

12 June 2017

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 6 APRIL 2017**

Chairman: Colonel J.P.S. McKenzie, Director RCEME

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

Members: Brigadier-General (Retired) W. Brewer, Colonel Commandant, 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 P.H. Ho, 5 Canadian Division Representative

Chief Warrant Officer M. Walhin, National Capital Region Representative

Chief Warrant Officer J. Saunders, Training Systems Representative

Chief Warrant Officer J. Graveline, Acting 4 Canadian Division Representative

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

Master Warrant Officer M. Tintor, Air and Navy Command Representative

Warrant Officer J.R. Peters, 3 Canadian Division Representative

Sergeant B. Aucoin, 5 Canadian Division

Corporal A.N. Allen, 3 Canadian Division

Corporal J.M. Betts, Apprentice, RCEME School

Corporal T.D. Coughlin, 3 Canadian Division

Corporal S.P. Lavoie, 5 Canadian Division

Corporal C.J.G. Lauzon, 5 Canadian Division

Corporal D.J. Patterson, 5 Canadian Division

Corporal K.G.E. Schotkamp, 5 Canadian Division

Corporal C.W. Seymour, 3 Canadian Division

Corporal G.A. Vogt, 5 Canadian Division

Corporal Z.W.T. White Elk, Apprentice Platoon, RCEME School

Private S.L.M. Adam, Apprentice Platoon, RCEME School

Private B.J. Bishop, Apprentice Platoon, RCEME School

Private J.R.S. Gamache, Apprentice Platoon, RCEME School

Private A.J.C.J. Guay, Apprentice Platoon, RCEME School

Private S. Piché, Apprentice Platoon, RCEME School

Attendees: Master Warrant Officer (Retired) K. Osborne, RCEME Association

Absent: Chief Warrant Officer (Retired) F.S. Wilkins, LAD Representative

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

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

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

1. Director RCEME, Colonel McKenzie welcomed all to the meeting and thanked them for their participation, their work to date and their continuing support on behalf of the Corps Fund.

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e.	With respect to the RCEME Corps Fund accoutrement package, Captain Dzeoba advised members that a \$10.00 CANEX gift certificate has now replaced the previously distributed t-shirt. He has proposed an increase of \$2,000.00 in the budget;	
f.	purchasing of initial accoutrements using public funds is still under investigation. Chief Warrant Officer Walhin will report on its progress at the fall Board of Directors meeting;	Corps Sergeant-Major
g.	the 10% LAD reimbursements have been made to both LAD National Capital Region and LAD Toronto. Both LAD Ville de Quebec and LAD Western Canada chose to withhold their 50% of the initial membership payment and are not expecting/nor entitled to a further reimbursement; and	
h.	there will be adjustments made to the budget as follows; \$60,000.00 will be the fundraising target rather than the previous agreed upon amount of \$50,000.00 and \$30,000.00 will be added to the Museum. This is in addition to the \$7,279.60 balance remaining from the \$30,000.00 committed in 2016.	
5.	<u>Voting Rules.</u> Chief Warrant Officer (Retired) Rest proposed that an amendment be made to the Constitution to include the permission to conduct extraordinary meetings via email. Chief Warrant Officer (Retired) Rest proposed the motion to amend the Constitution which was seconded by Colonel McKenzie. All in favour - motion passed. <u>SECRETARIAL NOTE.</u> The RCEME Corps Fund Administrative Committee will provide a draft amendment to the Constitution which will be available for discussion during the fall Board of Directors meeting.	Deputy Chairman Administrative Committee
6.	<u>Trade Coins.</u> Captain Dzeoba provided information regarding the coins that have been officially "blessed" by the Corps in 2015. A brief history and discussion that included the production, distribution and serialization of these coins followed. <u>SECRETARIAL NOTE.</u> Chief Warrant Officer Saunders will take the lead on finding a way to encourage interest in trade coins. An update will be provided during the fall Board of Directors meeting.	Corps Adjutant/ RSM RCEME School
7.	<u>2017 RCEME Bursaries.</u> Subject bursaries will be offered immediately following the Board of Directors meeting and a call-out letter will be generated by the Corps Secretariat. The deadline for all submissions is Friday 7 July 2017. The minimum word count (approved at the 2016 fall Boards of Directors meeting) will now be 500 words with a maximum of 750 words and applications must be submitted with proof of enrolment from a post-secondary institution. The RCEME website has a section on the annual RCEME Bursary contest. <u>SECRETARIAL NOTE.</u> The Corps Adjutant will amend the Constitution to reflect the updated word count of a minimum 500 words to a maximum of 750 words.	Corps Adjutant


