

ROYAL CANADIAN LEGION KINGSWAY BRANCH #175
MINUTES OF THE EXECUTIVE MEETING
TUESDAY SEPTEMBER 17, 2019

The President opened the meeting by ritual at 7:00 p.m. Comrade Fecteau chaired the meeting.

ROLL CALL:

Present: Comrades Wills, Kuervers, Forner, Rimmer, Burton, Deugau, Earles, R. Torrie, Kerel, O'Brien, Huziek, Criss, Hunter, Werner, Ferguson

Excused: Comrades Baxter, Wiebe

Absent:

Guests:

INSTALLMENT OF OFFICERS: Comrade O'Brien - Poppy

LAST POST

<u>NAME</u>	<u>AGE</u>	<u>DECEASED</u>	<u>SERVICE</u>
HEROUX, Jocelyn (Josh)	73	27 Nov 2019	RCAF
ELKES, Vera I.	87	28 Dec 2019	RCAF
TYWONIUK, Leslie	96	16 Dec 2019	ARMY

MOTION TO ACCEPT THE AGENDA:

Motion to accept the agenda were made by Comrade Earles
Seconded by Comrade Kuervers

CARRIED

MINUTES OF THE GENERAL MEETING DATED 26 NOVEMBER 2019:

Motion: To accept the minutes was made by Comrade Kerel
Seconded by Comrade Deugau

CARRIED

ERRORS OR OMISSIONS: None

BUSINESS ARISING: None

Motion: To adopt the minutes was made by Comrade Torrie
Seconded by Comrade O'Brien

CARRIED

COMMITTEE REPORTS

FINANCE: Comrade Forner reported as per the presented Financials I so move my report.

Seconded by Comrade Deugau

CARRIED

WAYS AND MEANS: Comrade Criss reported the following the monster 50/50 finished off at \$12,080 with a final payout of \$6,040. The winner of the 2019 Monster 50/50 goes to Carol O'Rourke, congratulations Carol and thank you for supporting the Kingsway Legion.

Big thank you to Eleanor and Leroy MacIntosh for helping last few months right up to New Years for selling of the tickets. We are in the middle of setting up a new raffle for 2020 and are currently in the works in planning the details.

CFEP grant was resubmitted on January 15, 2020 for an estimate of \$52,907. With possible new ones in the works. Still continuing working on 8 other additional grants to help with funding for the legion. We are continually looking at ways to be more energy efficient and other ways and materials to help keep up with the upcoming events.

Now that we are in the New Year. Hoping to add a few changes that would be entertaining for the members and guests of the branch. If any of members has ideas that we can check out and possibly pursue for new ideas on income for the legion, please contact Steve Criss. Once again, the help is very much appreciated.

When we apply for grants as in for operating costs, maintenance and upkeep for the legion. The government looks at how many volunteer hours we put into supporting the legion. Some grants asks us anywhere from 20% to almost 50% matching funds in volunteer hours. For example, when we are asking for \$50,000, we need a minimum of \$10,000.00 in volunteer hours that a grant may ask for. A volunteer's time is granted at \$25.00 for each volunteer hour. They want to make sure not only why we need the money for ongoing projects and operating costs, but they look at that we actually are doing something to earn that money. Such as events, leagues, socials etc. Anything that supports the seniors and vets, and what we contribute back to the community. So pleased keep in mind when being asked to volunteer. I so move my report.

Seconded by Comrade O'Brien

CARRIED

Comrade Wills stated he has completed and submitted the required paperwork for the grant that we got for the chairs. It has been over a week and I have gotten nothing back from them stating they need any more information. We need to make sure Comrades Torrie and O'Brien, that a file is created and kept separate that will have all invoices in and we should have something written up as to what we did. Which should state that we ordered the chairs, how long it took to get them? I've already indicated how many people helped us etc.

