

**Guild Board of Director's Meeting
05 1000 hrs March 2018
Centurion Room Officers' Mess – Garrison Petawawa**

Persons in attendance

President Mr. M. Macdonald
Vice President Mr. D. Levesque
CEO Mr. F. Auld
Secretary/Treasurer Mr. M. Johnson

Patron of the Regiment Mr. D. Batten

Directors Mr. J. Hebert
 Mr. C. Inglis
 Mr. B. Forsyth
 Mr. M. Edwards
 Mr. T. Burnie
 Mr. W. Gigacz

Accountant Mr. R. Amyotte
ROD Mr. A. Rymes

In attendance Mr. T. Skelding
 Mr. P. Atkinson

Serial	Discussion	Action By
I	<p>Results of E-Vote.</p> <p>Vote was to determine approval for a funding envelop to support 20 persons to attend HRH Patronage Reception on 22 March not to exceed \$2k per person for a maximum of \$40,000.</p> <p>9 Yays, 7 Nays, 8 Abstentions, 2 Empty Seats. Based on the results it was not prudent to move forward on the matter and further discussion was required.</p>	NFA
II	<p>Financial Status.</p> <p>The Secretary-Treasurer outlined that General Donations were sitting at \$11,000. \$5000 was received from Mr. Natynczyk and a directed donation of \$6000 was received from Ex FAMILY DRAGOON II participants intended to support HRH Patronage Reception.</p> <p>Mr. Johnson went on to explain the that our investments with Manulife are doing well, with General Investment interest for Canadian Funds up \$5700 and US funds \$28.6k. However, the Guild audit fees were in the range of \$6000. Overall, the revenue was up \$40k from last year based on what was reported.</p>	NFA
III	<p>HRH Patronage Reception</p> <p>Mr. Macdonald determined that we had met a quorum and explained that Mr. P. Atkinson was present as an observer in anticipation of administration handover of the position of President. He stressed that it was up to the Board to determine what was in the best interest of the Guild and ensure it meets all legal checks and balances and CRA policy.</p> <p>Mr. Burnie brought to the Board's attention that as per general legal principles, spending should be a public benefit to the community and it cannot be directed to the members and/or Directors. Nothing within the CRA guidelines would suggest that spending of this nature would be OK.</p> <p>Mr. Johnson questioned that based on Mr. Burnie's assessment of the guidelines, if those who attended were not members of the Guild and/or external Regimental Family would it then meet CRA guidelines? Mr. Forsyth expressed that in some cases work and/or family association can breach policy.</p> <p>Mr. Johnson explained that the Strathcona's secured Public Funds by keeping</p>	<p>Mr. Johnson bring this question to the CRA.</p>

their budget below authorization limit for Div Comd. They also associated it with a training opportunity by linking in with a sister unit in the UK. This limited who could attend but it was authorized. Mr. Macdonald suggested that we resubmit our event request to do the same IOT secure funding. Mr. Johnson informed him that it would raise red flags that we were trying to circumvent the system which would put all further Regt'l requests under closer scrutiny. Mr. Auld suggested a blended funding request and adding a courtesy visit to the Blues and Royals. Mr. Macdonald stated that no Guild funds would be spent at this time until we receive approval from CRA.

Mr. Macdonald asked the Board if approval for the spending was given by CRA, if the Board would support the spending. Mr. Burnie stated that members approve the budget, therefore, if we were to make such a drastic change to it, it should be brought to them. Mr. Edwards stated that recently \$10k was cut to maintain fiscal responsibility, to add this expense would not be fiscally responsible.

Mr. Macdonald asked the Board what dollar value it would be willing to subsidize. It was determined that \$10k would be an appropriate funding amount and remain within what the Board could authorize. \$6k would come from the directed donation, the remaining \$4k would come from reallocation of existing funds within the budget.

*Mr. Hebert motioned to authorize spending of \$10 000, \$6000 from directed donation and \$4000 from existing funds, in support of HRH Patronage Reception travel and accommodations costs with CRA approval. It was seconded by Mr. Edwards. **Motion passed unanimously.***

IV **Closing Remarks.**


Mr. Johnson explained that at the upcoming 4 Apr 18 meeting there will be a requirement for discussion and decisions made on a number of new items: Ongoing archives H/O requires \$6000 to see its completion. Declassification of war diaries, first series expected cost approx. \$2500. Mr. Barrett has resigned his position and we will need to discuss his replacement. Further discussion required regarding Bylaws and determine where they stand.


