



<p>5545-1 (PCM)</p> <p>Date in electronic signature</p> <p>Distribution List</p> <p>NATIONAL CAPITAL REGION OFFICERS' MESS – ANNUAL GENERAL MESS MEETING MINUTES <u>12 MARCH 2026</u></p> <p>1. <u>Call to Order.</u> PMC called the National Capital Region Officers' Mess Annual General Meeting (NCROM AGM) to order at approximately 1000 and declared a quorum with in-person and virtual members with over 65 members (91 at adjournment). Voting for virtual participants was conducted by online polling (excluding Associate Members).</p> <p>2. <u>PMC Opening Remarks.</u> PMC welcomed the membership to the AGM. Mentioned that the event would be recorded and Executive is comprised of volunteers and work in the member's best interest. It was announced the PMC is posting out this APS and that his replacement will be a Colonel which is still to be determined. If there are any Colonel's interested, please reach out to the PMC.</p> <p>3. <u>Agenda.</u> The agenda was reviewed. There being no amendments the following motion was made:</p> <p><u>Motion 1:</u> It was proposed by Col Woods and seconded by Capt Jacob to approve the Agenda for AGM.</p>	<p>5545-1 (PCM)</p> <p>Date en signature électronique</p> <p>Liste de distribution</p> <p>MESS DES OFFICIERS DE LA RÉGION DE LA CAPITALE NATIONALE – PROCÈS- VERBAL DE LA RÉUNION ANNUELLE GÉNÉRALE DU MESS 12 MARS 2026</p> <p>1. <u>Rappel à l'ordre.</u> Le PCM a ouvert L'assemblée générale du Mess des officiers de la région de la capitale nationale (AGM MORCN) vers 10 h 00 et a déclaré le quorum atteint, avec plus de 65 membres présents et virtuels (91 à l'ajournement). Le vote pour les participants virtuels s'est effectué par sondage en ligne (à l'exclusion des membres associés).</p> <p>2. <u>Allocution d'ouverture du PCM.</u> Le PCM a souhaité la bienvenue aux membres à l'Assemblée générale. Il a été précisé que l'événement serait enregistré et il a été rappelé que tous les membres sont bénévoles, qu'il faut faire preuve de respect et que l'on s'efforce de faire de son mieux dans leur intérêt. Il a été annoncé que le PCM allait procéder au départ de son adjoint et que son remplaçant serait un colonel, dont le nom reste à déterminer. Si des colonels intéressés souhaitent prendre contact avec le PCM, ils sont priés de le faire.</p> <p>3. <u>Ordre du jour.</u> L'ordre du jour a été examiné. En l'absence de modifications, la motion suivante a été présentée:</p> <p><u>Proposition 1 :</u> Il est proposé par le Col Woods et appuyé par le capt Jacob d'approuver l'ordre du jour de l'AGA.</p>
--	---

Vote 1: Approved.

4. Review of GMM minutes. The GMM minutes for 20 Nov 25 were circulated for review in advance of the meeting.

Motion 2: There being no changes. It was proposed by Capt Arnott and seconded by LCdr Dewar that minutes from 20 Nov 25 be approved as presented.

Vote 2: Approved.

5. Mess Executive Committee. The current NCROM Executive Committee is as follows:

- PMC. Col Tim “Donor” Woods;
- VPMC. LCol Garrett Hallman;
- VPMC. Cdr Mark Dittrich;
- Secretary. Capt Jaime Arnott;
- Financial Officer. Capt Hyukhyun Kwon, Capt Stuart Raven;
- Entertainment Officer. LCdr Craig Dewar;
- Membership Officer. Capt Craig Jacobs;
- Associate Representative. Maj (retd) Jens Kull;
 - A/Associate Representative. LCdr (retd) Jill Page;
- Communications Officer. Lt(N) Metcalfe;
- Artifact Curator. Cdr Mike Seed;

- Infrastructure O. Maj Ludovic Santin; and

- Signals O. Maj Federic Drolet.

Crédit 1 : Approuvé.

4. Examen des procès-verbaux précédents du AGM. Les procès-verbaux des réunions générales du 20 novembre 2025 ont été diffusés pour examen avant la réunion.

Proposition 2 : Aucun changement n'ayant été apporté. Il est proposé par le capt Arnott et appuyé par le capc Dewar que le procès-verbal de l'AGM du 20 nov 25 soit approuvé.

Crédit 2 : Approuvé.

5. Comité exécutif du Mess. La composition actuelle du Comité exécutif du NCROM sera la suivante :

- PCM. col Tim “Donor” Woods;
- VPCM. lcol Garrett Hallman;
- VPCM. capv Mark Dittrich;
- Secrétaire. capt Jaime Arnott;
- Agent financier. capt Hyukhyun Kwon, capt Stuart Raven;
- Officier des divertissements. capc Craig Dewar;
- Officier des adhésions. capt Jacobs;

- Représentant associé. maj (à la retraite) Jens Kull;
 - Représentante adjointe intérimaire. capc (à la retraite) Jill Page;
- Officier des communications. Itv Metcalfe;
- Conservateur d'artefacts. capf Mike Seed;
- Officier des infrastructures. maj Ludovic Santin; et
- Officier des transmissions. maj Federic Drolet.

Motion 3: It was proposed by Col Woods and seconded by LCol Hallman approval of incoming Mess Exec Committee, Cdr M. Dittrich, Capt H. Kwon, and Capt S. Raven be approved.

Vote 3: **Approved.**

6. PSP staff (slide 8). Is a list of the current Mess Staff; indicating that two positions are paid by PSP and the other ten are paid by the mess. The two new staff were noted.

7. Financial Update. The financial report covered from 01 Apr 25 to 31 Jan 26. Capt Ali presented the breakdown of Mess dues and fixed operating costs up to 31 Jan 26 at slides 10-12. The NCROM remains in a strong financial position.

PMC's Comment: Stressed the importance of using NCROM funds in support of our membership, the funds are there to give back to membership through events and activities at the Mess and various sites around the NCR.

Motion 4: It was proposed by Capt Ali and seconded by Lt(N) Metcalfe for the Financial Statement to be approved as discussed.

Vote 4: **Approved.**

8. Entertainment Committee. LCdr Dewar presented slides 14-17. It included the recent changes to the PSP internet webpage and where to find information about upcoming events. He highlighted new activities added to the calendar and gave an

Proposition 3: Il est proposé par le Col Woods et appuyé par le lcol Hallman que le nouveau comité exécutif du Mess, capf M. Dittrich, capt H. Kwon, et capt S. Raven soit approuvé.

Crédit 3 : **Approuvé.**

6. Personnel du mess PSP (diapositive 8). Il s'agit d'une liste du personnel actuel du mess; indiquant que deux postes sont payés par le PSP et les dix autres sont payés par le mess. L'arrivée des deux nouveaux employés a été remarquée.

7. Mise à jour financière. La mise à jour financière couvre du 1 avril 2025 au 31 janvier 2026. Le capitaine Ali a présenté la répartition des cotisations et des frais fixes de fonctionnement du mess, du 31 janvier 2026 (diapositives 10-12). Le MORCN demeure dans une situation financière solide.

Commentaire du PCM: Nous avons souligné l'importance d'utiliser nos fonds pour soutenir nos membres, car c'est leur raison d'être, et pour leur rendre la pareille grâce aux nombreux événements et activités de qualité organisés au mess et sur divers sites de la région de la capitale nationale.

Proposition 4 : Il est proposé par le capt Ali et appuyé par le ltv Metcalfe que l'état financier soit approuvé tel que discuté.

Crédit 4 : **Approuvé.**

8. Comité des divertissements. Le capc Dewar a présenté les diapositives 14 à 17. Celles-ci portaient sur les récentes modifications apportées au site web du PSP et indiquaient où trouver des informations sur les événements à venir. Il a mis en lumière les nouvelles activités ajoutées au

overview of the event calendar and budget. He finished by listing NCROM events to end of May 2026. It was specifically requested that the Entertainment budget be allowed to proceed upwards of \$220K overdraft to reverse account holdings. For information the Entertainment Committee meets every Wednesday from 1100-1130 to discuss how the week went and to plan for activities over next 4-6 weeks. Additional volunteers always welcome.

Motion 5: It is proposed by LCdr Dewar and seconded by Cdr Seed the event calendar and budget for 01 Apr 26 to 31 Mar 27 be approved.

Vote 5: **Approved.**

9. Communications Update (slide 18). NCROM emails will be limited to the PMCs weekly email and individual event flyers will only be sent when number signing up puts the activity at risk of being cancelled. NCROM Facebook account is being used to highlight upcoming activities.

10. Artifacts Update. 14 volunteers have been involved to date, conducting stocktaking of artifacts from three Messes. CA (7), RCN (4) and RCAF (3). Cdr Seed is confirming which volunteers wish to be part of the committee going forward. If you are interested in volunteering contact Cdr Seed. With inventory completed next step is to display artifacts or transfer

calendrier et a donné un aperçu du calendrier des événements et du budget. Il a conclu en listant les événements du NCROM jusqu'à fin mai 2026. Il a été spécifiquement demandé que le budget des divertissements soit autorisé à dépasser un découvert de 220 000 \$ pour inverser les soldes du compte. Pour information, le comité des divertissements se réunit chaque mercredi de 11 h à 11 h 30 afin de discuter du déroulement de la semaine et de planifier les activités pour les 4 à 6 prochaines semaines. Des bénévoles supplémentaires sont toujours les bienvenus.

Proposition 5 : Il est proposé par le capc Dewar et appuyé par le capf Seed que le calendrier des activités et le budget du 01 avril 2025 à 31 mars 2027 soient approuvés.

Crédit 5 : **Approuvé.**

9. Point sur les communications (diapositive 18). Les communications de NCROM se limiteront à une courriel hebdomadaire des responsables de projet et les dépliants des événements individuels ne seront envoyés que lorsque le nombre d'inscriptions risque de compromettre l'annulation de l'activité. Le compte Facebook de NCROM est utilisé pour promouvoir les activités à venir.

10. Mise à jour sur les artefacts. À ce jour, 14 bénévoles ont participé, un inventaire des artefacts provenant de trois mess : AC (7), MRC (4) et l'ARC (3). Le capf Seed est en train de confirmer quels bénévoles souhaitent faire partie du comité pour la suite. Si vous souhaitez vous porter volontaire, veuillez contacter le capf Seed. La prochaine étape consistera à exposer les artefacts ou à les transférer à un organisme

them to an organization who can. Details of exact process to transfer items remains to be confirmed

Motion 6: It is proposed by Cdr Seed and seconded by Capt Arnott that \$10,000 be approved for restoration of artifacts.

Vote 6: **Approved.**

11. Membership Update (slide 20). As of Feb 2026, the NCROM had 3,972 members. It is important to pass onto officers in NCR if they haven't cleared into the Mess to do so. Mess dues accrued and members will be charged for overdue dues upon departure.

12. Associate Update (slide 21). If the associate membership has any questions, please contact Jens, he will ensure everyone has his contact information. Maj (Ret'd) Kull can be reached at kull.jens@gmail.com.

13. Constitution & Bylaws (slides 22-29). The Constitution and Bylaws have been in place for two years. The Mess Staff requested a few updates, and membership were asked for additional changes. The slides highlight the administrative modifications and recommendations from the Mess Executive. The PMC indicated that each change would be reviewed and provided there were no concerns all would be voted at the end.

Motion 7. There being no concerns it was proposed by Lt(N) Metcalfe and seconded by LCol Hallman that the amendments be approved.

qui pourra le faire. Les modalités exactes du transfert restent à confirmer.

Proposition 6 : Le capf Seed propose, appuyé par le capitaine Arnott, d'allouer 10 000 \$ à la restauration des artefacts.

Crédit 6 : **Approuvé.**

11. Mis à jour adhésion (diapositive 20). Crédit 6 : En février 2026, le MORCN comptait 3 972 membres. Il est important de rappeler aux officiers de la RCN que, s'ils ne se sont pas inscrits au Mess, ils doivent le faire. Les cotisations du Mess s'accumulent et les membres devront payer les cotisations en retard lors de leur départ.

12. Mise à jour sur les adhésions (diapositive 21). Si les membres associés ont des questions, veuillez contacter Jens ; il veillera à ce que chacun dispose de ses coordonnées. Le major (à la retraite) Kull est joignable à l'adresse kull.jens@gmail.com.

13. Modifications de la constitution et des règlements (diapositives 22-29). La Constitution et le Règlement intérieur sont en vigueur depuis deux ans. Le personnel du mess a demandé quelques mises à jour, et les membres ont été consultés sur d'autres modifications. Les diapositives présentent les modifications administratives et les recommandations pour le comité exécutif du mess. Le comité de gestion du mess a indiqué que chaque modification serait examinée et que, sauf objection, toutes seraient soumises au vote à la fin.

Proposition 7 : En l'absence de préoccupations, il a été proposé par le ltv Metcalfe et appuyé par le lcol Hallman que les amendements soient approuvés.

Vote 7: Approved.

New Business (slide 30)

14. Guest fees TGIT and Friday lunches. It was recommended that every member be allowed one guest at TGIT and Friday lunch and that second guest pays \$5.

Motion 8: Proposed by Capt Arnott and seconded by LCdr Dewar that \$5 guest fee for Friday Lunch and TGIT be waived for one guest per member.

Vote 8: Approved.

15. GBA+. The Canadian Arm GBA+ team are reviewing all NCROM documentation to confirm compliance. Work is ongoing with no concerns noted to date.

16. Dress. A minor amendment was made to Dress guidelines WRT Dress of the Day. A reminder the T shirts and sports gear in the Mess needs the approval of the PMC in advance. A comment was raised about jeans. It was reiterated that jeans are authorized provided they are in good repair.

17. Reserve Officer Mess Dues. It was noted by Mess staff that after the amalgamation some Reserves were overpaying and some were under paying. Adjustments to deductions have been corrected and those who overpaid will be refunded the difference.

Motion 9: Proposed by LCol Hallman and seconded by Capt Jacob that those who overpaid would be reimbursed and allotments for those

Crédit 7 : Approuvé.

Nouvelles affaires (diapositive 30)

14. Frais d'invité pour les repas 5 à 7 et les dîner du vendredi. Il a été recommandé que chaque membre puisse inviter une personne aux repas 5 à 7 et au dîner du vendredi, et que le deuxième invité paie 5 \$.

Proposition 8 : Il est proposé par le capt Arnott et appuyé par le capt Dewar que les frais d'invité de 5 \$ pour le dîner du vendredi du 5 à 7 soient annulés pour un invité par membre.

Crédit 8: Approuvé.

