

for the Mercury Room A/V system, confirming that the vote was void as it was confirmed to be public responsibility. With no further discussion, the PMC asked for a motion to accept the 23 Mar 2017 minutes to be approved as a true record:

- a. Motion. Maj Allaire;
- b. Second. Maj Lavoie;
- c. Vote. Unanimous; and
- d. Results. The 23 Mar 2017 minutes were accepted as a true record.

4. Following the introduction and the approval of the minutes, the PMC continued with his opening remarks by addressing several issues and outlining his vision for the VOM.

- a. C&E Mess Dinner. First, the PMC addressed the issue of the abrupt and unpleasant ending of the Communications and Electronics (C&E) Branch Mess Dinner held on 26 Oct 2017, during which CFB Kingston Military Police (MP) was called by a VOM bartender to evict the remaining participants between 01h30 and 02h00. The PMC explained that from all persons interviewed (staff and participants), this “initiative” was completely unwarranted, and was against VOM standard operating procedures. The PMC took the opportunity to remind the assembly of the standard bar opening hours for events and procedure to extend bar opening hours until Ontario legal limit (02h00), whether deliberate (as part of the event planning) or impromptu (by someone in authority present). The PMC formally apologized to the C&E Branch on behalf of the VOM for this incident, and as *amende honorable* (atonement), offered a refreshment from the bar to all C&E members present at the GMM. A formal follow-up with the C&E Adjutant will be performed as required.
- b. PMC’s Vision. The PMC outlined his vision for the VOM for the coming year, with its three pillars being **Quality, Transparency, and Communications**.
 - (1) On Quality, the PMC stated that he wants to see the VOM providing great events and great food at competitive prices. The PMC also stated that he wants to see the VOM’s infrastructure upgraded, and that the workload for organizing / hosting events should be shared fairly between the units on base, based on capacity. The PMC mentioned that he will compromise on the quantity of events rather than quality.
 - (2) On Transparency, the PMC stated that he will promote a culture of openness and accountability where no unilateral decisions are made without consulting the Mess assembly, or the VOM Executive as a minimum. Towards that end, minutes will be made public as soon as possible, authorities will be shared within the committee, and electronic voting will be used between GMMs as required. The PMC also stressed the importance of open and well-known policies, such as Bar Opening / Closure and the presence of NCOs at the Mess.
 - (3) On Communications, the PMC stated that CFB Kingston is a bilingual base, and that all VOM communications will be in both official languages. Furthermore the PMC stressed the importance of two way communication, which includes feedback and suggestions from the membership as well as the executive. The

VOM Comms O is mandated to maintain and operate multiple platforms (DWAN, Web, Social Media) and develop a surveying / direct feedback mechanism.

- c. The PMC highlighted the failures of some large scale events such as the New Year's Ball in comparison to the success of Thank God it's Thursday (TGITs), and reiterated that he planned to reinforce success by supporting themed TGITs such as the *Feast on Canada* events, or at the very least, events which will benefit the majority of the membership.
- d. The PMC also stated that Senior Non-Commissioned Officers (SNCOs) and Non-Commissioned Members (NCMs) are welcomed to the VOM most of the time, if approved by himself of the VPMC. It is particularly applicable to private events, lunch and unit training/sessions. However, TGITs should be strictly limited to officers, with exceptions considered in exceptional circumstances only, or with mitigation measures in place such as a dedicated access to the bar through the Princess Royale Room or use of the lower bar.
- e. Lastly, the PMC reiterated that family members are most welcomed at VOM events, to include service couples, regardless of rank. If this includes SNCOs or NCMs, a request (for an individual event or a standing request as applicable) still has to be made to the PMC or VPMC.

MESS EXECUTIVE REPORTS

5. **Financial Report.** The Financial report was presented by Capt Henwood. A simplified balance sheet was presented for FY 16/17 (Figure 1). Net income as of Mar 17 shows a net loss of \$5,541 (Figure 2). Budget comparisons from FY 15/16 to FY 16/17 has seen actual revenues exceeding planned revenue year over year (Figure 3). FY 17/18 budget sees an estimated net income of \$4,484 (Figure 4). A second simplified balance sheet was presented outlining where the VOM stands at the end of September 2017, and highlighting that the VOM has approximately \$144,980 available when previously committed funds are deducted (Figure 5). Capt Henwood also stressed the importance of negative externalities on the budget, and their likely effects. Examples included the pending increase in minimum wage, effective January 2018.

