

ROYAL CANADIAN LEGION KINGSWAY BRANCH #175
MINUTES OF THE EXECUTIVE MEETING
TUESDAY MARCH 17, 2020

The President opened the meeting by ritual at 7:05 p.m. Comrade Fecteau
Chaired the meeting.

ROLL CALL:

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

Excused: Comrades Wiebe, Earles (Sick),

Absent: Comrades Baxter, Kerel

Guests:

LAST POST

<u>NAME</u>	<u>AGE</u>	<u>DECEASED</u>	<u>SERVICE</u>
Chamberlain, William	75 years	28/January/2020	
Christensen, Kenny	67 years	13/February/2020	

MOTION TO ACCEPT THE AGENDA:

Motion: To accept the agenda were made by Comrade O'Brien will the following addition:
Operation of Legion during the COVID-19 Pandemic
Seconded by Comrade Deugau

CARRIED

Operation of Legion during the COVID-19 Pandemic

The Health Minister of Canada recommends events with more than 50 people be cancelled. We have a class C licence and can remain open if we don't exceed the 50 people in a room. If the card leagues which to come out and play, we can put them in the Past Presidents Room.

Command stated Branches are recommended to shut down. Recommend NOT mandatory. In addition, Command has cancelled:

Area B Rally – Postponed

All Command & Dominion Sports Events Cancelled or Postponed

Dominion Convention – To Be Announced

Inter-Branch – Cancelled

Motion: Comrade Kuervers moved that the Branch stay open and have the hours of operation to be determined by the President and Manager.
Seconded by Comrade Forner **CARRIED**

After a discussion there was an Amendment by Comrade Forner: Limited to the Legion members and their guest.
Seconded: Comrade Torrie **CARRIED**

Motion: Comrade Kuervers moved that the Branch stay open and be limited to Legion members and their guest. and have the hours of operation to be determined by the President and Manager.
Seconded by Comrade Forner **CARRIED**

MINUTES OF THE GENERAL MEETING DATED 28 JANUARY 2020:

Motion: To accept the minutes was made by Comrade Torrie
Seconded by Comrade Forner **CARRIED**

ERRORS OR OMISSIONS: None

BUSINESS ARISING: None

Motion: To adopt the minutes was made by Comrade Rimmer
Seconded by Comrade Ferguson **CARRIED**

COMMITTEE REPORTS

FINANCE: Comrade Forner reported as per the presented January/February Financials statements, I so move my report.
Seconded by Comrade O'Brien **CARRIED**

WAYS AND MEANS: Comrade Criss reported the following I would like to announce we have been approved for the New Horizons Seniors Grant. This grant will be for new steam tables as well as replace the tables in the canteen. Quotes are on their way.

As of February 4th, 2020, we started the holiday raffle for Vegas. Trip for 2 for 4 days in Vegas worth \$1,500.00. We added a second prize of Dinner for 2 at Mayfield Dinner Theatre worth \$300.00. The tickets are all out and I am waiting for the stubs and money to be returned.

We did start a new raffle for a trip for 2 for 7 days to Mazatlán Mexico. So far to date Tickets are selling decent. It's is my opinion that the new idea of the raffle is allot better than a monster 50/50. By keeping the raffles pretty much into 2 sizes it greatly increases the chance of winning.

Prizes worth between \$1,500.00 to a max of \$2,000.00 will have 600 tickets printed over a three-month span bringing in a profit of \$1,000.00 to \$1,500.00.

For a larger raffle with an average prize of \$2,500.00 for 1000 tickets printed over a period of 3 months.

As these raffles are for you the members starting in April there will be a suggestion box by the volunteer board. If anyone has ideas on a nice place for a vacation or an idea for a raffle prize, please drop a note and let me know.

