6. <u>Review of RCEME Guild Fees.</u> Leading up to the meeting, Lieutenant-Colonel Spitzig reviewed current goals such as the increase of benefits to members, the \$30,000 in support of the RCEME Museum, etc. In addition, the RCEME Guild has committed \$42,000 as a fail-safe for the 75th Anniversary celebrations. Although not an annual commitment, this amount is significant.</p> <p>After consulting with similar organizations associated with the Infantry, Engineers and Artillery regarding their current membership dues structure, he introduced three COAs for discussion by the BOD. Retired members would not be affected by this change which is to be implemented in January 2019.</p> <p>Participants agreed that membership numbers could be enhanced by providing additional benefits such as a group insurance rates, etc. A concern was raised regarding the ease with which dues can be increased to which Capt Dzeoba replied that NPF is able to increase/decrease dues by rank. Colonel Corriveau suggested that if an increase in dues were to be accepted, that a three year moratorium be imposed to prevent a subsequent increase during that period.</p>	<p>Admin Cmte Chair</p> <p>Corps Adjt</p>
<p>7. <u>Graduated Scale.</u> Annual increase in dues are as follows:</p> <ul style="list-style-type: none"> a. <u>Craftsmen, Corporals, Master Corporals, Officer Cadets, Second Lieutenants and Lieutenants</u> - from \$24 to \$36; b. <u>Captains, Sergeants and Warrant Officers</u> - from \$24 to \$48; c. <u>Majors, Lieutenant-Colonels, Chief Warrant Officers and Master Warrant Officers</u> - \$24 to \$60; d. <u>Colonels</u> - \$24 to \$72; and e. <u>Generals</u> - \$24 to \$84. 	

<p>Captain Dzeoba motioned that the graduated scale COA outlined above be adopted effective 1 January 2019. Included in this would be the expectation that fees for Reservists and retired members do not change. The motion was seconded by Chief Warrant Officer Ryder. All in favour - <u>motion carried</u>.</p> <p><u>SECRETARIAL NOTE</u>. Effective 1 January 2019, fees will increase on a graduated scale as approved by the BOD and will not be re-visited for a minimum of three years. The Admin Cmte will pursue additional benefits, including group insurance rates. Findings will be discussed at the Fall BOD meeting. All were encouraged to pass this information onto regional members.</p>	<p>Corps Adjt/ All</p>
<p>8. <u>Donations</u>. Attendees were reminded that donations (75th Anniversary, RCEME Museum and RCEME Guild) can be done through the RCEME Guild website (automatic receipt is provided by the system) and to the Office of the Corps Adjt directly (who sends an income tax receipt to the member). The RCEME Guild falls under Her Majesty and therefore does not require a charitable registration number with Canada Revenue Agency.</p>	
<p>9. <u>State of the Fund</u>. There are 4,091 members in the Corps of RCEME, comprised of NCMs and Officers, excluding Officer Cadets. The RCEME Guild has a total membership of 3,150.</p>	<p>Corps Adjt</p>
<p>10. <u>Budget Review</u>. Captain Dzeoba presented the 2017 budget. The following items are to be noted:</p> <ul style="list-style-type: none"> a. the General Membership dues which include all pay allotment members, Reservists and non-LAD members totalled \$75,600; b. LAD membership dues of \$3,432 is based on 286 LAD members. This amount does not include the 36 serving members nor the members of LAD Borden 103, LAD Région de Montréal 108 or LAD Atlantic 107 since no funds were received from these organizations in 2017; c. as part of the NPP framework, the RCEME Guild is eligible to receive interest on its account holdings from CFCF interest. This amounted totalled \$5,053.48 for 2017; d. \$3,890.35 was received from the 10% of the proceeds of RCEME merchandise sales made at CANEX, both in-store and on-line; e. the amount raised through 2017 fundraising for the RCEME Guild General Fund, the 75th Anniversary and RCEME Museum totalled \$7,472.59. To date, the overall intake is \$25,918; f. a laptop was purchased for the Corps Secretariat office for the purpose of updating the RCEME website. There is a monthly cost for the turbo stick of approximately \$70; 	<p>Corps Adjt</p>

