

0103A-5545-2 (Secretary/RDIMS 659430)

25 May 17

Dist List

MINUTES OF THE WARDROOM
GENERAL MESS MEETING HELD
ON 28 APR 2017 AT 1030 HRS IN THE
THE WARDROOM UPPER DINING AREA

Chairperson:	Cdr Lessard	PMC
Members Present:	LCdr A. Fedoruk LCdr A. Wetmore LCdr B.A. Merz Lt(N) K. Rekeszki SLt B. Johnston Lt(N) E. Dignard Capt M. Landolt	VPMC - Naden VPMC - Gunroom Membership Officer Entertainment Co-chair Treasurer Bar Officer Infrastructure
Ex-Officio Present:	PO1 A. Carriere	Wardroom Mess Manager
Absent	Lt(N) K. Seguin Lt(N) N. Mailhot-Montgrain Lt(N) R. MacDonald	Secretary Entertainment Co-Chair Communications Officer
Recording Secretary:	A/SLt J. Bornholdt	Appointed Communications Officer

DISCUSSION	ACTION BY
<u>CALL TO ORDER/OPENING REMARKS</u>	
1. The meeting was called to order at 1035, a quorum was obtained. a. PMC address - The PMC welcomed the assembly and provided a verbal summary of the Mess' activities and concerns that could affect the Mess moving forward. b. Communications - The VPMC-Gunroom gave a verbal summary of the Mess' communication strategy moving forward. c. Meeting Procedures - The VPMC-Naden explained rules and procedures for the conduct of the meeting.	PMC

<p><u>OLD BUSINESS</u></p>	
<p>2. <u>Previous Minutes.</u> 4 Nov 16 minutes were posted on the DWAN two days prior to the meeting, and available hard-copy at the meeting.</p> <p style="text-align: right;">Moved: LCdr O'Brien Seconded: Lt(N) Newman Carried</p>	<p>All</p>
<p>3. <u>Bar Prices.</u> Lt(N) Dignard answered a question from the 4 Nov 16 meeting, on multi-tiered bar prices: how much revenue could be raised by charging higher bar prices for private events. Potential additional revenue was estimated to be in the range of \$15,000. He pointed out raising prices for private events is under consideration by the Mess Committee.</p>	<p>Bar Officer</p>
<p><u>NEW BUSINESS</u></p>	
<p>4. <u>Financial Report.</u> SLt Johnston reviewed the financial statement.</p> <p>One question was raised regarding calculation for “net loss” on the Wardroom bar, and it was explained that all expenses including salaries were used in the calculation, so that it appeared as a loss. The 2017/2018 budget, showing a budgeted net income of \$870, was presented for approval.</p> <p style="text-align: right;">Moved: SLt Carver Seconded: Lt(N) Mahar Carried</p>	<p>Treasurer</p>
<p>5. <u>Committee Reports.</u> Reports were read to the assembly:</p> <p>a. <i>Entertainment</i> - Lt(N) Rekeski outlined some changes to planning, taking into account attractiveness of past events, suggestions from members, and intent to create some full-family friendly events, balanced against the potential costs of moving to full catering for events. A schedule of events was presented for consideration.</p> <p style="text-align: right;">Moved: Lt(N) Newman Seconded: Slt Kia Carried</p> <p>b. <i>Membership</i> - LCdr Merz presented a summary of membership and dues by category, and a list of social associates for consideration.</p> <p style="text-align: right;">Moved: LCdr O'Brien</p>	<p>Entertainment chair</p> <p>Membership Officer</p>

<p style="text-align: right;">Seconded: Lt(N) Kerwin Carried</p> <p>c. <i>Infrastructure</i> - Capt Landolt outlined that installation of glass doors on the fireplaces is being considered, due to the size of flame and heat. RP Ops is investigating why the fireplaces seem to be burning inefficiently (causing sooty residue on the walls, décor, and ceilings).</p> <p>d. <i>Communications</i> - Interim Communications Officer A/Slt Bornholdt outlined some methods that the Wardroom will be using to communicate with members, including use of social media sites.</p> <p>6. <u>Charities.</u></p> <p>a. <i>Approved List</i> - The VPMC-Naden provided the current approved Wardroom charities list. He outlined that in the Mess Secretary would be conducting an annual review, soliciting input from the members, on the number of charities and planned donations.</p>	<p>Infrastructure</p> <p>Interim Communications Officer</p> <p>Secretary</p>
<p style="text-align: right;">Moved: Cdr Watkins Seconded: LCdr Thomson Carried</p> <p>b. <i>Donation to Broadmead Care</i> - The VPMC-Naden summarized a request from Broadmead Care to provide sponsorship for their golf fundraising event. A short description of the charity was provided, including its work with veterans and that the Formation has an ongoing formal relationship to call on veterans who reside at Broadmead Care. A request to donate \$1000 was presented for approval.</p> <p style="text-align: right;">Moved: LCdr Fedoruk Seconded: LCdr O'Brien Carried</p> <p>c. <i>Donation to Wounded Warriors Canada</i> - The VPMC-Naden provided information regarding a fundraising event in partnership with Wounded Warriors Canada and Glenfiddich. The whisky was donated and the Wardroom charged an admission cost that outlined net proceeds would be donated to Wounded Warriors. In the terms of the Constitution/By-laws, as a specific fundraising event the donation could have been made automatically, however, in the interests of proactive disclosure the request was brought before the membership. There was a question regarding administrative overhead for the charity (and how much funding would then go to programs), it was noted that according in 2016</p>	<p>Treasurer</p> <p>Treasurer</p>

