

**ROYAL CANADIAN LEGION KINGSWAY BRANCH #175**  
**MINUTES OF THE EXECUTIVE MEETING**  
**TUESDAY 23 JANUARY 2024**

The President opened the meeting by ritual at 6:30 p.m.

The meeting was chaired by Comrade S. Danyi

**ROLL CALL:**

**Present:** Comrades R. Torrie, Etmanski, W. Hyshka, R. Wills, C. Wills, J. Hyshka, Criss, Fecteau, Deugau, Nelson, Danyi, Simon, N. Danyi, D. MacIntosh, Wiebe, Walsh

**Excused:** Comrade Werner (holidays)

**Absent:** Comrade Judy Morrill

**Guests:**

**LAST POST**

<b><u>Name</u></b>	<b><u>Age</u></b>	<b><u>Deceased</u></b>	<b><u>Service (if applicable)</u></b>
Faraschuk, Lori	68 years	23/12/2023	
Cotton, Violet	86 years	7/05/2023	
Pengelly, Douglas	91 years	5/01/2024	
Santo, Violet	86 years	14/01/2024	RCAF
Weinman, Ray	90 years	15/01/2024	

**MOTION TO ACCEPT THE AGENDA:**

Motion to accept the agenda were made by Comrade Simon  
Seconded by Comrade Etmanski

**CARRIED**

**MINUTES OF THE EXECUTIVE MEETING DATING 19 DECEMBER 2023**

**Motion:** To accept the minutes was made by Comrade J. Hyshka  
Seconded by Comrade R. Wills

**CARRIED**

**Errors or Omissions:** None

**Business Arising:**

## **COMMITTEE REPORTS**

**TREASURER:** Comrade R. Wills

We held a meeting on Saturday 20 Jan 2024

**AGCL Audit** – I have responded to the AGLC Preliminary Audit Report. We are busy sorting out the \$6,789.00 of Pull Ticket Deposits. We are waiting for AGCL ruling on us having more than one family member on the executive board.

We have submitted the two Request to Amend Use of Gaming Proceeds. The first one is for adding District, command, and Dominion Sporting events. The second one will be plaques and Engraving.

**Kitchen Repairs** - We have two major repairs to be completed in the kitchen.

Updating the fire suppression system @ \$9,454.52.

The grease trap will cost more than we planned. The vendor thought it was only four feet deep and it's six feet. They will also be providing a quote for two under the sink trap, one for the main sinks and the other for the dishwasher.

**Cash Envelopes** – We could only get brown or white for our cash envelopes. The brown will be for office use. The white will be for Raffles, Meat Draws, and 50/50's.

**Class Action Lawsuit** Latest update 14 Mar 2022 – No Change

**AB Community Grant** – Due to the breakdown of the boiler and other HVAC issues I have reached out to Rea Trinidad-Penton from AB Community Grant requesting permission to divert the \$20,069 to repairing all the HVAC issues. They seem receptive to the idea. Nordic will be coming in next week to review our system and provide a quote. The quote is required before AGLC will look at our request.

**Event Costing Sheets** – We have starting to establish new accounting protocols for tracking event costing.

**Over 60 Club** – The over 60 club has shut down and donated the balance of their remaining funds (\$200.00) to the Branch.

### **IT Department**

I am looking into the problems members are having logging in to Office 356.

Flo decided she wanted a new computer and broke hers prior to leaving on vacation. I am working at getting the software installed on her new hard drive.

I am still waiting for the guy, who's coming in to look at our Camera system.

I so move my report.

Seconded by Comrade W. Hyshka

**CARRIED**

**FINANCE:** Comrade N. Danyi

See attached report.

Seconded by Comrade Simon

**WAYS & MEANS:** Comrade Criss

Checking on three other grants that was provided from members, just waiting on information before start applying. Would like to get grants for chairs in ballrooms, POS system, Legion repairs, and parking lot lights and various equipment.

Next round of Extreme Musical Bingo is February 24<sup>th</sup>. This one is our first marathon where we are having one mid day for people who can't attend evening ones. Day one be an "All ERA" one, followed by the 80's in the evening.

Looking at redoing raffles and go with smaller 1-day raffles that matches the event. Raffles will start at beginning of event and draw towards end of event.

For people that can volunteer for our regular bingos at Kensington Bingo Hall, please contact Renee Lafrance, her number is 780 222 8018. Her email is [rsilafrance1957@gmail.com](mailto:rsilafrance1957@gmail.com).