MEMBERSHIP: Comrade Rimmer reported that we have 926 members

Ordinary 369	Associate 298	Affiliate 235	Life Members 24
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I so move my report

Seconded by Comrade Criss

CARRIED

NEW MEMBERS: New Applications 28 Transfers 6 Reinstatement 4

Ordinary

ELLIOT, Michael
LASTIWKA, Lyle L.
ROBERTS, Brian J.J
ROBICHEAU, James R.
SMITH, David

Associate

BOYCHUK, Kenneth E.
CRAMER, Gerald A
HANKIN LEACH, Christine
McALLISTER, Russell W.
McLEOD, Irene M.
MORTON, Vivian A.
SEXTON, William
WIEBE, Ashley

Affiliate

DEMERAIS, Lawrence L.
FOURNEL, Levi
GEOFFRION, Chantel
HENRY, Dylan G.
HOLTET, Brian J.
LALONDE, Lucien E.
McALLISTER, Tenille
MELNICHUK, Josie
MROCZEK, Kevin
NYMAN, Dean R.
ROSARIO, Erwin S.
RUNCER, Gerald
SERBEN, Brian
STEPHEN, Richard L.
WINTRINGHAM, Ronald

Transfers

HAGUE, David R. 016/015	GODWIN, Elnora 010/051
MUSSOLUM, Michael G. 016/015	GODWIN, Raymond A. 010/051
ZECH, Hilary J. 008/108	
ZECH, Terry W 008/108	

Reinstate

GRIFFITHS, David	MORTON, Sandra J.	HAMER, Deb G. WILLIS, Brian "Leigh"
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For a total of: 38

I so move my report

Seconded by Comrade Deugau

CARRIED

Motion: Comrade Rimmer moves that we accept these individuals for processing into our Branch.

Seconded by Comrade Deugau

CARRIED

New Members Who Signed a Declaration:

Ordinary

CORDINGLEY, Wesley
LAIDLAW, Wilma T.
LAROCQUE, William
MROCZEK, Kevin

Associate

ATKIN, Andrew
BROWNE, Jacquie
COOK, Elsie A.
DELONGCHAMP-
OSBORNE, Rita
GAUTHIER, Odette
HOWE, Allyson
LASTIWKA, Lyle
MERRIER, Michael
MORTON, Alan L.
PRISKE, Samuel

Affiliate Voting

GORDON, Douglas
NURMI, Timothy
SKARSEN, Edward G.
TAYLOR, Martin

PUBLICITY: The website is up to date as of today. We have had 2469 hits this month, 550 downloads and 10 contact submissions. I am currently working on the February newsletter looking for more input from other people as well. There may not be a March newsletter or a delayed one. I so move my report.

Seconded by Comrade Criss

CARRIED

SPORTS: On December 8, 2019 the senior and Ladies District Shuffleboard was held at Norwood Legion #178. Advancing to Command in the Ladies category is the first place team of Carol Gwilliam and Maxine Laird and the second place team of Carol Burton and Glenda Rimmer. These two teams will be competing in Stettler on March 20-21, 2020. Advancing to Command in the senior category is the first place team of Audrey Ferguson and LeeAnn Leaburn. This team will be competing in Calgary on February 20-21, 2020. Have good games ladies.

On February 7-8, 2020 Kingsway will be hosting the Command Legion Darts. The first and second place team will advance to Dominion to represent Alberta on May 1-4, 2020 in Burlington, Ontario. We are looking for chalkers to help keep score for the teams playing in Command here at Kingsway. If you feel you can help, please sign the sheet posted in the Command Sports board by the Canteen. I so move my report.

Seconded by Comrade Deugau

CARRIED

MOTION: I move the following change to be made to the Sports Criteria dated June 2015. On page 2 para 4 the following states: MEETING ATTENDANCE AND VOLUNTEER WORK must be completed by November 30 after the commencement of the new AREA sports fiscal year. Sports fiscal year starts on September 01 and ends on August 31 of the following year.

Remove the sentence “must be completed by November 30 after the commencement of the new AREA sports fiscal year” and change to read:

MEETING ATTENDANCE AND VOLUNTEER WORK must be completed by the end of the Sports Fiscal Year. The sports fiscal year starts on September 1 and ends on August 31 of the following year.

Seconded by Comrade Rimmer

CARRIED

BUILDINGS AND GROUNDS: Comrade R. Torrie reported we had a glycol leak in a heating unit which was repaired immediately. We had ECS in last week to adjust the computer to kick in air handling units. We had a leak in the kitchen, from the downspout in the roof; I suspect it is from the heating unit. I have told the Kitchen staff that when it is this cold weather and deliveries are being made to bring everything and close the doors because going in and out several times is difficult for heating system. We repaired blue chairs with new feet.

