

0103A-5545-2 (Sec'y/RDIMS 419870)

May 15

Dist List

**MINUTES OF THE WARDROOM  
GENERAL MESS MEETING HELD  
ON 10 APRIL 2015 AT 1030 HRS IN THE  
WARDROOM LOWER LOUNGE**

**Committee Members Present:**

LCdr M.E. Erwin	VPMC Naden
LCdr Belhumeur	VPMC Gunroom
Lt(N) A. Fraser	Bar Officer
LCdr J.J. Audy	Entertainment Officer
Lt(N) M.K. Sponder	Secretary
Lt(N) M.M.H. Gaulin-Riffou	Treasurer
Capt M.G. McDonald	Communications Officer

**Ex-Officio Present:**

Ms. M. Ilott	Wardroom Event Coordinator
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**Absent:**

Cdr J.W. Golden	PMC
LCdr B.A. Merz	Membership Officer
Capt A.J. Bowie	Infrastructure Officer
Lt(N) B.M. Binder	Base Foods Officer
PO1 P.D.J. Desrochers	Wardroom Mess Manager
VACANT	Associate Member Representative

DISCUSSION	ACTION BY
<p><u>CALL TO ORDER</u></p> <p>VPMC Naden called the meeting to order at 1030.</p> <p><u>OPENING REMARKS</u></p> <p>2. VPMC Naden welcomed everyone on behalf of the PMC, who was unable to attend. He declared a quorum was present.</p>	<p>Info</p>

DISCUSSION	ACTION BY
<p><u>PREVIOUS MINUTES</u></p> <p>3. The PMC asked if members had been given an opportunity to read the previous minutes and if anyone had questions or comments about them. With no discussion from the floor, LCdr Fedoruk proposed a motion that the previous minutes be accepted, seconded by LCdr O'Brien.</p>	CARRIED
<p><u>FINANCIAL REPORT</u></p> <p>4. The Treasurer presented the In-Year Finances as of end-February 2015, enclosed. She highlighted that Bar Operation profits were lower than the previous year because Bar Salaries were previously accounted for under General Salary, and now they were accounted for under Bar Operations; this has no impact on the overall financial statement. The Wardroom is currently reporting a profit of about \$11 000 for fiscal year 2014-15.</p> <p>5. She also presented the state of high profile accounts. Currently, there is about \$330 000 in the bank. The Gunroom bar ran at a small deficit due to low student enrollment; consequently, bar hours will be adjusted in the winter months. VPMC Naden reminded members that a significant portion of the unencumbered cash has been earmarked for use on new televisions and the stereo system.</p>	INFO
<p><u>COMMITTEE REPORTS</u></p> <p>6. <u>VPMC Naden.</u> VPMC Naden encouraged all members to consider attending events as they are contributing to the costs through their mess dues. There is about one major activity per month, as well as twice monthly Lunch Weepers.</p> <p>7. <u>VPMC Gunroom.</u> VPMC Gunroom reminded the membership that the VENTURE Gunroom is open to all Wardroom members. There are doughnuts every Friday at 1000 and everyone is welcome. NIOBE Mess Dinner will be held in October 2015. The Canada Day BBQ is a great family event with activities for children and a fantastic view of the fireworks.</p> <p>8. <u>Entertainment.</u> The Entertainment Officer presented a list of all the major events held annually by the Wardroom, reminding the members that these account for a huge part of the budget. He encouraged people to bring their ideas forward to himself or the Entertainment Committee. He also encouraged people to join the Entertainment Committee.</p>	Info  Info  Info