If you know of anyone or a company that can donate prizes or any other fundraising ideas, please contact Steve Criss at 780 278 1233 or at [steve.criss@kingswaylegion.ca](mailto:steve.criss@kingswaylegion.ca)

I so move my report.

Seconded by Comrade Fecteau

**CARRIED**

**MEMBERSHIP:** Comrade C. Wills reported that we have 858 members for 2024 in good standing.

Ordinary	Associate	Affiliate	Life Members
347	315	169	27

I so move my report.

Seconded by Comrade Wiebe

**CARRIED**

**NEW MEMBERS:** Comrade C. Wills 11 New Applications 1 Transfer 0 Reinstatement

**New Members**

Ordinary	Associate	Affiliate	Life Members
Watt, Bob	Smith, Sheldon	Smith, Galina	
Friesen, Joseph	Hill, Monica	Kulchyski, Richard	
Foisy, Joseph	Wallace, Brenda		
Chavin, Michel	Johannsson, Gerry		
	Johannsson, Debby		

**Transfer**

Wrenn, Andrew P.  
Jasper Place 255

For a total of 12

I so move my report.

Seconded by Comrade Simon

**CARRIED**

**PUBLICITY:** Comrade Simon No report

**SPORTS:** Comrade Nelson No report

**BUILDING & GROUNDS:** Comrade W. Hyshka  
Worked on lighting in main foyer.

Had my team check the lighting shorts in the hallway.

Back door buzzer was installed for the kitchen.

Snow removal – thanks to all who stepped up to help in this regard.

Thanks to Rick, Claude, and Greg for all your assistance.

Thanks to all who helped during the water pipe break and boiler failure.

I so move my report.

Seconded by Comrade N. Danyi

**CARRIED**

**HISTORIAN:** Comrade Deugau

I'm working on the display for the anniversary of the RCAF. Anyone wishing to help please let me know.

I so move my report.

Seconded by Comrade Walsh

**CARRIED**

**SICK & VISTING:** Comrade Wiebe

Visited Vicki Torrie in hospital, I will be conducting the service for Vi Santo and have completed the service for Lori Faraschuk.

**ENTERTAINMENT & SPECIAL EVENTS:** Comrade J. Hyshka

Upcoming dates and bands are as follows:

January 26/27 – Dean Henry

February 2/3 – CC & High Rider

February 9/10 – Sparking Tones

February 16/17 – Trick Ryder

February 23/24 – Dean Henry

### **UPCOMING EVENTS**

Starting to work on the Ukrainian Dinner (I am looking at April), but I will need to see about room availability.

I am currently working on 7 shows for February onward.

The New Year's Eve dinner went very well. Thank you for all who volunteered for this event. I do not have the final numbers and hope to have these numbers by the General Meeting.

I have tentatively booked a band for New Year's Eve 2024 – The Diamonds Band. Their cost is

\$1500.00 for the event. They play “old time dance music, country, Ukrainian, Latin, Rock and Roll and just about anything that fits your fancy!”

I so move my report.

Seconded by Comrade Etmanski

**CARRIED**

**Motion:** to provide a deposit of \$300.00 to hold the band for December 31, 2024, payable to Craig Repchuk.

Seconded by Comrade Etmanski

**CARRIED**

**POPPY:** Comrade S. Danyi

Poppy Committee Report - Kingsway Legion Branch #175

\*Period Covered: January 2 to January 17\*

\*\*January 2 & 3

The Poppy room was thoroughly cleaned and reorganized to enhance efficiency. Additionally, a comprehensive inventory was conducted for both the Poppy room and the Sea Can, to ensure accurate records of available items. Many thanks to the Biddiscombe's for their help in the inventory.

\*\*January 3

Poppy committee meeting was held on January 3, with the attendance of Donna, Natalie, Sean, and Geoff. The primary focus of the meeting was to discuss and allocate roles and responsibilities among the committee members, ensuring a clear understanding of tasks to be performed.

\*\*January 8

GEPF meeting held at Strathcona Branch on January 8. Attendance served to strengthen inter-branch communication and foster collaboration within the broader Legion community. A new Chairman for the GEPF was elected: Darryl Gullberg.

\*\*January 10

Handover meeting with Donna, Natalie, Sean, and Geoff with Brett. During this session, Brett formally handed over the Poppy keys, and detailed explanations were provided regarding the Poppy petty cash fund. The group diligently verified the funds and gift cards to ensure accuracy. Brett also took the time to explain the procedure for processing a bursary request, ensuring the committee was well-versed in the necessary protocols.

