

SIGN AND RETURN TO CHUCK ROLFE



FC
DA
1962
FOUN
André Desrochers
Leo Goneau
Terry Havik
Sam Semple
Michael Walsh
First President:
Stanley F. Watts

MINUTES OF THE 1ST CNDA BOARD OF DIRECTORS MEETING

13 March 1990

1. The meeting was called to order at 2005 hrs by the National Vice President, Leo Goneau at Dartmouth, N.S. In attendance were:
Wayne Catchpaugh Phil Frazier Louise Burns - Ottawa Membership Director
Andy Desrocher Leo Goneau Chuck Rolfe - Ottawa Secretary/Treasurer
2. There were no previous Minutes to approve.
3. The only correspondence of note was that from the Ottawa Chapter.
4. Leo Goneau stated that Vern Melanson, National President, was extremely ill and that Charley Doyle was on holiday in the Southern States, therefore neither could attend this meeting.
5. OLD BUSINESS: (A) It was noted that the newly established Western Chapter in Victoria, B.C. had not as yet requested formal affiliation with the National Association. It was decided that Chuck Rolfe would get in touch with them to request that they make a formal application to become a member of CNDA, which would then be the official record on file that the Western Chapter would be a member.
(B) When the Western Chapter becomes a member of CNDA it is their intent to host the 1991 National Divers Reunion in their region. The National Association supports the host Chapter in their Reunion endeavours by providing a one-time grant of monies from the National Account. Dave Pilot informed Chuck Rolfe that a sum of \$618.00 was returned to Charley Doyle in late 1989 when he left the Association as he lived in the interior of B.C. and could not effectively make arrangements to run the Reunion from there. Charley Doyle and Vern Melanson have signing authority for the National Account in the Royal Bank located on Pleasant St. in Dartmouth, N.S. Some funding will have to be provided to the Western Chapter for the Reunion and it was noted that all or part of this grant should be reimbursed to CNDA National by the Reunion host Chapter should the Reunion have an excess of money when it is completed over and above what was allocated to assist in the operation of it.
(C) After some discussion as to whether it is prudent to hold the following Reunion(1994) on the East Coast or in Ottawa, it was tentatively agreed that the best choice would be Ottawa in 1994. This choice would be finalized at the National Board of Directors meeting to be held during the 1991 Reunion on the West Coast.
(D) Chuck Rolfe provided the National Directors with copies of the Constitution, which had some minor revisions in it, and stated that the Ottawa Chapter adheres to it relative to those parts that affect Chapters. It is imperative for the well being of the Association that the Constitution as revised be fully accepted at an early date, therefore copies will also be forwarded to the Western Chapter for their review and comments. The very latest date for final approval would be at the Directors meeting at the 1991 Reunion.
(E) Some time was spent discussing the proposal by Ottawa that they should publish a National Newsletter for our membership, as it was felt that many of the members could lose interest in the Association and its Chapters if we did not communicate with them on a regular basis - it was proposed that this regular basis would be every 3 or 4 months. Leo noted that Chuck Rolfe had rejuvenated the Association somewhat through the various methods of

munication he has instigated over the last two years. Leo wondered what would happen if national newsletter was up and running just when Chuck retires from his job with Trans-Canada in two years time - who would produce the newsletter then? Chuck stated that has no doubts that the people he is working with in the Ottawa Chapter would continue preparing it, however one must keep in mind that any one of the other Chapters should be capable of doing it also. Chuck also informed those present that he could produce the master copy from wherever it is that he relocates in Canada upon retirement, however son would be required to reproduce it in the amounts required to send it out to all the members of CNDA. It was noted also that mailing costs are presently .39¢ to mail out 5 pages of paper with material printed on both sides - that would mean 10 pages of information could be sent for that price, to be cost efficient. We would need information forwarded to us by both coasts and DCIEM, as well as having pertinent newspaper articles about Canadian Navy Divers activities in Canada be sent to us by our membership wherever they find them. Additionally, the extremely popular articles about our Diver's histories and experiences should be expanded considerably. This will make it an urgent requirement for all our members to send this information to Chuck Rolfe in order for him to work up the data he receives into a reasonable story. It was also suggested that, as well as providing copies to FDU(A) FDU(P) and DCIEM, an extra 3 copies should be sent to HMCS CORMORANT's Wardroom, C&PO's Mess and the Hand's Mess, and it was agreed that we should do so to keep them informed of any happenings that may be of interest to them.