President thanked everyone for their input and time. He also wished his best Mr. Auld and Mr. Hebert on their deployment.

Sec-Treas to add these items to the next agenda and to have DRAFT Bylaws posted to the website.

V **Adjournment**

*A motion for adjournment was made by Mr. Levesque, and Seconded by Mr. Forsyth. **There was no discussion. All in favour, none opposed. Motion carried.***


Mr. F.G. Auld
CEO
Approved - Yes/No Yes No


Mr. M. Macdonald
President
Approved - Yes/No Yes No


Mr. M. Johnson
Secretary Treasurer
Distributed & Archived



Guild Board of Director's Meeting
04 1330 hrs April 2018
Centurion Room Officers' Mess – Garrison Petawawa

Persons in attendance

President	Mr. P. Atkinson
Vice President	Mr. D. Levesque
CEO	Not in Attendance
Secretary/Treasurer	Mr. M. Johnson
Patron of the Regiment	Mr. D. Batten
Directors	Mr. S. Cairns
	Mr. C. Inglis
	Mr. B. Forsyth
	Mr. M. Edwards
	Mr. T. Burnie
	Mr. T. Skelding
Accountant	Mr. R. Amyotte
	Ms. N. Amyotte
ROD	Mr. A. Rymes
In attendance	Mr. R. Marois
	Mr. A. Rector

Serial	Discussion	Action By
I	Voting in of a New President.	
	<p>First order of business was to vote in a new President to replace Mr. Macdonald who retired from the position.</p> <p><i>Mr. Burnie moved to have Peter Atkinson be appointed as President of the corporation for a period of 2 years or until a successor has been appointed. It was seconded by Mr. Skelding. Motion passed unanimously.</i></p>	NFA
II	Introductory remarks	
	<p>The new President began his introductory remarks by having the Board introduced themselves and how long they had been on the Board. The President then introduced himself and summarized his service to the Board at the time of its inception. His first assignment was a Regimental Historical Officer and assisted in the development of the first <i>Dragoon</i>. He served as a Director when he was an OC and the CEO when he was the CO. The President hopes to use this corporate knowledge to help continue to advance the Guild objectives and ensure we remain in compliance with CRA. With the assistance of the Secretary/Treasurer, Mr. Burnie and Mr. Forsyth, the President commits to produce a road map to get us there by the next meeting in June. The President recalled that Bylaw 1 passed but he needed a status update on Bylaw 2.</p> <p><i>Mr. Burnie motions to have a review conducted on the organization, structure and governance of the Guild by the President to ensure it is compliant with CRA policy. Seconded by Mr. Edwards. Motion passed unanimously.</i></p>	<p>President to produce a product regarding Guild compliance with CRA for the next meeting.</p> <p>Sec-Treas to search records for a status on Bylaw 2.</p>
III	Approval of previous Minutes.	
	<p>Mr. Burnie requests a correction to the previous minutes (4 Nov 17), under new business second paragraph: "Officers of the Board of Directors can be appointed but the Directors themselves cannot be and therefore must be separated from affiliation from official positions of the Regiment." Change to: "Officers of the Board are appointed, the Board appoints Officers."</p> <p>Additional change to the statement: "Mr. Burnie suggested making officers who are accountable to the board of directors fixed positions determined by their official capacities" change to: "Mr. Burnie stated that according to the current Bylaws, officers are accountable to the Board of Directors and their positions are appointed."</p>	Sec-Treas to amend previous minutes as discussed.

