

21 April 10  
 March 15

Dist List

**MINUTES OF THE WARDROOM  
 EXECUTIVE COMMITTEE MEETING HELD  
 ON 12 MARCH 2015 AT 1100 HRS IN THE  
WARDROOM PRIVATE DINING ROOM**

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

<b>DISCUSSION</b>	<b>ACTION BY</b>
<u>CALL TO ORDER</u>	
1. The meeting was called to order at 1106 hrs.	
<u>OLD BUSINESS</u>	
2. <u>Televisions</u> . The Mess Manager is still waiting on Lt(N) Cochrane to provide three quotes for the televisions so that he can raise a Capital Expenditure Requirement. VPMC Naden proposed a motion that the Wardroom committee authorize expenditures not to exceed \$7000 to purchase two new televisions: one for the Wardroom lower bar and one for the Gunroom.	CARRIED.

DISCUSSION	ACTION BY
<p>3. <u>Smoking Area</u>. The PMC has sent an e-mail to all mess members regarding the new smoking areas. There will be one smoking area on the lower lounge patio for members, guests, and private event attendees; and a second smoking area near the loading dock for employees and non-members using the all-ranks dining facility or accommodations.</p>	Info
<p>4. A copy of BSO 2-128 Base Smoking Policy will be placed on the website with the constitution and bylaws, such that members and potential future members will have access to it.</p>	Communications
<p>5. The Event Coordinator has added a form to all contracts being signed by personnel hosting private events, which states they have read and agree to abide by the regulations regarding designated smoking areas.</p>	Info
<p>6. <u>Coffee Boat</u>. There has been some confusion amongst members as to the location of the free coffee. For now, the coffee boat will be in the lower lounge. If the mess manager determines there is a more cost-effective way to provide free coffee to members, then those options will be discussed by the mess committee at a future meeting, and any decision will be communicated to mess members.</p>	Mess Manager
<p>7. <u>Associate Members</u>. The Membership Officer provided a proposed amendment to the constitution to allow retired members of other nations' armed forces to be eligible of Associate Member (retired) status. This will be added to the agenda for the AGM.</p>	Secretary
<p>8. <u>Annual General Meeting</u>. The PMC worked with the other mess PMCs to determine that 9 or 10 April would be the best dates for the next AGM. He also stated that LCdr Keoughan was drafting the message for release.</p>	LCdr Keoughan
<p>9. <u>Food at Weepers</u>. The treasurer reported that she has received complaints about the food at weepers, and suggested that perhaps the mess investigate holding "themed weepers" once in a while. There were concerns that themed weepers would cost more as they would not take advantage of the economies of scale that come with using the cyclic menu already being cooked by the galley for personnel on rations. It was recommended that the Base Foods Officer investigate if it is feasible and how much it would cost to implement occasional themed weepers.</p>	Base Foods O
<p>10. <u>Roller Blinds</u>. The Mess Manager reported that the new blinds would arrive the week of 16 March, and would be installed on 23-24 March.</p>	Info

