

**Record of Decision from  
 Combined Guild and Board of Director's Meeting  
 Held at 1300 hours on 2 November 2018  
 At Centurion Rm, F-104 Garrison Petawawa**

**Persons In Attendance:**

<b>President</b>	<b>Mr. P. Atkinson –</b>
<b>Vice President</b>	<b>Mr. D. Levesque</b>
<b>CEO</b>	<b>Mr. R. Marois</b>
<b>Secretary/Treasurer</b>	<b>Mr. M. Johnson</b>

<b>In Attendance</b>	<b>Mr M. Atkinson</b>
	<b>Mr D. Batten</b>
	<b>Mr B. Bennett</b>
	<b>Mr. J. Leamon</b>
	<b>Mr. J. Whitehead</b>
	<b>Mr. B. Forsyth</b>
	<b>Mr. T. Legare</b>
	<b>Mr. M. Slattery</b>
	<b>Mr. W. Gigacz</b>
	<b>Mr. T. Burnie</b>
	<b>Mr. T. Skelding</b>
	<b>Mr. R. Morin</b>
	<b>Mr. M. Frank</b>
	<b>Mr. K. Wong</b>

**Mrs J. Silmsler (observer)**  
**Mr. C. Milarchuk (observer)**  
**Mr. R. Amyotte (accountant)**

Ser	Discussion	Action by
1	<p><b>Opening Remarks:</b>            President reviewed the record of decisions from the morning meeting and summarized the results of the Special General Meeting.</p> <p>President motioned to approve the Minutes of the 27 June 2018 Guild board of Director's Meeting. Seconded by M. Atkinson            Unanimous</p>	
2	<p><b>Investment Update:</b>            Mr Batten provided a synopsis of the performance of the</p>	

	<p>Guild Investment Portfolio to the Year end. The portfolio was up over 100000 with Manulife managing our investments. This was a huge improvement over what had been happening with IG. Mr Batten went on to say that getting the Guild portfolio to the \$2M level would allow the Guild to operate on its interest and would provide the Guild with much needed flexibility. Details of the Guild investments are in the attached statements form Manulife.</p> <p>President stated that the Guild needed to provide Manulife with an Investment Guidance document. The President suggested the following parameters for drafting the investment policy:</p> <ol style="list-style-type: none"> <li>1. Take a 3 year horizon to our investments with a look to the future and sustainability.</li> <li>2. Investment Decisions should support Guild Objectives.</li> <li>3. Should have quarterly reporting and an oversight mechanism. The Fundraising and Investment Committee will be responsible for the oversight function.</li> </ol> <p>Investment Guidance will be drafted on those lines and pushed to the board for approval.</p>	
<p>3</p>	<p><b>Updates:</b></p> <p><b>QOL:</b></p> <ol style="list-style-type: none"> <li>1. Deployment Bears – an alternative COA for the actual Bear was trialed in that the member received a \$40 gift card per child for the purchase of a Bear. 67 gift cards were given this past year. We expect those numbers to remain constant.</li> <li>2. Recuperation Kits – the kits were rebuilt, and ten kits remain on hand in F104 under ROS control.</li> <li>3. QOL committee – proposal to have a spouse included in the committee.</li> </ol> <p><b>Bursary:</b></p> <ol style="list-style-type: none"> <li>1. \$1000 Volunteer &amp; Community Service</li> <li>2. \$1000 Padre Christmas Hamper</li> <li>3. \$10 000 dispersed for LFTN bursary. There were 13 applicants.</li> </ol> <p><b>Monuments:</b> Tom Skelding summarized his work to catalogue our Dragoon monuments across the country, in Europe and South Africa. The work is close to being complete and responsibility needs to be assigned for the upkeep of the identified monuments.</p>	

