

5545-1 (Jr Rank's Mess)

February 2024

Distribution List

**JR RANK'S EXECUTIVE MESS COMMITTEE
MEETING HELD 15 FEBRUARY 2024 AT 1300HRS @ THE SNAKE PIT**

In Attendance:

MCpl Roy	PMC (Former)
Cpl Miller	Entertainment Chair (Acting VPMC)
Cpl Martin	Secretary
MCpl Lacroix	Advertising
Cpl Luu	Sports Chair
Cpl Vasquez	Vice Finance
Cpl Blair	Vice Entertainment
MCpl Ferland	Vice Entertainment
Cpl Malfara	Living-In Chair
Cpl Millette	Vice Advertising
Cpl Martin	Sponsorship Chair
Anthony Williams	Assistant Mess Manager
Danielle Soucy	Mess Manager
Melissa Gallant	Mess Clerk

Absent:

Cpl Hornby	VPMC (Acting PMC)
MCpl Magallanes	Vice Finance
Cpl Coon	Volunteer Coordinator Chair
Cpl Earle	ESports Chair
Cpl Miller	Entertainment Chair
Cpl Aultman	Housing Chair
Cpl Cloutier	Vice E-Housing
Cpl Aultman	Housing Chair
Cpl Freitas	Vice Housing
Cpl Hopkins	E-Housing Chair
Cpl Ochoa	Vice Volunteer Coordinator
Bruce Doyle	Associate Rep
Paul Butt	PSP Rep
Todd Peddle	PSP Rep
Kelsey Culver	Assistant Mess Manager

Vacant Committee Positions:

- 1 x Finance Chair
- 1 x Living In Chair
- 1 x Vice Sports
- 1 x Vice E-Sports
- 1 x Vice-Entertainment
- 1 x Vice-Sponsorship
- 1 x Vice Secretary

<p>I <u>INTRODUCTORY REMARKS</u></p> <ol style="list-style-type: none"> 1. VPMC called meeting to order at 1304 hrs. 2. Changes to Agenda: N/A 3. Feedback interviews – by phone or in person. We can write feedback notes as required for PAR season. <p>Financial</p>	<p>Info PMC</p>
--	----------------------------

<p>4. Chairpersons need to submit their next fiscal year budget requests.</p> <p>5. OneNote Finance Tab has an additional tab: FY 23-24 LEDGER.</p> <p>6. All members with a credit card, when you submit your fiscal year credit card recap, please cc Cpl Magallanes on email. E-Housing will automate this process.</p>	<p>Treasurer</p>
<p>II <u>COMMITTEE REPORTS / OLD BUSINESS</u></p> <p>7. Ceiling tiles still need to be installed (Housing).</p> <p>8. Digital upgrade – Internet ran into the building in about a month; with Bell, awaiting site inspection. (VPMC).</p> <p>9. Logo/muted logo for merchandise, will enquire about image requirements (eSports).</p> <p>10. Cannabis Zone approved, source picnic tables or gazebo and provide a proposal for purchase – PSP to contact RP Ops to install butt cans. PSP has contacts for possible sponsorship tent. (Housing)</p> <p>11. Pick out picture frames for art pieces from the RCAF museum – Contact RP Ops to provide work order for install into frames and onto walls. (VHousing)</p> <p>12. Home Brew an event concept, seeking more information for a proposal. – Dube to host intro class when back from Deployment. Possibly hosted at Flyby in March/April (Entertainment)</p> <p>13. Welcome package/discord area for new members (Living In)</p> <p>14. Research quote for vending machines in the Snakepit (VPMC)</p> <p>15. Look into bands/comedian for Friday nights. Cpl Miller will coordinate with PSP to create contracts. (Entertainment)</p> <p>16. DWAN workstation awaiting BOA approval. Still in progress. RP Ops to fix water leak (PMC)</p>	<p>Info/ Action</p> <p>PMC</p>
<p>III <u>RECURRING BUSINESS</u></p> <p> Quarterly:</p> <p>17. Update key access list with MP's through MM.</p> <p> Annually:</p> <p>18. Committee Photos (aim for September, after postings and before the GMM)</p> <p>19. Holiday decorating (in November's meeting to schedule work party for decorating and take down. Consider if decorations will stay up for NYE)</p> <p>20. Patio (March/April plan opening and set-up, October plan for closing/tear down after Remembrance Day.</p> <p>IV <u>NEW BUSINESS</u></p> <p> Secretary</p> <p>21. Ratify Discord vote to purchase 2 x 20L coffee urns and 2 x 20L water totes – 1st MCpl Ferland, 2nd Cpl Luu, motion passed.</p> <p> Sports</p> <p>22. All ranks Chess Tournament and the Superbowl party both had good attendance, and were an overall success.</p> <p>23. Planning golf passes for summer.</p> <p>24. Darts tournament to be held March 7th</p> <p>25. Ski pass subsidies - \$720 of funds have been used so far.</p> <p>E-Sports</p>	<p>Info/ Action</p> <p>PMC</p>

