



Princess Patricia's Canadian Light Infantry Association

**Minutes of the Board of Directors' Meeting
19 January 2022 via ZOOM at 1630 MST**

Present:	
Ted Giraldeau	Director / President
Terry Loveridge	Director / Acting Vice President / Regimental Heritage
Jim Croll	Director / Treasurer / Casino Chairman
Terri Orser	Director / Secretary
Jake Flanders	Director / VP West / Communications
Don Dalziel	Governance Chair
Herb Kenny	Membership Chair
Paul Hale	Past President
Regrets:	
Tim Penney	Director / HGMF Education Bursary Vice Chair
Jay Bickerton	Director / Veterans and Families / VPP
Dave McArdle	Director / VP East

Item	Discussion	OPI/Action
1.	Call to Order / Moment of Silence: The meeting was called to order at 1635 (MST) hours, with a declared quorum.	President
2.	Opening Remarks: Ted G. indicated that the main purpose of this meeting was to discuss projects for the year; to discuss the draft budget; and to consider whether to hold the upcoming AGM virtually.	President
3.	Approval of the Agenda: It was moved by Jim C. and seconded by Jake F. to approve today's agenda. <i>Carried</i>	
4.	Approval of Minutes from 17 November 2021: It was moved by Terry L. and seconded by Jake F. to approve the Minutes from 17 November 2021. <i>Carried.</i>	

Item	Discussion	OPI/Action
5.	Old Business:	
	5.1 BIA Project Sponsorship: Ted G. indicated that he had been in contact with Roger Chabot before Christmas and would be assigning a couple of Directors to continue developing a possible sponsorship of this project (see more details further in Minutes).	
	5.2 Full-Service Business Account: Jim C. stated that before the Association considers setting up a full-service business account with the bank, it should wait until the HGMF account has been fully removed from the Association account. Once this is done, the Association should consider switching banks so that we can access services such as a corporate credit card and the ability to use e-transfers. Ted G. advised the BoD that if we started to use a corporate credit card, we would have to set up some sort of check and balance mechanism to replace the dual signature currently required for cheques. No further action is required at this stage until the HGMF account is fully disconnected from the Association account. Jim C. would advise when this was complete and would then discuss with the President about changing banking arrangements.	Treasurer President
	5.3. Compassionate Listening Workshop: Paul H. advised that following a successful trial workshop, the HGMF had agreed to fund two workshops in the spring. Twelve vacancies on each workshop would be set aside for members of the Association. The 7-hour online workshops are scheduled for 13 Mar 22 (for participants from BC, AB, and SK) and 10 Apr 22 (for participants from MB, ON, QC and Atlantic region). Confirmation of participants for each workshop is required by 27 Feb and 27 Mar 2022 respectively. Ted G. indicated that the Association should target its VPP reps from each Branch as a priority and then other interested members. He will pass to Jay B. for soliciting participants once the HGMF sends out the details.	Veterans Support Director
	5.4 Transition Team Update: Ted advised that the Transition Team had not met since November. It is waiting for the RSC to formally respond to its request to engage professionals to assist with the work ahead. The RSC and other elements of the Regiment must determine the Regiment's charitable objects before the professionals can determine what structure would best meet the Regiment's needs.	President
6.	New Business	
	6.1 Directors/Chairs Reports	Directors/Chairs

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	<p>Finance: As there was no summary available, Jim C indicated that the balance of the casino and account as of year-end had not changed significantly since the last update in November. He noted that membership was down from what was budgeted. He also indicated that it was unlikely that the Association would get a casino until at least the fourth quarter if not early 2023. This would have serious implications for next year's budget.</p>	<p>Treasurer</p>
	<p>Educational Bursaries: Nil report. A question was raised as to why we continue to have a director for bursaries now that the HGFMF has taken on the responsibility. Ted G. explained that we would continue to have a director responsible to assist the HGFMF in the delivery of the program at least until the MOU between the two organizations is reviewed. Paul H. advised that the HGFMF has budgeted \$30K for this year and is discussing whether to reduce the number of bursaries so it could increase the amount of each bursary or to provide as many bursaries as possible.</p>	<p>Bursaries Director</p>
	<p>Cadets: Ted G. advised that he and the HGFMF Cadet representative had agreed it was best not to hold the annual cadet competition this year as most Corps were not fully training. Paul H. indicated that the HGFMF Board of Trustees (BoT) had agreed to this recommendation. Ted G. said that he would be advising the Corps and asking for any financial support requests.</p>	<p>Cadets Director</p>
	<p>Heritage: Terry L. provided an update on the writing of the next volume of Regimental history. The first draft has been reviewed by the editorial team and had been sent out for comments. Thus far, the comments received were very encouraging, particularly from those who had served during the period covered by the volume. All comments are to be passed through the editorial team to the author in March.</p>	<p>Heritage Director</p>
	<p>Veterans and Family Support: Nil report.</p>	
	<p>Membership: Herb K. indicated that he had contacted all E-members regarding renewal. Eighty-one members have renewed, 24 are serving members and 7 members are still within the 3-year free membership period. He is still waiting for the other 127 members to renew their membership. He advised that all Branches are to have collected their dues and updated the database by March.</p>	<p>Membership Chair</p>
	<p>Governance: Nil report (see further discussion later in Minutes).</p>	

