

**Record of Decisions from
 Guild Board of Director's Meeting
 Held at 1300 hours on 6 November 2020
 At the Turner Room, F104, Garrison Petawawa &
 Video Teleconference hosted on MS Teams**

Persons In Attendance:

President	Mr. P. Atkinson
First Vice President	Mr. D Levesque – VTC
Second Vice President	Mr. E. Kerckhoff - regrets
Chief Financial Officer	Mr. D. Burnie – VTC
Secretary/Treasurer	Mr. J. Maerz
Clerk	Mr. M. Edwards – call in

Directors:	Mr. S. Larouche - regrets
	Mr. D. Batten – call in
	Mr. J. Whitehead - regrets
	Mr. T. Skelding – VTC
	Mr. T. Burnie – VTC
	Mr. B. Forsyth – VTC
	Mr. M. Frank – regrets
	Mr. M. Aube
	Mr. K. Lee - VTC
	Mr. S. Curley – VTC
	Mr. D. Tremblay - VTC

Observers:	Mr. B. Fulton - VTC
	Mr. J. Ferron – VTC
	Mr. D. Milner
	Mr. C. Leblanc

Scribes	Mr. J. Brown
	Mr. B. Dunks

Ser	Discussion/ Decision	Action by
1	Opening Remarks. President. Called the meeting to order.	Nil
2	Review of Previous Record of Decision. President. Asked for a motion to approve the Record of Decision for the 9 September 2020 Board of Directors Meeting. The motion was raised by Mr J. Maerz, seconded by Mr M. Aube, and carried by the Board.	Nil

	<p>President. Noted that the current process of confirming and posting Records of Decision has been effective and would continue.</p>	<p>Nil</p>
<p>3</p>	<p>Old Business.</p> <p>Secretary Treasurer. Provided an update of Regimental History Book Sales and noted that the Regimental Kit Shop had already sold out of their initial order. Copies had also been sent to the Ontario Regiment Museum and RCACS Kit Shop for sale. He also noted that the book reviews had not yet been sent out. Anyone interested in purchasing a copy of the book should be directed to the Regimental Kit Shop.</p> <p>President. Updated the Board on the PDF version of the Regimental History. The PDF version will not be released until the majority of the books have been sold. The PDF version price point will be confirmed at a later date.</p> <p>Secretary Treasurer. Provided an update on the production of the Springbok and Dragoon publications. The 2018/2019 Edition is undergoing final review and is anticipated to be going to print by end November. The 2019/2020 Edition is still under review, with the final submissions still being collected. Anticipated time of print is December or January.</p> <p>Secretary Treasurer. The list of directors has been updated on Corporations Canada. The updated list will be sent to CRA, separate from the tax return. The updates will then be sent to Manulife.</p> <p>Mr D. Burnie. Provided a recommendation regarding future controllership and public accounting services for the Guild. Noted that the current services being provided by Richard Amyotte Financial Services were just for bookkeeping, and that in order to meet audit requirements a public accountant would be required. Noted that a more suitable provider was available, with similar costs for the controllership, and a more modern and digital footprint, which could additionally provide audit services at a reasonable additional cost. The President further noted that this proposal had already been reviewed and supported by the Management Committee.</p> <p>Mr D. Burnie. Put forward a motion to contract the firm Colby & McGeachy to deliver controllership and audit services to the Guild and to cease the existing bookkeeping</p>	<p>Mr Whitehead</p> <p>Nil</p> <p>Secretary Treasurer</p> <p>Secretary Treasurer</p> <p>Nil</p> <p>Mr D. Burnie</p>