<p>it was 26% to administration and 74% to programming (CRA). A request to donate \$900 was presented for approval.</p> <p style="text-align: right;">Moved: LCdr Fedoruk Seconded: SLt Coursol-Stevens Carried</p>	Secretary
<p>7. <u>Changes to Constitution/By-Laws.</u> The VPMC outlined a project started in late 2016 to update the Constitution and By-laws. Major changes included reformatting to match A-AD 262 (Mess Administration) and to remove financial authorities to a stand-alone document. The changes were posted for seven days on the DWAN as required. There was some discussion over two minor wording changes that did not affect the overall governance authority of the document and it was generally agreed by the proposer and the assembly (including AJAG(P)) that these changes could be made summarily.</p> <p style="text-align: right;">Moved: LCdr Fedoruk Seconded: LCdr Thomson Carried</p>	Secretary
<p>8. <u>Standing Authorities.</u> Continuing the discussion on governance, the VPMC presented the Committee’s proposed Standing (financial) Authorities for the 2017 NPP year. It was pointed out that using the approach of Standing Authorities ensures a yearly review by the Committee and members. Through general query and answer, some amendments were proposed for the Standing Authorities:</p> <p>a. Motion to accept Standing Authorities (with final amendments as noted below;)</p> <p style="text-align: right;">Moved: LCdr Fedoruk Seconded: LCdr O’Brien Carried</p> <p>b. Motion to amend paragraph 6 to remove “claim one of the following per quarter” and replace with “claim per event”;</p> <p style="text-align: right;">Moved: Maj Hynes Second: Lt(N) Hubbard Carried</p> <p>c. Motion to amend paragraph 6.c to replace “Child care chit” with “Child or pet care chit”; and</p> <p style="text-align: right;">Moved: Capt Harris Second: Capt Milne Defeated</p>	

<p>11. There being no further business, it was moved to adjourn. The meeting concluded at 1215.</p> <p style="text-align: right;">Moved: LCdr O'Brien Seconded: Lt(N) Barlow Carried</p>	
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//original signed by//

K.L. Seguin
Lt(N)
Secretary
3-1035

//original signed by//

S. Bergeron
Civ
NPFAM
3-4183
9 May17

//original signed by//

T.P. Gallinger
CPO1
M&IO
3-5979
10 May 17

//original signed by//

J.M.G. Thomson
LCdr
BPSvcs O
3-4152
10 May 17

*NTF (1): FY
2017/2018 Budget
was presented and
approved during
"Financial
Report."*

//original signed by//

M.S.J. Lessard
Cdr
BAdmO
3-4016
12 May 17

//original signed by Cdr J.L. Watkins for//

S.M. Waddell ~~Approved / Not Approved~~
Capt(N)
BComd
3-4002

Dist List

PMC
Mess Executive Committee Members
BPSvcsO
M&IO
NPPAM
Mess Mgr

Original signatures below:



Annex A – Standing Authorities

1. MESS SUBSCRIPTIONS. The following mess subscriptions are authorized:

Member Type	Dues	Gift	Charity	GST	Total
Regular Member	\$23.21	\$2.00	\$0.50	\$1.29	\$27.00
Regular Member (NCDT/OC DT)	\$11.51	\$2.00	\$0.50	\$0.71	\$14.72
Associate Retired (-65)	\$24.21	\$1.00	\$0.50	\$1.29	\$27.00
Associate Retired (+65)	\$16.18	\$1.00	\$0.50	\$0.88	\$18.56
Associate Working	\$24.21	\$1.00	\$0.50	\$1.29	\$27.00
Associate Social	\$24.21	\$1.00	\$0.50	\$1.29	\$27.00
CFMETR	\$0.00	\$2.00	\$0.00	\$0.10	\$2.10
Honorary (all)	No fees	No fees	No fees	No fees	No fees

2. OPERATING EXPENDITURES. Miscellaneous or general expense item of a non-recurring nature required for the effective daily operation of the Mess:

a. PMC (or VPMC, if PMC is away). Per quarter, up to \$1,000;

b. Mess Manager. Per month, up to \$250;

c. Mess Committee. May authorize up to \$7,000 as necessary for emergencies; and

d. Membership at Large. Approval at a General Mess Meeting is required for major unbudgeted expenditures.

