

21 *Amf*
March 15

Dist List

**MINUTES OF THE WARDROOM
EXECUTIVE COMMITTEE MEETING HELD
ON 12 FEBRUARY 2015 AT 1100 HRS IN THE
WARDROOM LOWER LOUNGE**

Chairperson:	Cdr J.W. Golden	PMC
Members Present:	LCdr M.E. Erwin LCdr Belhumeur LCdr J.J. Audy LCdr B.A. Merz Lt(N) M.K. Sponder Lt(N) M.M.H. Gaulin-Riffou	VPMC Naden VPMC Gunroom Entertainment Officer Membership Officer Secretary Treasurer
Ex-Officio Present:	PO1 P.D.J. Desrochers	Wardroom Mess Manager
Absent:	Lt(N) A. Fraser Capt A.J. Bowie Capt M.G. McDonald Position Vacant Lt(N) B.M. Binder Ms. M. Illott	Bar Officer Infrastructure Officer Communications Officer Associate Member Representative Base Foods Officer Wardroom Event Coordinator

DISCUSSION	ACTION BY
<u>CALL TO ORDER</u>	
1. The meeting was called to order at 1115 hrs.	
<u>OLD BUSINESS</u>	
2. <u>OOD Parking</u> . The permanent signs for OOD Parking have been fabricated and a work order has been raised for install.	Info
3. <u>Smoking Area</u> . The executive and PMC recommended that the lower patio be investigated as a possible location for the new smoking area. The Base Personnel Services Officer is compiling a memo to address the smoking areas in all messes. Once it is staffed, the PMC will communicate the final decision.	PMC


DISCUSSION	ACTION BY
<p>4. <u>Cdr Chadwick Paintings</u>. It was agreed that the Cdr Chadwick paintings will be mounted in the lower bar near in the couches and television. The ownership of the current photographs in that area needs to be ascertained so they are properly accounted for. The mess manager will raise a work order to have the old photographs removed, walls repaired and repainted as required, and the paintings installed.</p>	Mess Manager
<p>5. <u>Sound System</u>. The Entertainment Officer has taken the lead on the new sound system. It seems unlikely that Public Funds will be made available to cover any of the costs, as the publicly funded system is a very specific unit that does not meet the desires of the Wardroom (e.g. wiring internal to the walls, etc.). The Entertainment Officer has received a quote from the SOA, but he is also obtaining other quotes.</p>	Entertainment O
<p>6. <u>New Televisions</u>. The PMC emphasized that he would like to have the new televisions in place prior to the next General Mess Meeting. The Entertainment officer agreed to contact Lt(N) Clay Cochrane to see where the project stands.</p>	Entertainment O.
<p>7. <u>Gunroom Bar Wages</u>. The Mess Manager stated that he has a meeting with NPF set-up for the week of 16 Feb to try to determine why some months have significantly higher wage costs at the Gunroom Bar.</p>	Mess Manager
<u>NEW BUSINESS</u>	
<p>8. <u>Battle of the Atlantic Guest Speaker</u>. The PMC requested that the executives propose potential guest speakers for the Battle of the Atlantic (BoA) Mess Dinner. A number of names were proposed, but all agreed that Mr. George Cruickshank, Curator/Owner of the Battle of the Atlantic Museum in Duncan, would be the best choice. The PMC thanked the Membership Officer for his research into possibilities.</p>	Info
<p>9. <u>Battle of the Atlantic Mess Dinner</u>. VPMC Naden volunteered to be the OPI of the Battle of the Atlantic Mess Dinner. VPMC Gunroom volunteered some Sub-Lieutenants to assist.</p>	VPMC Naden
<p>10. <u>Water Damage</u>. There was significant water damage on the floor in the Dining room. It is unclear if this damage was caused by known leakage from the doors to the patio, of if this was a new issue. The mess manager, in the absence of the Infrastructure Officer, said BCE was investigating.</p>	Infrastructure O.
<p>11. <u>Taxi Chits</u>. It has been noted that taxi chits have, occasionally, been issued to non-members or to members during non-mess events (such as trade mess dinners). Mess staff have been briefed on when taxi chits are allowed, and efforts are underway to recover funds from past chits.</p>	Info