<p>8. <u>Heritage</u>. Colonel Dundon provided details regarding a proposal that he will present to RCME Council 26 - 27 April 2017. Due to his posting this summer, he believes that the amount of work that will be necessary to accomplish both the 75th Anniversary and the Heritage Committee assignments should be divided between two Colonels. Director RCME, Colonel McKenzie supports. Colonel Dundon continued to report on the following:</p> <ul style="list-style-type: none"> a. <u>75th Anniversary</u> - there was a delay in the development of subject tab on the RCME Website, however, this is now in progress; b. <u>strategic plan</u> - Lieutenant-Colonel Matson is now a member of the 75th Anniversary team and he is developing a strategic plan which will first be circulated for comment and then presented to RCME Council prior to submission to the Canadian Forces Army for their command authority; c. <u>Product Coordinator</u> - as Lieutenant-Colonel Matsalla will soon be promoted, a new Product Coordinator is required for the 75th Anniversary; d. <u>placemats</u> - to raise awareness of the 75th Anniversary, three placement designs have been produced for use during various mess dinners which are taking place over this spring and summer. 	<p>Heritage Chairman</p>
<p>9. <u>Heritage - Projects and Activities</u>. Colonel Dundon presented on additional Heritage Committee projects and activities as follows:</p> <ul style="list-style-type: none"> a. <u>Adventure Training</u> - subject trg will be held at Gros Morne National Park in Newfoundland. As there is public funding available for adventure training, it is imperative that the Army Commander be fully aware of troop participation; b. <u>Complex Recovery and MRT Ex</u> - this activity is the responsibility of Chief Warrant Officer Ryder for 3 Division. This national level activity has been designated as an exercise rather than a competition in order to be eligible for public funding; c. <u>Remote Control Car Race</u> - this event is being organized by 2 Service Battalion as a national event. Competitions will be held throughout Canada with times and results being posted. Donations and contributions from the RCME Corps Fund are expected to finance this activity; 	<p>Heritage Chairman</p>

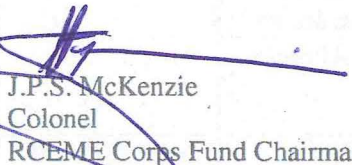
<p>d. <u>Cross-Country Bike Relay</u> – public funding is not available for this activity. In order to assist the national and regional teams, fundraising activities will take place for the \$30,000.00 required to support this event. Canvassing of interest/continued participation for this event will take place in the next few weeks;</p> <p><u>SECRETARIAL NOTE:</u> After further consideration, it has been decided that the Cross-Country Bike Relay will not take place as an activity in the 75th Anniversary celebrations.</p> <p>e. <u>Skill at Arms</u> - this exercise will be held at the RCEME School in May 2019 with teams attending from across the country (including CFB Borden); and</p> <p>f. <u>Nijmegen</u> - in addition to the national team (National Capital Region), the 75th Anniversary Committee will approach the Army, Navy and Air Force to request that RCEME personnel be included as members of an additional team.</p>	
<p>10. <u>Commemorative Products</u>. Colonel Dundon provided an update on the progress of the 75th Anniversary product development:</p> <p>a. <u>Video “A Soldier’s Story”</u> – while there is no current update available, the interviews from Borden have been completed, messages from the regional network have been compiled from across the country and the collection of filming of different activities across the Corps has begun;</p> <p>b. <u>“A Week in the Life of RCEME” photobook</u> - this book will consist of seven chapters, each representing a day of the week in the life of RCEME, with respect to the various projects and activities in each area. 1,500 books will be delivered in 2018, with distribution beginning in January 2019. A second printing of books will be available through https://www.amazon.ca/ and at bookstores across the country;</p> <p>c. <u>75th Anniversary coin</u> – a polygon-shaped coin with enamel has been developed. Distribution of coins (in lieu of the annual anniversary pins) will be funded by the RCEME Corps Fund and will also be available at CANEX;</p> <p>d. <u>RCEME 75th Anniversary Glen Fiddich Scotch</u> - the company will produce a label with the 75th anniversary theme and the company will also assist with distribution by sending the bottles to their provincial depots. Corps Fund representatives will order, pick up and distribute bottles. There is no minimum order, however, Glen Fiddich has requested up to three orders of product. Payment options are being investigated;</p> <p><u>SECRETARIAL NOTE:</u> It was confirmed that it would be a 15 year old product.</p>	<p>Heritage Chairman</p>