Balance Sheet	
As of end Mar 17	
Assets	
Current Assets	\$301,365
Fixed Assets	<u>\$260,865</u>
Total Assets	<u>\$562,230</u>
Liabilities & Equity	
Current Liabilities	\$22,519
Equity	\$539,712
Net Income	<u>\$-5,538</u>
Total Liabilities/Equity	<u>\$562,230</u>
\$279,489 in our account \$100K Lower Bar - \$30K Front Hallway - \$15,492 Gift fund - \$7,027 Liabilities = Cash Available \$126,970	

Figure 1.

**Net Income
As of end Mar 17**

Revenues		Expenses	
Mess Dues	\$78,316	Wages	\$194,762
Functions	\$284,973	Functions	\$281,453
Interest	\$19,708	Depreciation	\$49,709
Bar Gross Profit	\$71,594	Levy & Base Fund	\$10,190
Other	\$8,532	Repair & Maintenance	\$2,637
Fees Rev	\$1,485	Fees	\$8,480
Kitchen Gross Profit	\$123,905	Rental	\$3,471
Total Revenue	\$567,613	Services	\$8,079
		IMIT purchases	\$0
		Misc Overhead	\$14,373
		Total Expenses	\$573,154

Total Income FY 16/17: \$-5,541

Figure 2.

**Balance Sheet
As of end Sep 17**

Assets		
Current Assets		\$331,922
Fixed Assets		\$236,316
Total Assets		\$568,238
Liabilities & Equity		
Current Liabilities		\$22,410
Equity		\$545,830
Net Income		\$6,119
Total Liabilities/Equity		\$568,238

\$312,393 in our account
 \$100K (lost bar) - \$40K front hallway - \$13,202 (all fund) - \$5,148 (liabilities) = \$15,145
 Capital Purchases
Cash Available \$144,980

Figure 3.

FY17/18 Approved Budget

Revenues		Expenses	
Mess Dues	\$72,996	Wages	\$46,100
Ent Functions	\$40,400	Ent Functions	\$84,800
Private Functions	\$172,750	Private Functions	\$185,800
Bar Gross Profit	\$71,416	Bar Expenses	\$53,317
Kitchen Gross Profit	\$115,200	Kitchen Expenses	\$92,750
Interest	\$7,500	Depreciation	\$46,210
Misc Revenue	\$700	Levy and Base Fund	\$8,596
Total Revenue	\$480,962	Repair and Maint	\$1,500
		F&E Expenses	\$1,200
		Misc Overhead	\$21,615
		Total Expenses	\$522,658

Estimated Net Income = \$4,484 (excludes depreciation)

Figure 4.

16/17 Budget Comparison

Total Revenue Planned	\$513,690	Total Expenses Planned	\$553,438
Total Revenue Actual	\$567,613	Total Expenses Actual	\$573,154

Estimated Net Income = \$7,502 (excludes depreciation)
 Actual Net Income = \$44,168 (excludes Depreciation)

Figure 5.

6. Naming of the Lower bar. Following the financial report, the PMC discussed the naming of the lower bar, specifically focusing on the transparency and rigour of the naming process:

- a. A call for submissions was conducted across the CAF, where past and present intelligence officers were invited to submit names.
- b. More than thirty potential names were received, and were filtered down to three by the Intelligence Home Station Senior Advisory Committee in March 2017.
- c. The names were vetted for good taste and relevance, and external stakeholders were consulted to confirm their blessing to use their name as appropriate (for instance, blessing was obtained from *The Intrepid Society* in Winnipeg).

- d. The three names were voted on electronically by all available past and present intelligence officers in Canada. The winning name was overwhelmingly “*The Intrepid Bar*”, in honour of Sir William Stephenson, first Colonel Commandant of the Intelligence Branch. Votes were compiled independently by the Branch Secretariat.
- e. The rationale and significance of the name “Intrepid” was explained and ratified by the VOM Executive Committee on 17 August 2017, with unanimous approval.
- f. A naming ceremony was held on 27 October 2017, with distinguished guests such as RAdm Bishop (Comd CFINTCOM), Col Ferguson (Int BA) and Col Desjardins (Director C INT C).
- g. The rationale and significance of the name “Intrepid” was explained to the general membership, with unanimous approval.