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	<p>6.2 2022 Work Plan – Grouping and Tasks: Ted G. announced the various projects he would like the BoD to take on this year. He assigned tasks as below:</p>	
	<p>Transition Team: Ted G indicated that the work of the Transition Team would continue for at least a year. He would continue to act as the Association rep.</p>	<p>President</p>
	<p>New website / Email Server: Ted G. would like a team led by Jake F. to create a new web site and dedicated email server. He and Jake F. will do a preliminary outline of their vision for the new website and get feedback from the BoD. A professional web design company would be contracted to ensure the website and email server are professionally set up and maintained. The project has been budgeted for. The company that created the HGMF website will be considered as well as the company that was recently used by RHQ. The target date for completion is the AGM in late May however the goal is to ensure the site is completed in a professional manner and we will not jeopardize quality over meeting this timeline. All Directors and Chairs will be required to assist with content development for their respective areas.</p>	<p>President Communications Director</p>
	<p>Record-keeping: Don D. advised that we should completely start over with the preliminary work that had been done in the past. He will form a sub-committee with himself, Herb K., Terri O., and Jim C. The sub-committee will determine what corporate and membership records are required to be kept at the national level and what can be kept at the Branch level. He indicated his preference would be to decentralize most records due to privacy protection concerns at the National level. Herb K. stated his worry that a lot of records could be lost or quickly become outdated if left up to the Branches to maintain. The sub-committee will carefully look at what could be realistically left to the Branches to maintain.</p>	<p>Governance Chair Membership Chair Treasurer Secretary</p>
	<p>BIA Art Sponsorship: Terry L. and Jay B. will continue with the BIA Art project. They will discuss with the artist what a possible sponsorship would entail and whether the Association could reasonably afford such a level of sponsorship. Ted G. will provide further guidance. Two thousand dollars have been budgeted for this project. The goal would be to have the Regiment’s WWII service in Italy commemorated in one of the artist’s paintings.</p>	<p>President Heritage Director Director Veterans Support</p>

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	<p>75th Anniversary Commemorative Coin: The BoD supported the idea of creating a 75th Anniversary coin and using the coin as a fundraiser to help mitigate less casino funds. The BoD considered whether coins could be provided to all Association members free of charge, but it was deemed to be too cost prohibitive. Casino monies could not be used for such a venture, nor could monies come from the HGMF. As no BoD members were able to take on the project, Greg Ferguson has volunteered to lead the project. Both Paul H. and Herb K. cautioned that the 100th Anniversary Coin caused a lot of problems primarily in distribution and collection of funds. Many people joined the Association simply to get a coin and then never renewed their membership.</p>	<p>President SW Ont Branch</p>
	<p>Newsletters: Jake F. will once again have the lead in creating the Newsletters. The theme of the Spring Newsletter will be the Association 75th Anniversary and will include material required for the AGM. Positive feedback on the Fall Newsletter was received by many of the BoD from across the Association.</p>	<p>Communications Director</p>
	<p>By-laws Updates: Don D. requested that a BoD meeting be arranged for late April so that the BoD could approve the required by-law updates. BoD approval is required before the AGM and before the Newsletter is published. Ted G. indicated that he would set up the meeting and choose a date shortly.</p>	<p>President</p>

