

**Garrison Petawawa Wood Hobby Club
Executive Meeting Minutes
4 June 2024
319 Menin Rd. Bldg. D-2**

In Attendance

Tim Scheer	Acting President
Don Francis	Resource Manager/ Acting Vice President
Lou McEvoy	Fire Warden
Wade Neigel	Secretary
Jack Manfield	Volunteer at large
Brendan Cunliffe	Manager Community Recreation

The Treasurer's position is unfilled.

Absent

Les Brum	Previous President
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Item	Discussion	Action
I	Meeting called to order at 1805.	Info
	<u>Introductory Remarks:</u>	President
	Tim S thanked all those in attendance and a special thanks to Brendan C for joining the meeting.	
II	<u>Previous Meeting Minutes:</u>	President
	Previous meeting minutes were from January 2024. The minutes were read and accepted as read.	
III	<u>Treasurer's Report:</u>	Manager Community Recreation
	The position of Treasurer is currently vacant. Brendan C provided the executive with the current balance of approximately \$18,300, less any outstanding purchases.	
IV	<u>Old Business:</u>	
	Items that have been actioned since the last meeting or still in progress -	Resource manager
	Don F stated that the jointer blades and the large & small band saw blades have been purchased and installed.	
	The estimate for modifying the current ductwork system has not been completed.	Acting president
	The parts for the drill press have arrived. Tim S said that he would install the parts.	
	Brendan C said that he is working with OPI to have the electrical infrastructure checked and provide the executive with specific information.	Manager Community Recreation
	Brendan C said that he would also look into the issue of water flooding into the facility and get back to the executive. It was discussed and decided to delay the purchase of the new lathe until the current equipment is connected for member use.	All
V	<u>New Business:</u>	
	a. Tim S put forward a motion for a new Custodian position to be created on a trial basis. He stated that this would be a volunteer, non-executive position. The position would be put out to the membership for volunteers and the executive	Acting president

would select a candidate or rotate the role among the volunteers if multiple members show an interest

Seconded by Jack M

Carried

- i. Wade N is to compose a Roles & Responsibilities draft for the executive to review. Secretary
- b. There was discussion about creating a Past President position. No motion was made. Info
- c. Jack M made a motion that he would investigate the possibility of purchasing a used vending machine to be placed in the break room. The executive would purchase suitable items and stock the machine for the benefit of the membership. Jack M
Seconded by Don F.
Carried
- d. Don F motioned to spend up to \$100 for refreshments for the members that would be attending the AGM on 15 June 2024
Seconded by Wade N
Carried Secretary
 - i. Wade N is to purchase and bring refreshments to the AGM.
- e. The topic of offering basic wood-working courses was discussed. This had been attempted in the past, but it was very poorly attended. This topic will be revisited in future meetings. Info
- f. The topic of electronic voting was discussed, and it was decided that only in-person voting would be used as the club does not have an effective means to deal with the process. Info
- g. Wade N put forward a motion to work cooperatively with the PSP and their email system. After discussions with Bailey H & Brendan C, the following procedures were suggested:
 - i. Any messages for distribution to the membership would first be discussed by the executive. President Secretary
 - ii. The secretary would compose a draft for approval by the executive.
 - iii. The president or the secretary would pass the information to Bailey H for dissemination to the membership.
Seconded by Don F.
Carried
- h. Wade N motioned that an email be sent to the membership, via PSP, containing the following
 - i. A reminder about the AGM/cleanup
 - ii. A list of positions on the executive that will be available for nomination and the process for a member to express interest in being considered for a particular position. Interested members should reply to ~~22 Bailey H email 1999~~ RecPlex General inbox.*
 - iii. Topics that will be discussed at the AGM.
Seconded by Tim S.
Carried
- i. Don F motioned that up to \$500 be spent to purchase suitable floor paint to coat the worn areas of the floor to prevent damage to the wood
Seconded by Tim S.
Carried
- j. There was discussion about raising membership fees. It was agreed to keep the current fee structure in place. This will be revisited in future meetings once the position of treasurer has been filled and a financial report can be generated. Resource Manager **
- k. Jack M raised the topic of making payments on capital purchases rather than a single, large amount. Brendan C said he would investigate it
- l. Jack M and Don F raised the topic of moving the blue compressor into the basement. It was decided that the move would take place at the AGM if it was safe to do so. Manager Community Recreation
- m. There was a discussion about posting information about the AGM at key locations within the club. Jack M said that he would post the notices. Resource Manager

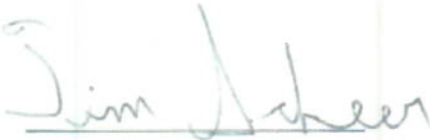
- n. Brendan C informed us that he is working with the National PSP to provide clubs with a generic email that club executives could use for the benefit of their respective club. Jack M
- o. Discussion among the executive was that all members wished to remain and would seek re-election or seek election into a new position. Info
- p. Lou M did not have any comments about building safety.

Info
Fire warden

VII CLOSING REMARKS.

- a. Next meeting will be the AGM on June 15, 2024.
- b. Tim S thanked all those in attendance.

VIII Meeting adjourned 2030h.



Tim Scheer
Acting President

Wade Neigel

Wade Neigel
Secretary

* Expression of interest are to be sent to the RecPlex@force.gc.ca email as per Brendan C follow up email
** Financial report and balance sheet have been provided to the club for review prior the AGM.



Bailey Hartnell
Club Liaison
Community Recreation Coordinator

June 7, 2024

Date

Comments

- III \$18,300 referenced from January meeting. Closing balance 30 April \$16,608.06
- IV Electrical infrastructure / flooding work orders submitted.
- VI - Paint work order request submitted
- K - Investigating with NPPAM
- N - Business Proposal submitted to National PSP with National Recreation Suggestion.



Brendan Cunliffe
Manager Community Recreation

12 June 2024
Date

RECOMMENDED/NOT RECOMMENDED

Nathan Lane
Senior PSP Manager

Date

LCol R. Balkaran
DComd 4 CDSG

Date

APPROVED/NOT APPROVED