



Mess Committee Meeting

MINUTES

Nova Scotia Room, Juno Tower
 Thursday, November 21st, 2024. 12:30

Attendance

Present:

Name	Title
G. Lau	PMC
J. MacDonald	VPMC
R. Stanley	Secretary
I. McNeil	Treasurer
J. Pereira	Chair, Entertainment Committee
A. Day	Membership Officer
A. Adrovic	Communications Officer
M. John	Sports Officer
B. Graham (incoming)	Associate Representative

Absent:

Name	Title
B. Finyanos	Senior Sub
Vacant	Bull Sub
C. Andrecyk	PSP Deputy Manager
T. MacNeil	RA Park Function Coordinator

Ex Officio Attendees:

Name	Title
M. Ackland	Mess Manager
V. Turner	Wardroom Function Coordinator

1. Call to Order/ Confirmation of Quorum:

The VPMC called the meeting to order at 12:41 and confirmed a quorum present.

The VPMC introduced the new PMC as Cdr Galeung Lau and the new Associate Representative as Capt. (ret'd) Bill Graham.

The VPMC announced that she would be stepping down from her position and that a new VPMC would be identified.

2. Approval of Agenda:

A motion to approve the Agenda was made by Capt. Adrovic, seconded by Lt(N) Pereira, without dissent.

3. Minutes of Previous Meeting:
10 October 2024
A motion to approve the Minutes was made by Lt(N) Pereira, seconded by Lt(N) McNeil, without dissent.

4. Old Business & Business Arising:
The BADMO has temporarily assigned an A/SLt LogO to assist with a review of the membership list, member dues, and outstanding in-clearances.

With the turnover of the Associate Representative, the Secretary introduced a **motion for a departure gift of up to \$100, seconded by SLt John, without dissent.**

With the turnover of the VPMC, the Secretary volunteered to take on the responsibilities of the Constitution and Bylaws.

5. Correspondence:
Submissions by Mess Members for discussion at the GMM were reviewed as follows:
 1. Can Mess Members park at RA Park for non-Mess related activities (such as shopping downtown).
No, parking is for activities carried out at the mess – both military and private functions.
 2. Can we organize cultural events utilizing mess funding? (such as an Iftar dinner?)
Yes, so long as the event is centered around a cultural activity that everyone is welcomed to attend. Talk with the Entertainment Officer to act as an OPI for an event.
 3. Can we utilize mess funds for new wardroom ice hockey team jerseys?
Possibly – we are currently at a financial deficit.
 4. Can we have input to beer selection and food diversification?
Yes, we are looking into having more beer selection available at the Juno mess, and diversification of the menu.
 5. Can we purchase conference equipment such as speakers, cameras, projectors?
It depends, if this is for work activities, BIS can loan equipment.
 6. Can we setup an automatic gratuity on Private Functions bar sales? (where there is an open tab)
Investigation ongoing.

6. Financial Report (Treasurer):
The financial report for 31 Oct 24 was reviewed. Accounting records now include accounts receivable (\$18,961.58) (AR) being reconciled against unencumbered cash (\$-32,256.77) leaves us with an overall negative balance. Bar prices will be increased in the New Year. Mess Dues will need to be considered for a vote at the AGM in March. The Treasurer will be following up with any delinquent units that still have Accounts Receivable.

7. Reports:
 - a. Entertainment (J. Periera)
Upcoming events include the Children’s Christmas Party, NYE Party, Robbie Burns.

Eight people attended the last Board Game Night.

A Monthly Trivia Night is being considered.
 - b. Sports Co-Ordinator (M. John)
Super Bowl LIX(59): A watch party will be planned for 9 February 2025 at the HOM Searoom.

The result of the Member Survey indicated that Mess Members would be interested in Curling and Poker.

In considering time zones and cost, the intent is to focus on the F1 race in Montreal.