<ul style="list-style-type: none"> g. providing accoutrements to new members cost \$4,966.65, included in this expense was the minting of the new RCEME membership coin; h. the budget of \$5,000 allocated to the 73rd Anniversary pin was exceeded by \$1,271.96; this includes mailing costs; i. the seven Regional Sports award amounts of \$400 and the two \$800 National Sport awards are being awarded; j. the \$5,000 budgeted for RCEME Loyalty Coins was exceeded by \$434.99; this includes mailing costs; k. \$1,260 was spent in CANEX gift cards, which includes the \$10 gift certificates given in the accoutrement package for new RCEME Guild members; and l. the reimbursement of 50% of their annual membership fee to the LAD retired members totalled \$528. 	
<p>11. <u>Budget Error</u>. Captain Dzeoba disclosed that there was an error in the 2013 budget - a RCEME Fund Membership Award was missed. The 2017 budget was adjusted to correct this. Chief Warrant Officer (Retired) Rest motioned to approve the \$250 correction, seconded by Chief Warrant Officer Saunders. All in favour - <u>motion carried</u>.</p>	<p>Corps Adjt/ All</p>
<p>12. <u>RCEME Bursary Awards</u>. The 2017 Bursary Awards contest resulted in 13 deserving recipients receiving a \$500 bursary.</p>	<p>Corps Adjt</p>
<p>13. Chief Warrant Officer Walhin made a motion to pass the 2017 budget as presented - seconded by Brigadier-General (Retired) Brewer. All in favour - <u>motion carried</u>.</p>	<p>NCR Rep All</p>
<p>14. <u>2018 Budget</u>. Captain Dzeoba presented the proposed 2018 budget, with the following points:</p> <ul style="list-style-type: none"> a. the amount of \$82,000 is based on 3,150 active members and includes those Regular serving (and Regular serving LAD) members, as well as Reservists and non-LAD members; b. the amount of \$5,100 is based on 424 LAD members, excluding LAD serving members, including all eight LADs; c. a new line item "Corps Secretariat Administration" - \$1,000 has been added to the budget to cover costs directly attributed to the Corps Secretariat, i.e., turbo stick; d. the new \$8,000 for the RCEME Bursary Award includes the yet to be approved \$500 for the RCEME Cadet Bursary award; 	<p>Corps Adjt</p>

<p>e. the RCEME Hardship Grant amount has been increased from \$1,000 to \$3,000;</p> <p>f. the Regional RCEME Awards have been increased from seven to eight awards to properly reflect the DRCEME Regional network;</p> <p>g. \$2,700 has been allocated to the RCEME "Member 365 Annual License" covering the reoccurring costs associated with the RCEME website. This figure has been rounded up from the approximate cost of \$2,538 to account for any additional expenses incurred; and</p> <p>h. \$1,050 has been budgeted to cover the costs incurred from annual hosting, support, maintenance and domain name registration of the website.</p>	
<p>15. <u>Budgeted Forecast.</u> Although the 2018 budget appears to result in a deficit, it is a budgeted forecast where most of these figures will not be fully disbursed. Colonel Corriveau also suggested adding a plus/minus factor of 1% - 2% to future forecasts to cover any potential rise in inflation.</p>	Corps Adjt
<p>16. <u>LAD Reimbursement.</u> In some cases, members paid fees to their previous associations before being becoming a LAD. Several of the organizations continue to pay 50% of the \$24 annual fee and waive the reimbursement benefit. As these organization merge into the RCEME Guild, it is anticipated that each retiree will pay their annual dues of \$24 directly to the RCEME Guild and the year-end disbursement of 50% will be fully incorporated.</p>	Corps Adjt
<p>17. Chief Warrant Officer (Retired) Rest motioned that the 2018 budget, with the proposed changes, be passed; seconded by Mr. Glyn Nott of LAD Atlantic 107. All in favour - <u>motion carried.</u></p>	Dep Chair/ All
<p>18. <u>DRCEME Regional Awards.</u> Further to the information posted on the Assistant Deputy Minister Materiel page of the National Defence website on 10 November 2017, there has been a change in the number of regions in DRCEME Regional Network from seven to eight. This will incorporate the division of the Royal Canadian Navy representation from Air and Naval Commands to Royal Canadian Navy East - Atlantic Region and Royal Canadian Navy West - Western Region. The budget has been adjusted by \$200 to include this additional regional award. The revised areas are as follows:</p> <p>a. 5th Canadian Division including Royal Canadian Navy East - Atlantic Region;</p> <p>b. 2nd Canadian Region - Quebec Region;</p> <p>c. 4th Canadian Region - Central Region;</p> <p>d. 3rd Canadian Division including Royal Canadian Navy West - Western Region;</p>	Corps Adjt

