

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

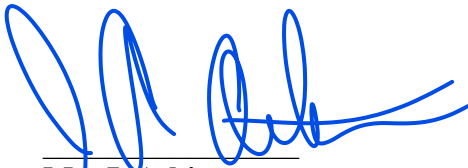
	visit to the Netherlands this past spring. We have a great team to do the work.	
3.	<p>Review 2nd Quarter Meeting 28 April 2023 ROD.</p> <p>No discussion or questions.</p> <p>Motion to accept passed.</p>	<p>Motion Mr. Leblanc, Second Mr. Forsyth</p> <p>Passed Unanimously</p>
4.	<p>Governance Update.</p> <p>Ms. Reid was voted onto the Guild at the SGM held immediately prior to the 3rd 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:</p> <p>“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 26th day of July 2023.”</p> <p>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.</p>	<p>Motion Mr. Fulton, Second Mr. Follwell</p> <p>Passed Unanimously</p>
5.	<p>CFO Quarterly Update.</p> <p>The CFO stated he has been away and would send out the 3rd Qtr financial report in a few days; a verbal summary was given.</p> <p>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.</p>	<p>Mr. Riganelli</p>
6.	<p>Business Plan Update.</p> <p>Mr. Frank stated that the FY23/24 Business Plan, which has been through several reviews, is ready for approval.</p> <p>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</p>	<p>Motion Mr. Frank Second Mr. Riganelli</p>

	<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>	
<p>7.</p>	<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>	<p>Mr. Leblanc</p>
<p>8.</p>	<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>	<p>MCpl Brisson</p>
<p>9.</p>	<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>	<p>Mr. Skelding</p>

	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
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Mr. D. Milner
President
Approved – Yes / No