



**The Guild of the Royal Canadian Dragons
Record of Decisions
First Quarter Board of Directors Meeting for FY2023-2024**

Held on 1 February 2024

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 (MS Teams)

Directors: Mr. C. Leblanc
Mr. B. Fulton
Mr. J. Follwell
Mr. A. Coxhead
Mr. M. Frank (MS Teams)
Mr. R. Cameron (MS Teams)
Mr. K. Lee (Regrets)

Guests: Mr. Steve Cadden
Mr. Dyrald Cross
Sgt Brisson representing RFAC
Maj Bennett representing RFAC

Ser	Discussion/ Decision	Action by
1.	Call to Order The meeting was called to order at 1400 hrs.	President
2.	Opening Remarks The President welcomed everyone. He noted a busy first quarter with Leliefontein, General Hillier Speaking Event at the CWM, donation by Ian Turner (Great Grand Nephew of LGen Sir Richard Turner, VC) and approval of a grant for Regimental canteen renovations.	President
3.	Election of New Director Traditionally, new members are elected as directors at the first meeting of the Board of Directors following the AGM. Mr. Fulton proposed that	Motion: Mr. Fulton Second: Mr. Follwell Passed Unanimously

	<p>Mr. Coxhead be elected as a director of the Board as follows:</p> <p>“I William Fulton, Governance Director of the Guild of the Royal Canadian Dragoons propose that Mr. Andrew Coxhead be elected as a Director of the Guild. Mr Coxhead will assume the responsibilities of Fundraising.”</p> <p>There was no discussion. The motion to elect Mr. Coxhead as a Director was passed unanimously.</p>	
4.	<p>Review 4th Quarter Meeting 3 November 2023 ROD</p> <p>No comments or corrections were noted on the previous BOD ROD.</p>	<p>Motion to accept: Mr. Forsyth Second: Mr. Leblanc</p> <p>Passed Unanimously</p>
5.	<p>Nomination for the Guild Distinguished Service Award</p> <p>The purpose of the Distinguished Service Award is to recognize persons and/or organizations that provided exemplary service to and for the GUILD. It has been given several times in the past, but not in the last couple of years. The President nominated Col (Retd) Gene Lake with details as follows:</p> <p>Gene lake has been a tremendous supporter of the Regimental Family and Guild. He has been one of our best, if not our best donor in the history of the Guild. He has been extremely proactive with the Guild offering ideas of support in many different areas. He has always pressed for support to our Regimental Family and recently offered direct support to our five soldiers who recently visited Leeuwarden during our 2023 celebration of the Liberation of Leeuwarden. He was close with the Bennett family and has been instrumental in supporting the Annual Bennett Memorial Golf tournament held each year in Gagetown. He donated an excellent hand carved trophy for the winners of the annual event. He has helped directly with the support to the Regimental Gym and he has offered on many occasion to support the purchase of kit and equipment that has a positive impact on morale. His donations and volunteer support have enabled the Guild to support the Regimental Family above and beyond the norm.</p> <p>After some discussion a motion to award the Guild Distinguished Service Award to Col (Retd) Gene Lake was passed unanimously. The award is planned to be presented at the RCD Association reunion in June 2024.</p>	<p>President</p> <p>Motion to Award to Col (Retd) Gene Lake: Mr. Milner Second: Mr. Atkins</p> <p>Passed unanimously.</p>
6.	<p>CFO 1st Quarter Report</p> <p>Mr. Riganelli presented the 1st Qtr Financial Report (1 Oct – 31 Dec 23). There was approximately \$53k in revenues (not including investment income of \$13k) against expenses of \$60k. There was \$65k in the bank as of 31 December and the investment portfolio is \$1.6M. The General Hillier speaking event was a success with a profit of about \$5k.</p> <p>After some discussion a motion to accept the CFO Report passed unanimously</p>	<p>Mr. Riganelli</p> <p>Motion to Accept: Mr. Follwell Second: Mr. Atkins</p> <p>Passed unanimously.</p>

7.	Governance Update Nothing to report.	Mr. Fulton
8.	Quality of Life (QOL) Update Mr. Leblanc stated that QOL is on budget. The renovations to the kitchen should begin by end month with completion scheduled end March. Due to deployments, it is expected that the deployment bear fund will be spent. The Family Assistance fund has not yet been used but will be left for now. Support to Fallen is also zero spent. There remain 9 recuperation kits in stock.	Mr. Leblanc
9.	RFAC Update An RFAC meeting was held on 11 January 2024. The following RFAC points were discussed: <ul style="list-style-type: none"> • <u>Gym</u>. There was a request for 2 x non-powered treadmills for the gym at \$4,00 each. This is over-budget for this year and it was recommended one be bought this year and the second next year. C Sqn is seeking more equipment. With possibility of PSP funding, the investigation continues. The budget was discussed and further discussion is required; possibly an amendment to the current year budget. • <u>Spartan Race</u>. There was a funding proposal for \$12k. The price is increasing each year with the popularity of these family events. The Guild supported in principle but asked for more work to refine budget; perhaps a numbers cap; limit number of races or fundraising. • <u>Junior Ranks Rest Easy</u>. The Junior Ranks Rest Easy is seeking funding for furniture and other improvements. The initiative is fully supported but Guild requested that proposal be further refined to included other funding sources; prioritize line items or phased approach. The refined proposal will be tabled again at next meeting. • <u>Ironsides</u>. Four Regimental teams are requesting entrance fees of \$250 (total \$1,000) be paid by Guild. The request was approved. • <u>C Sqn Laptop</u>. C Sqn is requesting a computer for outreach and social media. Mr. Follwell has identified a Guild laptop which is being prepared for C Sqn. • <u>C Sqn Hockey Jerseys</u>. A request to pay for C Sqn hockey jerseys was not supported. • <u>3D Printer for Kit Shop</u>. A request for a 3D printer for kit shop was not supported as it does not align with Guild charitable objects. Further justification is required. 	Sgt Brisson
10.	Business Planning Update Mr. Frank presented the 5-year strategy graphic which highlights future activities. He stated that the draft 5-year Strategic Plan has been	Mr. Frank

	<p>reviewed a few times and asked that any more suggestions for amendment be passed to him. The plan is on target to be signed in April.</p> <p>Due to un-forecasted spending for the Regimental kitchen and the 50th Association Reunion, the Director Business Planning will discuss with the CFO an amendment to the FY23/24 Business Plan.</p>	
11.	<p>History and Heritage Update</p> <p><u>Scarlett Uniforms.</u> Mr. Skelding review the inventory of Scarlett uniforms. Some N/S items.</p> <p><u>Guild RCD Uniform at Ottawa Army Officer’s Mess.</u> There is an RCD scarlet uniform on loan to the Army Officer’s Mess. It is understood that the three Ottawa officer’s messes will be combined and that the uniform may not be needed for display. After discussing it was decided that the Guild would take the uniform back. Mr. Follwell will liaise with the mess to discuss the handover of the uniform.</p> <p><u>Historical Vehicle Troop.</u> The Guild approved requests to borrow the Staghound from 1H London, 1 June, and Ont R museum, Aquino Weekend 26/27 July. The requesting organizations will pay all costs. The Guild approved a request to use the Ferret as a static display at the 2 CMBG NCOs mess dinner, 1 March.</p> <p><u>CFB Petawawa Historical Weapon Live Fire.</u> Mr. Skelding is reviewing a request to fire a .30 cal from the Staghound.</p> <p><u>Coyote Divestment.</u> The Regiment is working with the Coyote Technical Authority and DHH to develop finalize the Coyote divestment plan, to include artifacts. At present the request is for 1 x Coyote for Dragoon Park and 1 x Coyote for HVT. One of RCD Coyotes may go to Canadian War Museum.</p> <p><u>Base Museum RCD Gallery.</u> Mr. Skelding advised that planning for the RCD gallery to include Guidons is progressing.</p> <p><u>Commemorating Past War/Sacrifice.</u> Mr. Skelding is reviewing worldwide RCD memorials with a view to improve and/or replace in 2025 during Leliefontein and Leeuwarden celebrations.</p>	Mr. Skelding
12.	<p>Awareness and Fundraising Update</p> <p>The Springbok/Dragoon publication final price was twice the budget of \$10k. There was a general discussion that concluded the publication is excellent and must be continued. The Director Awareness with Editors are requested to look at ways to reduce costs, such as reducing pages or number of copies.</p> <p>Several Wall of Recognition plaques are being prepare and should be installed by Leeuwarden.</p> <p>There is on-going work to develop Terms of References, particularly for the RFAC.</p> <p>A refresh of the website is being investigated.</p>	Mr. Follwell

<p>13.</p>	<p>Board Vacancies</p> <p>The President reviewed board vacancies expected over the next year. Due to change of appointments (COR and CO) this spring, new directors Mr. Steve Cadden and Ms. ChloeAnn Summerfield will be elected to the Board. Mr. Dyrald Cross has volunteered to replace Mr. Fulton as Director Governance at the April meeting. A new CFO, Ms. Franca Gagliano, has volunteered to replace Mr. Riganelli mid year. It was asked for future consideration whether the RCD Archivist, Mr. Muralt, should be a Guild director.</p>	<p>President</p>
<p>14.</p>	<p>CanadaHelps Update</p> <p>Mr. Atkins stated that the Guild is increasing use of the CanadaHelps application. He and Mr. Follwell uploaded the Guild contact list and have started using the bulk email capabilities of the app, which is working well and has improved Guild communications. The Y007 donations have been uploaded into the system and the 2023 tax receipts will be issued in early February. Mr. Atkins with the new fundraiser will further investigate use of other CanadaHelps fundraising tools.</p>	<p>Mr. Atkins</p>
<p>15.</p>	<p>Records Keeping and Digitization</p> <p>Mr. Atkins presented a CRA graphic on mandatory records to be kept by the corporation. He handed the topic over to Mr. Follwell to brief on the way ahead for Guild records keeping.</p> <p>Mr. Follwell stated that the Guild records are in many places, with many formats and limited access to the board members. The board will continue past initiatives to digitize, centralize and make accessible to all board members. A small IM working group, mainly the COS and Secretary supported by all members of the board, will assess the current state of the Guild records and develop SOPs for retaining, cloud storage and making accessible all Guild records.</p>	<p>Mr. Atkins, Mr. Follwell</p>
<p>16.</p>	<p>50th RCD Association Reunion</p> <p>The 50th Anniversary of the Association will be celebrated a reunion to be held 14-16 June 2024. The board had previously approved an initial \$10k to support the event, but there are options for further funding. The reunion budget has not yet been presented the board. Discussion to follow on further funding when the budget is sent to the board members.</p>	<p>President</p>
<p>17.</p>	<p>New Business</p> <p>The Secretary stated that the Corporations Canada annual and change of directors returns will be filed in the next few days.</p> <p>The Treasurer stated that the Guild vehicle, donated several years ago by a car dealership, needs repairs and is rarely used. After discussion it was agreed that the vehicle should be divested at maximum financial benefit to the Guild.</p> <p>The President asked the Board to consider future donations for philanthropy donations such as Homes for Heros and other organizations that help RCD veterans.</p>	<p>All</p>

18.	Next Meeting The 2nd Quarter BOD meeting is tentatively scheduled for 16 April 2024.	President
19.	Adjournment The President closed the meeting at 1650 hrs.	Motion to Adjourn: Ms. Reid, Second Mr. Leblanc Passed unanimously

Mr. J. Atkins
Secretary
Distributed and Archived
 17 Feb 24

Mr. D. Milner
President
Approved



January 15, 2024

MEMORANDUM TO: The Board of Directors

FROM: Paul Riganelli

Chief Financial Officer

SUBJECT: First Quarter FY24 CFO Report to the Board of Directors

This report highlights the Guild's financial activities and results for the first quarter of fiscal 2024 from October 1, 2023 to December 31, 2023.

All figures are in Canadian dollars and rounded to the nearest \$100 (except for Balance Sheet figures).

Income Statement Analysis

Attached as **Annex 1** is the 1st Quarter Profit and Loss Statement compared to last year. You can see that total revenue generated in Q1 is \$52,800 against expenses of \$60,100 for a loss of \$7,300. This compares to revenue generated last year in Q1 of \$12,000 against expenses of \$30,500 for a loss of \$18,600. Therefore, while this year revenue was much higher – so were expenses. However, this year's Q1 losses were less than half the size of last year.

Revenue Analysis

Of note in the quarter were two sizeable general donations by Turner (\$20,000) and Natynczyk (\$5,000). Also, the October General Hillier fundraiser brought in \$13,300 in the quarter. The Y007 balance was at \$2,100 (which does not include the month of December – not posted as of this writing) and Canada Helps at \$12,300 (which includes monthly donations of about \$750 per month and one-time donations as well).

Expense Analysis

On the expense side **Corporate Services** at \$9,400 in the 1st quarter is below last year by \$1,900 with the cost of the year end audit review being the largest cost item at \$5,600.

Awareness experienced significant costs this quarter of \$23,400 (compared to \$200 last year) which included the expenses of the Hillier fundraiser (\$13,700 – almost entirely offset by the Hillier fundraiser revenue described above) and the cost of producing the 2023 Springbok which had not been expensed last year (\$9,400). **History and Heritage** expenses were considerably lower in the quarter (\$300) than last year (\$3,200). **Quality of Life** expenses were \$27,000 compared to last year of \$15,800. The significant item in this category is the payment of

\$15,000 for the Dragoons canteen equipment. Also, as was the case last year, in the first quarter, a bursary of \$10,000 was paid out.

Budget vs Actual Results

Attached as **Annex 2** is the 1st Quarter Profit and Loss Statement compared to budget. You can see that total revenue generated in Q1 is \$52,800 against budgeted revenue of \$44,500 is well ahead of budget. The variance to budget is mostly explained by the fact that the Hillier fundraiser revenue of \$13,300 was not budgeted and that donations were budgeted to come in equally over 12 months. Note that interest income on the GICs in the approximate amount of \$15,000 is not reflected in the first quarter results. It has been the Guild's practice to book the income on the investment fund at the end of each fiscal year (in Q4). This practice assumes that the income on the investment fund will be reinvested and therefore quarterly reporting of that income is distortive. Also, the interest is not paid quarterly but will be paid at the end of the fiscal year – mid October 2024.

On the expense side total expenses in the quarter at \$60,100 were well above budget of \$47,000. **Corporate Services** was slightly over budget by \$1,800 and **History & Heritage** was below budget by \$8,100. However, Awareness and Quality of Life came in well above budget. The reasons are basically the same as described above. In **Awareness** the expenses of the Hillier fundraiser (\$13,700) were not budgeted, and the cost overrun of producing the 2023 Springbok (\$9,400) was also not budgeted. The **Quality of Life** budget variances arise because only \$5,000 was budgeted for bursaries in the first quarter compared to the \$10,000 that was actually paid and the Dragoon mess equipment was booked to Improvement in Regimental Lines and Accommodations which only had a budget of \$10,000 for the quarter.

Therefore, overall, the Guild experienced a loss of \$7,300 compared to a budgeted loss of \$2,500. This was a solid quarter with the Hillier event generating some real interest and new revenue. Over time and with more experience with such events costs will likely be better managed.

Balance Sheet

TD chequing account - \$65,243
Accounts Receivable (excluding HST) - \$0
GICs - \$1,523,200
Gym Equipment (NBV) - \$34,200
Camera, Inkjet Printer (NBV) - \$7,200
Accounts Payable (excluding HST) - \$300

Annex 3 contains the Guild's Balance Sheet as of December 31, 2023. The balance sheet is in good shape with total assets far exceeding total liabilities. There is sufficient cash in the chequing account to meet current obligations.

The Guild of the Royal Canadian Dragons
Profit and Loss Comparison
 October - December, 2023

	Total	
	Oct - Dec., 2023	Oct - Dec., 2022 (PY)
INCOME		
4200 General Donations	25,120.00	5,158.00
4202 Y007 Allotment Donations	2,096.00	3,984.00
4210 Fundraising Donations	13,308.16	
4221 United Way (GCWCC)/CanadaHelps	12,293.40	2,319.79
4240 CFCF & Other Interest	7.14	142.87
4250 Short-Term GIC Interest		350.42
Total Income	\$ 52,824.70	\$ 11,955.08
GROSS PROFIT	\$ 52,824.70	\$ 11,955.08
EXPENSES		
5000 Corporate Services		
5006 CanadaHelps DMS Fees	1,068.00	1,068.00
5007 Guild Financial Review	5,610.60	5,484.95
5012 Guild Vehicle Expenses		2,371.00
5020 Quickbooks Online and Receipt Bank	223.80	205.14
5607 Board of Directors Insurance	298.08	
5610 Accounting Services	2,089.49	1,886.79
5611 Bank Charges includes safety deposit box	156.30	295.61
Total 5000 Corporate Services	\$ 9,446.27	\$ 11,311.49
5100 Awareness - Communications, Marketing & Fundraising		
5008 Website Hosting	20.67	20.67
5013 Travel	270.61	59.91
5101 General Fundraising Expenses	13,664.63	
5104 Website and Social Media Support	45.08	41.34
5107 The Guild Wall of Recognition		63.61
5321 Production of Springbok/Dragoon 2023	9,372.00	
5613 Postage Costs	22.42	
Total 5100 Awareness - Communications, Marketing & Fundraising	\$ 23,395.41	\$ 185.53
5200 History & Heritage		
5009 Ceremonial Support	25.90	2,217.62
5202 Accoutrements for New Soldiers		440.48
5205 Maintenance of a 100 Person Guard in Scarlet Uniforms and Accoutrements	51.81	160.45
5209 Regimental Property and Historical Archives	186.45	
5211 Guild Property and Historical Archives		284.93
5216 Identification and Maintenance of Regimental Trophies		103.61
Total 5200 History & Heritage	\$ 264.16	\$ 3,207.09
5300 Quality of Life		
5015 Support to Cadets	274.99	3,000.00
5301 LLLFN Memorial Education Bursary	10,000.00	10,000.00
5302 Volunteer & Community Service Bursary	1,000.00	1,000.00
5307 Family Assistance	650.00	
5316 QoL Improvements in Regimental Lines & Accomodations	15,000.00	
5317 Christmas Hamper Program		1,000.00
5325 Retirement Medals	75.71	
Total 5300 Quality of Life	\$ 27,000.70	\$ 15,812.85
Total Expenses	\$ 60,106.54	\$ 30,516.96
PROFIT	-\$ 7,281.84	-\$ 18,561.88

ANNEX 2

The Guild of the Royal Canadian Dragoons Budget vs. Actuals: The Guild - 2024 Budget - FY24 P&L