The Golf Tournament was attended by thirty-seven Members. We are investigating ways to encourage more participation next year.

c. Membership Officer (A. Day)

The Membership Officer is investigating the possibility of Ship's Messes having the opportunity to subscribe to the Halifax Officer's Mess. This would allow Ship's Officers to be able to attend base events at the subsidized rate – and utilize the facilities such as when their ship is in drydock. Ship's Officers currently enjoy reciprocal benefits but are required to pay the non-subsidized rate when attending base events.

A Membership Survey will be conducted in the New Year.

Bouncy Castles were purchased for Children's Events, however, due to a change in liability, they will need to be divested.

Sadly, one of our Honourary Members, Mr. Tom Forrestall passed away on 15 Nov 24. One of his paintings of a naval battle can be seen at the top of the staircase at the Juno Mess. We have one remaining Honourary Member.

d. Communications Officer

The Communications Officer continues to collect motions and inquires for the upcoming GMM and will ensure they are included in the GMM Slide Deck.

e. Associate Representative (T. Birchall)

Mr. Tom Birchall is turning over with the incoming Associate Representative, Capt(ret'd) Bill Graham.

Mr. Graham indicated that we currently have 107 Associate Members with five applications pending. The VPMC is in the process of approval.

The intent is to sell polo shirts for \$70-80 each – by pre-order. Examples will be available.

f. Mess Manager (M. Ackland)

Our Bar Supervisor, S1 Disney (the last remaining steward with the messes), is no longer with the mess. This position, which was at public expense, will need its responsibilities reallocated to other staff. This loss is in addition to the Admin position that was publicly funded, also resulting in increased costs to the mess for ongoing operations.

Bar prices need to be re-visited to ensure that profit margins continue to cover the associated costs of operating the bar at a (small) profit.

g. VPMC (J. MacDonald)

Nil

h. PMC (G. Lau)

The incoming PMC indicated that he looked forward to engaging with the Staff and Membership.

The PMC also indicated that he wanted more activities which did not have a core theme of alcohol, such as beer/wine tasting.

Lastly, the PMC highlighted the importance of balancing the budget to reduce financial losses.

8. New Business:
 - a. The Committee reviewed the presentation for the upcoming GMM – additions and amendments are requested NLT one week prior to the meeting so that it can be distributed to the Membership with the meeting invitation.
 - b. The VPMC is investigating the possibility of Associate Members paying their dues monthly – as opposed to a lump sum at the beginning of the year. This would assist our Members on a fixed budget.
 - c. With the appointment of the new PMC, it was requested that the GMM be postponed due to a scheduling conflict. The GMM was re-scheduled to 5 Dec 24 to accommodate.
9. Adjournment:

The meeting was adjourned at 14:40.
10. ACTION ITEMS
 - a. PMC to facilitate election of the Entertainment Officer, Bull Sub at the GMM.
 - b. VPMC to purchase a departure gift for the Associate Representative.
 - c. Communications Officer to create O365 Team for Mess Committee Communication/ Archives.
 - d. PSP Manager, Membership Officer, and VPMC to confirm the Membership List and Dues Payments.
 - e. Secretary to assume responsibilities of the Constitutional and Bylaw review.
 - f. Mess Manager to propose new bar prices and Membership Dues.
 - g. Membership Officer to conduct Membership Survey.
 - h. Mess Manager to review Bar Hours and provide recommendations.
 - i. Associate Representative to investigate polo shirts.

Stanley, RK
LCdr
Membership Officer
427 6582

Lau, G
Cdr
PMC
427 6366

Andreycyk, CJ
Civ
Deputy PSP Mgr
721 8709

Recommended / ~~Not Recommended~~

Berryhill, TA
Cdr
BAdmO
721 8611

Recommended / ~~Not Recommended~~

DISTRIBUTION LIST

ACTION	INFORMATION
Mess Committee	Base Hospitality Services Officer
Mess Manager	Base Food Services Officer
PSP Deputy Manager	Mess and Accommodation Officer
Base Commander	Real Property Operations representative
	File (Mess Office)