<p>contract with Richard Amyotte Financial Services. The motion was seconded by Mr P. Atkinson and subsequently carried by the Board. President will advise Mr Amyotte in writing of the decision of the Board.</p>	<p>President</p>
<p>President. Noted that Mr L. Barsauskas was presented the Distinguished Service Award on 4 November 2020. Mr L. Barsauskas had for the past 10 years tracked donors, sent them thank you letters and receipts, and provided a consolidated donor list to the Guild. The award was well received by the recipient.</p>	<p>Nil</p>
<p>Mr D. Burnie. Provided an overview of the tools available from Canada Helps for tracking donors, sending thank you letters and for sending receipts. The tools are more streamlined and allow this process to be largely automated, at a cost of \$89.00 a month.</p>	<p>Nil</p>
<p>Mr D. Burnie. Put forward a motion to contract Canada Helps to manage the Guild donor database, with the Clerk and CFO to undertake the necessary training to use and manage the database moving forward. The motion was seconded by Mr P. Atkinson and subsequently carried by the Board.</p>	<p>Mr D. Burnie</p>
<p>President. Presented intent to provide major donors letters updating them on what was being done by the Guild with their donations.</p>	<p>President</p>
<p>Mr T. Burnie. Presented the proposed agenda for the AGM:</p> <ul style="list-style-type: none"> • Call to order • Approval of Proposed Agenda • Approval of Minutes of Last AGM • Approval of Results of Electronic Resolution to appoint • Public Accountant • Acceptance of Financial Report from Public Accountant • Appointment of Auditor for FY 2020-2021 • Election of Directors • Acceptance of president’s Annual Report • Other Business 	<p>All</p>
<p>Mr T. Burnie. Provided an update regarding the on-boarding package for new Directors. Package is focused on responsibilities of Directors as well as the issues and</p>	<p>All</p>

	<p>organizational aspects unique to charities. There is also training related to governance. The existing package is being updated according to recent structural changes, and a narrated package is being prepared for Directors to review on their own time. The package should be ready in mid-December. The President noted that all Directors should review the package.</p> <p>Mr T. Skelding. Noted that a Remembrance Day video is being produced by Mr K. Langille with a scrolling list of the fallen through each era. The video will be posted on YouTube for Remembrance Day. The President noted that a permanent link would be put on the Guild website for the RCD Honour Roll. It has been created and has the names of all 293 fallen. Currently it is just the list of names, but the intent is to make the names links to the Canadian War Memorial pages. Work is being done on the format and template of the Last Post.</p> <p>President. Thanked Mr T. Skelding for his efforts on the Last Post and Honour Roll pages and emphasized the importance of recognizing the contributions of fallen Dragons.</p> <p>President. Provided an update on the Guild website. Mr D. Murault continues to work on the online archives. The majority of the archives have been uploaded, and documents can be searched. The goal remains to make the archives Electronic – Searchable – Accessible.</p> <p>President. Provided an overview of the President’s Annual Report. Asked the Board to review and provide feedback on the letter over the next 30 days. Following that period, the letter will be signed and posted to the website. The President also thanked everyone for their help preparing the report.</p> <p>Mr D. Burnie. Provided a financial and investment update to the Board. A new budget tracking sheet will be used going forward, which will tie the expenditures, business plan and budget together. The President thanked Mr D. Burnie for his detailed and accurate financial reporting.</p>	<p>Mr T. Skelding</p> <p>Nil</p> <p>Mr Whitehead</p> <p>All</p> <p>Mr D. Burnie</p>
<p>4</p>	<p>New Business.</p> <p>President. Noted that the Guild Property update would be postponed until the next meeting.</p>	<p>Mr J. Whitehead</p>

<p>President. Noted that there is \$10,000 in the Business Plan to support the creation of additional funeral kits. Currently there are complete kits prepared and in use in Gagetown and Petawawa, but there is a requirement for all Association Chapters to have these available for local Dragoon funerals. The kits will be self-contained in a box and will include 3 flags (The Corps, The Regiment, Canada), with staffs and bases, a Regimental horse blanket, and a Regimental stain glass display.</p>	<p>Mr D. Levesque</p>
<p>Mr D. Levesque. Presented the cost breakdown of additional funeral kits. Of the nine Association Chapters, only six would require funeral kits. The purchase of all six kits would be approximately \$4236. The request process has been established, with requests coming from the CotR, CO, RSM or Association President to the Guild for consideration. Additionally, the presentation for families will include a small Regimental flag, an Association Memorial Coin, and a letter signed by the CO, Association President, and Guild President.</p>	<p>Mr D. Levesque</p>
<p>President. Reminded the QOL Committee that the funds required were in the budget and that they should proceed with the immediate purchase of the 6 funeral kits and suggested the preparation of 25 family presentations, at an approximate cost of \$2500.</p>	<p>Mr D. Levesque QOL Committee</p>
<p>Secretary Treasurer. Provided an update on the Guild IT Suite and transition to online services. The IT Suite has been purchased. The transition to e-banking is ongoing and needs to be completed ASAP so that the PA firm is able to transition our record keeping to Quick Books. Records are being digitized and will eventually be available on One Drive via Office 365. They will also be backed up on an external hard drive. Dedicated emails accounts will also be created once the Guild's virtual office is established.</p>	<p>Secretary Treasurer</p>
<p>Secretary Treasurer. The new building will likely be ready next fall. Noted that the Building Project is paying for the stones in the front walkway, so they cannot be used for the Memorial Stone Project. Several alternative options were discussed, including another walkway near the Centurion Room, or using Dragoon Park. This is to be investigated further.</p>	<p>Secretary Treasurer</p>

