

4020 -1 (Corps Adjt)

March 2023

Distribution List

GUILD OF THE CORPS OF ROYAL CANADIAN ELECTRICAL
AND MECHANICAL ENGINEERS BOARD OF DIRECTORS
MEETING HELD AT THE RCME SCHOOL CANADIAN
FORCES BASE BORDEN 0800 HOURS 10 NOVEMBER 2022

ATTENDANCE

<u>Rank / Name</u>	<u>Position</u>	<u>Representation</u>
Col E.J.R.C. Gauthier	Co-Chairperson (Serving)	RCME Guild Committee
CWO (Ret'd) R. Leclerc	Co-Chairperson (Retired)	RCME Guild Committee
Col (Ret'd) T.J. Temple	Colonel Commandant	RCME Guild Committee
LCol C.M.M. Michaud	Admin Cmte Chairperson	RCME Guild Committee
Maj W. Sett	Reserve Rep	RCME Guild Committee
Capt C.S. Plouffe	Secretary/Treasurer	RCME Guild Committee
Lt N.M. Fournier	5 Cdn Div Rep	RCME Guild Committee
CWO K.S Northorp	NCR Rep	RCME Guild Committee
LCol (Ret'd) M. Rugush	LAD Rep (Officer)	RCME Guild Committee
Sgt O.L. Fréchette	2 Cdn Div Rep	RCME Guild Committee
Sgt Davis	4 Cdn Div Rep	RCME Guild Committee
Col C.C. Moyle	Heritage Chairperson	RCME Guild Committee
CWO J.R. Peters	Trg Sys Rep	RCME Guild Committee
Maj M Nixon	Air and Navy Comd Rep	RCME Guild Committee

Absent

BGen (Ret'd) J.C.M. Giguère	Fundraising Chairperson	RCME Guild Committee
WO (Ret'd) B.A. Thorne	LAD Rep (NCO)	RCME Guild Committee
CWO (Ret'd) B. Devlin	LAD Rep (SNCO)	RCME Guild Committee
WO Hagle	3 Cdn Div Rep	RCME Guild Committee

Invited

Maj D.P. Burke	RCME Corps Coordinator (DLEPS 3-4)
BGen (Ret'd) B. Brewer	Co-Chairperson Foundation

SUBJECT	ACTION
1. Col Gauthier thanked everyone for attending and emphasized that everyone can be heard. Everyone's opinions and perspective regarding the Guild are important. You represent each division, all ranks, and the retiree community, you are their voice.	
<u>SECRETARIAL NOTE</u> . Serialized agenda points are not necessarily in order. (Item Closed)	

2.	A motion was made to have the minutes dated 5 April 2022 approved and accepted by the RCEME Guild Committee. Moved by Col Moyle, seconded by LCol (Ret'd) Rugush.	
(Motion carried)		
ACTION ITEMS		
RCEME TRADE COIN		
3.	The CANEX is willing to accept the trade coin project and they have already reached out to Guthrie Wood to get a sample. More to follow.	
(Item Closed)		
RCEME FOUNDATION		
4.	BGen (Ret'd) Brewer provided an overview of the RCEME Foundation including the RCEME Foundation's website, quarterly newsletters, digitization of the Book of Remembrance, museum virtual tour, and the development of the online RCEME Stories.	
5.	BGen (Ret'd) Brewer provided the museum's two year plan which includes expanding the museum's website, digitalizing the Honors, Decorations and Medals book and digitizing the Borden collection. They also provided details of the Archive and Artifact Collection project and discussed hiring a part time Museum Manager.	
6.	The Foundation is making substantive progress with its digitalization mandate, and RCEME Council has been briefed. The Foundation will provide 50% of the museum's 2023 operational costs and will cover 100% of costs for 2024 and beyond.	
(Item Closed)		
CADET UNIT AWARD		
7.	The criteria for presenting the annual Dir RCEME Unit Cadet Award to a deserving Cadet unit associated with the Corps of RCEME in recognition of their significant and outstanding contribution to the cadet movement and its community have been defined and presented to the Board of Directors.	
8.	Only one nomination per year from the Cadet units is received by the Corps of RCEME. Improved communication between the Guild committee and the Cadet units is required to further develop this award. This has proven to be challenging and the committee should consider assigning someone to this task. The next step is to clearly define the award criteria and communicate this with the respective Cadet units.	
9.	A motion was made to redefine the criteria for the Cadet unit award. Proposed by LCol Michaud, seconded by CWO Northorp.	
(Motion carried) (Item Closed)		
SUPPORT TO CADETS		
10.	RCEME affiliated Cadet units initially received financial support for the purchase of RCEME accoutrements, RCEME activities, etc. In the current Constitution, this benefit is not well defined, and it is not currently being used. There are eight RCEME affiliated Cadet units supported by different Reserve and Regular units across Canada.	