October - December, 2023

	Total	
	Actual	Budget
Income		
4200 General Donations	25,120.00	12,500.01
4201 Bursary Donations	0.00	5,000.01
4202 Y007 Allotment Donations	2,096.00	3,750.00
4210 Fundraising Donations	13,308.16	23,000.00
4218 Targeted Donation Volunteer Service Award	0.00	249.99
4221 United Way (GCWCC)/CanadaHelps	12,293.40	0.00
4240 CFCF & Other Interest	7.14	0.00
Total Income	52,824.70	44,500.01
Gross Profit	52,824.70	44,500.01
Expenses		
5000 Corporate Services	0.00	0.00
5006 CanadaHelps DMS Fees	1,068.00	1,100.00
5012 Guild Vehicle Expenses	0.00	624.99
5016 Contingency	0.00	1,250.01
5020 Quickbooks Online and Receipt Bank	223.80	225.00
5604 Administration	0.00	125.01
5607 Board of Directors Insurance	298.08	624.99
5608 Legal Fees	0.00	375.00
5610 Accounting Services	7,700.09	3,249.99
5611 Bank Charges includes safety deposit box	156.30	50.01
Total 5000 Corporate Services	9,446.27	7,625.00
5100 Awareness - Communications, Marketing & Fundraising	0.00	0.00
2322 Guild Audio Video Presentation (Road Show)	0.00	500.01
5008 Website Hosting	20.67	0.00
5013 Travel	270.61	999.99
5101 General Fundraising Expenses	13,664.63	0.00
5103 Production of Guild Promotional Material	0.00	750.00
5104 Website and Social Media Support	45.08	249.99
5217 Marketing Sponsorships	0.00	3,000.00
5319 Equipment Improvement and Replacement Program	0.00	249.99
5320 Support to Charities	0.00	375.00
5321 Production of Springbok/Dragoon 2023	9,372.00	3,000.00
5322 Generate Guild Income	0.00	249.99
5613 Postage Costs	22.42	750.00
Total 5100 Awareness - Communications, Marketing & Fundraising	23,395.41	10,124.97
5200 History & Heritage	0.00	0.00
5009 Ceremonial Support	25.90	0.00
5201 O & M of the Staghound, Ferret, and the Leliefontein 12-Pounder Gun	0.00	1,250.01
5202 Accroutements for New Soldiers	0.00	1,250.01
5203 ID and Maintenance of Dragoon Memorials	0.00	125.01

5204 Uniform Procurement for Crews of Heritage Vehicles	0.00	249.99
5205 Maintenance of a 100 Person Guard in Scarlet Uniforms and Accoutrements	51.81	2,499.99
5209 Regimental Property and Historical Archives	186.45	1,250.01
5210 RCD Collection	0.00	1,250.01
5214 Dragoon Park Maintenance	0.00	249.99
5216 Identification and Maintenance of Regimental Trophies	0.00	249.99
Total 5200 History & Heritage	264.16	8,375.01
5300 Quality of Life	0.00	0.00
5015 Support to Cadets	274.99	750.00
5301 LLFN Memorial Education Bursary	10,000.00	5,000.01
5302 Volunteer & Community Service Bursary	1,000.00	249.99
5303 Deployment Bears	0.00	875.01
5304 Recuperation Kits	0.00	249.99
5307 Family Assistance	650.00	0.00
5308 Ceremonial Support to our Fallen	0.00	1,250.01
5316 QoL Improvements in Regimental Lines & Accomodations	15,000.00	10,000.00
5318 Regimental Family Member Assistance	0.00	2,499.99
5325 Retirement Medals	75.71	0.00
Total 5300 Quality of Life	27,000.70	20,875.00
Total Expenses	60,106.54	46,999.98
Net Operating Income	-7,281.84	-2,499.97
Net Income	-7,281.84	-2,499.97

The Guild of the Royal Canadian Dragons
Balance Sheet Comparison
As of December 31, 2023

	Total	
	As of Dec. 31, 2023	As of Dec. 31, 2022 (PY)
Assets		
Current Assets		
Cash and Cash Equivalent		
1001 Cash Investments - US\$	0.00	0.00
1002 Foreign Exchange on Cash Investments	0.00	0.00
1003 Cash Investment - CDNS	0.00	0.00
1050 Cash Float - Ceremonial Uniforms	200.00	200.00
1060 TD Canada Trust	65,243.14	85,053.93
1061 TD GIC Account	309,938.67	0.00
Undeposited Funds	0.00	2,646.00
Total Cash and Cash Equivalent	\$ 375,381.81	\$ 87,899.93
Accounts Receivable (A/R)		
1200 Accounts Receivable (A/R)	0.00	0.00
1202 Interest Receivable	2,199.41	
Total Accounts Receivable (A/R)	\$ 2,199.41	\$ 0.00
1035 GST Rebate	-2,606.95	-2,072.74
1040 HST Rebate	-10,713.04	-9,311.29
1201 Deployment Bear Gift Certificates	240.00	240.00
1300 Prepaid Expenses	2,478.34	1,797.66
Total Current Assets	\$ 366,979.57	\$ 78,553.56
Non-current Assets		
Property, plant and equipment		
1520 Ceremonial Uniforms	1.00	1.00
1530 Regimental Memorabilia	1.00	1.00
1540 Quality of Life - PPE		
1541 Regimental Gym Equipment	41,813.79	32,044.41
1542 Accum. Amort. - Gym Equipment	-7,642.86	-2,937.40
Total 1540 Quality of Life - PPE	\$ 34,170.93	\$ 29,107.01
1545 Awareness - Communications, Marketing & Fundraising - PPE		
1546 Digital Equipment - camera	1,296.06	
1547 Equipment - colour inkjet printer	6,320.36	
1548 Accum. Amort. - Equipment	-392.00	
Total 1545 Awareness - Communications, Marketing & Fundraising - PPE	\$ 7,224.42	\$ 0.00
Total Property, plant and equipment	\$ 41,397.35	\$ 29,109.01
1220 Manulife Securities - Canadian	0.00	0.00
1222 Manulife Securities (USD)	0.00	0.00
1223 Foreign Exchange on Investments	0.00	0.00
1250 TD Long-Term GIC	1,213,264.25	1,360,662.00
1251 TD Wealth Management - GIC	0.00	100,000.00
Total Non Current Assets	\$ 1,254,661.60	\$ 1,489,771.01
Total Assets	\$ 1,621,641.17	\$ 1,568,324.57
Liabilities and Equity		
Liabilities		
Current Liabilities		
Accounts Payable (A/P)		
2100 Accounts Payable	326.47	12,887.51
Accounts Payable (A/P) - EUR	0.00	
Total Accounts Payable (A/P)	\$ 326.47	\$ 12,887.51
Credit Card		
Credit Card	25.00	
Total Credit Card	\$ 25.00	\$ 0.00

2110 Accrued Liabilites	5,400.00	5,095.00
2290 Sgt Dyerowicz Fund	0.00	2,448.95
2292 Bursary Payable	10,000.00	10,000.00
2293 Volunteer Awards Payable	2,000.00	2,000.00
GST/HST Payable	-12,793.48	-5,171.28
GST/HST Suspense	-5,945.01	-10,054.05
Total Current Liabilities	-\$ 987.02	\$ 17,206.13
Total Liabilities	-\$ 987.02	\$ 17,206.13
Equity		
Retained Earnings	1,629,910.03	1,569,680.32
Profit for the year	-7,281.84	-18,561.88
Total Equity	\$ 1,622,628.19	\$ 1,551,118.44
Total Liabilities and Equity	\$ 1,621,641.17	\$ 1,568,324.57



Spartan Dragoon 2024

Mont Tremblant June 15th-16th

Calabogie Peaks August 3rd-4th



BLUF

Proposal: for RCD Guild to sponsor the participation of RCD members and their families in the upcoming 2024 Spartan Races at Mont Tremblant on June 15th to 16th and at Calabogie Peaks on August 3rd to 4th.

Mont Tremblant (June 15th to 16th)

- 5km Sprint, 10km Super, 21km Beast, Kids

Calabogie Peaks (August 3rd to 4th)

- 5km Sprint, 10km Super, Kids

Total Requested Funds: \$?

- 10 x Trifecta Passes - \$3,500.00 approx.
- Sprint/Super/Beast/Hurricane Heat Tickets - \$11,000.00 approx.
- Kids Tickets - \$1,000.00 approx.
- T-shirt costs - \$?



Contents

- RCD Spartan Race History
- 2022/2023 Participation
- Lessons Learned From 2022/2023
- Spartan Dragoon 2024 Proposal
- Subbies Hurricane Heat
- Event Entry Cost
- PT Shirt Cost
- Total Request



WO Travis Livingstone
Mont Tremblant 2023



Cpl Oliver Caborn
Mont Tremblant 2023

RCD Spartan Race History

- In 2022, the Guild of the Royal Canadian Dragoons sponsored forty-seven Dragoons and ten children of Dragoons to participate in the Spartan Race at Calabogie Peaks and Mont Tremblant. 2023 saw the addition of Ski Brimacombe in Toronto to accommodate a deploying member. Seventy-five Dragoons and 34 children participated in 2023.
- In 2023, ten Dragoons completed the Trifecta medal, three of those continued to complete two more Trifecta medals on their own. Five children completed the Kids Trifecta Medal. This is a fifty percent increase from 2022.
- Physically fit members participated in the competitive brackets with Cpl Katherine Prenovost taking 3rd place in the Ski Brimacombe competitive Sprint.
- Enthusiasm towards the Spartan Race has grown considerably. More members are expected to be competitive, and some has voiced interested in international events.

Lt. Erica Rogers
Mont Tremblant 2023



Participation Numbers Spartan Dragoon 2022/2023



Lt. Nathan Frampton
Calabogie Peaks 2023

2022

- Mont Tremblant
 - Beast – 6
 - Kids - 2
- Calabogie Peaks
 - Sprint - 18
 - Super - 23
 - Kids – 10

2023

- Ski Brimacombe
 - Sprint Competitive - 2
 - Super - 1
- Mont Tremblant
 - Trifecta – 10
 - Ultra - 3
 - Beast - 7
 - Super - 10
 - Sprint - 3
 - Kids – 7
- Calabogie Peaks
 - Sprint - 14
 - Super – 16
 - Super Competitive - 9
 - Kids – 17



Lessons Learned from **Spartan Dragoon 2022/2023**

- Ticket prices are better during traditional sales seasons such as Black Friday, Boxing Day, New Years and can be as much as 35% off ticket price. Online coupons can bring prices down and allow more Dragoons to participate.
- Spartan Race customer service is not much help with bulk ticket purchase and their website has issues processing requests with different race distances in the sale. Purchasing tickets by race distance through the website worked without issues.
- The use of Trifecta Passes allows members to complete a Trifecta medal at 25% reduced cost. This does require commitment on the part of the member as the pass is assigned to the member, transfer to another is not possible.
- Desire to participate in competitive brackets is much higher than anticipated.



SPARTAN DRAGOON 2023

Proposal

- \$3,500.00 for 10 Trifecta Passes to allow 10 Dragoons to complete the Trifecta. The 21km Beast at Mont Tremblant, and the 5km Super and 10km Super to be completed at Mont Tremblant or Calabogie Peaks.
- \$11,000.00 for Sprint/Super/Beast/Hurricane Heat races either at Mont Tremblant or Calabogie Peaks. Participation in which race type will remain flexible to accommodate the level of interest from the participating members.
- \$1,000.00 for the Spartan Kids race. Members who bring their children to the race must understand that transport to the event, food for, and care of their children while they are participating in their race is their responsibility not the Regiments. Bring Mom.
- **\$? for RCD PT shirts for participating Dragoons and their children.**
- These events have proven to be a very effective morale boost for Dragoons and will encourage a high level of personal fitness. The RCD and the Guild will be positively represented in a public setting displaying all levels Dragoon family engagement.



Subbies Hurricane Heat 12hrs Calabogie Peaks



Cpl Allen-Smith
Mont Tremblant 2023

- The Hurricane Heat is 4hr/12hr/24hr endurance event that was created when a Spartan Race was to be cancelled because of Hurricane Irene in 2011. Spartan called for those who wanted to face the storm, most refused, but a handful dared the storm.
- Hurricane Heat is a mainly team-based event designed to take your mental and physical capabilities to new limits. Expect grueling physical tasks, problem solving, leadership challenges, as well as solo performance tests under extreme conditions.
- The team for the Calabogie 12hrs event would ideally consist of the new CO, the last CO, and five of the most junior officers in the Regiment.
- Cost of the tickets have already been factored into the funding request.



Individual Race Entry Costs

Mont Tremblant:

- 15 June 2024
 - 21km Beast - \$130.00/pers
 - 50Km Ultra - \$160.00/pers
 - Kids - \$29.99/child
- 16 June 2023
 - 5km Sprint - \$110.00/pers
 - 10km Super - \$120.00/pers
 - Kids - \$29.99/child

Calabogie Peaks:

- 03 Aug 2023
 - Hurricane Heat - \$142.00/pers
 - 10km Super - \$108.00/pers
 - Kids - \$29.99/child
- 03 - 04 Aug 2023
 - 5km Sprint - \$98.00/pers
 - Kids - \$29.99/child

Spartan Trifecta Pass – Sprint, Super, Beast - \$299.00/pers



SPARTAN DRAGOON PT Shirt

Adult PT Shirt
Cpl Oliver Caborn



- Shirts will be purchased through RCD Kit Shop
- Adult Under Armour PT Shirt (Qty 60)– \$? ea
- Ladies PT Shirt (Qty 10)- \$? ea
- Kids C2 Sport PT Shirt (Qty 25) - \$? ea

Kids PT shirt
Maria Steward



- Total Shirt Cost
 - Adult Men/Ladies- \$?
 - Children - \$?
 - **Total – \$?**
- After Taxes/Printing fees included



Total Request Spartan Dragoon 2024

Entry Cost - **\$15,500.00**

PT Shirt Cost - **\$?**

Total Request SPARTAN DRAGOON 2023

\$?



Dragoons During the Race

MCpl Cote at the Helix
Calabogie Peaks 2022



MWO Nickerson at the Beater
Calabogie Peaks 2022



LCol Forsyth at the Wire Crawl
Calabogie Peaks 2023



Cpl McLennan at Spear Throw
Mont Tremblant 2022



MWO Monaghan at Sand-Bag Carry
Mont Tremblant 2023



Cpl Thompson at Multi-Rig
Calabogie Peaks 2022



Little Dragons

Brooke Livingstone
Mont Tremblant 2023



Megane Arbour
Calabogie Peaks 2023



Left to right:
Patrick Sainsbury, Addison & Ayla Conty-Petzold, Anna
& Maria Steward, Avery Passmore
Calabogie Peaks 2022



Members at International Events



Cpl Eric Morse, Cpl Jordan Schultz
Sgt Christopher Steward, Cpl Justin Tardif
World Championship, Abu Dhadi, United Arab Emirates

Sgt Christopher Steward
World Trifecta Championship, Sparta, Greece



Thank you for your time and consideration.



2024 RCD Spartan Race Proposal

The main effort for the 2024/25 fiscal year RCD Spartan Races will be the Ottawa races 3-4 August, as they are the closest This will allow for the highest turnout of members and their families. The races available at the Ottawa Spartan Race held at Calabogie Peaks are, the 5km Sprint, 10km Super, 1-3km Kids, and the 12hour Hurricane Heat. These races are limited due to the size of the venue.

Our secondary effort will be Mont-Tremblant 15-16 June. This is a much larger event then Calabogie and allows members to compete in the Trifecta weekend (Sprint 5km, Super 10km, and Beast 21km). The Trifecta is a huge motivating factor for those members that are trying to physically challenge themselves. The Beast is not offered in Calabogie and Mont-Tremblant is the closest venue that offers all three races. This event also allows members to compete in the Ultra, a 50km race that is even more challenging than the Trifecta.

The first step upon receiving approval will be finding the number of interested members, this will be achieved by posting fliers around the regiment and having information pushed out to the squadrons through the CoC. Names and numbers will be required by the end of April this will allow myself to provide a more accurate total for the costs for approval and allow for quotes to produce team T-Shirts. Once the final costs have been approved, I will then place the order for the T-shirts and the tickets can be purchased, utilizing coupons and deals that happen periodically we can help reduce the overall cost of the tickets.

Below is a break down of the costs using current 2024 entry ticket prices broken down by event and based off the 2023 number of participants. **These numbers are just an estimate and are subject to change.**

Mont-Tremblant	2023 Numbers	2024 Cost	Est. Total (\$)
Sprint 5km	3	110.00	330
Super 10km	10	120.00	1,200
Beast 21km	6	130.00	780
Ultra 50km	4	160.00	640
Kids 1-3km	8	29.99	239.92
Trifecta Pass (30-01-2024)	10	299.00	3,289
		Sub Total	6,478.92

Ottawa Ticket	2023 Numbers	2024 Cost	Est. Total (\$)
Sprint 5km	9	98.00	822
Super 10km	20	108.00	2,160
Kids 1-3km	26	29.99	779.74
Hurricane Heat 12hr	----	142	-----
		Sub Total	3,761.74

T-shirt quote 2023 (Precision Textiles)			1,749.39
		Total	\$11,990.05

* Ticket costs are before tax.

Jr Ranks Rest Easy Guild

1. JR's Rest Easy at Y-137
2. The Junior Ranks have proposed to the Regiment to begin operating a rest easy, much like that of the Cent Room or Holland Room. The proposal has been blessed by the CO and the RSM; the constitution and NPF accounts are expected to be ratified as of April 24.
3. The original proposal was for \$15000, after deeper research into cost of furniture and equip, we would like to amend the proposal to \$20,000, to furnish and decorate, to include painting, the new Junior Ranks area.
4. The grant would not be used for any of the daily operating costs of the rest easy and would all be covered by the dues paid by members. Individual items will be identified and requested by the OPI to be approved by the guild. Attached is the proposed layout of the rest easy as well as costs of intended procurements.
5. We see this happening over a 6 month period, however, purchasing would not commence until the NPF entity has been established and guidelines have been approved in April 24.

