

4020-EME Br (Br Adj)

30 April 2013

Distribution List

ELECTRICAL AND MECHANICAL ENGINEERING (EME)
BRANCH FUND BOARD OF DIRECTORS MEETING
HELD AT CANADIAN FORCES SCHOOL OF ELECTRICAL
AND MECHANICAL ENGINEERING, CFB BORDEN
0900 HOURS 27 FEBRUARY 2013

Chairperson. Colonel N. Eldaoud, EME Br Fund President

Members. Lieutenant-Colonel J.D. Bower, EME Branch Administrative Committee Chairperson
Major E. Gauthier, Land Force Quebec Area (LFQA) Representative
Captain G.S. Dzeoba, EME Branch Adjutant
Lieutenant S.J. Kuzmich, Land Force Atlantic Area (LFAA) Representative
Chief Warrant Officer R. Gilbert, National Capital Region (NCR) Representative
Chief Warrant Officer J.A.L. Moreau, 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 Warrant Officer K. Osborne, RCEME Association Representative
Corporal M.J.F. Brosseau, Land Force Central Area (LFCA) Representative

Ex-Officio(s). Brigadier-General (Retired) P.J. Holt, EME Colonel Commandant

Absent. Colonel (Retired) M. C. Johnston, RCEME Association President
Lieutenant-Colonel (Retired) K.E. Jones, EME Association President

Attendees.

Private M.A. Burke, CFSEME
Private B.J.S. Hudon, CFSEME
Private N. Leboeuf, CFSEME
Private N. Tippeneskum, CFSEME
Private A.T. Tilley, CFSEME

OPENING ADDRESS

1. The meeting was called to order at 0900 hours, 27 February 2013 in the CFSEME Headquarters Conference Room. Colonel Eldaoud welcomed all to the meeting. As this was our first Board of Directors (BOD) meeting done via Video Teleconference (VTC), an introduction was done identifying all participants throughout the various areas who were participating via VTC. It was noted that MWO Osborne was filling in for Col (Ret'd) Murray Johnston as the RCEME (A) representative. Also in attendance were five junior members, all privates from Apprentice Platoon, Regimental Company.
2. The Chairperson reiterated that the existence of the EME Branch Fund is to promote the Esprit de Corps and morale within the Branch.

3. State of the Fund. Presently, the EME Branch Fund has 3,084 members out of a possible 3,508 in the EME Branch. This represents 87% of the Branch. ACTION BY

4. REVIEW OF PREVIOUS MINUTES. The Br Adjt asked All if there were any points with regards to the previous minutes dated 30 August 2012. Motion was put forward to adopt the minutes as presented. Motion was passed.

5. Financial & Budget Update. The Financial Balance Sheet was presented as of 31 December 2012. The following areas were noted:

a. GIC Maturity. It was noted that we have a GIC coming due in March 2013. Direction has been given to top up the GIC to \$30,000. Administrative Committee

Secretarial Note. Instructions have been sent to the Scotia bank to invest \$ 30,000 from our EME Branch Fund Account into a 30 month non-redeemable GIC with an interest rate of 2.0% effective 05 March 2013.

b. Dormant EME Branch Kit Shop Money. This money which exists in a separate account from the EME Branch Fund account will continue to be used for EME Branch initiatives until it is exhausted. Administrative Committee

Secretarial Note. The two (2) initiatives on record that will use these funds is the next phase of Loyalty coin purchase for 2013 and the purchase of Epaulettes and Metal Shoulder Flashes.

c. Loyalty and Unique Gifts. It was noted that \$2,000 was set aside for delivery of Loyalty Coins to members and the purchase of Unique Gifts for our members. EME Br Adjt

Secretarial Note. The cost of delivering our Loyalty coins to members may fluctuate +/- from the \$ 2K identified.

d. Benevolent loans. The one outstanding loan is being repaid on time. This loan should be paid in full by 2014. EME Br Adjt

Secretarial Note. The Branch Adjt will continue to monitor until the loan is paid.

e. Net Income. It was noted that discussion on net income and surplus anticipated for year end will be re-visited later on in the day. All

6. Branch Fund Participation: It was noted that the enrolment of new members is going well. The briefings done at Apprentice Platoon provide an EME Br Adjt

immediate sense of belonging. Decreases within the Fund are due primarily to releases, COT, VOT etc. There are 115 Reserve members within the Fund. It was put forward that the topic of reservists within our membership should be part of the next BOD discussions.