DISCUSSION	ACTION BY																		
<p>9. He surveyed the members to determine if people wanted to have a summer event: approximately a third of members present voted for a summer event, none voted against, the remainder abstained. He also presented two options: Medieval Night or a Science Fiction Dinner, on 17 July. It was suggested that other dates be investigated as 13 July is the official APS date. Mr. Bill Ashley proposed a luau, possibly at the Gunroom.</p>	Info																		
<p>10. <u>Membership</u>. VPMC Gunroom presented the current membership statistics:</p> <table data-bbox="259 588 698 924"> <tr> <td>Ordinary Members:</td> <td>532</td> </tr> <tr> <td>Associate Retired (65+):</td> <td>48</td> </tr> <tr> <td>Associate Retired (65-):</td> <td>17</td> </tr> <tr> <td>Associate Working:</td> <td>19</td> </tr> <tr> <td>Associate Social:</td> <td>18</td> </tr> <tr> <td>NCdt/OCdt:</td> <td>13</td> </tr> <tr> <td>Honourary:</td> <td>2</td> </tr> <tr> <td>6 Month Free:</td> <td>12</td> </tr> <tr> <td><b>TOTAL MEMBERSHIP:</b></td> <td><b>661</b></td> </tr> </table>	Ordinary Members:	532	Associate Retired (65+):	48	Associate Retired (65-):	17	Associate Working:	19	Associate Social:	18	NCdt/OCdt:	13	Honourary:	2	6 Month Free:	12	<b>TOTAL MEMBERSHIP:</b>	<b>661</b>	Info
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<p>11. She presented the list of current Associate Social Members and Honourary Members, and the names of two new applicants for Social Membership status: Betty Coleman and Stuart Ruff. VPMC Naden informed the membership that all associate members go through an application process that involves submitting an application and meeting with one of the executive; they also must be confirmed annually at a GMM. Maj Whittla proposed a motion to renew the Associate Social Members; accept two new Associate Social Members, Betty Coleman and Stuart Ruff; and renew Honourary Member, Bo Hermanson; seconded by LCdr Lahay.</p>	CARRIED																		
<p>12. <u>Infrastructure</u>. Capt Monette-Saillant presented on behalf of the Infrastructure Officer. He reported that both the security camera project and the fireplace project were not completed this FY, but they are still on the books and will be prioritized. They will also be adding two more VIP suites to the Wardroom to replace the ones at the C&amp;PO's mess. Members who have ideas for upgrades are encouraged to discuss them with the Infrastructure Officer.</p>	Info																		
<p>13. <u>Communications</u>. The Communications Officer stated that she is working on an upgrade to the website so that it will be easier to navigate and mobile-friendly. She is also putting photos from events on the website and Facebook. Members can also follow the twitter account @NWardroom.</p>	Info																		

DISCUSSION	ACTION BY
<p>14. <u>Bar Operations</u>. The Bar Officer encouraged members to let him know of anything they would like to see in the bars or on the two rotating taps. He reminded members that Poker Nights are the first Thursday of every month and the tournament would be in June.</p>	Info
<p><u>OLD BUSINESS</u></p>	
<p>15. <u>Stereo</u>. The Entertainment Officer reported that the OPI for the stereo project was no longer a member and there is a requirement for a new OPI. To date, he has managed the project, but he does not know much about stereos and would appreciate help from anyone who has more experience.</p>	Info
<p>16. <u>Televisions</u>. The Entertainment Officer informed the membership that new televisions had been purchased for the Gunroom and Wardroom lower bar. They will be installed the week of 13 April 2015.</p>	Info
<p><u>NEW BUSINESS</u></p>	
<p>17. <u>Budget</u>. The Treasurer presented the proposed budget for fiscal year 2015-16, enclosed. Entertainment expenses have increased to account for inflation, the summer event, and an additional \$5000 to bring in a guest speaker, Mr. Lou Howard, from Ottawa for Battle of the Atlantic Mess Dinner. Overall, the budget has a \$12 000 deficit for the year, but this will help bring down the unencumbered cash. There were no questions or discussion from the floor. Cdr Mensah motioned to accept the budget, seconded by Lt(N) Nelson.</p>	CARRIED
<p>18. <u>Standing Authorities</u>. The Treasurer presented the standing authorities. The PMC Chit has been increased by \$50; this chit allows the PMC to host VIPs when they come to the Wardroom. LCdr Thomson asked if the Taxi Chits could be used for Dial-a-Driver services. VPMC Naden responded that he was uncertain whether the taxi chits could be used in that manner, but that he considered it within the spirit of the taxi chit policy; the executive will investigate. Lt(N) Rotchford motioned that the standing authorities be accepted, seconded by LCdr Monk.</p>	CARRIED
<p>19. <u>Election of Secretary</u>. The current Secretary is being posted and needs to be replaced. Lt(N) Pilkey nominated Lt(N) Gregg Morris, seconded by Lt(N) Dignard. Lt(N) Morris accepted the nomination, as no other names were put forward a vote was taken to make Lt(N) Morris the secretary.</p>	CARRIED


