

THE GUILD OF THE ROYAL CANADIAN DRAGOONS

Record of Decisions - First Quarter Board of Directors' Meeting for FY2022-2023

Held on 26 Jan 2023

By Video Teleconference hosted on MS Teams

Persons In Attendance:

Officers:

Mr. D. Milner, President
Mr. T. Skelding, First Vice President
Mr. N Forsyth, Second Vice President
Mr. S. Boire, Secretary/Treasurer
Mr. P. Riganelli, Chief Financial Officer

Directors:

Mr. C. Leblanc
Mr. J. Nickerson
Mr. M. Frank
Mr. B. Fulton
Mr. J. Follwell
Mr. K. Lee
Mr. M. Aube (Regrets)
Mr. R. Cameron
Mr. A. Fenton
Ms. R. Williams

Scribes:

Mr. A. Fenton

Guest:

MWO Phillips representing RFAC

Ser	Discussion/ Decision	Action by
	<p>Opening Remarks.</p> <ul style="list-style-type: none"> - Our new Patron is now engaged and we have created a Draft TOR for her. She will not be on the Guild but she is offering strong support. We have a few meetings coming up to integrate her into the Regimental family and help her understand her role - 6 soldiers are Guild funded to go to Leeuwarden with Tom Skelding, Dean Milner and Jim Follwell accompanying them. Tom has an excellent plan and will be an excellent opportunity to recognize our soldiers and promote our history. - Planning needs to begin for 125th LLFN - Op Connection is a continuation of our Friends of The Regiment Project and planning has started for 12 May. Steve Boire and our CO have a plan and we are finalizing the details to support it. - Marty Frank is working on our new strategy for our next 5 years starting in 2024. He has created an excellent timeline that supports and illustrates our developing strategy. He will brief it at our Q2 Board meeting - Tom Skelding, supported by Dave Muralt, is doing a study of our Museum in Petawawa with the intent of updating and improving our displays. This may include potentially displaying our Guidons and are looking at options 	<p>President</p>
	<p>Review 04 Nov 22 ROD.</p> <ul style="list-style-type: none"> - No discussion or questions 	<p>Motion Mr Skelding, Second Mr Fulton.</p> <p>Passed Unanimously</p>

	<p>CFO Quarterly Update.</p> <ul style="list-style-type: none"> - Gala expenses will be incorporated into Q2 - We will be healthy financially based on our Q3 and 4 Projections - Move to TD Wealth will be positive in the long run, but we still need to consider investing down the road - Canadahelps.org shows upward trend but still needs focus. A letter is being drafted by our new Fundraiser, Rowena Williams - Looking at change to a 2 million dollar goal in bank IOT reach self sustainment, discussion followed 	<p>Motion Mr Nickerson. Second Mr Cameron</p> <p>CFO, Business Planner and President will consider funding goal further</p>
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<p>Governance Update.</p> <p>Appointment of Officers There are no changes to the current slate of officers, therefore no action is required.</p> <p>Governance Director Update</p> <ul style="list-style-type: none"> - There are two amendments to the By-Law which have been submitted to CRA, but not yet fully approved. These are: changes to separate the duties of the Chief Financial Officer from those of the Secretary-Treasurer; and to reflect that while additional regulatory steps are still required in order to fully implement amendments, accepted regulatory practices allow the revised by-law to be put into effect at the time of submission. - The annual filing of the Corporations Canada Return must include an up-to-date list of Board members. Any in-year changes must also be reported. - PDF versions of the most recent Guild governance documents have been posted on the Guild web site and are available for public viewing. These include committee Terms of Reference, and procedural documents such as the Policy, Guidance and Procedures manual. - The Guild Orientation package is also available for use by incoming directors and will also be posted to the web site. - The Governance Director is also working with the Guild accountant to ensure that all appropriate documents are up to date and posted to the secure online portal. 	<p>Guild Coordinator to provide updated BoD List to the Governance Director</p>
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<p>Committee Updates.</p> <p>Business Plan Update – Mr. M. Frank.</p> <ul style="list-style-type: none"> - Planning to make the Business plan more realistic with less risk, draft in June - It will be a strategic document with goals based on next 5 years, focusing on key events during the period - April update for new business plan <p>Quality of Life – Mr. C Leblanc.</p> <ul style="list-style-type: none"> - Support from Guild is visible in Gym, \$30k spent so far - Gym Sign in progress with CommsO support - \$4600 spent, 5400 remaining to be spent - Confirmed that Deployment Bears is still a project. Regt to consider for upcoming deployments to enable numbers and cost estimates. There is also need for an instruction for continuity and consistency - <u>Coin</u>. While development of an instruction continues, details being discussed include: <ul style="list-style-type: none"> o 25 years service o QOL Committee will be the gateway for coin requests o Presented at DWD o 3B release personnel with less than 25 years will be looked at case-by-case and decided by the Guild o Require \$10k to be spent on coins as a start-up cost. To be moved from other current funding envelopes o Also need a comms strategy to inform people <p>History and Heritage – Mr Skelding and Mr. J. Nickerson.</p> <ul style="list-style-type: none"> - New Y137 Displays - Looking for feedback on location of retired Guidons. Mr Follwell is developing a survey for feedback on moving or centralizing retired Guidons that will go out to the Regt Family - Maintenance of vehicles and ceremonial uniforms is ongoing - Museum planning session was held 25 Jan IOT refresh and rebuild the base museum display - Loan agreement for Staghound has been signed and 	<p>Deployment bear requirements to be identified by CO/RSM for budgeting and timelines</p> <p>Coin costs put to motion by Mr Lee, Second by Mr Fenton – Passed Unanimously</p> <p>Guild Business Planner to coordinate funding from other current allocations.</p> <p>CommsO to develop a comms approach</p>
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	<p>sent back to Mr Lee for the Borden Museum.</p> <p>Awareness</p> <ul style="list-style-type: none"> - New website is coming along with an advanced history section close to going active. - Looking for a new web management firm, will investigate Kevin Langille's willingness - Awareness Committee TORs close to completion and will be posted. <p>Fundraising – President</p> <ul style="list-style-type: none"> - We need to promote Canada Helps as a donation platform of choice for the Guild. - Op Connection is the new FotR. The fundraiser will coordinate with the Regt on the execution and Guild support 	<p>Ms Williams to draft a targeted fundraising letter on the site with instructions on how to donate</p> <p>Ms Williams & Coordinator to complete a fundraising handover and produce an all-encompassing donor list</p>
	<p>Professionalization of the Guild – President</p> <ul style="list-style-type: none"> - Offers better continuity - Must be careful not to break the communication links between the parts of the Regt Family. - Transition of secretary and treasurer positions to begin in April. - Transitions will be staggered over time 	
	<p>RFAC – MWO Philips and MCpl Brisson.</p> <ul style="list-style-type: none"> - Investigation of current equipment to support C Sqn against their request is ongoing - Funding for sponsoring the Spartan Races team was discussed and the board supported the full amount as requested. 	<p>Secretary to confirm if a Guild computer is available to meet C Sqn request</p> <p>CommsO and Team leader to coordinate requirements.</p>
	<p>New Business</p> <ul style="list-style-type: none"> - Retired members would like to see an online kit shop with e pay options (Regt to investigate), supported by the CommsO 	

