

4020 -1 (Corps Adj))

March 2024

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 0900 HOURS 24 NOVEMBER 2023

ATTENDANCE

<u>Rank / Name</u>	<u>Position</u>	<u>Representation</u>
Col A.B. Lapointe	Co-Chair (Serving)	Board of Directors
Col J.G.Y. Raymond	Heritage Committee Chair	Board of Directors
LCol M.E. Champagne	Admin Committee Chair	Board of Directors
LCol W. Sett	Reserve Rep	Board of Directors
Maj C.N. Rideout	Air and Navy Rep	Board of Directors
Capt A. Mari	Secretary/Treasurer	Board of Directors
Capt A. Kaintura	5 Cdn Div Rep	Board of Directors
CWO A.G Auger	NCR Rep	Board of Directors
CWO J.R. Peters	Training System Rep	Board of Directors
MWO (Ret'd) T. Murphy	LAD Rep (SNCO)	Board of Directors
WO (Ret'd) H. Schwab	LAD Rep (NCO)	Board of Directors
Sgt D.R. Davis	4 Cdn Div Rep	Board of Directors
MCpl B.L. Muff	2 Cdn Div Rep	Board of Directors

Absent

MWO K.W. Lewis	3 Cdn Div Rep	Board of Directors
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Invited

BGen (Ret'd) S. Kennedy	Vice-Chair	RCEME Foundation
Maj J.O. Fontaine	Corps Secretariat Staff	RCEME Guild Member
MCpl I. Legault	Corps Adj Assistant	RCEME Guild Member
Cpl J.R. Cannell	Base Borden Rep	Admin Committee

SUBJECT	ACTION
1. Col A.B. Lapointe thanked everyone for attending and emphasized that everyone can be heard. Everyone's opinions and perspective regarding the Guild are important. Board members represent each division, all ranks, and the retiree community as their voice. <p style="text-align: right;">(Item Closed)</p>	
2. Capt A. Mari confirmed the members who were allowed to vote, and introduced the new board members: Maj Rideout – Air and Navy Bases Rep and MWO (Ret'd) Murphy – Senior NCO LAD Rep. <p style="text-align: right;">(Item Closed)</p>	

RCEME FOUNDATION	
3. BGen (Ret'd) Kennedy provided an overview of the governance model of the RCEME Corps including the roles and mandates of the RCEME Council, the RCEME Foundation and the RCEME Guild.	
4. They also provided an update on different digital projects, including delivered projects such as the completed Keela Donor Database, the digital Book of Remembrance (BoR), and some RCEME short stories. They also discussed in-progress projects including the upcoming installation of a donor wall at the RCEME Museum.	
5. The Foundation is looking into education as both a fundraising tool and to connect with the next generation. The Cadet Scholarship is being discontinued due to added confusion with the Guild Bursary.	
ACTION ITEMS	
CADET UNIT AWARD & SUPPORT TO CADETS	
6. Award for Top Cadet Unit was discussed in previous minutes at \$500 monetary grant. It was discussed that the plaque would be more suitable. Corps Adjt was directed to contact CO Regional Cadet Support Unit (RCSU), LCol J.R.P Guidoin. Corps Adjt reached out and LCol Guidoin offered to setup a meeting to discuss needs of each cadet unit as some units may prefer plaque and some may prefer a monetary award.	
7. Under support to cadets, RCEME affiliated Cadet units used to receive financial support for purchase of RCEME accoutrements, activities, etc.; the constitution is not well defined to outline this support as there are 8 RCEME affiliated cadets units supported by different reserve and regular units across Canada. Addition of \$800 was proposed in previous minutes but was not finalized as Corps Adjt had to follow-up with LCol Guidoin.	
8. Corps Adjt intends to follow up with LCol Guidoin and Admin Cmte Chair in early 2024 for further clarification regarding the type of awards (plaque or monetary) that may suit different units better and how the RCEME Guild can support the cadets. (Item Open)	Corps Adjt
MEMBERS RETIREE GIFTS	
9. From November 2022 minutes para 14, former 3 Div Rep, WO Hagle took a task to research and propose Family and Art scholarship. Current 3 Cdn Div Rep, was not available during board meeting, Corps Adjt to follow up. (Item Open)	3 Div Rep
10. Discussion from the previous meeting included exploring the CANEX gift card option to include cards from other outlets for retired members. Previous survey results indicated that members preferred the flexibility of gift cards. Further discussion regarding the dollar amounts for the gift cards based around years of service are needed.	
11. <u>Discussion</u> . The following points were discussed: a. <u>Col A.B. Lapointe (Co-Chair)</u> – They suggested that a business analysis be conducted which looks at: (1) Number of retirees per year and their membership with Guild needs to be looked at to compare against the amount allocated. This would be based upon the previously proposed ‘tiers’ of years of membership.	