1090 - Wardroom / RA Park

Balance Sheet

31-Oct-24Cat Desc (Entity) is equal to **MESS-HALIFAX-OFFICERS**

	OCT24-25
PC/IMPREST	7,000.00
BANK ACCOUNT (OVERDRAFT)	8,217.25
ACCOUNTS RECEIVABLE	18,961.58
AR MANUAL	
INVENTORY	57,997.53
PRE PAID EXPENSE	
CURRENT ASSETS	92,176.36
WORK IN PROGRESS	
FIXED ASSETS	81,074.95
OTHER ASSETS	81,074.95
TOTAL ASSETS	173,251.31
UNIT FUNDS	24,064.21
ACCOUNTS PAYABLE	5,984.81
ACCRUED LIABILITIES	10,425.00
UNEARNED REVENUE	5,586.48
SHARES	
CURRENT LIABILITIES	46,060.50
TOTAL LIABILITIES	46,060.50
RETAINED EARNINGS	130,398.20
PRIOR YEAR ADJUSTMENTS	-274.31
+ NET INCOME / - LOSS FOR THE YEAR	-58,948.53
RETAINED EARNINGS	71,175.36
CONTRIBUTED CAPITAL	56,015.45
CONTRIBUTED CAPITAL	56,015.45
TOTAL EQUITY	127,190.81
TOTAL LIABILITY+EQUITY	173,251.31
Unencumbered Cash	-32,256.77

1090 - Wardroom / RA Park

Income Statement

31-Oct-24

Cat Desc (Entity) is equal to MESS-HALIFAX-OFFICERS

	OCT24-25						
	Actual Month	Budget Month	Actual PY Month	Actual YTD	Budget YTD	Actual PY YTD	Budget Total Year
SALES - CONSUMER	12,339.81	21,275.00	11,281.47	88,765.72	132,425.00	57,710.47	216,150.00
SALES	12,339.81	21,275.00	11,281.47	88,765.72	132,425.00	57,710.47	216,150.00
COGS	5,785.43	10,363.25	7,672.78	56,269.52	64,315.75	31,643.42	104,709.00
GROSS PROFIT	6,554.38	10,911.75	3,608.69	32,496.20	68,109.25	26,067.05	111,441.00
ENTERTAINMENT REV	30,601.83	54,120.00	52,049.92	302,220.38	358,320.00	229,673.53	594,280.00
FEES REV	276.51	150.00	0.00	1,022.53	1,050.00	563.76	1,800.00
MEMBERSHIPS	7,402.55	7,900.00	12,054.70	53,785.32	55,300.00	55,389.09	94,800.00
INTEREST/INVESTMENTS REV	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PROFIT SHARING/DISTRIBUTION REV	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PUBLIC WAGES REV	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MISC REV	753.03	0.00	0.00	753.03	0.00	0.00	0.00
OTHER REVENUE	39,033.92	62,170.00	64,104.62	357,781.26	414,670.00	285,626.38	690,880.00
ADVERTISING/PROMOTIONS EXP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DEPRECIATION	12.50	79.22	59.22	140.13	554.54	455.86	950.64
ENTERTAINMENT EXP	45,288.03	44,280.00	24,492.20	261,041.41	275,780.00	177,480.18	462,920.00
FEES EXP	1,931.79	444.13	1,103.82	8,437.58	2,861.41	6,679.22	4,742.31
IMIT PURCHASES EXP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
INTEREST/INVESTMENTS EXP	0.00	0.00	0.00	0.00	0.00	28.27	0.00
OTHER EXP	-14,120.09	0.00	1,035.37	-11,136.81	0.00	2,246.31	0.00
PROFIT SHARING/DISTRIBUTION EXP	771.25	1,501.37	705.09	5,547.83	9,348.54	3,385.64	15,393.55
RENTAL EXP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
REPAIR/MAINTENANCE EXP	0.00	395.00	606.02	1,505.23	2,765.00	2,674.98	4,740.00
SERVICES EXP	0.00	15.00	88.20	0.00	105.00	88.20	180.00
SUPPLIES EXP	239.17	370.00	586.66	2,386.65	2,590.00	3,120.84	4,440.00
TELECOMMUNICATION EXP	272.35	600.00	0.00	4,237.72	4,200.00	1,851.80	7,200.00
TRAVEL EXP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
UTILITIES EXP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
WAGES EXP	28,433.27	25,250.00	16,982.50	177,029.76	175,400.00	128,706.01	299,300.00
MISC EXP	-149.50	0.00	0.00	36.49	0.00	0.00	0.00
EXTRAORDINARY EXP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHER EXPENSES	62,678.77	72,934.72	45,659.08	449,225.99	473,604.49	326,717.31	799,866.50
NET INCOME	-17,090.47	147.03	22,054.23	-58,948.53	9,174.76	-15,023.88	2,454.50