	Upcoming Events. Liberation of Leeuwarden – 15 April 2023 Next Guild Meeting – 28 April 2023	
	Adjournment. The president closed the meeting.	Motion to adjourn by Mr. Fenton, Second by Mr. Skelding. Passed unanimously.

Mr. S. Boire
Secretary-Treasurer
Distributed and Archived

Mr. D. Milner
President
Approved – Yes / No

THE GUILD OF THE ROYAL CANADIAN DRAGOONS

Record of Decisions

Second Quarter Board of Directors Meeting for FY2022-2023

Held on 28 April 2023

By Video Teleconference hosted on MS Teams / In person CFB Petawawa

In Attendance:

Officers:

Mr. D. Milner, President
Mr. T. Skelding, First Vice President
Mr. N Forsyth, Second Vice President
Mr. S. Boire, Secretary/Treasurer
Mr. P. Riganelli, Chief Financial Officer

Directors:

Mr. C. Leblanc
Mr. J. Nickerson
Mr. M. Frank
Mr. B. Fulton
Mr. J. Follwell
Mr. K. Lee
Ms. R. Williams
Mr. J. Atkins
Mr. M. Aube (Regrets)
Mr. R. Cameron (Regrets)
Mr. A. Fenton (Regrets)

Scribe:

Mr. J. Atkins

Guests:

Maj Ring representing RFAC
Maj Lapointe, OC C Sqn

Ser	Discussion/ Decision	Action by
1.	Call to Order. The meeting was called to order at 1340 hrs.	President
2.	Opening Remarks. The President opened the meeting reflecting on the good work of the Guild he has seen over the past two years as Colonel of the Regiment (COR). The excellent support to the Regimental family and quality of life was highlighted. Specific examples include the recent trip to Leeuwarden where together, the Guild and Association paid the travel costs for five serving RCD soldiers and the Guild supported soldiers' participation in the Spartan Races. While visiting the Y137 gym, many soldiers expressed appreciation for the Guild's provision of equipment.	President