\*\*January 17

A follow-up inventory was completed on January 17, specifically focusing on the Wreath room. This meticulous examination aimed to maintain precise records of the available wreaths, ensuring that adequate supplies are on hand for various occasions.

\*\*Other

A critical aspect of the Poppy Committee's responsibilities involves financial oversight. In response to this, the committee implemented new petty cash protocols, incorporating weekly

counts conducted by two individuals. Additionally, record-keeping procedures were enhanced, and forms were updated to ensure a transparent and accountable paper trail.

These proactive measures undertaken by the Poppy Committee during the specified period are instrumental in maintaining the efficiency and integrity of the Kingsway Legion Branch #175's Poppy program. The committee remains committed to its duties and looks forward to continued collaboration and success in fulfilling its mandate.

I so move my report.

Seconded by Comrade Wiebe

**CARRIED**

**SERVICE OFFICER'S REPORT:** Comrade Walsh

I have completed 5 requests for Poppy Fund assistance, referred 3 veterans to Command Service Officer for additional follow-up and completed two requests for information.

I so move my report.

Seconded by Comrade R. Wills

**CARRIED**

**HONOURS & AWARDS:** Comrade Fecteau

Still no decision on the MSM award for our member.

I so move my report.

Seconded by Comrade Etmanski

**CARRIED**

**CORRESPONDENCE:** Comrade C. Wills    No report

**CADET LIAISON REPORTS:** Comrade Fecteau    No report

**SGT-AT-ARMS:** Comrade Etmanski    No report

**MANAGER'S REPORT:** No report

**OLD BUSINESS:**

Comrade Torrie – Finance committee to investigate cost and how many delegates will the Branch be able to send to the Dominion Convention in St John, NB, Aug 24-28

**NEW BUSINESS:**

**COMMENTS FOR THE GOOD & WELFARE OF KINGSWAYS BRANCH # 175**

Canada Day- We need to confirm if we are going to do a Canada Day Celebration or not. If so, what are do we have to plan. Comrade Carol Simon volunteered to assist with a committee.

**Motion:** Investigate the cost of purchasing the license for Music Bingo to be held by the Branch. (approximate cost is \$1100 per year – one time cost).

Seconded by Comrade Etmanski

**CARRIED**

**Motion:** to raise the cost of Music Bingo cards as of March 2024, to \$4 each or \$7.00 for 2 cards  
Seconded by Comrade J. Hyshka **CARRIED**

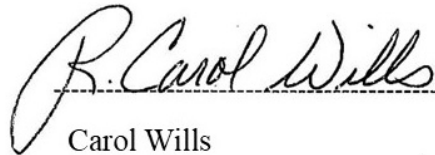
**Motion:** To adjourn was made by Comrade W. Hyshka  
The President closed the meeting by ritual.

The meeting adjourned at 8:20 P.M

Next Executive meeting 24 February 2024



Robert "Mac" Torrie  
President  
Kingsway Legion Branch #175



Carol Wills  
Executive Secretary  
Kingsway Legion Branch #175

**Royal Canadian Legion Branch #175  
Finance Committee Chairman's Report  
Month End: December 31, 2023  
Year End: December 31, 2023**

Dear Executive, Legion Members and Stakeholders,  
I am pleased to present the Finance Committee Chairman's Report for the Royal Canadian Legion Branch #175, summarizing the financial performance for the month and year ending December 31, 2023. The Finance Committee has conducted a thorough review of the financial statements, identifying critical metrics that necessitate strategic attention and planning.

**Financial Performance for Month End Dec 31, 2023:**

**1. Revenue:**

**Definition:** Revenue represents the aggregate income derived by the Legion, encompassing proceeds from room rentals, membership fees, and miscellaneous sources.

**Objective:** Revenue serves as the financial lifeline for the Legion. In December 2023, our income amounted to \$102,000, reflecting a remarkable 106% escalation from the preceding month, primarily attributed to heightened room rental activity during the festive season.

**2. Gross Margins:**

**Definition:** Gross Margins signify the percentage of revenue remaining after subtracting costs directly associated with delivering goods and services.

**Objective:** It delineates the profitability achieved after covering the costs of event execution and service provision. In December, our gross margins improved from 50% to 70%, indicative of judicious cost management.

### **3. Expenses:**

**Definition:** General/fixed expenses encompass routine costs incurred by the Legion, including utilities, salaries, and maintenance.

**Objective:** These constitute the recurring financial obligations. In December, our general/fixed expenses remained stable at \$101,000, underscoring prudent cost control.

### **4. Operating Surplus:**

**Definition:** Operating Surplus, akin to Net Income for non-profits, represents the surplus remaining after deducting expenses from revenue.