Junior Ranks Rest Easy

Item	Quantity	Item Cost	Total Cost
Dining Chairs (Set of 2)	25	\$ 199.00	\$ 4,975.00
Bar Stools (Set of 2)	8	\$ 249.00	\$ 1,992.00
Bistro Pub Table	5	\$ 259.00	\$ 1,295.00
Dining Table	5	\$ 209.00	\$ 1,045.00
Bookshelf	1	\$ 1,199.99	\$ 1,199.99
Coffee Makers	3	\$ 599.99	\$ 1,799.97
Arcade Games	2	\$ 799.00	\$ 1,598.00
Building Materials(Bar Rebuild/Communal Table)		\$ 2,500.00	\$2,500.00
Misc Wall Décor		\$ 1,000.00	\$ 1,000.00
Paint (18.96L)	2	\$ 119.00	\$ 238.00
		SubTotal	\$ 17,642.96
		Tax	\$ 2,293.58
		Total	\$ 19,936.54

Guild of the Royal Canadian Dragoons

Strategic Plan

February 2024

Introduction

1. This Guild Strategic Plan is for the period 2024 to 2029. It describes the process to achieve the Guild's mission and to realize its vision. Part I identifies the foundation of the Guild: its mission, vision, objectives and the CRA approved Objects, Items and Activities. Part II describes the strategic framework and Part III lists the strategic intents which guide planning for delivery of the Guild Charitable Program (GCP).
2. The strategic plan plots the Guild's route to a successful future. It does not provide specific details on projects and programs but lays out boundaries within which the guild will operate. The annual Guild Business Plan provides detail on individual programs and projects within the constraints of the strategic plan.

Part I – Foundation of the Guild

3. Members of the Guild feel a strong sense of duty to provide meaningful support to the Regimental Family. This can only be achieved if all elements of the Guild have a clear understanding of the mission and work towards its accomplishment in a coherent fashion. These terms focus Guild activity:
 - a. Guild Vision and Purpose: To foster A Regimental Family with a heightened sense of unity, heritage and quality of life.
 - b. Guild Objects, Items and Activities: In 2019 the Guild received CRA approval for an updated version of its Objects, Items and Activities. The approved Objects, Items and Activities for the RCD Guild are at Annex A. To be registered as a charity under the Income Tax Act, Canadian law requires that an organization's objects be exclusively charitable and define the scope of activities that can be engaged in by the organization. Subject to limited exceptions, all of a registered charity's resources must be devoted to these activities. The Guild Objects were identified by analysis of the Guild's original articles and define the scope of Guild activity. They are exclusively charitable as are the Activities proposed to accomplish these objects. All Guild projects and programs included in the GCP must be associated with one or more activity. Terminology used in this plan to describe Guild activity is as follows:
 - i. Object: An Object is an aim or main intent. Objects define the scope of activities the Guild will execute to achieve its mission;
 - ii. Item: An Item is a sub-element of an Object that defines the scope of the object;

- iii. Activity: An Activity is a description of the type of work that will be performed to achieve an object; and
- iv. Programs and Projects: Programs and Projects are work elements executed within an activity. Programs are enduring and projects have a defined start and end.
- c. Guild Belief: To achieve its mandated objects, the Guild believes it needs interactive involvement of the Regimental Family and the community to make meaningful contributions for the betterment of both. Through strong name recognition, the Guild will realize this belief by reaching out to the Regimental Family through various activities that contribute to community and national wellbeing.
- d. Guild Centre of Gravity: The Guild Centre of Gravity is the trust that the Regimental Family has placed in the Guild to enhance its History and Heritage, Communication and Outreach and Quality of Life. The GCP is designed and executed to ensure that this trust is not lost.
- e. Guild Mission: To promote, protect, preserve and further the Regiment's traditions and heritage; and promote public awareness and Regimental morale.
- f. Guild Main Effort: To promote and improve the quality of life for Regimental Family members.

Part II – Strategic Framework

- 4. Organization. Analysis of the approved Objects, Items and Activities has enabled the Guild to organize itself for optimum efficiency and to design an effective program for the achievement of its vision. The Guild structure included Program Committees aligned with the Objects and a Corporate Services Committee which provides administrative, financial and technical support.
- 5. Regimental Family Advisory Council (RFAC). Determining how best to serve the Regimental Family is a difficult challenge since the family is so dispersed and has a wide variety of needs. One of the key contributors to this task is achieved through the work of the Regimental Family Advisory Council (RFAC) which interacts with all elements of the Regimental Family to determine where Guild support would be most beneficial. The RFAC advises the Guild Board of Directors on Regimental Family requirements and its input is the basis for project and program proposals. Projects and programs must align with approved Guild activities.

6. Guild Charitable Program (GCP). The three Guild program committees (Community Outreach, History and Heritage and Quality of Life) are responsible for transforming ideas into project and program proposals. The Corporate Services Committee Business Planning Team consolidates these proposals and presents them to the Guild Board of Directors. The Board approves projects and programs for inclusion in the GCP based on a cost/benefit analysis. The GCP are grouped as projects and programs for inclusion in the annual Business Plan and are executed in the next fiscal year. The approved Business Plan provides authority and funding for projects and programs.

Part III – Five Year Strategic Outlook

7. The Guild's near term actions are guided by a Five Year Strategic Outlook framed by strategic intents. Strategic intents are identified over time and provide direction to the Board of Directors concerning Guild operations. The intents do not normally apply to specific projects and programs but more to the Guild's general functioning and direction. Intents are updated as required but normally apply over the long term. Working within a framework of intents provides coherence in the Guild's approach to delivering its program. Attached as Annex B is the Guild's Five Year Strategic Outlook. The Guild strategic intents are as follows:
 - a. Culture of Excellence. The Guild intends to operate as a model corporation, aggressively promoting and growing its GCP, flexibly adjusting to changes in the external and Regimental Family environment and judiciously employing leading edge management techniques to optimize performance. The Guild intends to increase the quality, size and scope of the GCP every year while remaining within the limits of the Guild Objects.
 - b. Size of the Guild: The Guild intends to keep its governance and committee structure as small as possible while still being able to deliver the GCP. Increased bureaucracy will be avoided.
 - c. Guild Executive Evolution. The Guild intends to create additional stability and for selected key executive appointments of the Guild. The current Guild governance structure has the Colonel of the Regiment as the President and Chairman of the Board of Directors, the Commanding Officer as the Second Vice-President and Regimental Second-in-Command as the Secretary Treasurer and Chairperson of the Corporate Services Committee. These are relatively short term appointments (one to three years) and the delivery of the GCP is a long term effort. To improve continuity and stability, the Guild intends to enhance stability and create a better long term vision by selecting retired individuals to take on roles traditionally held by serving members of the Regiment. Developing options that move in this direction will be a major effort over the next two years.

- d. Business Planning. The Guild intends to employ a structured business planning process to identify suitable projects and programs, assign work and manage finances. All Guild activities will be included in annual and long-term plans and only projects and programs approved in each annual plan will receive funding.
- e. Investment Income. The Guild intends to grow the size of its investment portfolio to at least \$2 Million. At this amount the investment income will be able to cover a large portion of the annual expenditures. As a result a continued fundraising effort will need to be maintained to fund the annual Guild Charitable Program (GCP). To reach this goal and to surpass it, the Guild intends to reinvest investment income and a portion of fundraising income to grow the principal. The Guild intends to grow its Investment Fund as much as its fundraising will permit until the \$2 Million dollar target is reached. The aspirational goal is to continuously reinvest the interest and/or dividend income from the Investment Fund while recognizing that, should the Guild's operations at any time require financial support, income and principal from the Investment Fund may be used for that purpose.
- f. Fundraising. Although the intent of the Guild is to fund the majority of the GCP through investment income, fundraising will continue to be a key activity for the Community Outreach Committee. The Guild intends to expand the scope of its donor population by broadening its GCP to include activities that generate interest from a more diverse supporter group. It is hoped that doing so will encourage donors who may not have considered supporting Canada through the Regiment and its Guild in the past. New projects and programs must align with Guild Objects but may target appropriate and interested volunteers and/or worthy recipients who are not in the Regimental Family but provide indirect support to the Regimental Family. Providing support to charities such as "The Military Family Resource Centre", "The Soldier On Fund" and "Support Our Troops" demonstrates the Guild's intent to help a more general population. The Guild needs to work toward creating a Donor Strategy and Self Sustaining GCP.
- g. Honouring the Regiment and Recognizing Those Who Support It. The Regiment is a national treasure as the oldest Canadian Cavalry unit with more than 130 years of proud military history. Its exploits during war are woven into the fabric of Canadian nationhood. Support from benevolent donors enables the Guild to properly honour this proud heritage. The Guild intends to recognize contributions from these donors wherever and whenever possible through all mediums and communication.
- h. Increased Volunteer Base. Although volunteer support from the Regiment will always be important and appreciated, operational tempo puts a strain on the ability of serving members to devote time and resources to Guild work. The Guild intends to expand the size and scope of its volunteer base to populations both inside and outside of the Regiment.

- i. Strategic Partnerships. The Guild intends to improve the efficiency of its operations by establishing beneficial partnerships with like-minded organizations. The Guild is currently partnered with the RCAC Museum and the Ontario Regiment.
- j. Regimental Patron. Building on the success of our first Regimental Patron, David Batten, the Guild will continue to support this very important appointment. The Patron will help the Guild to enhance and build strategic partnerships and recognize those that support the Regimental Family. The second Patron for the Regiment is Marjolaine Hudon.
- k. Self-Supporting Programs. To the extent possible, the Guild intends to develop projects and programs which provide increased value to the recipient population but have little or no impact on Guild finances. This will be accomplished by ensuring that new project and program proposals are accompanied by specific pledges to provide the necessary sustained funding for their support.
- l. Preferential Contracting of Regimental Family Members. The Guild intends to ensure that the Regimental Family receives the greatest benefit from all Guild expenditures. In support of this intent the Guild will provide the opportunity to Regimental Family members to bid on contracts for Guild work. If the Regimental Family member is confirmed to have the required capability and the proposal is competitive in quality and price, then the contract will be awarded to the Regimental Family member.
- m. Improve Name Recognition. The Guild intends to improve its name recognition among the Regimental Family by launching initiatives that demonstrate the benefits of the Guild. Initiatives are intended to increase pride in the Regiment and the service of the Regimental Family members, knowledge of the Regiment's history and awareness of the programs the Guild executes in support of the Regimental Family. Opportunities such as Regimental and public events will be used to propagate the Guild's message.
- n. Significant Events. Over the next five years the Regiment will be celebrating several key events. In 2024 we will be celebrating the 50th Anniversary of our association. In 2025 we will be celebrating the 80th Anniversary of the liberation of Leuwarden and the 125th Anniversary of the action at Leliefontein. All of these events will require detailed planning well in advance of the activities.

Conclusion

8. This Guild Strategic Plan provides general direction for the achievement of the Guild Vision. It is intended to Guide the Board of Directors and Guild Committees as they identify and execute projects and programs. A consistent and coherent approach to delivering the GCP is the most effective way to convert Guild resources and manpower into optimum support to the Regimental Family.

Annex A: Guild Approved Objects, Items and Activities

Annex B: Guild Five Year Strategic Outlook

OBJECTS, ITEMS AND ACTIVITIES

The numerical designators for the Objects, Items and Activities are shown in brackets at the end of the descriptions. These designators display the link between Objects, Items and Activities. All programs and projects executed by the Guild must be associated with an approved Activity.

1. **Object 1**: To promote, protect, preserve and further the traditions and heritage of the Royal Canadian Dragoons (hereinafter referred to as the “RCD” or the “Regiment”) as part of the Canadian Armed Forces (1):
 - a. Items for Object 1: The Guild will achieve Object 1 by:
 - (1) Displaying Regimental artifacts to members of the RCD and the public (1,a);
 - (2) Collecting and preserving artifacts relevant to the history of the Regiment, and funding the operations of the Regiment’s archives (1,b);
 - (3) Holding or participating in ceremonies and educational activities to mark important events in the history of the Regiment (1,c);
 - (4) Fostering liaisons with civilian authorities at all levels in order to establish, maintain and operate museums, exhibitions or demonstrations of items of regimental historical significance, memorabilia, artifacts or property (1,d); and

(5) Collecting, disseminating and publishing information concerning the Regiment, of interest and relevance to members of the Regimental Family and the public at large (1,e).

b. Activities that support Object 1: Guild projects and programs are executed as part of the following activities. Activities may be associated with multiple Items and therefore may have multiple numerical designators:

(1) Supporting exhibitions and community events (1,a,(3)), (1,c,(2));

(2) Funding and operating the regimental museum at Garrison Petawawa and the regimental archives (1,a,(1)), (1,b,(1));

(3) Acquiring, maintaining and preserving ceremonial dress uniforms and historical uniforms and accoutrements (1,a,(2)), (1,b,(2));

(4) Making available objects and documents of historical significance to the Guild to civilian authorities and museums for display on request (1,d,(2));

(5) Sponsoring and participating in projects, for example: parading in historical uniforms on Parliament Hill; participating in CNE Warriors Day Parades; attending parades, fairs or exhibitions with historical vehicles, artifacts and other educational materials and hosting gatherings of interest to the Regimental family and/or the public (1,c,(1)), (1,d,(1));

(6) Communicating with the Regimental Family and the public through the annual publication of its magazine, the Springbok, via social media and via its website www.dragoons.ca (1,e,(1)); and

(7) Periodically publishing a history of the Regiment in such a quantity and format as to be available to the Regimental Family and the public (1,e,(1)).

2. **Object 2:** To promote the well-being, morale and quality of life of the Regimental Family by funding, supporting and undertaking projects that assist cadets and current and former soldiers and their families (2).

a. Items for Object 2: The Guild will achieve Object 2 by:

- (1) Executing projects that assist the families of injured soldiers and activities to support the families of deployed soldiers (2,a);
- (2) Making materials and resources available that connect and support soldiers of the Regiment and their families (2,b);
- (3) Maintaining and managing the memorials and places of remembrance dedicated to Dragoons (2,c); and
- (4) Providing support and financial assistance for the Regiment's current and former soldiers, and their families to pursue post-secondary education (2,d).

a. Activities that Support Object 2: Guild projects and programs are executed as part of the following activities. Activities may be associated with multiple Items and therefore may have multiple numerical designators:

- (1) Providing the necessities of life to victims of disaster (2,a,(1)), (2,b,(1));
- (2) Acquiring recuperation kits for wounded soldiers (2,a,(2));
- (3) Issuing educational bursaries for post-secondary education (2,d,(1));
- (4) Sponsoring projects aimed at improving the quality of life of soldiers' families and other members of the community (2,a,(3));

- (5) Assisting with reasonable travel expenses for families of fallen soldiers who need to travel to participate in memorial events, where public funds are not available to assist (2,b,(2));
- (6) Communicating with the Regimental Family through the annual publication of its magazine, the Springbok, and via its website www.dragoons.ca (2,b,(3)); and
- (7) Supporting maintenance of sites of historical importance to the Regimental Family like its monuments, which would include anywhere Dragoons are interred (2,c,(1)).

2. **Object 3:** To promote public awareness of the Regiment including (3):

a. Items for Object 3: The Guild will achieve Object 3 by:

- (1) Communicating the activities of the RCD to the public at large (3,a);
and
- (2) Strengthening the links between the RCD and the communities that surround and support it (3,b).

a. Activities that support Object 3: Guild projects and programs are executed as part of the following activities. Activities may be associated with multiple Items and therefore may have multiple numerical designators:

- (1) Supporting exhibitions and community events (3,a,(2)), (3,b,(2)); and
- (2) Communicating with the public through the annual publication of its magazine, the Springbok, via social media, via its website www.dragoons.ca (3,a,(1)), (3,b,(1)).

GUILD FIVE YEAR STRATEGIC OUTLOOK 2024-2029

2023 2024 2025 2026 2027 2028 2029

Mission: To promote, protect, preserve and further the Regiment's traditions and heritage; improve the QOL for the Regt Family members; and promote public awareness and Regt morale.

History and Heritage
To promote, protect, preserve, and further the traditions and heritage of the RCD

Quality of Life
To promote the well-being, morale and QOL of the Regt Family by funding, supporting and undertaking projects that assist cadets and current and former soldiers and their families.

Communication and Marketing
To promote public awareness of the Regimental Family

Fundraising

Corporate Services



- 1 Change of CoR
- 2 50th Anniversary of RCD Association
- 3 Create Donor Strategy
- 4 Updt Regt Museum
- 5 Leewarden 2025
- 6 LLFN 2025

Vision: A Regimental Family with a heightened sense of unity, heritage and QOL

- 7 Self Sustaining GCP
- 8 Evolution of Guild Exec
- 9 Change of CoR
- 10 Appoint 3rd Patron

Stay on top of your charity's books and records



Proper books and records make it easier for you to complete your charity's annual information return and demonstrate to the Canada Revenue Agency (CRA) that your charity is using its resources for charitable purposes.

Examples of records



Organizational

- Governing document
- By-laws
- Meeting minutes



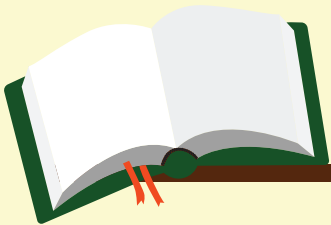
Financial

- Financial statements
- Copies of donation receipts
- Payroll records



Source documents

- Emails
- Written agreements
- Contracts and invoices



Storage tips



Store at a Canadian address on file with the CRA.

Keep backup copies in a separate place, preferably off-site.

Use a readable format for electronic records such as PDF, Excel, or Word.

Any electronic records must be easily accessible from Canada.



Note: Even if you hire a professional to keep your books and records, your charity is responsible for their completeness, accuracy and accessibility.



