

Royal Canadian Legion Branch 191 Chemainus Executive Meeting Minutes - March 26, 2020

Meeting called to order – via email.

Roll Call of Officers: Len Lavender – President, Janet Mitchell - Treasurer, Ellen Lavender – Recording Secretary, Wes Everitt – Past President, Mike Beggs – 1st Vice President, Colin Murphy – 2nd Vice President, David Nielsen – Sgt-at-Arms, Howard Ballard – Bar Manager, Terri Hegarty - Membership, Gil Newton – House, Diane Murphy – Sick & Visiting, Dave Munro – Director and Norah Fisher – Youth & Sports.

Guests: None

Approval of Minutes: Minutes of Previous Executive Meeting February 20, 2020 circulated.
Motion to accept by Wes Everitt, Seconded by Norah Fisher

CARRIED

Correspondence: Presented by Ellen Lavender - None

BC/Yukon Command Circulars:

BC Yukon Memo #23.20 – National Track and Field Head Chaperones Needed
BC Yukon Memo #24.20 – Foundation Donation Appeal
BC Yukon Memo #25.20 – Update Legion Lager – Order Info and Questions Answered
BC Yukon Memo #26.20 – Legion and Impact of Coronavirus COVID – 19
BC Yukon Memo #27.20 – Legion Week 2020
BC Yukon Memo #28.20 – Dominion Convention Accommodation Revisions
BC Yukon Memo #29.20 Dominion Convention Air Canada Promotion
BC Yukon Memo #30.20 – BC Homeless Count 2020
BC Yukon Memo #31.20 – COVID – 19 Virus Update
BC Yukon Memo #32.20 – COVID – 19 Virus Update #2
BC Yukon Memo #33.20 – COVID – 19 Virus Update #3
BC Yukon Memo #34.20 – COVID – 19 Virus Update #4
BC Yukon Memo #35.20 – COVID – 19 Virus Update #5
These are posted in the Legion Lounge.

Motion to accept correspondence: moved by Ellen Lavender, seconded by Colin Murphy.

CARRIED

President's Report: Presented by Len Lavender

On Wednesday March 18th we received a memo from BC Yukon advising, the BC Health Authority had issued an order for all bars to close. The memo advised that all BC Yukon Branches must close until further notice. They provided a lot of good information regarding the procedure of closing for an undetermined time period. We have completed all the directions provided.

Due, to not knowing the length of the closure, we have had to lay off all the staff. Amanda Blenderman and Georgina Lorette; are eligible to start collecting UI immediately and may apply for an added benefit announced by the BC Government. The Janitors (who are paid as self-employed) may also be eligible for some BC Benefits.

We will continue to provide information we receive from BC Yukon to our members. The AGM has been cancelled and will be rescheduled when operations resume. We ask any member who requires any type of assistance to contact the office (250-246-4532). The building will be monitored, and messages checked daily.

Janet will continue office work that is mandatory to be completed by a scheduled date.

To conclude, it is important that I recognize Directors and Staff who have stepped up to volunteer taking and filling grocery orders at 49th Parallel, for seniors and shut ins. We have some of the greatest volunteers in the community. Thanks to all as we move through these challenging times.

Branch Financials: Presented by Janet Mitchell

The balances in the accounts as of today are chequing acct. \$6,107.52 / membership \$ 9,490.82 / lottery \$6,699.48 / donation \$14,055.20 / Eagles donation acct. \$10,137.52 / High int. savings \$209,001.27.

As you can see, we have enough money in our accounts for the foreseeable future.

The bills have been paid up and only the monthly bills should be left as well as PST and GST. I am recommending that we use the money in the donation account to cover the future bills. There is just a small amount of money (under a \$1.000) left in the chequing account when all the amounts that have been paid come out of the that account.

I am sorry that I have not completed the monthly financial statements. No excuse, but other office chores have cut into the bookkeeping hours. Now that some of the work has been done, I will be getting back to the monthly financials.

I have prepared the Gaming Summary Report for Bingo and Meat Draw, as well as preparing the paperwork for the Gaming licenses for 2020-2021. These will be filed this week or early next week.

I must say that I am ever so grateful that we do not have to worry how to pay the bills. A few years back this would have been a disaster for our branch.

Motion to accept financial reports as circulated by Janet Mitchell, seconded by Colin Murphy. **CARRIED**

Motion to approve the 2019 Year End Financial Statement: Janet Mitchell, seconded by Mike Beggs. **CARRIED**

Bingo and Meat Draw Statements: No report.

