REICHWALD WO'S & SGT'S MESS
MESS EXECUTIVE COMMITTEE MEETING
29 SEPTEMBER 2026 AT 1300HRS

5545-1 (Secy)

Oct 2026

Distr List

REICHWALD MESS
EXECUTIVE COMMITTEE BUDGET MEETING
HELD IN THE CONFERENCE ROOM 29 September 2026

PMC	WO Tabatha MEEKS	2 Fd Amb	
VPMC	MWO Chris MISZTAL	HQ & Sig	
Secretary	Sgt Frank HUMPHRIES	1 CFH	Absent
Finance Rep	VACANT		
Family Social	Sgt Mark SMALL	1 RCR	
Sports Chair	Sgt Craig PARADIS	2 Svc Bn	
Sports 2IC	Sgt Greg BEIZING	2 Svc Bn	Absent
Housing Rep	Sgt Timothy PRITCHARD	450 THS	Absent
Living-In Rep	VACANT		
Infrastructure	Sgt Michael FOSTER	CANSOFCOM	
Entertainment	Sgt Lisa MORAN	1 CFH	
Food Services	WO Matthew MACLEOD	CSOTC	Absent
Food Services 2IC	Sgt Lyndsay SKRYP	4 CDSG Pers Svcs	Absent
A/Mess Manager	Melina LOVEDAY		

CALL TO ORDER 1. The PMC called the meeting to order at 1308 hrs.	PMC
OPENING REMARKS 2. The PMC welcomed the committee and thanked all in attendance for being present.	
ADOPTION OF MINUTES 3. **Minutes from 28 July 2026** were read. There being no errors or omissions, MWO Misztal motioned to accept the minutes as read. Seconded by Sgt Paradis. Motion carried. **Minutes from 18 August 2026** were available for reference. However, unavailable for adoption at this time, as they are currently out for signatures.	Secretary
FINANCIAL REPORT 4. In the absence of a Financial Rep, the Acting Mess Manager presented the **Financial Report for 31 August 2026,** annex A.	Mess Manager

OLD BUSINESS	PMC
5. **Committee TGIF Volunteer sign-up 3rd Quarter** – Circulated for ECM members to volunteer for TGIF's. Issue identified with October 16 and 23; Sgt Moran on ILP, Sgt Paradis on Deployment, WO Meeks on Exercise. PMC will reach out to absent committee members to get volunteers for those dates.	
6. **Audio Repair Update** – Dining lounge complete. Snake Pit/Games Room section still in progress.	
7. **Reichwald Logo Contest** – Sgt Foster will draft the rules and regulations to distribute to the membership. Contest will open for submissions 7 October until 4 November. The winner of the contest will be announced at the PMC Meet and Greet on 20 November.	Infrastructure Rep
8. **PMC Meet and Greet** – Date set for 20 November. Tickets to go on sale by end of October. Sgt Moran will finish the Icebreaker Game and the Gift Resister (with Sgt Small).	ALL
9. **Honorary Lifetime Member Biopics – Curly – Irvin Andrews and Jr – Harry Warrington** – Sgt Small is still in the progress of collecting items from Irvin Andrews spouse (Elenor).	
NEW BUSINESS	
10. **Expected entertainment for 3rd quarter**- Hugli's resister created by Melina. For Remembrance Day Melina will contact Ulrichs for the soup and sandwiches and will look into providing a taxi stand for that afternoon.	PMC
11. **Available Mess Committee positions to be filled soonest** - Financial rep, and Secretary 2IC. Living in Rep (filled by Sgt Pitre).	
12. **Naming the Patio**- MWO Misztal will draw up the conditions to send out to the membership two weeks before the GMM. Ideas will be discussed at the GMM.	VPMC
13. **November GMM date**- Set for 1300H on 18 November.	PMC
14. **Committee Member expectations**- All committee members should be volunteering for TGIF's at least once per month. It was noted and addressed that the same committee members are always volunteering for TGIF's. Multiple Committee Members must share volunteer responsibilities.	
15. **YTD TGIF no show list**- PMC emailed a member that has "No Shows" for TGIF seven times and has not gotten a response. The way forward will be an email sent to the RSM of the member and an email if it's an associate member.	
16. **Snake Pit/Games room speaker replacement, Mask Productions estimate**- In a PSP manager meeting that Melina attended, it was brought up that there are public	

funds which could potentially be available for building upgrades. Melina will attempt to leverage these funds to cover some cost of this upgrade, based on the portion of the room being used as a Games room (50%), before moving forward. **17. Window wrap replacement on main doors and Snake Pit doors, Speed Pro estimate.** - Same discussion of public funds as in para 16: above before moving forward, as this will enhance the building and marketing of the Mess. OPEN DISCUSSION **18.** Spring GMM must be before March Break, it was previously discussed by the committee that we will have it set for February. **19.** MWO Misztal is still working on getting a Reichwald SharePoint page. **20.** The constitution must be reworded referencing the Gift Fund. It must be clearer and more concise with specific amounts defined. The committee discussed a sympathy gift of flowers or gift card, costing no more than $100.00, be set to gift the family of any member that passes away. Sgt Taylor motioned that this be brought up at the Fall GMM. Seconded by Sgt Moran. Motion carried. **21.** If the Mess is utilized for a funeral reception for a deceased member, a dedicated GL account for extraordinary events should be established to charge bartender wages associated with the function. **22.** Sgt Paradis brought up the purchasing PWHL tickets. It was discussed that the last time the mess purchased these season tickets there was very little interest from the membership. It will be brought up at the GMM to see if there has been an increase in membership interest in these tickets. **23.** ADJOURNMENT Sgt Small motioned to adjourn the meeting at 1438 hrs. Seconded by Sgt Pradis. Motion carried. Next Executive Mess Meeting set for Tuesday, 4 Nov 2026 at 1300 hrs.	ALL

Lisa Moran
Sgt Frank Humphries
Secretary

23 Oct 2026
Date

Loveday, Melina
Digitally signed by: Loveday, Melina
DN: CN = Loveday, Melina email = Loveday.Melina@cfmws.com OU = Users - CFCF Domain, Ontario Region, Petawawa, Users
Date: 2026.10.27 15:53:30 -04'00'

Melina Loveday
Acting Mess Manager

Date

For

MEEKS, TABATHA 245
Digitally signed by MEEKS, TABATHA 245
Date: 2026.10.27 13:14:10 -04'00'

WO Tabatha Meeks
PMC

Date

Remarks: Para 16 & 17 → as per APS-110, public support to the mess does not include replacement to an entertainment sound system or window wrap for enhancement & marketing. The Mess' NPP funds are to be used for such items.

Angie Laforge
Digitally signed by Angie Laforge
Date: 2026.10.28 09:16:53 -04'00'

Angie Laforge
Deputy Manager PSP

Date

Brendan Cunliffe
Digitally signed by Brendan Cunliffe
Date: 2026.11.03 14:35:51 -05'00'

Brendan Cunliffe
Senior Manager PSP

Date

FORTH, JASON 922
Digitally signed by FORTH, JASON 922
Date: 2026.11.04 08:57:34 -05'00'

CWO J.E. Forth
RSM CSG(C) Base Petawawa

Date

Approved / Not Approved

MAERZ, JOHN 302
Digitally signed by MAERZ, JOHN 302
Date: 2026.11.09 17:31:11 -05'00'

LCol J.C. Maerz
CO CSG(C) Base Petawawa

Date

Encl: Financial Report YTD 31 August 2026

Distr List
Action
All Members
Info
Bde SM
4 CDSG FSM
Deputy Mgr PSP
NPF Accounts Mgr

ANNEX A

Reichwald Mess Fin Report
As of YTD 31 AUG 2026

Bar Operations	Budget	Actual	Difference	Remarks
Bar Sales	$ 64,000	$ 67,980	$ 3,980	
Bar Gross Profit $	$ 35,820	$ 36,961	$ 1,141	
Bar Net Profit/Loss	-$ 25	-$ 5,031	-$ 5,006	Wages over by 2800, correction expected.

Entertainment	Budget	Actual	Difference	Remarks
Revenues	$ 76,938	$ 62,447	-$ 14,491	Budgeted 150ppl at TGIF, average down to 97ppl
Expenses	$ 101,975	$ 71,645	-$ 30,330	

OVERALL Profit/Loss	Budget	Actual	Difference	Remarks
Revenues	$ 183,408	$ 174,283	-$ 9,125	
Expenses	$ 211,164	$ 181,828	-$ 29,336	
Profit/Loss	**-$ 27,756**	**-$ 7,545**	**$ 20,211**	

Gift Fund	**$ 2,291**	Defunct CWO Trust balance $4,808.34

CBA	**$ 253,545**
Unencumbered Cash	**$ 233,046**