Retention of documents

Period

2 years

Types of documents

- Copies of donation receipts

6 years or 2 years after revocation

- Transaction reports
- Source documents
- Copies of T3010s
- Financial statements
- Summary of year-to-year transactions

Life of the charity and 2 years after revocation

- Governing documents
- By-laws
- Meeting minutes
- Records for 10 year gifts



To learn more about books and records, go to canada.ca/charities-giving



Canada Revenue Agency

Agence du revenu du Canada

Canada



The Guild of the Royal Canadian Dragons
Record of Decisions
Second Quarter Board of Directors Meeting for FY2023-2024
Held on 16 April 2024
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. A. Coxhead
- Mr. M. Frank (MS Teams)
- Mr. R. Cameron (MS Teams)
- Mr. K. Lee (Regrets)

Guests:

- Mr. Steve Cadden
- Mr. Dyrald Cross
- Ms. F. Gagliano
- Maj Bennett (RFAC)


Ser	Discussion/ Decision	Action by
1.	Call to Order The meeting was called to order at 0950 hrs.	President
2.	Opening Remarks The President welcomed everyone. He noted an excellent celebration of the Liberation of Leeuwarden held at CFB Petawawa the day before which included a commemoration ceremony and the official opening of the RCD gym and canteen; both financially supported by the Guild. The Guild continues to spend on the right things and fundraising is picking up. The Guild Strategy 2024-2029, which was signed this morning, provides a path for the next few years.	President

<p>3.</p>	<p>Thank You to Retiring Members</p> <p>The president bid farewell to Bill Fulton, Director Governance and Paul Riganelli, Chief Financial Officer, whose terms have expired. He thanked them for their dedication to the Guild and wished them the best in the future. He presented each with a Staghound gift for their service.</p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  <p>Bill Fulton</p> </div> <div style="text-align: center;">  <p>Paul Riganelli</p> </div> </div>	<p>President</p>
<p>4.</p>	<p>Election of New Directors</p> <p>New members are elected as directors at the Board of Directors following the members meeting.</p> <p>Mr. Milner proposed that Mr. Dyrald Cross be elected as a director of the Board as follows:</p> <p>“I Dean Milner propose that Mr. Dyrald Cross be elected as a Director of the Guild. Mr. Cross will assume the responsibilities of Director Governance.”</p> <p>There was no discussion. The motion to elect Mr. Cross as a Director passed unanimously.</p> <p>Mr. Milner proposed that Ms. Franca Gagliano be elected as a director of the Board as follows:</p> <p>“I Dean Milner propose that Ms. Franca Gagliano be elected as a Director of the Guild. Ms. Gagliano will assume the responsibilities of Chief Financial Officer.”</p> <p>There was no discussion. The motion to elect Ms. Galgiano as a Director passed unanimously. Mr. Atkins, husband of Ms. Gagliano, recused himself.</p>	<p>Director Governance Motion: Mr. Milner Second: Mr. Leblanc Passed Unanimously</p> <p>Chief Financial Officer Motion: Mr. Milner Second: Ms. Reid Passed Unanimously</p>
<p>5.</p>	<p>Review 1st Quarter Meeting 1 February 2024 ROD</p> <p>No comments or corrections were noted on the previous BOD ROD.</p>	<p>Motion to accept: Mr. Follwell Second: Mr. Atkins</p> <p>Passed Unanimously</p>
<p>6.</p>	<p>CFO 2nd Quarter Report</p> <p>Mr. Riganelli presented the 2nd Qtr Financial Report. In the second quarter there was approximately \$7,900 in revenues versus \$12,000 in expenses for a loss of approximately\$3,800 and a loss of about \$13,000 year to date; this remains within budget predictions. There was \$56k in the bank as of 31 March and the investment portfolio is \$1.5M.</p> <p>The CFO continues to monitor the donation from the estate of Don</p>	<p>Mr. Riganelli</p>

	<p>Beattie. Ten percent will be disbursed to the Guild. Liquid assets of about \$140,000 may be distributed to the Guild by the end of the fiscal year, followed by another \$60,000 when the house is sold.</p> <p>The CFO Report was accepted by the Board.</p>	
7.	<p>Business Planning Update</p> <p>Mr. Frank noted that the Strategic Plan 2024-2029 has been signed.</p> <p>Mr. Frank continues to work on next FY's business plan with discussions with each committee chair in progress. The intent is to have a draft out for discussion in May and the final signed off in June.</p>	Mr. Frank
8.	<p>Governance Update</p> <p>Nothing new to report. Mr. Cross is reading in with an initial focus on the Bylaws.</p>	Mr. Fulton Mr. Cross
9.	<p>History and Heritage Update</p> <p><u>Books of Remembrance.</u> Two RCD names, Tpr Herald and Tpr Atkinson, submitted to VAC for addition to the Books of Remembrance in 2021, have been approved. Two additional names, Major Forsyth and Sgt Forbes have been submitted and are waiting approval.</p> <p><u>Archive Digitization.</u> A collection of RCD documents and photos/slides from the families of Major Spike Malone and Bill Attwood are on loan and are being digitally scanned by the Guild archivist. Also, several pictures from the daughter-in-law of Sgt John Edward Martin are being digitized.</p> <p><u>Staghound Vehicle.</u> The staghound is on temporary loan from the CFB Borden museum. Negotiations are ongoing with the museum to have a more permanent loan or transfer to the Guild or unit. Mr. Atkins inquired whether the Staghound was public (Government owned) property since the CFB Borden museum is an official CAF museum. If public property, the vehicle artifact may have to be transferred to an RCD supply account. Mr. Skelding, Mr. Lee and Maj Bennett (OC HQ) will investigate.</p> <p><u>Windsor War Memorial.</u> The Windsor War memorial is primarily dedicated to RCD and RCR service in the Boar War. A project to renovate the memorial is in progress. Mr. Skelding gave warning that there may be an ask for financial support to the project.</p> <p><u>Mullholland Diamond T Wrecker Restored Vehicle.</u> The family of deceased Bill Mulholland wishes to donate a restored Diamont T Truck like the type used by HQ Sqn RCD in WWII and has offered it to the Guild. It is fully restored, needing only batteries, and would need transport from NB. There was a discussion as to whether the small volunteer group could maintain the vehicle as it deserves and whether it was a primary vehicle used by the Regiment. Mr. Skelding would continue discussion with the family and Major Bennett offered to contact the service battalion to see if they were interested.</p> <p><u>Leeuwarden 80th.</u> Mr. Skelding continues planning for a Leeuwarden</p>	Mr. Skelding

	trip in May 2025. It was agreed that the Guild would support travel for 4 serving members. It was also noted the Mayor of Leeuwarden may attend the events occurring at the Regiment in April 2025.	
10.	<p>Records and Information Management (RIM)</p> <p>Mr. Follwell gave a briefing on RIM progress over the last few months. Digitization of paper documents and temporary cloud centralization with the Guild accountant is almost complete. A draft RIM policy has been circulated for review. The following three options for Guild controlled cloud storage were investigated: MS365 for Non-profits (free), Google Workspace for Non-Profits (free) and Sync.com (\$6/user/month). The Board agreed to immediately implement the MS365 solution.</p> <p><u>RFAC Terms of Reference</u>. Version 2 of the RFAC TORs was approved by the Board.</p>	Mr. Follwell
11.	<p>Awareness Update</p> <p>The awareness budget is overspent due to over expenditure of last year's Springbok/Dragoon and spillover to this FY. The budget is being reviewed.</p> <p>Mr. Follwell is coordinating distribution of \$10k approved funds with the Spartan Race OPI Cpl Shultz.</p> <p>It is expected that webpages for the Kit Shop will be added to the website by the end of the month.</p>	Mr. Follwell
12.	<p>Fundraising Update</p> <p>The campaign to sign up 100 new monthly donors began mid-March with slow progress so far. Mr. Coxhead will soon send a new email appeal and start a phoning effort.</p> <p>Mr. Coxhead is planning to brief on Guild fundraising at the Association reunion in June.</p> <p>The fundraising plan for the Leliefontein 125 and Leeuwarden 80 events in 2025 is being developed.</p> <p>A proposal was presented to ask the Spartan Race participants to fundraise for the Guild through individual sponsorship. A CanadaHelps webpage has been set up for this campaign. The Board agreed to proceed and the RSM stated he would brief the Spartan Race OPI on the proposal and way ahead.</p>	Mr. Coxhead
13.	<p>Quality of Life (QOL) Update</p> <p>The QOL budget is 60% spent. Families are getting the required support. There is increased serving member awareness of the role and efforts of the Guild, especially since the grand opening of the gym and canteen. With this awareness comes an increased desire to become more involved with fundraising.</p>	Mr. Leblanc
14.	<p>RFAC Update</p> <p>The RFAC continues to evolve as an important advisory committee for</p>	Major Bennett

	<p>the Guild. The Terms of Reference have been approved. The RFAC has good representation from serving members, families, the Association and seeks greater input from ERE members. The RFAC is developing an online portal for ideas.</p> <p>The following funding proposals are in development:</p> <ul style="list-style-type: none"> • <u>C Sqn Computer</u>. C Sqn requires a computer station to support website input. Requirements and funding proposal for a new computer are being developed. • <u>Junior Rank Stand Easy</u>. Proposals for items to procure, with a lifetime cap of \$15k are being investigated. • <u>3D Printer</u>. Under investigation. • <u>Laser Engraver</u>. Under investigation. This could potentially be funded by a direct sponsor. Estimate is \$5k. <p>The next RFAC meeting is planned for May.</p>	
15.	<p>New Business</p> <p><u>Leliefontein 125</u>. Mr. Follwell had circulated the minutes of the last Leliefontein 125 meeting. Four lines of operations are being developed: International Trip to South Africa, National and Regional events, Remote Celebrations with perhaps a travelling display and supporting products.</p> <p><u>Donations to Other Charities</u>. Mr. Milner supported future discussion of donations to veterans' charities such as Homes for Heros.</p>	All
16.	<p>Closing Remarks</p> <p>The 3rd Quarter BOD meeting is tentatively scheduled for 25 June 2024.</p> <p>The president thanked all for a good meeting. He was especially satisfied with the excellent opening ceremonies for the gym and canteen. He hoped to see as many as possible at the Association 50th Reunion in Kingston in June.</p>	President
17.	<p>Adjournment</p> <p>The President closed the meeting at 1130 hrs.</p>	<p>Motion to Adjourn: Mr. Atkins, Second: Ms. Reid</p> <p>Passed unanimously</p>


 Mr. J. Atkins
 Secretary
 Distributed and Archived




 Mr. D. Milner
 President
 Approved



April 15, 2024

TO: The Board of Directors

FROM: Paul Riganelli, Chief Financial Officer

SUBJECT: Second Quarter FY24 CFO Report to the Board of Directors

This report deals with the Guild's financial activities and results for the second quarter of fiscal 2024 commencing January 1, 2024 to March 31, 2024 (*all figures in Canadian funds unless otherwise stated*).

Income Statement Analysis

Attached as **Annex 1** is the second quarter Profit and Loss Summary for the current and prior year. **Annex 3** (attached) is the six month Year-to-Date Profit and Loss Summary for the current and prior year. You can see from **Annex 1** that Q2 has been an uneventful quarter. Total revenue generated in Q2 is \$7,961 against expenses generated of \$11,779 for a small loss of \$3,817. This compares to total revenue generated last year in Q2 of \$23,062 against expenses generated of \$34,200 for a loss of \$11,137. Revenue in Q2 was weaker than last year because last year there were at least three \$5,000 donations in the quarter compared to none of this size this year. However, costs in Q2 were almost a third of the expenses incurred last year. The main reason for this was the cost of the Leeuwarden trip last year (\$19,483). Therefore, while revenue was substantially lower this year in Q2 the bottom line was much better than last year (\$3,817 vs \$11,137 last year).

The Leeuwarden event has been well documented in prior quarterly reports and so I will not dwell on it. Suffice it to say that funds for the Leeuwarden event were collected and posted to the Guild's books before Covid but were not spent (as a result of Covid) until Q1 and Q2 of last year.

Turning to **Annex 3**, Year-to-Date total revenue generated is \$61,834 against expenses of \$75,481 for a loss of \$13,646. Last Year-to-Date revenue was much lower at \$35,017 against Year-to-Date expenses of \$64,717 for a loss of \$29,699. The Q1 Hillier fundraiser in October 2023 was primarily responsible for the strong revenue generation Year-to-Date (and probably pulled forward some donating activity that might otherwise have taken place in Q2). It was also one of three items that contributed to higher than usual Year-to-Date expenses. The costs of the Hillier fundraiser (\$13,664), cost overruns on the 2023 Springbok publication (\$9,372) and the expenditure of

\$15,000 for the canteen equipment pushed the Year-to-Date expenses up to \$75,481. While losses are disappointing it is important to keep in mind that they have been budgeted to take place and are much smaller than budgeted- as we shall see below.

Budget Vs Actual Results

Annex 2 contains the Q2 results compared to budget and Annex 4 contains the Year-to-Date financial results compared to budget. Immediately apparent in **Annex 2** is the shortfall in revenue compared to budget. There was a shortfall of over \$18,000. However, actual expenses were below budget by \$39,120, thereby generating a much smaller loss than was budgeted (\$3,817 actual loss vs budgeted loss of \$24,899). All four of the expense departments came in well under budget in Q2.

As we turn to **Annex 4**, we see that Year-to-Date it is much the same situation. Revenue was below budget by \$8,665, but expenses were also below budget by \$22,418 thereby achieving a smaller loss of \$13,646 than budgeted (\$27,399). Corporate Services and Awareness were modestly over budget by \$1,104 and \$5,213 respectively while History & Heritage and Quality of Life were underbudget by \$14,850 and \$13,886 respectively.

Note that these financial statements do not reflect interest earned in Q2 or Year-to-Date from the investment fund. This amount is approximately \$15,000 per quarter and will be received in October/November – just after the close of the fiscal 2024 year. If interest income were to be taken into account the above losses for both Q2 and Year-to-Date would be eliminated and a profit would result in each case.

Balance Sheet Analysis *(March 31, 2024)*

Attached as **Annex 5** is the March 31, 2024 Balance Sheet for the Guild with the prior year comparative figures.

TD chequing account – \$56,496 compared to \$58,234 last year. Note the amount of \$309,938 in account 1061 represents Investment Fund GICs that will be maturing in less than one year. When added to the other Investment Fund GICs with a maturity of more than one year (\$1,213,264) the total Investment Fund balance is currently \$1,523,202 compared to \$1,460,662 last year.

Accounts Receivable (excluding HST) – \$ 2,948 compared to \$0 last year.

Accounts Payable (excluding HST) - \$1,251 compared to \$4,521 last year.

Physical Assets depreciated value (Regimental Gym Equipment) - \$34,170 compared to \$34,379 last year.

As mentioned above, by far the largest Guild asset on the books is the investment portfolio of \$1,523,202 being managed by TD Wealth Management which compares to \$1,460,662 last year. The Investment Fund investments are set out below:

GIC expiring on October 7, **2024** for \$100,000 at 4.6% with HSBC Trust Company (non-cashable)

GIC expiring on October 7, **2024** for \$100,000 at 4.56% with Laurentian Bank (non-cashable)

GIC expiring on November 24, 2024 for \$104,000 at 4.5% with TD Bank (cashable)

GIC expiring on October 7, **2025** for \$200,000 at 4.6% with Bank of Montreal (non-cashable)

GIC expiring on October 7, **2026** for \$200,000 at 4.6% with Royal Bank of Canada (non-cashable) and

GIC expiring on October 7, **2027** for \$560,662 at 4.65% with TD Bank (non-cashable)

GIC expiring on October 11, **2028** for \$262,540 at 5.0% with Bank of Nova Scotia (non-cashable).

On this very day I was notified by the Trustee of the estate of Donald Beattie that the probate application was approved by the courts on February 9, 2024 and that the principal residence has now been completely emptied and a real estate agent engaged to sell it. There is currently \$1,488,240 in cash or cash equivalents invested in interest bearing accounts and it appears that the plan is to make an initial distribution after the terminal tax return is filed over the next two months or so. This suggests that, at least, the initial distribution may take place before the end of the current fiscal year on September 30, 2024. Then once the house is sold it appears there will be a final distribution. The combined size of the estate appears to remain at approximately the \$2 million level and so the estimate of a Guild entitlement from the estate of approximately \$175,000 is still reasonable.

Overall, the Guild's finances remain in good shape with ample liquidity to fund its contemplated expenditures throughout the rest of the year. As we have seen, actual financial performance is well ahead of budgeted performance with respect to profit although it is important that fundraising continues in the last half of the fiscal year.

This concludes the report of the Chief Financial Officer.

Paul Riganelli
Chief Financial Officer

The Guild of the Royal Canadian Dragoons
Profit and Loss Comparison
 January - March, 2024

	Total	
	Jan - Mar., 2024	Jan - Mar., 2023 (PY)
INCOME		
4040 Donations from Other Charities	200.00	
4200 General Donations	2,266.25	7,264.15
4202 Y007 Allotment Donations	2,994.00	3,924.00
4221 United Way (GCWCC)/CanadaHelps	2,501.13	11,874.76
Total Income	\$ 7,961.38	\$ 23,062.91
GROSS PROFIT	\$ 7,961.38	\$ 23,062.91
EXPENSES		
5000 Corporate Services		
5012 Guild Vehicle Expenses	-488.00	
5020 Quickbooks Online and Receipt Bank	223.80	205.14
5604 Administration	12.00	
5607 Board of Directors Insurance	1,505.52	
5608 Legal Fees	200.00	
5610 Accounting Services	1,886.79	1,886.79
5611 Bank Charges includes safety deposit box	10.50	50.00
Total 5000 Corporate Services	\$ 3,350.61	\$ 2,141.93
5100 Awareness - Communications, Marketing & Fundraising		
5008 Website Hosting	45.08	62.01
5013 Travel		2,290.20
5101 General Fundraising Expenses		419.63
5103 Production of Guild Promotional Material		271.42
5104 Website and Social Media Support	22.54	
5320 Support to Charities	2,000.00	
Total 5100 Awareness - Communications, Marketing & Fundraising	\$ 2,067.62	\$ 3,043.26
5200 History & Heritage		
5201 O & M of the Staghound, Ferret, and the Leliefontein 12-Pounder Gun		569.87
5202 Accoutrements for New Soldiers		104.15
5205 Maintenance of a 100 Person Guard in Scarlet Uniforms and Accoutrements	1,635.11	2,280.50
5211 Guild Property and Historical Archives		988.89
5213 Leeuwarden Event Attendance for x4 Serving Soldiers		19,483.38
Total 5200 History & Heritage	\$ 1,635.11	\$ 23,426.79
5300 Quality of Life		
5015 Support to Cadets	1,000.00	
5303 Deployment Bears	1,600.81	
5304 Recuperation Kits		1,429.86
5307 Family Assistance	500.00	
5308 Ceremonial Support to our Fallen		117.93
5316 QoL Improvements in Regimental Lines & Accomodations	1,459.75	
5317 Christmas Hamper Program	165.28	
5325 Retirement Medals		4,040.89
Total 5300 Quality of Life	\$ 4,725.84	\$ 5,588.68
Total Expenses	\$ 11,779.18	\$ 34,200.66
PROFIT	-\$ 3,817.80	-\$ 11,137.75

The Guild of the Royal Canadian Dragoons
Budget vs. Actuals: The Guild - 2024 Budget - FY24 P&L
 January - March, 2024