15. ACS+. L'équipe ACS+ de l'Armée canadienne examine actuellement toute la documentation NCROM afin d'en confirmer la conformité. Les travaux se poursuivent et aucun problème n'a été relevé à ce jour.

16. Tenue vestimentaire. Une légère modification a été apportée au règlement concernant la tenue du jour. Il est rappelé que les t-shirts et les vêtements de sport portés au mess doivent être approuvés au préalable par le responsable du personnel. Une remarque a été soulevée au sujet des jeans. Il a été réaffirmé que les jeans sont autorisés à condition d'être en bon état.

17. Cotisations au mess des officiers de réserve. Le personnel du mess a constaté qu'après la fusion, certains réservistes payaient trop cher et d'autres pas assez. Les retenues ont été corrigées et les personnes ayant payé trop cher seront remboursées de la différence.

Proposition 9 : Proposition du lcol Hallman, appuyée par le capt Jacob, de rembourser ceux qui ont trop payé et

who underpaid have been adjusted to \$22.60.

Vote 9: **Approved.**

18. AV System Upgrade. The system is old and requires an upgrade. Two options were obtained by staff and reviewed by the Mess Executive.

Motion 10: It is proposed by Maj Drolet and seconded by Maj Santin that NCROM upgrade the AV System at a cost of \$22,000.

Vote 10: **Approved.**

19. NCROM Coin. Mess staff obtained three quotes. The Mess Executive selected the least expensive which was also a Canadian company. The recommendation was to purchase one for every member and give one to every member joining. A question was raised to see if members could purchase extra coins. The response was yes at a price slightly over cost likely \$2.50 each.

Motion 11: It is proposed by Cdr Seed and seconded by Capt Jacob that NCROM purchase (shaped design) coin and make one available to every Mess member and everyone who joins the NCROM in the future.

Vote 11: **Approved.**

20. Adjournment. There being no further business or questions the PMC thanked everyone for their participation and support.

d'ajuster les allocations de ceux qui ont sous-payé au montant 22.60 \$.

Crédit 9 : **Approuvé.**

18. Mise à niveau du système AV. Le système est ancien et nécessite une mise à niveau. Deux options ont été proposées au personnel et examinées par le responsable de la restauration.

Proposition 10: Il est proposé par maj Drolet et appuyé par maj Santin que le MORCN procède à la mise à niveau du système audiovisuel au coût de 22 000 \$.

Crédit 10 : **Approuvé.**

19. Piece de monnaie du MORCN. Le personnel du mess a obtenu trois devis. La direction du mess a choisi le moins cher, celui d'une entreprise canadienne, qui correspondait à la forme du bâtiment. Il a été recommandé d'en acheter un pour chaque membre et d'en offrir un à chaque nouveau membre. La question de savoir si les membres pouvaient acheter des pièces supplémentaires a été soulevée. La réponse a été affirmative, à un prix légèrement supérieur au coût de revient, probablement 2,50 \$ l'unité.

Proposition 11 : Il est proposé par capf Seed et appuyé par capt Jacob que le NCROM achète une pièce de Mess (d'une autre forme) et en remette une à chaque membre actuel du Mess ainsi qu'à tous les futurs membres du NCROM.

Crédit 11 : **Approuvé.**

20. Ajournement. L'ordre du jour étant épuisé, le PCM a remercié tous les participants pour leur contribution et leur soutien.

<p>Motion 12: Proposed by Capt Jacob to adjourn the meeting.</p> <p>Vote 12: Approved.</p>	<p>Proposition 12 : Proposé par le capt Jacob de lever la séance.</p> <p>Crédit 12 : Approuvé.</p>
--	--

J.L. Arnott
 Capt / Capt
 Sec NCROM / séc MORCN

Recommended / Recommandée
 Recommend clarification and added text to the proposed Constitution changes, as outline in the Transmittal Sheet.

Pierre-Noel, Maria
Digitally signed by: Pierre-Noel, Maria
 DN: CN = Pierre-Noel, Maria email = Pierre-Noel.Maria@cfmws.com OU = Users - CFCF Domain, HQ Network Users
 Date: 2026.04.24 16:34:52 -04'00'

M. Pierre-Noel
 Mme
 Sr Mgr PSP / Gestionnaire principal, PSP

Recommended / Recommandée

WOODS, TIMOTHY 422
Digitally signed by WOODS, TIMOTHY 422
 Date: 2026.03.16 14:07:26 -04'00'

T.E. Woods
 Col / Col
 PMC NCROM / PCM MORCN

Recommended / Recommandée

KIPPING-WYATT, CRYSTAL 082
Digitally signed by KIPPING-WYATT, CRYSTAL 082
 Date: 2026.04.28 11:56:41 -04'00'

C.D. Kipping-Wyatt
 LCol / Lcol
 CO PSS (O-G) / Comd SSP (O-G)

Approved - approuvée / ~~Not Approved - non approuvé~~

TOOPE, JEFFREY 034
Digitally signed by TOOPE, JEFFREY 034
 Date: 2026.05.21 09:45:47 -04'00'

J.R. Toope
 Col / Col
 BComd CFSG(O-G) / Cmdt GSFC (O-G)

Minutes approved with exception to constitution changes Para 9 and Para 21. To be revisited and proposed at a later date.

Distribution List / Liste de distribution

Action

NCROM Manager / Gestionnaire MORCN
 NCROM Executive Committee / Membres du Comité exécutif du MORCN

Information

NCROM General Officer / Officiers membres du MORCN

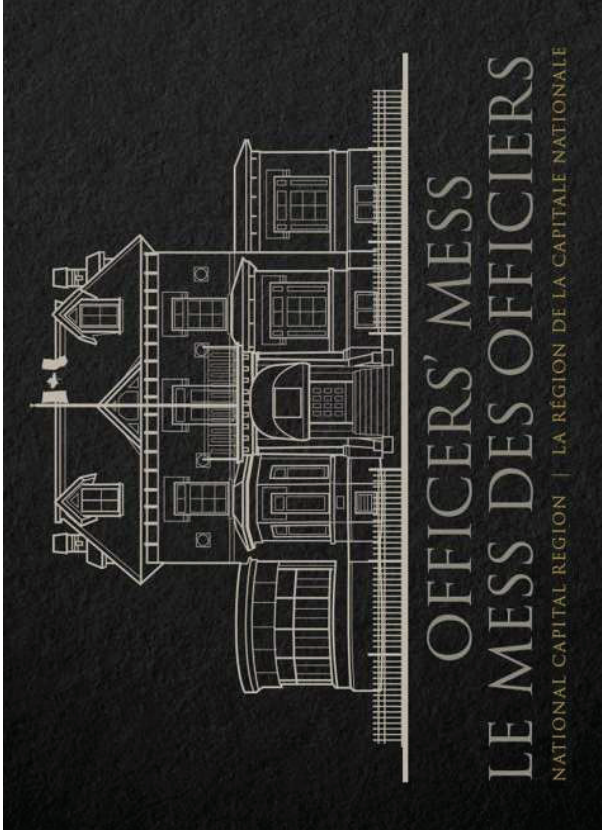
BComd CFSU (O-G) / Cmdt GSFC (O-G)

General Manager Mess Operations PSP CFSU (O-G) / Gest. Opérations des Mess, PSP
CO PSS / Cmdt SSP

Deputy Manager, PSP CFSG(O-G) / Gestionnaire adjointe, PSP GSFC(O-G)

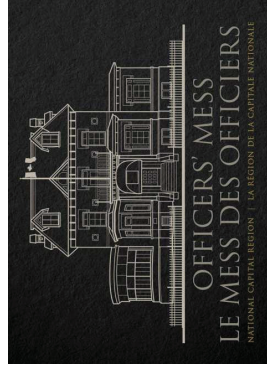
Associate Rep NCR O Mess Ottawa / Représentants associés MORCN

Agenda and presentation slides from 12 Mar 26 attached. L'agenda et les diapositives de la présentation du 12 mars 2026 ci-jointes.



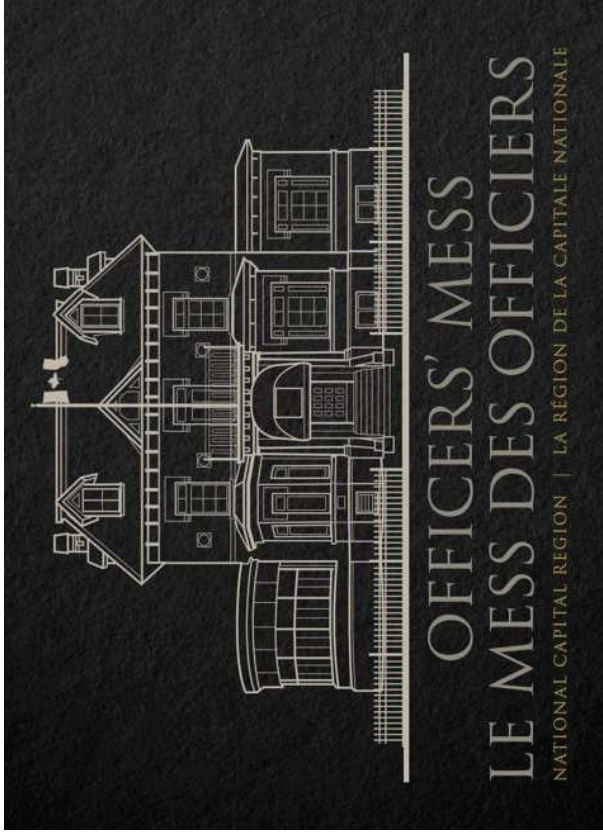
General Mess Meeting Assemblée Générale

12 Mar 26 / le 12 mars 2026

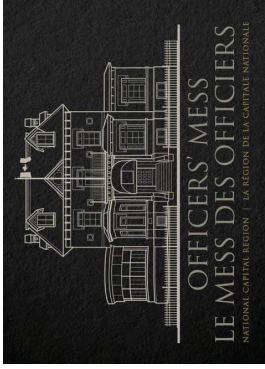


Agenda / Ordre du jour *

1. Call to Order
2. PMC Opening Remarks
3. Review of the Previous GMM Minutes * 3. Examen des procès-verbaux précédents du AGM*
4. Financial Update *
5. Entertainment Program *
6. Communications Update
7. Building Artifacts Update *
8. Membership Update
9. Associate Rep update
10. Constitution & Bylaws *
11. New Business *
12. Final Points and Motions *
1. Rappel à l'ordre
2. Mot d'ouverture du PCM
3. Examen des procès-verbaux précédents du AGM*
4. Mise à jour financière *
5. Programme de divertissement *
6. Mise à jour sur les communications
7. Mise à jour sur la modification des artefacts *
8. Mise à jour Adhésion
9. Mise à jour du représentant associé
10. Modifications de la constitution et des règlements *
11. Nouvelles affaires *
12. Derniers points et motions *



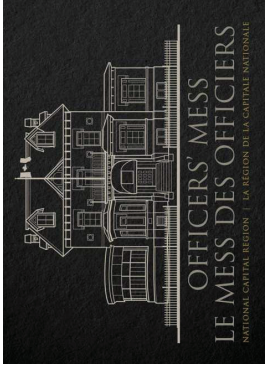
PMC Opening Remarks / Mot d'ouverture du PCM



Professional Conduct & Decorum / Conduite professionnelle et bienséance

- Meeting is being recorded / La réunion est en cours d'enregistrement
- Please keep chat constructive / Restez constructif sur chat
- Circular discussions might be curtailed / Les discussions circulaires pourraient être limitées

**Everyone is to be treated with respect /
Tout le monde doit être traité avec respect**



Feedback – Complaints / Commentaires – Plaintes

Mess Committee E-mail

- +NCR Officers Mess Committee NCROfficersMessCommittee-ComiteExecutifduMessdeLaRCN@forces.gc.ca

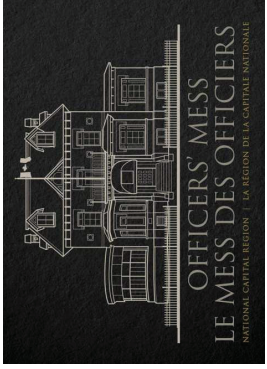
PMC / PCM

- Colonel Tim “Donor” Woods / Le colonel Tim “Donor” Woods
Timothy.Woods@forces.gc.ca

Staff / Personnel (Mess Mgr / Gestionnaire du mess)

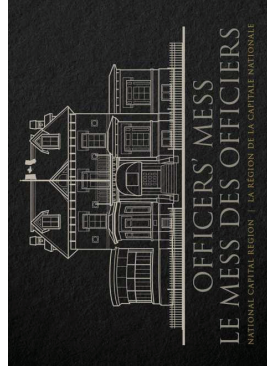
- Beaulne, Luc Beaulne.Luc@cfmws.com

**Mess Committee are all volunteers working for you
le comité du mess est composé de bénévoles qui travaillent pour vous**



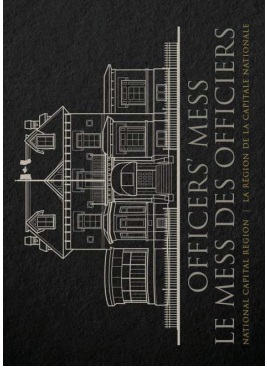
Introductions / Présentations

- Colonel Tim “Donor” Woods
 - PMC / PCM
- Mess Executive Committee / Comité exécutif du mess
 - volunteers reqd to join Team / bénévoles requis pour rejoindre l'équipe
- Mess PSP Staff / Personnel du mess PSP



Mess Executive Committee / Comité exécutif du mess

- PMC / PCM – Colonel / Le colonel Tim “Donor” Woods
- VPMC / VPCM – Cdr / capf M. Dittrich *
- VPMC / VPCM – LCol / Icol G. Hallman
- Secretary / Secrétaire – Capt / capt J.L. Arnott
- Fin O / Off financier – Capt / capt H. Kwon *
- A/Fin O / A/Off financier – Capt / capt S. Raven *
- Membership O / Off adhesion – Capt / capt C. Jacob
- Associate Rep / représentant associé - Maj (retd) / maj (à la retraite) Jens Kull et LCdr (retd) / capc (à la retraite) Jill Page
- Ent O/Off divertissement – LCdr / capc C.A. Dewar
- Comm O / Off communication – Lt(N) / Itv G. Metcalfe
- Artifacts Curator / Conservateur d'objets – Cdr M. Seed
- Signals O / Officier des transmissions Maj / maj F. Drolet
- Infrastructure O / Officier de infrastructure Maj / maj Santin