	<p>Moving forward there is more work to be done and the President has confidence in the excellent Guild team.</p> <p>Guild planning should keep in mind future milestones including: 140th Anniversary of The Regiment this year and the 125th Anniversary of Leliefontein and 80th Anniversary of Leeward in 2025.</p>	
3.	<p>Review AGM 26 January 2023 ROD.</p> <p>No Discussion or questions.</p> <p>Motion to accept passed.</p>	<p>Motion Mr. Riganelli, Second Mr. Boire</p> <p>Passed Unanimously</p>
4.	<p>Review 1st Quarter Meeting 26 January 2023 ROD.</p> <p>No discussion or questions.</p> <p>Motion to accept passed.</p>	<p>Motion Mr. Nickerson, Second Mr. Forsyth</p> <p>Passed Unanimously</p>
5.	<p>CFO Quarterly Update.</p> <p>The CFO presented the 2nd Quarter report (Attachment A).</p> <p>It was noted that the Guild finances remain in good shape.</p> <p>The in-year spending exceeds budget estimates since the funding for serving soldiers for the Leeuwarden trip was not budgeted for this FY. However, the budget compares well to previous years.</p> <p>Mr. Fulton inquired about donations collected last year for the Leeuwarden trip. The CFO stated that these funds were accounted for in last year's budget, however, in future he would consider restricting the funds if there is a similar situation.</p> <p>Motion to accept the Quarterly update passed.</p>	<p>Motion Mr. Boire, Second Mr. Leblanc</p> <p>Passed Unanimously</p>
6.	<p>Governance Update.</p> <p>Mr. Fulton commented on previous discussions to split the Secretary/Treasurer position. He stated that this would require a change to the bylaws. More investigation is needed on this issue. In the interim, Mr. Atkins will perform the secretarial duties IAW the Secretary Terms of Reference until such time that the bylaws are formally amended.</p> <p>There were no other governance updates.</p>	Mr. Fulton
7.	<p>Business Plan Update.</p> <p>Mr. Frank continues to work on the next business plan with a draft ready for BOD review in June and publication by end-</p>	Mr. Frank

	<p>Summer.</p> <p>Mr. Frank presented an overview slide (Attachment B) of the draft Five-Year Strategic Outlook showing main pillars with significant events until 2027.</p> <p>Mr. Lee asked that the 150th Anniversary be added to the strategic outlook. He noted that there was about a two-year preparation to execute the 125th event. It took time to source the required scarlets and accoutrements.</p>	
8.	<p>Quality of Life (QOL) Update.</p> <p>Mr. Leblanc stated the QOL budget will expend this FY except for the support to the fallen line item, which has not spent anything yet.</p> <p>A sample of the new retirement coin and case was shown to the Guild board members. Everything is final except for the case' brass inlay, which will follow soon. The coin will be given to all Dragoons with at least five years of service upon retirement from the CAF. The retirement package instructions are almost done. The coin will be ready for first issue by 1 May 2023. Mr. Frank asked that the draft instruction be sent to the Guild board members for comment. The President thanked those who worked on this project.</p> <p>A plaque will be placed at the gym noting the contribution by the Guild. A box will be nearby with Guild information pamphlets. The pamphlets will encourage donation through the Y007 account.</p>	Mr. Leblanc
9.	<p>RFAC Update.</p> <p>Maj Ring stated that members of The Regiment appreciate the work and contributions of the Guild to QOL. However, the focus has been Petawawa, and more could be done for the soldiers at C Sqn Gagetown.</p> <p>A proposal was presented to procure gym equipment for the C Sqn lines; to be set up in an unused tank bay. An initial estimate of \$15,000 had been rationalized to \$4,900 for a best value solution. Some discussion followed, since this is the first time the board has seen this proposal. Some thought the proposal should be reviewed and voted on at the next meeting. It was necessary that the equipment be portable, in case of a future move. It was noted that this expenditure was not in this year's budget. Options were to include in next year's budget or use some of this year's uncommitted QOL budget for support to the fallen.</p> <p>A motion was presented to procure the C Sqn gym equipment from this year's QOL budget, using \$5,000 of a planned budget</p>	<p>Motion Mr. Forsyth, Second Mr. Nickerson</p> <p>Passed Unanimously</p>