	<i>Mr. Burnie motioned to accept the minutes with the amendments proposed. Mr. Edwards seconded. Motion passed unanimously.</i>	
IV	<p>Old Business.</p> <p>a. Financial Update.</p> <p>Sec-Treasurer reminded the Board that mid-FY revenue is not normally discussed as it does not reflect accurately due to market fluctuations and fees. The President asked about the GICs with IG that will come to maturity within the next few years. Mr. Batten suggested a letter is provided to IG to move it directly to the Manulife portfolio with no penalties or tax implications. It was left there deliberately until the overages and fees were settled with IG, which were paid out in full. Mr. Batten suggests the \$60 000 in GICs should be moved over to Manulife as soon as possible. Manulife will draft this letter with our approval.</p> <p>Mr. Batten explained we had half a million US cash which was converted with Canadian dollar at around the 80 cents range. A quarter million US was used to buy single positions, with another \$700,000 in Canadian cash earning 1.7%. The profit line on the stocks is between 10-35% with the bulk of the money sitting in cash right now, earning 1.5%. The portfolio had a net interest return overall of 7.7%. Currently, the investment manager is taking a conservative approach to our investments due to heavy market activity in the last 6 months.</p> <p>Mr. Burnie asked what our financial investment construct was and who has the authority to make changes to it. Mr. Batten explained that there are three people authorized to make changes to investments based on market changes: Mr. Batten, Mr. Auld, and Mr. Johnson. It requires at least two of the three to make financial changes This was done in order to take advantage of market fluctuations and the 23 member Board could not do it expeditiously. Mr. Burnie stated that this should be outlined in our governance documents so that it is transparent.</p> <p><i>Mr. Skelding motions craft a letter to IG directing them to expeditiously transfer directly to Manulife with no penalties associated any remaining financial instruments from an institution to institution manner. Seconded by Mr. Batten. Motion approved unanimously.</i></p> <p>b. Governance.</p> <p>Little action has been taken at this point due to operational requirements however the Board will move forward based on the discussion and motion passed in the introductory remarks.</p> <p>c. Archival Handover</p> <p>A long term curator has been found, Mr. David Murault. There is an associated cost for conducting handover such as travel and physical property such as the hard drives. Mr. Edwards expressed concern about the physical property, it was understood that those items were already paid for. Clarification is required to justify the spending.</p>	<p>NFA</p> <p>Mr. Batten to provide a PDF outlining the stocks to the board.</p> <p>NFA</p> <p>Sec-Treas to contact Manulife to have them draft a letter moving GICs from IG to Manulife.</p> <p>Sec-Treas to share the details of the curation contracts with the board for clarity. E-Vote to follow.</p>
V	<p>New Business.</p> <p>a. Dragoon II</p> <p>Mr. Johnson explained the options available for declassification duties of the War Diaries: contracted work to occur at DHH, contracted work here in Petawawa, assign declassification duties to a serving officer, or do nothing. The President explained that research has been ongoing for 4 years for Dragoon II and therefore doing nothing does not seem like a viable option as the War Diaries are the factual evidence for it. Mr. Allen Halfper's company was willing to do the redaction for \$2500 to complete the late Bosnia and early Afghanistan portion of the War Diaries. \$2500 fall within funding already available under the History and Heritage funds.</p>	<p>Sec-Treas to initiate the request for and subsequent redaction of the first tranche of War Diaries.</p>