	Total		
	Actual	Budget	over Budget
Income			
4040 Donations from Other Charities	200.00	0.00	200.00
4200 General Donations	2,266.25	12,500.01	-10,233.76
4201 Bursary Donations	0.00	5,000.01	-5,000.01
4202 Y007 Allotment Donations	2,994.00	3,750.00	-756.00
4210 Fundraising Donations	0.00	4,500.00	-4,500.00
4218 Targeted Donation Volunteer Service Award	0.00	249.99	-249.99
4221 United Way (GCWCC)/CanadaHelps	2,501.13	0.00	2,501.13
Total Income	\$ 7,961.38	\$ 26,000.01	-\$ 18,038.63
Gross Profit	\$ 7,961.38	\$ 26,000.01	-\$ 18,038.63
Expenses			
5000 Corporate Services			
5006 CanadaHelps DMS Fees	0.00	0.00	0.00
5012 Guild Vehicle Expenses	-488.00	624.99	-1,112.99
5016 Contingency	0.00	1,250.01	-1,250.01
5020 Quickbooks Online and Receipt Bank	223.80	225.00	-1.20
5604 Administration	12.00	125.01	-113.01
5607 Board of Directors Insurance	1,505.52	624.99	880.53
5608 Legal Fees	200.00	375.00	-175.00
5610 Accounting Services	1,886.79	3,249.99	-1,363.20
5611 Bank Charges includes safety deposit box	10.50	50.01	-39.51
Total 5000 Corporate Services	\$ 3,350.61	\$ 6,525.00	-\$ 3,174.39
5100 Awareness - Communications, Marketing & Fundraising			
2322 Guild Audio Video Presentation (Road Show)	0.00	500.01	-500.01
5008 Website Hosting	45.08	0.00	45.08
5013 Travel	0.00	999.99	-999.99
5103 Production of Guild Promotional Material	0.00	750.00	-750.00
5104 Website and Social Media Support	22.54	249.99	-227.45
5114 RCD 50th Reunion	0.00	0.00	0.00
5217 Marketing Sponsorships	0.00	3,000.00	-3,000.00
5319 Equipment Improvement and Replacement Program	0.00	249.99	-249.99
5320 Support to Charities	2,000.00	375.00	1,625.00
5321 Production of Springbok/Dragoon 2023	0.00	3,000.00	-3,000.00
5322 Generate Guild Income	0.00	249.99	-249.99
5613 Postage Costs	0.00	750.00	-750.00
Total 5100 Awareness - Communications, Marketing & Fundraising	\$ 2,067.62	\$ 10,124.97	-\$ 8,057.35
5200 History & Heritage			
5201 O & M of the Staghound, Ferret, and the Leliefontein 12-Pounder Gun	0.00	1,250.01	-1,250.01
5202 Accoutrements for New Soldiers	0.00	1,250.01	-1,250.01
5203 ID and Maintenance of Dragoon Memorials	0.00	125.01	-125.01
5204 Uniform Procurement for Crews of Heritage Vehicles	0.00	249.99	-249.99
5205 Maintenance of a 100 Person Guard in Scarlet Uniforms and Accoutrements	1,635.11	2,499.99	-864.88

5209 Regimental Property and Historical Archives	0.00	1,250.01	-1,250.01
5210 RCD Collection	0.00	1,250.01	-1,250.01
5214 Dragoon Park Maintenance	0.00	249.99	-249.99
5216 Identification and Maintenance of Regimental Trophies	0.00	249.99	-249.99
Total 5200 History & Heritage	\$ 1,635.11	\$ 8,375.01	-\$ 6,739.90
5300 Quality of Life			
5015 Support to Cadets	1,000.00	750.00	250.00
5301 LLFN Memorial Education Bursary	0.00	5,000.01	-5,000.01
5302 Volunteer & Community Service Bursary	0.00	249.99	-249.99
5303 Deployment Bears	1,600.81	875.01	725.80
5304 Recuperation Kits	0.00	249.99	-249.99
5307 Family Assistance	500.00	0.00	500.00
5308 Ceremonial Support to our Fallen	0.00	1,250.01	-1,250.01
5316 QoL Improvements in Regimental Lines & Accomodations	1,459.75	15,000.00	-13,540.25
5317 Christmas Hamper Program	165.28	0.00	165.28
5318 Regimental Family Member Assistance	0.00	2,499.99	-2,499.99
5330 Treadmill	0.00	0.00	0.00
Total 5300 Quality of Life	\$ 4,725.84	\$ 25,875.00	-\$ 21,149.16
Total Expenses	\$ 11,779.18	\$ 50,899.98	-\$ 39,120.80
Net Income	-\$ 3,817.80	-\$ 24,899.97	\$ 21,082.17

The Guild of the Royal Canadian Dragoons
Profit and Loss Comparison
October 2023 - March 2024

	Total	
	Oct. 2023 - Mar. 2024	Oct. 2022 - Mar. 2023 (PY)
INCOME		
4040 Donations from Other Charities	200.00	
4200 General Donations	27,386.25	12,422.15
4202 Y007 Allotment Donations	6,138.00	7,908.00
4210 Fundraising Donations	13,308.16	
4221 United Way (GCWCC)/CanadaHelps	14,794.53	14,194.55
4240 CFCF & Other Interest	7.14	142.87
4250 Short-Term GIC Interest		350.42
Total Income	\$ 61,834.08	\$ 35,017.99
GROSS PROFIT	\$ 61,834.08	\$ 35,017.99
EXPENSES		
5000 Corporate Services		
5006 CanadaHelps DMS Fees	1,068.00	1,068.00
5007 Guild Financial Review		5,484.95
5012 Guild Vehicle Expenses	1,995.00	2,371.00
5020 Quickbooks Online and Receipt Bank	447.60	410.28
5604 Administration	12.00	
5607 Board of Directors Insurance	1,803.60	
5608 Legal Fees	200.00	
5610 Accounting Services	9,586.88	3,773.58
5611 Bank Charges includes safety deposit box	141.80	345.61
Total 5000 Corporate Services	\$ 15,254.88	\$ 13,453.42
5100 Awareness - Communications, Marketing & Fundraising		
5008 Website Hosting	65.75	82.68
5013 Travel	270.61	2,350.11
5101 General Fundraising Expenses	13,664.63	419.63
5103 Production of Guild Promotional Material		271.42
5104 Website and Social Media Support	67.62	41.34
5107 The Guild Wall of Recognition		63.61
5320 Support to Charities	2,000.00	
5321 Production of Springbok/Dragoon 2023	9,372.00	
5613 Postage Costs	22.42	
Total 5100 Awareness - Communications, Marketing & Fundraising	\$ 25,463.03	\$ 3,228.79
5200 History & Heritage		
5009 Ceremonial Support	25.90	2,217.62
5201 O & M of the Staghound, Ferret, and the Leliefontein 12-Pounder Gun		569.87
5202 Accoutrements for New Soldiers		544.63
5205 Maintenance of a 100 Person Guard in Scarlet Uniforms and Accoutrements	1,686.92	2,440.95
5209 Regimental Property and Historical Archives	186.45	
5211 Guild Property and Historical Archives		1,273.82
5213 Leeuwarden Event Attendance for x4 Serving Soldiers		19,483.38
5216 Identification and Maintenance of Regimental Trophies		103.61
Total 5200 History & Heritage	\$ 1,899.27	\$ 26,633.88
5300 Quality of Life		812.85
5015 Support to Cadets	1,274.99	3,000.00
5301 LLFN Memorial Education Bursary	10,000.00	10,000.00
5302 Volunteer & Community Service Bursary	1,000.00	1,000.00
5303 Deployment Bears	2,738.16	
5304 Recuperation Kits		1,429.86
5307 Family Assistance	1,150.00	
5308 Ceremonial Support to our Fallen		117.93
5316 QoL Improvements in Regimental Lines & Accomodations	16,459.75	

5317 Christmas Hamper Program	165.28	1,000.00
5325 Retirement Medals	75.71	4,040.89
Total 5300 Quality of Life	\$ 32,863.89	\$ 21,401.53
Total Expenses	\$ 75,481.07	\$ 64,717.62
PROFIT	-\$ 13,646.99	-\$ 29,699.63

The Guild of the Royal Canadian Dragoons
Budget vs. Actuals: The Guild - 2024 Budget - FY24 P&L

October 2023 - March 2024

	Total		
	Actual	Budget	over Budget
Income			
4040 Donations from Other Charities	200.00	0.00	200.00
4200 General Donations	27,386.25	25,000.02	2,386.23
4201 Bursary Donations	0.00	10,000.02	-10,000.02
4202 Y007 Allotment Donations	6,138.00	7,500.00	-1,362.00
4210 Fundraising Donations	13,308.16	27,500.00	-14,191.84
4218 Targeted Donation Volunteer Service Award	0.00	499.98	-499.98
4221 United Way (GCWCC)/CanadaHelps	14,794.53	0.00	14,794.53
4240 CFCF & Other Interest	7.14	0.00	7.14
Total Income	\$ 61,834.08	\$ 70,500.02	-\$ 8,665.94
Gross Profit	\$ 61,834.08	\$ 70,500.02	-\$ 8,665.94
Expenses			
5000 Corporate Services			
5006 CanadaHelps DMS Fees	1,068.00	1,100.00	-32.00
5012 Guild Vehicle Expenses	1,995.00	1,249.98	745.02
5016 Contingency	0.00	2,500.02	-2,500.02
5020 Quickbooks Online and Receipt Bank	447.60	450.00	-2.40
5604 Administration	12.00	250.02	-238.02
5607 Board of Directors Insurance	1,803.60	1,249.98	553.62
5608 Legal Fees	200.00	750.00	-550.00
5610 Accounting Services	9,586.88	6,499.98	3,086.90
5611 Bank Charges includes safety deposit box	141.80	100.02	41.78
Total 5000 Corporate Services	\$ 15,254.88	\$ 14,150.00	\$ 1,104.88
5100 Awareness - Communications, Marketing & Fundraising			
2322 Guild Audio Video Presentation (Road Show)	0.00	1,000.02	-1,000.02
5008 Website Hosting	65.75	0.00	65.75
5013 Travel	270.61	1,999.98	-1,729.37
5101 General Fundraising Expenses	13,664.63	0.00	13,664.63
5103 Production of Guild Promotional Material	0.00	1,500.00	-1,500.00
5104 Website and Social Media Support	67.62	499.98	-432.36
5114 RCD 50th Reunion	0.00	0.00	0.00
5217 Marketing Sponsorships	0.00	6,000.00	-6,000.00
5319 Equipment Improvement and Replacement Program	0.00	499.98	-499.98
5320 Support to Charities	2,000.00	750.00	1,250.00
5321 Production of Springbok/Dragoon 2023	9,372.00	6,000.00	3,372.00
5322 Generate Guild Income	0.00	499.98	-499.98
5613 Postage Costs	22.42	1,500.00	-1,477.58
Total 5100 Awareness - Communications, Marketing & Fundraising	\$ 25,463.03	\$ 20,249.94	\$ 5,213.09
5200 History & Heritage			
5009 Ceremonial Support	25.90	0.00	25.90
5201 O & M of the Staghound, Ferret, and the Leliefontein 12-Pounder Gun	0.00	2,500.02	-2,500.02
5202 Accroutements for New Soldiers	0.00	2,500.02	-2,500.02
5203 ID and Maintenance of Dragoon Memorials	0.00	250.02	-250.02
5204 Uniform Procurement for Crews of Heritage Vehicles	0.00	499.98	-499.98

5205 Maintenance of a 100 Person Guard in Scarlet Uniforms and Accoutrements	1,686.92	4,999.98	-3,313.06
5209 Regimental Property and Historical Archives	186.45	2,500.02	-2,313.57
5210 RCD Collection	0.00	2,500.02	-2,500.02
5214 Dragoon Park Maintenance	0.00	499.98	-499.98
5216 Identification and Maintenance of Regimental Trophies	0.00	499.98	-499.98
Total 5200 History & Heritage	\$ 1,899.27	\$ 16,750.02	-\$ 14,850.75
5300 Quality of Life			
5015 Support to Cadets	1,274.99	1,500.00	-225.01
5301 LLFN Memorial Education Bursary	10,000.00	10,000.02	-0.02
5302 Volunteer & Community Service Bursary	1,000.00	499.98	500.02
5303 Deployment Bears	2,738.16	1,750.02	988.14
5304 Recuperation Kits	0.00	499.98	-499.98
5307 Family Assistance	1,150.00	0.00	1,150.00
5308 Ceremonial Support to our Fallen	0.00	2,500.02	-2,500.02
5316 QoL Improvements in Regimental Lines & Accommodations	16,459.75	25,000.00	-8,540.25
5317 Christmas Hamper Program	165.28	0.00	165.28
5318 Regimental Family Member Assistance	0.00	4,999.98	-4,999.98
5325 Retirement Medals	75.71	0.00	75.71
5330 Treadmill	0.00	0.00	0.00
Total 5300 Quality of Life	\$ 32,863.89	\$ 46,750.00	-\$ 13,886.11
Total Expenses	\$ 75,481.07	\$ 97,899.96	-\$ 22,418.89
Net Income	-\$ 13,646.99	-\$ 27,399.94	\$ 13,752.95

The Guild of the Royal Canadian Dragoons
Balance Sheet
As of March 31, 2024

	Total	
	As of Mar. 31, 2024	As of Mar. 31, 2023 (PY)
Assets		
Current Assets		
Cash and Cash Equivalent		
1001 Cash Investments - US\$	0.00	0.00
1002 Foreign Exchange on Cash Investments	0.00	0.00
1003 Cash Investment - CDN\$	0.00	0.00
1050 Cash Float - Ceremonial Uniforms	200.00	200.00
1060 TD Canada Trust	56,496.77	58,234.44
1061 TD GIC Account	309,938.67	0.00
Undeposited Funds	0.00	1,682.15
Total Cash and Cash Equivalent	\$ 366,635.44	\$ 60,116.59
Accounts Receivable (A/R)		
1200 Accounts Receivable (A/R)	2,948.00	0.00
1202 Interest Receivable	2,199.41	
Total Accounts Receivable (A/R)	\$ 5,147.41	\$ 0.00
1035 GST Rebate	-2,606.95	-2,072.74
1040 HST Rebate	-10,713.04	-9,311.29
1201 Deployment Bear Gift Certificates	240.00	240.00
1300 Prepaid Expenses	2,478.34	1,797.66
Total Current Assets	\$ 361,181.20	\$ 50,770.22
Non-current Assets		
Property, plant and equipment		
1520 Ceremonial Uniforms	1.00	1.00
1530 Regimental Memorabilia	1.00	1.00
1540 Quality of Life - PPE		
1541 Regimental Gym Equipment	41,813.79	37,316.71
1542 Accum. Amort. - Gym Equipment	-7,642.86	-2,937.40
Total 1540 Quality of Life - PPE	\$ 34,170.93	\$ 34,379.31
1545 Awareness - Communications, Marketing & Fundraising - PPE		
1546 Digital Equipment - camera	1,296.06	1,296.06
1547 Equipment - colour inkjet printer	6,320.36	
1548 Accum. Amort. - Equipment	-392.00	
Total 1545 Awareness - Communications, Marketing & Fundraising - PPE	\$ 7,224.42	\$ 1,296.06
Total Property, plant and equipment	\$ 41,397.35	\$ 35,677.37
1220 Manulife Securities - Canadian	0.00	0.00
1222 Manulife Securities (USD)	0.00	0.00
1223 Foreign Exchange on Investments	0.00	0.00
1250 TD Long-Term GIC	1,213,264.25	1,360,662.00
1251 TD Wealth Management - GIC	0.00	100,000.00
Total Non Current Assets	\$ 1,254,661.60	\$ 1,496,339.37
Total Assets	\$ 1,615,842.80	\$ 1,547,109.59
Liabilities and Equity		
Liabilities		
Current Liabilities		
Accounts Payable (A/P)		
2100 Accounts Payable	1,251.72	4,521.47
Accounts Payable (A/P) - EUR	0.00	

Total Accounts Payable (A/P)	\$	1,251.72	\$	4,521.47
Credit Card				
Credit Card		-10.00		
Total Credit Card	-\$	10.00	\$	0.00
2110 Accrued Liabilites		5,400.00		5,095.00
2290 Sgt Dyerowicz Fund		0.00		2,448.95
2292 Bursary Payable		10,000.00		10,000.00
2293 Volunteer Awards Payable		2,000.00		2,000.00
GST/HST Payable		-13,116.95		-6,882.47
GST/HST Suspense		-5,945.01		-10,054.05
Total Current Liabilities	-\$	420.24	\$	7,128.90
Total Liabilities	-\$	420.24	\$	7,128.90
Equity				
Retained Earnings		1,629,910.03		1,569,680.32
Profit for the year		-13,646.99		-29,699.63
Total Equity	\$	1,616,263.04	\$	1,539,980.69
Total Liabilities and Equity	\$	1,615,842.80	\$	1,547,109.59

RECORDS & INFORMATION MANAGEMENT (RIM) UPDATE

Board of Directors Quarterly meeting

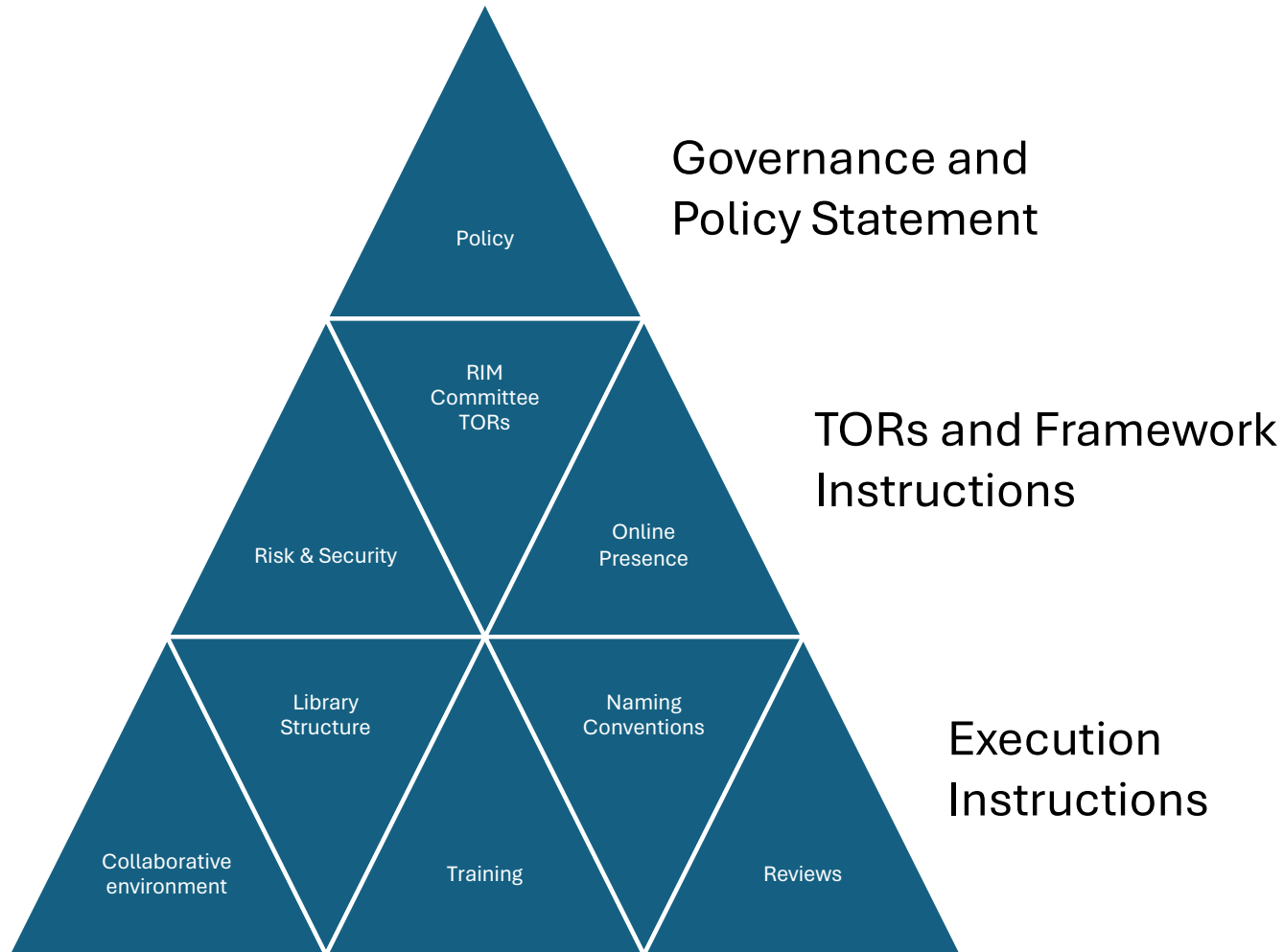
16 April 2024

Background

- RIM WG established at Feb 2024 BoD Q1 meeting.
- Objective to develop and implement a robust RIM policy and framework to better manage records and information
 - Move to a more digitally-focused footprint.
 - Create a common and secure structure, including the protection of legally mandated records.
 - Promote collaboration of documents and information.