<p>e. Training Systems;</p> <p>f. Royal Canadian Air Force;</p> <p>g. Northern Region & Operational Demands; and</p> <p>h. National Capital Region.</p> <p>Captain Dzeoba motioned for a change in the number of DRCEME Regional Awards from seven to eight to reflect this change - seconded by Chief Warrant Officer Ryder. All in favour - <u>motion carried</u>.</p> <p><u>SECRETARIAL NOTE.</u> Changes will be made to the Constitution to reflect this amendment.</p>	<p>Corps Adjt/ All</p>
<p>19. <u>Board of Director Members - Terms of Service.</u> The Constitution By-Law 4 states that the terms of service for a BOD member is two years. There are several members whose serving term has been longer. It was mentioned that those positions should be offered to other RCEME Guild members who may wish to become a member.</p>	<p>Admin Cmte Chair</p>
<p>20. <u>LAD Representative Resignation.</u> Chief Warrant Officer (Retired) Wilkins has resigned from his position on the BOD as the retired Non-Commissioned Member of the LAD Network. Presidents of the LAD organizations were contacted and were invited to nominate members to fill the position.</p>	<p>Col Cmdt</p>
<p>21. <u>Increase in BOD Members.</u> Colonel (Retired) Temple motioned that the Constitution be amended to allow the RCEME Guild BOD to authorize additional members to the BOD as required - seconded by Chief Warrant Officer Saunders. All in favour - <u>motion carried</u>.</p> <p>Nominations for the above position were received and a secretarial decision was made by the Chairman, the National Capital Region Representative, the Admin Cmte Chairman and the Col Cmdt that the two nominations received should both be accepted to fill the position(s). Brigadier-General (Retired) Brewer motioned to approve an increase of the number of LAD representatives from two to three in the Constitution. This was seconded by Chief Warrant Officer Saunders. All in favour - <u>motion carried</u>.</p> <p><u>SECRETARIAL NOTE.</u> With the approval of the BOD, both Chief Warrant Officer (Retired) Bill Devlin and Warrant Officer (Retired) Barry Thorne will be notified of their appointments following the meeting. The Constitution will be amended to show that the BOD has the authority to add additional members to the Board.</p>	<p>LAD Rep/ Corps Adjt/ All</p> <p>Col Cmdt/ All</p>