**Objective:** This metric encapsulates the net financial gain or loss. December witnessed a reversal from a negative surplus of -\$37,000 in November to a positive \$25,000, predominantly attributed to increased revenue from Christmas-related rentals.

## **Financial Performance for Year End Dec 31, 2023:**

### **1. Revenue Decline:**

**Definition:** Year-over-year (YOY) revenue decline quantifies the reduction in income relative to the previous fiscal year.

**Objective:** Regrettably, our total income contracted by 40%, decreasing from \$934,000 in 2022 to \$559,000 in 2023. This decline was primarily instigated by diminished room rental activity and a reduction in Legion membership.

### **2. Cash Position at FYE:**

#### **Definitions:**

- Unrestricted Cash: Funds available for discretionary use.
- Restricted Cash: Allocated funds earmarked for specific purposes.
- Available Funds for General Expenses: Liquid funds accessible for routine operational expenses.
- AGLC Funds for Building: Designated funds from Alberta Gaming, Liquor & Cannabis for building-related expenditures.
- GIC (Guaranteed Investment Certificate): A fixed-term, interest-bearing investment instrument.

**Objective:** This section delineates our available funds and their designated purposes. At December 31 2023, our unrestricted cash stands at -\$63,404.73, while other funds are earmarked for specific needs. Available funds for General Expenses outside of the building account, but including the credit line were \$19,584.43 and AGLC funds that can be used for the building, but not rentals or the kitchen, were \$44,491.19 at December 31, 2023. We also had \$40,155.09 in a GIC.

### **3. Financial Ratios:**

#### **Objective:**

- Gross Margins contracted from 67% to 51% due to significant inflationary pressures.
- Operating Surplus witnessed a substantial YoY decline (1,320%) from \$35,000 to -\$431,141, primarily driven by diminished revenue and escalating costs.
- Fixed costs, as a percentage of operating revenue, surged from 64% to 84%, attributed to inflationary trends and emergency expenses.

### **4. EBITDA and Debt Service Coverage:**



**Definitions:**

- EBITDA (Earnings Before Interest, Taxes, Depreciation, and Amortization): Reflects the organization's genuine cash flow.
- Debt Service Coverage: Indicates the organization's capacity to meet debt obligations.

**Objective:** Our EBITDA plummeted 86% YoY, from \$525,000 to \$71,000, owing to reduced revenue and increased costs. Debt Service Coverage dwindled from 3.77 times to 0.41 times, signaling potential challenges in meeting debt obligations without revenue growth and cost reduction.

**Short-Term Calls to Action:****1. Accounts Cleanup:**

**Objective:** Engage external accounting expertise to conduct a comprehensive review and cleanup of fixed asset and liability accounts.

**2. Investigate Account 31000:**

**Objective:** Investigate the origin of account 31000, denoted as 'Forgiveness of Debt,' reflecting a balance of -\$27,445.47.

**3. Amortization Recording:**

**Objective:** Cease the monthly recording of amortization for improved accuracy, efficiency, and alignment with common accounting practices for organizations our size and level of complexity.

**Long-Term Calls to Action (within 1 year):****1. Improve Financial Hygiene:**

**Objective:** Enhance financial protocols, encompassing job description revisions, weekly bank reconciliations, and monthly internal audits.

**2. Monthly Financial Reporting:**

**Objective:** Institute a practice of presenting positive and challenging financial aspects at each general meeting starting in Feb of 2024, fostering transparency and member engagement.

**Long-Term Goals (greater than 1 year):****1. Emergency Fund:**

**Objective:** Accumulate a \$100,000 emergency fund to address unforeseen contingencies, exemplified by events in January 2024.

**Other Updates:****1. Patterson Sign Rent Increase:**

**Objective:** Acknowledge a rent increase for the Patterson sign, resulting in an additional \$6,000 in annual revenue, thanks to the excellent work done by Ron Wills.

**2. Initiatives for Revenue Growth:**

**Objective:** Ongoing cost/benefit research for initiatives include hosting squadron breakfasts and networking events for wedding/event planners to augment membership, rentals, and overall revenue.

**3. Next Finance Committee Meeting:**

The Finance Committee's next meeting is scheduled for February 24, 2024, at 10:00 am. In conclusion, the Finance Committee is steadfast in addressing current challenges and implementing strategic measures to ensure the enduring financial sustainability of Royal Canadian Legion Branch #175.

Sincerely,

Natalie Danyi

Finance Committee Chairman Royal Canadian Legion Branch #175