

Nov 2024

Distribution List

MINUTES OF THE GARRISON TORONTO
WARRANT OFFER AND SERGEANTS' MESS
ANNUAL GENERAL MESS MTG 31 JULY 2024

- 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 (new)
VPMC (executive)	Sgt R.J.A. Butterfield (new)
Finance	PO1 K.L. Au
Secretary & Media	Vacant (PO1 K.L. Au for purposes of AGM)
Housing	MWO P.M. Aviado
Entertainment & Sports	WO E.P. Philippeaux (new)
NPP Accounting Manager	(ex-officio member)
Mess Manager	Ms. Judy Du (ex-officio member)

<u>INTRODUCTORY REMARKS</u>	<u>ACTION BY</u>
Meeting start: 31 Jul 2024 at 1033 hrs	
1. PMC addressed the membership.	PMC
2. Attendance. Out of total membership of 231, 14 members present on MS Teams and 40 members in-person, counting proxies and unit reps. 23% - 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. Represented: GGHG, 2 Int Coy, 32 CF H Svcs C Toronto, 1 Dent U Toronto, DGAEPM.	
6. Motion to waive reading of minutes from the last general mess meeting. (passed) Constitution and by-laws were ratified. (passed)	MWO Demian Seconded by WO Butters
7. Finance rep asked for feedback WRT the e-mail sent summarizing 23/24 performance and the proposed 24/25 budget. In 23/24; although the mess managed to spend \$17K of retained earnings, overall, compared with what was estimated, the mess underspent by approx. \$68K. Lack of resources (both in the committee and among mess staff in terms of time, personnel) to plan, organize and coordinate entertainment activities and fewer repair & maintenance activities were the reasons.	Finance
a. No change to mess dues account percentages; after taxes, 43% for general membership, 50% for entertainment, 7% for gift fund.	

<p>b. Retained earnings from previous fiscal years approx. \$110K.</p> <p>c. 24/25 Budget. Estimated revenue: \$43K, estimated expenses: \$104K – difference to be drawn from retained earnings. Largest entertainment expenses in the budget include: \$9K for coffee break, \$20K for general entertainment, \$12K for Reserve training nights’ “TGIT”, \$25K for regular “TGIT” and \$24K \$28K for mess staff wages.</p> <p>d. Gift/Testimonial/Unit fund is healthy at \$17K. Finance rep recommend transferring funds to entertainment in future years when retained earnings are consumed.</p> <p>e. Motion to pass the proposed 24/25 budget. (passed)</p> <p>f. WO Mardirossian asked about the status of delinquent mess dues. (approx. \$20K spread out across 19x units) PO1 Au said that the mess manager had already brought it to the attention of the Garrison SM. Efforts include sending lists to unit SMs to remind their members to pay dues. Administrative delays at Reserve pay offices and the challenges with tracking Reserve employment (due to resource pressures) were cited as probable reasons for delinquency. WO Toor suggested that something be communicated to the membership to explain how mess dues can be paid (such as going directly to the mess office) and the steps to take. WO Toor also reminded Reservists that receipts for mess dues paid at the mess office need to be passed back to the Res F OR to record in RPSR as proof that individual has paid.</p>	<p>PO1 Au Seconded by MWO Aviado</p>
<p><u>OLD BUSINESS</u></p>	
<p>8. Sgt Liddell was acknowledged for their contribution to the mess. Sgt Liddell is not filling a committee position but has been planning, ordering and coordinating TGIT and coffee breaks, including gathering feedback from the membership. Applause by all present.</p>	<p>PMC</p>
<p>9. Jr Ranks Mess mobile board to mount dart board. Awaiting decision by Jr Ranks on whether they want to sell or donate it to the WO & Sgts mess.</p>	
<p>10. Motion to budget \$5K for a golf tournament to take place in the fall. OPI is Mr. Chris Gardner, an associate member of the mess. (passed)</p>	<p>Sgt Awadalla Seconded by Sgt Liddell.</p>
<p>11. Motion to budget \$4.5K for a live band to play during a BBQ to be held on or around 26 Sep 24. Regular TGIT will cover the food costs for the BBQ. Logistics and feasibility analysis to be determined. If feasible, will require volunteer helpers. (passed)</p>	<p>MWO Aviado Seconded by WO Castillo</p>
<p><u>NEW BUSINESS</u></p>	
<p>12. Coffee machine. Sgt Butterfield (VPMC) will put together a proposal on the purchase and maintenance of a coffee machine, similar to the one used by the Jr Ranks. Preliminary info is that, under the contract, the contractor comes in once a month to maintain the machine, while PSP staff and/or the committee have access to top-up the coffee. A comment was made that the mess has to accept a certain degree of risk that any furniture, equipment, or asset in the mess may be used by others who have access to the mess, whether due to functions or combined mess activities.</p>	
<p>13. CWO Delisspe, who was posted in this APS, commented that a lot of motions seem to be lacking in details and it is difficult to vote as a result. He emphasized that he appreciates the efforts of the committee and was simply making an observation based on experience on mess committees at other locations.</p>	