<p>22. <u>RCEME Bursary Campaign Deadline</u>. Although the Constitution states that all applications for one of the annual RCEME bursaries are to be received no later than the end of the first week of July, it has become necessary to extend this period for summer vacation, school graduation, etc. For these reasons, Captain Dzeoba motioned that the deadline be amended to the third week of July - seconded by Chief Warrant Officer (Retired) Rest. All in favour - <u>motion carried</u>.</p> <p><u>SECRETARIAL NOTE</u>. The Constitution will be amended - the new deadline for RCEME Bursary submissions is the end of the third week of July.</p>	Corps Adjt
<p>23. <u>"Afghanistan – A Canadian Story" Update/Progress</u>. The Memorandum of Understanding has been signed and all copies of the book from Ottawa have now been shipped to the RCEME School - a total of 491 and not 1,500 as previously reported. The Corps Adjutant is waiting for confirmation of the number of additional books to be received, estimated at not more than 60 copies. The hard cover book will be sold at a cost of \$32, which includes shipping.</p> <p><u>SECRETARIAL NOTE</u>. The signed Memorandum of Understanding with the "Afghanistan - A Canadian Story" book project team will be added as an Annex to the RCEME Guild Constitution. The Memorandum of Understanding with Pixelera/Member 365 as well as the contract with Pixelera/Member 365 for the RCEME website will also be added.</p> <p>24. The e-version of the book is for sale on Amazon.ca on its Kindle site for \$12 and the RCEME Guild receives a royalty payment. The hard copy of the book is advertised on Facebook, has a dedicated domain name of www.afghanistancanadianstory.ca, and appears on a playlist in YouTube, detailing how the book was created.</p> <p><u>SECRETARIAL NOTE</u>. Once live, the RCEME website will have full instructions on how to purchase the hard copy issue directly from the Corps Adjt's office. In the interim, the Admin Cmte will issue a Communique providing details on how books can be ordered and paid for, etc.</p>	Corps Adjt
<p>25. <u>7th Annual Arte et Marte Artwork Contest</u> The theme of this year's contest was "Crafting a Future Together" and as of the date of the meeting, four submissions were received. The contest deadline was midnight 23 February 2018. The Corps Adjt's office sent all submissions to BOD members on 26 February 2018 for their selection.</p> <p><u>SECRETARIAL NOTE</u>. Due to time constraints regarding the production of anniversary pins, a one-day selection process was adopted. This year's winner was Master Warrant Officer (Retired) Tim Relihan.</p>	Corps Adjt
<p>26. <u>LAD Numbering</u>. The Admin Cmte will assign LAD numbers, based on approval date and taking into account the precedencies set by Kingston and Borden through a RCEME Guild Communique:</p>	Admin Cmte


<p>a. <u>LAD Kingston</u>- 101 (precedence);</p> <p>b. <u>LAD Toronto</u> - 102 (approved 2 June 2016);</p> <p>c. <u>LAD Borden</u> - 103 (precedence);</p> <p>d. <u>LAD Ottawa/NCR</u> - 104 (approved 7 July 2016);</p> <p>e. <u>LAD Western Canada</u> - 105 (approved 28 July 2016);</p> <p>f. <u>LAD Atlantic Area</u> - 107 (approved 29 January 2018);</p> <p>g. <u>LAD Région de Montréal</u> - 108 (approved 8 February 2018.); and</p> <p>h. <u>LAD Ville de Quebec</u> - 111 (precedence)</p> <p>Brigadier-General (Retired) Brewer stated that the adoption of an LAD numbering system is actually preserving the legacy of the RCEME Corps. The LADs have pulled the RCEME Corps Community together allowing a Regular serving member to join a LAD and upon retirement, retain their membership affiliation within the same organization.</p> <p>Brigadier-General (Retired) Brewer addressed potential concerns of the existing LADs by stating that no format and structure changes are required. A Communique will convey that this administrative change is being made in order for the Admin Cmte to more readily identify them within the growing network and will also permit events, etc. to be tracked historically. Each organization is invited to use their number, but they are not compelled to include it in any advertisement or promotion of events, etc.</p> <p>The LAD expansion within the RCEME Guild, with eight organizations forming so far, has been very successful. There is also momentum gathering in other areas in Canada such as Vancouver, Victoria, Petawawa and Yellowknife.</p>	<p>Col Cmdt</p>
<p>27. <u>Fundraising Presentation</u>. An overview of the five year plan (2016 to 2021) with respect to improving member benefits, support to the RCEME museum as well as financial support for the 75th Anniversary was provided. These campaigns are expected to be supported through on-line voluntary donations to the General Fund, the 75th Anniversary, as well as the museum. The solicitation of corporate sponsorship for the 75th Anniversary, the development of the RCEME Craftsman Heritage and Museum Foundation, as well as the "Friends of RCEME" contingent is essential.</p>	<p>Col Cmdt</p>
<p>28. <u>Status of Donations</u>. An update on voluntary donations was provided. There are 23 companies with whom RCEME has maintained personal contact, 11 of which have committed to making donations. An estimated \$40,000 is likely to be received in support of the 75th Anniversary from these corporations. There are another 12 companies which are being approached through personal contacts. An additional 45 companies were also solicited in February 2018, with one \$100</p>	<p>Col Cmdt/ Fundraising Chair</p>