	<p><b>Archives:</b> Digital data base is built and is searchable. Next board meeting Dave Muralt will be here for a demonstration of the digital archive.</p> <p><b>Guild property:</b> WO Milarchuk and the Archives team have been working to confirm the catalogue of Guild Property. A 95% solution of locating and cataloguing artifacts is now complete. Accounting is separating Public Property, Non Public Property and Guild property. Estimated completion is Jan 2019.</p> <p><b>Springbok/Dragon:</b> Last year 1250 copies same this year cost is \$7500 – Guild funded.</p> <p><b>Historical Vehicle Troop:</b> Currently have two vehicles - a Staghound and a Ferret. They are in running order but still need considerable work. Plan is to connect with the Ontario Regiment Museum to see how they can assist with the maintenance of the vehicles.</p>	
4	<p><b>Next Regimental History Book:</b> On target for completion in Jan 2020. \$60,000 was already authorized for the 256 page book/ 1000 books at June 2018 Board Meeting. We now have a much clearer picture of what the book will look like. Options were presented and discussed at length.</p> <p>Decision made to print 2000 books based on 350 pages at a cost of \$91,000. Payment schedule as follows: Payment One – November 2018 \$20,000 Payment Two – 1 October 2019 \$20,000 Final payment – due on delivery planned for Jan 2020</p> <p>Digital copies will also be made of the book. Much work remains with the author and publisher to put photos to the text.</p> <p>Motion to purchase 2000 books no more than 350 pages at cost not to exceed \$95,000 taxes in.</p> <p>Seconded by Mr. Forsyth</p> <p>Unanimous Carried</p>	Secretary Treasurer
5	<p><b>Financial Update:</b> The Secretary Treasurer provided a summary of the</p>	

	financial performance of the Guild Budget as of 30 Sept 2018. It will be attached and posted on the Guild website.									
<b>6</b>	The President proposed two new potential Guild members to the board: Mr. Ryan Morin and Mr. Marty Frank.  Seconded by Mr. Burnie Unanimous Carried									
<b>7</b>	President then dissolved the current Board of Directors and adjourned the Board of Directors.									
<b>8</b>	President reconvened The Guild to approve the following Board of Directors: Mr. Peter. Atkinson Mr. Robert Marois Mr Denis Levesque Mr Jeramie Leamon Mr Matt Johnson Mr David Batten Mr Brynn Bennett Mr Jonathan Whitehead Mr Thomas Skelding Mr Thomas Burnie Mr Bryan Forsyth Mr Paul Ferretti Mr Tony Legare Mr Marty Frank Mr Ryan Morin  Nomination seconded by Mr M. Johnson. Unanimous Carried									
<b>9</b>	The President then adjourned the Guild Meeting and reconvened the Board of Director's meeting with the new Director's in place. A motion was placed before the Board for the appointment of the following Officer's to the Board by Mr Peter Atkinson:  <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">President</td> <td>Mr. P. Atkinson</td> </tr> <tr> <td>Vice President</td> <td>Mr. D. Levesque</td> </tr> <tr> <td>Second Vice President</td> <td>Mr. R. Marois</td> </tr> <tr> <td>Secretary/Treasurer</td> <td>Mr. M. Johnson</td> </tr> </table> Seconded by Mr.B. Bennett Unanimous Carried	President	Mr. P. Atkinson	Vice President	Mr. D. Levesque	Second Vice President	Mr. R. Marois	Secretary/Treasurer	Mr. M. Johnson	
President	Mr. P. Atkinson									
Vice President	Mr. D. Levesque									
Second Vice President	Mr. R. Marois									
Secretary/Treasurer	Mr. M. Johnson									
<b>10</b>	The President presented a list of priorities based on the Budget for FY 2018/2019 for discussion. The Budget will									