	of \$10,000 from the support to fallen line item.	
10.	<p>History and Heritage Update.</p> <p>Mr. Skelding continues planning for an update to the RCD gallery at the CFB Petawawa museum. A brainstorming session was held with members of History and Heritage Committee and museum staff. A presentation on the concept for an updated RCD gallery was given by Mr. Skelding (Attachment C). The current RCD gallery was opened in 1992. This gallery is based heavily on photographs, with a small number of physical artifacts. A proposed floorplan for a new gallery was shown. The proposal included more display cases for artifacts, including a feature display for the four retired Guidons, Kings Colour and medals. It was noted that the Guidons and Kings Colour are not currently co-located, and this would be a separate effort with DND History and Heritage to bring them together. The next phase of work is to define the plan in more detail and develop cost estimates. Discussions favoured the effort so far.</p> <p>Mr. Nickerson updated the board on recently set up displays of Regimental trophies and historical weapons in Y137. There has been favourable feedback from the soldiers.</p> <p>Mr. Nickerson stated that he is being posted and will resign from the board; this is his last meeting. The President and all board members thanked Mr. Nickerson for his excellent work with the Guild.</p>	<p>Mr. Skelding Mr. Nickerson</p>
11.	<p>Fundraising Update.</p> <p>Ms. Williams is working on the Terms of Reference for the Fundraising Committee with the Coordinator.</p> <p>Draft fund-raising plan is being developed.</p> <p>A letter explaining donations to the Guild through CandaHelps has been drafted. The final version will be distributed soon to donors and through the association. The President stated that many are not aware of this donation method and that maximum distribution of the letter to the Regimental family is important.</p> <p>Grants for the Guild are being investigated; potentially from VAC or History and Heritage Canada.</p>	<p>Ms. Williams</p>
12.	<p>Awareness Update.</p> <p>50% of budget is committed or spent.</p> <p>Spartan Team participation is very popular with members of The Regiment; so far 60 pers are involved. Events include Mt. Tremblant, Calabogie and Toronto. The Spartan budget is fully</p>	<p>Mr. Follwell</p>

	<p>committed at present and a sitrep with new cost estimate has been requested.</p> <p>The deadline for articles for the next edition of Springbok/Dragoon is 1 May 2023. The Guild will have a section. This year's edition will be sent to the publishers in June, with distribution in the fall.</p> <p>The website and method of distribution of Regimental documents continues to be improved.</p> <p>All board members are requested to provide updates on the task tracker before the next meeting.</p>	
13.	<p>Report on Leeuwarden Trip.</p> <p>A Regimental contingent consisting of the COR, Mr. Skelding, Mr. Follwell and five serving soldiers recently returned from a trip to Leeuwarden commemorating the wartime efforts of the RCD and assistance to the people of Holland. The Guild, supported by the Association, paid for the travel of five soldiers: Cpl Derek Edgell (A Sqn), Cpl Darnai Sukonthapanich (RHQ), MCpl Alexandra Brisson (RHQ), MCpl John Gaetz (C Sqn) and Captain Meredith Faulkner (HQ Sqn). The contingent followed the Holland route of the RCD and participated in many town and cemetery ceremonies. The trip was an outstanding success. The itinerary may be used again for the 80th anniversary. The RCD flag that flew at Leeuwarden will be framed and presented to Don White; perhaps at his barbeque in July.</p>	President Mr. Skelding
14.	<p>Op CONNECTION (Business/Prominent Canadian Connection with CAF units).</p> <p>The COR and CO are planning OP CONNECTION with the Patron. This will be linked to a Regimental training event, likely in September. Details to follow.</p>	President
15.	<p>Upcoming Events.</p> <p>Funeral – MWO (Ret) Carl Cox, 20 May, Beechwood Cemetery, Ottawa, ON</p> <p>Funeral – Capt (Ret) William van Leeuwen, 20 May, Beechwood Cemetery, Ottawa, ON</p> <p>Funeral – MCpl (Ret) Larry Welland, 25 May, Carleton Place, ON</p> <p>Funeral – Lcol (Ret) John Beswick (WWII Vet), 25 June, Perth, ON</p> <p>Armd Corps Barbeque, 29 July, Perth, ON</p>	

16.	Closing Remarks. The President thanked everyone for their efforts. Continue the good work.	President
17.	Next Meeting. The next meeting was tentatively scheduled for 26 July 2023.	President
18.	Adjournment. The President closed the meeting at 1526 hrs.	Motion to adjourn Mr. Forsyth, Second Mr. Lee Passed unanimously

Attachments:

- A. 2nd Quarter FY23 CFO Report**
- B. Guild Five Year Strategic Outlook**
- C. Guild Museum Rebuild Presentation**



Mr. J. Atkins
Acting Secretary
Distributed and Archived



Mr. D. Milner
President
Approved – ☒ Yes ☐ No

THE GUILD OF THE ROYAL CANADIAN DRAGOONS

Record of Decisions

Third Quarter Board of Directors Meeting for FY2022-2023

Held on 26 July 2023

By Video Teleconference hosted on MS Teams / In person CFB Petawawa

In Attendance:

Officers:

Mr. D. Milner, President
Mr. T. Skelding, First Vice President
Mr. N Forsyth, Second Vice President
Ms. M. Reid, Treasurer
Mr. J. Atkins, Secretary
Mr. P. Riganelli, Chief Financial Officer

Directors:

Mr. C. Leblanc
Mr. M. Frank
Mr. B. Fulton
Mr. J. Follwell
Mr. K. Lee
Ms. R. Williams
Mr. R. Cameron
Mr. A. Fenton
Mr. M. Aube (Regrets)

Guests:

MCpl Brisson representing RFAC
Maj Lapointe, OC C Sqn
Mr. S. Boire

Ser	Discussion/ Decision	Action by
1.	Call to Order. The meeting was called to order at 0937 hrs.	President
2.	Opening Remarks. The President opened the meeting commenting on the good work of the Guild. Many initiatives are gaining momentum. Support to the RFAC, Spartan Race participation, C Sqn gym and retirement coin (at least 2 presented so far) are examples. Fund raising is going well, noting a donation of \$20k from the Patron, although more participation on Canada Helps is desirable. Pending events are on the horizon will require effort including 50 th anniversary of the Association celebrations in Kingston next June, 125 th of Leliefontein which will include a trip to South Africa, and the 80 th Anniversary of liberation of Leeuwarden leveraging the experience and connections from the	President

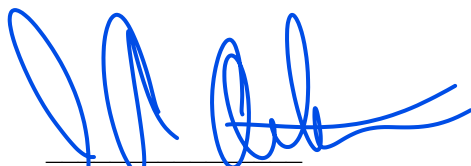
	visit to the Netherlands this past spring. We have a great team to do the work.	
3.	Review 2nd Quarter Meeting 28 April 2023 ROD. No discussion or questions. Motion to accept passed.	Motion Mr. Leblanc, Second Mr. Forsyth Passed Unanimously
4.	Governance Update. Ms. Reid was voted onto the Guild at the SGM held immediately prior to the 3 rd Qtr meeting. Section 45.6 of the RCD Guild By-Law directs that Officers of the Guild be appointed by resolution at the first meeting of the BOD meeting immediately following the SGM. To that end, the following resolution was put forward for consideration: “Be it resolved that under Section 45.6 of the Guild By-Law, it is recommended that Ms. Marsha Reid be appointed as an Officer and Secretary-Treasurer of the Guild for a period of three years beginning on the 26 th day of July 2023.” It was noted that in accordance with the Guild By-Laws Ms. Reid is holding the position of Secretary-Treasurer, but in day-to-day operations Ms. Reid will perform the Treasurer duties and Mr. Atkins will perform the Secretary duties.	Motion Mr. Fulton, Second Mr. Follwell Passed Unanimously
5.	CFO Quarterly Update. The CFO stated he has been away and would send out the 3 rd Qtr financial report in a few days; a verbal summary was given. It was noted that the Guild finances remain in good shape. There was \$25,000 loss on the quarter mainly because a Friends of the Regiment event did not happen which was expected to generate about \$35k in revenue. Expenses were down from a budget estimate of \$42k to \$28.5k. The year-to-date loss is about \$56k. Later year revenues should help balance the budget including an expected \$150k donation from an estate and interest on investments. There is approximately \$30k in the bank.	Mr. Riganelli
6.	Business Plan Update. Mr. Frank stated that the FY23/24 Business Plan, which has been through several reviews, is ready for approval. The Business Plan is consistent with previous year’s approach. The strategic aim is to achieve an investment portfolio of \$2M at the earliest practical time, thus providing a meaningful stream of investment revenue. Fundraising will be a key focus	Motion Mr. Frank Second Mr. Riganelli

	<p>for the next fiscal year. A surplus is budgeted for FY23/24 with \$171k revenue and \$154.7k allocation.</p> <p><u>Motion.</u> To accept the FY23/24 Business Plan.</p> <p><u>Discussion.</u></p> <ul style="list-style-type: none"> • Mr. Milner noted that we need to work to get more Canada Helps donors. • Mr. Follwell stated that the Guild plotter in the archives room is no longer being serviced and that he may propose funding for a new plotter later. <p>The motion passed unanimously.</p> <p><u>Guild Strategy.</u></p> <p>Mr. Frank stated the intent to approve the next 5-year plan by spring 2024. The draft will be distributed to the Guild Executive soon and then to the full board for later drafts.</p>	
7.	<p>Quality of Life Update.</p> <p>Mr. Leblanc stated the QOL budget is on track to spend its allocation. The gym plaque should be ready soon.</p> <p><u>Next FY.</u> Mr. Leblanc stated that the Preventive Medicine team has shut down the canteen kitchen and that updates to the canteen and kit shop will be required next FY. The canteen is very important to soldier's morale. Three budget proposals will be presented at the next meeting: low, medium and high. Mr. Forsyth commented that potential NPF funding should be worked into the plan. Mr. Fenton suggested that incoming revenue from an estate be reserved for the canteen/kit shop. It was noted that Guild general practice it that donations go to the general account and are then allocated. Mr. Fenton also recommended that the Base CE long term plan for the canteen building be confirmed.</p>	Mr. Leblanc
8.	<p>RFAC Update.</p> <p>MCpl Brisson briefed that the \$5k approved for C Sqn gym equipment has been spent and equipment delivered. A budget proposal for further equipment is being reviewed and will be presented to the board at a later meeting. Mr. Follwell requested that the Guild assets should be accounted for using loan cards. He will send templates to Ms. Reid for use.</p>	MCpl Brisson
9.	<p>History and Heritage Update.</p> <p>Mr. Skelding noted that there was no pending H&H business. He did note surprise that the Staghound was at Don White's funeral, stating that the normal permissions were not staffed. The Staghound is on loan from the CFB Borden museum, and that</p>	Mr. Skelding