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	<p>6.3 2022 Budget: (see attached spreadsheet). The draft budget was discussed. Jim C. indicated that the casino account would have approximately \$5K remaining at the year-end. Further casino monies may not be available until sometime in 2023. Ted G. indicated that this could have significant implications for next year’s budget primarily in terms of donations to the Veterans’ groups, museum, and support to cadets. For the General Account, the budget is dependent on the revenue generated by membership. The financial picture will be clearer in March once Branches have collected their dues. Cost savings have been identified in some areas. The cost of the annual review will be less as a full review/audit is no longer required now that the HGMF is no longer part of the account. Jim C. has a contact who will do the review at substantially less than the previous costs. He is confident that the individual is qualified to do the review. Jim C. will also look at lowering the cost of Directors’ insurance which needs to be renewed. It was felt by all that \$1 million liability coverage would suffice vice the current \$3 million coverage. This should lower the cost of insurance. Jim C. would also look at a different insurance provider to see if it had a better rate than our current insurer. It was agreed that the AGM subsidy would increase to \$1400 starting next year. It was suggested that the travel reimbursement amount be raised to \$4500 (based on \$450 per 10 Directors). No decision was made on this suggestion (Secretarial note: given subsequent decision on AGM, this will be implemented for future budgets). The amount budgeted for postage can be amended when actual costs are known. The Board supported the use of \$2000 from the GIC monies that had been set aside as a “rainy day fund”. It was decided that the limited casino funds caused by COVID restrictions constituted a “rainy day”. Further, it was supported that the GIC funds would only be used if funds from other areas of the budget could not be found. The \$2000 identified was to be used for the BIA Art sponsorship project.</p>	

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	<p>6.4 AGM: The BoD decided to hold the 2022 AGM virtually again this year due to the uncertainty of the COVID pandemic and the current situation across Canada. The Saskatchewan Branch were prepared to host but recommended that the AGM be done virtually. Ted G. expressed his personal view that the event should be done virtually notwithstanding the importance of holding an in-person gathering. He indicated that the COR also felt, as he did, that many people might still be hesitant to travel to Saskatoon and this would result in a low turnout. Given all the factors, the BoD supported the proposal to hold a virtual AGM. It was also decided to move the date to 28 May to avoid holding an on-line event over the May long weekend. It is hoped that more people will participate on this date. Ted G. indicated that he would advise the Branches immediately. The intent is to keep to the planned rotation to hold AGM 2023 in SW Ontario and AGM 2024 in Edmonton. The dates of the 2023 AGM will be determined as the battlefield tour has been postponed. The Saskatchewan Branch will be placed in the rotation at an early date.</p>	<p>President</p>
	<p>6.5 Use of Regimental Coin: It had been brought to the President's attention that an Association member had presented a Regimental coin to a civilian advocate in recognition of her support to veterans. Notwithstanding the good intent of the member and the good support from the civilian, the use of a Regimental coin was seen as inappropriate by some Association members. The President will advise all Branches that the use of the Regimental coin is strictly reserved for presentation to those who have served in the Regiment. RHQ tightly controls the issuance of the coins, and they are not to be used as presentation gifts. It was suggested that the Association 75th Anniversary coin could be used for this purpose and perhaps could become a source of revenue.</p>	<p>President</p>

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7.	<p>Open Forum:</p> <p>Paul H. stated that the HGMF-led battlefield tour has been postponed until 2024 due to challenges created by COVID restrictions. He also asked whether the Association would be interested having members participate in more Mental Health courses. Ted G. supported further courses so Paul H. will discuss funding with HGMF trustees. He also asked about whether the Association supported another Anniversary bike ride as a HGMF fundraiser. Ted G. indicated his support and his expectation that participation should improve given the success of last year's event.</p>	
8.	<p>Dates of next meetings:</p>	
	<p>8.1 – Board of Directors: 9 March 2022 ? April 2022 – to be determined 8 June 2022 14 September 2022 9 November 2022</p>	<p>All</p>
	<p>8.2 – Council of Presidents: 30 March 2022 30 November 2022</p>	<p>All</p>
	<p>8.3 Annual General Meeting</p> <ul style="list-style-type: none"> • 28 May 2022 – Virtual • 16 – 18 June 2023 (to be determined) – Southern Ontario • August 2024 – Edmonton (110th Anniversary) 	<p>All</p>
9.	<p>Adjournment: The President thanked the Board for their participation. There being no further business or objections the meeting was adjourned at 1835 MST.</p>	

Prepared and approved by:

Ted Giraldeau
 National President