DISCUSSION	ACTION BY
<u>NEW BUSINESS</u>	
<p>11. <u>2015-2016 Budget</u>. The Mess Manager submitted the 15/16 draft budget for review by the Mess Committee and presentation at the AGM. The committee reviewed a number of items in depth:</p> <p>a. <i>Entertainment</i>. The draft budget for entertainment reflected actual expenses from the 14/15 fiscal year. The Entertainment Officer requested an additional 5% increase on all events to account for inflation. This increase would result in an overall deficit of about \$8000. The Mess Committee agreed this was reasonable given the large amount of unencumbered cash available.</p> <p>b. <i>Bar Payroll</i>. The PMC highlighted the fact that bar payroll for the Naden bar was fairly consistent over the year, though slightly lower during January and February due to fewer events. There is also a cost of living pay increase that takes effect every November. The Gunroom bar payroll shifts more dramatically month-to-month as Venture reduces their bar hours significantly in the winter when there are fewer students. The intent for winter of FY 15/16 is to be open Thursday and Friday at lunch and Friday evening. It was noted that bar staff can be brought in at other times if events are planned.</p> <p>c. <i>PMC Chit</i>. The PMC requested that the PMC Bar Card be increased from \$150 to \$200 per month. The Bar Card is shared by the PMC and VPMCs. VPMC Gunroom reported she uses it very occasionally when senior personnel attend functions such as graduations at Venture. The PMC uses the card to give welcome baskets to all Capt(N) and above (or equivalent) when they stay in the Wardroom. These baskets are extremely popular and reflect well on CFB Esquimalt; Halifax is investigating adopting the practice. The Committee agreed to present the budget with a \$200 per month Bar Card.</p>	<p>Mess Manager</p>
<p>12. <u>Visiting Irish Officer</u>. The secretary proposed a motion that the mess cover the cost of one ticket for a visiting Irish Officer, Lt Landy, to attend the St. Patrick's Day super-weepers. As the cost of one ticket is only \$20, the PMC agreed that the mess would cover it under the PMC discretionary fund.</p>	<p>CARRIED</p>
<p>13. <u>Associate Social Application</u>. The Membership Officer presented the application for Mr. Stuart Ruff, a retired Victoria Police Department Officer, to join the Wardroom as an Associate Social Member. Seconded by the secretary.</p>	<p>CARRIED</p>

DISCUSSION	ACTION BY
<p>14. <u>Mess Dress for Retired Members.</u> The Membership Officer provided a proposed amendment to the Bylaws to comply with NAVGEN 022/13 Wearing of Uniforms by Former RCN Service Members. Specifically, that the wearing of Mess Dress by retired members must be approved by CRCN. VPMC Naden raised a concern that there had been discussions that NAVGEN 022/13 was going to be revised. VPMC Naden and the PMC agreed to look into the status of any revisions, but it behooves the mess to comply with NAVGEN 022/13 until official direction to the contrary is released. The secretary will add the amendment to the agenda for the AGM.</p>	<p>VPMC Naden / PMC / Secretary</p>
<p>15. <u>Venture Propane Tanks.</u> VPMC Gunroom proposed a motion that the Gunroom dispose of two 10-year-old propane tanks that were purchased to be used in patio heaters. The certification of the tanks has expired, and Venture does not have appropriate storage for them. All agreed that the tanks could be disposed of as they are consumable items. VPMC Gunroom was referred to Ms. Lisa Berting for assistance with proper disposal. The Entertainment Officer suggested commercial disposal could also be investigated as they may give a small refund.</p>	<p>CARRIED</p>
<p><u>COMMITTEE/REPRESENTATIVE REPORTS</u></p>	
<p><u>VPMC Gunroom</u></p>	
<p>16. VPMC Gunroom reported that they were investigating getting WiFi in the Gunroom. Although there was some concern over people spending all their time on their electronic devices while at the Gunroom, it was agreed that having WiFi as a draw would at least bring people to the Gunroom, which is better than the current state. The PMC recommended VPMC Gunroom engage with LCdr Keoughan, who is overseeing other WiFi projects on base.</p>	<p>VPMC Gunroom</p>
<p><u>Food Services Officer</u></p>	
<p>17. The Food Services Officer reported that, starting 1 April 15, they would be implementing a new point of sale (POS) system that would allow for more itemization. Diners will again have the option to purchase a full meal or purchase individual items separately. They are also investigating allowing debit and/or credit card payments.</p>	<p>Info</p>
<p><u>Communications Officer</u></p>	
<p>18. The Communications Officer said Lookout advertising is likely more than the Wardroom would want to spend: full-page colour ads cost \$1500 and business card size cost \$60. She will look into writing articles about Wardroom events in lieu. She is also trying to connect with the Webmaster to discuss the way ahead with the website.</p>	<p>Info</p>

DISCUSSION	ACTION BY
<p><u>ADJOURNMENT</u></p> <p>19. The meeting was adjourned at 1236 hrs.</p>	