<p>President. Opened discussion regarding the ill/injured and special needs fund. The nature and parameters of the fund were discussed, however there were some concerns regarding overlap with other programs. It was decided there was a requirement to determine if this was something the Regimental family actually wants, and it should form part of the survey being prepared by the Marketing Committee.</p>	<p>Mr D. Burnie</p>
<p>Mr D. Burnie. The Marketing committee will be convened to construct a survey of the Guild's client base. The survey will focus on impressions of the Guild, what the regimental family wants to see from the Guild, and what services the Guild should be providing. Results of the survey will be distributed to the relevant committees. The President directed that the survey should be ready and finalized at the upcoming AGM in January. Mr David Burnie will convene the necessary members of the Marketing Committee for the work. The same team will also work on improving the current Guild Website and report back to the Board at the next meeting.</p>	<p>Mr D. Burnie</p>
<p>President. Noted that the Business Plan has \$2000 reserved for Guild travel. Discussions with donors and Guild members indicated that there needs to be more outreach from the Guild to keep donors engaged. The travel funds could be earmarked for outreach activities, with the President traveling to more geographically removed areas to meet with donors and touch base with local Association Chapters, similarly with the goal of soliciting donations. This was discussed at length, including clarifying the intent of such outreach, who would be involved and in what capacity. It was decided that further discussion on the parameters was required and as such no action will be taken at this time.</p>	<p>Nil</p>
<p>Secretary Treasurer. The Guild increased their bursary award to \$10,000 due to a generous donation from the All One Fund. Traditionally there are only 3 bursaries awarded, but there were only 4 applicants this year, and the scores between the 3rd and 4th place recipients were very close.</p>	<p>Nil</p>
<p>Secretary Treasurer. Brought forward a motion to award the hard work of all four applicants with a fund distribution of \$5k, \$3k, \$1k, \$1k. Motion was seconded by Mr M. Aube and subsequently carried by the Board.</p>	<p>Secretary Treasurer</p>

	<p>Secretary Treasurer. The PPG manual, para 5.1.3. regarding banking arrangements states that all cheques must have two authorized corporate signatures. The Guild conducts a number of low value, low risk, routine administrative transactions, which are going to become cumbersome and difficult to manage from January until August 2021 as two of the local Board members will be deployed.</p> <p>Secretary Treasurer. Brought forward a motion to authorize both the Secretary Treasurer and the Clerk the ability to transact routine business as it pertains to the routine administration and management of the Guild, with a single signature, with a transaction value for single signature items not to exceed \$1,000 / transaction. Motion was seconded by Mr S. Curley and subsequently carried by the Board.</p> <p>Mr T. Burnie. Noted that he had recently participated in a Charity Law Conference that had covered numerous subjects of relevance to the Guild. Conference lectures and materials will be made available to anyone interested.</p>	<p>Nil</p> <p>Secretary Treasurer</p> <p>Mr T. Burnie</p>
5	<p>Adjournment.</p> <p>President. Noted that the Annual General Meeting will be at 1300hrs 18 January 2020. The meeting will be in the Centurion Room and on MS Teams. The next Board of Directors Meeting will occur immediately following the AGM.</p> <p>President. Brought forward a motion for adjournment. The motion was seconded by the Secretary Treasurer and carried by the Board. Meeting adjourned at 1600hrs 6 November 2020.</p>	<p>All</p> <p>Nil</p>

Mr. J. Maerz
Secretary-Treasurer
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Mr. P. Atkinson
President
Approved – Yes / No