

0103A-5545-2 (Sec'y/RDIMS 443833)

A ^{DEC} ~~NOV~~ 15

Dist List

MINUTES OF THE WARDROOM
EXECUTIVE COMMITTEE MEETING HELD
ON 9 JULY 2015 AT 1100 HRS IN THE
WARDROOM CONFERENCE ROOM

Chairperson:	LCdr M.E. Erwin	VPMC Naden
Members Present:	LCdr Belhumeur LCdr J.J. Audy LCdr B.A. Merz Lt M.G. Demeulenaere POI P.D.J. Desrochers Bill Ashley	VPMC Gunroom Entertainment Officer Membership Officer A/Infrastructure Officer Wardroom Mess Manager Associate Member Representative
Ex-Officio Present:	Ms. M. Illott	Wardroom Event Coordinator
Absent	Lt(N) Dignard Lt(N) G.A. Morris Lt(N) B.M. Binder Capt M.G. McDonald MS C.A. Halbert	Bar Officer Secretary Base Foods Officer Communication Officer Gunroom Mess Manager

DISCUSSION	ACTION BY
<p><u>CALL TO ORDER</u></p> <p>1. The meeting was called to order at 1117 by the VPMC.</p> <p>2. Recognizing the lack of Quorum, the chair decided that all votes will be made via email registry or be tabled until next meeting.</p> <p><u>OLD BUSINESS</u></p> <p>3. <u>Summer Mess Event</u>: POI Desrochers updated the committee on the ticket plan for the Summer Mess Event which would include a two ticket system: one for food, another for door prizes. These tickets will be paid for at the door with cash only and can be reserved prior to the event. LCdr Audy provided an update to the food plan, informing the committee that the food truck concept</p>	<p>VPMC</p>

<p>was unobtainable due to the booking requirements of the vendors and that a BBQ style service would be provided for the event. To facilitate, NOTC students would be used to support food service, decoration, and events throughout the evening.</p>	<p>Infrastructure O</p>
<p>4. <u>Foreign dignitary visit</u>: Concerns were raised by PO1 Desrochers in regards to a request by the Comd MARPAC for Mess facilities to accommodate a foreign dignitary which posed a risk for overlap with the clean-up from the event. Mitigation was considered and ultimately accepted through the use of students to affect the clean-up should the gunroom be chosen.</p>	<p>PO1 Desrochers</p>
<p>5. <u>Cdr Chadwick Paintings</u>: Lt Demeulenaere requested information from the committee on the Work Order number for the Chadwick paintings so that an update could be provided on the status of the work.</p>	<p>Info</p>
<p><u>NEW BUSINESS</u></p>	
<p>6. <u>Sunday Supper</u>: In line with the potential overlap of a foreign dignitary visit to the Summer Mess Event, PO1 Desrochers raised a concern that the use of the Wardroom for the foreign dignitary visit would conflict with Sunday Supper and require cancellation. Discussion was focused around the attendance of the Sunday supper during the summer months and the general reduction that occurs. As a result of the normal attendance reduction, the committee agreed that Sunday supper could be cancelled if it became a requirement.</p>	<p>Info</p>
<p>7. <u>Wardroom Hockey Team</u>: Lt(N) Chami provided a report on the status of the Wardroom hockey team equipment procurement. Two quotes were received for team jerseys and socks. These quotes both surpassed the \$2000 that was originally approved by the committee for equipment purchase and was therefore discussed by the committee for an expansion of the fund. Issues were raised about the need for 2 sets of jerseys for the team and about the added benefits of each quote. After discussion one of the quotes was identified as the preferred option and final approval for the fund expansion was tabled to be voted upon electronically. Seven "Yes" votes via email.</p>	<p>CARRIED</p>
<p>8. <u>Mess Event Childcare</u>: LCdr Belhumeur provided the committee with insight to how childcare options operate at other mess facilities around the CAF and found that the practices fell outside the scope of common Wardroom events. Other messes in the CAF who provide a form of childcare do so for events that begin directly after the end of the work day and conclude shortly after dinner and the care is provided by the older children of attending members. Some messes also provide rooms and means of entertainment to further this capacity but none provide care for events that take place away from the normal work week such as a weekend event or Mess Dinner. The</p>	

issue was agreed to be tabled and reported on to the membership at the next AGM for further direction from the membership.

