

5545-5 (Secretary)

05 July 2017

All VOM Membership
PSP Through Mess Manager

**MINUTES OF THE GENERAL MESS MEETING
FOR THE VIMY OFFICERS MESS HELD IN
THE KINGSTON ROOM 231440MAR2017**

Chairperson: PMC Major Tyler Lavigne

Executive Mess Committee:

VPMC	Major Raphael Guay
Secretary	Capt Mike Munro
Fin O / Treasurer	Lt Jenni Henwood
Entertainment O	Major Amir El-Masry
Entertainment O 2IC	Capt Kiona Suurhoff
Bar O	Capt Eric Deshaies-Martin
Messing O	Capt Rhys Jenkins
Communications O	Lt John Cooper
Major Events O	Capt Peter Fritz
Housing O	Major Nakul Nayyar
F&E O	Capt Vince Cece
Infrastructure O	Capt Brandon Pinkney
IT/IS Rep	Capt James Deak
C&E Homestation O	Major Jamie Siebring
Int Homestation O	Major Raphael Guay

Ex Officio

Mess Manager	Kimberly Palmer
Associate Members' Rep	Mr. Wayne Marshall

QUORIUM

1. The PMC accepted a survey of present members as sufficient to meet the requirement for a quorum based on reasonably available members as defined in the constitution.

OPENING REMARKS / PREVIOUS MINUTES

2. The meeting was called to order at 1440hrs by the PMC who offered his opening remarks.

- a. The PMC thanked the VOM executive for their outstanding effort and highlighted their impressive accomplishments throughout the past reporting period. He spoke to the increased use the facility by member units for meetings and conferences. The PMC indicated that this upcoming APS will result in a significant turnover and over the next two months, he would solicit the units for volunteers to fill the anticipated vacancies.
3. The signed minutes of the 29 Sept 2016 were presented for consideration. Major Denhael indicated that a discussion generated by Major Szumlanski, regarding the antiquity of the audio-visual equipment in the Mercury Room, was not captured. The PMC conceded and asked for a motion to accept the 29 Sept 2016 minutes with the addition of the discussion regarding the Mercury Room identified by Major Szumlanski, be approved as true record:
- a. Motion. Major Szumlanski
- b. Second. Capt Ron Mitchell
- c. Vote. Unanimous; and
- d. Results. The 29 Sept 2016 minutes were accepted as true record.

MESS EXECUTIVE REPORTS

4. Financial Report. The Financial report was presented by the Lt Henwood. A simplified balance sheet with assets being equal to the sum of liabilities and equities. The \$283,149 in the bank account minus the pre-established commitments left \$149,784 for available cash (Fig. 1). The net income is revenues minus the expenses as of end Jan 2017 saw a gain of \$2,313 (Fig. 2).

Balance Sheet	
As of end Jan 17	
Assets	
Current Assets	\$311,601.33
Fixed Assets	<u>\$269,114</u>
Total Assets	<u>\$580,715</u>
Liabilities & Equity	
Current Liabilities	\$19,784
Equity	\$559,618
Net Income	<u>\$2,313</u>
Total Liabilities/Equity	<u>\$580,718</u>

<p>\$283,849 in our account \$100K Lower Bar - \$30K Front Hallway - \$14,838 Gift fund - \$4,946 Liabilities = Cash Available \$134,065</p>

Fig 1

Net Income	
As of end Jan 17	
Revenues	Expenses
Meat Dues \$64,013	Wages \$104,022
Functions \$248,662	Functions \$281,007
Interest \$11,129	Depreciation \$41,480
Bar Gross Profit \$63,076	Levy & Base Fund \$8,061
Other \$7,939	Repair & Maintenance \$2,546
Fees Rev \$699	Fees \$7,439
Kitchen Gross Profit \$116,131	Rental \$3,178
Total Revenue \$513,069	Services \$6,917
	IMHT purchases \$0
	Misc Overhead \$13,526
	Total Expenses \$510,756

