

4020-EME Br (Br Adjt)

April 2009

Distribution List

**ELECTRICAL AND MECHANICAL ENGINEERING (EME)
BRANCH FUND BOARD OF DIRECTORS MEETING
HELD AT 202 WORKSHOP DEPOT IN MONTREAL
0800 HOURS 26 MARCH 2009**

Chairperson: Colonel S.P. Myers, EME Br Fund President

Members: Lieutenant-Colonel N. Jardine, EME Br Fund Admin Committee Chairperson
Captain J.J. R. Bergeron, Land Force Quebec Area Representative
Captain M. McCluskey, EME Branch Adjutant – EME Branch Fund
Captain M. Nixon, EME Branch Adjutant – EME Branch Kit Shop and EME Guild
Lieutenant M.J. Pratt, Land Force Atlantic Area Representative
Chief Warrant Officer J.G.J.D. LaBerge, Borden Representative
Chief Warrant Officer J.E. Fougere, Air and Navy Command Representative
Chief Warrant Officer J.R.D. St-Jean, National Capital Region Representative
Master Warrant Officer R. Pettit, Land Force Western Area Representative
Corporal T.K. Smith, Land Force Central Area Representative

Absent: Major F. Lavoie, Land Force Quebec Area Representative
Master Warrant Officer C.G. Hann, Land Force Western Area Representative

Attendees: Brigadier-General P.J. Holt, EME Branch Colonel Commandant
Warrant Officer D. Turcotte, 202 Workshop Depot Representatives

Secretary: Ann-Marie Sturgess, Branch Adjutant Administrative Assistant

OPENING ADDRESS

1. The meeting was called to order at 0805 hours, 26 March 2008. All attendees introduced themselves. Colonel Myers spoke on the responsibility of each member and their roles as representatives for their area and their rank level.
2. The aims of the Branch Fund were discussed and identified. Throughout the meeting all members were asked to ensure that each decision directly influences the Regiment, Branch Fund membership and individual Branch Fund members.

REVIEW OF PREVIOUS MINUTES

ACTION BY

3. Para 3 – Donation. CWO St-Jean and donor have decided that the Flag will be framed. The CWO fund will fund the framing and engraving costs to make it ready for official donation to CFSEME at the meeting in August 2009.

Br CWO / Admin
Cmte

Action: Move item to Guild for presentation and ensure the Heritage Curator available to receive donation.

4. Para 8 – Review of Budget Amounts. Amend paragraph to read, “The Branch Fund will transfer \$3500 (\$2500 for the maintenance and upkeep and \$1000 for the building fund). The remaining \$4000 is identified for Scholarship and Bursary awards. These amounts should be considered for administration through the Guild.”

5. Para 11 – Communiqué. There is confusion about the different funds and what they do for whom. A communiqué will be sent out detailing all the funds around Bluebell time period. It will be placed on the website and in the Journal also.

Admin Cmte

Action: Admin Cmte to provide draft summary to Br Fund President who will produce a final draft.

6. Para 29 – Jiffy Jeeps. Currently there are two Jiffy Jeeps in operation. All discussion on this initiative will be moved to the Guild Agenda. MWO Pettit has a frame and needs a body.

Move to Guild
Agenda

President’s Notes: The process to request the use of the Jiffy Jeep will be coordinated by the EME Branch CWO.

Action: For Guild Agenda.

7. Para 34 – Constitutional Update. The format has now been changed into a bilingual format. The Admin Cmte proposed that this item be tabled for the next meeting for approval by the BOD.

Action: A completed copy with all amendments will be forwarded to the BOD members electronically no later than one (1) month prior to the next meeting.

8. Para 41 – ARV Painting. Further investigation into the ownership of the vehicle is needed. Home Station Heritage Team is investigating and will report at next meeting.

Home Station
Heritage Team

Action: Tabled until next meeting.

EME BRANCH FUND FINANCIAL

9. Income Statement. Membership and interest incomes have increased. Calendar Revenue is an area that requires follow up action. The Expenses were less than budgeted since \$200 was given as Hardship Grants vice the \$4000.00 budgeted.

10. Operational Account. All members agreed that a single operating account is not appropriate. The Account is to be split.

Admin Cmte

Action: The Admin Committee conduct the following:

- a. Officers Fund Holdings. Set up a new account and transfer monies owed and current GIC amounts;
- b. EME Heritage Holdings. All monies indentified as Heritage will be moved into the EME Guild account. Amounts will be discussed at the EME Guild Trustee meeting; and
- c. EME Kit Shop Holdings. All monies and cashable GIC amounts be moved into the EME Kit Shop account. These amounts will be reported at the next BOD meeting and will be separate from the Branch Fund Account.

11. GICs. There are a number of GICs that have become Cashable which earn significantly less interest. The BOD agreed that this item will considered at the end of the meeting so that all expenses are presented before an investment strategy is approved.