<p>Entertainment</p> <p>26. Week of the Air Show, Jr Ranks Mess will be closed Wednesday, Thursday, Friday. No games night, or TGIT.</p> <p>27. We need to better track usage of TGIT, looking into Mess Card ID/scanner app. We want to have members engaged in the mess and activities. Possible incentivize eat -ins with prizes/gift cards/snowball.</p> <p>28. TGIT budget needs to be reviewed and increased. We are operating over budget every week.</p> <p>29. TGIT invoices need to be tracked by PSP! Give invoice to Melissa or notify PSP when paid! PSP to follow up with us for any gaps in data.</p> <p>30. We have leftover gift cards and prizes that were purchased that we can use for Entertainment.</p> <p>31. Jr Ranks Mess will be providing Taxi Chits to members attending the 100th Anniversary Mess Dinner at the Museum on March 28th.</p> <p>32. NYE Party was carried out successfully and there are many lessons learned. The highlight was the food by Noah Rudderham and the largest area to improve is preparation and communication from the OPI and PSP. Due to low expected attendance, expenses were reduced from \$6,000 to ~\$3,550. Target subsidy was 50% and ended up being ~62% with an attendance of 50 people. Bar revenue was ~\$400 for the night.</p> <p>Housing</p> <p>33. Bldg 24 kitchen can be used. WExec has had talks with previous WComd about being able to use the kitchen for events, we are revisiting discussions with new WComd. Outcome pending.</p> <p>34. Picture frames for Museum RCAF artwork- Quotes sent off for required picture frames- Simple black frames with white border Picture frames. Request to be submitted to NPF for funds, and RP Ops to install.</p> <p>E-Housing</p> <p>Advertising</p> <p>35. Review Calendar for Advertising & Event schedules</p> <p>36. Formal communication will be sent out Bilingual.</p> <p>Living-In</p> <p>37. Looking into QR Code to link welcome package to the Discord channel.</p> <p>Sponsorship & Donations</p> <p>PMC and VPMC</p> <p>38. We need to restock the beer on tap; we ran out during the Superbowl party.</p> <p>39. Work order has been submitted for the flooding in the office.</p> <p>40. We need volunteers for end of month Independent Stock check of Jr Ranks, and EOB, possibly 3 members for the day on Friday March 1st.</p> <p>Mess Manager</p> <p>41. Please cc Mess Manager on all budget items.</p>	
<p>IV OPEN DISCUSSION</p> <p>42. Entertainments TGIT budget needs to be increased. Currently spending \$1500 each week, which is \$500 over; will be requesting \$2000 each week at the GMM. This will give us more verity with vendors.</p> <p>43. Propose TGIT timing change to 15:30, as most vendors will no longer commit to 2 separate drop offs.</p>	<p>Info/ Action PMC</p>

<p>44. Executive Budget meeting to be held on Tues February 20th at 13:30.</p> <p>45. Ryan Ruckstuhl – may be joining the Jr Ranks, he reached out to MCpl Roy, saying that he is appointed by his chain; not sure position, possibly JMAC.</p> <p>46. PMC lunch to be planned for May 2024.</p>	
<p>V <u>AJOURNEMENT</u></p> <p>1. Next EMM held on Thurs, 18 April @ 13:30</p> <p>2. GMM to be held on Thurs, 21 March @ 13:30</p> <p>3. Meeting adjourned at 14:02</p>	

Distribution List
 Executive Committee members via e-mail
 Unit Reps via e-mail

Cpl Hornby
 PMC (Acting)
 613-539-5663

**MARTIN,
 TASHA 499** Digitally signed by
 MARTIN, TASHA 499
 Date: 2024.03.06
 13:05:12 -05'00'

Cpl Martin
 Secretary
 3468

**PEDDLE,
 TODD @79J** Digitally signed by
 PEDDLE, TODD @79J
 Date: 2024.03.28
 08:47:57 -04'00'

Todd Peddle
 Civ
 Sr Mgr PSP
 3079

Recommended/Not Recommended
 Would like a little more
 clarification on item 33

**KEOWN,
 MARK 498** Digitally signed by
 KEOWN, MARK 498
 Date: 2024.03.28
 12:47:22 -04'00'

For **R.J. Hansen**
 CWO
 WCWO
 2475

Recommended/Not Recommended

**JAMES,
 LEIGHTON 263** Digitally signed by
 JAMES, LEIGHTON 263
 Date: 2024.04.02
 12:50:30 -04'00'

L.L.J. James
 Col
 WComd
 3379

Approved/Not Approved

Distribution List
 Action
 WNPF