<p>(2) Depending on the findings, the amount given to retirees might be increased or decreased. This may free up funding for other Guild needs.</p>	
(Item Open)	
Corps Adj	
DRCEME Group Award & RCEME Coins	
<p>12. Maj J.O. Fontaine provided a background on the RCEME coins with a note that such coins were never formally written into the Constitution.</p>	
<p>13. Maj J.O. Fontaine mentioned that there is not currently an award for group activity and proposed a RCEME Frame of Excellence that would include two coins such that both faces would be visible and to include the Coin and Frame into the Constitution directly below the DRCEME award paragraph.</p>	
<p>14. A motion was made to accept the proposed By-Law #1 update to include 3 paragraphs which formalize both the DRCEME Coin of Excellence and the new DRCEME Frame of Excellence to the Constitution as follows:</p> <p>a. The intent of this benefit is to ensure proper and fast recognition of individuals who, by their actions or behaviour, have contributed beyond the call of duty to instill a sense of pride in our Corps. The flexible and rapid process of awarding the RCEME Coin/Frame of Excellence will allow Director RCEME to quickly recognize individuals who would not otherwise be acknowledged by other national awards and recognition programs. The RCEME Coin/Frame of Excellence award is not designed to replace other awards, but rather to provide another means to quickly convey recognition for achieving “<i>RCEME excellence</i>”. Nominations are to be submitted as per the RCEME Coin/Frame of Excellence Constitution. The awards will be as follows:</p> <p>(1) <u>DRCEME Coin of Excellence</u>. These Coins of Excellence are designed to quickly recognize individuals who have gone above and beyond in areas of Arte and/or Marte. These coins are presented at the discretion for DRCEME to recognize excellence through innovation, dedication, leadership, teamwork, ingenuity, determination, and the ability to surpass expectations on a professional level. A cash amount of \$400 will be available yearly to procure coins.</p> <p>(2) <u>DRCEME Frame of excellence</u>. These framed awards are designed to quickly recognize groups of 5 or more RCEME personnel who have gone above and beyond in areas of Arte and/or Marte. Like the Coin of Excellence, these frames are presented at the discretion for DRCEME to recognize excellence through innovation, dedication, leadership, teamwork, ingenuity, determination, and the ability to surpass expectations on a professional level. A cash amount of \$400 will be available yearly to procure these frames.</p>	
<p>15. Presented by Maj J.O. Fontaine, motion proposed by Col A.B. Lapointe, seconded by Capt A. Mari, approved by the majority.</p>	(Motion carried)
<p>16. Motion made to accept minutes from July 2023. Proposed by Capt A. Mari, seconded by Col A.B. Lapointe, approved by the majority.</p>	(Motion carried)
NEW BUSINESS	
BEREAVEMENT FUND	
<p>17. Paragraph 20, By-Law # 1 of the Constitution states “...<i>is to offer written condolence to the surviving immediate family on behalf of the RCEME Guild...</i>”. A motion was made in November 2022 to replace the “<i>written letter</i>” by ... “<i>is to offer \$50.00 available for condolence to the surviving immediate family on behalf of the RCEME Guild...</i>”.</p> <p>Should the \$50.00 benefit be only available to deceased Guild members or their family as well?</p>	