Currently our status on the grant application we sent out is:
New Horizons for Seniors Program \$25,000 – approved
CFEP Small Funding Stream – 52,907 – on hold
(CIP) Operating Grant – 446,454 – declined

I so move my report

Seconded by Comrade Forner

CARRIED

MEMBERSHIP: Comrade Rimmer reported that we have 1133 members

Ordinary	Associate	Affiliate	Life Members
440	364	305	24

I so move my report

Seconded by Comrade Ferguson

CARRIED

NEW MEMBERS: New Applications 21 Transfers 2 Reinstatement

Ordinary

Dahoy, Peter G.
Dalwood, Andrew

Associate

Leach, Christine
Serink, Darwin
Serink, Linda

Affiliate

Christensen Wendy
Conniff, Gerald
Conner, Kelly
Jones, Dean
Ljubsa, Majda
London, Max
Moreno, Ernesto
Patenaude, Debra
Preston, Debbie
Rayner, Lynn
Synott, Elizabeth
Topolnicky, Susan
Vockeroth, Scott D.
Wirachowsky, Marie
Wog, Wayne

Transfers

Reinstatements

Ordinary

Associate

Affiliate

Hamer, Deb G.
Willis, Brian “Leigh”

For a total of: 21, 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 Ferguson

CARRIED

New Members Who Signed a Declaration:

Ordinary

Associate

Affiliate Voting

Alexander, William S.
Decker, Gary J.
Duthie, David W.
Lastiwka, Lyle L.
Smith, David

Atkin, Kristina H.
Boychuk, Kenneth E.
McLeod, Ilene
Morton, Viviana
Middleton, Victoria
Serben, Brian
Sexton, William

Demerais, Lawrence
Hittinger, Lorne
Holtet, Brian J.
Kiriak, Stella
Lalonde, Lucien
Mroczek, Kevin
Parchem, Donald
Thorsen, Carl G.

PUBLICITY: The website is up to date as of today. Currently I put down that we are still open, but I have notes from the Provincial Government on the front page, so that is the first thing they see. I will update it accordingly as we make decisions along the way. Also, for the front desk please refer them to the website for information. I so move my report.

Seconded by Comrade Rimmer

CARRIED

SPORTS:

On February 7-8, 2020 Kingsway hosted the Command Legion Dart Tournament. We had 17 teams (83 players) playing in the event. Our Kingsway team of Lionel Foote, Rod Fader, Rick Etmanski, LeRoy MacIntosh and Dennis Kinasewich had fun but did not bring home the hardware.

I would like to thank my volunteers who assisted me to make this a successful event – Glenda Rimmer, Noella Mahr, Kathie Peddle, Lori Faraschuk, Elenor MacIntosh and our chalkers – Ivan Lucenda, Roger Nelson, Frank St. Pierre, Catherine Bruno, Evelyn Kinasewich, Tom Rennie, Claude Pope, Dave Bernard and Denise St. Pierre.

On February 14-15, 2020 the teams of Clarence Ziegler, Serge Kowalchuk, Sheryl Kowalchuk and the team of Laura Lee Thompson, Orville Schneider and Myron Karpiak attended the Command 8 Ball Pool Doubles in Drayton Valley. These two teams ended up playing off for 2nd place with the team of Laura Lee, Ok and Myron coming in 2nd and Clarence, Serge and Sheryl coming in 3rd. Laura Lee, OK and Myron will now move on to Dominion to be held in Innisfail on May 29 – June 1, 2020. Good luck team.

On February 21-22, 2020 Audrey Ferguson and LeeAnn Leaburn attended the Command Senior Shuffleboard which was held in Calgary and managed to place 1st in the Senior event and brought home the hardware. I so move my report.

Seconded by Comrade Deugau

CARRIED

BUILDINGS AND GROUNDS: Comrade R. Torrie reported the fridge door latch and the freezer door latch have been repaired at cost of \$900.00 I so move my report.