DISCUSSION	ACTION BY
<p>20. <u>Election of Bar Officer.</u> The current Bar Officer is releasing and needs to be replaced. Lt(N) Pilkey nominated Lt(N) Dignard. Lt(N) Rotchford nominated himself. Cdr Mensah nominated Lt Beaton. Lt(N) Dupuis nominated Lt(N) Blackwood. All candidates were given a chance to speak about their platforms. A vote was taken; Lt Beaton – 16; Lt(N) Blackwood – 17, Lt(N) Dignard – 37, Lt(N) Rotchford – 10. Result: Lt(N) Eric Dignard was elected as the new Bar Officer.</p>	CARRIED
<p>21. <u>Charity Fund Expenditures.</u> In accordance with the Bylaws, VPMC Naden reported the Charity Fund Expenditures authorized by the Mess Committee since the last General Mess Meeting:</p> <p style="padding-left: 40px;">Wounded Warriors - \$500 (\$250 through BC run, \$250 through Battlefield Bike Ride)  Broadmeade Care Golf Tournament - \$500  Disabled Sailing Association of BC - \$250</p>	Info
<p>22. <u>Constitutional Amendment.</u> VPMC Gunroom proposed that Paragraph 5. b. (1) of the Wardroom Constitution be re-written as follows:</p> <p style="padding-left: 20px;">(1) <u>Retired</u></p> <p style="padding-left: 40px;">a. <i>Officers honourably released from the Regular Forces or Reserve Forces of Canada who are entitled to an immediate or deferred annuity, and equivalent officers from allied nations; and</i></p> <p style="padding-left: 40px;">b. <i>For officers identified at 5. b. (1) (a) above, who released from Maritime Forces Pacific, a six months free Retired Associate Membership will be offered, after which time the officer will be invited to apply for a paid Retired Associate Membership.</i></p>	
<p>Sub-paragraph 5. b.3 will be deleted. There was a question as to how an “allied” nation is defined. It was also noted that sub-paragraph 5.b.(1)(b) would exclude current Wardroom members who retire from JTFP or lodger units from receiving the 6 month free membership; the executive agreed to review this and present another amendment at the next General Mess Meeting. Lt(N) Dignard motioned that the Constitution be amended as presented, seconded by Maj Whittla.</p>	CARRIED

DISCUSSION	ACTION BY
<p>23. <u>By-Law Amendment</u>. VPMC Naden proposed that the following paragraph be inserted into the Wardroom Bylaws to comply with NAVGEN 022/13:</p> <p><i>12. Mess Dress. The wearing of uniforms, including mess dress, by former members of the Canadian Armed Forces in Naval Messes is governed by NAVGEN 022/13. Permission to wear mess dress at a mess dinner by former members of the Canadian Armed Forces requires the event organizer to seek advance permission from the Director of Naval Personnel.</i></p> <p>VPMC Naden noted NAVGEN 022/13 requires that messes amend their constitutions to reflect the import of the order, and that this amendment was following that direction. The policy is still being looked into. There was no discussion from the floor. Lt(N) Pinard motioned that the By-laws be amended as noted, seconded by Lt(N) Nelson.</p> <p>24. <u>Wardroom Hockey Team</u>. Lt(N) Chami motioned that the Wardroom fund a hockey team to play in the CFB Esquimalt inter-section hockey league, with funding not to exceed \$4000 to buy hockey jerseys, socks, and team registration fees. Seconded by Lt(N) St-Aubin.</p> <p>25. Mr. Bill Ashley was concerned about liability if the Wardroom paid the registration fees; he was assured that this is a military sports league and members are covered by the CAF. LCdr Lahay was concerned that if members did not invest their own money in the league, they would be less motivated to show up for games. Lt(N) St-Aubin suggested the Captain could penalize or suspend members that skipped games, and Cdr Mensah suggested players could be reimbursed after the season was over if they played an agreed number of games. Lt(N) Chami agreed to work with the Executive to resolve the various issues raised by the Membership. LCdr Fedoruk called the question.</p>	<p>CARRIED</p> <p>CARRIED</p>
<p><u>ITEMS FROM THE FLOOR</u></p> <p>26. <u>Lunch Weepers</u>. A/SLt Hur expressed that she preferred the themed menus at Lunch Weepers. VPMC Naden explained that the lunch weepers now follow the cyclical pan-CAF menu. The treasurer added that, while it is possible to deviate from the pan-CAF menu, it would be more expensive. No one could provide an exact figure for the additional cost of themed weepers. An informal poll was taken, and overwhelmingly, the membership preferred themed lunch weepers. The executive will investigate the feasibility and cost of occasionally holding themed weepers.</p>	<p>Base Foods O</p>