11.	Multiple steps are required to be taken before a decision on continuing to support Cadets. The first step is to define the criteria and confirm with Guild members to see if they are interested in supporting this initiative and, if yes, decide what funding will be allocated.	
12.	<p><u>Discussion.</u> The following points were discussed:</p> <ul style="list-style-type: none"> a. <u>Col (Ret'd) Temple (Col Cmdt)</u> – the question on whether to keep the above mentioned benefit needs to be presented to the Guild membership to determine what level of support should be given to the Cadets; b. <u>LCol Michaud (Admin Cmte Chairperson)</u> – the above mentioned benefit has not been given to any of the Cadet units since the Constitution was updated. The Guild exists to benefit Corps of RCME members, not the Cadets or any other organization. They are of the opinion that the benefit should be removed; c. <u>Sgt Davis (4 Cdn Div Rep)</u> - they like the idea of providing this benefit to Cadet units and indicated that communication could be improved. They propose an annual commitment of \$100 for each RCME affiliated Cadet unit, for an annual total of \$800; and d. <u>LCol (Ret'd) Rugush (LAD Rep (Officer))</u> – they mentioned the possibility of Cadet units being confused about the Guild and the Foundation, stating that only one of these organizations should support the Cadets. They support the idea but stated there needs to be a review of how the Cadets would be supported by the Guild and who would be the point of contact. 	
13.	<p><u>Proposed Budget.</u> Col Gauthier proposed waiting until the 2023 budget to determine whether \$800 is feasible, and if so, formally propose the addition of the \$800 to the Board of Directors at the next budget meeting.</p> <p style="text-align: right;">(Item Open)</p>	
MEMBERS RETIREE GIFTS		
14.	This point is a follow-up of the survey held in January 2022. Most of the points were related to the retirement gift as well as a proposal to create a family sport and art scholarship. These points will be brought forward at the next meeting by WO Hagle.	
15.	The Corps Adjt drafted a criteria proposal that the departure (retiree) gift be for Guild members only. The amount proposed would be separated into four groups based on years of membership: 5 - 10 years, 11 to 20 years, 21 to 30 years, and 31+ years and examples of gifts with different price points were provided. Based on the 2022 retirement numbers, it is anticipated that \$20,000 would be required for 2023.	

16.	<p><u>Discussion.</u> The following points were discussed:</p> <ul style="list-style-type: none"> a. <u>Col (Ret'd) Temple (Col Cmdt)</u> - they propose that the retirement gift be a CANEX gift certificate vice a specific item. The Depart with Dignity OPI can then coordinate a desired gift with the member, or the gift card could be given directly to them. This would be easier and would reduce shipping costs (gift card vice a gift); b. <u>Sgt Fréchette (2 Div)</u> – they agreed that a CANEX gift card would cost less in shipping costs, therefore reducing expenses; c. <u>Col Gauthier (Dir RCEME)</u> – they advised that \$20,000 is budgeted for retirement gifts and propose one of the two following options: <ul style="list-style-type: none"> (1) spend \$14,000 on a selected gift with an additional \$6,000 in shipping costs. The Guild receives 10% of the CANEX purchases, however, there is no return on shipping costs; or (2) spend \$20,000 for CANEX gift cards for members who would then be directed to purchase RCEME themed gifts. The Guild would receive 10% of all purchases; <p>Col Gauthier proposed that these options be put to Guild members for a vote.</p> d. <u>CWO Northorp (Corps CWO)</u> – there would be a need to set the dollar amount for the gift card and investigate administration costs; e. <u>Maj Nixon - Air/Navy Comd</u> – they like the CANEX gift card option and note there is a broad selection of RCEME items available; and f. <u>LCol Michaud (Admin Cmte Chairperson)</u> – with the gift card option, the full amount of \$20,000 allocated for this benefit would go directly to the member, increasing the value of gifts as shipping costs (\$6,000) would no longer be an expense. 	
17.	<p>A motion was made to create four groups for retiree gifts based on Guild membership as follows: 5 - 10 years, 11 to 20 years, 21 to 30 years, and 31+ years. Proposed by Lt Fournier, seconded by Maj Nixon.</p> <p style="text-align: right;">(Motion carried) (Item Open)</p>	
RESERVE – MEMBERSHIP UPDATE		
18.	<p>The Guild membership increased by 17 Reserve members since the last Board of Directors meeting, for a total of 26. These new members were recruited from summer training courses in Borden. To keep increasing membership, communication is essential, and activities such as recruiting at the RCEME School, consulting with Reserve representatives and communicating Guild membership benefits need to continue.</p> <p style="text-align: right;">(Item Closed)</p>	

