

Fort Frontenac Officers' Mess  
 PO Box 17000 Station Forces  
 Kingston, ON K7K 7B4

5545-3 (FFOM Secretary)

Date as per digital signature

**FFOM – GENERAL MESS MEETING MINUTES**  
**HELD IN THE DINING ROOM, 6 NOVEMBER 2025, 1530 HRS**

ATTENDANCE		
Chair	Outgoing PMC Incoming PMC	LCol Brownridge LCol Read
Committee Members	Secretary Treasurer Associate Rep	Maj McQueen Lt Lehnen Mr Cyr
Ex-Officio Representatives Present	Mess Manager Mess Supervisor	Kevin Grzybowski Jessy Marr
Members Absent	VPMC	LCol Newman



AGENDA ITEM	DISCUSSION SUMMARY	ACTION REQUIRED
Pre GMM	The CO of the Mess, Col Auld, took the opportunity prior to the GMM to present Kevin Grzybouski and Jessie Marr the Commandant's coin to recognize all their hard work over the past year. The ongoing success of the mess is in no small part due to their ongoing efforts on a daily basis.	Info
Introduction	<p>The PMC called the meeting to order at 1539 hrs. The PMC outlined the rules governing a quorum for the meeting as found in the FFOM Constitution 4.2.7, indicating a quorum shall consist of 50% of ordinary membership. For this GMM the current FFOM membership is 224 Ordinary (incl. AOC) and 120 Associate members. Quorum requirement for this meeting is 112.</p> <p>The CO of the Mess confirmed that there is a quorum for the meeting.</p> <p>A physical count of the attendance was conducted, indicating 136 members in attendance.</p>	Info
Agenda	The PMC introduced the agenda for the GMM.	Info
Updates	<p>The PMC provided a brief summary of key points regarding the Mess operations:</p> <ul style="list-style-type: none"> <li>- Mess is in a good financial position as outlined by the CO of the Mess prior to the start of the GMM. Additional details will be presented later in the meeting;</li> <li>- The FFOM is the provider of the Portable bar service for the Base;</li> <li>- New events added to the social calendar this year: <ul style="list-style-type: none"> <li>o Mother's Day brunch;</li> <li>o Santa Clause parade pre-event;</li> <li>o Pride parade pre-event; and</li> <li>o Wine tour through Prince Edward County.</li> </ul> </li> <li>- Return of private events; and</li> <li>- Low-cost mess dinner options are available.</li> </ul>	Info

AGENDA ITEM	DISCUSSION SUMMARY	ACTION REQUIRED
Previous Minutes	<p>The VPMC asked if there were any questions regarding the previous mess minutes, any errors or omissions which needed to be addressed. After a summary of the previous GMM the VPMC requested a motion to approve the previous GMM minutes:</p> <p>Motion: Motion to approve previous GMM minutes.</p> <p>Motion made by: Lt(N) Hughes</p> <p>Motion seconded by: Capt Brownlee</p> <p>Discussion: There being no discussion the motion was put to a vote.</p> <p>For: 136</p> <p>Against: 0</p> <p>Abstain: 0</p> <p>Motion: Passed</p>	Info
Approval of Associate Members	<p>PMC outlined the difference between Ordinary Member and Associate members. The PMC is seeking approval of the following Associate Members:</p> <ul style="list-style-type: none"> <li>- Jim Davis – Previous FFOM Member;</li> <li>- Lorraine Tank-Ohlke – Spouse of retired Major;</li> <li>- Mathan Flight – Retired LCol;</li> <li>- Neil Brian Wornes – Spouse of current Associate;</li> <li>- Dave Quinn – Spouse of current Associate; and</li> <li>- John Price – Honourary Col for the PWOR.</li> </ul> <p>Motion: Approval of Associate Member applications as presented.</p> <p>Motion made by: Capt Heard</p> <p>Motion seconded by: Maj Childerhose</p> <p>Discussion: There being no discussion the motion was put to a vote.</p> <p>For: 135</p> <p>Against: 0</p> <p>Abstain: 1</p> <p>Motion: Passed</p>	Mess Manager/ Mess Supervisor to update Mess membership.

AGENDA ITEM	DISCUSSION SUMMARY	ACTION REQUIRED
NPP inventory write-off	<p>List of NPP items for write-off was presented:</p> <ul style="list-style-type: none"> <li>- 1 x oak U shaped padded bench;</li> <li>- 2 x large brown wood coffee tables;</li> <li>- 20 x copper (coloured) folding banquet chairs;</li> <li>- 4 x table lamps;</li> <li>- 2 x small brown wood coffee tables;</li> <li>- 1 x wooden desk;</li> <li>- 1 x grey wingback chair; and</li> <li>- 3 x CRT TVs.</li> </ul> <p>Motion: Approval to write-off and dispose of outdated and/or damaged items as listed.</p> <p>Motion made by: Capt Baker</p> <p>Motion seconded by: Capt Guy</p> <p>Discussion: There being no discussion the motion was put to a vote.</p> <p>For: 136</p> <p>Against: 0</p> <p>Abstain: 0</p> <p>Motion: Passed</p>	Disposal of NPP inventory written-off.

AGENDA ITEM	DISCUSSION SUMMARY	ACTION REQUIRED																																																																																
Budget Update	<p style="text-align: center;"><b>FY 25/26 Budget</b> <small>AS OF SEP 30, 2025</small></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Entity 1728</th> <th style="width: 15%;">Actual YTD</th> <th style="width: 15%;">Budget YTD</th> <th style="width: 15%;">Budget Total Year</th> </tr> </thead> <tbody> <tr> <td>Mess Dues</td> <td>\$92,335</td> <td>\$104,649</td> <td>\$114,859</td> </tr> <tr> <td>Entertainment (Functions)</td> <td>\$100,842</td> <td>\$55,770</td> <td>\$59,690</td> </tr> <tr> <td>Kitchen Gross Profit</td> <td>\$22,240</td> <td>\$27,750</td> <td>\$30,750</td> </tr> <tr> <td>Bar Gross Profit</td> <td>\$35,223</td> <td>\$32,537</td> <td>\$35,998</td> </tr> <tr> <td><b>Total Revenue</b> ★</td> <td><b>\$250,640</b></td> <td><b>\$220,706</b></td> <td><b>\$240,897</b></td> </tr> <tr> <td>Entertainment Expenses</td> <td>\$177,904</td> <td>\$50,300</td> <td>\$161,350</td> </tr> <tr> <td>Wage Expenses</td> <td>\$125,669</td> <td>\$111,723</td> <td>\$122,681</td> </tr> <tr> <td><b>Total Expense</b> ☆</td> <td><b>\$341,480</b></td> <td><b>\$298,601</b></td> <td><b>\$322,818</b></td> </tr> <tr> <td><b>Net Income</b></td> <td><b>-\$90,425*</b></td> <td><b>-\$77,895</b></td> <td><b>-\$71,827</b></td> </tr> </tbody> </table> <p style="text-align: center;"><b>FY 24/25</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Entity 1728</th> <th style="width: 15%;">Actual YTD</th> <th style="width: 15%;">Budget YTD</th> <th style="width: 15%;">Budget Total Year</th> </tr> </thead> <tbody> <tr> <td><b>Mess Dues</b></td> <td><b>\$ 65,267</b></td> <td><b>\$ 75,150</b></td> <td><b>\$ 155,400</b></td> </tr> <tr> <td><b>Entertainment (Functions)</b></td> <td><b>\$ 117,700</b></td> <td><b>\$ 39,600</b></td> <td><b>\$ 71,900</b></td> </tr> <tr> <td><b>Kitchen Gross Profit</b></td> <td><b>\$ 19,219</b></td> <td><b>\$ 12,000</b></td> <td><b>\$ 27,900</b></td> </tr> <tr> <td><b>Bar Gross Profit</b></td> <td><b>\$ 45,665</b></td> <td><b>\$ 22,967</b></td> <td><b>\$ 57,730</b></td> </tr> <tr> <td><b>Total Revenue</b> ★</td> <td><b>\$ 253,141</b></td> <td><b>\$ 149,717</b></td> <td><b>\$ 318,930</b></td> </tr> <tr> <td><b>Entertainment Expenses</b></td> <td><b>\$ 155,268</b></td> <td><b>\$ 63,050</b></td> <td><b>\$ 128,000</b></td> </tr> <tr> <td><b>Wage Expenses</b></td> <td><b>\$ 56,964</b></td> <td><b>\$ 80,186</b></td> <td><b>\$ 161,606</b></td> </tr> <tr> <td><b>Total Expenses</b> ☆</td> <td><b>\$ 243,356</b></td> <td><b>\$ 158,461</b></td> <td><b>\$ 318,825</b></td> </tr> <tr> <td><b>Net Income</b></td> <td><b>\$ 9,785</b></td> <td><b>\$ (8,744)</b></td> <td><b>\$ 105</b></td> </tr> </tbody> </table> <p>PMC provided a summary of the FY 25/26 budget, noting that this is simply presented as info and there is no need for a motion on the budget along with a vote.</p> <p>Left side of the slide represented end of year figures from FY 24/25, on the right are the figures as of September FY 25/26. The following points were highlighted:</p> <ul style="list-style-type: none"> <li>- Reference the red stars, the figure on the left indicates the total revenue for the entire FY, whereas the figure on the right indicates year-to-date. In rough numbers we have brought in the same revenue to this point as we did all last year.</li> <li>- Reference the purple starts, last year we spent \$341k to generate \$251k in revenue, compared to this year where we've had \$243k in expenses to generate \$253k in revenue.</li> </ul> <p>Q. Do we have funds accumulated?</p> <p>A. PMC provided a summary of unencumbered cash on hand, of approximately \$180k.</p>	Entity 1728	Actual YTD	Budget YTD	Budget Total Year	Mess Dues	\$92,335	\$104,649	\$114,859	Entertainment (Functions)	\$100,842	\$55,770	\$59,690	Kitchen Gross Profit	\$22,240	\$27,750	\$30,750	Bar Gross Profit	\$35,223	\$32,537	\$35,998	<b>Total Revenue</b> ★	<b>\$250,640</b>	<b>\$220,706</b>	<b>\$240,897</b>	Entertainment Expenses	\$177,904	\$50,300	\$161,350	Wage Expenses	\$125,669	\$111,723	\$122,681	<b>Total Expense</b> ☆	<b>\$341,480</b>	<b>\$298,601</b>	<b>\$322,818</b>	<b>Net Income</b>	<b>-\$90,425*</b>	<b>-\$77,895</b>	<b>-\$71,827</b>	Entity 1728	Actual YTD	Budget YTD	Budget Total Year	<b>Mess Dues</b>	<b>\$ 65,267</b>	<b>\$ 75,150</b>	<b>\$ 155,400</b>	<b>Entertainment (Functions)</b>	<b>\$ 117,700</b>	<b>\$ 39,600</b>	<b>\$ 71,900</b>	<b>Kitchen Gross Profit</b>	<b>\$ 19,219</b>	<b>\$ 12,000</b>	<b>\$ 27,900</b>	<b>Bar Gross Profit</b>	<b>\$ 45,665</b>	<b>\$ 22,967</b>	<b>\$ 57,730</b>	<b>Total Revenue</b> ★	<b>\$ 253,141</b>	<b>\$ 149,717</b>	<b>\$ 318,930</b>	<b>Entertainment Expenses</b>	<b>\$ 155,268</b>	<b>\$ 63,050</b>	<b>\$ 128,000</b>	<b>Wage Expenses</b>	<b>\$ 56,964</b>	<b>\$ 80,186</b>	<b>\$ 161,606</b>	<b>Total Expenses</b> ☆	<b>\$ 243,356</b>	<b>\$ 158,461</b>	<b>\$ 318,825</b>	<b>Net Income</b>	<b>\$ 9,785</b>	<b>\$ (8,744)</b>	<b>\$ 105</b>	Info
Entity 1728	Actual YTD	Budget YTD	Budget Total Year																																																																															
Mess Dues	\$92,335	\$104,649	\$114,859																																																																															
Entertainment (Functions)	\$100,842	\$55,770	\$59,690																																																																															
Kitchen Gross Profit	\$22,240	\$27,750	\$30,750																																																																															
Bar Gross Profit	\$35,223	\$32,537	\$35,998																																																																															
<b>Total Revenue</b> ★	<b>\$250,640</b>	<b>\$220,706</b>	<b>\$240,897</b>																																																																															
Entertainment Expenses	\$177,904	\$50,300	\$161,350																																																																															
Wage Expenses	\$125,669	\$111,723	\$122,681																																																																															
<b>Total Expense</b> ☆	<b>\$341,480</b>	<b>\$298,601</b>	<b>\$322,818</b>																																																																															
<b>Net Income</b>	<b>-\$90,425*</b>	<b>-\$77,895</b>	<b>-\$71,827</b>																																																																															
Entity 1728	Actual YTD	Budget YTD	Budget Total Year																																																																															
<b>Mess Dues</b>	<b>\$ 65,267</b>	<b>\$ 75,150</b>	<b>\$ 155,400</b>																																																																															
<b>Entertainment (Functions)</b>	<b>\$ 117,700</b>	<b>\$ 39,600</b>	<b>\$ 71,900</b>																																																																															
<b>Kitchen Gross Profit</b>	<b>\$ 19,219</b>	<b>\$ 12,000</b>	<b>\$ 27,900</b>																																																																															
<b>Bar Gross Profit</b>	<b>\$ 45,665</b>	<b>\$ 22,967</b>	<b>\$ 57,730</b>																																																																															
<b>Total Revenue</b> ★	<b>\$ 253,141</b>	<b>\$ 149,717</b>	<b>\$ 318,930</b>																																																																															
<b>Entertainment Expenses</b>	<b>\$ 155,268</b>	<b>\$ 63,050</b>	<b>\$ 128,000</b>																																																																															
<b>Wage Expenses</b>	<b>\$ 56,964</b>	<b>\$ 80,186</b>	<b>\$ 161,606</b>																																																																															
<b>Total Expenses</b> ☆	<b>\$ 243,356</b>	<b>\$ 158,461</b>	<b>\$ 318,825</b>																																																																															
<b>Net Income</b>	<b>\$ 9,785</b>	<b>\$ (8,744)</b>	<b>\$ 105</b>																																																																															

<p>Games Room Modernization</p>	<p>At the last GMM there was a motion to purchase Big Buck Hunter.</p> <p>Research was done on the viability of installing the system in the Mess, i.e. taking into consideration the age of Mess and the associated electrical/structural infrastructure in addition to the options for rental vs purchase, and looking at the various systems available. In addition, the committee was looking to incorporate the purchase into a more comprehensive update of the games room.</p> <p>As there are several moving parts associated with the games room modernization, it is proposed that the Mess membership approve an overall budget for this activity rather than individual aspects which would require individual votes with specific amounts. Since the costs could change significantly between receiving quotes and gaining approval, this approach would allow for moving forward without incurring delays by seeking further Mess membership approval.</p> <p>Proposed motion: Authorize the Executive to manage a fund from unencumbered cash not to exceed \$20,000 between now and 2030 to execute the renewal of the games room to include the purchase of a Big Buck Hunter system.</p> <p>The PMC noted that he suggests the above figure could be increased to \$30,000 to provide additional flexibility.</p> <p>Motion made by: Maj McWatt as above with the modification of the funds to \$31,000.</p> <p>Motion seconded by: Capt Marks</p> <p>Discussion:</p> <p>Question. Is it cash producing or free.</p> <p>Answer. PMC indicated it is free to play.</p> <p>Question. If the unit is purchased, will there also be a service contract for repairs/maintain?</p> <p>Answer. PMC is confident that it does include a service contract but will ensure it is included.</p> <p>Question. To confirm, the budget proposed is for the games room modernization, not just the arcade game.</p> <p>Answer. The PMC confirmed that the \$31,000 is for the games room to include pool table recap, games table recap, purchase of board games in addition to the arcade game.</p> <p>For: 134</p> <p>Against: 2</p> <p>Abstain: 0</p> <p>Motion: Passed</p>	<p>Mess Committee to continue to investigate games room modernization.</p>
---------------------------------	---	--

