

7331-1-2 (EFC)

5 May 2020

Distribution List

**RECORD OF DECISIONS-EUROPEAN FUND COMMITTEE  
MEETING BY ZOOM/PHONE 17 APRIL 2020**

In Attendance:

Chairperson: Commander Formation Europe      BGen D.O. Quinn

Members:      CO Germany      Col R.A. Pamplin  
                 CO Italy      Col D.A. Russel  
                 CO NATO IMS      LCol I. Barnes  
                 CO Casteau/South-West      LCol S.N.M. Harding  
                 CO CFSU(E)      LCol H.L. Staal  
                 SCO CDLS (L)      Col A. Jussier  
                 CO Netherlands/North-East      Col W.A. Taylor  
                 NUF Rep      LCol P. Mackenzie  
                 FCWO      CWO R. Viel

Ex-Officio:      EFWG Chairperson      Maj J.R. Murdock  
                 COS FE      Cdr M.S.J. Lessard  
                 SCO Brussels (CANMILREP)      Col G. Ivey (absent)  
                 CO UK      Col D.C.D. Hilton  
                 A/DNATEX      Mr. Sajid Butt (absent)  
                 Sr Manager PSP (E)      Mrs. Johanne Thibault  
                 NPF Acct Mgr      Mrs. Michelle Joly (absent)  
                 Secretary      Mrs. Jovy Niese (absent)

ITEM	DISCUSSION	ACTION
I	<b>OPENING REMARKS</b>	
	1. The Chair called the meeting to order at 1500 hrs. The attendees were welcomed and called one by one to identify themselves. BGen Quinn thanked Cdr Lessard for chairing the last meeting on her behalf. She indicated that the major issue is the financial position of the EF due to the COVID-19 Crisis. The EF budget needs to be reviewed. The meeting should last one hour.	
II	<b>ADOPTION OF PREVIOUS EFC ROD 31 OCTOBER 2019</b>	
	1. The Chair asked the Committee members to review the previous record of decisions, from the meeting held on 3 March 2020, for errors or omissions. CO Germany noted that Para 2 e should say	Sr Mgr PSP (E) Corrected and distributed

	<p>“CO Germany motioned to task .....” instead of “CO Germany to task .....” The RODs will be manually changed by Sr Mgr PSP (E)</p> <p>2. There were no further comments from the members.</p> <p>3. MOTION: CO Germany motioned to adopt the record of decisions, motioned seconded by CO Netherlands /NE. All in favour, motion carried.</p>	Carried
<b>III</b>	<b>REVIEW OF EF FINANCIAL STATEMENTS AS OF 31 JAN 2020</b>	
	<p>1. The Sr Mgr PSP (E) presented the estimated financial position of the EF based on the financial statements at 31 March 2020.</p> <p>a. Currently, EF has an unencumbered cash of €489,595. It comprises of both investment of €330,243 and CBA Entity Share of €159,351. Although the unencumbered cash may be €159,351, the following expenses must be taken into consideration. The stores' inventory will need to be increased by approx. €30,000. Therefore the unencumbered cash is approx. €129,351. It is note that annually, there are always unspent budgeted expenses. This year, the Chalet underspent by €14,000, the Representational expenses underspent by €13,000 and the NUF underspent by €14,000. An important note is that the investments are not doing very well and it is possible that instead of 3% revenues, the EF may have a claw back.</p> <p>b. We have worked on the NPF budget for 2020/2021 and have assumed that the stores will remain closed for three months. We have maintained the chalet and all other EF programs. CFMWS will reimburse the EF an amount budgeted at €45,097 to pay for the wages of the part time employees affected by COVID-19 We have budgeted a net deficit of €76,881.</p>	Info
<b>IV</b>	<b>BUSINESS ARISING FROM THE LAST EFWG AND EFC MEETINGS</b>	
	<b>I. REPRESENTATIONAL EXPENSES</b>	
	<p>a. At the last EFC, Sr Mgr PSP (E) was asked to budget the Rep expenses at the same amount as last year and to budget a miscellaneous of €3000 to supplement. This was done.</p>	Info
	<p>b. At the last EFC, EFWG was asked to provide more financial information to EFC members to allow a better</p>	Info