NEW BUSINESS	
RCEME GUILD SCHOLARSHIP BURSARY WINNER	
19.	RCEME Guild scholarship bursary nominations were presented to the board. A motion was made to accept all 2022 scholarship bursary applications. Proposed by LCol Michaud, seconded by Col (Ret'd) Temple. (Motion carried)
HERITAGE UPDATE	
20.	<p><u>Heritage Committee</u> – the Heritage Committee presented the following points:</p> <p>a. <u>Book of Remembrance (BOR)</u> - a significant activity occurred in Kingston on 22 October 2022 with the opening of the virtual BOR. The BOR was funded (total cost of \$50,000) by the Directorate of History and Heritage. The physical BOR is located at the RCEME School in Borden behind glass and its condition is deteriorating. The committee will take responsibility for adding the names of RCEME members who have died in service. Some of rules for adding deceased members to the BOR have changed to represent the reality of service today. For example, if a member passes while on exercise, they will be entered into the BOR like a member who passes while on operations. This is because the death is in service to Canada; and (Item Closed)</p> <p>b. <u>Jiffy Jeeps</u> - the expectation is that this topic will be addressed during the next regional council meeting. The Guild cannot provide a Jiffy Jeep to a given location unless the region is prepared to accept it. When the committee establishes the distribution plan within the CAF and defines how many Jiffy Jeeps are required, the next step will be to discuss funding options. The Directorate of History and Heritage may not provide funding to purchase jeeps, however, the Guild and/or Foundation can support if supported/planned. (Item Open)</p>
21.	<p><u>Museum committee</u>. The contract between the RCEME and C&E museums is still a draft and should be completed by the of end December 2022 or shortly afterwards. Most of the museum's effort is currently focused on digitalizing and making the museum accessible across the country. (Item Open)</p>
22.	<p><u>100th Anniversary Single Malt</u>. Discussion points on subject include:</p> <p>a. one of the principal activities for the 100th Anniversary of the Corps of RCEME is the purchase of a single malt scotch or whiskey. Research has been done reference different organizations across Canada to see who could provide this product, but there is only one company that does this. Col (Ret'd) Temple is requesting approval for \$15,000 from the Guild to procure a 25 year single malt whiskey. The Guild will cover the purchase of the keg and the storage until 2044. There will be an additional cost at the end of this process as the whiskey will have to move from the keg to bottles, and then be shipped to various locations within Canada;</p>

<p>b.</p> <p>c.</p>	<p>the cost of a 25 year old bottle of whiskey it \$500/bottle. If a cask is purchased and stored, the estimated cost is \$115/bottle plus shipping, for a total approximate cost of \$140/bottle;</p> <p>some of the identified challenges with this initiative include the following:</p> <ul style="list-style-type: none"> (1) finding a distillery that can produce a good 25 year-old scotch or whiskey could be difficult; (2) the need to determine how many bottles a cask would provide; and (3) how would the whiskey orders be administered, i.e., maintaining a purchaser list for over 23 years. 	
<p>23.</p> <p>a.</p> <p>b.</p> <p>c.</p> <p>d.</p> <p>e.</p>	<p>Discussion. The following points were discussed:</p> <p><u>LCol Michaud (Admin Cmte Chairperson)</u> - if the Guild invests now, there will be an administrative burden with the management of a purchaser list. They also note that there would be difficulty finding a Guild member to manage the list, particularly when monies go to the Corps of RCEME and not necessarily to the Guild members;</p> <p><u>Sgt Fréchette (2 Div Rep)</u> - is there some protection if the company shuts down prior to the distribution of the whiskey? The answer to this is that the Guild would own the barrel and it would be stored at a cost of \$100 a year in a controlled environment;</p> <p><u>Sgt Davis (4 Div Rep)</u> - they asked if this initiative would be profitable for the Guild. They were advised that the total cost of a bottle, is approved, would be \$140/each with a 10% return to the Guild;</p> <p><u>Maj Burke (invited member)</u> - the current price for bottling is \$15/bottle, what guarantee is there that the price in 23 years would be the same? and</p> <p><u>Col Gauthier (Dir RCEME)</u> - there is a concern with regards to risks and inflation and they need to be defined and managed and they are not sure if this is the time to commit \$15,000 from the Guild without more data and discussion (the \$115/\$140 cost is in question). As well, the administrative tasks need to be defined which includes collecting and investing funds. An expert may be required to review the costs associated with this purchase which may include determining different prices for Guild and non-Guild members. They also suggest consideration of assorted products (wine, beer, etc.) in order to be more inclusive.</p>	<p>(Item Open)</p>

