CFSEME Borden

1180-0870 (Secy)

Aug 97

Distr List

EXECUTIVE BOARD OF DIRECTORS MEETING 1/97

HELD IN THE HQ CONF RM AT 1000 HRS 13 AUG 97

Chairperson: Col G. Walsh, Fund President

Members: Col R. Gillespie, Br Advisor (Designate)

LCol D.N. Redman, Cmdt CFSEME

Maj W.G. Thompson, EME Br Adjt

Capt C. Beaulieu, LFAA Representative

CWO T. Chaudar, RSM CFSEME for Br CWO

WO J.K. MacKay, LFWA Representative

Sgt R.W. Antaya, AIRCOM Representative

MCpl MJP Lemoine, LFCA Representative

Secretary: D. Westcott

Absent: Maj J.M, Beauchemin, SQFT Representative

CWO R. Desgagnes, Br CWO

INTRODUCTORY REMARKS

1. The meeting opened at 0955 hrs, with Col Walsh introducing

Col Gillespie to the members as the next Branch Advisor, effective 15 Sep 97. Col Walsh indicated that the main purpose of this meeting was to finalize and approve the Constitution of the Branch Fund.

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| DISCUSSION | ACTION BY |
| REVIEW OF ADMINISTRATIVE COMMITTEE MEETING MINUTES  2. The Minutes of the Administrative Committee Meeting held on 21 Jul 97 were accepted.  Maj Thompson indicated that the amendments, listed at para 3, were included in the draft copy of the Constitution that the members had in front of them. | Not required |

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| FUND FINANCIAL SITREP  3. Maj Thompson reviewed the Balance Sheet and Income Statement for the EME Branch Fund (attached). He explained that the current $9,000 Kit Shop loan had been reduced from the original $52,000 loan. He also indicated that the EME Br Fund was now responsible for the upkeep of the 50th Anniversary monument and that funds had to be set aside for this. This responsibility arose due to the fact that some of the money from the 50th Anniversary Fund had already been incorporated into the EME Br Fund, and that he was now in the process of asking Revenue Canada for permission to transfer the remainder. | EME Br Adjt |

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| MEMBERSHIP  4. A Br Advisor's Communique in May advised all EME members of the opening of the EME Br Fund. To date, 99 members have joined. In future, a breakdown of the membership by serving/retired, officer/NCM, etc will be done to better target recruitment.  WO MacKay stated that many soldiers still held the opinion that this Fund was an officers' fund only. Clearly more information passage is still required and a marketing plan is needed. This plan was an agenda point for later in the meeting and so discussion was deferred. It is believed that once members of all ranks are made more aware of the benefits of joining the Fund, membership will increase. | EME Br Adjt |
| CONSTITUTIONAL AMENDMENTS  5. The following amendments to the draft Constitution were agreed upon:  a. Para 1a, b, c, d. Amend to read, "to foster, maintain and promote...; to perpetuate and recognize the bonds...., to encourage and support public interest..., to assist in the preservation.....  b. Para 2a - 2h. Each point should be explained in detail in By-Law Number Five, including another point to be added 2(i) "Kit Shop enhancement".  c. Para 4. Amend "it's" to "its".  After Mechanical Engineers' Officers Fund (fifth line), add a period and delete "less Officer's fund silver". Insert "Officers' Fund silverware will continue to be administratively controlled by the Officers' Fund". Delete "Furthermore, Mechanical Engineers Officers' Fund less Officer's Fund silver." which follows. (This is a repetition).  d. Para 6b(1). Change "Association members" to read "Associate members". | EME Br Adjt |

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| e. Para 6b(2). Amend to read "widows/widowers of Branch personnel who have died while on active duty with the Canadian Forces will become automatic members of The Fund; and".  f. Para 8a. Add a bracket after president.  g. Para 8h. "Air Ops HQ" change to "1 Canadian Air Division HQ". This point to be confirmed before change made.  h. Para 9. Delete "in keeping".  i. Para 10, first sentence. Amend to read "The duties of the Executive Board of  Directors are found in By-Law One." Paras 10a to e are to become part of By-Law Number One. Para (c) will become para (d). Para (d) will become para (c).  j. Para 11d. After "the Branch Fund Manager" add in brackets (Branch Adjutant).  k. Para 12a to h. Delete. Should be incorporated under By-Law Number Two.  l. Para 13. Start para 13 with "The Fund was originally seeded with funds remaining from the 50th Anniversary fund raising." (Originally para 13a). Then, add "Revenues will be generated by:" (continue with remainder of subparas). In the new para 13a, change "rated" to "rates".  m. Para 15. Second sentence, delete "such as silverware, candelabra, tea services, paintings, etc".  n. By-law Number One. Changes as indicated in para 5i above. Also in para 7, last sentence should read "In addition, the minutes will be published in the EME Journal and the home page."  o. By-Law Number Two. Add that a Business Plan with an accompanying operational budget will be produced.  p. By-Law Number Two - Para 3c. Should read "prepare semi-annual financial statements...".  q. By-Law Number Two - Para 4d. Add at the end of the sentence "and home page.". |  |

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| r. By-Law Number Three - Para 2. Third sentence, delete "President of the Fund", insert "Executive Board of Directors". Fourth sentence, replace "President of the Fund" with "Executive Board of Directors". Make additional changes similar to those above, as necessary.  s. By-Law Number Three - Para 3. Last sentence should read "Profits that accrue to the Branch Fund may be used for the following:" Following subparas should reflect uses already detailed previously.  t. By-Law Number Three - Para 3d. Should be amended to reflect purchase of a Branch memorial wreath at the RCEME Memorial Gates at Kingston and purchase of wreaths for those Br members who have died while on active service.  u. By-Law Number Three - Para 9. Second sentence change "availability" to "available".  v. By-Law Number Three - Para 24. First sentence, delete "President of the Fund", insert "Chairman of the Administrative Committee".  w. By-Law Number Four - Para 2b(2). Second sentence, delete "who were killed", insert "who have died".  x. By-Law Number Four - Para 4d. Should read "all associate members - $36 per year with the exception of widows and widowers as defined at para 6.b.(2) and (3)".  y. By-Law Number Four - Para 5. Second sentence insert "normally" before required. Add "Exceptions will require application to the Executive Board of Directors".  z. By-Law Number Five. To include benefits that retired personnel will recognize by becoming members, ie, reduced rates for Br sponsored sporting events, copy of EME Journal, Branch communiques, use of Home Page for advertisement, etc.  aa. By-Law Number Five - Para 1. Second sentence delete "it's", replace by "its".  Points discussed in para 1a to 1g should  be given their own sections and discussed in detail, and Kit Shop enhancement  should be added.  ab. By-Law Number Five - Para 4. Second last sentence, insert "be" between "to" and "made".  ac. By-Law Number Five - Para 4c. Second sentence insert "ability", after "scholastic". Delete "and", replace with a comma. Criteria for grants should be spelled out.  ad. By-Law Number Five - Para 5. Second sentence delete "achieve" replace by "achieved".  ae. By-Law Number Five - Para 7. First sentence should read "...to award interest free Benevolent Loans". Explain administrative fee in more detail. |  |

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| af. By-Law Number Six - Para 3. Last sentence delete "Because", start sentence with "There". After "articles" replace "and" with "therefore".  ag. By-Law Number Six - Para 4. Second sentence should read "is", rather than  "si". Fifth sentence, replace "tie" with "time".  ah. By-Law Number Six - Para 5. Second last sentence to be amended to read  "Consequently a loan of any item will normally be for an agreed term."  ai. By-Law Number Six. Include a section on purchase of NPF items.  aj. By-Law Number Six - Para 8. First sentence, change "NF" to "NPF". Delete "President of the Fund" replace by "Executive Board of Directors".  ak. Term "Executive Board of Directors" can be replaced by "Directors" after the first mention throughout Constitution.  al. The Custodial Agreement (Annex A to By-Law Number 6) should be renewed annually.  6. Once the amendments have been incorporated in the Constitution, a draft copy will be sent electronically to all members of this Board for their input, and then forwarded to the Br Advisor for final approval.  HOME PAGE  7. Maj Thompson received permission to develop a home page and trial it for a one-year period. It is envisioned that this home page would focus on EME Branch interests and would be tied in with other Home Pages, ie, RCEME(A), CFSEME. Prominent members of the Branch would have access to the home page for e-mail privileges and possibly web browsing capabilities as well. It is expected that by offering advertising space to corporations, members this will be a break even or profit making endeavour. The home page must be, as a minimum, self-supporting by the end of the trial period if it is to be viable. $1,000 will be set aside for this trial.  EME BRANCH KITSHOP  8. Maj Thompson reviewed the Balance Sheet for the Kit Shop as of 10 August 1997. The Balance Sheet shows that the Kit Shop has a net worth of $112,253.93. Sales for this year alone, total  $48,714.51. LCol Redman mentioned that sales are expected to decline with the reduction of students on course, and with a Supply system now carrying  accoutrements which were normally sold through the Kit Shop and its subsidiaries.  ENGRAVING MACHINE  9. Maj Thompson raised the desire to purchase an engraving machine for the Kit Shop. This machine, with its attendant computer, would cost approximately $27,000. After discussion, it was decided that a detailed business case for the purchase of this equipment should be submitted to the Board members in the Fall.  MARKETING PLAN  10. During the next two years, it will be necessary to develop a marketing plan. Its aim being to increase the profile of the "EME Branch Fund" and to attract members to the Fund. This will be accomplished in several ways: through briefings, through the creation of a Home Page, through a letter to Retired members detailing the benefits of membership, to mention but a few. Maj Thompson asked that Board members send any marketing suggestions they have to him.  11. It was suggested that having the Executive Board of Directors' Meetings in a different locale, to coincide with Branch events, would increase the profile of the EME Br Fund.  MUSEUM  12. LCol Redman will meet with Col Walsh and  Col Gillespie to discuss development plans for the Museum at Borden and the extent of EME Br involvement.  ADJOURNMENT  13. The meeting adjourned at 1250 hrs.  G. Walsh  Col  Fund President  D.N. Redman  LCol  Admin Committee Chairman  W.G. Thompson  Maj  EME Br Adjt  Distr List  All Board members | All Bd members  Admin Committee Mbrs  Not required  EME Br Adjt  All Bd mbrs  Not required  Cmdt CFSEME  Br Adv, Br Adv (Designate) |