(F) The proposal put forth by the Ottawa Chapter to produce a distinctive CNDA Blazer Jacket Crest was considered - the draft copy showing a silver hardhat superimposed over a red maple leaf on a black 4 inch diameter background was selected as being the most representative one of CNDA. Phil Frazier will check into price quotes, as will Chuck Rolfe, for quantities of 100, 250 & 500 crests - both the sewn style and also the gold wire type. Phil mentioned that this design is very similar to one produced on the West Coast - which has a mountainous background though.

6. NEW BUSINESS:(A) Ottawa Chapter proposed that the National Board of Directors be comprised of at least two Directors from each of Eastern, Western and Ottawa Chapters, with at least each Chapter President arbitrarily become a National Director upon them assuming their Chapter's Presidency(per CNDA CONSTITUTION, ARTICLE IV, SECTION 3.). A vote should be taken annually by said Directors to elect a National Chairman to be in charge of the National Association during his tenure in office. There shall also be a Secretary/Treasurer appointed by the National Association's host Chapter to assist the National Board of Directors to conduct the Association's business. It was resolved that as of the Board of Directors meeting on the West Coast at the 1991 Reunion, this policy would come into effect legally, with each Chapter naming at least their two National Directors for that meeting.

(B) It was then proposed that the Ottawa Chapter become the host Chapter to operate the National HQ Office as of the date of this meeting. Considerable discussion occurred as to what would happen to the National Office when Chuck Rolfe retires - would it continue to operate effectively? Chuck stated that of course it would, the Ottawa Chapter is a dynamic group of people who would always look after the best interests of National, no matter what person drops out of it. It should be remembered also that it is not the intent of Ottawa to conduct the National Office business forever! The CNDA National Headquarters should be moved on a 3 to 5 year basis in order for each Chapter to have their fair share of taking care of the business. The National's Bank Account would be reported on a quarterly basis and an annual audit report would be prepared by the Treasurer. The Secretary/Treasurer will be required to open a bank account immediately monies are forthcoming from the Treasurer on the East Coast. The consensus was that the National Headquarters Office will be transferred to Ottawa immediately and that Chuck Rolfe be appointed the interim National Secretary/Treasurer until the Board of Directors meeting at the 1991 Reunion, when the appointment will again be considered.

(C) It was explained that one of the most vital requirements of any organization is to know where to write or contact their people, and to be able to communicate with them from time to time. Without knowing where ones comrades-in-arms are located we are unable to invite them in Reunions, BBQs, meetings, or even to help a buddy locate another who he has lost track of over the years. Since the founding of the Ottawa Chapter the organization has been able to locate over 25 WWII Divers, many of whom have been encouraged to contact their friends

friends from that era with whom they have not conversed with for many decades - all from the Communication List provided them from the Ottawa Chapter! This Chapter has appealed to all Divers to let them know of others whose names, addresses and phone numbers do not appear on the List. The National Office supports in every way this tremendous undertaking and urges everyone to provide at least one new name to Chuck Rolfe, RR2, 3601 Diamondview Kinburn, Ont. KOA 2H0. There are presently 213 names and addresses on this important list which is but a small part of the Canadian Naval Trained Diver population, and we know you can definitely help in doubling the number on the List.

(D) The membership application procedure in future is that National Headquarters will produce an application form that can be used by a Diver to become a member in any one of the three CNDA Chapters. These forms will be mailed out by CNDA National Headquarters as part of the first newsletter that is issued, and it should be expected to have some queries arise from prospective members shortly thereafter. A copy of the completed membership application form should be forwarded by the Chapter's Membership Director to the National Headquarters, where it is to be retained permanently on file there. On this completed form the Chapter should include a Serial Number - Ottawa uses OTT-001 and perhaps the Western Chapter may wish to start with VIC-001 and Eastern start with HFX-001. National Headquarters will provide a plasticized membership card for Chapter's new members if so requested, this way Chapters will not have to issue membership cards every year, they need only send a renewal form out every two years (preferred) or annually as required as a renewal reminder. On the bottom of the original membership application form is a renewal section which only requires completing by the Chapter Membership Director when they receive the renewal form with cheque attached.