	future use of the Staghound should be in compliance with the museum loan agreement.	
10.	<p>Fundraising Update.</p> <p>The Hillier speaking event is scheduled for 26 October at the Canadian War Museum. Invitation will be sent out in early September. Costs relating to hall rental and catering are expected to be \$5k to \$7k. Mr. Riganelli stated ticket revenues and donations should be well accounted for at this will affect tax receipts which may be issued.</p> <p>Ms. Williams continues to investigate grants to the Guild. Mr. Follwell noted that a Trillium Poppy Grant application was submitted by the Guild about 18 months ago and asked for an update; Ms. Williams and Ms. Reid will investigate.</p>	Ms. Williams
11.	<p>Awareness Update.</p> <p>Mr. Follwell stated that the Awareness funds are being expended on time, on budget.</p> <p>Website updates are coming in next quarter including:</p> <ul style="list-style-type: none"> • New History and Heritage section; a virtual museum showcasing key artifacts. Looking for soldier's stories to populate the page. • The kit shop items will be posted online, but not yet ready to have an online order service. • Introducing email list where persons could subscribe/unsubscribe to the website. <p><u>Leliefontein 125.</u> Coordination for the 125th Anniversary of Leliefontein is beginning. A planning committee will be set up with 2 or 3 serving Regimental members and 2 or 3 Association members.</p> <p><u>50th Association.</u> The Association Kingston chapter well into the planning for next spring's event. Registration is being set up on the website.</p> <p>Mr. Follwell is working with HVT on fundraising. The HVT wanted a Go Fund Me page, but this is not possible within the Guild status as a Not for Profit company.</p>	Mr. Follwell
12.	<p>Guidon Survey.</p> <p>As part of the museum update an online survey was conducted to gauge interest in consolidating the Guidons. There were over 200 responses. 34% of respondents wished to leave the Guidons in their current locations. Approximately 50% of the respondents chose a combination of two consolidation responses which were move all to the Regimental Museum in Petawawa or</p>	Mr. Follwell

	<p>leave one Guidon in its current location at Beechwood Cemetery and move the others to the museum.</p> <p>After discussion the board direction was to move the Guidons to the museum in Petawawa, except the Beechwood Cemetery Guidon.</p>	
13.	<p>Op CONNECTION (Business/Prominent Canadian Connection with CAF units).</p> <p>Mr. Forsyth gave an update on Op CONNECTION. The event will be held on 15 September, with 10 participants including the CoR and the Patron. The Brigade Commander has been briefed. The intent is to show what the Regiment does, without requirement for a large display. The participants will spend the day with a soldier training event; observe, eat rations, etc. There will be a walk-through on 18 August with the Patron. Administration details are being finalized.</p>	Mr. Forsyth
14.	<p>Miscellaneous.</p> <p><u>Task Tracker.</u> Mr. Follwell has distributed the latest version of task tracker and requests updates from all members. Ms. Williams asked if it is possible to have a live version of the tracker online or in cloud; to be investigated.</p>	
15.	<p>Closing Remarks.</p> <p>The President thanked everyone for their efforts. He welcomed Ms. Reid to the Guild. The President advised that Mr. Boire and Mr. Nickerson had submitted their resignations from the board effective 26 July 2023. He thanked them for their hard work and wished them the best for the future.</p> <p>The President reminded folks of the RCAC Barbeque in Perth on 29 July and the Bennett Memorial Golf Tournament in Oromocto on 5 August.</p>	President
16.	<p>Next Meeting.</p> <p>The next meeting was tentatively scheduled for 3 or 4 November depending on schedule for Leliefontein activities that week. TBC by Mr. Forsyth.</p>	President

17.	Adjournment. The President closed the meeting at 1130 hrs.	Motion to adjourn Mr. Lee, Second Mr. Frank Passed unanimously
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Mr. J. Atkins
Secretary
Distributed and Archived



Mr. D. Milner
President
Approved – Yes / No



**The Guild of the Royal Canadian Dragons
Record of Decisions
Fourth Quarter Board of Directors Meeting for FY2022-2023
Held on 3 November 2023
By Video Teleconference hosted on MS Teams / In person CFB Petawawa**

In Attendance:

Officers: **Mr. D. Milner, President**
 Mr. T. Skelding, First Vice President
 Mr. N Forsyth, Second Vice President
 Ms. M. Reid, Treasurer
 Mr. J. Atkins, Secretary
 Mr. P. Riganelli, Chief Financial Officer