Mess PSP Staff / Personnel du mess PSP

PSP paid

- Mess Manager / Gestionnaire du mess
- A/Mess Manager / Gestionnaire du adjoint du mess
- A/Mess Manager / Gestionnaire du adjoint du mess
- Entertainment Coord / Coord du divertissement
- Entertainment Coord / Coord du divertissement
- Bar Manager / Gérant de bar (new)
- Bartender / Barman
- Chef / cuisiner
- Cook / cuisiner
- Head Waitress / Serveuse en chef
- Admin Assistant / Assistante administrative (new)
- Admin Assistant / Assistante administrative

Luc Beaulne

Patrick Marshall

Adam Beaudoin

Anne Patenaude

Luke Wilson

Patrick Langlais

Patrick Ouellette

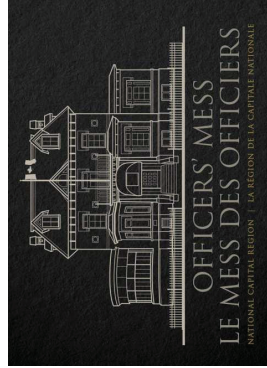
Salvadore Furano

Matthew Trudel

Abeba Hailu

Rachelle Charron Larabie

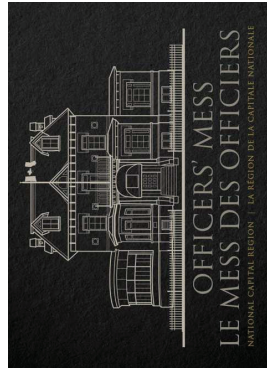
Kesia Nyengele



*Motion

Approval of AGM meeting minutes / Examen des procès-verbaux précédents du AGM

- 20 Nov 25 / le 20 novembre 2025 *



*Motion

Financial Update (31 Jan 26) / Mise à jour financière (31 jan 2025)*

NCROM FINANCE FY25/26

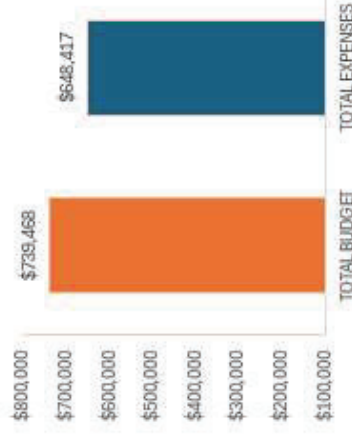
Percentage of budget spent



Summary

TOTAL BUDGET	\$739,468
TOTAL EXPENSES	\$648,417
LEFT IN BUDGET	\$91,051
Budget YTD	\$636,703

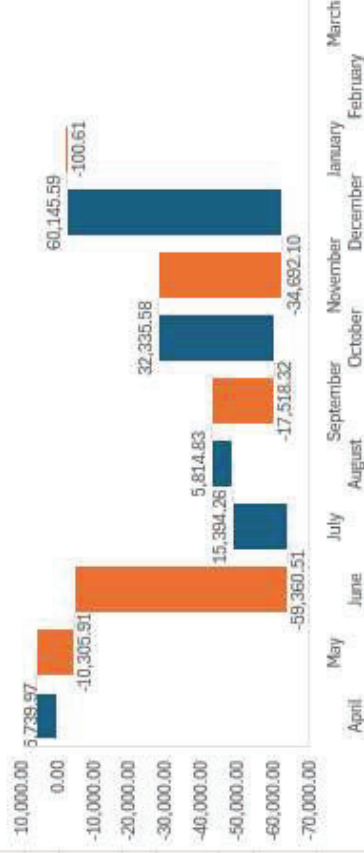
BUDGET



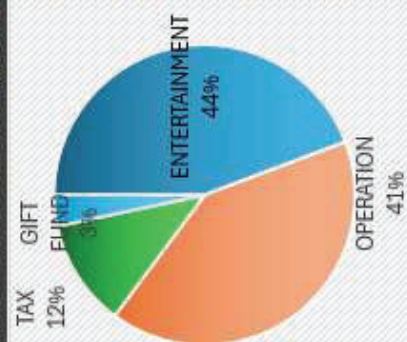
INCOME

NCROM INCOME STATEMENT April 2024 - February 2025

■ Increase ■ Decrease ■ Total



MESS DUES BREAKDOWN

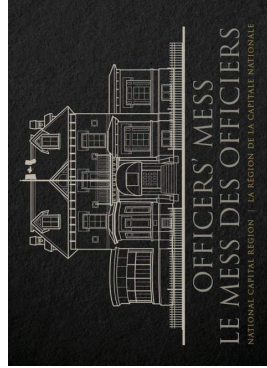


SUMMARY

ENTERTAINMENT	\$10.00
OPERATION	\$9.25
Gift Fund	\$0.75
Tax	\$2.60

NET INCOME TREND



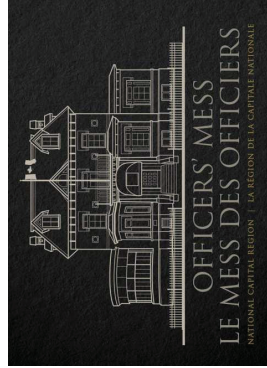


Financial Update / Mise à jour financière

Income Statement / Compte de résultat

Balance Sheet / Bilan

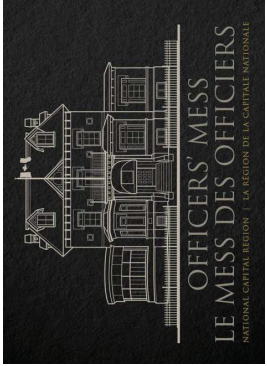
Month	April	May	June	July	August	September	October	November	December	January	February	March	Actual YTD	Budget YTD	Budget	Variance
SALES - CONSUMER	0.00	15,361.72	25,562.39	2,076.84	7,729.51	32,955.84	52,776.54	18,905.61	22,444.04	15,882.11			197,931.30	434,450.00	520,650.00	46%
SALES	0.00	15,361.72	25,562.39	2,076.84	7,729.51	32,955.84	52,776.54	18,905.61	22,444.04	15,882.11			197,931.30	434,450.00	520,650.00	46%
COGS	356.77	3,205.43	8,358.96	817.89	672.10	12,380.23	12,740.03	6,557.55	9,750.59	5,432.95			52,141.96	172,152.17	204,227.17	30%
GROSS PROFIT	-356.77	12,156.29	17,203.43	1,258.95	7,057.41	20,575.61	40,036.51	12,348.06	12,693.45	10,449.16			145,789.34	262,297.83	316,422.83	56%
ENTERTAINMENT REV	58,345.44	56,319.13	70,296.91	54,267.15	44,371.84	39,427.82	72,158.18	67,843.25	60,779.54	64,339.63			588,794.72	563,800.00	671,100.00	104%
FEES REV	0.00	0.00	446.78	1,058.26	0.00	0.00	1,089.21	0.00	1,864.69	1,003.64			5,462.58	2,900.00	3,550.00	188%
MEMBERSHIPS	37,422.49	45,308.38	39,668.18	34,520.59	35,517.22	36,154.80	40,463.49	34,137.58	34,085.98	33,686.45			372,526.38	388,500.00	466,200.00	96%
INTEREST/INVESTMENTS REV	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00	0%
PUBLIC OTHER REV	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00	0%
RENTAL REV	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,400.00	0.00	0.00			0.00	6,300.00	7,700.00	0%
S&D REV	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			1,400.00	0.00	0.00	0%
SERVICES REV	500.00	1,625.00	2,275.00	1,575.00	1,775.00	2,075.00	3,350.00	1,900.00	3,000.00	1,300.00			19,375.00	6,300.00	7,700.00	308%
WAGES REV	23,571.55	19,228.40	24,383.65	11,917.99	19,785.74	20,837.26	31,692.10	20,575.52	13,764.85	16,620.00			204,067.06	87,000.00	105,000.00	235%
MISC REV	0.00	0.00	0.00	0.00	0.00	0.00	25.00	0.00	0.00	0.00			25.00	0.00	0.00	0%
OTHER REVENUE	119,839.48	122,480.91	137,070.52	103,338.99	101,449.80	98,494.88	148,777.98	125,856.35	113,495.06	116,959.72			1,191,650.74	1,054,800.00	1,261,250.00	113%
DEPRECIATION	4,353.27	4,353.27	4,353.29	4,088.85	4,088.85	4,077.33	4,045.48	4,045.51	3,919.73	3,868.24			41,193.62	46,911.42	56,298.12	88%
ENTERTAINMENT EXP	46,522.27	67,686.85	98,122.69	15,782.25	38,490.53	70,257.55	92,243.78	73,715.81	45,926.18	68,594.88			648,416.80	636,703.32	739,468.00	102%
FEES EXP	1,111.09	1,812.46	3,735.52	817.24	1,244.74	1,246.23	1,805.73	1,471.38	573.14	1,314.17			17,465.22	9,000.00	10,470.00	194%
OTHER EXP	0.00	119.85	-0.47	-0.01	0.05	51.53	39.95	-12.16	-11,726.42	17.46			215.94	0.00	0.00	0%
RENTAL EXP	191.02	0.00	198.13	147.91	0.00	0.00	0.00	0.00	0.00	0.00			537.06	3,000.00	3,600.00	18%
REPAIR/MAINTENANCE EXP	198.90	4,290.43	518.92	2,227.89	0.00	0.00	616.98	47.92	0.00	0.00			8,227.98	34,000.00	41,800.00	24%
SERVICES EXP	791.89	1,451.21	991.82	760.24	619.57	983.95	1,614.08	1,041.25	765.30	1,673.50			10,692.81	22,750.00	27,300.00	47%
SUPPLIES EXP	474.51	3,962.74	1,586.14	92.35	2,149.57	1,330.78	2,978.65	1,780.73	-625.58	1,385.22			15,323.57	33,750.00	40,500.00	45%
TELECOMMUNICATION EXP	1,704.71	1,659.76	3,056.93	2,494.04	777.04	3,070.48	1,572.76	1,572.76	2,883.04	702.00			19,493.52	20,000.00	24,000.00	97%
TRAVEL EXP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	3,000.00	3,600.00	0%
WAGES EXP	58,395.08	59,606.54	101,071.49	62,792.82	55,322.03	55,570.96	51,561.50	89,233.31	24,327.53	49,954.02			630,147.19	637,500.00	764,925.00	99%
EXTRAORDINARY EXP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00	0%
OTHER EXPENSES	113,742.74	144,943.11	213,634.46	89,203.68	102,692.38	136,588.81	156,478.91	172,896.51	66,042.92	127,509.49			1,391,713.91	1,446,614.74	1,711,961.12	96%
NET INCOME	5,739.97	-10,305.91	-59,360.51	15,394.26	5,814.83	-17,518.32	32,335.58	-34,692.10	60,145.59	-100.61			-54,273.83	-129,516.91	-134,288.29	42%



Financial Update / Mise à jour financière

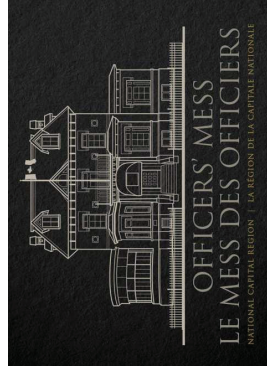
Income Statement / Compte de résultat Balance Sheet / Bilan

	APR25-26	MAY25-26	JUN25-26	JUL25-26	AUG25-26	SEP25-26	OCT25-26	NOV25-26	DEC25-26	JAN25-26
PC/MPREST	7,520.57	14,020.57	14,020.57	13,744.78	14,020.57	12,560.23	14,020.57	14,020.57	13,230.26	13,253.50
BANK ACCOUNT (OVERDRAFT)	1,620,619.66	1,622,609.94	1,580,566.85	1,561,966.16	1,579,032.78	1,563,104.27	1,582,628.65	1,523,910.59	1,592,306.52	1,534,677.34
ACCOUNTS RECEIVABLE	16,270.83	13,299.00	9,826.51	20,644.50	14,871.48	11,470.30	24,590.34	30,083.22	25,466.57	38,796.08
AR MANUAL	253.31	280.31	215.31	1,537.98	165.39	199.77	423.34	315.09	165.39	349.96
INVENTORY	13,271.09	16,044.57	13,642.71	12,033.29	16,794.11	19,002.23	14,067.06	17,609.39	424.08	20,058.71
PRE PAID EXPENSE	5,875.70	17,000.00			1,692.40	30,000.00	31,659.83	32,418.71	32,418.71	32,848.60
CURRENT ASSETS	1,663,811.16	1,683,254.39	1,618,271.95	1,609,926.71	1,626,576.73	1,636,336.80	1,667,389.79	1,618,357.57	1,664,011.53	1,639,984.19
FIXED ASSETS	402,680.20	398,326.93	393,973.64	389,884.79	385,795.94	381,718.61	377,673.13	373,627.62	369,707.89	365,839.65
OTHER ASSETS	402,680.20	398,326.93	393,973.64	389,884.79	385,795.94	381,718.61	377,673.13	373,627.62	369,707.89	365,839.65
TOTAL ASSETS	2,066,491.36	2,081,581.32	2,012,245.59	1,999,811.50	2,012,372.67	2,018,055.41	2,045,062.92	1,991,985.19	2,033,719.42	2,005,823.84
UNIT FUNDS	63,810.28	63,269.42	49,333.56	47,111.33	41,928.03	38,256.57	37,017.53	39,469.43	42,174.09	44,943.20
ACCOUNTS PAYABLE	24,151.28	50,088.01	54,048.65	28,442.53	40,372.17	65,817.87	63,071.66	41,084.21	21,202.11	41,317.20
ACCRUED LIABILITIES						1,426.82	84.00	1,233.92		1,047.44
CURRENT LIABILITIES	87,961.56	113,357.43	103,382.21	75,553.86	82,300.20	105,501.26	100,173.19	81,787.56	63,376.20	87,307.84
TOTAL LIABILITIES	87,961.56	113,357.43	103,382.21	75,553.86	82,300.20	105,501.26	100,173.19	81,787.56	63,376.20	87,307.84
RETAINED EARNINGS	1,972,789.83	1,972,789.83	1,972,789.83	1,972,789.83	1,972,789.83	1,972,789.83	1,972,789.83	1,972,789.83	1,972,789.83	1,972,789.83
+ NET INCOME / - LOSS FOR THE YEAR	5,739.97	-4,565.94	-63,926.45	-48,532.19	-42,717.36	-60,235.68	-27,900.10	-62,592.20	-2,446.61	-54,273.83
RETAINED EARNINGS	1,978,529.80	1,968,223.89	1,908,863.38	1,924,257.64	1,930,072.47	1,912,554.15	1,944,889.73	1,910,197.63	1,970,343.22	1,918,516.00
TOTAL EQUITY	1,978,529.80	1,968,223.89	1,908,863.38	1,924,257.64	1,930,072.47	1,912,554.15	1,944,889.73	1,910,197.63	1,970,343.22	1,918,516.00
TOTAL LIABILITY+EQUITY	2,066,491.36	2,081,581.32	2,012,245.59	1,999,811.50	2,012,372.67	2,018,055.41	2,045,062.92	1,991,985.19	2,033,719.42	2,005,823.84
Unencumbered Cash	1,532,668.10	1,509,252.51	1,477,184.64	1,486,412.30	1,496,732.58	1,457,603.01	1,482,455.46	1,442,123.03	1,528,930.32	1,447,369.50