1090 - Wardroom / RA Park
Comparative Income Statement
31-Oct-24

Fiscal Period OCT24-25

	1090								Actual YTD	Budget YTD
	MESS-HALIFAX-OFFICERS									
	0000		0007		0008		0009			
	DEF		BAR		BAR 2		BAR 3			
	Actual YTD	Budget YTD	Actual YTD	Budget YTD	Actual YTD	Budget YTD	Actual YTD	Budget YTD		
SALES - CONSUMER			38,126.99	61,410.00	50,638.73	55,110.00	0.00	15,905.00	88,765.72	132,425.00
SALES			38,126.99	61,410.00	50,638.73	55,110.00	0.00	15,905.00	88,765.72	132,425.00
COGS			23,771.56	30,550.00	32,497.96	26,117.00	0.00	7,648.75	56,269.52	64,315.75
GROSS PROFIT			14,355.43	30,860.00	18,140.77	28,993.00	0.00	8,256.25	32,496.20	68,109.25
ENTERTAINMENT REV	302,019.41	358,320.00			200.97				302,220.38	358,320.00
FEES REV	1,022.53	1,050.00							1,022.53	1,050.00
MEMBERSHIPS	53,785.32	55,300.00							53,785.32	55,300.00
MISC REV	753.03								753.03	
OTHER REVENUE	357,580.29	414,670.00			200.97				357,781.26	414,670.00
DEPRECIATION	140.13	414.54			0.00	140.00			140.13	554.54
ENTERTAINMENT EXP	261,041.41	275,780.00							261,041.41	275,780.00
FEES EXP	6,630.64		1.81	1,504.46	1,805.13	1,118.34	0.00	238.61	8,437.58	2,861.41
OTHER EXP	-9,098.02		-498.53		-1,540.26				-11,136.81	
PROFIT SHARING/DISTRIBUTION EXP	5,547.83	8,276.57					0.00	1,071.97	5,547.83	9,348.54
REPAIR/MAINTENANCE EXP	1,505.23		0.00	1,120.00	0.00	1,120.00	0.00	525.00	1,505.23	2,765.00
SERVICES EXP	0.00	105.00							0.00	105.00
SUPPLIES EXP	413.31	105.00	1,242.92	1,155.00	730.42	1,155.00	0.00	175.00	2,386.65	2,590.00
TELECOMMUNICATION EXP	4,075.04	4,200.00					162.68		4,237.72	4,200.00
WAGES EXP	136,205.86	120,800.00	29,212.03	24,500.00	7,304.33	24,500.00	4,307.54	5,600.00	177,029.76	175,400.00
MISC EXP	36.49								36.49	
OTHER EXPENSES	406,497.92	409,681.11	29,958.23	28,279.46	8,299.62	28,033.34	4,470.22	7,610.58	449,225.99	473,604.49
NET INCOME	-48,917.63	4,988.89	-15,602.80	2,580.54	10,042.12	959.66	-4,470.22	645.67	-58,948.53	9,174.76