CORPS SECRETARIAT	
24. <u>Dir RCEME Award</u> . The Dir RCEME award distribution stated in the Constitution is outdated. Maj Burke proposed the following distribution - \$100 per region for Regular, Reserve, and retired members and Public Servants for a total of \$2,000 and two National awards (one for Regular Force members and one for Reserve Force members) at \$250 each for a total of \$500. Proposed by Maj Burke, seconded by Col (Ret'd) Temple.	(Motion carried) (Item Closed)
25. <u>Dir RCEME Coin Update</u> . The current coin supplier has indicated that inflation will affect the purchase price of future orders and the vender will no longer accept orders of less than 100 coins. The cost of coins, including shipping, is expected to be \$1,800 to \$2,000 for 100 coins. The supply of coins that last three to four years. The Corps Secretariat will look for a new supplier closer to the Ottawa region, who would support smaller quantity orders. Consideration is also being given to a new design for the coin.	(Item Closed)
LAD NETWORK	
26. <u>Closing a LAD</u> . There are currently no rules or regulations on how to close a LAD except for suspension or a revocation. A motion was made for the Guild to accept two criteria that can be used to close, or suspend a LAD as follows:	
a. the LAD applies for a restructure; or	
b. the LAD makes an application to close.	
This motion was proposed by Col (Ret'd) Temple, seconded by Maj Nixon.	(Motion carried) (Item Closed)
EMERGENCY FUND	
27. The Constitution states that emergency funds are available to all members of the Corps of RCEME community and discussion on whether this benefit should be available to Guild members only took place. Currently, there is no proposal to change this benefit and it remains available to all members.	(Item Closed)
<u>SECRETARIAL NOTE</u> . A proposal to raise the emergency fund amount from \$200 to \$500 will be discussed and voted on at the next budget meeting.	
BEREAVEMENT	
28. Paragraph 26 of the Constitution states "...is to offer a letter was written condolence to the surviving immediate family on behalf of the RCEME Guild...". A motion was made to replace the "written letter" by "... is to offer \$50.00 available for condolence to the surviving immediate family on behalf of the RCEME Guild...". Proposed by Capt Plouffe, seconded by Maj Nixon.	(Motion carried)
REVIEW OF 2022 BUDGET	
29. The 2022 budget was presented and included the total funds collected and expenses incurred to date. The 2022 budget will not be finalized until the end of the fiscal year and will be closed at the spring's Board of Directors meeting.	(Item Open)

2023 BUDGET	
30. The allocated funding for the purchase of a new Jiffy Jeep was removed from the 2023 budget. If the project is approved, this item will be discussed at the next budget meeting.	
31. It was proposed that a copy of the amended budget be sent to all Board of Director members for a secretariat vote by email.	
<u>SECRETARIAL NOTE.</u> The amended budget was forwarded to all members for a vote on 8 December 2022. The vote was in favour to accept the amended budget.	
(Item Closed)	
BANK ACCOUNT	
32. The status of the Guild's bank accounts was presented to all Board of Directors for their information.	
(Item Closed)	
ROUND TABLE	
33. <u>WO Thorne (LAD Rep (NCO)).</u> They mentioned that there is a lack of RCEME products at the Western coast CANEX locations.	
34. <u>CWO Northorp (NCR Rep).</u> In response to the comments by the LAD Rep (NCO), CWO Northorp stated that they are working with CANEX regarding kit shop inventory and online sales.	
35. <u>Dir RCEME.</u> It is important to have all the areas represented during these meetings to ensure wide-ranging communication and sharing of information to all regions and areas so the diversity of RCEME members can be represented. In addition to representing membership diversity, representation with knowledge of the needs and wants of Guild members at the tactical level is essential.	
(Item Closed)	
CLOSING REMARKS	
36. Both Co-Chairpersons thanked all for the professional discussions, opinions, and perspectives that were shared. They like where the Guild is going but acknowledge that there is still a lot of work that needs to be done. A significant effort is required to manage funds and time. It is imperative that funds are used for the Guild membership and that all continue to raise pertinent initiatives. Communication is key to the success of the Guild.	

ADJOURNMENT	
37.	The next Board of Directors meeting is scheduled virtually 1300 hours 26 April 2023.

**GAUTHIER,
ETIENNE
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E.J.R.C Gauthier
Colonel
RCEME Guild Co-Chairperson (Serving)



R. Leclerc
Chief Warrant Officer (Retired)
RCEME Guild Co-Chairperson (Retired)

Distribution List (Electronic Distribution Only)

Action

As per Opened Action Items

Information

All Board of Directors Cmte Members
RCEME Guild Membership

