

Royal Canadian Legion Branch 132 (Onoway)



Minutes

Type of Meeting: Executive

Date: Monday, February 6, 2023

Location: Onoway Legion Hall

1. **Call to Order** – The Meeting was called to order by President E. Gallagher at 1902 hours with 17 members present. He handed over conduct of the meeting to Branch Chairman Scott Sadler.
2. **Review of Agenda** - Moved by N. Gorman (and duly seconded) that the proposed Agenda, as amended, be adopted. **CARRIED**
3. **President's Opening Remarks and Presentations.** President E. Gallagher welcomed the members in attendance and made a few opening remarks.
4. **Review and Adoption of Minutes of prior Meeting.** The Minutes of the last Meeting on were reviewed and any corrections noted. Moved by L. Villneff (and duly seconded) that the Minutes, as corrected, be adopted. **CARRIED.**
5. **Correspondence.** President E. Gallagher indicated that there was no new correspondence not already distributed. Chairman Scott Sadler noted that AB-NWT Command had just sent out their updated Bylaws and reminded all branches of the requirement to review their bylaws periodically.
6. **Reports** – The following reports were made:
 - A) **President (E. Gallagher)** – written report (attached)
 - B) **1st Vice President (R. Moses)** – Still working on the dishwasher in the bar and the lights in the office.
 - C) **Past President (N. Gorman)** – A draft of the Command sports schedule for the next season is available. There is nothing for Onoway to prepare for.
 - D) **Treasurer (J. Gorman)** – The end of January 2023 Balance Sheet and Profit and Loss Statement were presented, but were noted as being incomplete, as not all statements have yet been received. Account balances as of February 6, 2023 - General Account - \$6,285.68 , Building - \$16,544.70, GIC - \$61,394.86, Nevada - \$2,971.67, Poppy - \$14,027.27
 - E) **Memberships (L. Johnson)** – Still getting to know her role. However, no new members at this time. Waiting for some transfers to be released from their last Legion.
 - F) **Bar Report (L. Wenckowski)** – written report (attached)
 - G) **Correspondent (R. Moses)** – Just need information for upcoming articles in the local papers. Ed will continue to provide Rick with information and President's comments to include.
 - H) **Sports (R. Wenckowski)** – written report (attached)

Moved by L. Stewart that the reports be adopted as presented. The motion was seconded and **CARRIED**

7. **Business**

A) **Unfinished Business from last Meeting**

- (i) Pool League Request – This item was tabled to the Executive meeting from the January 2023 General meeting. President E. Gallagher noted that this item has been completed/resolved, and no longer needs action by either the Executive or the General membership. Thanks to Stephan, the carpet runner has been replaced for easier moving of the pool tables.
- (ii) Veterans sponsored table at Friday night suppers – Events Committee member C. Villneff sought permission to reserve a table of up to 6 veterans, EMS, RCMP & spouses of deceased vets (plus significant other) at selected Friday night suppers on a trial basis. There will be a sponsor for the table, paying \$120.00 (6 X the meal cost for a standard Friday supper). The first table will be sponsored by Big Trucks (Lynne & Bryan Tonita) at the February 24, 2023, supper. We will continue to source new sponsorship for more upcoming Friday night dinners. Permission was given to do so.

B) **New Business: Decisions Required**

- (i) Increase credit amount at BigWay – Treasurer J. Gorman advised that we are going over the existing \$500 limit each month at BigWay. The credit limit should be raised, if BigWay will agree. See motion below.
- (ii) Increase credit limit on Joanne's legion MasterCard – Treasurer J. Gorman noted that while the MasterCard issued to the Bar Manager has had the limit increased to \$3,000.00, the card issued to her is limited to \$500.00. She recommended that the card limit be increased to \$3,000 as well. See motion below
- (iii) Food Safe course – The current Food Handling permit runs out in April 2023 as it expires after 5 years. It is time to provide updated Food Safe training to the kitchen volunteers because at least one person must be in the kitchen with the Food Safe Certification when food is being prepared and served. Bar Manager L. Wenckowski has found someone to put on the course at a the cost of \$130/person if we hold it at our Legion. If we get other Legions and outside community groups to participate, the cost may be discounted for us. See motion below
- (iv) Poppy Bursary request – Poppy Chair E. Gallagher advised that we have an application to be considered. Chairman S. Sadler advised that approval of Poppy Bursary requests must be done at a General meeting. Tabled to the March General meeting.
- (v) Renewal of Website subscription – Pres. E. Gallagher noted that we need to renew our website and branded email subscription for the next year on March 14, 2023 for a cost of \$226.06. See motion below.
- (vi) Review of Strategic Plan – Pres. E. Gallagher confirmed that an email went to all executive members with the draft 2023 Strategic Plan, and he would like that

approved so that we can get to work on producing the 2023 business plan and budget. See motion below.