Proposed RIM Document Structure

By-Law 1, Chapter 4



Online Hosting Options

	MS 365 for Non-Profits	Google Workspace for Non-Profits	Sync.com Services
Cost	Free for basic	Free for basic	6/user/mo
Space	1TB cloud	100TB all users (incl email space)	1TB
Online meetings	MS Teams up to 300	“Meet” up to 100	
emails	Yes - outlook	Yes – gmail	No
Software	MS Office suite online and mobile	Google docs suite online, compatible with Office	Compatible with Office
Security	Standard, password protected, permissions	Standard, password protected, permissions	Standard, password, permissions
Collaboration	OneDrive & SharePoint	GoogleSites & GoogleDrive	Shared Site with permissions
Training	Online plus	Online	

Way Ahead

- Policy in development
- Instructions being developed
- File Structure being developed
- Hosting Options
 - Microsoft 365 for non-profits recommended
- Training framework will be a combination, online and during orientation.

- Estimate implementation in June 2024. Initial training.



The Guild of the Royal Canadian Dragons
Record of Decisions
Third Quarter Board of Directors Meeting for FY2023-2024

Held on 25 June 2024

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

In Attendance:

Officers: Mr. D. Milner, President
 Mr. T. Skelding, 1st Vice President (Regrets)
 Mr. N. Forsyth, 2nd Vice President
 Ms. F. Gagliano, Chief Financial Officer (MS Teams)
 Ms. M. Reid, Treasurer
 Mr. J. Atkins, Secretary



Directors: Mr. S. Cadden
 Ms. C. Summerfield
 Mr. D. Cross (MS Teams)
 Mr. C. Leblanc
 Mr. J. Follwell
 Mr. A. Coxhead (MS Teams)
 Mr. M. Frank (Regrets)
 Mr. R. Cameron (MS Teams)
 Mr. K. Lee (MS Teams)

Guests: Maj Bennett (RFAC)

Ser	Discussion/ Decision	Action by
1.	<p>Call to Order</p> <p>The meeting was called to order at 1435 hrs.</p>	President
2.	<p>Election of New Directors</p> <p>New members are elected as directors at the Board of Directors meeting following the members' meeting.</p> <p>Mr. Milner proposed that Mr. Steve Cadden be elected as a director of the Board as follows:</p> <p>“I Dean Milner propose that Mr. Steve Cadden be elected as a Director of the Guild. Mr. Cadden will assume the responsibilities of President.”</p> <p>There was no discussion. The motion to elect Mr. Cadden as a Director passed unanimously.</p>	<p>President</p> <p>Motion: Mr. Milner</p> <p>Second: Mr. Atkins</p> <p>Passed Unanimously</p>

	<p>Mr. Milner proposed that Ms. Chloeann Summerfield be elected as a director of the Board as follows:</p> <p>“I Dean Milner propose that Ms. Chloeann Summerfield be elected as a Director of the Guild. Ms. Summerfield will assume the responsibilities of 2nd Vice President.”</p> <p>There was no discussion. The motion to elect Ms. Summerfield as a Director passed unanimously.</p>	<p>2nd Vice President Motion: Mr. Milner Second: Ms. Reid Passed Unanimously</p>
3.	<p>Opening Remarks</p> <p>The President welcomed everyone. The Guild is in good shape with an improvement in administration tools and investment fund over the last couple of years. The Guild visibility with the soldiers and Regimental Family at large is getting better. There is excitement with the in-development History and Heritage projects.</p>	<p>President</p>
4.	<p>Review 2nd Quarter Meeting 16 April 2024 ROD</p> <p>No comments or corrections were noted on the previous BOD ROD.</p>	<p>Motion to accept: Mr. Leblanc Second: Ms. Ried Passed Unanimously</p>
5.	<p>Governance Update</p> <p>Mr. Cross stated that he is doing a review of the By-law and will provide an update at the next meeting. The By-law will be the framework for the periodic review of other Guild policies and documents.</p>	<p>Mr. Cross</p>
6.	<p>CFO 2nd Quarter Report</p> <p>Ms. Gagliano noted that the quarter was not yet over and provided a preliminary financial update. The bank account has a current balance of \$90,634 and the investment account is approximately \$1,527,000. Attached are the current balance sheets. The final 3rd quarter report will be provided shortly.</p>	<p>Ms. Gagliano</p>
7.	<p>Business Planning Update</p> <p>Mr. Frank could not attend the meeting but provided the final draft of the FY24/25 Business Plan.</p> <p>Mr. Atkins noted that the revenue goal of \$171,000 may not be achievable next year, stating that \$90k of this year’s revenue came from three major donators and may not be repeatable next year. It was agreed that there would be further discussion on the revenue goals.</p>	<p>Mr. Frank</p>
8.	<p>History and Heritage Update</p> <p>Mr. Skelding sent his regrets. Mr. Milner noted that Leliefontein 125 and Leeuwarden 80th planning continues. The museum renovation project is also progressing nicely.</p>	<p>Mr. Skelding</p>
9.	<p>Awareness Update</p> <p>Website. There are advanced discussions with webshark.ca to assume responsibility as the host for the website and that we are ready to migrate the website to their servers. Webshark would also be the host of the dragoon.ca domain and manage related email addresses. Concurrently work</p>	<p>Mr. Follwell</p> <p>Motion: Mr. Follwell Second: Ms. Reid Passed Unanimously</p>

	<p>has progressed on the standup of operations with MS365 including software, outlook email functionality and a SharePoint site for file management and collaboration. Microsoft has approved a Not-for-Profit grant of twenty (20) MS365 Business Basic accounts for the Guild.</p> <p>MS365 SharePoint. Mr. Follwell gave a short briefing on the development and standup of the Guild SharePoint site (see attached). This is ready to go live.</p> <p>Mr. Follwell proposed a budget including a one-time cost for migration and redesign of website (including kit shop page) and set up of email accounts in MS365 of \$2500 and a yearly fee for maintenance and IT support of \$900 for Webshark.</p> <p>There was a discussion to clarify issues on the proposed budget. Mr. Cadden stated that the Guild needs to find ways to improve the timeliness and inputs to our website. Mr. Atkins stated that any costs related to the kit shop including ecommerce should be paid for by the kit shop and not the Guild as this is not in line with the Guild charitable purposes. Mr. Cadden requested a later brief on IT security measures.</p> <p>Mr. Follwell presented a motion to approve a one-time cost of \$2500 for website migration and redesign and an approximate annual cost of \$900 for website maintenance and IT support. The motion passed unanimously.</p>	
10.	<p>Fundraising Update</p> <p>Nothing significant to report. Planning is underway for a fundraising dinner with Gen (retd) Rick Hillier and an OP CONNECTION event later in the year.</p>	Mr. Coxhead
11.	<p>Quality of Life (QOL) Update</p> <p>Nothing significant to report and QOL remains within budget.</p>	Mr. Leblanc
12.	<p>RFAC Update</p> <p>Maj Bennett gave a short RFAC update briefing (see attachment). He noted that the RFAC Terms of Reference were formally approved in April, an RFAC survey has been distributed and that Maj Levan and MCpl Muir-Bateman will be taking over at the RFAC co-chairs this summer.</p> <p>Mr. Cadden asked for an update on the support request for the Junior Ranks Stand-Easy. Maj Bennett stated that the OPI is posted and more will follow when a new OPI takes over.</p>	Major Bennett
13.	<p>New Business</p> <p>Cadet Bursaries. Ms. Reid stated that one cadet bursary application has been received and approved. The deadline for applications has been extended to 27 June.</p> <p>Wall of Recognition. Mr. Follwell stated that the latest batch of Wall of Recognition plaques have gone up.</p> <p>Government of Canada Workplace Charitable Campaign (GCWCC). Mr. Atkins noted that the annual United Way campaign will start in September and that the Guild should be pro-active in advertising the Guild</p>	All

	<p>as a charitable donee. Mr. Reid stated that the Adjutant is OPI for the Regiment and that she would coord discussions with the Fundraiser.</p> <p>Upcoming Events</p> <p>Change of RSM – 9 August 2024</p> <p>RCAC Barbeque – 27 July, Perth Legion</p> <p>Regimental Leliefontein Celebrations – 8-9 November 2024</p> <p>OP CONNECTION – Perhaps September</p>	
<p>14.</p>	<p>Thank You to Retiring Directors</p> <p>Mr. Milner bid farewell to Nic Forsyth, 2nd VP. Mr. Cadden bid farewell to Mr. Milner, President. They were thanked for time and effort with the Guild and wished them the best in the future. Each were presented with a Staghound gift for their service.</p> <div style="display: flex; justify-content: space-around;"> <div data-bbox="235 674 602 1161">  <p style="text-align: center;">Nic Forsyth</p> </div> <div data-bbox="769 663 1143 1161">  <p style="text-align: center;">Dean Milner</p> </div> </div>	
<p>15.</p>	<p>Adjournment</p> <p>The President closed the meeting at 1630 hrs.</p>	<p>Motion to Adjourn: Ms. Reid Second: Mr. Milner Passed unanimously</p>



Mr. J. Atkins
Secretary
Distributed and Archived




Mr. D. Milner
President
Approved

The Guild of the Royal Canadian Dragoons

Profit and Loss

April - June, 2023

	TOTAL
INCOME	
4200 General Donations	139.95
4202 Y007 Allotment Donations	3,809.00
4221 United Way (GCWCC)/CanadaHelps	1,496.76
4240 CFCF & Other Interest	12.53
Total Income	\$5,458.24
GROSS PROFIT	\$5,458.24
EXPENSES	
5000 Corporate Services	
5010 Leeuwarden	1,772.85
5020 Quickbooks Online and Receipt Bank	217.58
5607 Board of Directors Insurance	1,458.00
5610 Accounting Services	1,886.79
5611 Bank Charges includes safety deposit box	-9.95
Total 5000 Corporate Services	5,325.27
5100 Awareness - Communications, Marketing & Fundraising	
5008 Website Hosting	62.01
5217 Marketing Sponsorships	1,604.06
Total 5100 Awareness - Communications, Marketing & Fundraising	1,666.07
5200 History & Heritage	
5009 Ceremonial Support	2,576.87
5201 O & M of the Staghound, Ferret, and the Leliefontein 12-Pounder Gun	1,493.43
5202 Accoutrements for New Soldiers	401.25
5205 Maintenance of a 100 Person Guard in Scarlet Uniforms and Accoutrements	1,240.02
5213 Leeuwarden Event Attendance for x4 Serving Soldiers	2,526.58
Total 5200 History & Heritage	8,238.15
5300 Quality of Life	11,606.97
5303 Deployment Bears	160.00
5308 Ceremonial Support to our Fallen	495.17
5325 Retirement Medals	5,003.65
Total 5300 Quality of Life	17,265.79
Total Expenses	\$32,495.28
PROFIT	\$ -27,037.04

The Guild of the Royal Canadian Dragoons

Profit and Loss

October 1, 2023 - June 24, 2024

	TOTAL
INCOME	
4040 Donations from Other Charities	200.00
4200 General Donations	82,386.25
4202 Y007 Allotment Donations	8,019.00
4210 Fundraising Donations	13,308.16
4221 United Way (GCWCC)/CanadaHelps	18,261.65
4240 CFCF & Other Interest	7.14
4460 General Investment Interest	12.12
Total Income	\$122,194.32
GROSS PROFIT	
	\$122,194.32
EXPENSES	
5000 Corporate Services	
5006 CanadaHelps DMS Fees	1,068.00
5012 Guild Vehicle Expenses	1,995.00
5016 Contingency	146.90
5020 Quickbooks Online and Receipt Bank	605.09
5604 Administration	12.00
5607 Board of Directors Insurance	1,803.60
5608 Legal Fees	400.00
5610 Accounting Services	11,660.18
5611 Bank Charges includes safety deposit box	153.80
Total 5000 Corporate Services	17,844.57
5100 Awareness - Communications, Marketing & Fundraising	
5008 Website Hosting	133.37
5013 Travel	2,196.14
5101 General Fundraising Expenses	13,664.63
5104 Website and Social Media Support	67.62
5107 The Guild Wall of Recognition	99.44
5114 RCD 50th Reunion	12,254.52
5217 Marketing Sponsorships	8,821.44
5320 Support to Charities	2,000.00
5321 Production of Springbok/Dragoon 2023	9,372.00
5613 Postage Costs	22.42
Total 5100 Awareness - Communications, Marketing & Fundraising	48,631.58
5200 History & Heritage	
5009 Ceremonial Support	25.90
5014 Equipment Improvement & Replacement	86.02
5205 Maintenance of a 100 Person Guard in Scarlet Uniforms and Accoutrements	1,811.22
5209 Regimental Property and Historical Archives	186.45
Total 5200 History & Heritage	2,109.59
5300 Quality of Life	
5015 Support to Cadets	1,274.99
5301 LLFN Memorial Education Bursary	10,000.00
5302 Volunteer & Community Service Bursary	1,000.00
5303 Deployment Bears	3,623.36

The Guild of the Royal Canadian Dragoons

Profit and Loss

October 1, 2023 - June 24, 2024

	TOTAL
5307 Family Assistance	1,150.00
5308 Ceremonial Support to our Fallen	702.28
5316 QoL Improvements in Regimental Lines & Accomodations	17,569.75
5317 Christmas Hamper Program	165.28
5325 Retirement Medals	154.81
Total 5300 Quality of Life	35,640.47
Total Expenses	\$104,226.21
PROFIT	\$17,968.11

The Guild of the Royal Canadian Dragoons

Profit and Loss

October 2022 - September 2023

	TOTAL
INCOME	
4200 General Donations	84,024.49
4202 Y007 Allotment Donations	15,236.00
4221 United Way (GCWCC)/CanadaHelps	22,114.94
4240 CFCF & Other Interest	155.40
4250 Short-Term GIC Interest	350.42
4460 General Investment Interest	64,740.33
Sgt Dyerowicz Funds	2,448.95
Total Income	\$189,070.53
GROSS PROFIT	\$189,070.53
EXPENSES	
5000 Corporate Services	
5006 CanadaHelps DMS Fees	1,068.00
5007 Guild Financial Review	5,484.95
5010 Leeuwarden	3,373.36
5012 Guild Vehicle Expenses	2,440.32
5020 Quickbooks Online and Receipt Bank	851.66
5607 Board of Directors Insurance	1,458.00
5610 Accounting Services	7,852.16
5611 Bank Charges includes safety deposit box	357.61
Total 5000 Corporate Services	22,886.06
5100 Awareness - Communications, Marketing & Fundraising	
5008 Website Hosting	381.10
5013 Travel	3,350.11
5101 General Fundraising Expenses	2,900.04
5103 Production of Guild Promotional Material	2,023.79
5104 Website and Social Media Support	41.34
5107 The Guild Wall of Recognition	63.61
5217 Marketing Sponsorships	1,946.97
5321 Production of Springbok/Dragoon 2023	10,000.00
Total 5100 Awareness - Communications, Marketing & Fundraising	20,706.96
5200 History & Heritage	
5009 Ceremonial Support	4,822.75
5201 O & M of the Staghound, Ferret, and the Leliefontein 12-Pounder Gun	2,063.30
5202 Accoutrements for New Soldiers	945.88
5204 Uniform Procurement for Crews of Heritage Vehicles	2,756.10
5205 Maintenance of a 100 Person Guard in Scarlet Uniforms and Accoutrements	3,680.97
5211 Guild Property and Historical Archives	1,273.82
5213 Leeuwarden Event Attendance for x4 Serving Soldiers	22,009.96
5216 Identification and Maintenance of Regimental Trophies	103.61
Total 5200 History & Heritage	37,656.39
5300 Quality of Life	12,419.82
5015 Support to Cadets	3,000.00
5301 LLFN Memorial Education Bursary	10,000.00
5302 Volunteer & Community Service Bursary	1,000.00

The Guild of the Royal Canadian Dragoons

Profit and Loss

October 2022 - September 2023

	TOTAL
5303 Deployment Bears	604.09
5304 Recuperation Kits	1,429.86
5308 Ceremonial Support to our Fallen	1,803.44
5314 Sgt Dyerowicz Summer Camp	1,995.00
5317 Christmas Hamper Program	1,000.00
5325 Retirement Medals	9,202.66
Total 5300 Quality of Life	42,454.87
5312 Postage & courier	39.08
5999 Amortization Expense	5,097.46
Total Expenses	\$128,840.82
PROFIT	\$60,229.71

SHAREPOINT ORIENTATION

25 June 2024

Background

- The Guild Board Directed that we migrate to the digital environment for the management and storage and use of Records & Information Management as mandated by regulations.
- We have chosen Microsoft SharePoint as our collaborative workspace and corporate storage area.
- Currently approved documents can still be found on our website.

