



13 September 2019

Distribution List

WARNING ORDER – RV 2020

1. Situation: Every two years the Royal Canadian Dragoons Association organizes a Reunion for all Dragoons and support trades at rotating locations across Ontario. Our Association President, Denis (Badger) Levesque, at the AGM 16 June 2018, requested either the Ottawa Valley Chapter or the Kingston Chapter host the reunion in 2020. I, as the Chairman, spoke with several chapter members in attendance and we decided to host the reunion in 2020.

The RCD Associations are for all Dragoons and support trades, past and present. It is for that reason that RV 2020 is for one and all. It does not matter whether you are currently a member of the association. What matters is that you served with the Dragoon's and want to spend time with regimental family and friends. There are many successful Corps functions throughout the year for friends and colleagues to gather together to reminisce and share stories about the time we spent together in service of our country. Therefore, the Ottawa Valley Chapter encourages you to come join us in the celebration of RV 2020. There are several other significant events scheduled for this timeframe so you can participate in these additional historical events. Tentative dates for presentation of a new Guidon (24 Jun 2020) and Change of Command (25 Jun 2020).



2. Mission: The RCD Association, Ottawa Valley Chapter will host RV 2020 of Dragoons in Pembroke, Ontario the weekend of 26 June to 28 Jun 2020, with a view to reminisce old stories, have fun, meeting old friends and making new ones.

3. Execution:

a. Concept of Operations: The weekend will start with a Meet and Greet on Friday from 18:30 to 23:00 hrs, 26 June 2020 at the Best Western in Pembroke Ontario. There will be a registration table in the lobby and you will be directed to Copland room. We will have Hors D'Oeuvres, cash bar, the RCD kit shop and the opportunity to mix and mingle with old friends.

In the information package, you will receive a schedule of events, the spousal program and things to do in the local area. This will give you an opportunity to plan your Saturday/Sunday. The following morning, 27 Jun 2020, our President (Badger) Levesque will host an RCD Association General Meeting in the Copland room from 09:00-11:30 hours. Following the meeting, you will be free until 18:30 hours at which time we will gather in the Copland room for our Mixed Dining-in. During the meeting spouses, significant others and friends are invited to participate in the spousal program or visit sites in our lovely Pembroke/Petawawa area. If that is not enough, we are planning a golf outing for those who wish to play and a vehicle display. The Regimental Photographer will be available to help capture those fun moments along with a portrait of you and your spouse/partner prior to the Mixed-Dinning in. The next morning, breakfast will be available at the hotel and you will be free to advance to contact to your home location. The Best Western asks that you make reservations for meals in advance, so their staffs are properly prepared.



b. Tasks:

(1) RCD Association President: (Denis Levesque)

- (a) Organize and execute a meeting with the National Association Chapter Chairmen at 19:00 hrs Fri 26 Jun 2020;**
- (b) Organize and execute the Association General Meeting on Saturday 09:00 hrs to 11:30 hrs, 27 June, 2020.**

(2) Regimental 2IC: (Major Maerz)

- (a) Requested to arrange for the RCD kitshop to be available prior to the “Meet and Greet” Friday evening 26 June 2020, from 15:00-18:30 hrs at the Best Western in Pembroke;**
- (b) Requested to have the Regimental Photographer available for the weekend;**
- (c) Requested to have two Lancers available for the “Meet & Greet” from 18:30 hrs to 19:00 hrs Friday 26 June, 2020; and**
- (d) Requested to have two Lancers available for the Mixed Dinning-in from 17:45 hrs to 18:30 hrs Saturday 27 June, 2020.**

(3) Treasurer Calvin Mitchell:

- (a) Receives all payments from Dragoons;**
- (b) Pays all invoices; and**
- (c) Prepares a financial statement for the AAR.**

(4) All RCD Association Chapter Chairmen:

- (a) Request your support in promoting the event and following up with your members regularly to ensure they register and send their payment to the treasurer; and**
- (b) Request each Chapter bring a gift to RV 2020 to be presented as door prizes at the Meet and Greet.**



(5) Roger Munger and Sterling Mercer:

- (a) Liaise with their respective Town/City Hall and local tourism to produce a welcome package of what the Pembroke/Petawawa areas have to offer on the weekend of RV 2020;**
- (b) set-up and organize a reception table in the foray at the Best Western and;**
- (c) acquire gifts from local businesses for door prizes.**

(6) Marc Tremblay:

- (a) coordinate the menu with the Best Western staff;**
- (b) setup for the "Meet and Greet" and "Mixed Dinning-in";**
- (c) produce a seating plan and name cards;**
- (d) 16 Jun 2020 confirm final numbers with Best Western; and**
- (e) ensure everyone is informed of timing and location.**