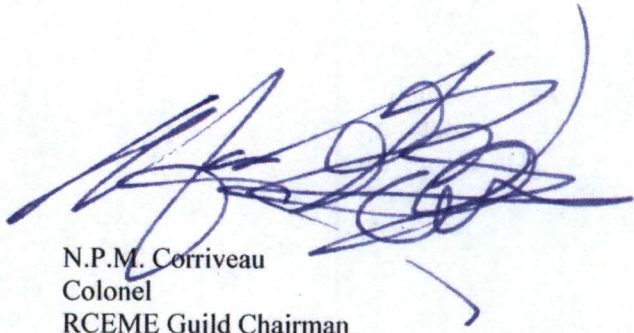
donation received to date. The success of this second initiative is expected to be minimal.	
29. <u>Maximizing Fundraising Efforts.</u> In order to maximize fundraising efforts, additional information is needed. This could include an updated list of corporations dealing with DGELPM, a tax receipt template, a thank you letter to individual sponsors with payment instructions and methods of recognizing their support, such as a logo, etc. A spending plan providing firm dates for each of the financial commitments is also required.	
30. <u>RCEME Craftsman Heritage and Museum Foundation.</u> A submission was made to the Canada Revenue Agency in November 2017 with respect to the development of the RCEME Craftsman Heritage and Museum Foundation. This foundation will permit retirees to solicit donations on an arms-length basis and will allow funds to be donated to the Guild in support of projects whose purpose is stated on approval documents. It is expected that authority will be received in the summer of 2018.	
31. <u>Focus of Fundraising Efforts.</u> 75 th Anniversary fundraising efforts will be promoted at each of the rolling Bluebell stops. Social media, such as Facebook, as well as the Regional Network and Corporate Sponsorship brochure are being used to enhance the importance of voluntary donations.	
32. <u>RCEME Website Donations.</u> The donation feature on the RCEME website is working - donors will receive a message that their donation has been processed, however, they may also receive notice that their receipt has not yet been issued. If this occurs, contact the Corp Adj't's office - donors will be asked to provide the last four numbers of their credit card and expiration date and the Corp Adj't can confirm receipt. Cash, cheques and e-transfers are also accepted. <u>SECRETARIAL NOTE.</u> Technical issues have been resolved and effective May 2018, donations can be made on-line via the donate button on our Corps of RCEME website.	Corps Adj't
33. <u>CANEX Items.</u> Ideas for new merchandise continue to be solicited. While sales are historically slow at this time of the year, interest in the new RCEME coin is expected to peak interest. CANEX is presently making arrangements with the manufacturer for its production. <u>SECRETARIAL NOTE.</u> The cost of the coin will be based on the number purchased. Once notified of the die and other production costs, etc., a secretarial vote to commit the funds necessary to proceed will be requested.	Trg Sys Rep/ Corps Adj't
34. <u>RCEME Trade Coins - The Way Ahead.</u> Chief Warrant Officer Saunders is expecting survey results by the end of April 2018. Item is ongoing. <u>SECRETARIAL NOTE.</u> Survey results have indicated some interest in trade coins. The initiative should be continued to be managed at the individual level and not by the Corps.	Trg Sys Rep