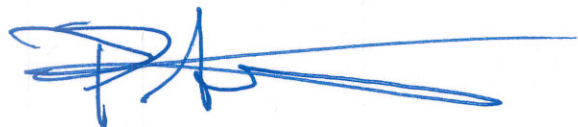
	<p>The President asked what the timeline is for the writing and production of <i>Dragoon II</i>. The Sec-Treas explained that it would be a two year process to write, but due to delays on our part, it might take longer as the historian may have new projects. Request for written options and timelines from the historian. A vote to be conducted in June to begin production of <i>Dragoon II</i> in conjunction with the War Diaries redaction.</p>	<p>Sec-Treas to request timeline from historians.</p>
	<p>b. HRH Patronage</p> <p>The President explained the Guild will not be providing funding to send anyone to this event. It is not being supported by the CAF and therefore if it is not important to the CAF to pay for, the Guild should not incur those costs. General Thomas and Mrs. Thomas will be attending on behalf of the Guild.</p> <p>In the future, The Guild should look to have a separate account to be able to receive monies that will not be affiliated with our charitable status in order to support events such as this.</p>	<p>NFA</p> <p>Mr. Batten to determine feasibility with the accountant.</p>
	<p>c. Leliefontein Painting.</p> <p>Mr. Skelding explained an artist approached him to see if The Guild was interested in a Leliefontein Painting. The President explained we have a painting already and it is becoming increasingly difficult to sell these paintings as well. The cost to revenue is not feasible. Further details are required.</p>	<p>Mr. Skelding to ask for an example and a cost estimate from the artist.</p>
	<p>d. Governance Vacancies</p> <p>Sec-Treas identified upcoming AGM the following positions will be considered:</p> <ul style="list-style-type: none"> -Current vacancies: Mr. Barrett and Mr. Sagocak. -Upcoming renewals: Mr. Hebert and Mr. Levesque. -Reaching the end of their terms: Mr. Auld, Mr. Inglis and Mr. Scheffelmaier. <p>The President explained nominations for members of the Guild must be willing and capable. Proactively, the CEO needs to address the Regiment to explain what the Guild is and its importance in order to gather interest. Mr. Burnie explained that the skills learned as a Director are transferable to any organizational entity, however it also does make Directors accountable to CRA.</p>	<p>Directors to reach out to those who the view to have the potential as Directors for nominations to the AGM and post current Directors and members on the website.</p>
	<p>e. Artifact De-accession.</p> <p>Sec-Treas explained that there is a requirement to determine what we intend to keep in physical format or create electronic documenting and then dispose or donate to another organization. The President explained that units were not conducting Non-Public Property (NPP) DA checks every two years as required. If something is Guild property (npp), what is the mechanism for identifying it? The President recommends that an accounting of all NPP property and/or accounting of artifacts occur prior to the Change of Command. The Sec-Treas explained that there is absence of any documentations outlining what is NPP, however there is an effort ongoing to document all the historical artifacts located within Regimental lines. The President explained that when a Regiment is decommissioned, all NPP is disposed of under the authority of the CDS. Therefore it is imperative that we distinguish what is Guild Property and what is NPP.</p>	<p>Sec-Treas to continue to account for all historical items held within unit lines whether they be NPP or Guild Non-Public Property.</p>
VI	<p>Points from the Floor.</p> <p>Mr. Inglis explained there is an RCD monument at the NB Military Museum that is dedicated to the soldiers of the First World War. Mr. Ward on his own time has continued upkeep of this over the past years spending around \$300 of his own money. The second item he brought to the Board's attention was that the Base Museum has asked the RCD to adopt a T-72 monument to continue its maintenance and upkeep. C Sqn will be bringing it to their lines to paint and replacing small materials. Mr. Inglis is requesting this be considered at the next BoD meeting to be brought to the AGM for inclusion on next year's budget. Mr. Johnson advised the Board of an existing \$600 line item under trophies, statues, plaques and monuments. Mr. Inglis requests to reimburse the \$300 Mr. Ward spent to date. Mr. Skelding suggested we give Mr. Ward tax receipts if he has done this on his own accord however receipts are required. Mr. Edwards stated that Public Funds should be paying for the paint for the T-72. Mr. Inglis</p>	<p>Mr. Inglis to execute within existing budget WRT the RCD monument and acquire receipts from Mr. Ward.</p>

	<p>explained that Public Funds are limited and the Museum struggles to remain open with current funding. The President stated that in order to make sure this is done right, Mr. Inglis will table the questions asked at the meeting and bring them to the Board in the next meeting.</p> <p>Mr. Skelding brought to the Board's attention that there is a pre-2nd World War Horse Soldier of the RCD living in London, Ontario. Mr. Art Boyal, who is 102 years old and was awarded the Military Medal after D-Day. Currently a member of the 1st Hussar Association. Another recent discovery, Mr. John Rollenson was a former Horse Soldier of the RCD. Mr. Skelding is gathering further information.</p> <p>Mr. Skelding retold the story of a 10 year old boy, John Helenga, who witnessed the burial of two Dragoons in Docham, Holland. Mr. Skelding found him in Sarnia, Ontario and he still has vivid memories of the event. Mr. Skelding suggested to bring Mr. Helenga to our next Leeuwarden Parade.</p> <p>Mr. Skelding found a running Dingo Scout Car in Brampton, held by a private owner. There is the potential to use it in future Leeuwarden Parade. The President suggested we establish a relationship with the owner for parade purposes and to determine the future of that vehicle once they can no longer care for it.</p> <p>Mr. Amyotte advised the Board of his intent to retire soon and he will be handing over his responsibilities to his daughter, Nancy Amyotte, to include the responsibilities of signing tax receipts.</p> <p>Mr. Burnie asked if there was a way to identify retiring members so that those Association members who wish to attend Mug Outs can do so.</p>	<p>Mr. Skelding to provide detailed contact info to provide the Regiment with invites to next Leliefontein or Leeuwarden celebrations</p> <p>NFA</p> <p>NFA</p> <p>Sec-Treas to have major events and mug outs identified on the Guild website under announcements</p>
IV	<p>Closing Remarks.</p> <p>The President reminded the Board about the Gathering of Dragoons event this summer as well as what activities were planned. He asked the Board to reach out to serving members and anyone who has ever served to recommend the event to them. He once again committed to finding a solution to the Guild governance.</p>	NFA
V	<p>Adjournment</p> <p><i>A motion for adjournment was made by Mr. Skelding, and Seconded by Mr. Edwards. Motion carried.</i></p>	NFA