Recommended / Not Recommended


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

  
 2-APR-15  
 S. Bergeron  
 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


 WARDROOM DRAFT BALANCESHEET.PDF  
BUDGET 2015 - 2016


 CASHFLOW.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



Function Revenues	NAME	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	TOTAL	REMARKS
49-1008	600 COFFEE BREAK													0	
49-1008	NON-RECURRING ENT FUNCTIONS													0	BREAK OUT EVENTS
49-1078	WEEPERS	400	400	400	400	400	400	400	400	400	400	400	400	4,800	
49-3077	SUNDAY SUPPER	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	12,000	
49-3079	EASTER BRUNCH	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	36,000	
49-3080	MOTHER'S DAY BRUNCH													12,000	
49-3081	FATHER'S DAY BRUNCH													12,000	
49-3083	NEW YEAR'S EVE BALL			1,500										1,500	
49-3084	BATTLE OF ATLANTIC MESS DINNER			5,200										5,200	
49-3085	MARITIME NGT					7,000								7,000	
49-3086	TRAFALGAR MESS DINNER													3,000	
49-3087	TURKEY BINGO								3,000					3,000	
49-3088	VALENTINE'S DINNER								2,000					2,000	
49-3089	MEET & GREET								4,500					4,500	
49-3091	REMEMBRANCE DAY LEVEE													0	
49-3092	CHILDREN'S CHRISTMAS PARTY													0	
49-3093	OFFICERS AT HOME													0	
49-4621	WARDRM ACCOMMODATIONS													0	
49-4621	WARDRM ACCOMMODATIONS													0	
49-4671	SUPER WEEPERS													2,600	
49-4819	CASINO ROYAL													2,600	
49-5138	HALLOWEEN									2,000				2,000	
49-5264	GREY CUP													0	
49-5911	STAFF XMAS PARTY													0	
49-5911	ROBBIE BURNS										2,600			2,600	
49-7179	SAINT PATRICK													2,500	
49-7180	WDRM EXEC MEETING													0	
49-7478	WDRM DAY HONOUR													0	
49-7677	MEDIEVEL NIGHT													2,300	
NEW SF	NEW NAME													0	
NEW SF	NEW NAME													0	
NEW SF	NEW NAME													0	
NEW SF	NEW NAME													0	
NEW SF	NEW NAME													0	
NEW SF	NEW NAME													0	
NEW SF	NEW NAME													0	
NEW SF	NEW NAME													0	
NEW SF	NEW NAME													0	
NEW SF	NEW NAME													0	
	Total Revenue	7,000	9,600	9,900	3,700	1,400	1,400	6,400	3,400	13,400	4,000	5,900	3,900	70,000	







MINUTE SHEET - NOTE DE SERVICE

DESIGNATION DESIGNATION

SECURITY CLEARANCE - CÔTE DE SÉCURITÉ

UNCLAS

FILE NO. - N° DE DOSSIER

SUBJECT - SUJET

Wardroom Executive Mess Minutes 12 Mar 2015

DATED - DATEE

8 Apr 2015

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)

Action

Sir

BPSvcsO

1. As of 28 Feb 15 the Wardroom had \$370.931.07 in their CBA.

BAdmO

2. The Wardroom bar is presently operating with a net profit of \$9,915.24
3. Item 2 Televisions – Mess Manager to ensure that a Capital Expenditure Request is completed before purchasing televisions and that once purchased they are entered into Wardroom NFF DA.
4. 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




National Défense  
Defence nationale

### Minute Sheet – Note

Designation – Désignation	Security classification – Cote de sécurité <b>UNCLASS</b>
File no. – N° de dossier <b>0103A-5545-2</b>	
	TD – D.T.

Subject – Sujet Minutes of the Wardroom Executive Meeting held 12 Mar 15	Dated – Datée <b>12 MAR 15</b>
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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)
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 Mar 15.   <i>24 MAR 15</i> M.K. Sponder Lt(N) Secy 3-2614