<p>35. <u>Museum Update.</u> Colonel (Retired) Temple introduced the two committees involved with the RCEME Museum: the Joint C&E/RCEME Museum Committee and the RCEME Museum Committee. The Joint C&E RCEME Museum Committee will affect the activities involving the operations of the existing museum, including joint development, annual funding and activities, signs external to the building and to highways, museum brochures, advertisements, a museum tour storyline, volunteer forms and funding, etc. The RCEME Museum Committee will affect the operations of the RCEME Museum Annex and the work that still needs to be done in addition to pursuing the concept of a stand-alone RCEME museum. The names of all committee members was also announced.</p> <p>Relevant artifacts are being sought to complete displays. Projects such as an artifact donation form, the virtual tour project with Algonquin College, drawings for visiting kids, etc. are in progress. Research projects such as RCEME in the Airforce and Women in RCEME are also ongoing.</p> <p><u>SECRETARIAL NOTE.</u> Colonel Corriveau suggested changing the focus of the project from Women in RCEME to Diversity in RCEME. This will be further investigated.</p>	<p>Co-Chair RCEME Museum</p>
<p>36. <u>Operating Budget.</u> The 2017 operating budget was reviewed as well as the proposed RCEME and CELE operating budget of \$395,000. RCEME's input is \$30,000 annually which includes \$2,000 for projects such as signage and \$28,000 representing 26% of the shared operating costs. RCEME Museum specific costs for display upgrades and forecasted work will be identified within the annual Museum Development Fund submission to Directorate of History and Heritage.</p> <p><u>SECRETARIAL NOTE.</u> Following the meeting, the Heritage Committee identified \$50,000 within the existing Museum Development Funds Budget (2018/2019) that is to be used for display upgrades and forecasted work within the RCEME Museum mentioned above.</p>	<p>Corps Adjt</p>
<p>37. <u>Stand-Alone Museum.</u> Fundraising will continue through the Corps of RCEME Guild website and the foundation. The plan is to gather desired artefacts prior to building the museum, rather than building it and then filling it. In order to achieve this, available storage space at the RCEME School will need to be assessed. Colonel Matsalla suggested updating the Craftsmen's display from Valcartier that is located at the museum entrance - this display won the Craftsmen's Display Contest in 2016. Colonel (Retired) Temple cautioned that any new contest should not conflict with the 75th Anniversary activities.</p> <p><u>SECRETARIAL NOTE.</u> Should there be sufficient interest, Colonel Poirier, Heritage Chairman, will determine whether another Craftsman's Display competition will be actioned post 75th Anniversary celebrations. This may occur ahead of the five year term initially established with the original contest.</p>	<p>Co-Chair RCEME Museum/75th Ann Chair</p>
<p>38. <u>75th Anniversary Presentation.</u> A review of Commemorative Products and 75th National Activities was provided by Colonel Matsalla. He echoed</p>	<p>75th Ann Chair</p>