3. HOSTING CARDS. To conduct official entertainment on behalf of the Mess, to the limit in the budget, cards are authorized:

a. PMC Chit: \$250 quarterly for bar or meal;

b. VPMC Naden Chit: \$135 quarterly for bar or meal;

c. VPMC Gunroom Chit: \$135 quarterly for bar or meal;

d. VENTURE Student Commander Chit: \$75 quarterly for the bar.

4. TESTIMONIAL (GIFT) FUND. The membership authorizes expenditures from the fund up to, but not exceeding, the amounts shown below:

a. Death of a Member. \$100; purchase of a token of sympathy, a floral tribute or an equivalent charitable donation, in accordance with the desires of the late Member's family or the Member;

b. Death in a Member's immediate family. \$100; purchase as a token of sympathy in the event of the death of a Member's immediate family, a floral tribute or an equivalent charitable donation, in accordance with the desires of the Member;

c. Retirement 20+ years CAF. \$250; purchase of a retirement gift for an Ordinary Member retiring with not less than 20 years of service with the Canadian Armed Forces. Expenditures for retirement gifts may be for any item, or portion thereof, up to the authorized amount. Normally the selection and presentation of this gift will be organized by the Member's unit or section, taking into account the desires of the Member. Payment will be made by the Mess

office on presentation of a receipt and appropriate information on the officer to whom the gift is being presented;
d. <u>Posting Ordinary Member</u> . \$50; purchase of a memento for each Ordinary Member departing on posting who has been a Member of the Mess for at least 24 months. Normally the selection and presentation of this gift will be organized by the Member's unit or section, taking into account the desires of the Member. Payment will be made by the Mess office on presentation of a receipt and appropriate information on the officer to whom the gift is being presented;
e. <u>Departing PMC</u> . \$50; purchase of a memento for a departing PMC, in addition to any amount authorized above for either a retirement gift or a posting gift;
f. <u>Departing Formation or Base Commander</u> . \$300; purchase of a gift for a departing Commander, MARPAC or \$150 for the Base Commander, in addition to any amount authorized above for either a retirement gift or a posting gift;
g. <u>Departing Formation CPO</u> . \$150; purchase of a gift, or as part of a larger gift in conjunction with the other Messes, upon the retirement or posting of the Formation CPO; and
h. <u>Births/Adoptions</u> . \$100; purchase of a token of congratulations. Normally the selection and presentation of this gift will be organized by the Member's unit or section, taking into account the desires of the Member. Payment will be made by the Mess office on presentation of a receipt and appropriate information on the officer to whom the gift is being presented.
5. <u>CHARITY FUND</u> . Outside of the charity disbursements approved at a General Mess Meeting, the Mess Committee authorize disbursements from the Charity Fund, limited to unforeseen occurrences, up to \$500 per disbursement, and not exceeding \$1,000 per year in total. Expenditures from the Charity Fund shall not be allowed to place the fund in an overdraft position.
6. <u>MESS EVENT CHITS</u> . Up to the limit in the overall Mess budget, Members and serving Officers, subject to procedures outlined by the Mess Committee, are authorized to claim per event:
a. <u>Taxi chit</u> . Valued at no more than \$20 per member, proceeding from the Mess directly to their place of residence (only); or
b. <u>Wardroom room rental chit</u> . Valued at \$20, towards a room rental at the Naden Wardroom; or
c. <u>Child care chit</u> . Valued at \$20 per member.
7. <u>SURCHARGES</u> . In order to continue administrative costs and maintain the Mess standards, surcharges will be levied for all services for use of the Mess and its facilities for private functions (i.e. – not Official Hospitality Events, Command/Base, Official, Unit Support Functions or other DND events, or Mess events):
a. <u>Costs/Wages</u> . A 20% surcharge applied to food costs, food service staff wages, bartender wages, Event Coordinator wages;
b. <u>Use of rooms</u> . An administrative surcharge of \$2.00 per person, to a maximum of \$200 per function; and
c. <u>Bar Sales</u> . The Executive may authorize increased pricing for bar sales, where permitted by NPP regulations.