Homepage top

The screenshot shows a web browser window displaying a SharePoint site. The browser's address bar shows the URL <https://guildrcd.sharepoint.com>. The page header includes the SharePoint logo, a search bar, and navigation links for 'Communication site', 'Home', 'Who we are', 'What's happening', 'Resources', 'Central Registry', and 'Edit'. A secondary navigation bar contains 'Following' and 'Site access'. The main content area features a blue banner with the text 'The Guild of The Royal Canadian Dragons' and a collage of images including people, a tank, and a recruitment poster. Below the banner is a large blue heading: 'Welcome to the Guild's workspace for collaborating, synchronizing and managing our Corporate records, information and charitable operations'. A 'PRIVACY AND USE STATEMENT' section follows, stating that the site is for the corporation and follows established policies, with access restricted to Guild Directors and authorized volunteer workers. On the right side, there is a 'Next Board Meeting' card showing '00 days' until the 'Special General Meeting and Quarterly Board' meeting on June 25th at 2:30 PM. The browser's taskbar at the bottom shows various application icons and the system tray with the date '2024-06-25' and time '11:01 AM'.

SharePoint Search this site

CS Communication site Home Who we are What's happening Resources Central Registry Edit Following Site access

+ New Page details Analytics Published 6/21/2024 Share Edit

The Guild of The Royal Canadian Dragons

Welcome to the Guild's workspace for collaborating, synchronizing and managing our Corporate records, information and charitable operations

PRIVACY AND USE STATEMENT: This is the working and storage site for the corporation and follows the policy and processes established by the Board for Records and Information Management (RIM). Access is restricted to Guild Directors and authorized volunteer workers.

Next Board Meeting

00 days

Special General Meeting and Quarterly Board

Upcoming events

See all

+ Add event

JUN 25 Special General Meeting and Board of Directors Meeting
Tue, Jun 25, 2:30 PM

Homepage bottom

The screenshot displays a SharePoint homepage with the following elements:

- Browser Tabs:** Includes "New tab", "sharepoint - Search", "Health dashboard - Microsoft 365", "Communication site - Organization", and "screenshot - Search".
- Address Bar:** Shows the URL "https://guildrccd.sharepoint.com".
- SharePoint Header:** Features the "SharePoint" logo, a search bar labeled "Search this site", and navigation icons.
- Navigation Menu:** Contains "Communication site", "Home", "Who we are", "What's happening", "Resources", "e Central Registry", and "Edit".
- Page Content:**
 - Metadata:** "Published 6/21/2024", "Share", "Edit", and "Analytics" icons.
 - Text:** "exceptions to this restriction shall be requested through the Guild Coordinator/LUS in his role as the corporate Chief Information Officer (CIO). Additionally, the mechanism for wider and/or general sharing is through the Guild website at WWW.dragoons.ca as requested through the CIO."
 - Text:** "These Page links below will direct you to each of Guild's major groups. By going to one of these pages, you will be able to see all related efforts for ongoing and active activities as well as direct links to standing policy direction for this effort group."
 - Grid of Links:** Seven links with document icons: "Quality of Life Program", "History & Heritage Charitable Program", "Awareness Charitable Program", "Corporate Services", "Fundraising", "Regimental Family Advisory Council (RFAC)", and "Special Events".
- Right Sidebar:** Titled "Frequently used resources" with links for "IT support", "Learning", and "Glossary".
- Comments Section:** Labeled "Comments" with a user profile picture and a text input field containing "Add a comment. Type @ to mention someone" and a "Post" button.
- Footer:** Includes "Edit", "Contact us", "Terms of use", "Privacy policy", and "Legal" links.
- Taskbar:** Shows various application icons and system tray information including "ENG US", "11:01 AM", and "2024-06-25".

Effort page - QOL

The screenshot shows a Microsoft Edge browser window displaying a SharePoint site. The address bar shows the URL: <https://guildrcd.sharepoint.com/SitePages/Quality-of-Life-Program.aspx>. The page title is "Communication site" and the current page is "Home". The page content includes a navigation menu, a search bar, and a main heading "Quality of Life". Below the heading, there is a list of documents with columns for Name, Modified, and Modified By. The documents listed are Awards, Bursaries, Departure Support, Deployment Support, Emergency Support, and Funeral Support, all modified on June 10 by James Follwell. The page also includes a "Documents > Quality of Life" breadcrumb, a "See all" link, and a "AllItems.aspx" link. The page was published on 6/11/2024 and has options for Promote, Page details, Immersive reader, and Analytics. The bottom of the page shows the Windows taskbar with various application icons and the system tray displaying the date and time as 11:03 AM on 2024-06-25.

SharePoint Search this site

CS Communication site Home Who we are What's happening Resources e Central Registry Edit Following Site access

+ New Promote Page details Immersive reader Analytics Published 6/11/2024 Share Edit

You have entered the page for managing the Quality of Life Charitable program. It is the repository for managing and collaborating on our active QOL projects and activities. This page also has links to enduring QOL policy, guidance and procedures (on the right side)

Documents > Quality of Life See all AllItems.aspx

+ New Upload Edit in grid view Share Copy link All Documents

Name	Modified	Modified By
Awards	June 10	James Follwell
Bursaries	June 10	James Follwell
Departure Support	June 10	James Follwell
Deployment Support	June 10	James Follwell
Emergency Support	June 10	James Follwell
Funeral Support	June 10	James Follwell

ENG US 11:03 AM 2024-06-25

Resources Page – home for learning & Refs

SharePoint
Search this site

CS Communication site Home Who we are What's happening **Resources** e Central Registry Edit

+ New Promote Page details Immersive reader Analytics Published 6/22/2024 Share Edit

Resources

James Follwell

Learning portal

- Guild 101
- Sharepoint Training
- Outlook Training
- New Director Orientation
- Teams Training
- Tools and methods

Administrator Training

Records & Information Management

File Naming format: Date_Program_Title-of-Activity_Status-version#
Example: 20240622_CS_RIM-Naming-Convention_DRAFT-v2

- Policy
- Library File Structure
- Central Registry
- File Naming Convention
- File Sharing
- RIM Helpdesk

ENG US 11:02 AM 2024-06-25

Central Registry

The screenshot shows a SharePoint web page for a library named "e Central Registry". The page displays a list of documents in a table format. The table has columns for Name, Modified, Modified By, Year, Effort, and Second Level T... (partially visible). The documents listed are:

Name	Modified	Modified By	Year	Effort	Second Level T...
19760615_CORP_Letters-of-Patent-RCD-As...	4 days ago	Jim Atkins	1976		
19800310_CORP_Bylaws.pdf	3 days ago	Jim Atkins	1980	Corporate	
19800317_CORP_Letters-of-Patent.pdf	3 days ago	Jim Atkins	1980	Corporate	
19801028_CORP_1st-General-Meeting-RO...	3 days ago	Jim Atkins	1980	Corporate	
19801028_CORP_BOD-ROD-28-October-19...	3 days ago	Jim Atkins	1980		
19810327_CORP_Bylaws.pdf	3 days ago	Jim Atkins	1981		
19810331_Annual-Summary-1981.pdf	June 10	Jim Atkins	1981		
19810525_Supplementary_Letters_of_Paten...	June 9	Jim Atkins	1981		
19811031 CRA Annual Return 1981.pdf	June 9	Jim Atkins	1981		



Regimental Family Affairs Committee

Update to Guild BoD – 25 June 2024

Major Bennett / Sgt Brisson
Unit Co-Chairs to RFAC

Agenda

- Background
- Initiatives Supported
- Change of Unit Personnel
- Survey Themes
- Questions / Discussion

RFAC



Background

Background

Purpose:

The Regimental Family Advisory Council (RFAC) advises and supports the Guild Board of Directors in identifying the Regimental Family's needs, developing proposals to support activity implementation and supports the monitoring of activity success in line with the Guild's Purposes. It interacts with all elements of the family to determine where Guild charitable activities would be most beneficial and promotes Regimental Family awareness of Guild activities.

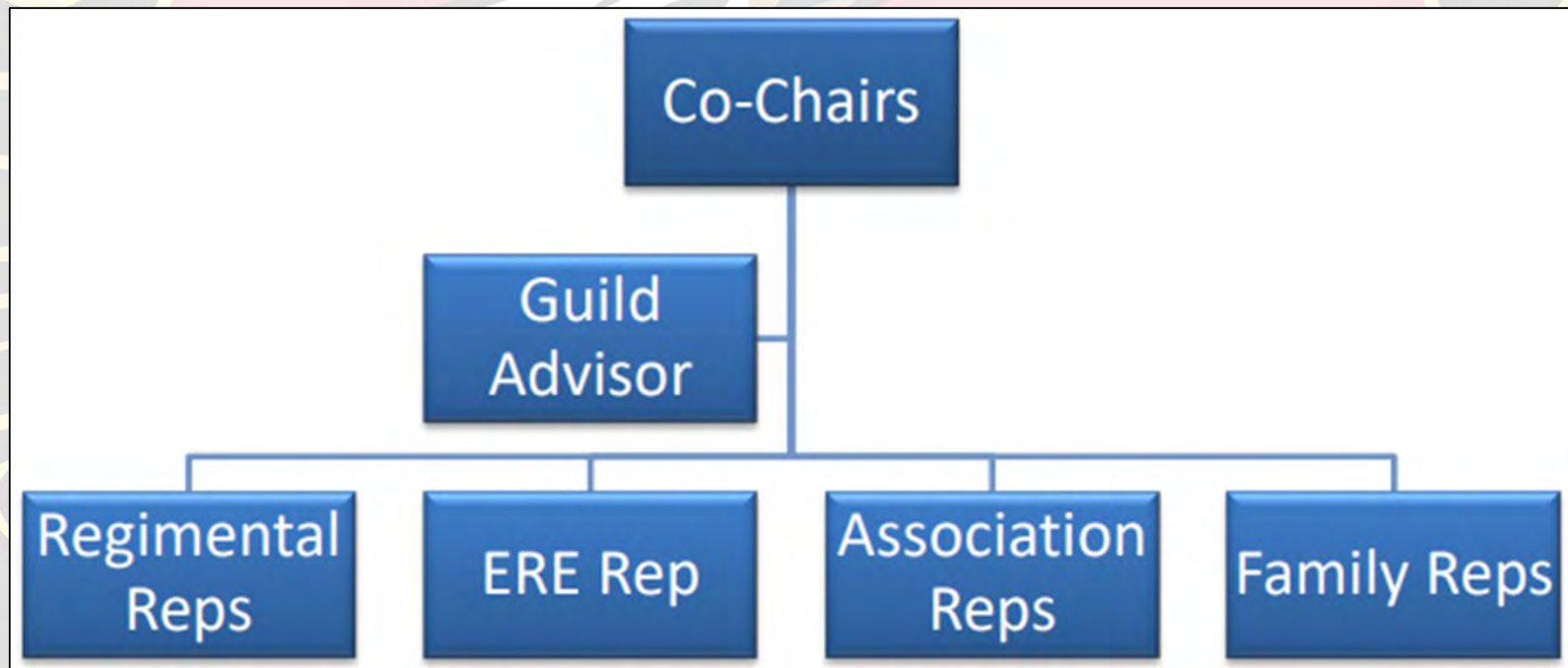
Background

Responsibilities:

- Solicit and receive ideas for projects and activities that provide support to the Regimental Family.
- Investigate, develop and present detailed proposals and estimates for Board approval.
- Support the implementation of approved proposals and the development of other projects/activities as directed by the Board of Directors.
- Monitor and gauge the effectiveness of Guild projects with Regimental Family members.

Background

Structure



Background

Terms of Reference

- Approved April 2024
- Feedback from all stakeholders incorporated
- Forms Basis for ongoing formalization of RFAC and supporting mechanisms



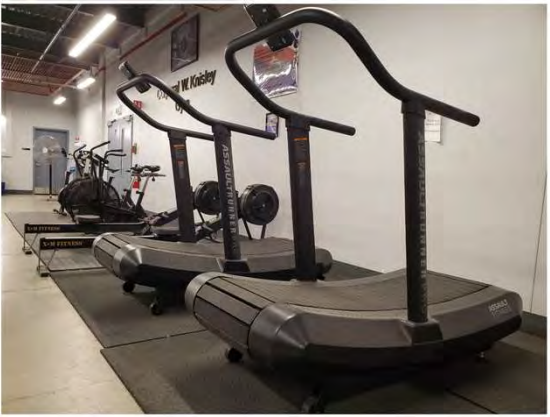
RFAC



Updates

Initiatives Supported (recent)

- 1. Gym Improvements – Most recently new treadmills (\$10k)
- 2. Sponsorship of RCD Spartan Race Team – Multiple Events
- 3. Laser Engraver – Procurement TBC – funds available and approved



OMTech 50W CO2 Laser Engraver & Cutter

50W Laser Power

12" x 20" Working Area

Rotary Axis Compatible

BUILT-IN Air Assist

600MM/S Max. Engraving Speed

2-WAY Pass-Through

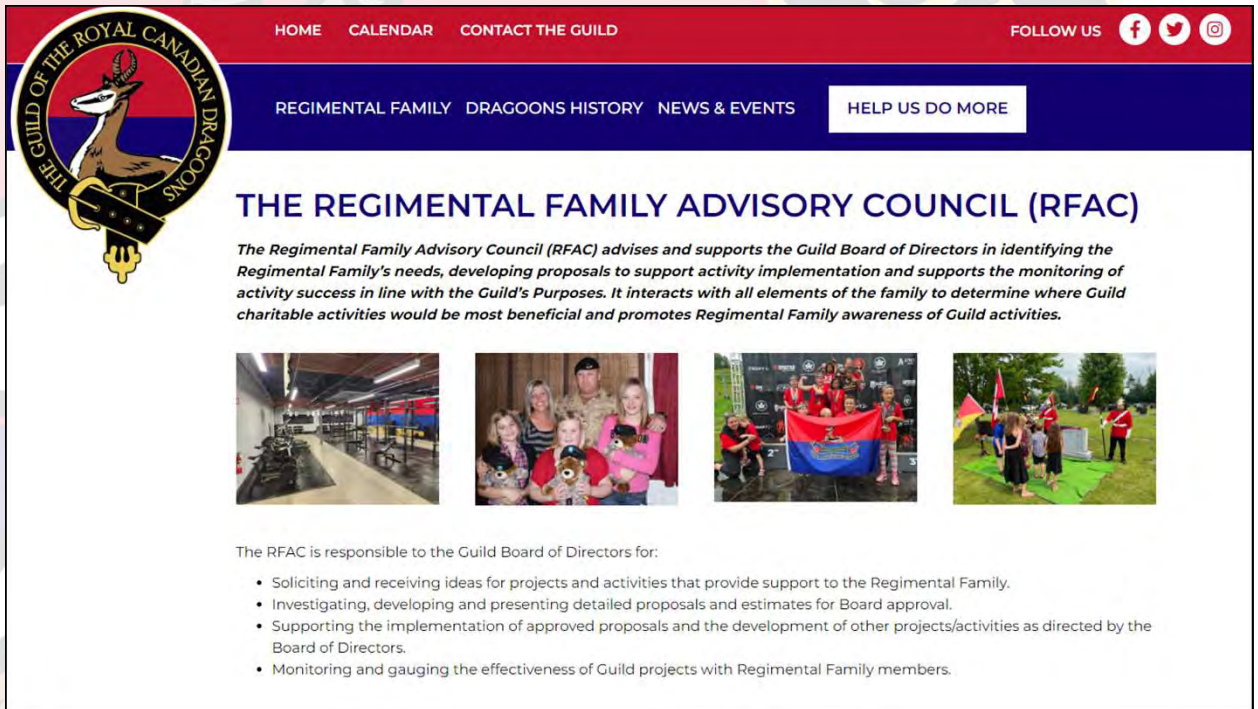
0.4" on a single pass

Honeycomb & Blade Workbeds




RDWorks, LightBurn, CoreDRAW, & AutoCAD Compatibility

Other Recent Work

1. Completion of TORs
2. Establishment of RFAC page on Dragoons.ca
3. Survey Portal Establishment
4. Establishment of Positional @dragoons.ca email accounts




The screenshot displays the website for the Guild of the Royal Canadian Dragoons. The header is red with navigation links: HOME, CALENDAR, CONTACT THE GUILD, and FOLLOW US (with social media icons for Facebook, Twitter, and Instagram). Below the header is a dark blue navigation bar with links: REGIMENTAL FAMILY, DRAGOONS HISTORY, NEWS & EVENTS, and a white button labeled HELP US DO MORE. The main content area features the Guild's crest on the left and the title THE REGIMENTAL FAMILY ADVISORY COUNCIL (RFAC) in blue. Below the title is a paragraph describing the RFAC's role: *The Regimental Family Advisory Council (RFAC) advises and supports the Guild Board of Directors in identifying the Regimental Family's needs, developing proposals to support activity implementation and supports the monitoring of activity success in line with the Guild's Purposes. It interacts with all elements of the family to determine where Guild charitable activities would be most beneficial and promotes Regimental Family awareness of Guild activities.* This is followed by four small images: a kitchen, a group of people, a group with a flag, and a group outdoors. At the bottom, a section titled 'The RFAC is responsible to the Guild Board of Directors for:' lists four bullet points: soliciting ideas, developing proposals, supporting implementation, and monitoring effectiveness.

HOME CALENDAR CONTACT THE GUILD FOLLOW US   

REGIMENTAL FAMILY DRAGOONS HISTORY NEWS & EVENTS [HELP US DO MORE](#)

THE REGIMENTAL FAMILY ADVISORY COUNCIL (RFAC)

The Regimental Family Advisory Council (RFAC) advises and supports the Guild Board of Directors in identifying the Regimental Family's needs, developing proposals to support activity implementation and supports the monitoring of activity success in line with the Guild's Purposes. It interacts with all elements of the family to determine where Guild charitable activities would be most beneficial and promotes Regimental Family awareness of Guild activities.



The RFAC is responsible to the Guild Board of Directors for:

- Soliciting and receiving ideas for projects and activities that provide support to the Regimental Family.
- Investigating, developing and presenting detailed proposals and estimates for Board approval.
- Supporting the implementation of approved proposals and the development of other projects/activities as directed by the Board of Directors.
- Monitoring and gauging the effectiveness of Guild projects with Regimental Family members.

Other Recent Work

If you have an idea on how your Guild can support the Regimental Family, the RFAC is the place to reach out. Our dedicated volunteers are standing by to receive your ideas.

[Click here to submit your ideas and suggestions](#)

Our dedicated volunteers are standing by to receive your ideas. If you want to discuss your ideas first, don't hesitate to contact us by clicking on one of the buttons below:

[Dependants & Family Rep](#)

[Serving Members' Rep](#)

[Association Rep](#)

If you want to see the full RFAC mandate is, or its current activities are, please click on the buttons below.