12. Budget 2009. A new budget was presented. The BOD agrees that this item will be moved to the end of the day so that all expenses can be considered before approval

BENEVOLENT LOANS

13. There are currently two outstanding loans:

- a. Loan 1 – Cpl from Quebec. Member is undergoing bankruptcy action. We are listed as one of his creditors and are awaiting final outcome; and

Admin Cmte

Action: This item will be monitored by the Admin Cmte and reported when changes occur.

- b. Loan 2 – Cpl from Borden. Member released in March 2001. The member's outstanding balance is \$270.00. The Admin Cmte tried to contact the member by phone with no response. The address on

Admin Cmte

file can not be confirmed. It was recommended write off action be taken to clear this from the accounting system. All BOD members agreed to write off the outstanding \$270.00.

Action: The Admin Cmte will:

- a. ensure loan is cleared from Accounting system;
- b. ensure these files are tracked and a payment schedule adhered to; and
- c. investigate the NPF Guidelines for repayment before release.

EME BRANCH KIT SHOP – BASEMENT KIT SHOP

14. Financial Statements. A quick review of the year 2008 balance sheet and income statement was provided. There are amounts outstanding to the Br Fund and CFSEME that will need to be investigated going back as far as 2006.

15. Accounts Receivable and Payable. These amounts are not current in the accounting system. It is not known where the errors occur. The Admin Cmte will update the files and present an accurate statement by the Aug 2009 meeting.

16. Hiring an Accountant. A motion was forwarded to hire an Accounting firm to perform an Account reconciliation of these books from Dec 2006. All BOD members agree to give the Admin Cmte up to \$3000.00 to complete the reconciliation.

Admin Cmte

Action: A final report will be given at next meeting.

REMAINING STOCK

17. Sale Prices. Currently there is a total of \$23,428.00 in stock being held in the basement of CFSEME HQ. The Admin Cmte proposed that all items be sold at 30% off. The BOD agreed to a 50% price reduction. Items will be available for sale until 31 July. What to do with any unsold items will be discussed at the next meeting.

Admin Cmte

President's Notes: Admin Cmte to communicate ASAP to the Branch to enable all to participate.

Action: The Admin Cmte to provide:

- a. a list of unsold items as of 31 Jul; and
- b. ideas for disbursement.

18. Un-Numbered Prints. The Admin Cmdt Chair asked that the set of 4 trade specific prints be given to the three top students on each graduating class. BOD approved. Admin Cmte

19. Mess Kits On Consignment. There are currently 8 persons whose Mess Kits or pieces of are still being held by the EME Branch Kit Shop. The Branch Admin Assistant has attempted to contact the consignors. Admin Cmte

Action: The outstanding names will be forwarded to the Branch Chief and Col Cmdt to investigate and report at next meeting.

GREAT CANADIAN KIT SHOP – KIT SHOP VENDOR

Closure of Retail Outlet

20. The Vendor would like to renegotiate his contract and close the existing retail store at CFSEME Regt Coy as this location is losing money. Admin Cmte

21. BOD members and others that have visited the retail outlet confirm that the outlet is not properly stocked with EME accoutrements.

Action: The Admin Cmte will speak to the Vendor about proper stock levels.

22. Quality and quantity deficiencies of EME items were discussed. The quality of the cap badge produced was questioned.

23. The Admin Cmte was not aware of these quality issues. All members are asked to forward complaints or comments to the Br Adj office for the Admin Cmte to action.

Admin Note: Admin Cmte to discuss with vendor. Admin Cmte

24. The BOD agreed that if the retail outlet is to close a new contract will be negotiated. Approval to start negotiation with GCKS is given the Admin Cmte to include but not limited to: Admin Cmte

- a. operate web-based service only;
- b. quality control;

- c. 90 days refund;
- d. minimum stock on accoutrement;
- e. display cases free of charge for large bases;
- f. shipping costs;
- g. franchise fees payable to the Branch;
- h. resolution of the quality issue of EME accoutrements.

25. The BOD did not grant the request to close the retail outlet. The outlet will remain open until a new contact is approved by the BOD. This will be discussed at next meeting.

Action: The Admin Cmte is to consider suppliers for presentation at next meeting.

Admin Cmte

BURSARIES AND SCHOLARSHIPS AWARDS

26. The Admin Cmte believes the application process is excessive. It is proposed that the application form be eliminated.

Admin Cmte

27. The applicant will provide a letter of acceptance from an accredited establishment and an introduction letter. The introduction letter will be no more than 500 words and discuss the following:

- a. who the applicant is;
- b. why an EME Scholarship; and
- c. what the award will be used for;
- d. future goals.

Action: Admin Cmte will prepare new application form and marking scheme for BOD members to review and agree upon.

28. Rename Initiative. It was proposed that the initiative will no longer be called "EME Branch Bursary and Scholarship Awards" but will be now named the "EME Educational Grant".

Admin Cmte

Action: The Admin Cmte will:

- a. update constitution; and
- b. confirm legal implications of term "grant" (prior to formal name change) .