DISCUSSION	ACTION BY
<p>12. <u>Charitable Donations to Wounded Warriors.</u> The PMC received two requests for donations to the Wounded Warriors: one through the Wounded Warriors Run of BC and one through Ms. Linda Arsenault for the Wounded Warriors Battlefield Bike Ride. The Treasurer motioned to donate \$250 to the Wounded Warriors Run of BC and \$250 to the Wounded Warriors Battlefield Bike Ride. Seconded by the Entertainment Officer.</p>	CARRIED
<p>13. <u>Charitable Donation to Broadmeade Care.</u> The PMC also received a request for a donation to the Boradmeade Care Charity Golf Tournament. The Treasurer motioned that a \$500 donation be made to the cause. Seconded by the Entertainment Officer.</p>	CARRIED
<p>14. <u>New Year's Levee.</u> Because Naden Wardroom hosts the annual New Year's Eve ball, it does not host a New Year's Levee. Consequently, members are invited to attend the Levee hosted by HMCS Malahat. The Treasurer motioned that the Wardroom contribute \$500 to the HMCS Malahat New Year's Levee. Seconded by VPMC Gunroom.</p>	CARRIED
<p>15. <u>Wardroom Google Search.</u> VPMC Gunroom indicated that if someone Googles "Victoria Wardroom" her phone number is displayed. She requested that the Communications Officer investigate how to get this changed. It was also noted that the Wardroom frequently receives calls from personnel seeking accommodations and perhaps the number for Base Accommodations should be provided on the Wardroom website.</p>	Communications
<p><u>COMMITTEE/REPRESENTATIVE REPORTS</u></p>	
<p><u>VPMC Gunroom</u></p>	
<p>16. VPMC Gunroom reported that VENTURE has far fewer students than usual. Consequently, they will not hold a super weepers until April/May time frame, at the earliest. She will continue to encourage students to attend all events.</p>	Info
<p><u>Entertainment Officer</u></p>	
<p>17. Robbie Burns night was very successful. The Valentine's Day dinner will feature a sommelier to do wine pairings with the meal and a DJ for dancing. The Entertainment Committee is investigating using the funds voted in at the last GMM to make St. Patty's Day a free event this year.</p>	Info

DISCUSSION	ACTION BY
<p><u>Treasurer</u></p> <p>18. After all the income from events held during the holiday season, the finances are doing well. The Wardroom is currently about \$500 in the positive. It was also noted that the changes to the budget, voted in at the GMM, are not reflected in the reports issued by the NPF cell. The mess manager will touch base with Ms. Bergeron to have this rectified.</p> <p><u>Membership Officer</u></p> <p>19. Currently, there are 737 members. Only six members left the Wardroom due to the new all-ranks dining facility policies. However, there is a concerning trend that very few newly retired members are choosing to continue their membership.</p> <p>20. The Membership Officer has also volunteered to be OPI for the "summer event". This year's theme will be Sci Fi with ticket prices set at \$30 for members. It was agreed that the budget for the event should be included in the overall Wardroom budget presented at the March/April GMM.</p>	<p>Mess Manager</p> <p>Info</p>

DISCUSSION	ACTION BY
<p><u>ADJOURNMENT</u></p> <p>21. The next meeting will be 12 March 2015. The meeting was adjourned at 1221 hrs.</p>	

Recommended / Not Recommended


M.K. Spender *24 MAR 15*
Lt(N)
Secy


S. Bergeron *2-APR-15*
Civ
NPFAM


Recommended / Not Recommended

Recommended / ~~Not Recommended~~















T.P. Gallinger
CPO1
M&IO


S.P. Keoughan
LCdr
B Pers Svcs O

Approved / ~~Not Approved~~


J.W.G. Golden
Cdr
PMC

Enclosures: 13

-  Fin Recap Dec 14.xls
-  BALANCESHEET.PDF
-  CASHFLOW.PDF
-  DEPREP.PDF
-  DR_1_WARDROOM.PDF
-  DR_2_ANNEX.PDF
-  FUNCTIONS.PDF
-  FUNCTIONS_YTD.PDF
-  GENERALREVENUE.PDF
-  OP_1_WARDROOM.PDF
-  OP_2_ANNEX.PDF
-  TRUST_FUNDS.PDF
-  UNIT_FUNDS.PDF