Agenda / Ordre du jour



1. Call to Order
 2. PMC Opening Remarks
 3. Review of the Previous GMM Minutes
 4. Financial Update
 5. Entertainment Program
 6. Communications Update
 7. Building Artifacts Update
 8. Membership Update
 9. Associate Rep update
 10. Constitution & Bylaw Changes
 11. New Business
 12. Final Points and Motions
1. Rappel à l'ordre
 2. Mot d'ouverture du PCM
 3. Examen des procès-verbaux précédents du AGM
 4. Mise à jour financière
 5. Programme de divertissement
 6. Mise à jour sur les communications
 7. Mise à jour sur la modification des artéfacts
 8. Mise à jour Adhésion
 9. Mise à jour du représentant associé
 10. Modifications de la constitution et des règlements
 11. Nouvelles affaires
 12. Derniers points et motions



Entertainment Calendar / Calendrier des événements

• Webpage: [LINK](#)


site web : [LINK](#)

 My CF One Login  Select Your Community FR

SUPPORT SERVICES **SPORTS, FITNESS & REC** **FINANCES & INSURANCE** **DISCOUNTS & SHO**

Home > National Capital Region > Facilities > Messes > National Capital Region (NCR) Officers' Mess

NATIONAL CAPITAL REGION (NCR) OFFICERS' MESS



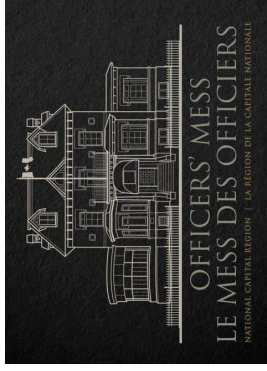
CF messes retain a functional role as social and dining clubs, and are the centre of social life for units, stations bases and ships.

CONTACT US
Manager: Luc Beaulne, Email: Beaulne.Luc@CFMWS.com, (343) 571-9928
Assistant Manager: Patrick Marshall, Email: Marshall.Patrick@CFMWS.com, (343) 550-5691
Assistant Manager: Adam Beaudoin, Email:

OFFICE HOURS
Monday to Friday from 07:00 to 15:00

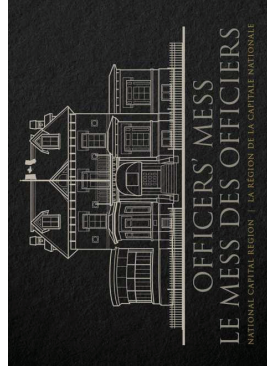
BAR HOURS
Monday to Wednesday from 11:00 to 18:00 / Thursday to Friday from 11:00 to 20:00
Closed weekends and statutory holidays.

- NCR OM Events 1 Apr 26 to 31 Mar 27 / MORCN Événements 1er avril 26 au 31 mars 27
- Friday lunch menu / menu des dîners de vendredi



New events / nouveaux événements

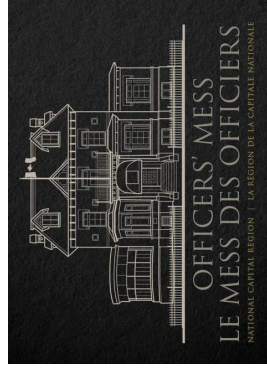
- Restaurant Nights (10)
- Army / Maritime - Formal Balls
- Bowling offsite
- Strawberry Festival
- Office Brunches (3)
- Weekend Brunches (3)
- Mardi Gras
- New Year's Eve Gala
- Various Sporting Events / NAC
- Soirées au restaurant (10)
- Bals officiels de l'Armée de Terre / Maritime
- Bowling hors site
- Fête des Fraises
- Brunchs de bureau (3)
- Weekend Brunches (3)
- Mardi Gras
- Gala du Nouvel An
- Divers événements sportifs / NAC



*Motion

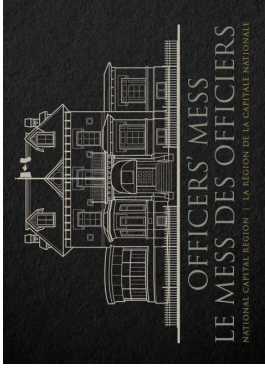
Event calendar and budget / Calendrier et budget des événements

- \$967,300 Budget
- 4,000 members @ \$10 / member + \$220,000 draw down of bank account
- 11 monthly coffee & lunches at Carling Campus, 455 Blvd de la Carriere, Star Top, Coventry & Tunney's \$9,000 / month
- Family outings & any sporting events
- Mess Executive may reallocate funding within entire calendar at monthly meeting
- Meet every Wed (1100-1130) on Teams
- Budget de 967 300 \$
- 4 000 membres à 10 \$ par membre + 220 000 \$ de retrait du compte bancaire
- 1 cafés et déjeuners mensuels au Carling Campus, 455 Blvd de la Carriere, Star Top Coventry & Tunney's 9 000 \$ par mois
- Sorties en famille et événements sportifs
- Le directeur exécutif peut réaffecter des fonds sur l'ensemble du calendrier lors de la réunion mensuelle
- Réunion tous les mercredis (11h00-11h30) sur Teams



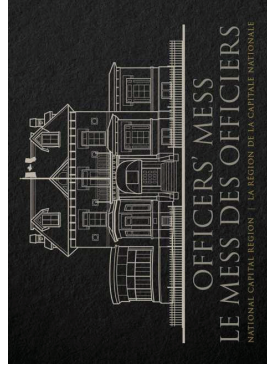
Upcoming Events / Événements à venir

- 08 Apr – Games Night • 08 avril – Soirée jeux
- 12 Apr – Steak Night • 12 avril – Soirée steak
- 18 Apr – Army Ball (Casino de Lac Leamy) • 18 avril – Bal de l'Armée (Casino de Lac Leamy)
- 24-25 Apr – Whiskey Tasking • 24-25 avril – Épreuve de whisky
- 30 Apr – TGIT • 30 avril – 5 à 7
- 03 May – Family Brunch • 03 mai – Brunch en famille
- 06 May – BOA Mess Dinner • 06 mai – Dîner du carré
- 10 May – Mother's Day Brunch • 10 mai – Fête des Mères brunch
- 13 May – Puzzle Night • 13 mai – Soirée casse tête
- 15 May – Italian Buffet • 15 mai – Dîner thème italien
- 28 May – TGIT • 28 mai – 5 à 7



Communications Update / Mise à jour sur les communications

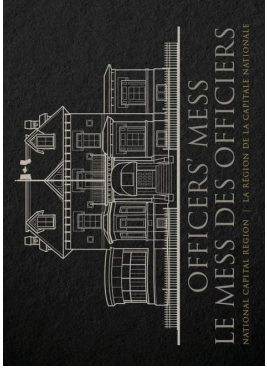
- Tuesday - PMC Weekly Update with Event Advertisements / Mardi – Mise à jour hebdomadaire du PCM avec Annonces d'événements
- Social media – Featuring mess events – submit photos to the general mess email or photo sharing app / Média sociaux - Présentation des activités du mess –veuillez envoyer vos photos à l'adresse courriel générale du mess ou via l'application de partage de photos.



*Motion

Building Artifacts Update / Mise à jour sur la modification des artefacts

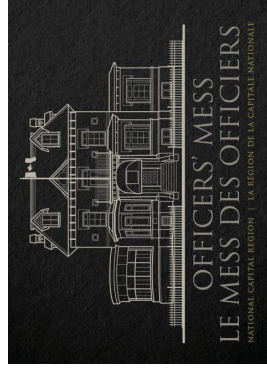
- Call for Artifact Committee Volunteers / Appel à bénévoles pour le comité des artefacts
- Inventory (Nov-Dec 25) completed / Inventaire (nov-déc 2025) - complet
- **Curation plan / le plan de conservation**
- Suggestions for display outside of Mess / Suggestions pour l'affichage en dehors du mess
- Motion to approve \$10,000 for artifact restoration costs / motion visant à approuver 10 000 \$ pour les coûts de restauration d'artefacts



Membership Update / Mise à jour Adhésion

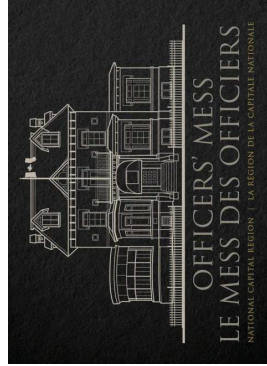
- Membership (Feb 2026) / adhesion (fév 2026)
 - 3500 (RegF / Force Régulière)
 - 197 (ResF / Réservist)
 - 275 (Associate / associé)

 - 159 (Free Year / Année gratuite)
 - 59 (Honorary / Honoraire)
-
- 3,972 paying members / 3 972 membres payants



Associate Rep update / Mise à jour du représentant associé

- Reprs: Maj (retd) / maj (à la retraite) Jens Kull & LCdr (retd) / capc (à la retraite) Jill Page
- Currently 275 associate members / Actuellement, 275 membres associés
- Annual fee \$271.20 - Membership year is from 1 Apr to 31 Mar and is due in full at the beginning of every new membership year / Cotisation annuelle : 271,20 \$ - L'année d'adhésion s'étend du 1er avril au 31 mars et est payable en totalité au début de chaque nouvelle année d'adhésion
- Former members (officers or equivalent) can rejoin the mess, spread the word, may need a regular mbr as a sponsor / les anciens membres (officers ou équivalent) peuvent réintégrer le mess, en faire la promotion et peuvent avoir besoin d'un membre régulier comme parrain
- Associate can participate and be active by volunteering to be OPI for an event / Les membres associés peuvent participer et s'impliquer en se portant volontaires comme OPI pour un événement



Constitution and Bylaw Changes / Modifications de la constitution et des règlements

*Motion

Constitution

Para 9a.

The PMC shall normally switch between RCN, CA and RCAF on a biennial basis (every 2 years) with the exception of the inaugural PMC whose term shall be 1 year.

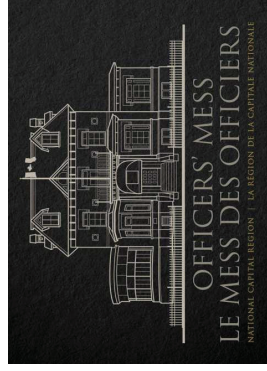
Constitution

Paragraphe 9a.

La présidence du comité du mess doit alterner entre la MRC, l'AC et l'ARC à chaque 2 ans, à l'exception du PMC inaugurale dont le mandat sera d'un an.

15. Members are entitled to the use of Mess facilities for Mess events. Membership provides use of the Mess facilities for personal functions at a reduced rate and the entertaining of guests at Mess functions, subject to regulations prescribed by the Mess Committee. Associate and Honorary members may occasionally be subject to certain restrictions with respect to attendance at specific Mess functions.

15. Les militaires ont le droit d'utiliser les installations du mess pour les activités du mess. L'adhésion permet d'utiliser les installations du mess pour des fonctions personnelles à un tarif réduit et pour recevoir des invités aux fonctions du mess, sous réserve des règlements prescrits par le comité du mess. Les membres associés et honoraires peuvent à l'occasion être assujettis à certaines restrictions en ce qui concerne la participation à des fonctions particulières du mess.



Constitution and Bylaw Changes / Modifications de la constitution et des règlements (2)

Annex B

New Para 3 under “Fees”

3. The PMC may waive facility and administrative fees for functions that are deemed to be within the mandate of the mess. Functions such as Officer Depart With Dignity (DWDs) or other CAF events that represent the interests of the mess membership are likely to be waived. Any food or bar purchases are to be paid by the guests. Access for the wider mess membership will normally be a stipulation when the mess is opened outside of normal hours.

Reservations

4. Mess members shall enjoy priority bookings for private events. Priority bookings shall be managed as follows:

- Military events (such as mug outs, promotions, DWD and beers calls). This priority booking is valid up to 20 calendar days ahead of the booking date, after which the venue will be made available for all types of bookings. This is valid for ordinary members only;
- Weekend Bookings: Weekend bookings of the mess are reserved for mess members up to 12 months ahead of booking date, after which reservations are open to all. These reservations are subject to a deposit; and;

Annexe B

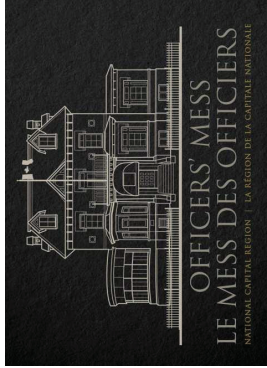
Nouveau paragraphe 3 sous « Frais »

3. Le PCM peut exonérer de frais d'installations et d'administration les activités jugées conformes au mandat du mess. Les cérémonies de départ d'officiers (CDO) ou autres événements des FAC représentant les intérêts des membres du mess sont susceptibles de bénéficier d'une exemption. Les invités doivent acquitter leurs dépenses de nourriture et de bar. L'accès pour l'ensemble des membres du mess sera généralement une condition d'ouverture en dehors des heures normales.

Réservations

4. Les membres du mess peuvent réserver en priorité des événements privés. Les réservations prioritaires doivent être gérées comme suit :

- Les événements militaires (comme les « Mug Out », les promotions, la DPT et les « Beer Call »). Cette réservation prioritaire est valable jusqu'à 20 jours calendrier avant la date de réservation, après quoi le lieu sera disponible pour tous les types de réservations. Ceci est valable pour les membres ordinaires seulement;
- Réservations de week-end : Les réservations de week-end du mess sont réservées aux membres du mess jusqu'à 12 mois avant la date de réservation, après quoi les réservations sont ouvertes à tous. Ces réservations sont assujetties à des dépôts; et



Constitution and Bylaw Changes / Modifications de la constitution et des règlements (3)

c. All other regulations are outlined in the contract provided by the Mess office; and

d. All Mess bookings are to be sponsored by RegF member IAW PSP Chapter 9.

Guest Limits

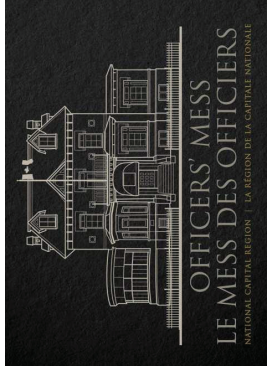
5. Guest limits will be stipulated per event. Officers not belonging to this mess will be considered as guests even if they are posted within the NGR.

c. Tous les autres règlements sont décrits dans le contrat fourni par le bureau du mess; et

d. Toutes les réservations au Mess doivent être parrainées par un membre de RegF conformément au chapitre 9 du PSP.

Limites des invités

5. Les limites d'invités seront stipulées par événement. Les officiers n'appartenant pas à ce mess seront considérés comme des invités même s'ils sont affectés au sein de la RGN.



Constitution and Bylaw Changes / Modifications de la constitution et des règlements (4)

Annex B

New Para 9

Hosting individuals that support the NCROM or CAF:

9. Mess members may contact the PMC to waive weekday lunch fees for their guests when they are hosting individuals from other government departments, foreign militaries, organisations or industries that specifically assist the NCROM or CAF with a recent project or task.

Eligibility

11. Regular Members and Associate Members of the RCAF Officers' are eligible for all giveaways and contests. Guests of members will not normally be eligible unless otherwise approved by the PMC for a specific event. However, if guests paid for a ticket to an event, they will be eligible for prizes. Memberships must be in good standing. ~~Honorary members are not entitled to receive prizes.~~

Annexe B

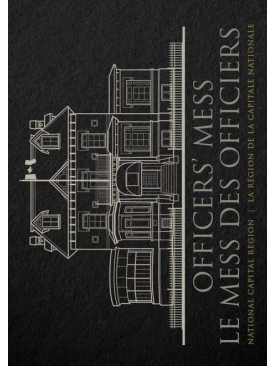
Nouveau paragraphe 9

Accueil de personnes apportant leur soutien au NCROM ou aux FAC :

9. Les membres du mess peuvent contacter le PCM pour obtenir l'exemption des frais de repas du midi en semaine pour leurs invités lorsqu'ils accueillent des personnes d'autres ministères, d'armées étrangères, d'organisations ou d'industries qui aident spécifiquement le MORCN ou les FAC dans le cadre d'un projet ou d'une tâche récente.

Éligibilité

11. Les membres réguliers et les membres associés des officiers de l'ARC sont admissibles à tous les cadeaux et concours. Les invités des membres ne seront normalement pas éligibles, sauf autorisation contraire du PMC pour un événement spécifique. Cependant, si les invités ont payé un billet pour un événement, ils seront éligibles à des prix. L'adhésion doit être en règle. ~~Les membres honoraires n'ont pas le droit de recevoir des prix.~~



Constitution and Bylaw Changes / Modifications de la constitution et des règlements (5)

Sympathy Gift Policy

20. Members and staff may be entitled to a sympathy card and small gift for a death in the immediate family **up to \$50**.

New

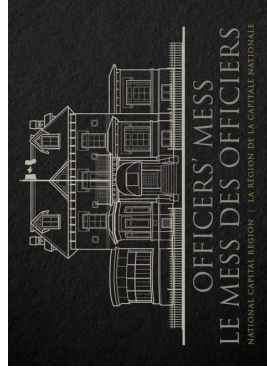
21. The Mess may provide limited hospital comforts to members during hospitalization. Comfort items to be covered for the first 48 hours of stay, provided the member has been hospitalized for more than 24 hour. Eligible comfort items may include gift baskets, gift cards, television rental, parking feeds, flowers, magazines, books, and “get well” cards, up to maximum of \$50. Receipts are required for reimbursement.

Politique sur les cadeaux de sympathie

20. Les membres et le personnel peuvent avoir droit à une carte de sympathie et à un petit cadeau en cas de décès dans la famille immédiate **jusqu'à \$50**.

Nouvelle

21. Le Mess peut offrir un soutien limité aux membres lors d'une hospitalisation. Les articles de confort peuvent être fournis pour les 48 premières heures du séjour, à condition que le membre ait été hospitalisé pendant plus de 24 heures. Les articles admissibles peuvent inclure des paniers-cadeaux, des cartes-cadeaux, la location de télévision, les frais de stationnement, des fleurs, des magazines, des livres et des cartes de rétablissement, jusqu'à un maximum de 50 \$. Les reçus sont requis pour le remboursement.



Constitution and Bylaw Changes / Modifications de la constitution et des règlements (6)

Annex B

Mess Subsidy

22. Each Officer who is a member of the Mess is entitled to a \$20.00 subsidy for any Mess Dinner or Mixed Dining In that they attend which is held at the Mess. The spouse of the member is not eligible for the subsidy and the subsidy is not transferable.

Requirements:

- a. For unit mess dinners, the OPI is responsible for providing mess management with a list of name, rank and service number for each Officer in attendance. The list must be submitted prior to the final billing;
- b. For NCR Officers Mess dinners that have been approved by the membership in the budget, each member will receive the subsidy when they purchase their ticket, if they are eligible in the fiscal year; and
- c. The subsidy can only be applied once per fiscal year per member and pertains only to mess dinners by the NCR Officers Mess.

Note: Paras d and e not in English version.

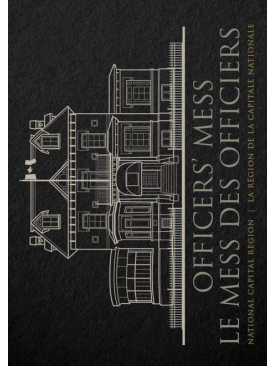
Annexe B

Subvention du mess

~~22. Chaque officier qui est membre du mess a droit à une subvention de 20 \$ pour tout dîner du mess de l'unité ou repas mixte auquel il assiste et qui a lieu au mess. Le conjoint du participant n'est pas admissible à la subvention et celle-ci n'est pas transférable.~~

Exigences :

- ~~a. Le BPR est chargé de fournir à la direction du mess une liste signée du nom, du grade et du numéro matricule de chaque officier présent;~~
- ~~b. La liste doit être soumise avant la facturation finale;~~
- ~~c. L'hôte ou le commandant est responsable de déterminer la façon de distribuer la subvention (c.-à-d. à titre de rabais général pour tous les participants ou simplement appliqué au coût individuel de chaque membre);~~
- ~~d. Subvention ne peut être appliquée qu'une fois par année par unité; et~~
- ~~e. Le coût global de la subvention pour le budget du mess ne peut dépasser 15 000 \$ par année.~~



Constitution and Bylaw Changes / Modifications de la constitution et des règlements (7)

Annex B

WELCOME POLICY

24. New members posted into the NCR will be entitled to attend one free Mess entertainment event, with one guest, within their first year of membership. A voucher will be given to the member upon in-clearance. The member must note the intent to use the voucher when reserving a spot for the event and present it at the function. Normal booking procedures still apply.

25. Ordinary Members who retire **will be offered** entitled to a free Associate Membership until 31 March of the following year. for 1 year from their retirement date.

Order of Dress (table)

Casual:

Service Dress (No. 3 or equivalent) Dress of the Day

Add to relaxed: must be authorized by PMC.

Annexe B

POLITIQUE DE BIENVENUE

24. Les nouveaux membres affectés dans la RCN auront le droit d'assister à une activité de divertissement gratuite du mess, avec un invité, au cours de leur première année d'adhésion. Un bon d'achat sera remis au membre lors de l'entrée. Le membre doit noter l'intention d'utiliser le bon lors de la réservation d'une place pour l'événement et le présenter à la réception. Les procédures normales de réservation s'appliquent toujours.

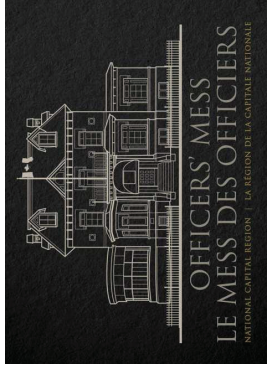
25. Les membres ordinaires qui prennent leur retraite auront droit à **sera offert** une adhésion associée gratuite **jusqu'au 31 mars de l'année suivante** pendant 1 an à compter de la date de leur retraite.

Ordre de tenue

Casual:

Tenue de service (no 3 ou l'équivalent) Tenue du jour

Ajouter à la catégorie « détendue » : doit être autorisé par le PCM.



Constitution and Bylaw Changes / Modifications de la constitution et des règlements (8)

Annex B

Para 32 a and b (amend)

Increase PMC limit to \$5,000 and Mess Committee to \$10,000

Para 35 b

Associate members shall be billed quarterly **annually** with payment due at the beginning of each quarter **fiscal year**.

Annexe B

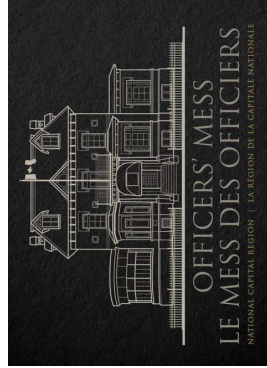
Paragraphe 32 a et b (modifier)

Augmenter la limite du PCM à 5 000 \$ et celle du comité de mess à 10 000 \$

Paragraphe 35 b

Les abonnements des membres associés seront facturés trimestriellement annuellement avec un paiement dû début de chaque trimestre **année fiscale**.

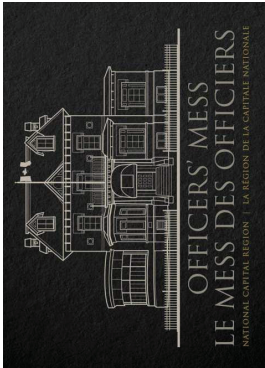
*La version française de l'annexe B omet les paragraphes 35 et 36 dans la numérotation. Les paragraphes 37 et 38 devraient donc correspondre aux paragraphes 35 et 36.



*Motion

New Business / Nouvelles affaires

- Friday lunch & TGIT (all members entitled to one guest) *
 - GBA +
 - Dress
- Dîner du vendredi et 5 à 7 (chaque membre a droit à un invité) *
 - ACS+
 - Tenue
- Reservists Dues prior to NCROM *
 - Cotisations des réservistes à payer avant le NCROM *
- AV System Upgrade *
 - Mise à niveau du système AV*
- Coin *
 - Pièce de monnaie *

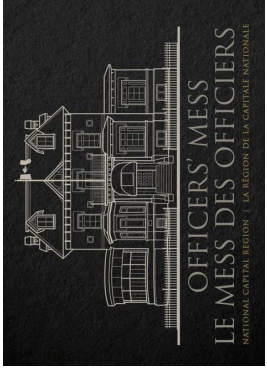


*Motion

AV System Upgrade / mise à niveau du système audiovisuel

- Quote from Auradesign to upgrade system they provide Mess
- Two proposals – Mess Executive selected Option #1
- Total \$21,954.80

Item	Quantity	Unit Price	Total
Control4 Control 4 - CORE 5 Main Controller	x1	\$4,591.80	\$4,591.80
Epson 4K Laser Home Cinema Theater Projector 2,500 Lumens	x1	\$5,300.00	\$5,300.00
Creston AirMedia 3 Series Wireless Receiver SEND IMAGE FROM LAPTOP TO PROJECTOR - WIRELESS	x1	\$1,895.00	\$1,895.00
Creston AirMedia Series 3 Wireless Presentation Receiver WIRELESS PROCESSOR FOR PORTABLE TV	x2	\$2,089.00	\$4,178.00
Apple 10.2" 32GB Standard Tablet	x2	\$400.00	\$800.00
AVPro Edge 40m 4K HDBaseT Extender Kit PICTURE FROM MAC TO PROJECTOR	x1	\$570.00	\$570.00
Avarro 6ft 4K High-Speed HDMI Cable with Ethernet	x4	\$65.00	\$260.00
MISC MISC ITEMS SHOP SUPPLIES	x1	\$80.00	\$80.00
UPGRADE Option #1			
Labor	Installation 2 = 1 Senior Tech / 1 Junior Tech	\$190.00	\$1,520.00
Labor	PROGRAMMING 1 SENIOR TECH INSTALL / PROGRAMMING	\$150.00	\$2,400.00
			UPGRADE Total : \$21,954.80

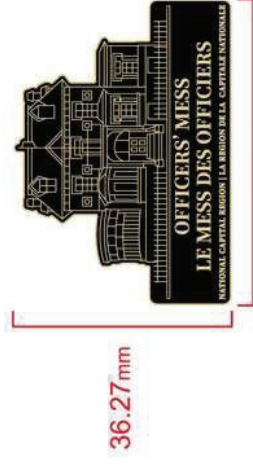


*Motion

NCROM Coin / Pièce MORCN

- 3 quotes obtained – price drops more coins you purchase
- 3 devis obtenus – baisse de prix à mesure que vous achetez des pièces
- Recommend purchasing 6,000 (1 per mbr + every new member)
- Nous recommandons l'achat de 6 000 (1 par membre + chaque nouveau membre)
- Cost approx \$12,000
- Coût approximatif : 12 000 \$