OLD BUSINESS

- 7. Infrastructure Update.
 - a. Front Entranceway. The PMC addressed the ongoing issues and delays regarding the renovation of the Front Entranceway. The PMC stated that the project came under debate once the scope of work was defined, as it was determined that its modest scope was in fact a public responsibility, as it was dealing with cleaning the space and making it safe for use. Once the project is completed, the original \$30,000 of NPF set aside for it will be returned in totality or in part to the VOM’s budget for use elsewhere.
 - b. Dining Room Occupancy. The PMC addressed the issue regarding the change in occupancy for the Dining Room. The PMC stated that the room is no longer certified to hold 120 people, and is now rated to hold 60. This is due to recent changes in the fire and safety code. As a result of this, the PMC has ordered the Infrastructure O to initiate a project that will bring the room’s safety standards back in line with the new fire and safety code and return its occupancy limit to 120.
 - c. Lower Bar Renovation. The PMC addressed the ongoing issues pertaining to the Lower Bar renovation. While the membership has voted \$100 000 for the project several years ago, it encompasses a significant portion of public responsibility, for which there was no available funding up to this point. While the funding situation has improved, the project remains a low priority of work for CFB Kingston. The project is not expected to be completed until fiscal year 2018. The funds set aside for the bar will still be spent on the space, but will strictly focus on non-public areas of responsibility.
 - d. Mercury Room Audio/Visual Upgrade. The IS/IT O, Capt Fortin provided an update on the acquisition of the new audio visual equipment for the Mercury room. The project being deemed to be public responsibility, previous funds set aside for the project will be returned to the VOM’s budget for use elsewhere.

NEW BUSINESS

- 8. Formalization of Committee Positions. The PMC explained that as the structure of the Committee evolved over the years, the formalization of those positions in the constitution has not kept up. Consequently, the Committee uses some positions that have never been formalized, while the

Constitution still contains obsolete positions that have not been used for years. In line with his **Transparency** pillar, the PMC stressed that an amendment to the constitution should be made in order to formalize those adjustments. Current constitutional positions are outlined in Figure 6, with the proposed changes highlighted in Figure 7 (modifications in Blue, deletions in Red).

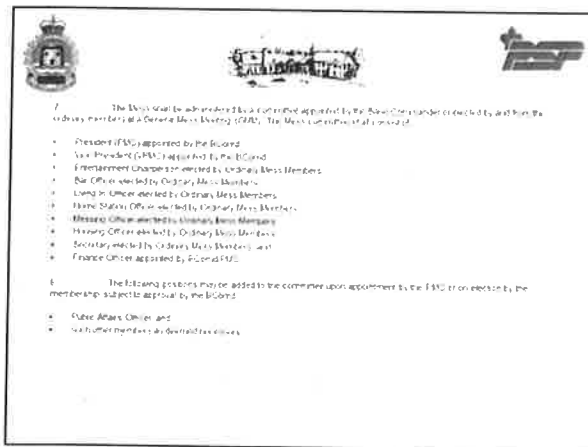


Figure 6.

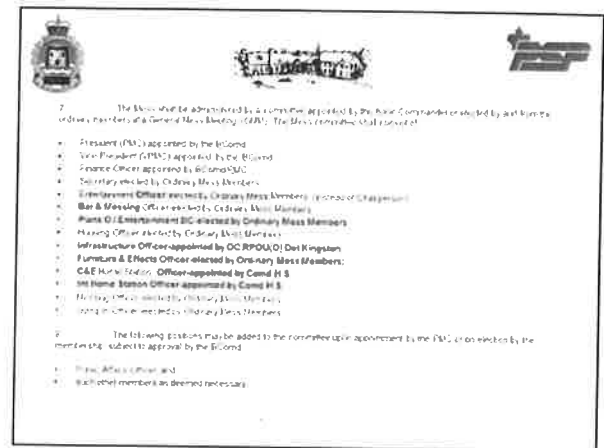


Figure 7.

- a. **Motion.** Capt Dubois;
 - b. **Second.** Lt Archambault;
 - c. **Vote.** Passed with 2/3rd majority; and
 - d. **Results.** The proposed restructuring of the VOM executive committee will be incorporated into the constitution.
9. **Voting on the VOM Mess Secretary.** The PMC introduced the unconfirmed candidate for the Mess Secretary Position, Lt Blaschuk. The PMC asked if any other members of the assembly wish to be considered for the position. Having no competition, the PMC called for a vote to formalize Lt Blaschuk as Secretary of the VOM Executive Committee.
- a. **Motion.** Capt Einarson;
 - b. **Second.** Capt Crombach;
 - c. **Vote.** Unanimous; and
 - d. **Results.** Lt Blaschuk, who was Acting Secretary, is officially appointed as Secretary.
10. **Entertainment.**
- a. **Entertainment Calendar.** The Entertainment Officer presented the calendar and discussed the events conducted thus far and explained why three events listed were cancelled (Figure 8). The events were cancelled either for programming issues (competing events in the same period, or with OP tempo of designated hosting unit) or budget reasons, in line with the PMC's **Quality** pillar, so that the funds could be re-directed to ensure the success of later events. The Entertainment Officer then presented the calendar and budget for the upcoming