Total Income FY 16/17: \$2,313

Fig 2

OLD BUSINESS

5. Infrastructure Update.

- a. Lower Bar. As the Intelligence Branch representative, Major Guay provided an update to the project. He had met with the DCCC representatives and well as Real Property. The result of these discussions was that the funds originally allocated to this project is not sufficient to achieve the ideal solution as approximately \$350K would be required, consisting of a mix of public and non-public funding. In lieu, the intent will be to leverage the funding approved in the most effective means possible, exclusive to the non-public domain, which will provide a cosmetic improvement.
- b. Front Hallway. Major Nayyar spoke to this project and mentioned that the funds approved will be used to address the exterior, front entryway. Specifically this will consist of two major parts, the masonry and the wood work. For the former it will be to repair cracked stones, sidewalk and walkway up to main entrance. The latter will be to repair the main door, refinish the wood interior walls in vestibule and main hallway and finally paint the exterior-side wall. The total costs assessed for this endeavour is \$14,250, approximately half of the approved amount.
- c. VOM Audio-Visual. It was conveyed that this requirements has been split into two components, the first being to address the limitations cited in the Mercury Room and the other the provision of a portable audio/visual kit. It was conveyed that these projects would be discussed further later in the meeting.
- d. Home Station Integration. Major Guay spoke on the efforts invested towards integrating the Intelligence Branch within the VOM. Initiatives include the realization of a Home Station designated parking spot, a permanent display at the front entrance that is equal in size and grandeur to the C&E, a branch competition with the other Home Station and finally the development of the Lower Bar, which has been given to the Intelligence community to both brand and theme.

NEW BUSINESS

6. Entertainment.

- a. Entertainment Calendar. The Entertainment Officer presented the calendar for the new reporting period (See Fig. 3). He encouraged member units to engage the VOM entertainment rep or entertainment 2IC if they had a proposal for entertainment.



Entertainment Budget



Budget FY 16/17 \$85, 400
Expenditure FY 17/18 \$84,800

EVENT	DATE	OPI (UNIT)	BUDGET
IGIT	Every Thursday	Mess Executive	\$30,000.00
Base Commander's Coffee	Every Thursday	Mess Executive	\$10,000.00
Feast on Canada - Quebec	10 April '17	CFSMI	\$2,250.00
Spring Brunch	May '17	CFISR	\$1,000.00
Home Station War - Final Challenge	May '17	CFSC & CFSMI	\$750.00
Feast on Canada - P.E.I.	May '17	CFSU	\$1,250.00
Feast on Canada - New Brunswick	Jun '17	CFDn Div	\$2,250.00
Feast on Canada - Alberta Stampede Lunch Brunch	Jul '17	CFCAU	\$4,000.00
Feast on Canada - Nova Scotia & Base Comd Meet & Greet	Sept '17	Base HQ	\$2,250.00
Feast on Canada - Manitoba	Oct '17	CF Dental	\$1,250.00
Oktoberfest	Oct '17	33 CF H Svc Gp	\$2,000.00
Ribbons Cutting Lower Bar	14 Oct '17	CFSMI	\$500.00
Guy Fawkes Night	Nov '17	CFJOSG	\$2,000.00
Feast on Canada - Newfoundland & Labrador	Nov '17	21 EW Regt	\$2,250.00
Remembrance Day	11 Nov '17	Mess Executive	\$3,000.00
Home Station War - First Challenge	Nov '17	CFCS	\$750.00
"At Home" / Feast on Canada - Ontario	Dec '17	Mess Executive	\$4,000.00
Robbie Burns Night	Jan '18	CFSMI	\$1,200.00
Home Station War - Second Challenge	Jan '18	CFSMI	\$750.00
Super Bowl Party (conditional lower bar)	Jan '18	777-X	\$2,000.00
Feast on Canada - British Columbia	Jan '18	MP Detachment	\$2,250.00
Feast on Canada - The Territories	Feb '18	CFCS	\$2,250.00
Winter Carnival	Mar '18	CFISR	\$2,000.00
Feast on Canada - Saskatchewan	Mar '18	CFJOSG	\$2,250.00
St Patrick's Day	Mar '18	CFCS	\$1,500.00

Fig 3

b. Capital Expenditures. Four capital expenditures were originally presented for discussion and approval. A fifth option was also proposed by Major Szumlanski and endorsed by the GMM.

(1) Upper Bar Dishwasher. The current resource is well past its life expectancy and needs to be replaced. There was minimal discussion concerning the replacement of this asset.

(a) Motion. Major Szumlanski

(b) Second. Lt Reid

(c) Vote. Unanimous

(d) Result. Motion Passed

(2) Upper Bar Ice Machine The current resource is no longer functional and also needs to be replaced. There was minimal discussion concerning the replacement of this asset

(a) Motion. Capt Dubois

(b) Second. Lt Dawes

(c) Vote. Unanimous

(d) Result. Motion passed

- (3) Kitchen Floor Scrubber. The VOM Kitchen Floor is several decades old and comprised of a material that attracts dirt and stains. As a result, a powerful scrubber is required to maintain hygienic and sanitary standards. There was no objection or discussion regarding this proposal after it was presented.

(a) Motion. Major Packer

(b) Second. Capt Dubois

(c) Vote. Unanimous

(d) Result. Motion Passed

- (4) Mobile Projector Kit. This was presented as an option to limitations regarding the availability of audio-visual equipment. The example of the GMM was cited in that the projector used was borrowed from a member unit. Substantial discussion occurred regarding this topic, the boundaries of responsibilities between public and non-public, as well as the priority of this purchase in comparison to the IT available in the Mercury Room.

(a) Motion. Colonel Quinn

(b) Second. Major Szumlanski

(c) Vote. 25 For, 35 against

(d) Result. This motion was defeated.

- (5) Umbrella's for the Stone Patio. This option was originally a project to acquire and establish a pergola near the stone patio in the back of the VOM. As this was a cost-prohibitive option, it was decided to look at alternate, less costly options. As a result, large umbrellas (see figure 4) were selected to present to the membership. It generated significant discussion and debate on two particular areas. The first being the funding in that it was strongly recommended to maintain a cash balance greater than \$100,000 in the bank. PSP invests that money on our behalf and the ROI is significant but should we drop below the aforementioned number, the VOM would lose access to the high rate of interest. The second issue was that the acquisition of the umbrellas would render the stone patio a non-smoking area. As a result of the debate from this project and assuming the constraint to maintain a cash reserve of at least \$100K, funding was available to address either the Mercury Room or the umbrellas but not both.

- (a) Motion. Capt Luhowy
- (b) Second. Lt Legere
- (c) Vote. 17 For, 50 against
- (d) Result. This motion was defeated.

(6) Mercury Room IT upgrade. This was a proposal generated by Major Szumlanski and endorsed by the GMM. While it still needed to be determined whether the Mercury Room upgrade was fall within the domain of public or non-public, it was proposed that the VOM proactively approve funding. Doing so would reduce lead-time if NPP could be used to support this requirement.

- (a) Motion. Capt Luhowy
- (b) Second. Major Szumlanski
- (c) Vote. 48 for, 38 against
- (d) Result. This motion passed.

c. New Budget Proposal. Lt Henwood presented the proposed budget for the 2017/18 fiscal year. \$480,982 is the expected revenue for the season with a net gain of \$4,484 forecasted (see figure 5)

FY17/18 Budget Proposal

Revenues		Expenses	
Mess Dues	\$72,096	Wages	\$46,100
Ent Functions	\$40,400	Ent. Functions	\$84,800
Private Functions	\$172,750	Private Functions	\$185,600
Bar Gross Profit	\$71,416	Bar Expenses	\$53,317
Kitchen Gross Profit	\$115,200	Kitchen Expenses	\$92,750
Interest	\$7,500	Depreciation	\$46,210
Misc Revenue	\$700	Levy and Base Fund	\$9,596
Total Revenue	\$480,982	Repair and Maint	\$1,500
		F&E Expenses	\$1,200
		Misc Overhead	\$21,615
		Total Expenses	\$527,658

Estimated Net Income = \$4,484 (excludes depreciation)

Fig 5

d. VOM Executive Recruiting. The PMC reiterated that this upcoming APS would result in the significant departure of numerous VOM executive members. First and foremost he congratulated Major Guay on his selection as PMC. He then conveyed that he

would be directly engaging member units for replacements and queried who, if anyone would be interested in volunteering. 4 officers volunteered filling the following roles, leaving only the Entertainment O and the VPMC positions still vacant:

- (1) Capt Jay Suthar (CFJSR) replaced Capt Rhys Jenkins as the Messing Officer;
- (2) Capt Cronk (CFJOSG J4 Plans) replaced Capt Kiona Suurhoff as the Entertainment 2IC;
- (3) Capt Luhowy (CFJSR) replaced Capt Eric Deshaies-Martin as the Bar O; and
- (4) Lt Baryanka (21 EWR) replaced Capt Cece as the F&E Officers.

- (a) Motion. Lt Bayes
- (b) Second. Capt Christian
- (c) Vote. Unanimous
- (d) Result. Motion passed.

- e. Varia. The VPMC discussed the important issue of booking the facility. While the establishment is available for any member to use, a pattern has emerged whereby personnel were booking use of rooms and then not showing up. Given the substantial increase in use of the facility, it was conveyed by the VPMC that a new policy was now implemented whereby the first offence would result in a friendly reminder to the member's unit chain of command. Subsequent infractions would be sent to the Base Commander for his situational awareness.

CLOSING REMARKS

8. The PMC offered his closing remarks and encouraged personnel to use the mess for social and professional development functions. He advised that the next GMM would be in June 2017 whereby the new VOM executive will be presented.

ADJOURNMENT

9. There being no further matters to discuss and with unanimous consent, the meeting was adjourned at 1550 hours.



M.A. Munro
Capt
Mess Secretary
x2837

Date: 05 Jul 2017



T.D. Lavigne
Maj
PMC
x5675

Date: 05 July 2017



Mr. A. Doyle
D/PSP Manager
x5649

Comments : _____



A.R. Jayne
Col
BComd
x5602

Date: 13 Oct 17

Approved/Not Approved

Annexes
Annex A - GMM 23 Mar Slide Presentation






Vimy Officers' Mess




General Mess Meeting

Thursday, 23 Mar 17
Maj Tyler Lavigne
PMC

Agenda (Cont'd)




6.	New Business	Entertainment calendar Capital Purchases Adoption of budget for FY 17/18 Mess Executive recruiting/handover	ENT O VPMC TREASURER PMC
7.	Varia	Mess Dues for International Students Discipline in booking facilities TGITs Meal Discipline	VPMC VPMC VPMC
8.	Closing Remarks		PMC
9.	Adjournment		PMC





Agenda

1.	Quorum	PMC
2.	Opening Remarks	PMC
3.	Review and approval of previous minutes	PMC / Secretary
4.	Mess Executive Reports	
	Financial Report for FY 16/17	TREASURER
5.	Old Business	
	Infrastructure Update:	
	Lower Bar Update	INT HS REP
	Front Hallway Update	HOUSING O
	Audio-visual Update	IT/IS Rep
	Home Station Integration	VPMC

**Quorum /
Opening Remarks**

PMC



Previous Minutes

- 29 Sep 2016 GMM

Request a Motion to accept as True Record

Aim

To provide an analysis of the Vimy Officer's Mess financial situation following the publication of the end of January 2017 financial statements.

- Current Year Balance Sheet
- FY16/17 Income Statement
- FY16/17 Activity report (Profit/Loss)
- FY17/18 Budget Proposal



Mess Executive Reports

Financial Report FY 16/17

TREASURER

Balance Sheet As of end Jan 17

Assets	
Current Assets	\$311, 601.33
Fixed Assets	<u>\$269, 114</u>
Total Assets	\$580, 715
Liabilities & Equity	
Current Liabilities	\$19, 784
Equity	\$558, 618
Net Income	<u>\$2, 313</u>
Total Liabilities/Equity	\$580, 718

\$283, 849 in our account
 \$100K Lower Bar - \$30K Front Hallway -
 \$14, 838 Gift fund - \$4, 946 Liabilities
 = Cash Available \$134, 065

Net Income
As of end Jan 17

<u>Revenues</u>		<u>Expenses</u>	
Mess Dues	\$64, 013	Wages	\$184,822
Functions	\$248, 582	Functions	\$281,807
Interest	\$11, 129	Depreciation	\$41,480
Bar Gross Profit	\$63, 676	Levy & Base Fund	\$9,061
Other	\$7,039	Repair & Maintenance	\$2,546
Fees Rev	\$899	Fees	\$7,439
<u>Kitchen Gross Profit</u>	<u>\$116, 131</u>	Rental	\$3,178
Total Revenue	\$513, 069	Services	\$8,017
		IM/IT purchases	\$0
		<u>Misc Overhead</u>	<u>\$13,528</u>
		Total Expenses	\$510,756

Total Income FY 16/17: \$2, 313

Infrastructure Update

Lower Bar

INTELLIGENCE HOME STATION REP

Old Business



Infrastructure Update

HOUSING O

Infrastructure Update

Front Hallway




INFRASTRUCTURE O

Infrastructure Update

Audio-Visual




IT/IS REP

New Business

Entertainment Calendar

ENTERTAINMENT O

Old Business

Home Station Integration

VPMC

EVENT	DATE	OP (UNIT)	BUDGET
TOIT	Every Thursday	Ass Executive	\$30,000.00
Base Commander's Coffee	Every Thursday	Ass Executive	\$10,000.00
Feast on Canada - Quebec	20 April '17	CFBM	\$2,250.00
Spring Brunch	May '17	CFJER	\$3,000.00
Home Station War - Final Challenge	May '17	CFCE & CFBM	\$750.00
Feast on Canada - P.E.I.	May '17	1 EBU	\$2,250.00
Feast on Canada - New Brunswick	Jun '17	1 Cth Dir HQ	\$2,250.00
Feast on Canada - Alberta Stampede Lunch Brunch	Jul '17	CFMJ	\$1,000.00
Feast on Canada - Nova Scotia - Base Const Meet & Greet	Aug '17	Base HQ	\$2,250.00
Feast on Canada - Manitoba	Oct '17	1 Dental	\$2,250.00
Widow-Scolding Lower Bar	14 Oct '17	CFBM	\$500.00
Oktoberfest	19 Oct '17	33 CF H Svc Gp	\$2,000.00
Gay Fives Night	2 Nov '17	CFJOSQ	\$2,000.00
Feast on Canada - Newfoundland & Labrador	Nov '17	11 EW Regt	\$2,250.00
Remembrance Day	11 Nov '17	Miss Executive	\$3,000.00
Home Station War - First Challenge	Nov '17	CFCE	\$750.00
2nd Home / Feast on Canada - Ontario	Dec '17	Ass Executive	\$4,000.00
Robbie Burns Night	25 Jan '18	CFBM	\$1,200.00
Home Station War - Second Challenge	Jan/Feb '18	CFBM	\$750.00
Feast on Canada - British Columbia	Jan '18	MP Detachment	\$2,250.00
Super Bowl Party (conditional lower bar)	4 Feb '18	JTF-X	\$2,000.00
Feast on Canada - The Territories	Feb '18	CFCE	\$2,250.00
Winter Carnival	Mar '18	CFJER	\$2,000.00
Feast on Canada - Saskatchewan	Mar '18	CFJOSQ	\$2,250.00
St-Patrick's Day	Mar '18	CFCE	\$1,500.00
			\$84,800.00



Entertainment hosted at FFOM/RMC



Hosted at FFOM:

- Octoberfest, Oct 2017

Hosted at RMC:

- New Year's Levee – RMC – 01 Jan 2017



Capital Purchases:

Upper Bar Dishwasher	7 000\$
Upper Bar Ice Machine	2 500\$
Kitchen Floor Scrubber	5 500\$
Mobile Projector Kit	5 000\$
Umbrella(s) for patio	12 000\$