FRONT

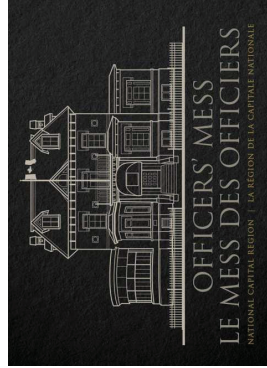


- gold metal
 - black (soft enamel)
- thickness: 4mm

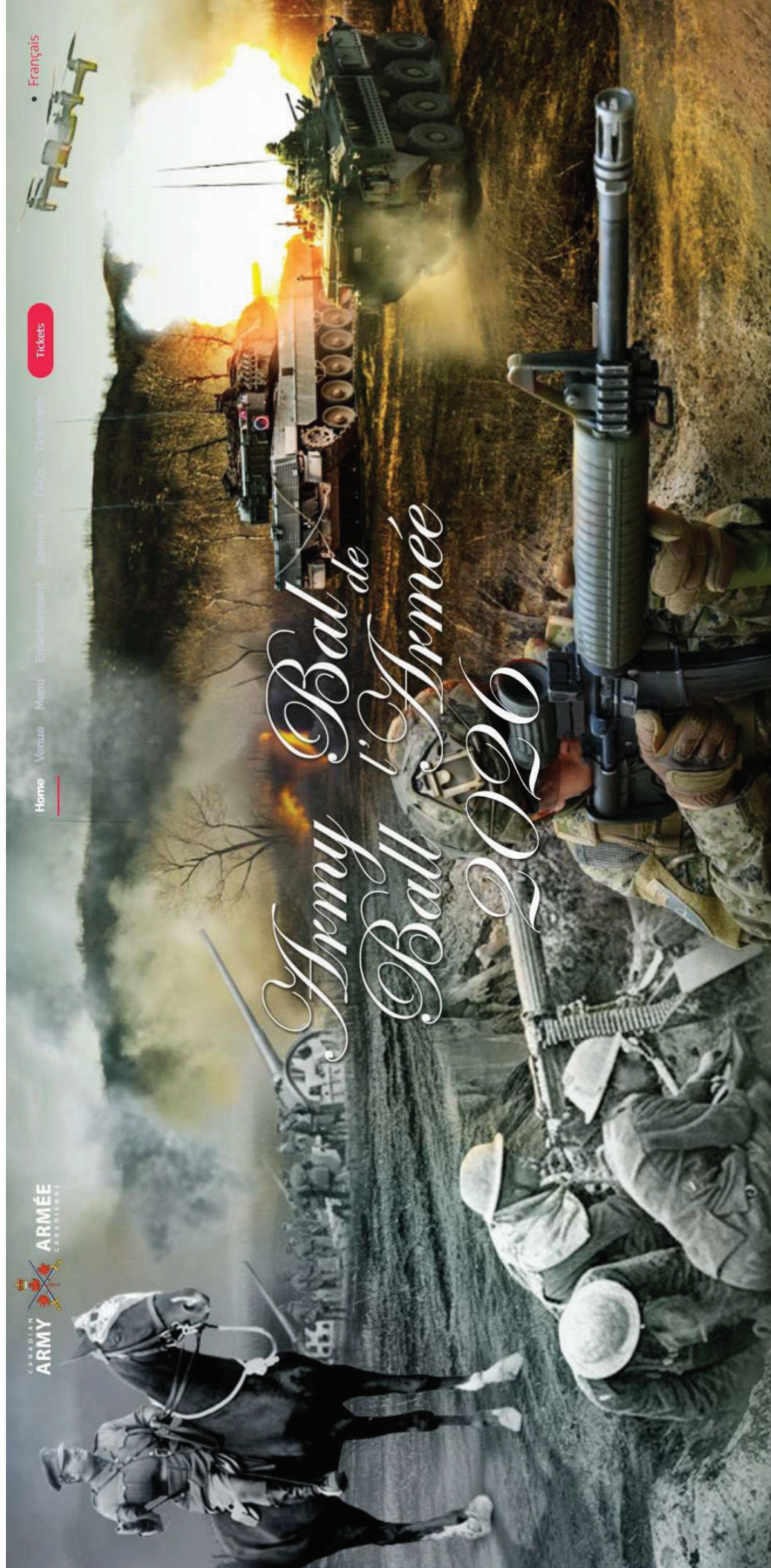
BACK

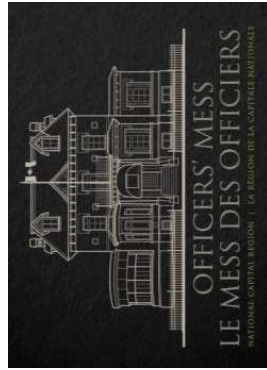


- gold metal
- black (soft enamel)
- 200C (soft enamel)
- white (soft enamel)



Army Ball – Ball de l'Armée 18 Apr / avril 2026 (Casino de Lac Leamy)





Maritime Ball – Bal Maritime 19 Jun / juin 2026 (Hilton Lac-Leamy)

**MARITIME BALL
BAL MARITIME**

Save the Date

**CANADA'S 2026
MARITIME Ball**

FRIDAY 19 JUNE 2026

HILTON LAC-LEAMY
GATINEAU, QUÉBEC

JOIN US AS WE CELEBRATE WITH FLAIR, MUSIC AND DANCING, THE ROYAL CANADIAN NAVY AND THE CANADIAN COAST GUARD FOR A DISTINGUISHED EVENING OF MARITIME PRIDE AND TRADITION.

TICKETS ON SALE: MARCH 16TH

ROOMS AVAILABLE AT RESERVED RATE AT HILTON LAC-LEAMY.

**MARITIME BALL
BAL MARITIME**

Reserve the Date

**Bal MARITIME
DU CANADA 2026**

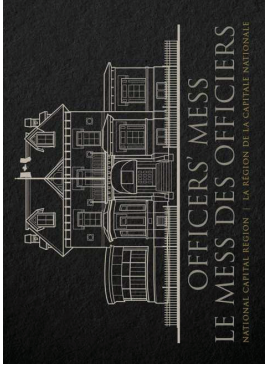
VENDREDI 19 JUIN 2026

HILTON LAC-LEAMY
GATINEAU, QUÉBEC

VENEZ CÉLÉBRER AVEC NOUS, AVEC PANACHE, MUSIQUE ET DANSE, LA MARINE ROYALE CANADIENNE ET LA GARDE CÔTIÈRE CANADIENNE LORS D'UNE SOIRÉE DISTINGUÉE PLACÉE SOUS LE SIGNE DE LA FIERTÉ ET DES TRADITIONS MARITIMES.

BILLETS EN VENTE : 16 MARS

CHAMBRES DISPONIBLES AU TARIF PRÉFÉRENTIEL À L'HÔTEL HILTON LAC-LEAMY.



Final Points and Motions / Derniers points et motions

- Agenda / Ordre du jour
- Minutes (20 Mar 25) / Procès-verbaux (20 mars 2025)
- Mess Executive Committee (CommO)/Comité exécutif du mess (Ocomm)
- Financial Report (31 Jan 26) / Rapport financier (31 janvier 2026)
- Approval of Entertainment Program / Approbation du programme de divertissement
- Constitution and Bylaw Changes / Modifications de la constitution et des règlements
- Adjournment / Ajournement

ANNEX C

Incumbent Acceptance of the Responsibility for the Financial Administration of Non-Public Property (NPP) - Table 1 - Unit/Entity Authorities CFB

Reference: Chief of The Defence Staff Delegation of Authorities for Financial Administration of Non-Public Property dated 1 May 2023.

CO Delegated Position	Name of Incumbent	Telephone	E-Mail Address
PMC – NCR Officers’ Mess	Col. Timothy Woods	343-571-9959	Timothy.Woods@forces.gc.ca
Description	Signing Authority Limit	Comments / Limitations	
Personnel, Operations and Maintenance (PO&M)	F	Entity #: 1900 Outlet(s) #: N/A All delegated authorities must be exercised in accordance with the reference CDS delegation.	
Capital	n/a		
Write off/Disposal of Assets other than Real Property	n/a		
Single Sponsorship or Donation Defence Industry	n/a		
Single Sponsorship or Donation Non-Defence Industry	n/a		
Contracting - Direct or Non-competitive	n/a		
Contracting - Competitive	n/a		

An "F" indicates the position holder has full signing authority within their area of responsibility and approved budget, N/A is Non Applicable, and dollar limitations are indicated by specific amounts.

Incumbent’s Certification: I hereby accept these authorities and responsibilities and certify that I have the necessary knowledge and competency to carry out these functions in a responsible manner. I have read and understood the [CFMWS Conflict of Interest Guide](#), the NPP Contracting Policy, Guidance for Contracting in Support of Morale and Welfare Programs, the NPP Travel Directive, and the NPP Hospitality Policy. I hereby state that I have no conflict of interest – that I am not in a position where my private interests could improperly influence the performance of my official duties and responsibilities nor will I use my position for personal gain.

WOODS,
TIMOTHY 422

Digitally signed by WOODS,
TIMOTHY 422
Date: 2025.05.28 10:53:16 -0400

28/05/25

Signature of incumbent

Date: dd/mm/yy (Effective upon signing)

22/05/25

NPP ID:

Date NPP Certification completed (dd/mm/yy)

Note: Upon re-certification and/or expiry of the applicable NPP Certification course, a new Annex C must be completed.

Annex A
Delegation of Authorities for Financial Administration of Non-Public Property
Canadian Forces Support Group (Ottawa-Gatineau)

Reference: Chief of Defence Staff Delegation of Authorities for Financial Administration of Non-Public Property dated 1 May 2023.

1. I hereby accept the authorities and responsibilities delegated to me as detailed in Financial Authority Table 1 of Ref and certify that I have the necessary knowledge and competency to carry out these functions in a responsible manner. I have read and understood the CFMWS Conflict of Interest Guide, the NPP Contracting Policy, Guidance for Contracting in Support of Morale and Welfare Programs, the NPP Travel Directive, and the NPP Hospitality Policy. I hereby state that I have no conflict of interest – that I am not in a position where my private interests could improperly influence the performance of my official duties and responsibilities nor will I use my position for personal gain.


Colonel J.R. Toope
Commander, Canadian Forces Support Group (Ottawa-Gatineau)

17 July 2024
 Date

Date NPP Certification completed: 25 August 2022
 NPP ID:

2. In accordance with the reference CDS delegation of Non-Public Property (NPP) financial signing authorities, the table below details positions to which I have provided delegated NPP financial signing authority. An 'F' indicates the position holder has full signing authority within their area of responsibility and approved budget, N/A is Non Applicable, and dollar limitations are indicated by specific amounts.

CO Delegated Position	PO&M	Capital	Write off / Disposal of Assets other than Real Property	Single Donation or Sponsorship		Contracting	
				Defence Industry	Non-Defence Industry	Direct or non-competitive	Competitive
CO PSS	F	\$187,500	\$187,500	\$18,750	\$75,000	\$37,500	\$50,000
Senior Manager, PSP	F	\$100,000	\$100,000	\$10,000	\$50,000	\$25,000	\$50,000
Deputy Manager, PSP	F	\$50,000	\$25,000	\$10,000	\$25,000	\$10,000	\$25,000
Manager, Fitness & Sports	F	\$50,000	\$25,000	N/A	N/A	N/A	\$25,000
Manager, Health Promotion	F	\$50,000	\$25,000	N/A	N/A	N/A	\$25,000
Hylands Golf Club General Manager	F	\$50,000	\$25,000	N/A	N/A	N/A	\$25,000
PSP Military Housing Property Manager	F	\$25,000	\$5,000	N/A	N/A	N/A	\$10,000
General Manager, Mess Operations	F	\$25,000	\$5,000	N/A	N/A	N/A	\$10,000
Mess Managers	F	\$10,000	\$5,000	N/A	N/A	N/A	\$10,000
Community Recreation Manager	F	N/A	N/A	N/A	N/A	N/A	\$5,000
Mess Assistant Managers	F	N/A	N/A	N/A	N/A	N/A	\$5,000
Corporate Services Manager	F	N/A	N/A	N/A	N/A	N/A	N/A
Hylands Golf Club Operations Manager	F	N/A	N/A	N/A	N/A	N/A	N/A
Reconditioning Manager	F	N/A	N/A	N/A	N/A	N/A	N/A
Assets Coordinator	F	N/A	N/A	N/A	N/A	N/A	N/A
Fitness Coordinators	F	N/A	N/A	N/A	N/A	N/A	N/A
Fitness & Sports Coordinators	F	N/A	N/A	N/A	N/A	N/A	N/A
Sports Coordinators	F	N/A	N/A	N/A	N/A	N/A	N/A
Facilities Coordinator	F	N/A	N/A	N/A	N/A	N/A	N/A
Recreation Coordinator	F	N/A	N/A	N/A	N/A	N/A	N/A
Hylands Golf Club Administration and Food Services Coordinator	F	N/A	N/A	N/A	N/A	N/A	N/A
Mess Function Coordinators	F	N/A	N/A	N/A	N/A	N/A	N/A
PSP Military Housing Superintendent	F	N/A	N/A	N/A	N/A	N/A	N/A
Mess Supervisors	F	N/A	N/A	N/A	N/A	N/A	N/A
CFSACO Commanding Officer	F	\$10,000	\$5,000	N/A	N/A	N/A	\$10,000
CFSACO Admin Officer	F	\$10,000	\$5,000	N/A	N/A	N/A	\$10,000
Recreation Clubs Presidents	F	N/A	N/A	N/A	N/A	N/A	N/A
Recreation Clubs Treasurers	F	N/A	N/A	N/A	N/A	N/A	N/A
L1s - Delegates	F	N/A	N/A	N/A	N/A	N/A	N/A
PMCs - Messes	F	N/A	N/A	N/A	N/A	N/A	N/A
VPMCs - Messes	F	N/A	N/A	N/A	N/A	N/A	N/A
Treasurers - Messes	F	N/A	N/A	N/A	N/A	N/A	N/A


Colonel J.R. Toope
Commander, Canadian Forces Support Group (Ottawa-Gatineau)

17 July 24
 Date

Footnote: I am giving delegated authority to CO PSS or Senior Manager PSP to update and approve Annex B as required.

Distribution List

Positions Delegated
 NPPAM (original)



President Mess Committee (PMC) Guidance Manual

TABLE OF CONTENTS

SECTION ONE – GENERAL

1.01	Terms and Definitions	Page 3
1.02	References	Page 4
1.03	Purpose	Page 5

SECTION TWO – MESS MANAGEMENT

2.01	Mess Organization	Page 5
2.02	Role of PMC	Page 5
2.03	Roles of Executive Committee	Page 6
2.04	Role of Mess Manager	Page 6
2.05	Role of Mess Supervising Officer	Page 6
2.06	Role of PSP Manager/ B/W Service Officer	Page 7
2.07	Role of the Treasurer	Page 7
2.08	Base/Wing Commander Convening Authority	Page 7
2.09	The Standard of Care – Serving and Consumption of Alcoholic Beverages	Page 7

SECTION THREE – ACCOUNTABILITY AND CONTROL

3.01	Delegation of Authority	Page 8
3.02	Mess Accounts	Page 8
3.03	Bar Stocktaking	Page 9
3.04	NPF Budget	Page 9
3.05	NPF Financial Statements	Page 10
3.06	Entertainment Ticket Sales and Control	Page 10
3.07	Bar Cards	Page 11
3.08	Prize registers	Page 11
3.09	Gift Funds	Page 11

SECTION FOUR - PUBLIC SUPPORT TO MESSES

4.01	NPP and P Expenditures	Page 12
4.02	Capital Projects and Expenditures	Page 13
4.03	Furnishings and NPP Enhancements	Page 13
4.04	Support for Mess Dinners and Ceremonial events	Page 14
4.05	Approving authorities for Official Mess Functions	Page 14
4.06	Mess Dinners	Page 14

SECTION FIVE – HOUSING INVENTORY

5.01 NPP Property	Page 15
5.02 Public Supply Customer Account (SCA)	Page 15

SECTION SIX – MEETING FORMAT

6.01 Constitution and By-Laws	Page 16
6.02 Mess Meetings	Page 16
6.03 PMC Responsibility for Meetings	Page 16
6.04 Order of Business	Page 17

Annex A: Example Mess Organization Chart

Annex B: Example Mess Contact list

Annex C: Frequently Asked Questions

Annex D: Is it Public (P) or Non Public Property (NPP)?