29. LFCA rep proposed an increase of the award to \$1000 vice \$750. The BOD agreed upon increasing the number of awards to 10 in the amount of \$750. The Constitution will not include the number of awards to be given. Admin Cmte

Action: The Admin Cmte will amend the constitution.

EME Regimental Website

30. The template for the Website will be available at www.emegembranch.net early Apr 09. There will be a Branch Calendar and a Photo Gallery and other features.

31. Forum. A forum is not included in the current layout. The estimated cost to create a forum is \$600.00. The Admin Cmte and the Branch office are both unable to manage this initiative. This item will be considered at the next meeting. All Members

Action: BOD members are to canvas their members and provide feedback at the next meeting.

32. Family, Extended Family. This initiative will identify all EME affiliates on a clickable map of Canada. A visitor would be able to select an affiliate and access their web site or information.

Action: This initiative will be funded.

33. Funding. Set up of the initial website was funded by DLEPS. Management and maintenance fees will be discussed and budgeted. The Br Advisor will check if funding is available through DLEPS. This item may be funded under the Guild. Chairperson

CALENDAR AND ANNIVERSARY PIN

34. Calendar. The EME Calendar is not being used by many members. It is purposed that a printable Calendar be made available on the Website and the production of the Calendar cease. All BOD members agreed. 2009 will be the last calendar produced. Admin Cmte

Action: Admin Cmte to implement website initiative.

President's Note: Issue to be retabled at August Meeting to discuss impact on retired Fund Lifetime Members. Br CWO to discuss concerns received. Tabled

35. Pin. The Anniversary Pin will remain in production.

MEMORIAL SPONSORSHIP

36. A proposal to implement a Memorial sponsorship in the name of the late Colonel Karen Ritchie was presented. She was a large contributor to the LFCA bonspiel and sponsored a Craftsmen team for the last 10 years. It is proposed that a memorial sponsorship be initiated under all the EME sanctioned sport activities.

37. All members like the idea of the sponsoring of a team but not in memoriam of a person. It was decided instead that the EME Branch Fund will sponsor a Craftsman or Second Lieutenant team for each activity. This initiative will support :

Admin Cmte

- a. the same sport activities as the EME Branch Sports Award except for the National Hockey;
- b. up to a max of \$200.00 per activity; and
- c. will begin in Budget year 2010.

Action: The Admin Cmte will update constitutional and year 2010 Budget accordingly.

Admin Note: Br CWO to discuss

ROUND TABLE

AIR COM Rep – CWO Fougere

38. Anniversary Pins. When pins are distributed, lists may be outdated and people may have moved. Pins will be distributed in Jan before posting season.

Br Adjt

39. Lack of Accoutrements. Members indicate there is a lack of EME Accoutrements available through supply specifically cloth cap badges and collar dogs. Members are asked to bring their issues through their chains of command to the Branch CWO.

All members

Secretarial Note: Cmdt CFSEME to address issues of quality and quantity directly with Mr Peckover of GCKS in an effort to resolve and will report progress at next meeting.

LFWA Rep – MWO Pettit

40. LFWA Golf. 2009 Golf Tournament will be held 11 – 13 June.

41. Remembering our Troops. It is proposed that the Branch forward Christmas cards to all members who are overseas on tour over Christmas. Col Myers will investigate this initiative.

Chairperson

Chairperson – Col Myers

42. EME Journal. Feedback is needed about the Journal, specifically what do the soldiers want to see and is it being used correctly to distribute our Regimental message. All Members

Action: All members asked to canvass their area and report at the next meeting.

43. EME Regimental Commander Coin. A Regimental Commander Coin proposal will be presented at the next meeting. The coin is to recognize a soldier in front of his/her peers at an official presentation by the Brand Advisor. Chairperson

Action: Tabled for next meeting.

44. Budget 2009. The 2009 Budget was amended and approved as follows: Br Adj

- a. remove bursary and scholarship awards;
- b. remove EME Calendar revenue for year 2010 (but Admin Cmte to seek revenue owed for past issues);
- c. remove all expenses for EME Calendar;
- d. insert EME Educational Grants in the amount of \$7500.00; and
- e. insert Regiment Sponsorship in the amount of \$1400.00 for year 2010 budget.

45. GICs. The Board has agreed that some of the money will remain available in cashable/liquid state for Budgetary items. The Admin Cmte is to invest the following and report status at every meeting: Admin Cmte

- a. purchase 4 fixed/locked GICs in the amount \$20K each to come due consecutively in 2011, 2012, 2013, 2014; and
- b. leave the remaining balance in cashable GIC.

46. Next Meeting. The next meeting will be held 12 August 2009 at CFSEME Borden. Br Adj

47. Adjournment. Meeting adjourned at 1450 hours.

M. McCluskey
Captain
EME Br Adjt

N. Jardine
Lieutenant-Colonel
Admin Committee Chairperson

S.P. Myers
Colonel
EME Br Fund President

Distribution List

All members