(E) It is proposed that all CNDA Chapters collect membership dues on an annual basis and that a small part of these dues be paid as an annual registration fee to National Headquarters. These fees would then be used by National to prepare and mail the Newsletter, maintain the administrative function of a National Office, provide grant monies to assist Chapters in conducting Reunions and for postage costs. None of these funds will be used for accommodations, meals, transportation or other benefits for the National Directors or the National Secretary/Treasurer. Chapter Membership Directors should maintain a list of all paid up members each year and submit it together with the requisite funds to the National Headquarters Office by 15 December of each year. At the present time it is suggested that Chapter annual dues be \$10.00, of which \$2.00 per member could be sent to National as the registration fee. It is recognized that Chapter dues are the responsibility of each Chapter and that Chapter's may increase or decrease these dues as they see fit to do so.

7. The next meeting will be as promulgated at a later date.
8. There being no further business it was resolved that we adjourn at 2140 hrs - Carried

C. V. Rolfe

Recording Secretary

L. A. Goulet

President

CNDA NATIONAL HEADQUARTERS

NATIONAL TREASURERS 1ST ANNUAL REPORT TO MEMBERS

The undersigned, Treasurer of the Canadian Naval Divers Association, submits the following Annual Report for the year 1990.

The National Headquarters holds three Credit Union shares, totalling a sum of \$15.00, which shall be reimbursed to the Association should we close out the Account. It is noted that we shall also commence paying annual Credit Union dues of \$2.25 in 1991, which is normally paid during the first Quarter of the calendar year.

The balance on hand as of 1 January 1990 was \$0.00. There was received from all sources from 1 January 1990 to 31 December 1990 the total of \$523.79; during the same period of time the total expenditures amounted to \$140.63, leaving a balance on hand in the National Defence Credit Union Account of \$383.16.

The annual Statement of Receipts and Expenditures attached will show in detail the sources from which the receipts were obtained, and the objects to which expenditures have been applied.

It is noteworthy that in 1991 the costs to mail the DIPPERS DIGEST four times per year could deplete the finances received from revenues to such a point that there would barely be a satisfactory amount remaining for any other purposes. This situation should be addressed by the Board of Directors to ensure the National Office has adequate funds to continue in future years.

All of which is respectfully submitted.



C.V. Rolfe, Treasurer
National Headquarters
Canadian Naval Divers Association
December 31, 1990

CNDA NATIONAL HEADQUARTERS

1990 ANNUAL STATEMENT OF RECEIPTS AND EXPENDITURES

1 Jan 90 to 31 Dec 90

CNDA NATIONAL HEADQUARTERS IN ACCOUNT WITH NATIONAL DEFENCE CREDIT UNION

REVENUES

20% Transfer from Eastern Chapter	\$196.00
1989 Dues from Ottawa Chapter	\$ 96.00
1990 Dues from Ottawa Chapter	\$124.00
1990 Dues from Eastern Chapter	\$ 24.00
1990 Dues from Western Chapter	\$ 72.00
Credit Union Account Interest	<u>\$ 11.79</u>
	\$523.79

EXPENDITURES

3 Credit Union Shares	\$ 15.00
Postage(2 Issues Dippers Digest)	\$125.63
	<u>\$140.63</u>

Account Cash Balance as of 31 December 1990 is (523.79 - 140.63) \$383.16

We do hereby certify that we have examined the accounts and vouchers of the Treasurer, and find them correct, and that the balance in his hands in the National Defence Credit Union is \$383.16 as of this date.

L.A. Gouvan President

C.V. Rolfe Treasurer

31 December 1990

Auditors, National Headquarters

Canadian Naval Divers Association