events until the end of the FY listed in (Figure 9). He also stressed that it is the unit's responsibility to organize these events and that they are required to designate OPIs. The Entertainment Officer also stated that planning for these events should take place at least 4 to 5 weeks prior to the start of an event, as the contracting and administrative processes can take 2 to 3 weeks to facilitate.

Entertainment Budget

• Major events conducted:

EVENT	DATE	OPI (UNIT)	BUDGET
TGIT	Every Thursday	Mess Executive	\$30,000.00
Base Commander's Luncheon	Every Thursday	Mess Executive	\$10,000.00
Feast on Canada - Quebec	20 April 17	CFSM	\$2,750.00
Feast on Canada - P.I.	11 May 17	1 EOI	\$2,250.00
Home Station War - 1st of Challenge	25 May 17	CFJCF & CFSM	\$150.00
Feast on Canada - New Brunswick	8 Jun 17	1 Cdr Det	\$2,750.00
Father's Day Brunch	17 June 17	CFJCF	\$3,000.00
Quad Mess Golf Tournament	1 Sep 17	Mess Executive	\$150.00
Feast on Canada - Nova Scotia - Base Comm Meet & Guest	21 Sep 17	Base HQ	\$2,250.00
Naming Lever Bar	27 Oct 17	CFSM	\$100.00
			\$47,200

• Cancelled events:

EVENT	DATE	OPI (UNIT)	BUDGET
Feast on Canada - Alberta Stampede Lunch Brunch	Jul 17	CFJCF	\$1,000.00
Feast on Canada - Manitoba	Oct 17	1 Detail	\$2,750.00
Halloween	Oct 17	11 CF H Ser Gp	\$2,000.00
			\$5,750

Figure 8.

Entertainment Budget

• Upcoming events:

EVENT	DATE	OPI (UNIT)	BUDGET
Grey Falcon Night	9 Nov 17	CFJDFG	\$1,000.00
Remembrance Day	11 Nov 17	Mess Executive	\$1,000.00
Home Station War - First Challenge	16 Nov 17	CFJCF	\$750.00
Feast on Canada - Prairie (Manitoba & Saskatchewan)	30 Nov 17	1 EOI Reg	\$2,750.00
7th Home / Feast on Canada - Ontario	07 Dec 17	Mess Executive	\$4,000.00
Hobbes Burns Night	25 Jan 18	CFSM	\$1,100.00
Home Station War - Second Challenge	(TBD) in Feb 18	CFJCF	\$750.00
Feast on Canada - British Columbia	10 Jan 18	MP Det	\$2,250.00
Winter Carnival	23 Feb 18	CFJCF	\$7,000.00
Feast on Canada - The Territories	27 Feb 18	CFJCF	\$2,250.00
St. Patrick's Day	27 Mar 18	CFJCF	\$1,500.00
Feast on Canada - Saskatchewan	28 Mar 18	CFJDFG	\$2,750.00
			\$37,510

Figure 9.

11. **Capital Expenditures.** The PMC reiterated comments made by the Financial Officer, and stated that the VOM has approximately \$60,000 that can be allocated towards purchasing items that improve the mess. Towards that end, the PMC called the following votes:

- a. **Patio Furniture.** Request authorization to spend up to \$18,000 on new patio furniture and take advantage of the end of season deals.
 - (1) **Motion.** Capt Moey;
 - (2) **Second.** 2Lt Powley;
 - (3) **Vote.** Passed with a majority; and
 - (4) **Results.** Authorization granted to spend up to \$18,000 on new patio furniture.

- b. **Portable Projector Screen.** Request authorization to spend up to \$7,000 on the purchase of a new mobile audio / visual projection system that will be used for VOM activities. This mobile kit is clearly of non-public responsibility as it will be used for entertainment purposes during TGITs, Mess Dinners and other events, thus removing the need of constantly borrowing the equipment from hosting units.
 - (1) **Motion.** Capt Moey;
 - (2) **Second.** Capt Crombach;
 - (3) **Vote.** Passed with a majority; and
 - (4) **Results.** Authorization granted to spend up to \$7,000 on a new mobile audio / visual projection system.