Donations: None

House: Presented by Gil Newton – The Upstairs kitchen cooler has been replaced. The removal of the old and installation of the new one was done by volunteers. Both coolers have now been emptied and turned off. The heat pumps have been turned down and a general shut down of the Legion has been done.

Motion to approve the emergency purchase of the cooler for \$3,300.00 by Gil Newton, seconded by Norah Fisher. **CARRIED**

Motion to purchase a new vacuum for \$700.00 for the lounge by Gil Newton, seconded by Norah Fisher. **CARRIED**

Bar: Presented by Howard Ballard – The beer lines have been cleaned. Pacific Brewing kegs have been returned; we will receive a refund for the full one and are working on refunds for partial ones. Labatt's will not be picking up kegs until they are still dated – 4 months from the purchase date. Amanda Blenderman has been cleaning the bar area.

Poppy: Presented by Janet Mitchell – No report.

Honours and Awards: Presented by Wes Everitt – I agree with Dave Munro to postpone, until September, a meeting of committee for awards, at the end of October.

Membership: Presented by Terri Hegarty

Connie Parsons	New Member	Ordinary
Garnet (Al) Parsons	New Member	Ordinary
Lia Marie Versaevel	New Member	Associate
Joanne Haraldson	New Member	Associate
Gayle Tiebeke	Transfer	Associate

Motion to Accept new members by: Terri Hegarty, seconded by Mike Beggs. **CARRIED**

Public Relations: Presented by Colin Murphy – No report.

Service Officer: Presented by Dave Munro – New development for a Veterans widow; assistant living workers from VIHA have left, due to COVID-19 concerns, they helped her with meal preparation and showers, etc. This means she must find family members to provide this service. She and the family wish to thank the Legion Chemainus and Duncan for their assistance.

Sgt-at-Arms: Presented by David Nielsen – I did speak to supply in Dominion about our flag; it is almost finished, just needs the fringe sewn on, except the coronavirus has stopped work.

Sick & Visiting: Presented by Diane Murphy - No report.

Youth & Sports: Presented by Norah Fisher

Darts - Brian Cunningham from Duncan would like to move here Monday night an A Team and possibly a B Team. They are aware that they must call if a night is cancelled for any reason.

We should replace 4 dart boards - they are available from the Legion Catalogue for \$90.00.

The Memorial Dart Tournament (Brenton) can be discussed once we are back in business.

Ways and Means: Presented by Ellen Lavender – All events have been cancelled for March and April.

Zone Report: Presented by Wes Everitt – No report.

Motion made by Terri Hegarty to accept committee reports, seconded by Colin Murphy **CARRIED**

OLD BUSINESS:

Marianne Palou:

Motion to Document Marianne Palou's resignation by Colin Murphy, seconded by Norah Fisher. **CARRIED**

Internal Audit: Janet Mitchell has an internal audit chairman – Vickie Oldnall.

Motion to accept Janet's recommendation for chairman by Colin Murphy seconded by Terri Hegarty. **CARRIED**

Cash Register: There was an immediate need for new cash register for the lounge.

Motion to approve the purchase of a new cash register at \$1,500.00 by Janet Mitchell, seconded by Norah Fisher. **CARRIED**

NEW BUSINESS:

New Cooler: See House report above.

2020 Budget: Circulated.

Motion to approve the 2020 Branch budget by Janet Mitchell, seconded by Mike Beggs. **CARRIED**

Motion to approve the 2020 Gaming budget for Bingo & Meat Draw by Janet Mitchell, seconded by Mike Beggs. **CARRIED**

Contracting a Bookkeeper: There is a proposal to hire an external bookkeeper for Quick Books, Month end financial reports, GST and all other reports.

Motion to accept the proposal of an external bookkeeper by Colin Murphy, seconded by Terri Hegarty. **CARRIED**

Proposal to Amanda Blenderman for Office Job: There is a proposal to offer Amanda Blenderman a position in the office, Tuesdays & Wednesdays. Beginning when we are open again.

Motion to approve the proposal by Ellen Lavender, seconded by Colin Murphy. **CARRIED**

AGM: This meeting requires cancelling due to COVID-19.

Motion to cancel the Annual General Meeting by Ellen Lavender, seconded by Janet Mitchell. **CARRIED**

Next Meeting:

Executive Meeting – To be announced

General Meeting – To be announced

Motion to adjourn by Norah Fisher, seconded by Terri Hegarty. **CARRIED**

Meeting adjourned.

Signed by:

