

CFB Halifax Officers' General Mess Meeting Minutes

1180-1 (Mess Secretary)

19 May 2022

CFB HALIFAX OFFICERS' MESS  
GENERAL MESS MEETING 28 APRIL 2022

Executive Committee Members:

PMC	LCol Chip Madic
V/PMC	Vacant
Treasurer	Capt Neate
Secretary	SLt Stewart-Tattrie
Assoc. Mbr Rep	Tom Birchall
Entertainment Chair	LCdr Ring
Event Coordinator	Tina MacNeil
Mess Manager	Caitlin Andrecyk
Function Coordinator	Rick Durand
Sports Officer	Vacant
Bull Sub	Absent
Senior Sub Alternate	Lt Wilkie

CALL TO ORDER

1. Meeting was called to order at 1032. The PMC welcomed and thanked all in attendance. The PMC introduced the Mess Committee and presented the agenda for the meeting.

PRESENTATION OF AGENDA

2. The agenda was presented.

PREVIOUS MINUTES

3. The previous mess minutes were distributed electronically. A motion was made to accept the minutes as read from the previous meeting on 10 November 2021.

**Motioned: Maj Boudreau  
Seconded: Lt(N) Turner  
Carried**

FINANCIAL REPORT

4. Treasurer recently took on position so Mess Manager presented reports on their behalf:

- a. The Mess Manager presented an income statement for the period of 1 Apr 21 – 31 Mar 22. Revenue associated with Mess dues whereas expenses are from events, wages and utilities.

**Income Statement  
1 Apr 21 – 31 Mar 22**

Bar Sales	\$30,194.09
Bar COGS	(\$17,040.61)
Other Expenses	(\$31,551.32)
Net Income	(\$18,397.84)
Revenue	\$203,536.13
Expenses	(\$176,982.05)
<b>Net Income/(Loss)</b>	<b>\$8,156.24</b>

- b. The Mess Manager presented a balance sheet for 30 Sep 21.

**Balance Sheet  
as of 31 Mar 22**

Total Assets	\$302,195.48
Total Liabilities	\$40,186.33
Total Owners' Equity	\$262,009.15
Total	\$302,195.48
<b>Unencumbered Cash</b>	<b>\$146,080.93</b>

- c. The Mess Manager presented a budget review for FY 2022-2023.

**Budget Review  
1 Apr 22 – 31 Mar 23**

Sales	\$183,359.50
COGS	(\$88,169.38)
Other Expenses	(\$83,824.20)
Net Income	\$11,368.92
Revenue	<u>\$520,728.50</u>
Expenses	(\$537,674.63)
<b>Net Income/(Loss)</b>	<b>(\$5,577.21)</b>

5. The Mess Manager mentioned that the Mess is permitted to incur a loss so long as the bar continues to operate at a breakeven threshold. Revenue is from limited private functions and the Mess functions planned through the entertainment committee. Expenses pertain to private and Mess functions as well as bar labour.

6. It is anticipated that COVID-19 implications will continue to impact the ability of the Mess to host events. It is expected that the 50% maximum capacity will remain in place for the foreseeable future. Recently there was a large increase in wage expenses due to raises which has increased forecasted expenses.

7. Lt(N) Turner requested details on when the Ballroom and the Bridge were last used for an event. The Mess Manager provided that the Bridge was used as recently as last week but that because events are only recently being booked in larger numbers due to easing COVID-19 restrictions there has not been a large requirement to use this space.

8. The PMC provided that COVID-19 has resulted in the Mess having to utilize part of the buffer that is normally maintained in unencumbered cash in order to pay for ongoing expenses such as wages, utilities and other operating expenses. This has resulted in a need to reduce the subsidies offered to units when hosting events at the Mess. The remaining buffer must be maintained and eventually restored to previous levels in time.

9. SLt Asafor asked whether bar sales and event entry fees were the only sources of revenue for the Mess. The Entertainment Chair provided that Mess dues are also a source of revenue. Mess dues have not increased significantly in a number of years. The Mess Manager also noted that private industry is not permitted to subsidize events within the Mess.