Comrade Kuervers explained about the heating unit on the roof as follows, the air unit upon the roof had gone into a locked state and unfortunately did not report the trouble, when the ECS got up there to diagnose the problem he could not open the unit was frozen shut. He had to manually reset of the entire unit and came downstairs to reboot it and confirmed it was working. The heat exchange was happening in the air system but the air was not flowing past it, so this could have resulted in the building could have gotten into a frozen state or worse we could have blown the heat exchange unit. I so move my report.

Seconded by Comrade Kuervers

CARRIED

HISTORIAN: Comrade Deugau reported the Canadian Forces Supply Depot display is up please has a look. Thanks to Tony Sowards for the previous display. Tony is also willing to put up another display.

Mary Weller of the Frontiersman museum loaned several pieces to previous displays. She has generously donated for display a British flag to the Legion.

Joan Kelly and family have donated a cigarette case to the Legion for display.

Bob Hunter has given to the legion historical books and a CD on the Avro Arrow. He has also given the legion for display a RCAF teacup and saucer.

The dismay lights are still on going. The one light fits but doesn't work. Prices to replace bulbs \$300 - \$1000 dollars which can be done over time. I so move my report.

Seconded by Comrade Criss

CARRIED

SICK AND VISITING: Comrade Hunter; I need to find out that members are that are requesting a visit. Members please let the front desk know who is ill, in hospital, etc., with a phone number so that I may call them to see if they would like a visit. Comrade Wiebe will make home visits. Ladies Auxiliary would like me to visit their members as well. I so move my report.

Seconded by Comrade Criss

CARRIED

ENTERTAINMENT & SPECIAL EVENTS: Comrade Huziek reported New Year's Eve We had 88 people purchase and attend the function. The meal was very good. A lot of compliments on the meal quality and quantity. Judy and Joy did a very good job on the meal. Our volunteers did a super job to ensure that our guests were looked after. I have to send Kudo's to Flo, for procuring and the wrapping the gifts, and for ensuring the kitchen appliances were ready to go. Thank you for a job well done. We made a profit of about \$3382.

Jan 10 and 11- Poor attendance in the Canteen for Music Poker and evening dances due to the extremely cold weather.

Jan 12 - Fiddle Fest: We had 12 fiddlers playing for the Fiddle Fest. 60 people attended and enjoyed the show quality. We had a very good response to the meal and bar. 50/50 paid out \$80. We made a profit of \$207. Many people didn't show up due to extremely cold weather.

Jan 16 Jamboree - Cancelled due to cold weather.

Jan 18 Dance Party - Poor Attendance due to cold weather.

Future Events

1. Feb 9, 2020 "Creedence Clearwater Reprisal" Band, Tribute to CCR
2. March 8, 2020, , "The Long Run" band tribute to The Eagles
3. Garth Brooks Tribute is partially booked with agreed price. Date to be determined.
4. Bonnie Kilroe- Divas show is in negotiations for date and price.
5. I have been reviewing the advertising statistics that we have on Post Media Solutions. We have had extraordinary interest in our events such as the New Year's Dance (20,923) and the Grey Cup Party (1372) which indicated a combined total of 22,295 hits. The unfortunate part of these statistics is that we have had dismal attendance to these events (88 tickets NYE and about 40 Grey cup). Post Media is indicating to me that the interest is very good, but the "Landing Experience" the viewer gets on our website is a turnoff and consequently do not follow through on the purchase of the tickets. People want to be able to click on the ad, and then click to purchase tickets and then click to buy via credit card. We do not have this capability currently. They are suggesting setting up a Website for us that will put all our Purchasable venues on the system. \$600 to set-up and \$150 per month maintenance. I need input from our Technical people and financial committee if we want to go this route. My target number on the above statistics is 1-1.5% purchases which would have resulted in sellout on our NYE and certainly enhanced the attendance for the grey cup party. This legion does need to step into the digital world, and it appears the time to do it is this year. Our public image appears to be on the incline, and we should ride this wave as long as we can.

I met with Paul Cheung, owner/operator of Han TV and volunteer for our poster distribution. He is willing to help us with digital advertising and provide media expertise on our website. He is also willing to do a 2 or 3 minute media script story for branding and advertising for the Kingsway Legion, events and rentals to go viral on U-Tube, website and Facebook.