DISCUSSION	ACTION BY
27. <u>Kids' Zone.</u> Lt(N) Nelson asked if it would be possible to have a Kids' Zone at some of the evening events so members with kids could attend events for a few hours without needing to arrange child care. The executive will investigate.	Executive
<u>ADJOURNMENT</u>	
28. Lt(N) Pilkey motioned to adjourn the meeting, seconded by Lt(N) Monsour. Meeting was adjourned at 1145.	CARRIED


~~Recommended / Not Recommended~~


  
 11 MAY 15  
 M.K. Spender  
 Lt(N)  
 Secy

  
 15 MAY 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

Recommended / Not Recommended

Approved / Not Approved

  
 J.W.G. Golden  
 Cdr  
 PMC

  
 S.M. Waddell  
 Capt(N)  
 BComd

Enclosures: 2



Financial Statement  
GMM Apr 15.docx



Wardroom Budget FY  
2015\_16.docx

Dist List

Mess Executive Committee Members

M&IO

NPFAM

Mess Mgr



**In-Year Finances as of end Feb 15**

	<u>YTD 13/14</u>	<u>YTD 14/15</u>	<u>YTD Budget 14/15</u>
<b>Bar Operations **</b>	<b>36,545**</b>	<b>8,491</b>	<b>21,924</b>
<b>Mess Assessments</b>	<b>173,466</b>	<b>198,231</b>	<b>154,440</b>
<b>Entertainment Revenue</b>	<b>58,341</b>	<b>63,687</b>	<b>64,760</b>
<b>Private Function Revenue</b>	<b>326,886</b>	<b>318,415</b>	<b>280,000</b>
<b>Misc Revenue</b>	<b>29,644</b>	<b>25,609</b>	<b>41,767</b>
<b>Total Revenues</b>	<b>624,882</b>	<b>614,433</b>	<b>562,891</b>
<b>Operating Expenses</b>	<b>139,593</b>	<b>126,512</b>	<b>105,336</b>
<b>Misc Expenses</b>	<b>13,287</b>	<b>11,116</b>	<b>15,070</b>
<b>Entertainment Expenses</b>	<b>189,113</b>	<b>205,507</b>	<b>206,426</b>
<b>Private Function Expenses</b>	<b>270,753</b>	<b>260,316</b>	<b>224,000</b>
<b>Total Expenses</b>	<b>612,746</b>	<b>603,451</b>	<b>550,832</b>
<b><u>Net Income</u></b>	<b><u>12,136</u></b>	<b><u>10,982</u></b>	<b><u>12,059</u></b>

**High Profile Accounts: In-Year Actual**

<b>High Profile Accounts</b>	<b>YTD 14/15(\$)</b>
<b>Unencumbered Cash</b>	<b>327,294</b>
<b>Naden Bar Profit</b>	<b>9,915</b>
<b>Gunroom Bar Profit</b>	<b>-1,423</b>
<b>Base Fund Contribution</b>	<b>14,504</b>
<b>Bar Card</b>	<b>1,768</b>

## Wardroom Budget Fiscal Year 2015-2016

	<u>Budget 14/15</u>	<u>YTD 14/15</u>	<u>Budget 15/16</u>
<b>Bar Operations</b>	22,620	8,491	20,001
<b>Mess Assessments</b>	168,480	198,231	222,329
<b>Entertainment Revenue</b>	68,620	63,687	70,000
<b>Private Function Revenue</b>	297,000	318,415	306,000
<b>Misc Revenue</b>	45,564	25,609	20,245
<b>Total Revenues</b>	602,284	614,433	638,575
<b>Operating Expenses</b>	115,010	126,512	114,390
<b>Misc Expenses</b>	16,440	11,116	14,820
<b>Entertainment Expenses</b>	222,071	205,507	245,825
<b>Private Function Expenses</b>	237,600	260,316	244,800
<b>Total Expenses</b>	691,121	603,451	646,027
<b>Net Income</b>	<u>11,163</u>	<u>10,982</u>	-12,452

### Standing Authorities

#### **Operating Expenditures (per occasion)**

Mess Committee	\$7000
PMC	\$1000
VPMC	\$500
Mess Manager	\$250

#### **Capital Expenditures**

PMC	Up to \$3000
BPSvcsO	\$3001 - \$5000
BAdmO	\$5001 - \$75 000
BComd	\$75 001 - \$1 000 000

#### **Miscellaneous**

PMC Chit (Bar Card)	\$200
VPMC Chit (Bar Card)	\$75
Taxi/Accommodation Chit*	\$20

\* Taxi/Accommodation chits are only for Ordinary and Associate Members during Mess Functions.