- (vii) Committee meetings and appointment of Committee Chairs – Pres. E. Gallagher noted that the reason behind establishing 4 key committees (Governance, Finance, Events & Marketing, and Veterans & Remembrance), was to try to run our meetings (and particularly General meetings) without taking up too much valuable time for the participants, and without adding an unnecessary layer of bureaucracy. Each group should meet and decide who will be the Committee Chair. Discussion around this topic was that it might take a few months to get the hang of this process.
- (viii) Friday night supper scheduling – Pres. E. Gallagher noted that we have January in the books, with some challenges (one dinner had to be cancelled due to insufficient reservations). We are currently trying to put on a Friday night supper each a week unless there it is a Stat holiday or Christmas Break. We are risking volunteer burn out as well as a low customer turnouts that are a waste of the volunteer time. Discussion “for” and “against” changing the current schedule for Friday suppers was held. See motion below.
- (ix) Pool League Requests:
 - (A) Tournament hosting Thursday, March 23 or April 8 or 9 – Ed presented Bill Buhr’s request for a daytime pool tournament on Thursday, March 23 during the day (with regular pool league that night) Saturday, April 8th or Sunday, April 9th Easter weekend. See motion below
 - (B) 8 Ball Pool Doubles team request for Command level tournament – See motion below.

C) **New Business: General Interest**

- (i) Reports at Executive and General meetings . Pres. E. Gallagher discussed how reports should be delivered at our meetings. Reports from existing appointments (for example, Bar Manager, Volunteer coordinator) can be presented as usual at Executive meetings, but the President will present a consolidated report at General meetings, with inputs from the existing appointments as well as the new committees.
- (ii) Scouts - Baden Powell Banquet request – Dave Roberts would like to have the Scouts Baden Powell Potluck at the Legion on Monday, February 27, 2023. See motion below.
- (iii) Legion Resources – Secretary K. Menzel gave a short presentation about where to go to find out what is expected of you in your new roles, as well as some excellent resources: www.legion.ca and www.abnwtlegion.com.

8. **The Following Motions were made at the meeting:**

- A) Moved by J. Gorman that we increase the credit for our BigWay account from \$500 to \$1000. The motion was seconded and **CARRIED**.
- B) Moved by J. Gorman that we increase the credit limit to the MasterCard in Joanne Gorman’s name from \$500 to \$3,000. The motion was seconded and **CARRIED**.

- C) Moved by L. Wenckowski that we pay for nine (9) of our kitchen volunteers for the Food Safe Course at \$130/person for a total of no more than \$1,170.00. The motion was seconded and **CARRIED**.
 - D) Moved by E. Gallagher that we renew our Website on or prior to March 14, 2023 for the amount of \$226.06. The motion was seconded and **CARRIED**.
 - E) Moved by E. Gallagher that we adopt the Legion 2023 Strategic Plan as presented. The motion was seconded and **CARRIED**.
 - F) Moved by E. Gallagher that we move to two (2) Friday night suppers per month. The motion was seconded and **CARRIED**.
 - G) Moved by L. Wenckowski that we do not open the Bar on the Friday evenings where there is no Friday night supper. The motion was seconded and **CARRIED**.
 - H) Moved by E. Gallagher that the Pool League be permitted the use of the Legion on Saturday, April 8th to host a fun tournament but there will be no kitchen or bar. The motion was seconded and **CARRIED**.
 - I) Moved by R. Wenckowski that we for the Command 8 Ball Doubles held in Vulcan on March 24 & 25, 2023. We pay the following amounts for the 4 players: 2 nights hotel (\$360), registration fee for 4 (\$180) for a total of \$540.00. Players will pay for their own lunch and dinner. The motion was seconded and **CARRIED**.
 - J) Moved by R. Moses that the Scouts have the Legion on Monday, February 27th at no cost for their Baden Powell potluck. The motion was seconded and **CARRIED**.
9. **Next Meeting date** – General Meeting March 6, 2023 @ 1900 hours.
10. **Adjournment** – At the motion of E. Gallagher (seconded and CARRIED) Branch Chairman S. Sadler closed the meeting at 2115 hours.

Certified that these Minutes, including attachments, are an accurate record of the proceedings of this meeting.

Prepared by:

Kim Menzel – Onaway Legion Secretary