In exchange he would like 6 free canteen rentals, where he can host 6 mini concerts that would feature young/new artists doing Pop, Jazz, Blues, Heavy Metal, Folk, Folk Rock and Country Music taking place on Sunday nights from 1800-2100. All advertising and ticket revenue will be handled by Paul. The Legion would keep the revenue from the liquor and food sales. He

suggests that we maintain a simple menu, along the Finger Food variety such as Wings, Nachos, Etc. He also is requesting to use the Legion as a Back Drop to his client interviews. I am requesting a decision on this item at today's meeting.

We have an opportunity to pursue a niche market, to provide a "POP-UP" office facility. There are business ventures in Edmonton that cannot afford to have a permanent office with all the Fixed Cost overheads. They often work out of their vans, shop malls or other venues. They would be interested in being able to set up shop in our facility for 1 or 2 days a week and would work with our schedules. They would use their own laptops and phones, but we would charge a price for use of our computer outlets and space, allow them to bring in their clients to meet with them, give them a reduced rental rate on the board room or other rooms as required for their meetings and around our scheduled events. It is unknown at this time what the going rate should be on a per month basis and how we would need to set it up. If for example, we charged each individual company \$250 per month and we took on 10 businesses, this could bring in \$2500 per month on rentals alone and virtually no cost to the Legion. The food and alcohol purchases would be in addition along with the Legion Exposure to the Business Community, which could further increase our rentals. A good project plan is required which will include Wi-Fi capabilities, a review of work station locations, and how we will allow the companies to schedule their work days. This all has to be on the Kingsway Legion schedule.

I so move my report

Seconded by Comrade Torrie

CARRIED

POPPY: Presented by Comrade O'Brien the next meeting on Feb. 10, we will be having a primary discussion on the boundaries for each Legion. Geoff Biddscombe would like to have a meeting with the volunteers that drove to the businesses to smooth out some of the wrinkles. Total revenue city wide we brought in \$413,876.67 as of Dec 17. That is approximately a drop of \$6000.00. I so move my report

Seconded by Comrade Torrie

CARRIED

POPPY TRUSTEE REPORT: Comrade Wills stated elections were held at the last meeting, and he was re-elected as Chairperson and Treasurer. We assisted 41 clients, \$7986.00 in food vouchers, one clothing \$205.00, \$1271.00 medical supplies, \$4000.00 in Cadet donations, \$9420.00 in Rent for a total \$23,841.00, when I say this year it is the Poppy campaign year so from October 1st. I have advised each branch to review Poppy manual and make use of the money that is available. A lot of things are being missed we are not doing. One thing for your knowledge we are entitled to a Vet annual visit for up to \$25.00 per plate, for a veteran and his caregiver, so I have received a bill from Comrade Werner, and I have processed that. We are allowed \$350.00 in storage that went through. I so move my report.

Seconded by Comrade Rimmer

CARRIED

RESOLUTIONS & BYLAWS: No Report

HONOURS & AWARDS: Comrade Fecteau stated there will be a number of Branch Medals and Certificates presented at the General Meeting. There is still a number of Comrades out there deserving of an award. If you know of a member who has dedicated volunteer hours or who has

made an outstanding contribution for the good and welfare of the Branch. Please submit a written report addressed to me and deliver it to the front desk.

I so move my report.

Seconded by Comrade O'Brien

CARRIED

CORRESPONDENCE: Comrade Burton read one letter from Ladies Auxiliary.

Motion: Comrade Torrie made that we authorize the Ladies Auxiliary to hold bake sale and raffle, including the 50/50 draw.

Seconded by Comrade Rimmer

CARRIED

I so move the correspondence.

CADET LIAISON OFFICER: Presented by Comrade Burton presented Comrade Baxter's report:

No report was received from RCACC1809 or from CB Hill

RCACC180 Comrade Torrie reports as follows. Visited the Corps on 14 January. Despite the cold they had a good turnout for their parade. The Corp strength has remained consistent throughout this training cycle. There shall be a Change in Command Tuesday 21 April at 1900 hours. Next visit planned for February 11

I attended the Change of Command Parade at 504 RCACS on December 11. The Branch was also represented by Comrades Wills and Fecteau and two members of the L.A. Captain Mark Lust is the new Commanding Officer. I plan on attending the Commanding Officers Parade on January 22. I so move my report.