10. HCol Gough asked whether the Honourary Col/Capt community could be engaged in order to book more events at the Mess. PMC feels that the focus should remain with engaging the units locally first as COVID-19 has disrupted normal routine for over two years which has resulted in a reduced unit engagement. The Mess Manager noted that RA Park shutting down for renovations has also resulted in a loss of a venue for functions.

11. The Associate Member Rep provided that any member of the Mess can sponsor an event. The Entertainment Chair reminded the membership that the Mess is not meant to be significantly profitable. It is meant to either breakeven or maintain only a slight profit.

12. A motion was raised to accept the financial statements as read.

**Motioned: Capt McCallum**  
**Seconded: SLt Larder**  
**Carried**

## REPORTS AND UPDATES

### Entertainment:

13. The Mess Manager spoke to the effects of Covid-19 on entertainment events. Every attempt is being made to engage with the mess membership while abiding by the Covid-19 restrictions.

14. There is a requirement for unit Entertainment Committee Reps. Any questions regarding this should be forwarded to the Entertainment Committee Chair.

15. Suggestions for possible events are welcomed and can be forwarded either through a unit's entertainment rep or through the Entertainment Chair directly.
16. Upcoming events:
  - a. Weekly TGIF/TGIT
  - b. Spring Bloom Dinner in May which is the first dinner + dance hosted in a long time.
  - c. South Shore Tour in June which consists of a tour of a winery and a brewery.  
Interested individuals are to contact Caitlin, Rick or Tina.
17. SLt Contini asked whether it was possible to use the Nova Scotia room as a pub/game room. The Entertainment Chair said that the space is currently being used for meetings when required. There is potential to move furniture, a pool table and a shuffleboard table into the space. Plan is for this space to be a more relaxed. A bar is not possible in this space but individuals using the space would be welcome to utilize the bar in the Sea Room.

PMC Report:

18. The Mess faces the challenge of how to move back to normal operation. Need to slowly build momentum. Recently NPF catering has been brought back online. Need to avoid overtaxing these services as they need time to adjust after a significant period of time where they were not operating. Currently there are a number of private events booked in the Mess between July and September which shows that the Mess is still of interest to the membership.
19. The current PMC is slated for release in September. As such the Base Commander has identified the incoming PMC – Cdr Sanson. The turnover process will occur between now and May which will be when Cdr Sanson will officially take on this role. The current PMC will return to the V/PMC role until his release.
20. Sports Chair is vacant. A/SLt Weshnoweski asked what the responsibilities are for this position. The PMC provided that the main responsibilities are to coordinate the various sports teams that are supported through NPF. May also need to coordinate sporting events between the Wardroom, C & POs, and the MS & Below Messes.
21. RA Park Update
  - a. Tour conducted on 27 April. Building has been completely gutted. Insulation is completed. Ventilation systems are in place now. New exterior work is ongoing. Fire suppression systems has been a source of difficulty as a number of small spaces are complicating the installation. Furniture that was in storage was disposed of due to mold contamination. New windows are being tested. Opted to replace the old windows with Heritage Committee concurrence due to concern of ongoing upkeep costs if old windows were kept. Foundation repairs have been completed addressing the water issue. Original ceiling of the Mess has been exposed and will be painted and primed next week. A small space has been uncovered with the names of the individuals who closed off the space in 1964 recorded on the wall. PMC would like to

preserve this bit of history as this space will be used to house some other historical keepsakes. Curb in parking lot is being renovated to prevent parking in front of the Mess except for handicap parking. Mess expected to be ready for use as early as December 2022 but could be sooner if the rest of the windows arrive before September and the Mess Executives are able to complete all the support work that must be done to get the Mess operational – such as setting up point of sale machines, completing building inspections, etc.