Info

9. Outstanding account from 2014 event: LCdr Erwin informed the committee of an account that remains open from an event in 2014 where members committed to attending and financial obligations were made by the Wardroom to meet the demands of the personnel attending with expectations of fees from each attending member to cover those costs. The event itself saw many committed members not attend and recovery of committed funds was sought for those members who did not attend and subsequently did not pay for the event. After extended attempts to recover all funds a balance of \$59.00 remains that is unlikely to be recovered and needs to be closed. It was therefore proposed that the committee absorb the remaining expense and close the account accepting the loss. Issue was discussed and formal agreement was tabled pending electronic vote. Eight "Yes" votes via email.

CARRIED

10. Removal of SCA items: PO1 Desrochers presented to the committee the Wardroom SCA items that are in for disposal, one of which requires voting to allow. The list is as follows:

- a. 496000002 Uniwell Cash Register – Value - \$867.53 – unserviceable – Replaced by new POS System
- b. 496000565 Cash Registers X 4 – Value - \$0.0 – unserviceable – Replaced by new POS System
- c. 496000854 Berg Infinity Software – Value - \$0.0 – Replaced by new POS system
- d. 496000856 Under counter Ice Machine – Value - \$0.0 – unserviceable – already disposed of by Key Foods
- e. 496000857 Hitachi TV – Value - \$0.0 – Replaced with new Samsung TV's
- f. 496005422 Cash Register – Value - \$0.00 – unserviceable – NOTC – Replaced by new POS System
- g. 496005005 Cash Register – Value - \$0.0 - unserviceable – NOTC – Replaced by new POS System

Most of the items hold no value and can be disposed of without executive approval but item 1 requires funds to match the remaining value of the system. The unit itself is obsolete and unlikely to hold any value for a potential recovery through sale. Six "Yes" votes via email.

CARRIED

11. Bake Pit at the Gunroom: Mr. Ashley proposed making an addition to the Gunroom Mess by seeking the installation of a Bake Pit for pig roasts and clam bakes to support Mess events. As a first step, an estimate of expected costs is required to determine viability.

Mr.Ashley

12. Job Description for Associate Member Rep: Mr. Ashley raised an inquiry to whether or not the Associate Member Rep currently had a formal

work description and was informed that it currently does not. Members of the committee informed him of the basic components inherent with the position such as bringing concerns of the associate members to the committee and maintaining contact with the associate membership to keep them informed.

Mr. Ashley

13. Music Bingo: Mr. Ashley inquired to the committee the possibility of adding to or changing the turkey bingo event to include music bingo. LCdr Erwin informed him of the normal success of the event in its current format and that music bingo would serve better as an addition to turkey bingo rather than a substitution.

Mr. Ashley

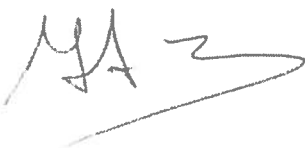
14. Wifi at the Wardroom: Mr. Ashley requested information from the committee as to the current status of wifi connectivity in the Wardroom and expressed his desire for improvement to keep the Wardroom relevant for today's member. LCdr Erwin informed him of the current attempts to get proper wifi and its current stall at Shared Service Canada.

Mr. Ashley


ADJOURNMENT

The meeting was adjourned at 1215.

Recommended / ~~Not-Recommended~~



G.A. Morris
Lt(N)
Secy



23-NOV-15

S. Bergeron
Civ
NPFAM

Recommended / ~~Not Recommended~~

Recommended / ~~Not-Recommended~~



T.P. Gallinger
CPO1
M&IO



J.M.G. Thomson
LCdr
B Pers Svcs O
3 DEC 15

Approved / Not Approved



B. Boutin
Cdr
PMC

Dist List

Mess Executive Committee Members
M&IO
NPFAM
Mess Mgr