Seconded by Comrade Deugau

CARRIED

HISTORIAN: Comrade Deugau reported the lights in the display is still ongoing. I am working with Steve Criss and his electrician to see if we can find out how much it would be to reorganize the lights. The current display we are looking to keep the display up for an undetermined time, due to the virus. Hopefully we can change it out to our artillery display when this is over, and I am working with Steve Criss on this as well. I so move my report.

Seconded by Comrade Kuervers

CARRIED

SICK AND VISITING: Comrade Hunter during the last month I have attended a memorial service at the Kipness centre, visited a number of people in long term care. At the present we have one person in the Roya Vic, one person in long term care, one person in the University Hospital, and one person in the Mazinkowski. We received a Thank you from a family member for my visit to long term care. I so move my report.

Seconded by Comrade Criss

CARRIED

ENTERTAINMENT & SPECIAL EVENTS: Comrade Huziek reported the following upcoming events he is working on:

Garth Brooks Tribute date is April 26.

June 7, 2020, Alan Jackson Tribute.

June 14, Edmonton Swing Big Band Tribute.

July 1, Canada Day Celebrations. Plans to be finalized. Volunteers will be needed.

Sept 13, Elvis Presley and Roy Orbison.

Oct 5, Everly Bros Experience.

Oct 18, Twilight Time, a tribute to the Platters and Doo Wop music.

Nov 11, Remembrance Day, activities, Volunteers needed.

I so move my report

Seconded by Comrade Torrie

CARRIED

POPPY: Presented by Comrade O'Brien our boundary of 153 Avenue is now Anthony Henday, 167 Avenue to 122 Street we do not cross 127 Street anymore. I so move my report.
Seconded by Comrade Duegau **CARRIED**

POPPY TRUSTEE REPORT: Comrade Wills advised everyone that the three old bank accounts have been closed. The Poppy Trust Fund Statement has been forwarded to Command. 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 presentations to be handed out to those members that were unable to attend the January General Meeting as well as new presentations to members recommended by their comrades.
A reminder to all our comrades, If you feel that one or more of our comrades is worthy of an award, write up a recommendation, address
It to me, and hand it into the front office. There are many unrecognized comrades out there who are worthy of awards. I so move my report.
Seconded by Comrade Torrie **CARRIED**

CORRESPONDENCE: Comrade Burton read two letters, one from No Stone Left Alone 5th Annual Dance to Remember at a cost of \$325 each. Second from N.W.E.B.A
I so move the correspondence.

CADET LIAISON OFFICER: No Report

SERVICE OFFICER'S REPORT: No Report.
Seconded by Comrade Forner **CARRIED**

Motion: The following motions are 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 175-19-036
- b. **Motion:** Section 401 – Support to Veteran and Family \$50.00 in grocery cards for client 17-19-037 was sent to Poppy committee in error, but was approved
- c. **Motion:** Section 401 – Support to Veteran and Family \$300.00 in grocery cards for client 175-19-038
- d. **Motion:** Section 401 – Support to Veteran and Family \$300.00 in grocery cards for client 175-19-039

Seconded by Comrade Kuervers **CARRIED**

SGT-AT-ARMS: No Report

MANAGER'S REPORT: Comrade Werner stated that volunteer hours are currently, for every 10 hours of volunteer hours, a voucher for \$10.00 is given. Last month \$1600 worth of vouchers were used.

Motion: Comrade Huziek proposed that a \$10.00 voucher will be given for every 20 hours of volunteer time.

Seconded by Comrade Rimmer

CARRIED

Comrade Kuervers moved the manager's report.

Seconded by Comrade Torrie

BUSINESS MANAGER'S REPORT:

This year the Kingsway Legion will be embarking on a new venture, partnering with HAN TV and the promotion of new and young talent in other genres of music. We will have artists performing Jazz, Blues, Pop, Pop-Rock, Metallica, Country and others that we may have missed. The dates for these events are May 24, July 12, Aug 30, Sept 27, Nov 8, and Jan 10/21.