	<p>be voted on later in the meeting. The following priorities were discussed:</p> <ul style="list-style-type: none"> <li>a. Planning for Leeuwarden 2020 needs to begin. A planning team needs to be established.</li> <li>b. The future location for the archives needs to be determined as a part of the new unit building design.</li> <li>c. The new Regimental history will be published in January 2020. A communications and marketing plan need to be developed by April 2019.</li> <li>d. Historical Vehicles. Current Staghound and Ferret both need work to get them serviceable and roadworthy. A search needs to be launched to locate a Humber, Dingo and a Fox. CFB Borden needs to be approached about relocating the Sherman ARV to Dragoon Park.</li> <li>e. The project to restore and repair the Regimental Trophies needs to be completed and a longer-term plan for their display needs to be developed.</li> <li>f. Planning for a Guidon replacement as early as 2020 needs to commence.</li> <li>g. Planning for Leliefontein 125 needs to commence. This may entail a visit to South Africa.</li> <li>h. A concept needs to be developed for the Regimental 150th in 2033.</li> <li>i. The Guild has re-affirmed its support for the maintenance of a 100-man scarlet guard.</li> <li>j. A new requirement was identified to produce two Regimental Funeral Kits. The RSM will need to quantify the requirement.</li> <li>k. A suggestion that the Guild support a project to do oral histories needs to be investigated.</li> <li>l. A suggestion that the Guild consider acquiring a vehicle was made. This needs to be investigated to determine whether it is feasible or not.</li> </ul>	
<p><b>11</b></p>	<p><b>Committee Structure:</b> The president sent out a letter to the Board of Director's on 24 September 2018 laying out the rationale for Guild committees.</p> <p>The President motioned to establish the following Committees:</p> <p><u>Governance Committee:</u> Chair Mr. Burnie  <u>Membership Committee:</u> Chair Mr. P. Atkinson  <u>Fundraising and Invest Committee:</u> Chair Mr. D. Batten  <u>Management Committee:</u> Chair Mr M. Johnson  <u>Historical Committee:</u> Chair Mr. Skelding  <u>Heritage Committee:</u> Chair Mr. Mr. J. Whitehead  <u>Communications &amp; Outreach Committee:</u> Chair Mr. B.</p>	<p>All</p>

	<p>Bennett  <u>Quality of Life Committee</u>: Chair Mr. J. Leamon  <u>Business Planning</u>: Chair Mr. B. Forsyth</p> <p>Seconded by Mr M. Johnson  Unanimous Carried</p> <p>Mandate Letters will be sent out by the President within two weeks.</p>	
12	<p>President reviewed the current Budget that had been prepared by the Secretary Treasurer.</p> <p>President asks for a motion to accept this budget.  Moted by Mr. B. Bennett  Seconded by Mr M Johnson  Discussion:  Mr Marois wanted to ensure that everyone be given responsibility with authority and accountability to carry out their portion of the budget.</p> <p>Mr. Forsyth: Wished to confirm that once the budget is approved that committee chairs have spending authority.</p> <p>President: Confirmed that approved Budget items can be expended and that signing authorities need to be exercised through the Secretary Treasurer. Proposals for new items will still need to be presented and approved by the Board.</p> <p>Unanimous Budget carried.</p>	All
13	<p>Resolution:</p> <ol style="list-style-type: none"> <li>1. To appoint Richard Amyotte Financial Incorporated to continue to be the Guild accountant.</li> <li>2. Guild Lawyer to be Perly Robinson Hill and McDougal LLP.</li> </ol> <p>Moted by Mr. Skelding  Seconded Mr. Johnson  Unanimous Carried</p>	Secretary Treasurer
14	<p>Resolution:  Signing authority be assigned to the following four members:  Mr. Marois  Mr. Johnson  Mr. Leamon  Mr. Whitehead</p>	Secretary Treasurer


	2500 or less requires one signature and 2500 or more requires two signatures IAW approved budget plan. Motioned by Mr Johnson Seconded by Mr P Atkinson Unanimous Carried	
15	The President noted the intent for the Guild to meet four times a year: In person three times a year at Leliefontein, Leeuwarden, in the June timeframe and the fourth will be via telecom at a date TBC.	
16	President calls Meeting Adjourned.	



Mr. R. Marois  
~~CEO~~ - 2<sup>nd</sup> Vice President.  
 Approved  Yes / No



Mr. P. Atkinson  
 President  
 Approved  Yes / No



Reviewed by  
 Mr. M. Johnson  
 Secretary Treasurer  
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