<p>18. <u>Discussion.</u> The following points were discussed:</p> <p>a. <u>Col A.B. Lapointe (Co-Chair)</u> – They mentioned that there currently isn’t a defined limit for who is considered the immediate family and that attempts to do so will most likely result in some individuals not qualifying. They suggested changing the wording to say, “up to \$50.00”.</p> <p>b. <u>CWO J.R. Peters (Trg Sys Rep)</u> – They mentioned that it may not be feasible to execute for individuals beyond RCEME Guild and RCEME Corps members.</p> <p>c. <u>Capt A. Kaintura (5 Div Rep)</u> – They suggested that the \$50.00 be kept for the member, but delegate written letters for members who have lost a loved one down to the regional rep.</p> <p>d. <u>Col J.G.Y. Raymond (Heritage Cmte Chair)</u> – They would remove the money entirely and rely on discretionary funds to purchase gifts for the surviving family. There are already funds available for extraordinary circumstances.</p> <p>e. <u>LCol M.E. Champagne (Admin Cmte Chair)</u> – They are concerned about the optics of removing the funds that were already added to the Constitution.</p> <p>f. <u>Capt A. Mari (Corps Adjt)</u> – Agrees that the wording should be left as-is and reevaluate later to see the financial impact of the recent change.</p>	
<p>19. Motion was proposed to update the wording of paragraph 20 (By-law#1) of the Constitution from “...<i>is to offer \$50.00 available...</i>” to “... <i>up to \$50.00 is available...</i>” Proposed by Col A.B. Lapointe, seconded by Capt A. Mari, approved by the majority.</p>	
<p>(Motion carried)</p>	<p>Corps Adjt</p>
<p>RCEME Books</p>	
<p>20. Currently there are over 200 copies of each of the following RCEME books: “One week in the life of RCEME” and “Afghanistan: A Canadian Story 2001-2014” at the RCEME School. Canex could be an option to sell and distribute these books. Currently, Canex is willing to buy 20 copies of each and will return them if unsold. Canex willing to sell books through on their website at \$29.99 which includes shipping.</p>	
<p>21. A motion was made to sell the books through Canex. Proposed by Capt A. Mari, seconded by LCol M.E. Champagne, approved by the majority.</p>	
<p>(Motion carried)</p>	<p>Corps Adjt</p>
<p>GUILD MEMBERSHIP STATUS</p>	
<p>22. Guild’s current membership strength was shown to the board. Enrollment is primarily conducted through the RCEME School. To increase membership, Corps Adjt recommended to continue using the RCEME School, reintroduce a continuous newsletter to educate members of the benefits, and look into a membership portal. Investigate having a Reserve Rep to increase enrolment from Reserve RCEME units.</p>	

<p>23. <u>Discussion.</u> The following points were discussed:</p> <p>a. <u>Col J.G.Y. Raymond (Heritage Cmte Chair)</u> – They noted that the biggest ongoing issue for the Guild has been communication. They suggest the creation of a communication team so that there is a central portal to disseminate information from. This should not be the responsibility of the Corps Adj.</p> <p>b. <u>Col A.B. Lapointe (Co-Chair)</u> – They are concerned with current Guild issues and filling current positions, any solution should come from utilizing existing resources rather than expanding. Asked about previous proposal of converting the funds from the LEMS Journal into a contract for a communications specialist for the Corps.</p> <p style="text-align: right;">(Item Closed)</p>	
LAD NETWORK	
<p>24. <u>Vacant Position.</u> There is an ongoing issue with soliciting volunteers for the four retiree BOD positions due to the passing of the RCEME Col Cmdt. The filling of the Col Cmdt position should be anticipated to take at least one to two years.</p> <p>25. LCol W. Sett volunteered to reach out to the LAD Presidents on behalf of the Guild to gather more information and report back to the board.</p> <p style="text-align: right;">(Item Open)</p>	Reserve Rep
CHANGES TO CONSTITUTION	
<p>26. Motion to change 5 Div Cdn Rep’s Rank to either Lt/Capt. Proposed by Capt A. Mari, seconded by Col A.B. Lapointe, approved by the majority.</p> <p style="text-align: right;">(Motion carried)</p>	
BURSARY RESULTS AND ISSUES	
<p>27. MCpl B.L. Muff (2 Cdn Div Rep) discussed a suspicion of plagiarism with an applicant.</p>	
<p>28. <u>Discussion.</u> The following points were discussed with regards to plagiarism and applicants’ effort:</p> <p>a. <u>Col A.B. Lapointe (Co-Chair)</u> – Noticed that a few applicants made no link to the RCEME Corps. They didn’t want to provide bursary money to those who failed to meet the criteria. Also, they noted that the content of the essay should be more important than spelling and grammatical errors. They suggested that in the future, the total allocated amount for the bursary could be redistributed among the number of successful applicants.</p> <p>b. <u>LCol W. Sett (Reserve Rep)</u> – Noted that in the past, the Guild accepted applicants who cut and paste from books and websites.</p> <p>c. <u>LCol M.E. Champagne (Admin Cmte Chair)</u> – Shared the view that there were some who didn’t meet the criteria. Also noted that plagiarism is an entirely different issue, and that applicant shouldn’t receive the bursary.</p>	