Mr. F.G. Auld
CEO


Approved - Yes/No



Mr. P. Atkinson
President

Approved - Yes/No





Mr. M. Johnson
Secretary Treasurer
Distributed & Archived

Guild Board of Director's Meeting
27 1300 hrs June 2018
Centurion Room Officers' Mess – Garrison Petawawa

President	Mr. P. Atkinson - Present
Vice President	Mr. D. Levesque - Present
CEO	Mr. F. Auld - Present
Secretary/Treasurer	Mr. M. Johnson - Present
Directors	Mr. J. Hebert - Present
	Mr. D. Batten - Present
	Mr. S. Cairns – Present
	Mr. B. Bennett – Present
	Mr. Schefelmier – Present
	Mr. C. Hiller - Present
	Mr. C. Inglis – Present
	Mr. B. Forsyth - Present
	Mr. M. Edwards - Present
	Mr. T. Burnie - Present
	Mr. A. Rymes – Present
	Mr P. Ferretti - Present
	Mr. T. Skelding – Absent
	Mr. M. Atkinson - Absent
	Mr. T. Legare – Absent
	Mr. J. Whitehead – Absent
	Mr. W. Gigacz – Absent
	Mr. M. Slattery - Absent

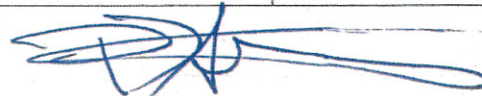
In attendance	Mr. R. Marois
	Mr. J. Leamon
	Mr. A. Halfper
	Mr. M. McNorgan
	Mr. C. Milarchuk
	Mr D. Muralt


Serial	Action/Decisions	Action By
I	Financial Update. The President, assisted by the Secretary Treasurer, will provide an annual report at the end of the Guild fiscal year to provide the membership with a clear understanding of our current financial status and what The Guild accomplished this past year.	President and Secretary-Treasurer
II	Motion of New Directors/Officers Mr. Hillier motioned to appoint Mr. Marois to CEO as of the 28 th of June 2018, to replace the outgoing CEO Mr. Auld. Seconded by Mr. Batten. Carried, unanimously. Mr. Edwards motioned to replace Mr. Hebert with Mr. Leamon as a Director on a temporary basis until the membership votes at the next AGM. Seconded by Mr. Batten. Carried, unanimously.	No further action (NFA) Vote to cfm at Spec Gen Mtg in fall

	Mr Muralt will also be pursuing improved storage facilities for those artifacts requiring better climate control.	
V	<p>Dragoon II and War Diaries Way Ahead.</p> <p>Mr. Batten motioned to engage HPPI to scan and redact the war diaries in the priority specified by the author of the manuscript with a fixed price contract of \$10,180.00 (+HST) to be paid in FY 18/19. Seconded by Mr. Inglis. Carried, unanimously.</p> <p>Mr. Hillier motioned to begin production on Dragoon II in a full colour, large format, heavily illustrated, hard cover book to include an e-book. Confirmation of number of copies to be determined by January 2020. Cost of the minimum number of copies (1000) is \$60,000 plus \$3000 for the e-book. Payment schedule TBD in FY 18/19. Seconded by Mr. Edwards. Carried, unanimously.</p> <p>The President and CEO will designate a Dragoon II point of contact to the publisher by 1 September 2018.</p>	<p>NFA</p> <p>NFA</p> <p>President and CEO to designate Dragoon II POC</p>
VI	<p>Leliefontein Painting Update.</p> <p>Mr. Levesque will gather further details to answer Board's questions about the current artist's proposal and will also inquire about local artists who may be interested. He will explore options for a commissioned work for the Afghanistan era. The Secretary Treasurer will distribute collected info to the Board. The Board to consider the material and discuss at the Leliefontein meeting.</p>	Vice President to provide update at next Board meeting.
VII	<p>Artifacts Accounting Update.</p> <p>The Regiment has conducted an NPF DA verification as a part of the Change of Command handover report and are in the process of verifying the Guild Holdings. Mr. Milarchuk in conjunction with the curator will continue to develop the full picture of the Regimental Holdings and will report back to the Board at the next meeting.</p>	Mr Milarchuk and Mr Muralt to update Board at next meeting.
VIII	<p>Leliefontein Bursary Update</p> <p>This year, now that the financial move is complete, The Guild will increase the Leliefontein Bursary back to \$10,000 after being reduced to \$5000 last year. The President will update Mrs. Jean Bell on the current status of the Bursary.</p>	NFA
IX	<p>Leeuwarden 2020</p> <p>The COR is working with the Dutch Ambassador to explore options for RCD participation with the town of Leeuwarden for their 75th Anniversary of their Liberation. The goal is to advocate for Public Funds to send soldiers to Leeuwarden in 2020 with Guild funding operating on the periphery.</p>	NFA
X	<p>Col Lake Donation for Refurbishment of Regimental Trophies</p> <p>Secretary Treasurer was directed after the Director's meeting concluded to track down the letter regarding the details of the</p>	Secretary-Treasurer