22. New Sound System

- a. Lt(N) Richardson tabled two quotes. Peak Audio Video provided a quote of \$17,492.00 + tax and Skylark Communications provided a quote of \$5,596.00 + tax.
- b. Differences between setups not readily known at this time. Main effort was to get a sound system that would have Bluetooth capability as the current setup does not have this functionality. The bar would be the custodian for the Bluetooth control so members would not be able to readily take control of the system. The Entertainment Chair expressed concern over possible licensing infractions if using personal music subscriptions to play music. Mr. Durand provided that the junior Mess incurred a fine several years ago of \$20,000.00 by playing music without a license. A question was raised whether the current sound system is a barrier to having live music and/or DJs. Mr. Durand confirmed that it is not as these individuals always bring their own music equipment.
- c. Moved to refer the tabled sound system quotes to the Mess Committee for further evaluation.

**Motioned: Tom Birchall**  
**Seconded: Lt(N) Mercier**  
**Carried**

23. Motion to accept the Entertainment and PMC Report as read.

**Motioned: Maj Boudreau**  
**Seconded: SLt Asafor**  
**Carried**

NEW BUSINESS

Gifts for those outside of the Mess:

24. PMC was approached by the C&POs Mess and the MS & Below Mess in order to confirm whether the Wardroom would be contributing to the gift for the RCN Chief. Currently the By-Laws provide that the Formation Chief, Base Chief and the 5 Div Command Chief will be provided gifts from the Wardroom on their departure. The other messes asked the PMC to use their discretionary fund. PMC feels that this would set a precedent that the Wardroom would

have issues constraining again in the future for other high profile Chief positions. The Associate Member Rep provided that the members can provide input to the committee on these decisions but that the current By-Laws do not include the RCN Chief. With concurrence from the members of the Mess present, the PMC stated that he would approach the other Messes and decline the contribution based on the point that the gift would not be of sentimental value from the Wardroom in the same way that the other Messes' gifts would.

#### NPF DA (Non-Public Fund SLoc)

25. The Mess Manager must annually review a 22 page document in order to verify the SLoc. Currently the document contains a multitude of items that should never have been recorded to begin with. Only items worth \$1,000.00 or of high net book value were to be included. Currently the list includes vanities in RA Park for example that have since been disposed of since the renovation started. PMC provided that items being written off will be disposed of through BLog as this is standard procedure. None of the attending members objected to the Mess Managers request to clean up the document and remove any inappropriate items.

#### Bi-weekly or monthly brunches

26. SLt Asafor voiced that including a bi-weekly or monthly brunch in the Mess's event schedule would be valuable. Expressed interest in events that do not include alcohol and would focus on establishing personal connections between attendees. Could be done by hosting a potluck. Would like the event to be cost free for attendees.

27. The Entertainment Chair provided that potlucks are not permitted within the Mess. Additionally there would need to be some form of entry fee as food would need to be provided by the Mess. The bar has always been available during any previous iteration of a brunch as the members expect this service. If brunches are requested this would mean that a different event would need to be cancelled in order to provide for it within the current budget. PMC reinforced that there is zero obligation to drink for any member attending a Mess event. Mr. Robichaud asked if there was any intention for the Mess to start selling edible marijuana products. The Mess Manager explained that there are NPF policies in place restricting the sale of cigarettes within the Mess and that there are no expectations at this time to sell edible marijuana products within the Mess.

#### Bar Card Updates

28. PMC stated that the Wardroom's constitution recently underwent amendments to better regulate the use of chits. CFMWS released a direction on 27 April 2022 that restricted chit use only to guests of the Mess. This eliminates any potential use of the chit for encouraging participation with the Mess for members. Any infractions in this new direction will result in the chit holder having to personally reimburse the chit expense. PMC will push for additional flexibility but as it stands chits are only to be used for guests.

ADJOURNMENT

29. With no further business the mess meeting was adjourned at 12:07.

**Motioned: Lt(N) Turner**  
**Seconded: Lt(N) Mercier**  
**Carried**

”//OSB//”

---

K.R. Stewart-Tattrie  
SLt  
Mess Secretary  
427-2272

Recommended/Not Recommended

---

P.D. Madic  
LCol  
PMC  
427-0374

Approved/~~Not Approved~~

---

K.L. Shearer  
LCdr  
B Admin O  
721-8611

Dist List

Mess Manager  
Base Mess Manager  
PMC  
NPFAM