SECTION ONE - GENERAL

1.01 Terms and Definitions

1. **Accounting**; The process of analyzing and systematically recording, in terms of money, transactions, and events which are, in part at least, of a financial nature, and of summarizing, reporting, and interpreting the results thereof.
2. **Entity**: means any constituted activity that presents a complete set of financial statements. It includes messes, CANEX, Canadian Armed Forces (CAF) Museums, Base/Wing Fund and their subsidiaries.
3. **Mess**: means the organization whose membership is related to an identifiable rank, formed for the purpose of building esprit de corps and comradeship; or the facility or facilities, which provide space in which to carry out the functions of the organization and may include a wardroom or dining room, bar or anteroom, lounge, games room, patio, and other common rooms/areas which, when provided, are operated and administered to provide services to the members of the mess. Messes have been entrusted to the Commanding Officer pursuant to Sections 38 to 41 of the National Defence Act.
4. **Mess due or mess subscription**: is a monthly assessment corresponding to a membership fee, which defrays the general operating expenses of the mess. The amount shall be set for both ordinary and associate members and shall be determined by a general mess meeting and approved by the B/W CO.
5. **Morale and Welfare (MW) Programs**: as described in A-PS-110-001/AG-002 are those administered by Canadian Forces Morale Welfare Services (CFMWS), with Public and NPP resources, in support of the chain of command, to enhance the well-being of CAF members and their families, thus contributing to the operational readiness and effectiveness of the CAF.
6. **Non-Public Funds (NPF)**: NPF is the abbreviation for Non-Public Funds and should be used in that sense only. It is not accurate to imply that NPF is an entity or organization with capacity to perform functions or undertake responsibility; as such, entity or organization does not exist. The abbreviation may be used in conjunction with facilities or functions to indicate the primary source of resources for an activity, but does not necessarily establish the responsibility for its existence.
7. **Non-Public Property (NPP)**: NPP is as defined in The *National Defence Act* (NDA) and means:
 - a. all money and property, other than issues of material, received for or administered by or through messes, institutes or canteens of the (CAF);
 - b. all money and property contributed to or by officers, non-commissioned members, units or other elements of the CAF for the collective benefit and welfare of those officers, non-commissioned members, units or other elements;

- c. by-products and refuse and the proceeds of the sale thereof to the extent prescribed under subsection 39(2) of the *National Defence Act*; and
 - d. all money and property derived from, purchased out of the proceeds of the sale of, or received in exchange for, money and property described in subparagraphs (1) to (3).
8. NPPAM: refers to the senior NPP accounting person at each B/W.
 9. Regional Accounting Manager (RAM): refers to the Regional Accounting Manager.
 10. Revenues and Expenses Principles: Expenses incurred by an entity must be charged to the income statement in the accounting period in which the revenues, to which those expenses related are earned and revenue are recognized when they are realized and are earned no matter when the cash is received.
 11. Service Clubs – Service Clubs may be authorized as an alternative to Mess bars. They provide a place for CAF member to socialize where consumption of alcohol is not the primary activity. Activities provided in service clubs are based on the interests of CAF members and may include a lounge area, food outlet, either in the facility or reasonably accessible, dance area, games, and TV areas.

1.02 References

- A. A-FN-105-001/AG-001 Non Public Funds Accounting Policies and Procedures Manual;
- B. A-PS-110-001/AG-002 Policy Governing Operation of Personnel Support Programs in the Canadian Forces;
- C. Personnel Support Programs Policy Manual (PSP Policy manual)
- D. CFAO 27-1 Messes
- E. CFAO 27-1 Amendment, CANFORGEN 150/09 CMP 062/09;
- F. CFAO 27-6 Base and Station Funds- Regular Forces
- G. CFAO 27-12 Provision, Serving and Consumption of Alcoholic Beverages
- H. Provincial Liquor License Act;
- I. NPF Collective Agreement; and
- J. Chief of the Defence Staff Delegation of Authority for Financial Administration of Non- Public-Property (NPP) May 2010

1.03 Purpose

1. The purpose of this document is to provide guidance to Presidents of Mess Committee (PMC) in conjunction with the references listed above.

SECTION TWO – MESS MANAGEMENT

2.01 Mess Organization

1. The example of the Mess management organization chart at Annex A indicates the chain of command and roles of key positions in the management of a Mess. They include:

- a. PMC;
- b. Executive Committee Positions;
- c. Mess Manager;
- d. Supervising Officer;
- e. PSP Manager/Base/Wing Pers Services Officer; and
- f. Base/Wing Commander/Commanding Officer (CO)

2.02. Role of President of the Mess Committee (in addition to duties stated in ref C)

1. The President of the Mess Committee (PMC) oversees the needs and wants of the Mess membership and is responsible to the CO (through the Supervising Officer, as applicable) for:

- a. the administration and management of the Mess with coordinated support from the Mess Manager and Mess Committee;
- b. the issuance of Mess Constitution and By-Laws;
- c. calling of Mess Committee meetings and General Mess meetings and presiding at these meetings. Meetings to follow parliamentary procedures as per ref C.

2. The PMC must be well acquainted with all Non-Public Property (NPP) / Public (P) policies and procedures that pertain to the mess operations as per above references.

3. The PMC is responsible for the executive committee and ensures that relevant statement of duties exist for all members of the mess committee. PMC ensures that all duties and responsibilities of committee members are carried out.

4. To have a successful, well run operation, the PMC, Committee Members, Management, and Staff must work in harmony to provide the best possible service to the membership. The PMC should feel free to discuss with the Mess Manager, the PSP Manager, or the Base/Wing Personnel Services Officer (B/W Pers Svcs O), any issues regarding the operation of the mess.

2.03 Role of Executive Committee

1. The specific role and responsibilities of the PMC, Vice-PMC and Mess Executive Committee can be found in the Mess Constitution and By-Laws at ref C.

2.04 Role of Mess Manager and Staff (in addition to duties stated in ref C)

1. Under the general direction of the Mess Committee, the Mess Manager is responsive to the PMC for the planning, organizing, directing, and controlling of mess activities (except for food services) and responsible to the PSP Manager or the B/W Pers Svcs O. The PSP Manager or the B/W Pers Svcs O provides direction to the Mess Manager. The Mess Manager is an adviser to the mess committee and is not a member. The Mess Manager carries out the day-to-day operations with the mess supporting staff. All staffing requirements are the responsibility of the Mess Manager who ensures that the NPF staff is trained and capable of performing their duties. Mess Managers provide support to the PMC and Mess Committee members.

2.05 Role Mess Supervising Officer (in addition to duties stated in ref C)

1. The CO shall appoint an officer to act in an advisory capacity to the mess committees of each officer cadet and junior ranks' mess. The Mess Supervising Officer shall:

- a. assist and advise the Mess Committee as required;
- b. be an ex-officio member of the Mess Committee; and
- c. keep the CO advised of the affairs of the mess.

2. The Mess Supervising Officer is the link between the PMC and the CO. The Mess Supervising Officer ensures that the PMC and Mess Committee are conducting business in accordance with NPP policies and procedures. Mess Supervising Officers should attend all Executive and General Mess Meetings.

2.06 Role of PSP Manager or B/W Pers Svcs O

1. The PSP Manager or the B/W Pers Svcs O oversees mess operations and ensures all messes are staffed with well-trained and competent NPF employees. The PSP Manager or the B/W Pers Svcs O provides tools to mess management and staff to successfully carry out their duties, and ensures adherence to all policies and procedures.

2.07 Role Treasurer or Finance Member (in addition to duties stated in ref C)

1. Under the general direction of the PMC, the Finance member assists in the preparation of the yearly budget, monitors financial results in comparison with the budget, interprets financial statements and advises the PMC on the financial condition of the mess, acts as liaison with the NPPAM to ensure that the mess committee is aware of the financial implications of any decision.

2.08 Base/Wing Commander (CO) or Convening Authority

1. The Base/Wing Commander or designated convening authority is responsible for all NPP activities within the Base/Wing. All items contained in the minutes of a General or Executive Committee meeting are subject to the approval of the convening authority.

2.09 The Standard of Care – Serving and Consumption of Alcoholic Beverages

1. The standard of care must conform with those established by provincial and municipal laws. The sale of alcoholic beverages is not subsidized or discounted. Provisions should therefore include:

- a. a prohibition on the operation of bars except on a profit-making or break-even basis;
- b. a prohibition on "Happy Hour" or "two for one", etc. specials;

Note - This does not preclude subsidization at hosted functions held at the discretion of the Base/Wing [commander. ie](#) Free Moose Milk at "At home" events;

- c. non-alcoholic beverages, attractive in price and presentation, are available at all outlets where alcohol is served;
- d. contests, competitions or stunts based on immoderate drinking of alcoholic beverages are prohibited (ie, "chug-a-lug" beer-drinking contests, etc);
- e. provision to, or consumption of alcoholic beverages by, military or civilian personnel who are under the legal drinking age in the province in which the unit is located is prohibited;

- f. persons in an intoxicated or apparently intoxicated condition shall not be served alcohol at CAF-controlled facilities or functions;
- g. individual members of the CAF are made aware that the primary responsibility for the wise and moderate consumption of alcohol and related behaviour rests with the consumer;
- h. there is a potential for personal liability when serving alcohol at their home or other locations; and
- i. a training and awareness program on the responsible service of alcoholic beverages is implemented for all personnel involved with the sale and/or serving of alcoholic beverages.

SECTION THREE - ACCOUNTABILITY AND CONTROL

3.01 Delegation Of Authority

1. In accordance with the [CDS Delegation of Financial Authorities for Financial Administration of Non-Public Property](#) (Also referred as NPP Delegation Document), the PMC and Acting PMC (Vice PMC) must successfully complete the NPP Financial Delegated Authorities and Contracting Course, so that they may have delegated signing authority for the Mess they represent. This course is a mandatory certification prerequisite for any member of the staff of NPF or CAF by virtue of their job description and financial responsibilities, to ensure they are appropriately prepared to assume their NPP duties. This course is available online on the DLN Learning Management System.

3.02 Mess Accounts

1. All Mess funds received by the mess shall be properly accounted for by the mess manager and submitted to the NPF accounting office. Mess funds and other mess assets shall only be expended for the direct benefit for the members of the Mess.
2. The PMC, Mess Manager and mess committee shall be fiscally responsible in assuring sufficient funds are available to meet the following:
 - a. continuing obligations in general operation of mess;
 - b. replacement of assets;
 - c. capital projects or capital expenditures;
 - d. entertainment and sports activities; and
 - e. gift fund.

3.03 Bar Stocktaking

1. NPP official supervised stocktakings are conducted quarterly and initiated by the PSP Manager or the B/W Pers Svcs O.
2. Mess Managers and Bar Supervisors are responsible for the mess bar inventory and must work closely with the stocktakers to ensure that the inventory is counted and accurately recorded.
3. All official supervised stocktaking must be submitted to the NPF Account Office for processing.
4. Mess Managers must ensure in-house stocktaking are done at a minimum of once per month.
5. Mess committee members are not allowed access behind the bar. The NPF bar staff are accountable for bar inventory and cash.

3.04 NPF Budgets

1. Mess Operating Budgets are prepared and submitted yearly and are broken down into these categories:
 - a. general revenues and expenses;
 - b. income statement (bar operations);
 - c. special functions (entertainment);
 - d. gift funds
2. As directed by the authorities, budget call is usually sent late October or early November. The Mess Manager and Bar Supervisor, with extensive consultation with the PMC and the Executive Committee, develop NPP and P budgets. All budgets are submitted to the PSP Manager or the B/W Pers Svcs O for review, usually early January.
3. During budget preparation, the breakdown of mess dues is reviewed to ensure that each account balances its revenues and expenses. The review of mess dues breakdown must be completed on an annual basis.
4. Budgets must be presented to the General Mess Meeting for approval. The budget is officially approved once the general mess meeting minutes are signed by the CO or delegated authority.
5. Mid-way through the fiscal year (Aug), all budgets must be reviewed to ensure that they are in line with the forecast. The PSP Manager or the B/W Pers Svcs O may request budget adjustments at this time.

6. The may direct that up to 7 per cent of the gross sales of the bar operation of a mess be transferred to the B/W fund. In making such direction, B/W CO should take into consideration any outstanding obligation requiring repayment of loans from the Canadian Forces Central Fund (CFCF).

Note: Bar Budgets must show, at a minimum, a break-even operation. A deficit budget will not be accepted as per CFAO 27-12 para 4c. The reviewing process may differ from one Base/Wing to another. The PSP Manager or B/W Pers Svcs O will assist you.

3.05 NPF Financial Statements

1. The fiscal year for mess operations is from 1 April of the current year to 31 March of the following year with all accounting periods/accounting months ending on the last day of the calendar month. The NPF Accounting Office produces monthly financial statements for the accounting periods along with year-to-date (YTD) figures. The statements are received about 10 working days after month end. The PSP Manager can provide financial statement analysis for the PMC.

2. Mess Managers, Bar Supervisors and the PMC must closely monitor all financial statements comparing the budget with actual figures.

3. Mess Managers must advise the PMC on the mess financial status and recommend changes as required.

4. The financial statements are held in the mess office for review by any mess member.

5. As per ref B, NPP shall not be alienated by gifts to private or public institutions, to relieve a CAF member of their personal responsibility for lost or damage to NPP, or for testimonials or gifts for national appeals for financial assistance. Grants or transfers of NPP to charitable or other organizations that are not NPP activities require CDS approval. (this may exclude the mess gift fund, discuss with your NPPAM).

3.06 Entertainment Ticket Sales and Control

1. All tickets for entertainment functions must be recorded with the local NPF Accounting Office for accountability and control.

2. Ticket sales are controlled by ring in at the bar or at the Mess office where a ticket register will be maintained.

3. The Mess committee, in consultation with the Mess Manager, determines the price of tickets for mess functions in accordance with the entertainment budget.

4. All monies collected through ticket sales shall be submitted to the NPF Accounting Office for deposit to the Mess entertainment account.

