

Royal Canadian Legion Branch 191 Chemainus Executive Meeting Minutes - June 25, 2020

Meeting called to order – 5:00 pm.

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, Dave Munro – Director and Norah Fisher – Youth & Sports. Absent: Diane Murphy – Sick & Visiting.

Guests: None

Approval of Minutes: Minutes of Previous Executive Meeting March 26, 2020 circulated.
Motion to accept by David Nielsen, Seconded by Wes Everitt

CARRIED

Correspondence: Presented by Ellen Lavender

Military Service Recognition Book – “In Service of Canada”, deadline for submissions July 31st – has been extended. Memo # 27.20 - Legion week 2020 will be held from October 12 – 18, 2020, Grant applications now available. Message from the Dominion President re: COVID – 19.

BC/Yukon Command Circulars:

BC Yukon Memo # 36.20- COVID-19 Impact on the Legion- Update #6

BC Yukon Memo # 37.20- Membership Renewals, Email address Updates

BC Yukon Memo # 38.20- GoFundMe, Facebook Watch Parties and Staying Social during Isolation
April 2020:

BC Yukon Memo # 39.20- COVID-19 Impact on the Legion- Update #7

BC Yukon Memo # 40.20- COVID-19 Branch Emergency Funds

BC Yukon Memo # 41.20- COVID-19 Update #8

BC Yukon Memo # 42.20- COVID-19 Update #9

BC Yukon Memo # 43.20- Update on the Legion Foundation BC/Yukon Command

BC Yukon Memo # 44.20- COVID-19 Update #10

BC Yukon Memo # 45.20- COVID-19 Update #11

BC Yukon Memo # 46.20- Canada Emergency Business Account (CEBA) benefit- UPDATE

BC Yukon Memo # 47.20- Canada Emergency Business Account (CEBA) benefit- UPDATE

May 2020:

BC Yukon Memo # 48.20- Planning for Branch Re-openings

BC Yukon Memo # 49.20- COVID-19 Update #12

BC Yukon Memo # 50.20- COVID-19 Update #13

BC Yukon Memo # 51.20- Premier Horgan’s Message to BC Second World War Veterans on 75th V-E Day

BC Yukon Memo # 52.20- COVID-19 Update #14

BC Yukon Memo # 53.20- COVID-19 Virus Update #15

BC Yukon Memo # 54.20- COVID-19 Virus Update #16

BC Yukon Memo # 55.20- COVID-19 Virus Update #17

BC Yukon Memo # 56.20- CF Snowbirds Tragic Accident

BC Yukon Memo # 57.20- COVID-19 Virus Update #18

June 2020:

BC Yukon Memo # 58.20- COVID-19 Virus Update #19

BC Yukon Memo #59.20- 2020 Poppy/Wreath and Promotional Material Price Lists

BC Yukon Memo #60.20- COVID-19 Virus Update #20

BC Yukon Memo #61.20- Expression of Interest- Hosting National Youth Track &Field 2023/24

Not posted due to COVID-19 restrictions.

Motion to accept correspondence: moved by Ellen Lavender, seconded by Gil Newton.

CARRIED

President's Report: Presented by Len Lavender

Thanks to all the volunteers and staff that have worked extremely hard to assist with the reopening of our Branch. One condition of the opening was we have a maximum of 47 in the lounge which is 50% of our seating capacity. This is only available to Members, spouses, and partners due to limited seating. The health authority has classed our meat draw as an event which means we are unable to replace anyone that has left until the meat draw is completed. We are presently preparing the hall for rentals to small groups, Janet is also doing research to resume bingo operations. We started serving food in the lounge last Friday. The volunteers will continue doing this on Fridays. We are opening July 01 for Canada Day, plan to serve hamburgers and hot dogs, will also have a cake donated by 49th. Thanks to all the volunteers that have assisted at 49th taking and filling orders for seniors and shut-ins during the Pandemic. Our Legion is well recognized by 49th.

Branch Financials: Presented by Janet Mitchell

Motion to accept financial reports as circulated by Janet Mitchell, Seconded by Wes Everitt.

CARRIED

Bingo and Meat Draw Statements: Presented by Janet Mitchell

Motion to accept by Janet Mitchell, Seconded by Norah Fisher.

CARRIED

Donations: Ladysmith and District Marine Rescue Society – pending.

