

Kyrenia Club Jr Ranks' Mess
 146 Nicklin Parade Square,
 Garrison Petawawa, Ontario
 K8H 2X3

5545-1 (Mess Manager)

FEB 2026

Distribution List

**KYRENIA CLUB JR RANKS' MESS EXECUTIVE MEETING
 HELD AT THE MESS ON 14 JAN 2026**

ATTENDANCE

PMC	MCpl Hans-Christian Brasche	450 THS
Housing Rep	Cpl Owanique Mitchell	450 THS
Food Service Rep	S1 Victoria Traill	2 HQ & Sigs
Entertainment 2 IC	MCpl Sara St. Germain	4 CDSB Tech Svcs
Finance 2 IC	Cpl Dakota Frech-Assignack	3 RCR
Supervising Officer Rep	MWO Geoff Maclean	
Mess Manager	Diana Garrett-Power	

ITEM	ACTION BY
<u>CALL TO ORDER</u> 1. The meeting was called to order at 1300hrs. The PMC welcomed everyone to the first meeting of the year. Quorum was established with 3 voting members of the committee present including the PMC.	PMC
<u>ADOPTION OF THE PREVIOUS MINUTES</u> 2. Due to deployments, courses and committee vacancies the most recent meeting minutes lacked relevancy as they were from over a year ago.	Secretary
<u>FINANCIAL REPORT</u> 3. The Mess Manager gave the financial report YTD 30 November 2025. Encl. Annex A.	Mess Manager
<u>COMMITTEE REPORTS</u> 4. S1 Traill reported that the implementation of a food service committee has been a success. The food service committee is made up of executive committee members and regular members who have volunteered their time to assist.	Committee
<u>OLD BUSINESS</u> 5. <u>Terms of Reference</u> – TOR's are required for each of the committee positions. The TOR's will detail objectives, responsibilities and deliverables of committee members in their specific roles. Each member will have the opportunity to review and ask questions before signing that they understand and agree to fulfill these duties while serving on the committee. If the requirement cannot be upheld the member will be removed from the position and the position will be advertised. This project will be completed by the PMC. Ongoing. 6. <u>Constitution Revision</u> – The PMC will be reviewing the Constitution and recommending amendments. If the review is not complete by the GMM in March another meeting may be held in the fall. Ongoing. 7. <u>L-105 Graphics</u> – The PMC explained that this project has been ongoing for some	PMC

<p>time with no headway. There was discussion on options such as removing the existing decals, adding additional decals or leaving the space as is. This will be revisited at GMM. Ongoing.</p>	
<p><u>NEW BUSINESS</u></p> <p>8. <u>TGIT's</u> – The PMC requested that committee members put forth any suggestions for the upcoming year prior to the next executive meeting. It is expected that the entertainment calendar will be similar to last years' with some minor changes. Ongoing.</p> <p>9. <u>Superbowl Sunday</u> – A Superbowl Sunday watch party will be held 08 February 2026. The budget for this event is \$1500. The event will include food, Super squares game and prizes. The Entertainment Rep and 2 IC will host. Ongoing.</p> <p>10. <u>Entertainment Event</u> – There is a \$500 budget for an entertainment event in February. The entertainment team will brainstorm ideas and meet with Mess staff for planning. Ongoing.</p> <p>11. <u>Budget FY 2026/2027</u> – The Mess Manager is working with the Bar Supervisors to prepare the bar & general portions of the budget. She will create a full list of the events and services offered by the Mess in the current fiscal year to assist with planning for the upcoming year. Ongoing.</p> <p>12. <u>GMM</u> – GMM will be held at 1300hrs on March 11th at Y-101 Victoria Hall. The PMC will contact Y-101 to book the space and will request notification be distributed through routine orders and What's Happening on the DWAN. Ongoing.</p> <p>13. <u>Committee Vacancies</u> – The following positions on the executive committee are vacant; Sports Rep, Infrastructure Rep, Sports 2 IC, Housing 2 IC, Secretary 2 IC, Food Service 2 IC. The PMC has received some interest and will follow up with the members. Ongoing.</p>	<p>PMC</p>
<p>14. <u>OPEN DISCUSSION</u></p> <p>Suggestions were brought forth for entertainment activities such as paint night and karaoke as well as food ideas such as ice cream and Valentine's Day cupcakes. The Mess Manager encouraged those with food ideas to arrange a time to meet with the Bar & Function Supervisors to discuss options.</p>	<p>ALL</p>
<p><u>ADJOURNMENT</u></p> <p>15. With no further business the PMC thanked the members of the committee for attending. S1 Traill motioned that the meeting be adjourned. Seconded by Cpl Cpl Mitchell. The meeting was adjourned at 1433hrs.</p>	<p>PMC</p>

Vacant Secretary of the day Date

Diana Garrett-Power Mess Manager Date

MCpl Hans-Christian Brasche PMC Date

MWO G. Maclean Supervising Officer Date

Remarks

Brendan Cunliffe Deputy Manager PSP Date

Recommended/ Not Recommended
Remarks

Nathan Lane Senior Manager PSP Date

Remarks

CWO T.B. Buchanon FSM 4 CDSG Date

Approved/Not Approved

Col S.D.C. Trenholm Comd 4 CDSG Date

Encl:

Annex A - Financial Report YTD 30 November 2025

Distribution List

PMC
Supervising Officer
Mess Manager
Deputy Manager PSP
NPP Accounting Manager