<p>Brigadier-General (Retired) Brewer's news about the \$42,000 already pledged for anniversary activities and he does not anticipate needing any financial support beyond this from the Guild.</p>	
<p>39. <u>Regional Teleconference Communication.</u> Colonel Matsalla briefed on the regional teleconference calls that are scheduled three times annually. The last meeting (23 January 2018) had good representation across the country by both senior officers and Non-Commissioned Members. Participants provided updates on the development of products and activities. There are presently three forms of communication being used to promote the 75th Anniversary - Sharepoint for internal updates, Facebook which can be readily updated for public viewing and the new RCEME website which will also provide up to date information.</p>	
<p>40. <u>National Activities.</u> Progress on national activities was reviewed. However, Colonel Matsalla stressed that it is the 2019 regional RCEME Day(s) and celebrations that will have the most impact on troops. The remote car race originally scheduled in Petawawa has now been replaced with the Mobile Repair Team Challenge. The 2 Div Junkyard Wars competition has been replaced by a "Défi Ferraille".</p>	
<p>41. <u>Commemorative Products.</u> Progress on commemorative products was provided. With respect to the film "A Day in the Life of RCEME", various divisions will need to be visited for additional footage. It is anticipated that articles will begin to be gathered this summer for submission to the RCEME Journal-Special 75th Anniversary Edition to be published in 2019.</p>	
<p>42. <u>RCEME 75th Anniversary Celebration Brochure.</u> Colonel Matsalla advised attendees that the strategic plan for our 75th Anniversary celebrations has been disseminated. Further he will be submitting a Charter to DRCEME for evaluation and approval which is presently under review and translation at the various regions. A draft is presently available on "Sharepoint" (also known as ACIMS). Lastly, Colonel Matsalla presented the RCEME 75th Anniversary Celebration brochure to the BOD for approval. Its main focus is to encourage all RCEME personnel to participate in the celebrations, both nationally and regionally as well as to solicit financial support by way of donations. If viewed online, the brochure has a hyperlink which leads directly to the donation site.</p> <p>Brigadier-General (Retired) Brewer asked that Colonel Matsalla provide a firm budget as well as a timeline as to when the monies for these activities and products will be required. This is critical in order to match the obligations undertaken with the funds incoming from the sponsors. Colonel Matsalla expects to be able to provide an accurate estimate by mid-March 2018 with firm numbers available by September 2018.</p>	<p>75th Ann Chair</p> <p>Col Cmdt</p>
<p>43. <u>Round Table.</u> The following points were brought forward:</p> <p>a. the possibility of decreasing registration fees for national sporting events will be reviewed at the Fall BOD meeting;</p>	<p>All</p>

<p>b. LAD Borden 103 sought the approval of the BOD for an Associate membership to be offered to Mrs. Florence Enman, a 38-year former RCEME School employee. Master Corporal Pilotte put forth the motion - seconded by Chief Warrant Officer Saunders. All in favour - <u>motion passed</u>;</p> <p>c. Lieutenant-Colonel Spitzig suggested that the agenda for the Fall BOD meeting include a discussion on the future desire of offering anniversary pins as a benefit to members;</p> <p>d. Colonel (Retired) Temple raised the point that RCEME Sponsorship benefits are offered to both members and non-members of the RCEME Guild for regional golf and curling events. Chief Warrant Officer Saunders motioned to change the Constitution to reflect that only RCEME Guild members receive sponsorship benefits, seconded by Master Corporal Marling. All in favour - <u>motion passed</u>; and</p> <p>e. Lieutenant-Colonel Spitzig asked that all concerns with respect to donations and dues payment through the website, etc. be directed to Captain Dzeoba;</p> <p><u>SECRETARIAL NOTE.</u> Since the BOD meeting, a decision was made to continue the relationship with Pixelera (membership site).</p>	
<p>44. <u>Closing Remarks.</u> Colonel Corriveau thanked all for attending and thanked Captain Dzeoba and the Corps Adj't's office for their efforts. The theme for the upcoming Bluebell conferences is Total Force and Strengthening the Army Reserve.</p>	<p>Chairman</p>
<p>45. <u>Adjournment.</u> The date for the Fall BOD meeting will be announced at a later date.</p>	<p>Chairman</p>


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

A large, stylized handwritten signature in blue ink, consisting of several overlapping loops and strokes, positioned above the printed name.

N.P.M. Corriveau
Colonel
RCEME Guild Chairman

Distribution List

All BOD Members
All Attendees