	<p>exchange of information and better decision. This has not yet been accomplished.</p> <p><b>2. CHALET PROGRAM</b></p> <p>a. At the last EFC, it was decided to reduce the chalet program by two chalets and this was done.</p>	Info
<b>V</b>	<b>NEW BUSINESS</b>	
	<p><b>1. EUROPEAN FUND PRIORITIES</b></p> <p>The Chair asked the EFC members if there should be changes to the EF priorities. There are no changes proposed to the EFC priorities.</p> <p><b>a. Priority #1 – Contributions to Unit Funds and Non-Unit Fund Members.</b></p> <p>Funding is received from two sources:</p> <p>(i). The CANEX/SISIP Dividend is received from CFMWS and is allocated to units based on strength; a portion is reserved in an account for Non-Unit Fund members. (Approx. €75/CAF member/year); and</p> <p>(ii). The EF Grant contributes to Unit Funds and Non-Unit Fund members; this is based on an amount allocated per family member. As contributions from the three stores to the EF fluctuate, the amount yearly allocated increase or decrease as required. (€100/EF member)</p> <p><b>b. Priority # 2 - 30 Day Deployment/TD/Course Fund (Spouses)</b></p> <p>(i). When personnel and/or spouse deploy, their spouses are entitled to claim for wellness items or services such as childcare expenses, dinner out, etc.</p> <p>(ii). When CAF personnel attend courses for 30 days or more, their spouses are entitled to claim for wellness items or services such as childcare expenses, dinner out, etc.</p> <p>(iii). This is in direct support to EF members.</p> <p><b>c. Priority #3 – Representational Funds</b></p>	Info

These funds are provided to COs to represent the CAF in accordance with the applicable NPP regulations.

**d. Priority #4 - Chalet Program**

This program is performed under contractual arrangements. The EF subsidizes the properties at 40%. Full Flex program provides 200 accommodation vouchers worth €250 per year.

**e. Priority #5 – Miscellaneous Expense**

Funding for small ticket items or unforeseen expenditures that were not budgeted. Ex: DWD at €200/retirement. (2 frames)

**f. Priority #6 – Academic Program**

This program provides funds for students graduating from high school and pursuing a post-secondary education in the following fall. Budget is €7000/year.

**2. EUROPEAN FUND BANK ACCOUNT**

- JK
- a. The Chair asked the members if they were comfortable with their bank account going down and presenting a negative budget of approximately 77%. Discussion ensued with significant comments as follows:
- (i). We built this reserve to use it when there is an emergency, COVID-19 is an emergency, it should be used;
  - (ii). Travel restriction may last longer than 3 months and thus impact the chalet program further;
  - (iii). Business will change and never be the same;
  - (iv). Chalet management is €2000 per year as the salary of the Chalet Coord is paid by CO CFSU(E), i.e. reimbursed by the public and thus does not draw down the EF;
  - (v). In general, expenses are over stated, such as Rep fund, NUF, and revenues are understated, such as interests. Therefore our financial situation may be healthier than the projection;
  - (vi). It was believed by some that Rep expenses will be completely spent by all COs next year, while others felt that chronic underspending would be exacerbated by the pandemic;

