

**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><b>Opening Remarks.</b></p> <ul style="list-style-type: none"> <li>- 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</li> <li>- 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.</li> <li>- Planning needs to begin for 125<sup>th</sup> LLFN</li> <li>- 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.</li> <li>- 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</li> <li>- 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</li> </ul>	<p><b>President</b></p>
	<p><b>Review 04 Nov 22 ROD.</b></p> <ul style="list-style-type: none"> <li>- No discussion or questions</li> </ul>	<p><b>Motion Mr Skelding, Second Mr Fulton.</b></p> <p><b>Passed Unanimously</b></p>

<p><b>CFO Quarterly Update.</b></p> <ul style="list-style-type: none"> <li>- Gala expenses will be incorporated into Q2</li> <li>- We will be healthy financially based on our Q3 and 4 Projections</li> <li>- Move to TD Wealth will be positive in the long run, but we still need to consider investing down the road</li> <li>- Canadahelps.org shows upward trend but still needs focus. A letter is being drafted by our new Fundraiser, Rowena Williams</li> <li>- Looking at change to a 2 million dollar goal in bank IOT reach self sustainment, discussion followed</li> </ul>	<p><b>Motion Mr Nickerson. Second Mr Cameron</b></p> <p>CFO, Business Planner and President will consider funding goal further</p>
---	--

<p><b>Governance Update.</b></p> <p><b>Appointment of Officers</b>  There are no changes to the current slate of officers, therefore no action is required.</p> <p><b>Governance Director Update</b></p> <ul style="list-style-type: none"> <li>- 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.</li> <li>- 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.</li> <li>- 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.</li> <li>- The Guild Orientation package is also available for use by incoming directors and will also be posted to the web site.</li> <li>- 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.</li> </ul>	<p style="text-align: center;">Guild Coordinator to provide updated BoD List to the Governance Director</p>
---	---

<p><b>Committee Updates.</b></p> <p><b>Business Plan Update – Mr. M. Frank.</b></p> <ul style="list-style-type: none"> <li>- Planning to make the Business plan more realistic with less risk, draft in June</li> <li>- It will be a strategic document with goals based on next 5 years, focusing on key events during the period</li> <li>- April update for new business plan</li> </ul> <p><b>Quality of Life – Mr. C Leblanc.</b></p> <ul style="list-style-type: none"> <li>- Support from Guild is visible in Gym, \$30k spent so far</li> <li>- Gym Sign in progress with CommsO support</li> <li>- \$4600 spent, 5400 remaining to be spent</li> <li>- 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</li> <li>- <u>Coin</u>. While development of an instruction continues, details being discussed include: <ul style="list-style-type: none"> <li>o 25 years service</li> <li>o QOL Committee will be the gateway for coin requests</li> <li>o Presented at DWD</li> <li>o 3B release personnel with less than 25 years will be looked at case-by-case and decided by the Guild</li> <li>o Require \$10k to be spent on coins as a start-up cost. To be moved from other current funding envelopes</li> <li>o Also need a comms strategy to inform people</li> </ul> </li> </ul> <p><b>History and Heritage – Mr Skelding and Mr. J. Nickerson.</b></p> <ul style="list-style-type: none"> <li>- New Y137 Displays</li> <li>- 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</li> <li>- Maintenance of vehicles and ceremonial uniforms is ongoing</li> <li>- Museum planning session was held 25 Jan IOT refresh and rebuild the base museum display</li> <li>- Loan agreement for Staghound has been signed and</li> </ul>	<p>Deployment bear requirements to be identified by CO/RSM for budgeting and timelines</p> <p><b>Coin costs put to motion by Mr Lee, Second by Mr Fenton – Passed Unanimously</b></p> <p>Guild Business Planner to coordinate funding from other current allocations.</p> <p>CommsO to develop a comms approach</p>
--	---

	<p>sent back to Mr Lee for the Borden Museum.</p> <p><b>Awareness</b></p> <ul style="list-style-type: none"> <li>- New website is coming along with an advanced history section close to going active.</li> <li>- Looking for a new web management firm, will investigate Kevin Langille's willingness</li> <li>- Awareness Committee TORs close to completion and will be posted.</li> </ul> <p><b>Fundraising – President</b></p> <ul style="list-style-type: none"> <li>- We need to promote Canada Helps as a donation platform of choice for the Guild.</li> <li>- Op Connection is the new FotR. The fundraiser will coordinate with the Regt on the execution and Guild support</li> </ul>	<p>Ms Williams to draft a targeted fundraising letter on the site with instructions on how to donate</p> <p>Ms Williams &amp; Coordinator to complete a fundraising handover and produce an all-encompassing donor list</p>
	<p><b>Professionalization of the Guild – President</b></p> <ul style="list-style-type: none"> <li>- Offers better continuity</li> <li>- Must be careful not to break the communication links between the parts of the Regt Family.</li> <li>- Transition of secretary and treasurer positions to begin in April.</li> <li>- Transitions will be staggered over time</li> </ul>	
	<p><b>RFAC – MWO Philips and MCpl Brisson.</b></p> <ul style="list-style-type: none"> <li>- Investigation of current equipment to support C Sqn against their request is ongoing</li> <li>- Funding for sponsoring the Spartan Races team was discussed and the board supported the full amount as requested.</li> </ul>	<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><b>New Business</b></p> <ul style="list-style-type: none"> <li>- Retired members would like to see an online kit shop with e pay options (Regt to investigate), supported by the CommsO</li> </ul>	

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

---

**Mr. S. Boire**  
**Secretary-Treasurer**  
**Distributed and Archived**

---

**Mr. D. Milner**  
**President**  
**Approved – Yes / No**