TOTAL: 32 000\$



New Business Capital Purchases

VPMC / TREASURER



Admiralty, Australia 13/04/2018 13/04/2018

VOM AV UPGRADES

Mercury Room

Current System

- Multiple Complexities
- Difficult to Set-up
- Limited Connectivity

AV Upgrades

- System will be automated
- Upgraded Projector
- Connectivity WiFi, Bluetooth, HDMI, DV, VGA
- Quote 15k for upgrade

Portable Projector System

Requirement

- Multiple Requests for Projector in upper bar and dining room
- Support Mess functions
- Support TGT
- Support GMM

Projector System

- Portable Projector System Quote for 5k
- Connectivity WiFi, Bluetooth, HDMI, DV, VGA
- Used for:
 - Presentations
 - Screening Video (e.g. Super Bowl)
 - Slide Shows

UNCLASSIFIED

FY17/18 Budget Proposal

<u>Revenues</u>		<u>Expenses</u>	
Mess Dues	\$72,996	Wages	\$46,100
Ent Functions	\$40,400	Ent Functions	\$84,800
Private Functions	\$172,750	Private Functions	\$165,600
Bar Gross Profit	\$71,416	Bar Expenses	\$53,317
Kitchen Gross Profit	\$115,200	Kitchen Expenses	\$92,750
Interest	\$7,500	Depreciation	\$46,210
<u>Misc Revenue</u>	<u>\$700</u>	Levy and Base Fund	\$9,596
Total Revenue	\$480,962	Repair and Maint	\$1,500
		F&E Expenses	\$1,200
		<u>Misc Overhead</u>	<u>\$21,615</u>
		Total Expenses	\$522,688

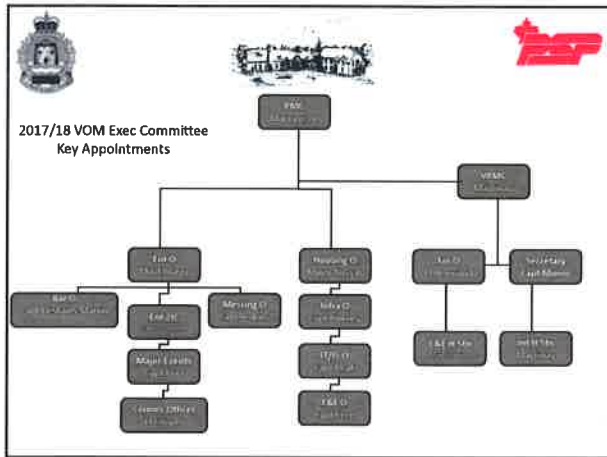
Estimated Net income = \$4,484 (excludes depreciation)

New Business

Adoption of Budget

New Business

Mess Executive Recruiting






2016/17 VOM Unit Reps

Unit	Representative
1 Dental Unit	
1 ESU	
1st Canadian Division HQ	
2 ASG Sig Det	
21 EW Regt	
33 CF Health Svcs	
Associate Members' Base Kingston HQ	Mr. Wayne Marshall
CFCMS	
CFIOSG	
CFJSR	
CFSCE	Maj Jamie Siebring
CFSMI	
MP Det	

Position	Representative
PMC	Major Lavigne
VPMC	Major Guay
Fin O	Lt Henwood
Secretary	Capt Munro
Entertainment O	Major ElMasry
Entertainment 2IC	Capt Suurhoff
Bar O	Capt Deshaies-Martin
Messing O	Capt Jenkins
Major Events O	Capt Fritz
Comms O	Lt Cooper
Housing O	Major Nayyar
Infrastructure O	Capt Pinkney
F&E O	Capt Cece
IT/IS O	Capt Deak
Int Homestation	Capt Reynolds
C&E Homestation	Major Siebring




Varia

VPMC




Closing Remarks

PMC

Mess Dues

Dues (Operating Costs, Wages, etc)	\$15.32
Applicable taxes	\$3.27
Entertainment (Mess Events, TGITs, etc)	\$8.49
Gift Fund	\$1.41
Total	\$28.49

Adjournment

Motion to Adjourn





QUESTIONS ?



VOM Communications



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