

5545-3 (Finance Rep)

5th May 2025

Distribution List

MINUTES OF THE GARRISON TORONTO
WARRANT OFFICER AND SERGEANTS' MESS
ANNUAL GENERAL MESS MTG 30 APR 2025

References: A. Personnel Support Programs Policy Manual
B. A-FN-105-001/AG-001 – Policy and Procedures for Non-Public Property (NPP) Accounting
C. A-PS-110-001/AG-002 – Morale and Welfare Program and Non-Public Property Vol 1
D. Garrison Toronto Warrant Officer and Sergeants' Mess Annual General Mess Meeting Agenda

Mess Committee:

PMC (executive)	Sgt J.F. Gilliland
VPMC (executive)	Sgt R.J.A. Butterfield (absent)
Finance	PO1 K.L. Au
Secretary & Media	Vacant
Housing	MWO P.M. Aviado
Entertainment & Sports	WO E.P. Philippeaux
Mess Manager	Ms. Judy Du (ex-officio member)

<u>INTRODUCTORY REMARKS</u>	<u>ACTION BY</u>
Meeting start: 30 Apr 2025 at 1513 hrs	
1. PMC addressed the membership.	PMC
2. Attendance. Out of total membership of 241 (of which 155 are in good standing), 20 members present on MS Teams and 25 members in-person, not counting proxies and unit reps - quorum not met. As per para 43 of Chap 9-4 of the PSP Policy Manual, <i>“the CO or delegated authority may authorize a lesser percentage as constituting a quorum at a particular meeting; the circumstances will be attached to the minutes of that general meeting.”</i>	
3. Presentation of executive members.	
4. Review of meeting agenda.	
5. Roll Call and confirmation of unit mess reps.	
6. Motion to waive reading of minutes from the last general mess meeting. (passed) Constitution and by-laws were not ratified at this meeting due to last-minute amendments requested by PSP. Will be ratified later.	PO1 Salehi Seconded by PO1 Moon
7. Finance rep summarized 24/25 performance: revenue \$53K, expenditures \$86K, \$76K in retained earnings, \$18K in gift fund. Presented proposed 25/26 budget that is within the \$30K constraint requested by the PSP office. As in, for planned expenditures not to exceed estimated revenue by \$30K.	Finance
a. No change to mess dues percentages: after taxes, 43% for general membership, 50% for entertainment, 7% for gift fund.	
b. 30K (or \$2,500/month) budgeted for TGIT –this amount includes allotment for evening (CI A) and remote members in good standing (ex. CFRC Toronto, Canadian Forces College, etc.) who consider it	

<p>impractical or not feasible to attend regular daytime functions (ex. coffee and TGIT) at Denison Armoury.</p> <p>c. 25/26 budget breakdown: Estimated revenue: \$53K, estimated expenses: \$83K –difference to be drawn from retained earnings. Largest entertainment expenses in the budget include: \$7K for coffee break, \$4K for general mess functions, \$10K for overhead, \$30K for TGIT and \$31K for mess staff wages.</p> <p>d. Gift/Testimonial/Unit fund is healthy at \$18K. Questions were asked by membership if members who are clearing out or retiring are aware that they are eligible to a gift. Discussions were made on how to better communicate this (say, during APS); mess manager said out-clearances should be standardized and require a member to clear out of the mess office. Application for the gift can be made online or using the QR code and can be picked up by a third person but requires the member's written permission. Motion made to transfer \$10K to membership as part of capital investment. (passed)</p> <p>e. Mess manager presented some numbers about how mess expenditures have increased significantly, year over year, since COVID (when no activities were taking place). Said there have been more entertainment activities and that it was creating a burden on the mess office. Commented on how PSP wages are only getting 6% increase despite the increased workload and asked the mess to talk about it. Neither the committee nor the membership had any comments.</p> <p>f. Commented on Motion to pass the proposed 25/26 budget as presented. (passed)</p> <p>g. Delinquent mess dues (Res F). Top twenty members owe roughly \$17K in mess dues; however, nine are either no longer in the military or posted out. Some blame continues to be placed on administrative delays at Reserve pay offices and the challenges with tracking Reserve employment.</p> <p><u>OLD BUSINESS</u></p> <p>8. Vacant committee secretary position. A motion was made to nominate Sgt Ricardo Burton to the position. (passed)</p> <p>9. Jr Ranks Mess mobile board to mount dart board. Although the mess procured a dart board, no action was taken to try and mount it. Housing rep said that the mobile board can be shared between the Jr Ranks and WOs & Sgts mess.</p> <p>10. Pool cues repairs. WO Awadalla will obtain a quote for the repair.</p> <p><u>NEW BUSINESS</u></p> <p>12. Damage to pool table. At some point in time, a party attempted to move the pool table, causing one of the legs to dislodge and balance precipitously on just the very edge of the leg. Quotes will need to be obtained to repair and rebalance the pool table. Could be expensive.</p> <p>13. Canadian Forces College CWO Chief St-Gelais said it was not practical for their Sr NCOs to attend the regular daytime functions at Denison Armoury. Asked if it was possible for the mess to subsidize a meal once a month instead. The same was echoed by a CFRC Toronto rep, saying that members in Hamilton and Oshawa never get to come to TGIT. Entertainment rep said the committee will investigate it and get back to them. Motion made to support the requests from remote members with more details to follow.</p>	<p>Mike Holland Seconded by PO1 Salehi</p> <p>Sgt Ro Seconded by WO McMillan</p> <p>WO Philippeaux Seconded by Sgt Gilliland</p>
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