[RFAC Terms of Reference](#)

[RFAC Record of Discussions](#)

RFAC Change of Co-Chairs (Unit) - TBC



Outgoing

- Sgt Brisson
- Maj Bennett



Incoming

- MCpl Muir-Bateman
- Maj Levan

RFAC



Survey

Survey

Survey Sent Out – 11 June 2024

Initial Pull of Responses – 21 June 2024

Will remain open indefinitely – second push for responses post APS

26 Responses in Total

Respondents: Retired, Currently Serving, ERE, Family Mbrs, and Cadets

**GUILD OF THE ROYAL CANADIAN
DRAGOONS – REGIMENTAL FAMILY
AFFAIRS COMMITTEE (RFAC)**

**WE WANT TO HEAR
FROM YOU!**

**WE ARE SEEKING SUGGESTIONS, IDEAS AND INITIATIVES
ON WAYS TO SUPPORT THE REGIMENTAL FAMILY.**

**THIS INCLUDES THE SERVING REGIMENT, ERE, RETIRED
MEMBERS, MEMBERS OF AFFILIATED CADET CORPS AND
THE FAMILIES OF ALL THESE GROUPS.**



**PLEASE COMPLETE THE SURVEY AVAILABLE BY
SCANNING THE QR CODE**

Survey

Proposals Meriting Exploration

1. Kitshop Online Store – ERE and Retired want more accessible way to access RCD merch
2. Dragoon RVs – Support to events for Regimental Family to gather – Assoc/Guild BBQs, Mult Locs across Canada
3. Camp Flags for Deploying Pers – Returned to Regt with Documentation – Regt's History captured
4. Cadet Support - Fin Support for Tn for Cadets to attend LLFN / Cadet Weekends

**GUILD OF THE ROYAL CANADIAN
DRAGOONS – REGIMENTAL FAMILY
AFFAIRS COMMITTEE (RFAC)**

**WE WANT TO HEAR
FROM YOU!**

**WE ARE SEEKING SUGGESTIONS, IDEAS AND INITIATIVES
ON WAYS TO SUPPORT THE REGIMENTAL FAMILY.**

**THIS INCLUDES THE SERVING REGIMENT, ERE, RETIRED
MEMBERS, MEMBERS OF AFFILIATED CADET CORPS AND
THE FAMILIES OF ALL THESE GROUPS.**



**PLEASE COMPLETE THE SURVEY AVAILABLE BY
SCANNING THE QR CODE**

Survey

Proposals Meriting Exploration (Cont'd)

5. Regimental Family Community Svc Recognition – Support to Regiment or society be recognized in some fashion
6. RCD Historical Trips – Deserving HS age children of Regt'l family members taken for Battlefield Tours which were key in Regt'l and Canadian History – i.e. Moreil Wood, Lamone Crossing, Vimy, Dieppe etc and concluding at Leeuwarden.

**GUILD OF THE ROYAL CANADIAN
DRAGOONS – REGIMENTAL FAMILY
AFFAIRS COMMITTEE (RFAC)**

**WE WANT TO HEAR
FROM YOU!**

**WE ARE SEEKING SUGGESTIONS, IDEAS AND INITIATIVES
ON WAYS TO SUPPORT THE REGIMENTAL FAMILY.**

**THIS INCLUDES THE SERVING REGIMENT, IERE, RETIRED
MEMBERS, MEMBERS OF AFFILIATED CADET CORPS AND
THE FAMILIES OF ALL THESE GROUPS.**



**PLEASE COMPLETE THE SURVEY AVAILABLE BY
SCANNING THE QR CODE**

RFAC



Next Steps

Priorities

1. Confirm Staffing Post APS
2. Hold a Unit RFAC meeting to solicit ideas outside of survey
3. Expand Awareness of RFAC – SOCMED push
4. Consolidate proposals to brief to BoD
5. Develop Selected Proposals

RFAC



Discussion



**The Guild of the Royal Canadian Dragons
Record of Decisions
Board of Directors Meeting for FY2023-2024
Held on 19 September 2024
By Video Teleconference hosted on MS Teams**

In Attendance:

Officers: Mr. S. Cadden, President
Mr. T. Skelding, 1st Vice President (Regrets)
Ms. C. Summerfield, 2nd Vice President (Regrets)
Ms. F. Gagliano, Chief Financial Officer
Ms. M. Reid, Treasurer
Mr. J. Atkins, Secretary

Directors: Mr. R. Cameron (Regrets)
Mr. A. Coxhead
Mr. D. Cross
Mr. J. Follwell
Mr. M. Frank
Mr. K. Lee
Mr. J. Nickerson (Regrets)

Ser	Discussion/ Decision	Action by
1.	Call to Order The meeting was called to order with a quorum of nine Directors at 1337 hrs.	President
2.	Election of New Directors New directors are elected to a position on the Board at the next Board of Directors meeting following the members' meeting. Mr. Cadden motioned that Mr. John Nickerson be elected as a director on the Board as follows: "I propose that Mr. John Nickerson be elected as the Quality of Life Director of the Guild." There was no discussion and the motion passed. Mr. Cadden motioned that Mr. Jim Follwell be elected as a director on the Board as follows: "I propose that Mr. Jim Follwell be elected, for a second term, as the Coordinator and Awareness Director of the Guild."	Motion: Mr. Cadden Second: Mr. Coxhead Passed unanimously Motion: Mr. Cadden Second: Ms. Gagliano For: 8 Abstain: Mr. Follwell

	There was no discussion and the motion passed.	
3.	<p>Business Plan FY 24/25</p> <p>The draft business plan has been circulated for discussion for several months and is ready for Board approval. Mr. Cadden presented the following motion: “I propose that the 2024-25 Business Plan as presented to the board be approved.”</p> <p><u>Discussion.</u> Mr. Cadden stated that the plan presents a realistic revenue plan including the operating budget at start of year and will include approximately \$14,000 from interest realized from investments in 2024. At the present principal amount and interest rates, the investment fund generates about \$45k per year. Mr. Frank added that the Guild is heading in the right direction using investment revenue and that the plan has a conservative, balanced budget. He added that, in future, special projects such as celebrations should come from planned targeted revenue. Mr. Coxhead and Mr. Cross reaffirmed that the Guild long term financial stability rested on a healthy investment fund and not significant fundraising asks each year. Mr. Cross believes the budget has been incrementally rising each year because of major donors but going forward the Guild should define a reasonable and predicable steady state for yearly spending.</p> <p>The motion passed.</p>	<p>Motion: Mr. Cadden Second: Mr. Coxhead</p> <p>Passed unanimously</p>
4.	Round Table	
a.	<p><u>President</u></p> <p>Mr. Cadden is continuing to read into documents.</p> <p>He noted that there are many committees with large Terms of Reference. He requested that committee chairs report back to him on whether meetings are being held and if not, why? How is business being done versus the Terms of Reference.</p> <p>He asked all directors to review their own Terms of Reference and advise how much they can do and where there may be gaps in completion of tasks. Do you need assistance with your portfolio?</p> <p>Based on discussions with the CO, it is recommended that the next Board Meeting be held on 25 October at 1400 hrs in Ottawa. The aim is to avoid the Leliefontein weekend and allow more time for discussions. This is the same day as the planned Hillier Fundraising Luncheon, and many directors will be in Ottawa. All agreed on this date.</p> <p>All are asked to send agenda items not later than 27 September.</p>	
b.	<p><u>Mr. Lee</u></p> <p>Mr. Lee had recently visited CFB Borden and met with base leadership on the state of Worthington Memorial and armoured vehicle monuments. He would discuss further with RCAC Association. He also discussed the ongoing coordination with Borden on the permanent transfer of ownership of the</p>	

	operational staghound in exchange for a historical conference table. Progress is expected to pick up speed with the new command team.	
c.	<p><u>Treasurer</u></p> <p>Ms. Reid has only received one bursary application so far. It was agreed that the deadline would be extended to 10 October. Mr. Follwell will send a reminder email to Guild contacts.</p> <p>The Regiment is sending out a poll to gauge attendance at Leliefontein Dining-in and Parade. All Guild members are invited.</p> <p>Bank balance is \$245,550.</p>	
d.	<p><u>Chief Financial Officer</u></p> <p>The Guild is required to do an end year audit since we have surpassed the Corporations Canada threshold of \$250k in donations, mostly due to the Don Beattie Estate \$170k donation. This will likely cost between \$9k and \$15k. More to follow after discussions with the accountant.</p>	
e.	<p><u>Fundraiser</u></p> <p>Mr. Coxhead noted a recent donation of \$5k and this is a latent effect of an OP CONNECTION held a couple of years ago.</p> <p>The Gen (ret'd) Hilliar speaking luncheon fundraiser will be held at the Rideau Club in Ottawa on 25 October. It is expected to raise at least \$12k.</p>	
f.	<p><u>Coordinator</u></p> <p>Mr. Follwell stated that this year's Springbok/Dragoon is almost ready for printing. He requested final articles from Guild committee chairs.</p> <p>Mr. Cadden requested that the announcement, that General (ret'd) Walter Natynczyk is to receive the 2024 Laureate of the Vimy Award, be highlighted in the Springbok/Dragoon.</p> <p>Mr. Follwell had a recent meeting with the affiliated cadet corps COs to discuss Guild support. Several cadets plan to attend the Leliefontein parade and their visit is to be coordinated with the Regiment. There is a plan to align the names of the cadet awards with the same awards given at the Regiment.</p> <p>He will send out an email to the Guild contacts for submissions for the Leliefontein Volunteer Award.</p>	
5.	<p>Adjournment</p> <p>The President closed the meeting at 1207 hrs.</p>	<p>Motion to Adjourn: Mr. Cadden Second: Mr. Lee Passed unanimously.</p>

Mr. J. Atkins
Secretary
Distributed and Archived



Mr. S. Cadden
President
Approved



The Guild of the Royal Canadian Dragons
Record of Decisions
Fourth Quarter Board of Directors Meeting for FY2023-2024

Held on 25 October 2024

By Video Teleconference hosted on MS Teams / In person Ottawa, ON


In Attendance:

Officers: Mr. S. Cadden, President
Mr. T. Skelding, 1st Vice President (Regrets)
Ms. C. Summerfield, 2nd Vice President
Mr. J. Follwell, Coordinator
Ms. F. Gagliano, Chief Financial Officer
Ms. M. Reid, Treasurer (Regrets)
Mr. J. Atkins, Secretary

Directors: Mr. D. Cross
Mr. A. Coxhead
Mr. J. Nickerson
Mr. M. Frank (MS Teams)
Mr. R. Cameron (Regrets)
Mr. K. Lee (Regrets)

Guest: CWO Chris Leblanc

Ser	Discussion/ Decision	Action by
1.	Call to Order The President was enroute from a previous function. The 2 nd Vice President chaired the meeting until his arrival. The meeting was called to order with a quorum at 1530 hrs.	2nd Vice President

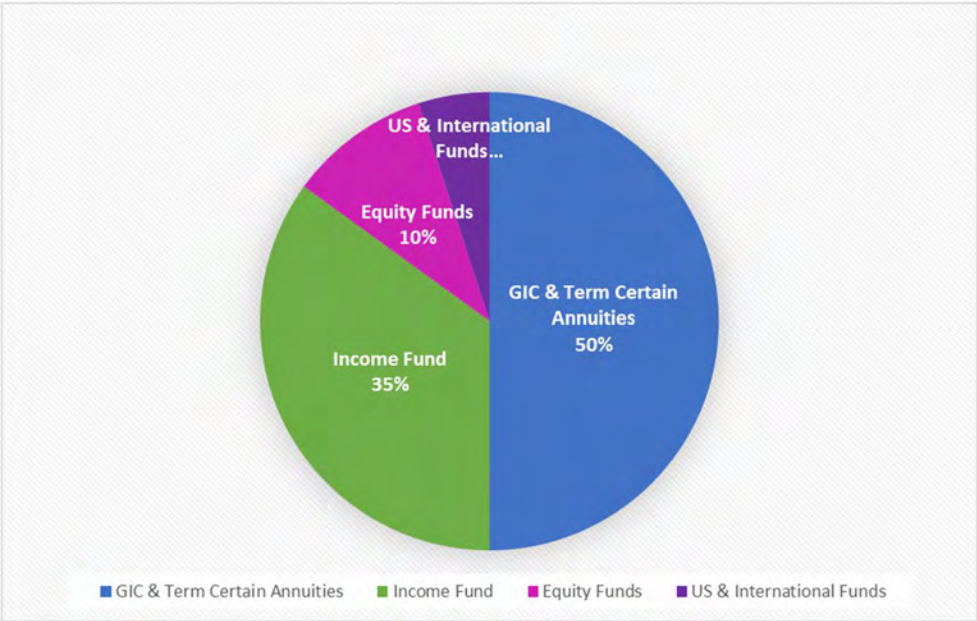
<p>2.</p>	<p>Thank You to Retiring Director, Mr. Chris Leblanc</p> <p>Ms. Summerfield thanked Mr. Leblanc for his excellent service as the Quality-of-Life Director for the past two years. All wished Mr. Leblanc the best in the future and with his new appointment in Ottawa.</p> 	<p>All</p>
<p>3.</p>	<p>Review of Previous Meetings ROD</p> <p>The Records of Decision for the 25 June 2024 and 19 September 2024 board meetings were presented for approval. No comments or corrections were noted for these RODs.</p>	<p>Motion to accept: Mr. Follwell Second: Mr. Coxhead</p> <p>Passed Unanimously</p>
<p>4.</p>	<p>Investment Policy</p> <p>Ms. Gagliano gave the attached presentation on the current state of the Guild investment fund and recommendations for the future. In summary the Guild investment fund is about \$1.7M with interest on GICs being realized over the next four years. The rates for the GICs range between 4.5% and 5.0%, but the current rates for new GICs are below 4%. By November approximately \$500k in new funds and maturing GICs will be available for re-investment. The CFO seeks Board direction on how to re-invest. The presentation included an analysis of, low to higher risk, Conservative, Balanced and Growth portfolio options.</p> <p><u>Discussion.</u> There was an in-depth discussion on the investment options. There was consensus that annual expenditures should rely more on investment fund revenue and less on fundraising. At steady state most of the Guild revenue should come from investment income. It was recognized that \$1.7M was not enough to sustain the current annual funding expectations. The CFO was asked to develop a plan, with a timeline to steady state, to</p>	<p>Ms. Gagliano</p>

continue to build the investment fund and divert some investment revenue to the charitable programme.

To provide investment guidance to the CFO for the available \$500k, the following resolution, based on the Conservative Portfolio was tabled:

“Be it resolved that the following investment model, presented to the board by the CFO, be adopted by the Guild.

Investment Mix



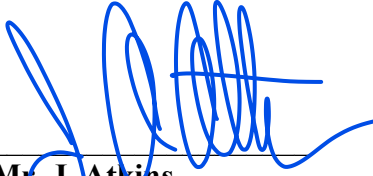
1. The 50% in GIC and Term Certain Annuities are very safe however they provide low returns.
2. The 35% in Income funds is designed to generate annual revenues and are consistent. These funds may move up and down however the income amount is consistent and is paid out annually. Some funds may payout quarterly.
3. 10% is in Canadian Equity Funds Markets.
4. 5% is investing in US and International Funds.”

Investment Resolution
Motion: Ms. Summerfield
Second: Mr. Coxhead
Passed Unanimously


5.	Governance Update. Nothing to report.	Mr. Cross
6.	Business Planning Update. The board will continue to manage the budget during the year. The forecast revenue will be monitored and with a view to continue to add to the investment fund, programme managers are asked to review their budget items and advise of potential savings NLT the end of November.	Mr. Frank
7.	Coordinator Update The Guild SharePoint site is fully operational with regards to document storage and management. Pages continue to be improved. All Director MS365 accounts are active. The Board is to note that, moving forward, Guild business will be done using the @dragoon.ca email addresses and Directors are requested to check their email regularly. Directors are requested to migrate any Guild documents they may have to the SharePoint site. The	Mr. Follwell

	Coordinator will schedule three SharePoint familiarization sessions; all are asked to sign up for one.	
8.	<p>Awareness Update</p> <p>The website has migrated to WEBSHARK, our new host. Improvements and evolution of the site is on-going. Directors are asked to inform Mr. Follwell of any suggested corrections.</p> <p>The draft of the Dragoon/Springbok publication will go the publisher soon.</p>	Mr. Follwell
9.	<p>Quality of Life Update</p> <p>Mr. Nickerson noted that QOL is busy. \$2,000 in Walmart food cards have been given to the Chaplain for distribution on an as required basis. Some Recuperation Kits have been used. Updates to the unit lines are being investigated.</p> <p><u>Leliefontein Bursaries.</u> Five applications have been received and are being reviewed and ranked. There was discussion on how much and breakdown of bursaries funds. \$20,000 is in the budget but there was discussion on whether it should be less, i.e. \$10,000. Also, an amount scale was discussed, perhaps \$5,000, \$2,000 and 3 x \$1,000 cheques. A decision would be made soon.</p> <p><u>Volunteer and Community Service Award.</u> Six nominations have been received and are being reviewed.</p>	Mr. Nickerson
10.	<p>Fundraising Update</p> <p>Mr. Coxhead briefed that the Rideau Club fundraising luncheon featuring Gen (Retd) Hillier, held earlier that day, was a success. The luncheon had close to 50 attendees and should generate donations of over \$20,000.</p> <p>Email appeals for more monthly donors continue to be sent out every two months.</p>	Mr. Coxhead
11.	RFAC Update. The RFAC has not met since the last quarterly meeting and had nothing to report.	
12.	Leliefontein Celebrations. Ms. Summerfield briefed on Leliefontein events which will be held on 8-9 November.	All
13.	Next Board Meeting. Time ran out to complete the agenda. A board meeting in the next couple of weeks, to last no more than an hour, was suggested. This led to a discussion on the best time for MS Teams meetings. It was generally agreed that meetings should not be on weekends or evenings. Mid-week, late in the workday seemed to be the best time for all. The next meeting to cover missed agenda items (Financial Report and History and Heritage Report) was scheduled for 1500 hrs 13 November.	All
14.	Date of Annual General Meeting. The AGM and Q1 Board meetings were tentatively scheduled for 6 February 2025.	All
15.	Closing Remarks. The President thanked all for their efforts and noted that as a volunteer organization we continue to do a lot of good work. He emphasized a focus on getting our \$1.7M investment to generate revenue for the charity programmes. He asked that everyone review their committee terms of references and hold meetings as required.	Mr. Cadden

16.	Adjournment The President closed the meeting at 1800 hrs.	Motion to Adjourn: Mr. Cadden Second: Mr. Coxhead Passed unanimously
-----	---	---



Mr. J. Atkins
 Secretary
 Distributed and Archived



Mr. S. Cadden
 President
 Approved

