

0103A-5545-2 (Sec'y/RDIMS 427170)

May 15

Dist List

**MINUTES OF THE WARDROOM
EXECUTIVE COMMITTEE MEETING HELD
ON 7 MAY 2015 AT 1100 HRS IN THE
WARDROOM CONFERENCE ROOM**

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

DISCUSSION	ACTION BY
<u>CALL TO ORDER</u> 1. The meeting was called to order at 1102 by VPMC Naden as the PMC could not attend.	
<u>OLD BUSINESS</u> 2. <u>Televisions</u> . The new televisions have been installed. The lower bar television is wired into the PA system, and the cable box is also connected to the projector. The Mess Manager agreed to produce a laminated "cheat sheet" of how to set-up and use these capabilities.	Mess Manager

DISCUSSION	ACTION BY
<p>3. <u>Food at Weepers</u>. The Entertainment Officer intends to pursue themed Lunch Weepers, possibly starting with the much requested Brunch theme. There is still no clear information on what the additional costs would be, and a decision cannot be made until that information is known.</p>	<p>Entertainment O/ Base Foods O</p>
<p>4. <u>Cdr Chadwick Paintings</u>. Workers from Real Property Operations (RP Ops, formerly BCE) have surveyed the work required to mount the Cdr Chadwick paintings, and intend to begin work the week of 11 May 2015. Once the photos located near the TV are removed, the Mess Manager will inspect the wall to determine if re-painting of the wall is required prior to installing the new paintings.</p>	<p>Mess Manager</p>
<p>5. <u>Associate Member Rep</u>. Mr. Bill Ashley has volunteered to be the new Associate Member Representative. While there was general support for Mr. Ashely filling the position, the Secretary suggested that, in the interest of transparency and fairness, all Associate Members should be given the opportunity to volunteer. VPMC Naden offered to draft an e-mail for distribution to all Associate Members.</p>	<p>VPMC Naden</p>
<p>6. <u>Taxi Chits for Dial-a-Driver</u>. There was a request during the GMM to investigate using Taxi Chits for Dial-a-Driver services. The Mess Manager said the taxi chits are managed under a contract with a specific taxi company, and we would need to enter into a similar contract with a dial-a-driver service. Another option would be to have members bring in their receipts after the event to claim up to \$20, similar to claiming accommodations; the disadvantage of this solution would be the inconvenience to members and the requirement to have both the date and locations indicated on the receipt. The treasurer proposed buying gift-certificates, which could be issued to members at events. There was a concern that this may not be allowed under NPF policy, but it was generally agreed this would be the best solution, if it is permitted. More investigation is required.</p>	<p>Treasurer</p>
<p>7. <u>Summer Event</u>. As proposed at the GMM, the executive were very receptive to the idea of holding a Luau at Venture as the summer event. VPMC Gunroom suggested either 24 or 25 July as there will be a large number of students in house on that weekend. Suggestions for the event included having a bonfire, a volleyball court, limbo, BBQ or a food truck.</p>	<p>Entertainment O</p>


DISCUSSION	ACTION BY
<u>NEW BUSINESS</u>	
<p>8. <u>Swizzle Sticks</u>. VPMC Naden proposed that the mess spend no more than \$2000 to procure 5000 Naden swizzle sticks. Seconded by the Secretary. There was some concern over the large price for a non-essential purchase, and the fact that 5000 is probably more swizzle sticks than the mess will use in a span of several years. It was agreed that the Gunroom will be given many swizzle sticks and the other messes will be approached to see if they would like to purchase some of the swizzle sticks at cost.</p>	CARRIED
<p>9. <u>Poker Tournament</u>. VPMC Naden motioned to authorize expending up to \$200 for food and prizes for the end of year poker tournament and to extend the bar hours until 2130 that evening. Seconded by the bar officer.</p>	CARRIED
<p>10. <u>Retired Member Application</u>. The Membership Officer stated he had been approached by Capt Pearl Osmond (ret'd) for a retired membership. As no one on the Mess Committee knew her personally, the Membership Officer will confirm her service with the Release Section prior to acceptance.</p>	Membership O
<u>COMMITTEE/REPRESENTATIVE REPORTS</u>	
<u>VPMC Gunroom</u>	
<p>11. <u>Beach Volleyball</u>. VPMC Gunroom has surveyed the staff and students at Venture to compile ideas to improve the Gunroom. Their primary request was a beach volleyball court. Initial investigation into public funding through PSP was not promising because CFB Esquimalt has a beach volleyball court at Naden and it is mostly unused. RP Ops estimate of the cost to build a court was around \$100 000. VPMC Gunroom is going to investigate if the Wardroom could get a court built for less. The A/Infrastructure Officer will investigate with RP Ops to determine how to get site approval and the feasibility of the project.</p>	VPMC Gunroom / Infrastructure O
<p>12. <u>New Activities</u>. Other requests from the Venture students were a shuffleboard and a new gaming system. VPMC Gunroom will investigate details and costs and report back to the Mess Committee.</p>	VPMC Gunroom
<u>Infrastructure Officer</u>	
<p>13. The Acting Infrastructure Officer stated that the Wardroom Fireplace upgrade project has gone in for funding. There is still no estimated time to repair.</p>	Info