<p>14. Motion to give the committee authorization to approve additional entertainment expenditures that are unforeseen and/or not defined in the approved budget up to \$10K for the year. Original motion was allow for up to a cap of \$10K or \$5K per event but it did not pass vote. Clarified that committee has to vote on such expenditures and that no single committee member can arbitrarily authorize a transaction. A concern was raised about potential fraud; however, as of writing, no one on the committee has NPP financial authorities, as PSP Toronto has been unwilling to do so, meaning no one on the committee could authorize a transaction for their own benefit. (passed)</p>	<p>MWO Demian WO Stephan</p>
<p>15. Motion by MWO Tanchak via MS Teams to run TGITs every week. General comments were that it's a lot of extra work and that few have stepped up to volunteer – as in, to offer to plan, order (and possibly pick up), and coordinate the activity. WO Toor said it would be helpful if there was a SOP of what volunteers needed to do for TGITs – Sgt Speers (MS Teams) said she had put a SOP together when she was managing TGIT activities prior to Sgt Liddell. Sgt Butterfield proposed an amendment to the motion to postpone until the Fall, with the condition that no such motion will be considered unless there are volunteers. (passed)</p>	<p>MWO Tanchank Sgt Butterfield (amendment) Seconded by Sgt Campbell- Skinner</p>
<p>16. Motion to dispose of broken (i.e. cannot be repaired) patio furniture that's been sitting outside. MWO Aviado said he will look to see if any furniture can be repaired. (passed)</p>	<p>WO Mardirossian Seconded by MWO Aviado</p>
<p>17. Topic raised to repair or replace the billiard cues for the pool table. Sgt Awadalla and Sgt Gerred (online) volunteered to get some quotes for the service. No motion at this time.</p>	
<p>18. Topic raised to mount a corkboard at the entrance to the mess to post copies of the constitution, mess minutes, important notices, flyers, etc. Other locations where these can be found include outside the mess office and online on the CFMWS website. Mr. Chris Gardner mentioned that he has a corkboard that's 3' wide by 2' tall that he could be used for that purpose. The motion was postponed for further research.</p>	
<p>19. Topic raised about cleaning the carpet in the mess, which was starting to look unsightly with some splotches of dark spots and food stains near the small fridge. Someone mentioned that the Garrison contracts to have carpets cleaned once a year. Another commented that some of those stains have been there for more than a year and was doubtful if the carpet was cleaned. No motion.</p>	
<p>20. Topic raised to purchase a box of cutleries (one-time use KFS) for use by members of the mess when they require them (outside to TGITS). It was clarified that during TGITs, the mess office provides plates and cutleries, and it is charged back to the mess. A comment was made that the quality of the cutlery used during TGIT could be improved. No motion.</p>	
<p>21. Topic was raised about tipping to the vendor for TGITs. The budget for TGITs does not currently include tips. Motion made by Sgt Liddell to set aside \$150.00 for delivery fees or to give the driver a tip (if there's no delivery fee) based on whether the delivery is timely and the quality of the food. (passed)</p>	<p>Sgt Liddell Seconded by WO Byers</p>
<p>22. Motion made by PO1 Au to increase the budget for TGITs – in consideration of retained earnings from previous years and lack of planned entertainment activities (to spend entertainment funds) and increasing food costs due to inflation. Sgt Liddell motioned to increase the budget for TGITs to \$4K a month. (passed)</p>	<p>Sgt Liddell Seconded by WO Toor</p>
<p>a. CWO Kalk (MS Teams) asked if the amount that can be claimed per member for Res F evening TGIT/TGIF (for those who parade with their units in the evening) was also going to increase as a result. Currently,</p>	

<p>evening activities can claim, per attendee in good standing, up to \$14.00 per month. WO Madirossian was in favour of increasing the amount, seconded by CWO Kalk, but it did not survive the vote.</p> <p>b. CWO Kalk has asked for an explanation on how the budget can be increased for regular TGIT but no increase to the monthly amount that can be claimed by a Reservist in good standing for evening TGIT/TGIF.</p> <p>c. General comments were made about delinquency of mess dues payments and that the bulk come from the Res F.</p> <p>d. Mess manager commented that the Commander will not approve Reservists claiming more than they contribute on a monthly basis. Their perspective was that, regular TGIT is open to the entire membership and it is never certain the number of personnel that will attend them, which has been ranging from 40 to 60 attendees.</p> <p>e. CWO Kalk’s perspective was that, if the \$4K was divided among all Reg F and CI B or C members (or Reservists who can attend daytime TGIT at Garrison Toronto), it would be around \$20 per member. Therefore, he argued that the amount that should be claimable by the Res F should also be increased.</p> <p>f. No resolution was reached.</p>	<p>CWO Kalk</p>
<p>23. CWO Kalk motioned to lower CL A mess dues. Not seconded. (not passed)</p>	
<p>24. PMC motions to ratify the constitution as presented to the membership prior to the general meeting. (passed)</p>	<p>Sgt Gilliland Seconded by MWO Aviado</p>
<p><u>VOTING IN OR RENEWAL OF ASSOCIATE MEMBERS</u></p>	
<p>19. The following individuals are renewed and or voted in as Associate members for 24/25 (passed):</p> <p>a. George Sikou (Commissionaires);</p> <p>b. Darren Mcatear (4 CDSG Sigs).</p> <p>c. Chris Gardner (unit known retired member).</p>	<p>Sgt Gilliland Seconded by WO Madirossian</p>
<p><u>ADJOURNMENT</u></p>	
<p>20. Motion to adjourn meeting.</p>	<p>Sgt Gerrard Seconded by Sgt Awadalla</p>
<p>21. Meeting adjourned 1150 hrs 31 Jul 24.</p>	

Sgt R.J.A. Butterfield
VPMC

Comment/ **No Comment**

Sgt J.F. Gilliland
PMC

Comment/ **No Comment**

Judy Du
Mess Manager

Comment/ No Comment

Cindy Zhou
Senior Manager PSP

Comment/ No Comment

Major Robert Ryan
Officer Commanding
4 CDSG GTA Detachment

Approved/Not Approved

List of Annexes

Annex A – FY 24/25 GTWSM Annual Budget

Distribution List

Action

GTWSM Executive Committee
GTWSM Mess Committee Members
Deputy Manager PSP
NPF Accounting

Information

GTWSM Members Distribution List