House: Presented by Gil Newton – The ramp at the entrance to the lounge has been painted and slip strips have been attached for safety. The lounge was set up with spacing between tables and seating according to COVID guidelines. The heat pumps in the lounge will be adjusted soon for the weather. Suggest now would be a good time to begin renovations to the kitchen in the hall.

Bar: Presented by Howard Ballard – The bar is doing well considering the COVID-19 virus. Draft-Wise was here today checking the beer taps, lines, and pressures. All were good but for the foaming problem the “Lucky” beer is encountering; it was decided the problem was with the keg and best before date. This will be discussed with the representative. Draft-Wise can come to clean the draft beer lines for \$75.00 a month – to be followed up.

Poppy: Presented by Janet Mitchell – No report.

Honours and Awards: Presented by Wes Everitt – No report but Wes will fill and order form for awards for September.

Membership: Presented by Terri Hegarty

Ruth Vancise Associate New Member

Marc Brackett Associate New Member

Roberta Kane Associate New Member

Richard Whitters Ordinary Transfer (Duncan)

Georgina Lorette Associate Transfer (Ladysmith)

Motion to accept new members by Terri Hegarty, Seconded by Mike Beggs.

CARRIED

Public Relations: Presented by Colin Murphy – Latest was an ad in the paper congratulating the Grad class of 2020.

Service Officer: Presented by Mike Beggs – No report.

Sgt. At Arms: Presented by David Nielsen – No report.

Sick & Visiting: Presented by Diane Murphy – No report but request people to check the facts before calling.

Youth & Sports: Presented by Norah Fisher – No report.

Ways & Means: Presented by Ellen Lavender – No report.

Zone Report: Presented by Wes Everitt – No report.

Motion to accept Committee reports by Norah Fisher, seconded by Gil Newton

CARRIED

OLD BUSINESS:

Motion for approval of new cooler purchase in the hall – the motion was passed at the March 26, 2020 Executive meeting.

Contracting a Bookkeeper: Janet Mitchell advised - Sara Gibb has been hired, part time, as an external bookkeeper for Quick Books, Month end financial reports, GST, and all other reports. She is training Georgina Lorette and Amanda Blenderman to also help with the needed reports.

NEW BUSINESS:

Lounge hours during COVID-19: Tuesdays 3 pm - 6 pm, Fridays 3 pm – 7:30 pm and Saturdays 2 pm – 6:30 pm.

Canada Day lounge activities: The lounge will be opened from 11 am – 4 or 5 pm. Bar-B-Q Hamburgers and Hot Dogs will be served along with a cake donated by the 49th Parallel. The capacity will remain at 47 - maximum.

Requests for Dart Equipment: Requests have been received for the loan of equipment. It was agreed, there would be no loaning of this equipment.

Replacement of Lounge kitchen cooler: Upon reopening, this cooler would not restart – there is a need to shop for a new one. Ongoing.

Elections: Update on elections: Decision from Command - Branch elections and transitions to a new executive, and branch by-laws / regulations pertaining to branch elections, are suspended pending a return to normal branch operations.

Note: As Districts and Zones are administrative units of a Command, any change to elections at those levels will be the decision of the respective Provincial Command.

General Meetings: These have been suspended by BC Yukon Command due to COVID Virus.

Revise Hall Rental forms: Janet Mitchell will make COVID rental forms, these will include sanitizing and contact tracing requirements with maximum capacity 50 persons. Research with BC Yukon may be prudent to cover any further requirements. Len Lavender advised the plexiglass is ready to install at the kitchen and bar.

Notes: Janet Mitchell advised costs to reopen, due to COVID, to June 10th are \$1,593.56. Plexiglass came to \$930.88, Sanitizing \$347.90 and the rest was for brackets, etc. The internal audit is underway by Vickie Oldnall as chair and Gail Fawcett the committee member, the deadline is extended to July 31, 2020. Len Lavender advised he has reapplied for the New Horizons Grant; there has been no response yet.

Next Meeting:

Executive Meeting – To be announced

General Meeting – To be announced

Motion to adjourn by Colin Murphy, seconded by Janet Mitchell.

CARRIED

Meeting adjourned – 6:05 pm.

Signed by:

Ellen Lavender, Recording Secretary

Len Lavender, President