<p>e. <u>Time capsule</u> - Chief Warrant Officer Saunders priced time capsules similar to the one used for the 50th anniversary - burial crypts start at \$2,000.00. An electronic option was considered, however, it was agreed that the method to be used to access the contents would be obsolete after a period of 50 years. Chief Warrant Officer Saunders will investigate other options with respect to the time capsule; and</p> <p>f. <u>RCEME Journal Special Edition</u> - while the RCEME Journal is no longer produced in hard copy, there is interest in a special edition for the 75th Anniversary, complete with anniversary photographs and articles, as well as Corps current activities. Production options are being investigated.</p>	RSM RCEME School;
<p>11. <u>REME 75th Anniversary 17 - 18 June 2017</u>. Lieutenant-Colonel Spitzig provided a summary and the expected costs of participating in this event of \$2,000.00/person. Lieutenant-Colonel Spitzig highlighted two significant factors. First, there was no formal request or invite from REME to participate. Second, as participation in this activity falls within the CA OP TRIBUTE, there isn't sufficient time to receive approval and therefore Regular and Reserve force members could not attend. Other points were discussed, following which it was motioned by Lieutenant-Colonel Spitzig that RCEME personnel not be involved in subject activity; this was seconded by Chief Warrant Officer (Retired) Rest. All in favour - motion passed.</p> <p><u>SECRETARIAL NOTE:</u> Lieutenant-Colonel Spitzig will draft a letter to REME for Director RCEME's signature offering our congratulations on reaching this significant milestone.</p>	Administrative Committee Chairman
<p>12. <u>73rd Annual Artwork Contest - Arte et Marte</u>. A design submitted by Master Warrant Officer (Retired) Tim Relihan was chosen as the winner. He will receive a \$200.00 cheque as well as a Corps certificate. It was noted that the clarity of the design must be achieved when an original 8.5" x 11" drawing is reduced to 1" x 1.25".</p>	Corps Adjutant
<p>13. <u>Fundraising</u>. Following this Board of Directors meeting, Brigadier-General (Retired) J.C.M. Giguère will assume the role of Fundraising Chairman. Brigadier-General (Retired) Brewer reviewed the commitment that the Corps Fund has to enhance member and Corps benefits. Focus remains on raising \$50,000.00 to improve these benefits, \$130,000.00 for the 75th Anniversary celebrations as well as \$1.3M to build the new standalone RCEME Museum. Sources include membership donations and activities, corporate and industry sponsors as well as individual donations. The membership fees for 2017 will remain at \$2.00. Additional information was provided as follows:</p> <p>a. <u>donations</u> - donations can be made to the Corps Fund, the 75th Anniversary, and the RCEME Museum via the RCEME Website which also includes activity updates;</p>	Fundraising Chairman

<p>b. <u>RCEME Corps Foundation</u> - there remains a strong commitment to the development of a RCEME Corps Foundation, consisting entirely of retirees in order to keep corporate fundraising separate from the Corps. This increased visibility could be enhanced if the LADs were involved in initiating and communicating local fundraising activities.</p> <p>SECRETARIAL NOTE. Chief Warrant Officer (Retired) Rest motioned that the fundraising report be accepted as presented, seconded by Warrant Officer Peters.</p>	
<p>14. <u>Corps Jiffy Jeeps</u>. A brief history was presented on subject. Jiffy Jeeps have provided skilled (disassembly and assembly in 90 seconds or less) demonstrations across Canada. There are two jeeps - one held in Edmonton and the other currently residing in Borden which is being refurbished at Base Maintenance. While the jeep is an excellent Corps promotional tool and a valuable asset, they also come with costs and liabilities such as team t-shirts, insurance, maintenance etc. Liability insurance remains a concern in the event of an accident to either the participants or the onlookers, especially if the event is off base.</p> <p>SECRETARIAL NOTE. Lieutenant-Colonel Spitzig will investigate the cost of obtaining more jeeps so that each region has one, and Chief Warrant Officer Walhin will consult with the Judge Advocate General's office with respect to liability insurance. Both will report at the fall Board of Directors meeting.</p>	<p>Administrative Committee Chairman/Corps Sergeant-Major</p>
<p>15. <u>Fundraising Campaign Slogan Selection</u>. The slogan "Building a Future Together" was chosen from the 22 that were submitted. The corresponding French translation must convey the same meaning of the slogan. Lieutenant-Colonel Spitzig motioned that the slogan, with the appropriate French translation be adopted, seconded by Chief Warrant Officer Walhin. All in favour - motion carried.</p> <p>SECRETARIAL NOTE: The Corps Adjutant and the Administrative Committee will ensure that the translation properly reflects the fundraising slogan.</p>	<p>Fundraising Chairman/ Administrative Committee</p>
<p>16. <u>CANEX/RCEME Items</u>. Chief Warrant Officer Saunders provided information on new products that will soon be available at the CANEX such as window decals and track suits. He also spoke to other items that did not generate much interest, such as women's scarves and brooches. Canvassing for ideas for additional new products is ongoing from local Craftsmen and on "Facebook".</p>	<p>Training Systems Representative</p>
<p>17. <u>LAD Benefits</u>. Chief Warrant Officer (Retired) Rest began his presentation on the benefits of becoming a LAD, citing the national website as an excellent means for retirees to remain connected to the Corps. As a LAD member, there is an ability to have input to the Corps Fund directly and facilitates the option of continuing their membership for those members who are retiring or releasing. LADs have the ability to support local units with funding for bonspiels, etc. This also has the added benefit of bringing both serving and retired members together.</p>	<p>Deputy Chairman</p>
<p>18. <u>Website</u>. The website requires updating so that the "join" and "donation" features can be executed. It was proposed by the Administrative Committee that Pixelera will be responsible for the design update, development of a bilingual website content, importation of the old material to the new site all for a one time cost of not to</p>	<p>Corps Adjutant</p>

<p>exceed \$5,000.00. There is an ongoing annual website fee of \$1,000.00 for hosting, support and maintenance fee. Chief Warrant Officer (Retired) Rest proposed that approval in principle be granted for these costs, seconded by Colonel McKenzie.</p> <p><u>SECRETARIAL NOTE.</u> The combined reoccurring fee for Pixelera/Member 365 and the website is \$3,400.00 per year or \$283 per month. The Statement of Work will be circulated to the Board of Directors for final review.</p>	
<p>19. <u>Museum Update.</u> Colonel (Retired) Temple provided a review of the museum's Phase I activity with the various displays and historical phases of RCEME presented which is 99% complete. The Phase II museum is a 10,000 square foot standalone museum. The concept and costs of a virtual museum is being considered. There remains a financial challenge with Phase II in that MDN construction funding has decreased from last year and this may impact progress. Director of History and Heritage will also not be providing any funds this year.</p>	<p>Co-Chairman RCEME Museum</p>
<p>20. <u>Round Table.</u> Captain Dzeoba responded to a question posed by one of the attending craftsmen about the possibility of paying the annual membership dues of a retiree. A suggestion was made that a "Donation" button be added to the RCEME Corps Fund website unique for this purpose. An update will be provided at the fall Board of Directors meeting.</p>	
<p>21. Both the Colonel Commandant and the Corps Sergeant-Major thanked everyone for attending. Director RCEME also thanked everyone for participating and for their continuing work on behalf of the RCEME Corps Fund.</p>	
<p>22. <u>Adjournment.</u> The meeting was adjourned - the date for the fall Board of Directors meeting will be announced at a later time.</p>	


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


 J.P.S. McKenzie
 Colonel
 RCEME Corps Fund Chairman

Distribution List

All BOD Members

All Attendees