(7) Muggsie –

- (a) develop and coordinate a spousal program.**
- (b) forward to all Chapters chairs the "Warning Order" and "SITREPS";**
- (c) act as outreach coordinator to help connect with all Dragoons who have not RSVP'd; and**
- (d) contact the chairman of each association to donate a gift to be drawn and presented at the Meet & Greet.**

(8) Keith Christopher – Golf co-ord

- (a) secure a golf course from 13:00 to 17:00 hrs, 27 Jun 2020**
- (b) track number of participants and**
- (c) brief participants on t-off timings/grouping etc**

c. Coordinating Instructions:

(1) Timings:



- (a) 12 Sep, 2019 - Ottawa Valley Chapter planning committee's initial meeting. Additional co-ord meetings (as required)**
 - (b) 17 April 2020 – all payments due to treasurer**
 - (c) 26 May 2020 – deadline for making room reservations at the reduced rate. Call the Best Western toll free at 1-800-567-2378 or email, BestWesternPembroke.com. The Rates are \$128.00 per night and 60 rooms have been block booked;**
 - (d) 16 June 2020 – final confirmation of menu to Best Western co-ord;**
 - (e) 26 June 2020, 18:30-23:00 – Meet and Greet at the Best Western, Copland Room;**
 - (f) 26 Jun 2020, 1900- 20:30 – Assn President and Assn Chair's meeting, Board Room;**
 - (g) 27 June 2020, 09:00-11:30 – RCD Association General Meeting, Copland Room**
 - (h) 27 June 2020, 09:00 – 11:30 – Spousal Program, TBC**
 - (i) 27 June 2020, 13:00-16:00 – Vehicle Display, Parking area at Best Western**
 - (j) 27 June 2020, 13:00- 17:00 – golf at Petawawa Golf Club**
 - (k) 27 June 2020, 18:30 – Meet in the Copland Room for Mixed Dinning-in**
 - (l) 27 June 2020, 18:30-24:00 – Mixed Dining-in**
 - (m) 28 June 2020, breakfast and departure; Please make reservations;**
 - (n) 30 June 2020, – final payment for Mixed Dinning-In.**
- (2) Kit shop – setup Friday 26 Jun 2020 from 15:00-18:30 hrs and Sat 27 Jun 2020 from 13:00 to 16:00 hrs. Have available a broad selection of kit shop items for purchase.**

(3) Photographer:

- (a) be prepared to take digital portraits of all those in attendance at the Mixed Dinning-in from 17:45 to 18:30 hrs;**



- (b) provide photo coverage for the highlights of the weekend activities; and**
- (c) Manage communications and notices through the Regimental website.**

(4) Regimental Lancers – be available to greet all attendees at the Meet & Greet, Mixed Dining-in and be available to flank individual portraits. Then relax and enjoy the evening with the Dragoons family.

(5) Finances:

- (a) All payments are to be made to the treasurer Calvin Mitchell by 17 April 2020;**
- (b) All invoices and payments will be coordinated thru Calvin.**

4. Command and Signals:

a. Appointments:

- (1) RV 2020 Chairman – Bruce Prendergast;**
- (2) Deputy Chairman – Sterling Mercer;**
- (3) Treasurer – Calvin Mitchell;**
- (4) Welcoming Co-ord – Roger Munger & Sterling Mercer;**
- (5) Meet & Greet/Mixed Dining-in – Marc Tremblay;**
- (6) Admin Support – RSM RCD;**
- (7) Spousal Program Coordination – Muggsie;**
- (8) Music Co-ord – Gordie Meighan;**
- (9) Outreach Coordinator – Muggsie Boland and**
- (10) Golf Co-ord – Keith Christopher.**

b. Communications:

- (1) Website – all updates will be posted to the Regimental Website.**



(2) Key Contacts:

(a) Chairman, Bruce Prendergast – bwprendergast@hotmail.com or 613-504-2860.

**286 Mink Lake Rd
Eganville, ON K4J 1T0**

**(b) Vice, Sterling Mercer – spmer@sympatico.ca or 613-687-4100.
19 Roy St.**

Petawawa, ON K8H 3A5.

(c) Treasurer, Calvin Mitchell - kdmitchell@nrtco.net or 613-585-0514.

**532 Nuthatch Drive
Petawawa, ON, K8H0A9**

(d) Golf Co-ord, Keith Christopher – christopher.keith@forces.gc.ca

(e) Roger Munger – mungerrb@cogeco.ca or 613-635-7782

(f) Muggsie Boland – Boland.MA@forces.gc.ca or 613-687-5511 ext 5649 or 613-732-8603 (leave a message)

Distribution List

Association President

Association Chapter Chairmen

Regimental 2IC

Committee Members

Kevin Langille

Thank you;