Secretarial Note. It was noted that at our next BOD meeting, an agenda item focusing on reservist recruitment within "The Fund", will be identified. Also, efforts to have a Reservist Representative attend the meeting and present to us a "way ahead" will be pursued.

7. EME Website. The idea of instituting a "mobile version" of our EME Branch Website into an application (app) was discussed. Several comments surfaced from the membership including charging a fee to download the App along with the long term plan to support this endeavour. It was asked if a long term plan could be presented explaining long term support, adopting new technologies, re-occurring costs for upgrades, charging for downloading the app and other information as applicable.

EME Br Secretariat
EME Br Adj

Secretarial Note. Through further investigation on the Mobile version of the EME Branch Website, it was learned that the pricing quoted does not include an "App". It revolves around the creation of a Mobile site and this site will require little to no maintenance. A motion was put forward to adopt the Mobile site. Motion passed.

8. Great Canadian Kit shop Contract. A survey was produced identifying various aspects of services provided by the Great Canadian Kit shop (GCKS). This survey will be distributed via the National Network. The EME Branch Adj will provide a summary of returns at the next Board of Directors (BOD) meeting. Returns will be due no later than (NLT) 01 July 2013.

EME Br Secretariat
EME Br Adj

Secretarial Note. The GCKS survey is now available on the EME Branch Website at the following link.
<http://www.embranchgem.ca/english/view.asp?x=1>
<http://www.embranchgem.ca/francais/view.asp?x=1>

9. Badges for Profit. The GCKS survey provides a column identified as "Variety of EME Items". This column can be filled out by the member(s) and rated accordingly. Also, within the comment box(s) additional information from the member can be included such as what type of EME wears or accoutrements the individual would like to see made available. Returns will be due NLT 01 July 2013.

10. Reserve Briefings. The Presentation on the EME Branch Fund is being made available to Reserve personnel. As this is a work in progress, it is asked that EME Reserve personnel within the areas be made aware of our EME Branch Fund.

All
EME Br Adj

Secretarial Note. It is to be noted that an agenda item on Reserve personnel awareness and enrolment within "The Fund" will be discussed at the next BOD Meeting.

11. Artwork Contest. This year's theme is "EME in Future Operations". Info
This year's submissions have yielded three (3) returns:

Secretarial Note. Valcartier had asked if an extension could be considered as they have a submission forthcoming. An extension has been granted with a date of 15 March 2013.

12. RCEME Epaulettes & Shoulder Flashes. It was identified that the EME Br RSM
system will be providing one (1) set of Metal Shoulder Flashes with the new EME Br Adj
designations should the Royal designation be reinstated. In order to rebadge our personnel soonest, it was agreed that the purchasing of Metal Shoulder Flashes will be done at an estimated cost of \$ 18K. The new colour code of CADPAT material (high visibility thread) restricts the contracting of CADPAT Epaulettes at this time. The DEU Epaulettes (9,000) will be outsourced to an independent provider. At this time, one supplier has come forward at an estimated cost of \$ 15K. A second supplier will be providing a quotation shortly.

Secretarial Note. It was decided that the EME Branch Fund will move forward with purchasing the Metal Shoulder Flashes and DEU Epaulettes.

13. Loyalty Gifts Distribution. The concept will be to send the coins to All
the EME Chain of Command (COC) of the members who are entitled to them. EME Br Adj
The COC will be made aware to present the coins at or around EME Day. For EME Br RSM
some units, platoon level presentations may be best. Presentations will include a small write up to acknowledge the rationale behind the coin(s). As this presentation is unique to the Branch and a non public fund endeavour, presentations can be up to the discretion of the unit.

Secretarial Note. It was decided that there will be no issue of a coin box with the presentation of coins.

14. EME Bursary Submission Deadline. The submission deadline for EME Br Secretariat
this year will be 12 July 2013. EME Br Adj

Secretarial Note. The EME Branch Website has been updated to reflect this deadline and the call for applicants has been distributed via the Regional Branch Network.

15. Active Branch Fund Members Lists. It was noted that the existing EME Br Adj
EME Branch Fund database is being updated. Members including reservists and retirees are being contacted directly to verify their particulars. It is anticipated that with the introduction of the EME Branch Fund Loyalty Gift program, personnel who are members, non-members, reservists and retirees will come forward and thus assist with the update of our Database.

16. Branch Fund Spending Summary. A Branch Fund spending summary EME Br Adj
will be included in the Fall edition of the EME Journal. This Branch Fund 202 Wksp
Spending Summary will be broken down into "Benefits to Members" and

"Benefits to Regiment". It was noted by the Col Cmdt, that this idea could make for a good poster in the Canteen areas.

Secretarial Note. The Chairperson has asked that 202 Wksp be engaged to come up with an artistic design using the information provided. Also, the idea of producing a poster reflecting Benefits should also be produced which could be sent to all units for display in canteen areas.

17. EME Journal Distribution. As an awareness point; the cost of production and distribution for the EME Journal is being examined. Future publications may be impacted. Various ideas such as distributing the Journal electronically, providing hard copies to canteens only and utilizing the EME Branch Website as much as possible is one of several options being explored to reduce costs. This will need to be discussed at future meetings.

EME Br Adj

18. National Artwork Contest Vote. The BOD members had an opportunity to vote on the submissions provided. The majority of votes had gone to Image # 2.

Secretarial Note. It was decided that an extension to the cut-off date for submissions would be 15 March 2013 to allow for one late entry. This additional entry was received and another vote via email was sent to all BOD members. The results yielded once again a quorum of "Yes" votes for Image # 2. Pte Reinheimer Hein is the winner of this years contest.

19. Website Publishing. It was mentioned that any submissions to the EME Branch Website must be in bilingual format. It is up to the Areas to ensure translation is done. The Chairperson mentioned that Bilingual documents are the law and the translation bureau is to be used as required.

All

Secretarial Note. The Chairperson mentioned that any issues with having EME Branch stuff translated should be directed to his office if the requirement exists.

20. Heritage Discussion. The Col Cmdt mentioned that discussions are in progress with the Communications & Electronics(C&E) Branch on the development of a Memorandum of Understanding (MOU). Our intent is to have an EME Annex attached to the C & E museum for the short term with a long range vision of having our own museum. It was mentioned that before we can proceed further a suitable MOU needs to be signed off by the respective parties.

EME Council
EME Guild Trustees
EME Heritage Cmte
EME Br Secretariat
EME Br Adj

21. The Col Cmdt mentioned that once the MOU has been finalized, our next priority will be our collections. While this point refers mainly to Heritage, the Branch as a whole should have situational awareness and we need to have a collection(s) of items to populate our future museum.

22. Loyalty Coins – Retirees & Retiring. A concern was brought forward asking how we ensure that retirees and retiring members receive their Loyalty coins if entitled. Numerous discussions including notifications in the EME Branch Journal, a communiqué or the EME Branch Website letting people know that if they are contemplating release, to please contact the EME Branch Adjutant's office to provide a forwarding address. Another suggestion was to have Sgt Jacques, who sends out Branch certificates to the Depart with Dignity (DWD) coordinators, ask if a forwarding address be provided for the member. It is understood that the member will need to be an active participant in this process.

EME Br RSM
DLEPS Award
Tasking Coord

Secretarial Note. It was decided that for the interim, Sgt Jacques will start a Database under the direction of the Branch RSM in order to collect forwarding addresses for retiring members. This point will be brought forward at the next BOD meeting

23. Sporting Events Assistance. A request was received to see if the EME Branch Fund could provide financial assistance to help support EME Branch Fund members attending out of town Sports events. The Col Cmdt mentioned that some other Branches do provide some form of assistance, albeit gas mileage, meals to and from etc but certainly not a full Temporary Duty (TD) rate. He also mentioned that these Branches are very mature in their membership.

All

24. The chairperson identified that discussions on available funding and types of assistance to these causes will be furthered discussed latter on in the meeting.

25. Cost Estimates for Attendance. It was brought forward that based on the new Treasury Board guidelines; Video Teleconference Meetings (VTC) may be the way of the future. A point was brought forward from Valcartier that maybe having these types of conferences available via VTC, would allow a better opportunity for other EME Branch members to attend and provide a better visibility.

Info

26. Reduce Agenda Points. At the last meeting, the Chairperson brought forward an idea of having a reduced number of Agenda points in order to have a window of opportunity to pursue in-depth discussions on some of our topics. A proposal to this was to cover approximately. One-third of on-going items, followed by two or three items for both the "Benefit to Members" and/or the "Benefit to the regiment". Topics will be decided depending on the observations brought forward by the membership. Also, certain agenda points such as the budget or pending votes could be decided prior to the meeting.

All
Chairperson
Cmdt CFSEME
EME Br Adj

27. Funding Assistance Increase. Carry forward from para 5(e) and 24 – The Cmdt CFSEME identified that what needs to be done is to ask ourselves what are our expectations are, with regards to (WRT) our annual income vs how we would like these dollars spent and on what do we feel comfortable with banking as surplus? Several suggestions came forward on how to split our surplus net income. The majority of personnel sought a 60/40 split with 60% going to direct support of membership over and beyond that already

Administrative
Committee

forecasted in our budget and 40% going to investment. It is to be noted that any additional funding will fluctuate from year to year.

28. It was also brought forward that the 60% of additional dollars should be broken down and dispersed into two (2) new categories. The first new line in the budget would be identified as follows: under Benefit to Branch, a new line item will be called "Kit shop Discount". Also, under Benefit to Branch, a new line item would be called "Support to Cohesion Events". It was identified that a minimum of \$200 per region (x 9 regions) will be made available under "Kit Shop discount" if available and the remainder of the 60% will go under "Support to Cohesion Events" (x 9 regions).

Secretarial Note. The following items were put forward as a motion. The first motion that was put forward was: "do you agree on the 60/40 split of surplus net income"? Second motion put forward, "do you agree on putting a minimum of \$ 200.00 per region under "Benefit to Branch called Kit Shop Discount"? Third motion put forward, "do you agree that whatever money is left over from the 60%, it will be disbursed evenly under Benefit to Branch called Support to Cohesion Events"? All motions were passed.

29. The Chairperson asked if it was possible to inform the Regions on the amount of money that would be available to support their "Cohesion Events" keeping in mind that EME Day is fast approaching. The Administrative Committee will endeavour to contact each area representative and let them know what they will be entitled to for their Cohesion Events.

EME Br Adj

Secretarial Note. All BOD members have been notified on the amount of money that is available to their areas to help support their Cohesion events.

ROUND TABLE

30. Reduced Agenda Points – Example. The Chairperson mentioned that the discussion on surplus net income was a perfect example on the benefits of having reduced items. It provides time for thorough discussion amongst all area representatives.

31. Jiffy Jeep. The purchase of additional Jiffy Jeeps would be discussed at future meetings. Care and control along with Insurance requirements would be among the discussions.

Col Cmdt
EME Br Adj

32. LFWA EME Curling Bonspiel: MWO Waugh brought forward a point that he would like to honour former RSM, CWO George Hughes (Deceased) who passed away June 2010, by naming the LFWA Curling Bonspiel after him. The Chairperson mentioned that this would be a decision of EME Council and had asked the Col Cmdt if he could bring this proposal forward to EME Council. Col Cmdt agreed.

Col Cmdt

33. The Col Cmdt brought forward that the EME Personnel situated in Vancouver, would like to do a special event honouring the closing of

Col Cmdt

Chilliwack. The chairperson mentioned that he was not under the impression that Chilliwack itself was closing only that the ASU was closing. The Col Cmdt mentioned that he will do some more staff checks.


34. CWO Snook mentioned that he will look into the communication issues on the island and the passage of information. AirCom Rep

35. CWO Snook mentioned that this will be his last meeting as the AirCom Representative and he thanked everyone for their support.


36. Maj Gauthier brought forward a point that maybe the Branch Fund could sponsor a hockey team to participate in the UK hockey tournament. The chairperson identified that this idea could be discussed at the next meeting. LFQA Rep
EME Br Adj

37. Colonel Eldaoud thanked the outgoing members Major Gauthier, CWO Snook and MCpl Scali for their excellent work and support to the EME Branch. He also thanked the Craftsman who attended and reiterated that their participation was very much appreciated. The chairperson concluded by saying that this will also be his last BOD meeting and he very much appreciated the support and dedication everyone has given him during his tenure as the Chairperson.

38. Adjournment. The meeting adjourned at 1600 hours. The next meeting will be held in August 2013. Location TBD.



J.D. Bower
Lieutenant-Colonel
Administrative Committee Chairperson



N. Eldaoud
Colonel
EME Branch Fund President

Distribution List

All members