	donation by Col lake and to determine what was purchased with that donation. This information will then be communicated back to the donor to close the loop.	
XI	Support to Tpr Christiansen Family It was voted on electronically after the conclusion of the Board meeting IAW with the Guild budget to provide the Christiansen family with an emergency grant of up to \$4000 to help defray their travel costs related to their visit to Petawawa during the search for the deceased.	NFA
XII	Acceptance of Previous Minutes. Mr. Edwards motioned to accept the previous minutes as they are written. Seconded by Mr. Cairns. Carried, unanimously.	NFA
XIII	Adjournment Mr. Batten motioned to adjourn the meeting. Seconded by Mr. Inglis. Carried, unanimously.	NFA


 Mr. R.V. Marois
 CEO
 Approved Yes/No


 Mr. P. Atkinson
 President
 Approved - Yes/No


 Mr/M. Johnson
 Secretary Treasurer
 Distributed & Archived



**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:

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

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

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

Ser	Discussion	Action by
1	<p>Opening Remarks: 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>Investment Update: 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"> 1. Take a 3 year horizon to our investments with a look to the future and sustainability. 2. Investment Decisions should support Guild Objectives. 3. Should have quarterly reporting and an oversight mechanism. The Fundraising and Investment Committee will be responsible for the oversight function. <p>Investment Guidance will be drafted on those lines and pushed to the board for approval.</p>	
<p>3</p>	<p>Updates:</p> <p>QOL:</p> <ol style="list-style-type: none"> 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. 2. Recuperation Kits – the kits were rebuilt, and ten kits remain on hand in F104 under ROS control. 3. QOL committee – proposal to have a spouse included in the committee. <p>Bursary:</p> <ol style="list-style-type: none"> 1. \$1000 Volunteer & Community Service 2. \$1000 Padre Christmas Hamper 3. \$10 000 dispersed for LFTN bursary. There were 13 applicants. <p>Monuments: 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>Archives: 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>Guild property: 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>Springbok/Dragon: Last year 1250 copies same this year cost is \$7500 – Guild funded.</p> <p>Historical Vehicle Troop: 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>Next Regimental History Book: 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>Financial Update: 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.									
6	The President proposed two new potential Guild members to the board: Mr. Ryan Morin and Mr. Marty Frank. Seconded by Mr. Burnie Unanimous Carried									
7	President then dissolved the current Board of Directors and adjourned the Board of Directors.									
8	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									
9	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									
10	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"> a. Planning for Leeuwarden 2020 needs to begin. A planning team needs to be established. b. The future location for the archives needs to be determined as a part of the new unit building design. c. The new Regimental history will be published in January 2020. A communications and marketing plan need to be developed by April 2019. 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. 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. f. Planning for a Guidon replacement as early as 2020 needs to commence. g. Planning for Leliefontein 125 needs to commence. This may entail a visit to South Africa. h. A concept needs to be developed for the Regimental 150th in 2033. i. The Guild has re-affirmed its support for the maintenance of a 100-man scarlet guard. j. A new requirement was identified to produce two Regimental Funeral Kits. The RSM will need to quantify the requirement. k. A suggestion that the Guild support a project to do oral histories needs to be investigated. 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. 	
<p>11</p>	<p>Committee Structure: 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 & 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"> 1. To appoint Richard Amyotte Financial Incorporated to continue to be the Guild accountant. 2. Guild Lawyer to be Perly Robinson Hill and McDougal LLP. <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~~ - 2nd Vice President.
 Approved Yes / No



Mr. P. Atkinson
 President
 Approved Yes / No



Reviewed by
 Mr. M. Johnson
 Secretary Treasurer
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