DISCUSSION	ACTION BY
<p><u>Entertainment Officer</u></p> <p>14. The Entertainment Officer advised that most of the Entertainment Committee is being posted out of area this summer; assistance recruiting new members for the committee would be appreciated. He also suggested that the Luau may be able to be run as a free event with no additional funding.</p>	Info
<p><u>Treasurer</u></p> <p>15. The Treasurer presented the Financial Recap for fiscal year 2014-2015 (enclosed). Overall, the Wardroom lost around \$5400; however, \$315 800 remains in unencumbered cash so a small loss is not concerning.</p>	Info
<p><u>Mess Manager</u></p> <p>16. PO1 Desrochers is being posted and will be replaced by PO1 Carriere. The Mess Manager will be investigating costs to refurbish some of the games in the Wardroom: resurfacing the shuffleboard, new bumpers on the pool table, and adjustments to the Foosball table.</p>	Mess Manager
<p><u>Communications Officer</u></p> <p>17. The Communications Officer reiterated the difficulty she has trying to get changes made to the Wardroom Website. She discussed revamping the site with the Webmaster and was told the base price would be \$300 on top of the \$31/month we currently pay for Webmaster Services. She has been investigating other options, and she is able to set-up and maintain a website herself. If we cannot buy the Wardroom.ca domain name off of the current webmaster, NadenWardroom.ca is available for \$10/year. She motioned that the mess spend \$30 to buy the NadenWardroom.ca domain name for a period of three years, seconded by the Secretary.</p>	CARRIED

DISCUSSION	ACTION BY
<p>ADJOURNMENT</p> <p>18. The meeting was adjourned at 1205.</p>	


Recommended / ~~Not Recommended~~



 12 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

Approved / ~~Not Approved~~


 J.W.G. Golden
 Cdr
 PMC

Enclosures: 13

-  Fin Recap Mar 15.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



MINUTE SHEET - NOTE DE SERVICE

DESIGNATION DÉSIGNATION	SECURITY CLEARANCE - CÔTE DE SÉCURITÉ
UNCLASSIFIED	
FILE NO. - N° DE DOSSIER	

SUBJECT - SUJET	DATED - DATEE
Wardroom Executive Minutes 7 May 2015	3 June 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)
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Action

Sir

BPSvcsO

BAdmO

In response to minutes 2, attached is the mess managers explanation (email PO1 Desrochers, CPO1 Gallinger 1 June 2015) for the NOTC Bar Wages overage, the NOTC Gunroom historically cuts back their hours for the off season (Oct - Mar) each year, for some unknown reason that was not done last year. As for the financial statement being the same as the one submitted for the AGM, at the present time due to the rollout of the new accounting program "Prophet" this is the most current and up-to-date financial statement available.

T. P. Gallinger
 CPO1
 M&IO
 3-5979

② BAdm O

The explanation provided outlines what happened in both situations. M+IO will closely monitor to ensure that there is unnecessary hours scheduled and the financials are current in the future.

BPSvcsO/xo
 8.6.15

Gallinger CPO1 TP@BADM@Esquimalt

From: Desrochers PO1 PDJ@BADM@Esquimalt
Sent: Monday, June 01, 2015 2:32 PM
To: Gallinger CPO1 TP@BADM@Esquimalt
Subject: NOTC Bar Wage overage

Chief,
I do not believe I sent Cdr Golden an email with the explanation for the NOTC Bar Wages overage. The Cdr and I actually sat in my office and figured it out.

The explanation for the overage was that the Gunroom never cut back their hours for the off season as they had done in the past. NOTC normally cuts back their hours between Oct and Mar each year. Oversight with change in the staff and command team was the main cause.

I thought I had drafted and sent an email up the chain but I can't seem to find it. If you have any further questions I will provide as much information as I can.

PO1 Paul Desrochers, CD

Mess Manager, NADEN Wardroom – CFB Esquimalt
Department of National Defence / Government of Canada
Paul.Desrochers@forces.gc.ca / Tel: 250-363-5322 / CSN: 333-5322

Gérant des mess, NADEN Wardroom – BFC Esquimalt
Ministère de la Défense nationale / Gouvernement du Canada
Paul.Desrochers@forces.gc.ca / Tél.: 250-363-5322 / RCCC: 333-5322



DESIGNATION DESIGNATION	SECURITY CLEARANCE - CÔTE DE SÉCURITÉ
UNCLASSIFIED	
FILE NO. - N° DE DOSSIER	

MINUTE SHEET - NOTE DE SERVICE

SUBJECT - SUJET	DATED - DATEE
Wardroom Executive Mess Minutes 7 May 2015	20 May 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)
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<p>Action</p> <p>BPSvcsO</p> <p>BAdmO</p>	<p>Sir</p> <ol style="list-style-type: none"> Item # 6, Taxi Chits for Dial-a-Driver, if approved the gift certificates must be registered, controlled and signed for with NPF. As of 31 Mar 15 the Wardroom had \$355,219.79 in their CBA. The Wardroom is presently operating with a net loss of \$5,406.19 The Wardroom bar is presently operating with a net profit of \$15,593.00 All other items have been reviewed and all appears in order. For your review and approval, Sir <p><i>[Signature]</i> T. Gallinger CPO1 M&IO 3- 5979</p> <p><u>② M+IO</u></p> <p><i>Provide sitrep on the salaries/wages expenditures for Mess in Annex, which is approx \$12K in excess of the budgeted amount.</i></p> <p><i>[Signature]</i> BPSvcsO 20.5.15</p> <p><i>Also there are the same items used for the 10 April mtg. AGAM. Provide explanation.</i></p>
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