Seconded by Comrade Kuervers

CARRIED

SERVICE OFFICER'S REPORT: Comrade Earles

I completed 3 Poppy Fund requests, assisted with one initial claim, had two referrals to the Command Service Officer and completed one request for information. I so move my report.

Seconded by Comrade Forner

CARRIED

Motion: The following motions be entered into the minutes for the e-votes taken since our last meeting:

- a. **Motion:** Section 401 – Support to Veteran and Family \$300.00 in grocery cards for client 175-19-024
- b. **Motion:** Section 401 – Support to Veteran and Family \$300.00 in grocery cards for client 175-19-025
- c. **Motion:** Section 401 – Support to Veteran and Family \$300.00 in grocery cards for client 175-19-026
- d. **Motion:** Section 403.ii.c – Medical Appliance \$100.00 Hearing-Aid Test for client 175-19-028

- e. **Motion:** Section 403.ii.c – Medical Appliance \$100.00 Hearing-Aid Test for client
175-19-029
- f. **Motion:** Section 401 – Support to Veteran and Family \$300.00 in grocery cards for client
175-19-030
- g. **Motion:** Section 401 – Support to Veteran and Family \$300.00 in grocery cards for client
175-19-031
- h. **Motion:** Section 401 – Support to Veteran and Family \$300.00 in grocery cards for client
175-19-032
- i. **Motion:** Section 401 – Support to Veteran and Family \$300.00 in grocery cards for client
175-19-033
- j. **Motion:** Section 402.i.b Storage Cost \$350.00 for Storage Fee for Kingsway Legion client
175-19-034
- k. **Motion:** Section 403.ii.h Annual Veterans Visit \$352.50 for Kingsway Legion client
175-19-035

Seconded by Comrade Forner

CARRIED

SGT-AT-ARMS: Presented by Comrade Kerel Comrade Ben Murdock is quite ill with the flu. I have had no requests for any Honour Guard services.
I so move my report.

Seconded by Comrade O'Brien

CARRIED

MANAGER'S REPORT: Comrade Werner reported we will be changing our system that we have for selling raffle tickets, including Grey Cup tickets. We will put everything into an envelope with the money and Ways & Means Chairman will make one deposit instead of several a week. In the spring we should get our floors waxed they haven't been done in 5 years. We have a tentative date in the spring to fix the condenser.

I will be having a meeting with Audrey Ferguson and the kitchen staff regarding the Command Darts to make sure everyone is on the same page so we don't want any disruptions, I have told them that Comrade Ferguson is in charge of the event.

Comrade Werner brought up the fact that the Administrative and Kitchen staff has not had a raise in 4 years.

Comrade Kuervers moved the manager's report.

CARRIED

Seconded by Comrade Torrie

Motion: Comrade Kuervers moved that we give a 3% raise to all staff, as of the next pay period and we direct the Financial Committee to integrate said changes into the next budget.

Seconded by Comrade Earles

CARRIED

BUSINESS MANAGER'S REPORT: I met with our Janitor Company to find out why our Bathroom Tissue requirements have gone up. Discussions revealed that they were removing all rolls that were less than 30% full and discarding them. I instructed them to do daily audits on individual dispensers and reset those that were set to full rolls.

50/50's have varying results on different days and the usual payout seems to be at about \$80. When we do a gross total of the 50/50's, we average close to **\$52,000** per year, with a payout to the legion or respective club receiving a share of the **\$26,000**. These numbers are based on the rolls of tickets that are purchased. This is a clear indicator, that although the rewards appear to be small, collectively they add up to a significant value.

Our Membership enrolment for 2020 is trending positively.

A "Thank you" is in order for Kathy Deugau and Kathy Peddle for providing historical info for our little history book. We will attempt to organize this into our July 1 Celebration. Once again, we need to acknowledge our volunteers for 2019. Collectively, we have all volunteered 15,843 hours. Thanks to all co-ordinators for your timely submissions.

The \$10 Vouchers are very well accepted by our volunteers, however, people are saving the vouchers and not spending them, thereby reducing the number I have to recycle. Therefore, effective Jan 20, 2020, I will begin to offer letter vouchers with a 90-day expiry date. The plastic vouchers will be taken out of this circulation and used as required.