OPERATIONAL REVIEW -CoronaVirus Legion Financial Protocols

As a business, we must look at the Financial Picture that is beginning to take shape for the Kingsway Legion. The week of March 8 saw cancellations of functions and the week of March 15 is showing more cancellations. We must now look at making plans on how to proceed further. A hundred-day window places the Kingsway Legion on or about June 15. The Customer drought may continue much longer and only gets more complicated by the Summer months.

Our Monthly liability for taxes, utilities and repairs will stay at about \$34,445. This places us in a deficit of \$110,224 for the period. This will continue to grow if the pandemic period grows. The appearance of the disease will diminish the expected return from our Casino and Bingo events due to low crowd volumes. If we consider an extended "Shut Down" of operations, we must also consider the shelf life of the groceries in the cooler (approx \$3,000). This lack of funds will also affect our ability to execute the Grant Conditions that we have been successful in attaining.

If we choose to stay open, what is the plan when one of our employees comes down with the virus?

Note: The executive committee is aware that we will have no choice but to close our doors if our staff comes down with the virus.

I want to expand our conversation on the Financial Aspects of the Legion and how we will be handling issues of refund and still maintain a very respectful image to the public. I am about to embark on a massive advertising campaign on upcoming concert events. By doing so, I am placing the Legion in financial jeopardy, unless the funds are earmarked as they come in. The

jeopardy liability currently sits at about \$2000(Garth Brooks Sales) but could very easily rise to \$20,000 across the 6 upcoming concerts. We currently spend it as it comes in. I am asking for direction from the Executive to identify the steps we want take. Are we going to earmark the funds?

Most of the concerts I have scheduled into the fall, may not be able to re-schedule due to touring commitments. Today, I had a band scheduled to play at the end of the month, pull out on me citing illness and another band scheduled to play this weekend is asking if we are going to stay open.

Note: The executive committee decided to suspend all aspects of Special Events until we are completely back up and running.

I am suggesting that we ask Dominion for financial assistance over this patch, or attempt talking to the Servus, to see what options they may be recommending to us. Our track should be considered stellar from 3 years ago. We should also contact the City of Edmonton to suspend Property Tax payments from the Legion, until we are operational again. It is imperative that the Executive assign an individual to pursue the gov't financial assistance initiatives designed for the virus situation.

Note: Comrade Wills will reach out to the bank, the city, and the utility companies about deferring our payments. As each branch is autonomous Dominion would not be able to help.

I am making the following comments with the utmost respect for the portfolios involved. It is felt the comments need to be said to solicit an affirmative Action Plan.

Colour/Honour Guard

The Honour/Colour Guard is viewed by the outside public as the Flag Ship symbol of the Legion and the people it serves. I have noticed that there is a lot of Admiration and respect by the public when our Guard is at a function. Lately, it is noted that our Colour/Honour Guard has developed vacancies and that the duties have fallen on a select few. There are times when we do not have enough to fill the Flag Requirements at a meeting. I am recommending that we fill the spots and a few extra in reserve. I am also recommending that if the decision to fill additional spots, that we consider filling from both genders. I am willing to help fill the spots, by providing the names of interested people, but we need to ensure that there is a timely call to training after I submit the list. We cannot afford to lose this identity.

Note: The executive committee agrees the need to seek replacement as it is an important part of our tradition. Comrade Kerel will be tasked to actively seeking replacement.

Membership Portfolio

Over the past 6 months, many concerns have been raised over the issue of memberships not being processed on a timely basis, which result in new members and transfers, being upset that they have to wait for their cards for extended periods up to 6 months. These new members do expect to have their cards made available to them on a timely basis. This is not currently happening for a lot of reasons. I do know that this is a very real dis-satisfier to the new members

and as such will probably encourage them to not re-apply for the following year. This dissatisfier presents a threat to increasing and maintaining our membership.