AGENDA ITEM	DISCUSSION SUMMARY	ACTION REQUIRED
Upcoming Events	<ul style="list-style-type: none"> <li>- Remembrance Day, 11 November; and</li> <li>- Santa parade, 22 November.</li> </ul>	Info
New Business	<p>The PMC opened the floor for new business.</p> <p>Maj Harper, 1<sup>st</sup> Canadian Div HQ bringing up a point on behalf of the unit members. Having recently moved from the VOM they are questioning the differences in drink prices between the VOM and FFOM, noting that they are cheaper at the VOM and looking to see that since we are in good financial shape would we be able to adjust the prices.</p> <p>The PMC suggested that this point be researched and investigated by the committee and will be presented at the next GMM seeking a motion and vote as required.</p> <p>The Mess Manager noted that they are tracking the variance in prices and indicated that the VOM are proposing to update their prices in the near future.</p>	Mess Committee and staff to investigate/discuss drink prices.
Intro	New PMC, LCol Read was introduced.	Info
Adjournment	<p>A motion was made to adjourn the GMM.</p> <p>Motion by: Capt Baker</p> <p>Seconded by: Capt Turtle</p> <p>Discussion: There being no discussion the motion was put to a vote.</p> <p>For: 136</p> <p>Against: 0</p> <p>Abstain: 0</p> <p>Motion: Passed</p> <p>GMM adjourned at 1600 hrs.</p>	Info

**Recommended** / Not Recommended

**MCQUEEN,  
DAVID 085**

Digitally signed by  
MCQUEEN, DAVID 085  
Date: 2025.12.18 09:18:04  
-05'00'

D.B. McQueen  
Maj  
Secretary of the Mess Committee

**Recommended** / Not Recommended

**READ,  
CHRISTOPHER 764**

Digitally signed by READ,  
CHRISTOPHER 764  
Date: 2025.11.18 11:52:48  
-05'00'

C. Read  
LCol  
President of the Mess Committee

Recommended / Not Recommended

**Nancy  
Graham**

Digitally signed by: Nancy Graham  
DN: CN = Nancy Graham email =  
graham.nancy@cfmws.com C =  
AD/O = CFMWS OU = A/Deputy  
Manager, PSP  
Date: 2026.01.15 12:44:43 -05'00'

~~Erica Lambert~~ **Nancy Graham**  
Deputy Manager PSP

Approved / ~~Not Approved~~

**AULD,  
FRASER  
932**

Digitally signed by  
AULD, FRASER 932  
Date: 2026.01.16  
16:06:00 -05'00'

F.G. Auld  
Col  
Commanding Officer FFOM

Approved / ~~Not Approved~~

J.C. Scott  
Col  
Commanding Officer CFB Kingston

Distribution List

FFOM Committee Members  
FFOM Members  
NPFAO Kingston  
Comd CFB Kingston  
D/Comd CFB Kingston