2019 had a mixed bag of variables. Our Canteen signed attendance was 31,435 which were up from 30,922 in 2018. We estimate that there are approx. 15% that do not sign in. We have now been monitoring our attendance for 3 years and it appears that our Attendance averages around 36,000 people. Collectively, the purchase average has been \$11.34 per person. This is up from the \$9 purchase we when first began monitoring, 3 yrs. ago. The above is an indicator of the good work done by the volunteers, staff, Ladies Auxiliary and Executive in promoting the various sport events, meat draws and good service to our customers.

Our Mortgage is being paid off at a rate of \$104,168 annually with 60% of our payments going against the principle. This is a terrific spot to be in. We should be due to re-negotiate our term in May 2020.

We have finished off 2019 in probably the best financial position we have in the past 3 years. We are entering 2020 with a good start. I so move my report.

Seconded by Comrade Torrie

CARRIED

PRESIDENT'S REPORT: We have more executives and we must all share the computers.

The President's office is rented out every Tuesday to a Social Worker who is working with Veteran's. If the door is shut DO NOT knock or enter.

The Wreath office construction will start on Feb 26, 2020

I am trying to clean up the Rotunda, we are removing all the junk, and we have moved a notice board from the General Service board into the volunteer corner. We have moved the volunteer corner; Comrade Earles is going to clean up Service information board. The only upright sign allowed in the rotunda will be the one that gives direction and no outside food or drink. I don't want to see anymore posters on walls, doors or anywhere. There is the sign in book, the Kingsway Legion sign, and the volunteer tucked in the corner. I want people to be able to come in and see the displays and make them feel more welcome. I so move my report.

Seconded by Comrade Deugau

CARRIED

OLD BUSINESS:

IT: Comrade Kuervers reported: As you know, Windows 7 became unsupported by Microsoft on 15 Jan 2020. As almost all of the Legion's computers were running Windows 7, I managed a large-scale migration of all computers to Windows 10. With the exception of Florence's machine, which is incompatible with Windows 10, I have managed to upgrade all of the computers to Windows 10, including the Desktop computer. I will be replacing Florence's machine with a spare machine later this month.

Tax Status with City of Edmonton: I am still working a draft proposal to try and convince the city to let us shift to a tax status based on our 'occupancy' rates of the profit-earning rooms, similar to the agreement that they City of Edmonton has with the Shaw Conference Centre (albeit on a much smaller scale).

This item will be tabled until the next executive meeting.

Funding for the Ladies Auxiliary:

Motion: Comrade Kuervers moved that 50% of all bingo's profits are transferred to the Ladies Auxiliary.

Seconded by Comrade Torrie

CARRIED

NEW BUSINESS:

IT: Comrade Kuervers I am pleased to announce that we were able to capitalize on a change in policies of a non-profit supporting agency and attain non-profit support status through two organizations:

a. TechSoup Canada. A tech organization that specializes in supporting non-profit and similar groups with donated or price reduced software, hardware and services in support of non-profit core missions; and

b. Microsoft. The large software giant has an entire dedicated organization to support non-profit organizations. Support by Microsoft is dependent on the review and confirmation of non-profit status by TechSoup.

Prior to 2020, TechSoup Canada didn't recognize the Royal Canadian Legion as a non-profit organization. However, they have recently changed their policies, and just this afternoon they granted our application to both TechSoup and Microsoft for Non-Profit status.

With these new capabilities, we will be able to implement a unified software solution for the employees, executive, and committee members.

I expect to have an updated plan for the February Executive Meeting.

Vets Villa – we are looking for someone to take over as Liaison for Vets Villa – Comrade Earles will consider taking on this role.

Branch Chairperson: Comrade Fecteau agreed to take this position.

COMMENTS FOR THE GOOD & WELFARE OF KINGSWAYS BRANCH # 175

The executive members will be away on holidays or work as follows:

Holidays

Flo Werner – Feb 1–16/2020

Ron & Carol – Feb 4-25/2020

Paddy & Kim – Feb 14-Mar 1/2020

Mac & Vicki – Feb 15-Mar 8/2020

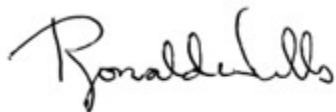
Work

Steve Kuervers – Feb 10 – 28/2020

Motion: To adjourn was made by Comrade Burton

The President closed the meeting by ritual.

The meeting adjourned at 9:50 P.M.



Ronald Wills, CD
President
Kingsway Branch # 175



Carol Burton
Executive Secretary
Kingsway Branch # 175