I have spent substantial time to review the processes involved in the Membership Portfolio. The following items severely impact the functionality of this Portfolio:

1. There is no value-added procedure for a new membership in this portfolio if the new member chooses to not be sworn in.
2. The current Dominion Membership Computer Programme encourages on-line enrolments and renewals, therefore, further reducing the need for a Membership Coordinator.
3. There is a belief that all new members must be sworn in and most of the new members choose to not be sworn in.
4. The Membership Chairman has little success with new members returning calls-e-mails to confirm attendance at "Swearing in". Therefore, the backlog continues to self-perpetuate.

Motion: Comrade Wills motioned that we struck a committee consisting of the President, the Membership Chairwoman, a representative of the front end, and up to two other members to develop a policy on the handling of the Membership registration/tracking.

Seconded by Comrade Kuervers

CARRIED

Membership Benefits

Complaints are being received at the office from members who have paid up their memberships and are witnessing other individuals who have not paid their memberships and are allowed to participate in the various Card Playing events, Darts and Pool.

Note: Any Legion non-members must be signed in by a Branch Member. If they have not been signed in, they can be asked to leave.

It is up to the individual leagues to decide if they want to let non-members play or not. If a fee is charged, that league has the power the amount charged to member/non-members of that sporting event. There is no reason that the league cannot charge extra for non-members.

Video and Canteen shows

A meeting with Paul Chung, Steve Criss and myself is to take place on Wed, March 18 to develop timelines and to determine the resources needed. My presentation date for the video roll out is Oct 15. The Canteen shows must be determined by May 1.

Pop-Up Office

The research has been done and completed. It is determined that we can accommodate on a given day as many as 16 people, business type dependant. Research has shown that our clients will need the following requirements to be met:

- Private Workspace
- Flexible Term
- Fast Move In

Services included
Fixed Cost
Furnished

LEGION REQUIREMENTS TO BE DETERMINED

1. Number of workstations we are prepared to sign out.
2. Schedule for the workstations to be occupied.
3. Advance booking limit (1 month, 2 months, 3 months)
4. Interview all Rental Clients to determine length and frequency of individual occupancy, Nature of the business Flexibility, potential Facility requirements.
5. Computerized Scheduling Program to be incorporated into this part of the business and maybe the room booking aspect as well.
6. The price we are willing to charge for the rental on a per month basis.

Research shows that there are 2 components that are very strong in determining the price. One is location and the other is office space itself. Suggestions in the research indicate a printer available to the renter, comfortable chairs, good lighting and reasonable convenience are decision making factors for the Rental Client.

Downtown prices are:

- \$412 per month for a serviced office.
- \$229 per month for Co-working spaces
- \$111 per month for a virtual office

Outside of Downtown:

- \$384/ month for a serviced office.
- \$169 per month for Co-Working Spaces
- \$64 per month for virtual office.

Because of current virus issues, suggested roll out is Sept 1, 2020. Potential revenue of this project is approximately \$1600/month @ \$32,000 per year. Based on our current fixed cost model (\$34,445 monthly) and an average use of 64 sq ft. and a 27% reduction for no weekend access, I have come up with a number of \$136/month. I so move my report.

Seconded by Comrade Torrie

CARRIED

Note: The Pop-Up Office item will be tabled until after the pandemic is over.

PRESIDENT'S REPORT: No report

OLD BUSINESS:

Tax Status with City of Edmonton: Comrade Kuervers report he is 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).

Legion IT Support Non-Profit: Status – ongoing

NEW BUSINESS:

Motion: Comrade Rimmer motioned that we apply for AGLC for licenses on Pull Ticket, Bingo, and Casino.

Seconded by Comrade O'Brien

CARRIED

COMMENTS FOR THE GOOD & WELFARE OF KINGSWAYS BRANCH # 175

Thursday Night Jam cancelled until further notice. Once up and running again would like cost of coffee be \$1.00 instead of \$2.25.

We will be cancelling the General Meetings until further notice.

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