<p>d. <u>CWO J.R. Peters (Trg Sys Rep)</u> – They mentioned that the call letter should be updated with regards to effort and plagiarism. They also raised the point as to whether applicants should be penalized for following the existing call letter.</p>	
<p>29. Motion to exclude the applicant with plagiarism from further consideration and accept all other applicants. Proposed by Col. A.B. Lapointe, seconded by CWO J.R. Peters, approved by the majority.</p> <p style="text-align: right;">(Motion carried)</p>	
<p>30. Review call letter for next year’s applicants, to discuss changes regarding explicit references to plagiarism, and overall criteria.</p> <p style="text-align: right;">(Item Open)</p>	Corps Adjt/ Corps Staff
CORPS ADJT UPDATES/PRIORITIES	
<p>31. Random Draw of 8 for Guild membership awards at \$250 will be completed at the WO Muise Hockey Tournament in Borden.</p> <p>32. Guild finances need constant care, and updating the constitution is in progress.</p> <p>33. Digitizing the Guild sign-up process through a QR Code on the RCEME website is now live (sign-up link).</p> <p>34. Distribution of RCEME Guild loyalty coins, the emails will be sent out to eligible members.</p> <p>35. No more cash transactions, all transactions are through e-transfers or cheque or through NPF GL accounts.</p> <p style="text-align: right;">(Item Closed)</p>	
INTRODUCTION OF NEW BENEFITS TO MEMBERS	
<p>36. Corps Adjt introduced Perkopolis and TD insurance, which will give preferred prices and discounts to Guild member. This partnership requires the Guild to release nominal roll for member verification.</p>	
<p>37. <u>Discussion</u>. The following points were discussed regarding the handover of nominal roll:</p> <p>a. <u>CWO J.R. Peters (Trg Sys Rep)</u> – The board should solicit the members before any release of personal information is to occur.</p> <p>b. <u>Col A.B. Lapointe (Co-Chair)</u> – Members might be uncomfortable with their names and emails being sent out to a third party without their consent. However, should this be accepted, it can be used as a recruitment tool for the Guild as long as a robust comms plan is enacted to educate potential new members.</p> <p>c. <u>Capt A. Mari (Corps Adjt)</u> – The information provided would not be used for spam emails but solely to verify information that members submit themselves upon enrollment with Perkopolis and TD Insurance. The benefits of these programs would be in addition to benefits administered by CFOne.</p>	

<p>d. <u>LCol M.E. Champagne (Admin Cmte Chair)</u> – Wishes to have more information regarding how other groups such as the CMEA have worked with these or similar programs.</p> <p>e. Capt A. Mari will look into these programs further and will report back to the Board.</p> <p style="text-align: right;">(Item Open)</p>	Corps Adjt
EMERGENCY FUND	
<p>38. Motion to change from \$200 to \$500. Proposed by LCol M.E. Champagne, seconded by CWO J.R. Peters, approved by the majority.</p> <p style="text-align: right;">(Motion carried)</p>	
<p>39. Motion to rename the Emergency Fund to the RRR Fund. Proposed by CWO J.R. Peters, seconded by Col. A.B. Lapointe, approved by the majority.</p> <p style="text-align: right;">(Motion carried)</p>	
BANK ACCOUNT	
<p>40. The status of the Guild’s bank accounts was presented to all Board of Directors for their information.</p> <p style="text-align: right;">(Item Closed)</p>	
REVIEW OF 2023 BUDGET	
<p>41. The 2023 budget was presented and included the total funds collected and expenses incurred to date. It was reminded that the Guild budget is based on a calendar year.</p> <p style="text-align: right;">(Item Closed)</p>	
2024 BUDGET	
<p>42. The 2024 budget was presented to the board, most expenses and revenue remained same as 2023. For general Guild operations, accoutrements allocated amount was increased while heritage fund raising budget was decreased.</p> <p>43. Under benefits to the members and the Corps, RCEME sporting event, jiffy jeep sponsorship and emergency funds were increased to facilitate rising costs.</p>	
<p>44. Motion to accept the 2024 budget as presented. Proposed by Capt. A. Mari, seconded by MCpl B.L. Muff, approved by the majority.</p> <p style="text-align: right;">(Motion carried) (Item Closed)</p>	
ROUND TABLE	
<p>45. <u>LCol W. Sett (Reserve Rep)</u> They mentioned that there is a recent loss of history and knowledge of the Guild. Going forward there should be a communique to members about where that information can be found.</p>	
<p>46. <u>Capt A. Mari (Corps Adjt)</u> They requested to investigate getting an additional civilian to aid with Corps Adjt duties or more involvement from Board Members</p>	
<p>47. <u>Col A.B. Lapointe (Co-Chair)</u> In response to the Corps Adjt’s request, they noted that the likelihood of getting additional outside aid would be unlikely for the next few years. However, there is work being done to create a full-time officer position to handle the duties year-round.</p> <p style="text-align: right;">(Item Closed)</p>	

CLOSING REMARKS	
48. The Co-Chairperson thanked all for the professional discussions, opinions, and perspectives that were shared. They are content with 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. Communication is a key to the success of the Guild.	
ADJOURNMENT	
49. The next Board of Directors meeting is scheduled virtually for 26 May 2024 .	

A.B Lapointe
Colonel
RCEME Guild Co-Chairperson (Serving)

Distribution List (Electronic Distribution Only)

Action

As per Opened Action Items

Information

All Board of Directors
RCEME Guild Membership