12. **Communications.** The Communications Officer discussed the evolution of the VOM websites and their linkages to “cafconnections.ca”. At this time, the Communications Officer is in the process of acquiring two new domain names that will link into cafconnections.ca (through which the VOM is accessible but through numerous sub-menus). These domain names are: “vom.ca” and “vimyofficersmess.ca”. The CAF Connections is the only official and authorized PSP web platform. The former standalone website “thevom.ca” was shut down as it did not comply with DND policy. VOM Staff and Communications Officer are constantly updating all platforms, and it will be announced to the membership once the domain names are active. The Communications Officers also mentioned that the VOM will be migrating off of the Army Collaboration Information Management Systems (ACIMS) website, as we are not authorized to use it.

COMMENTS FROM THE FLOOR

13. Maj Allaire expressed concerns regarding the quality and quantity of the food being made available at TGITs. Maj Allaire asked if there is a mechanism in which the community can provide feedback to the executive committee in order to improve the food. The VMPC asked Maj Allaire to coordinate with the Messing Officer on issues and concerns regarding the food, and it will be treated as a priority in line with the PMC’s *Quality* pillar.

14. Maj Barnes asked that an update from Real Property Operations be given to the members of the mess regarding the status of the projects currently underway at the VOM, specifically focusing on why some of them have been delayed for so long.

15. Capt Baines inquired about setting up Taxi Chit’s through the bar. The VPMC was receptive towards the comment and stated that the committee will look into it.

CLOSING REMARKS

16. The VPMC reiterated the PMC’s points, encouraging personnel to use the Mess for social and professional development functions. The next GMM will be held in March 2018 whereby the budget for the next fiscal year will be presented for approval.

ADJOURNMENT

17. There being no further matters to discuss, Capt Dubois, motioned for an adjournment, seconded by Maj Allaire. With unanimous consent the meeting was adjourned at 1520 hours.



R.M. Blaschuk
Lt
Secretary
1-613-541-5010 x2098
Date: 8 Nov 2017



J.L.R.J Guay
LCol
PMC
1-613-541-5010 x4249
Date: 22 Nov 2017



Mr. A. Doyle
D/PSP Manager
1-613-541-5010 x5649
Dec 6/17

Comments: _____



A.R. Jayne
Col
BComd
1-613-541-5010 x5602
Date: 12 DEC 2017

E.T. Padvaiskas
Lieutenant-Colonel
BComd, CFB Kingston
613-541-5010 x5454

Approved / ~~Not Approved~~

Comments: _____

Annexes:

ANNEX A – GMM Powerpoint Presentation v3



Communications



- **Website**

<https://www.cafconnection.ca/Kingston/Facilities/Messes-and-Hospitality/Vimy-Officers-Mess.aspx>

- **Communications**

- Posters to be bilingual

- **Feedback Mechanism**

- SurveyMonkey, Facebook, etc.



Varia:
Gold Card / New Associates



**Annex C
To VCM Officers' Mess Bylaws
Dated 30 Jan 16**

VCM Gold Card Application Form

As per para 72 of the VCM Bylaws, a retired CF member is entitled to complimentary honorary VCM membership privileges until the first anniversary of their release date from the service. This is not granted automatically and requires completion and submission of this form. The form may be submitted post release although will still expire on the first anniversary of their release date from the service. Following the complimentary period, the applicant is encouraged to apply for Associate Membership.

Service Number	Surname	First Name	Rank
Address		City/Province	Postal Code
Home Telephone Number		Military Telephone Number	
Civilian Email Address		Military e-mail	
Retirement Address/Telephone Number (if different)			
I certify that the above information is correct			<input type="checkbox"/>
Unit POC (name & e-mail address)			Signature and Date of Member

"NOTE"
 1. Retired members who wish to continue to have membership of the VCM should attach in duplicate an original copy of the Gold Card and a copy of a "Proposal for Associate Membership Form" (Annex A to VCM Bylaws), RL7 28 prior to the expiry date of their Gold Card.
 2. It is the responsibility of the Subscribers to request and pick up the Gold Card from the Base Managers office once the application form has been approved by the Membership Chairperson.



Varia: Discussion Points from General Membership



Closing Remarks



Adjournment