Dist List

- Mess Executive Committee Members
- M&IO
- NPFAM
- Mess Mgr

Wardroom Financial Recap as of 31 December 14

Noteworthy Accounts	Entire FY 13/14	YTD Dec 14
Unencumbered Cash	297,771	315,250
NADEN Bar Profit	8,640	11,285
Gunroom Bar Profit	6,722	-787
Base Fund Contribution	14,645	12,577
Bar Card	1,101	1,752

Comparative Financial Review

Activity	FY 13/14			FY 14/15		
	Actual	Budget	Dec YTD	Dec YTD	YTD Budget	Budget FY
Bar Operations	15,362	31,840	32,827	10,497	24,132	22,620
Mess Assessments	187,192	208,000	142,545	157,886	126,360	168,480
Entertainment Revenue	62,579	68,260	48,211	42,986	54,540	68,620
Private Function Revenue	335,542	353,000	299,326	285,094	258,000	297,000
Interest	25,462	12,600	5,877	6,074	6,750	9,000
Other Misc Revenue	6,290	2,100	3,639	3,960	27,423	36,564
Total Revenues	632,427	675,800	532,425	506,497	497,205	602,284
Operating Expenses	134,081	156,697	118,377	104,124	86,542	115,010
Misc Expenses	14,388	17,040	11,130	9,315	12,330	16,440
Entertainment Expenses	205,953	205,840	155,155	160,544	171,566	222,071
Private Function Expenses	277,684	284,000	245,274	231,531	206,400	237,600
Total Expenses	632,106	663,577	529,936	505,514	476,838	591,121
Net Income	321	12,223	2,489	983	20,367	11,163



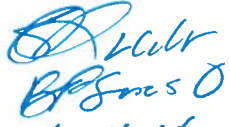


MINUTE SHEET - NOTE DE SERVICE

DESIGNATION DESIGNATION	SECURITY CLEARANCE - CÔTE DE SECURITE
UNCLAS	
FILE NO. - N° DE DOSSIER	

SUBJECT - SUJET Wardroom Executive Mess Minutes 12 Feb 2015	DATED - DATEE 8 Apr 2015
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REFERRED TO TRANSMISE À	REMARKS - REMARQUES (To be signed in full showing appointment, telephone number and date) (Attaché de signature, fonction, numéro de téléphone et date)
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Action	Sir
BPSvcsO	1. As of 31 Jan 15 the Wardroom had \$382,769.75 in their CBA.
BAdmO	2. The Wardroom bar is presently operating with a net profit of \$10,201.47
	3. All other items have been reviewed and all appears in order.
	5. For your review and approval, Sir
	 T. Gallinger CPO1 M&IO 3- 5979
	 No issues or concerns. Full approval.  BPSvcsO 16.4.15



National Défense
Defence nationale

Minute Sheet – Note

Designation – Désignation	Security classification – Cote de sécurité UNCLASS
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File no. – N° de dossier 0103A-5545-2	TD – D.T.
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Subject – Sujet Minutes of the Wardroom Executive Meeting held 12 Feb 15	Dated – Datée 12 FEB 15
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Referred to Transmise à	Remarks – Remarques (To be signed in full showing appointment, telephone number and date) (Attaché de signature, fonction, numéro de téléphone et date)
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PMC
through
NPF AM
M&IO
B Pers Svcs O

PMC Sir,

Please find attached for your review and signature the minutes of the Wardroom Executive Meeting held 12 Feb 15.



M.K. Spender
Lt(N)
Secy
3-2614