Directors: **Mr. C. Leblanc**
 Mr. B. Fulton
 Mr. J. Follwell
 Mr. M. Frank (Regrets)
 Mr. K. Lee (Regrets)
 Mr. R. Cameron (Regrets)
 Mr. M. Aube (Regrets)

Guest: **Lt. Frampton, Regt Accounts Officer – Regimental Kitchen Presentation**


Ser	Discussion/ Decision	Action by
1.	Call to Order. The meeting was called to order at 1251 hrs.	President
2.	Opening Remarks. The President opened the meeting stating the Guild is doing very well and is happy with the work being done to support the projects and Regimental family. Two recent events, OP CONNECTION, connecting with Canadians, and the Hillier Fundraising event, were highlighted. The President emphasized a commitment to QOL. For the next couple of quarters, the President wishes to focus on History and Heritage, especially work to improve the Regimental Museum.	President

3.	<p>Review 3rd Quarter Meeting 26 July 2023 ROD.</p> <p>No discussion or questions</p> <p>Motion: To accept the 3rd Quarte ROD.</p>	<p>Motion: Mr. Forsyth Second: Mr. Follwell</p> <p>Passed Unanimously</p>
4.	<p>Regimental Kitchen Request for Funding</p> <p>Lt Frampton briefed that the Regt kitchen was condemned by the Preventive Medicine staff in December 2022 and has been closed for food preparation since then. The kitchen contributes to QOL and morale of the Regimental soldiers. It was used daily by many RCD and other units' members. In addition, it was a good source of revenue as demonstrated by pre-Dec 22 and recent income statements.</p> <p>The CANSOFCOM Engrs have been engaged to plan and complete the work as part of training. The kitchen design was presented, with two COAs for supply of appliances and equipment: CANEQUIP \$22, 260.85 and ZANDUCO \$19,126.25. The prices did not include delivery nor sale prices which will be used to further refine the estimates. The Regiment will commit \$5,000 from non-public (NPF) funds.</p> <p>The Regiment asked the Guild for a donation of \$15,000.</p> <p><u>Discussion:</u></p> <p>The CFO asked who will initially buy the equipment and will it be one bill. It was noted that NPF will buy the equipment and then seek a one-time payment of \$15,000 from the Guild.</p> <p>There was a general discussion on other potential funding sources, with a view to reduce the Guild's ask. Fundraising was suggested, but not deemed to be efficient nor a reliable source. In the end it was concluded the this is an important, even essential, project for Regimental QOL and funding should be approved forthwith.</p> <p><u>Motion:</u> That the Guild fund \$15,000 to support the restoration of the kitchen to Preventive Medicine standards for the morale of the troops.</p>	<p>Presentation: Lt Frampton</p> <p>Motion: President Second: Mr. Fulton</p> <p>Passed Unanimously</p>
5.	<p>Governance</p> <p>Mr. Fulton briefed that the lawyer responsible for the Guild file, Ms. Megan Wallace, has left Perley-Robinson and is now working with Mann Lawyers. Given Ms. Wallace's familiarity with the Guild file, it is recommended that the Guild move its legal business to Mann Lawyers.</p> <p>Mr. Fulton will coordinate the transfer of the Guild legal business to Mann Lawyers.</p>	<p>Mr. Fulton</p>
6.	<p>CFO Report</p> <p>Mr. Riganelli presented the 4rd Quarter financial report which included end fiscal year (30 September) numbers.</p> <p>The bank balance on 30 September was \$83,565 up from \$28,938 at end of Q3. Last FY end was \$209,673 of which \$100k was moved to the investment fund.</p> <p>Q4 revenue was \$142,638 (includes \$61,233 interest from investment</p>	<p>Mr. Riganelli</p>


	<p>fund) versus expenses of \$27,211. End year revenue was \$183,144 against expenses of \$124,424 for a full year profit of \$58,690 which offsets losses from the first three quarters.</p> <p>The Guild was notified of the death of a retired Dragoon who bequest 10% of his estate to the Guild, expected to be \$175k - \$200k. Probate will not be granted until at least 2024.</p> <p>The end year audit review is underway.</p> <p><u>Finance Discussion Points</u></p> <ol style="list-style-type: none"> 1. The cost of Springbok/Dragoon publication was double the estimate at approximately \$20,000. Several factors contributed to the increase. A discussion about possibly going digital for this publication and other mitigation strategies took place with no decisions. It was requested that the publication editor provide a briefing on the publication and costs at the next BOD meeting. 2. It was decided that the funds for the Regimental kitchen will come out the QOL, Regimental Lines and Accommodations budget of \$10k. The balance of \$5k to come from other QOL line items. 	
7.	<p>Quality of Life (QOL) Update</p> <p>It was briefed that the on-going projects are going well and are slightly under budget. The kitchen is the next main effort. The long service coins initiative is very well received, and the process is being streamlined.</p>	Mr. Leblanc
8.	<p>RFAC Update</p> <p>No RFAC report was given since there was no meeting of the committee since the last BOD meeting. The President requested the RFAC meet soon.</p> <p>A question was asked if C Sqn required any Guild support for the deployment to Latvia. None at present.</p>	All
9.	<p>History and Heritage Update</p> <p>Nothing new to report. A Museum Phase 1 update will be presented at the next meeting.</p>	Mr. Skelding
10.	<p>Awareness and Fundraising Update</p> <p><u>Awareness</u></p> <p>Awareness is overbudget by about \$6,000. This is due to the Springbok/Dragoon being over budget, while all other items remain within budget.</p> <p>Population of the Historical section of the website will start soon.</p> <p><u>Fundraising</u></p> <p>The Hillier Speaking event went very well. It is expected that there will be a modest profit and it is hoped that there will be residual donations later. The final amount is pending final accounting. Many</p>	Mr. Follwell