	<p>(vii). Chalet expenses by the member should be reimbursed by NPP as opposed to by the public. Sr Mgr PSP (E) will ask AJAG for advice;  <b>Secretarial Note:</b> It was confirmed that either NPP or public funds could be used. The decision taken was to treat the chalets like any other accommodation expense and seek reimbursement from the owner, in this case the EF, who would do so on a cash available basis. Given the relative healthy finances of the EF, all reimbursement will come from NPP.</p> <p>(viii). There was a suggestion to cancel the summer Chalet season and give a full flex pass to all who had won; and</p> <p>(ix). There was a suggestion to cancel the winter Chalet season and give full flex passes in lieu.</p> <p>(x). MOTION: CO Germany motioned to delay the signing of the winter Chalet season's contracts until the next EFC. There will be an EFC in June to review the 2019/20 financial statements. The detail of this draw are not to be decided until a COA is developed, presented and approved by EFC. Motion seconded by NUF Rep. All in favour, motion carried.</p> <p>(xi). MOTION: CO CFSU(E) motioned to cancel the complete summer Chalet season and in lieu of the chalet, offer an extended full flex program to be spent this FY. Motion seconded by CO NATO IMS.</p> <p>(xii). Concern was expressed that EF members will want to travel outside the AOR after the crisis;</p> <p>(xiii). Vote was equal. Chair voted against the motion to break the tie.</p> <p>(xiv). MOTION: NUF Rep motioned to cancel the summer Chalet season up to 1 August 2020 and to offer, in lieu of the chalet, a full flex in the amount of €250 or less if the EF portion is less. Motion seconded by SCO CDLS (L). 7 voted for yes, 1 abstention. Motion carried.</p> <p><b>3. NPP BUDGET 2020/2021</b></p> <p>The NPP budget will be presented at a later date when we know more about:</p>	<p>AJAG ask Sr Mgr to send to CFLA for advice. Sent 21 April 2020</p> <p>Motion carried</p> <p>Motion defeated</p> <p>Motion carried</p> <p>Sr Mgr PSP (E)</p>
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	<ul style="list-style-type: none"> <li>a. The cost of the left over chalet summer season.</li> <li>b. The end of year 2019/20 financial position of the EF; and</li> <li>c. The date of opening of the three stores.</li> </ul>	
<b>VI</b>	<b>OPEN DISCUSSION</b>	
	1. Chair asked Sr Mgr PSP (E) to organize an EFC late June.	Sr Mgr PSP (E)
<b>VII</b>	<b>AJOURNMENT</b>	
	1. A motion to adjourn the meeting was made by CO CFSU(E) at 1630 hrs, seconded by CO Casteau/SW. All in favour, motion carried.	Motion carried
	2. The next EFC meeting will take place on the 25 June 2020 at 10:00.	Sr Mgr PSP (E)

REVIEWED BY

  
 J Thibault  
 Sr Mgr PSP (E)


5 May  
 7 April 2020 ↓↓  
 Date

RECOMMENDED

  
 J R Murdoch, Maj  
 EFWG Chairperson

5 May  
 2 Apr 20 ↓↓  
 Date

~~APPROVED/NOT APPROVED~~

  
 D O Quinn, BGen  
 EFC Chairperson

5 May 20  
 Date

Distribution List

Action

EFWG Chair  
 EFWG Members

Information

CO Brunssum

CO CC NAEWF  
CO CFSU(E)  
CO Germany  
CO Kalkar/Uedem/Wesel  
CO Italy  
CO Lille  
CO Molesworth  
CO Naples  
CO NATO IMS  
CO Netherlands/North-East  
CO Norfolk  
CO Northwood  
CO Norway  
CO Oberammergau  
CO Poggio-Renatico  
CO Ramstein  
CO Romania  
CO Rome  
CO Casteau /South-West  
CO Torrejon  
CO Turkey  
CO UK  
SCO Brussels  
SCO OSH (E)  
SCO CDLS(L)  
SCRs  
  DComd JFCNP  
  Cmndt NDC Rome  
  MC DCOS Plans  
  SHAPE ACOS J5  
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SNR Riga  
SNR Sigonella  
SNR Szczecin  
SNR Tallinn  
SNR Vilnius  
SNR Milan  
PSP Coordinators Europe  
PSP Chalet Coordinator  
AJAG Europe  
CCR Manager