	<p>lessons were learned in running this type of event.</p> <p>There was a general discussion on fundraising. It was noted that the fall may not be the best time to run fundraiser. The Secretary has access to the CanadaHelps website and will investigate how to use this resource more effectively.</p>	
11.	<p>Guild Board of Directors</p> <p>There was a discussion on BOD current and near term (next year) vacancies as follows:</p> <p><u>Clerk</u>. The clerk position is vacant with the duties being taken on by the Secretary. With the Treasurer and Secretary positions being split earlier in the year, there is a reasonable workload without the requirement for a Guild Clerk. The position will not be required in the future.</p> <p><u>Director - History</u>. The position became vacant in the summer. The History and Heritage director will review the duties of the History Director and will advise if this is a required Guild position or whether can be filled by Guild volunteers. Filling this position is not currently critical.</p> <p><u>Director - Fundraising</u>. The position recently became vacant. This is an important and essential position; a fundraising director is urgently required.</p> <p><u>President and Second Vice President</u>. The President and Second Vice President are linked to the Colonel of the Regiment and Commanding Officer appointments respectively and will be replaced by new members in 2024.</p> <p><u>Director – Soldier’s Rep</u>. This position is currently filled by Mr. Aube whose term will end January 2024. It is felt that the Soldier’s Rep duties should be held by someone serving in the Regiment, but also that this position is effectively covered by the RFAC. Therefore, there is no need for this Guild position, post January 2024.</p> <p><u>Director – Governance</u>. This position is currently filled by Mr. Fulton whose term will end May 2024. Mr. Fulton indicated that he will not seek a second term. A new Director Governance will be needed.</p> <p><u>Coodinator/COS, Marketing, and Communications</u>. These positions are currently filled by Mr. Follwell whose term will end September 2024. Mr. Follwell indicated he will volunteer for a second term. However, the workload should be reduced by recruiting new board members to assume vacant positions such as Marketing and Communications.</p> <p><u>Chief Financial Officer</u>. This position is currently filled by Mr. Riganelli whose term will end November 2024. Mr. Riganelli indicated that he will not seek a second term. It is recommended that a new CFO start summer 2024 to conduct a handover in time for the end year financial close-out and audit.</p> <p>The Directors should be actively recruiting new Board members.</p>	Mr. Atkins

12.	Leliefontein 125. <p>The CO has given guidance to the Leliefontein 125 team. A committee is being formed to investigate lines of effort and COAs. An update briefing will be given at the April BOD meeting.</p>	Mr. Forsyth
13.	Miscellaneous. <u>Upcoming Events</u> <ol style="list-style-type: none"> 1. Leeuwarden 2024. A smaller event than this year. 2. Association 50th Anniversary Reunion. 14-16 June hosted by Kingston Chapter. <u>Bursaries</u> <ol style="list-style-type: none"> 1. Two educational bursaries will be presented at the Leliefontein parade. One volunteer award will be presented. 	
14.	Closing Remarks. <p>The President thanked everyone for a good meeting on this Leliefontein weekend. The Guild is doing well and must do some recruiting to fill vacant positions. The near-term focus is on History and Heritage. The Guild is looking forward to seeing progress on the Regimental kitchen.</p>	President
15.	Next Meeting. <p>The Annual General Meeting (AGM) and 1st Quarter BOD meeting are tentatively scheduled for 1 February 2024.</p>	President
16.	Adjournment. <p>The President closed the meeting at 1435 hrs.</p>	Motion: Ms. Reid, Second Mr. Forsyth Passed unanimously
17.	Secretarial Note <p>The following have resigned from the Board since the last meeting:</p> <ol style="list-style-type: none"> 1. <u>Clerk</u>. Mr. Fenton 2. <u>Director Fundraising</u>. Ms. Williams 	



Mr. J. Atkins
Secretary
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Mr. D. Milner
President
Approved