5. Ticket sales for entertainment functions are subject to taxes.

3.07 Bar Card

1. Bar cards are permitted for use by the PMC, VPMC, Entertainment Chairman (or other mess executive committee positions, as budgeted and approved by the mess membership at a General Mess Meeting) and officially approved by the B/W Comd or Unit CO. Bar card holders must use the bar cards in accordance with the CFMWS Letter 7331-1 19 April, 2022. The following guidance shall be adhered to:

- a. bar cards are to supply complimentary beverages to official mess guest(s) for that function, (i.e. Guest of Honour at a Mess Dinner, Dignitaries, VIP Guest Speakers, etc.),
- b. the host may only charge reasonable personal use to the card while actively hosting the guest(s),
- c. unauthorized use of a bar card will be the financial responsibility of the individual assigned the card, and
- d. in all cases, at no time should a bar card be used to allow a mess member or guest to become intoxicated.

3.08 Prizes register

1. A register, where winners sign for prizes, shall be maintained for all prizes purchased for mess functions.

3.09 Gift Funds

1. An entity may, if the creation of a separate gift fund has been approved by a simple majority of all members, give gifts and testimonials of a reasonable amount to members on the occasion of their departure from the entity or for other legitimate purposes such as bereavement commemoration.

2. Gift Funds shall be accounted for as an NPP Entity Fund. The entity Constitution and By-laws must state the established equitable criteria, amounts, purposes, etc. for gift fund expenditures, as well as the appropriate monthly gift fund assessment from members.

3. The gift fund shall be self-sufficient and shall not be created or replenished by transfers of funds from other accounts. However, in circumstances where surpluses have accumulated in entity gift funds, the surplus, or a portion thereof, may be transferred from the gift fund to another entity account such as mess subscription revenue, upon approval by a simple majority of members. (Care must be taken to consider both current and future needs when determining transfer amounts).

4. Annually, the Mess Committee or Manager, with the assistance of the NPPAM, must review the gift fund to verify its self-sufficiency and ensure that any required changes to the By-laws are made.

SECTION FOUR - PUBLIC SUPPORT TO MESSES

4.01 Non Public Property (NPP) and Public (P) Expenditures

1. Canadian Armed Forces (CAF) messes are Public Morale and Welfare programs, excluding activity equipment and activity furniture for Mess bar operations and entertainment, which are a NPP responsibility. NPP expenditures may include but not limited to:

- a. entertainment equipment;
- b. bar equipment;
- c. bar furnishings; and
- d. renovation projects.

1. Public expenditures may include but not limited to:

- a. basic services (cleaning, waste management, snow removal);
- b. operating equipment such as refrigerators, ice machines;
- c. equipment and furniture required for an office;
- d. installed equipment and fixtures (either plumbed or hard wired to building);
- e. repair and maintenance of installed equipment; and
- f. renovation projects.

2. It is often difficult to decide if a mess expense or purchase is P or NPP. For example, a patio attached to the physical structure of the mess is a public expense while a patio not attached to the physical structure of the mess can be NPP. A walk-in fridge is a public expense while the draft dispenser is NPP.

3. Below is Table 5-2-1 of ref B which identifies the maximum Public support that may be authorized for messes.

Table 5-2-1 Public Support to CAF Messes and Service Clubs

Cost Element (see note 4)	Remote	Rural	Semi-Urban	Urban
<i>Personnel (see note 1)</i>	100%	100%	100%	100%
<i>Collateral Responsibilities</i>	100%	100%	100%	100%
<i>Available Expertise</i>	100%	100%	100%	100%
<i>Facilities</i>	100%	100%	100%	100%
<i>Maintenance, Utilities, Basic Services and Cleaning</i>	100%	100%	100%	100%
<i>Equipment and Furnishings (see note 2)</i>	100%	100%	100%	100%
<i>Supplies</i>	100%	100%	100%	100%
<i>Transportation</i>	100%	100%	100%	100%
<i>Communications Equipment and Services (see note 3)</i>	100%	100%	100%	100%

Notes:

1. *Management positions funded through CFMWS.*
2. *Excludes Activity Equipment and Activity Furniture for Mess bar operations and entertainment activities, which are a NPP responsibility.*
3. *Telephones only may be authorized for Mess bar operations and entertainment activities, where required for military and safety requirements.*
4. *There is no authority for NPP funds to be used for Public expenditures.*

3.02 Capital projects and expenditures

1. All capital projects are administered in accordance with Realty Asset Management Manual (through BCE) regardless of the source of NPP or Public funds. Statement of work and estimated cost to be staffed through the chain of command for approval is mandatory before any commitment for capital projects or purchases are made. Capital expenditures must also be researched for scope of work and estimates, and made part of an annual business plan staffed through appropriate authorities prior to being presented at a general mess meeting.

4.03 Furnishing and NPP enhancements

1. Mess furnishings are the standard quality furniture and accessories needed to accommodate Mess operations. The Public is responsible to provide, repair and replace furnishings for Messes. Furnishings may be provided for main lounges, reading and games rooms, and dining rooms.

2. A CO may authorize Public funds to purchase standard quality furniture. If a Mess Committee chooses to buy better quality furnishings or specialty items using NPP, the Public reimburses NPP with the dollar value of the standard furniture. Furnishings purchased in whole or in part using Public funds are Public property, accounted for as a Public asset, and maintained at Public expense.

3. NPP can be used to enhance a construction or maintenance project. For example, if the P changes the counters in the washrooms, NPP can be used to upgrade the counters from laminate to granite and Public reimburses NPP with the dollar value of the standard laminate counter.

4.04 Support for Mess Dinners and Ceremonial Events

1. Mess facilities are often used for mess dinners and military ceremonial events. These functions support the CAF mission, are an integral part of the Defence Services Programs (DSP), and are supported by the Public.

2. The following Public support may be authorized for mess dinners and military ceremonial events:

- a. the use of a facility, normally a Mess, to hold the function;
- b. the food and non-alcoholic beverages, on an exceptional basis (normally the costs are paid by those attending the function or by Public Hospitality);
- c. personnel, such as cooks, stewards, servers and clean up staff; and
- d. transportation of material and personnel in support of the function.

2. The provision of Public funded food service personnel may be authorized through any combination of:

- a. adjustment of shifts to carry out the additional workload during the regular number of duty hours where this can be accomplished in a manner, which does not adversely affect the standards of food service, provided to DND Funded Customers;
- b. overtime employment of publicly funded food service personnel;
- c. employment of military cooks for extra duty hours; and
- d. publicly funded casual employees.

4.05 Approving authorities for Official Mess Functions

1. A Level I advisor may authorize Official Mess Functions and delegate to the COs the authority for specific events, within established limits.

4.06 Mess Dinners

1. Mess Dinners are held for training purposes or to enhance unit cohesion and effectiveness, at which attendance is normally compulsory for CAF members. DND Public Service employees and a limited number of official guests may be authorized

to attend. Spouses or partners of attendees and unofficial guests are not normally included. Mess Dinners are not Hospitality Functions as defined in DAOD 1017-1.

2. Entertainment events, such as mixed mess dinners, for CAF members, their spouses or unofficial guests are not authorized for Public support with the exception of the use of the mess facility.

SECTION 5 – INVENTORY

5.01 NPP Property

1. Ref A outlines the policy and procedures for the accounting and control of NPP fixed assets including capital expenditures, consumable equipment, and the depreciation of fixed assets.

2. NPP independent verifications will be performed on the change of NPP inventory holders, no less frequently than every 2 years.

3. Any obsolete or non-serviceable NPP property must be written off and documented at an Executive Committee Meeting or General Mess Meeting before being disposed of.

5.02 Public Supply Customer Account SCA

1. Public verifications will be done every 2 to 4 years, and on the change of the SCA holder. The CO may direct more frequent stocktakings. Refer to your Base/Wing standing orders.

2. When both Public and NPP Fixed Assets (FA) are in use in the same area, both accounts shall be held by the same person who is normally the Mess Manager.

3. Write-off means the approval for deletion of Non-Public Property from NPP control. All requests for write-off shall be supported by an investigation appropriate to the magnitude of the write-off sought. Authorization for the write-off of an asset against the Mess does not preclude disciplinary or any other action being taken against any persons or subsequent financial recovery from persons responsible for causing the need for write-off. Except on a disbandment or reduction to nil strength, NPP furniture and equipment that has become obsolete, worn out, or is no longer required, will be disposed of in the manner considered most beneficial to the Mess by consideration of the following courses of action (discuss with local NPPAM):

- a. trade-in on a new or replacement item;
- b. sale to another mess;
- c. sale to the highest bidder through advertising; and
- d. auction.

SECTION SIX – CONSTITUTION AND BY-LAWS, AND MEETING FORMAT

6.01 Constitution and By-Laws

1. A constitution, as applied to a Mess, is a document, which enunciates the authorized principles according to which the mess is formed and governed. All details shall be contained in a set of Mess rules known as "Constitution and By-laws". A sample constitution and suggested article headings for by-laws is in NPP Policy Manual. The constitution and by-laws shall be ratified at a general mess meeting and be approved by the B/W CO prior to taking force. Immediately on joining a Mess, a member shall be given the opportunity to read the constitution and by-laws, a copy of which must be available to members at all times.

6.02 Mess Meetings

1. Mess committee meetings shall be held at least once a month and a general mess meeting shall be held at least once during each six month period for the Regular Force and at least quarterly for Primary Reserve Force, under the chairmanship of the PMC to consider the financial affairs of the mess and other business related to the administration thereof. An extraordinary general meeting may be convened by the CO or the PMC or the Supervising Officer, or on the request in writing of 25 per cent of the ordinary members. Conduct of meetings is explained in NPP Policy Manual chapter 9-4 Table 9-4-4. General Mess meetings are held in order that members can fully discuss in a democratic manner, matters relating to the operations of the Mess and arrive at decisions based on the will of the majority of the members.

6.03 PMC Responsibility for Meetings

1. It is the responsibility of the PMC to ensure that all meetings are conducted in accordance with procedures stated in ref C. The control of the mess meeting rests with the PMC and the success or failure of the meeting depends largely on the preparation and planning on their leadership qualities and methods. To carry out their responsibilities at a Mess meeting the PMC should:

- a. be familiar with mess rules and regulations, the constitution and by-laws of the mess;
- b. know and follow the order of business for the conduct of the meeting;
- c. conduct the meeting in accordance with parliamentary procedures and be familiar with their duties as presiding officer in respect of validity of motions, or amendments thereto, and the control of debates;

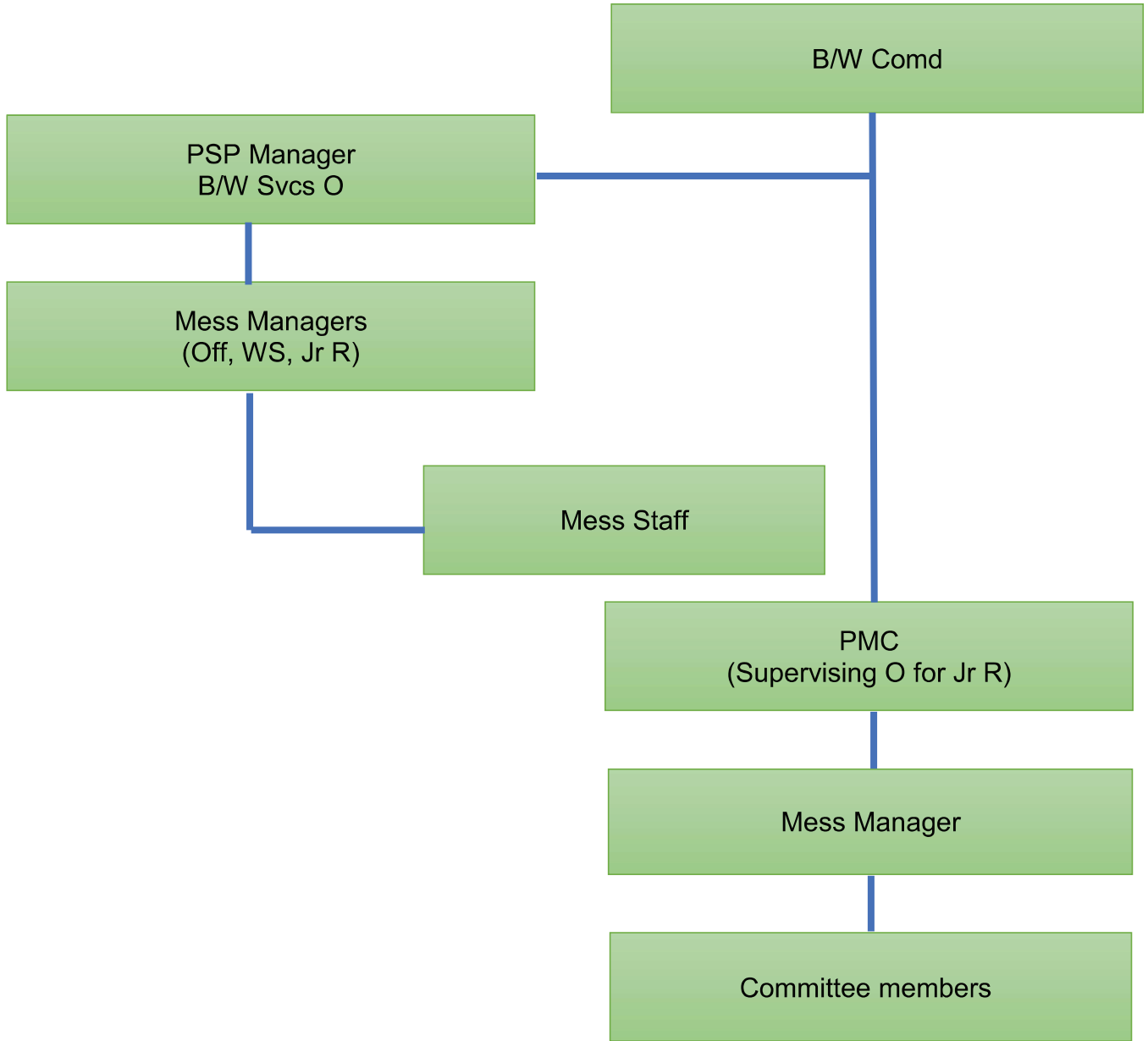
- d. ensure that each member has the opportunity to express their views but is not allowed to abuse this right by being repetitious;
- e. ensure that all remarks are addressed to the chair and not directly discussed by two or more members;
- f. ensure that only one speaker has the floor at a time and that the speaker is not interrupted other than permitted by the rules of order; and
- g. speak clearly on all occasions, ensuring that they can be heard by all members.

6.04 Order of Business

1. The order of business may be established in the by-laws of the Mess or may be determined by the PMC. The following is an example of the normal order of business:

- a. establishing a quorum;
- b. call meeting to order;
- c. PMC opening comments;
- d. reading and approval of previous minutes;
- e. Financial Report;
- f. reports of sub-committees;
- g. old Business;
- h. new Business;
- i. Open Floor; and
- j. adjournment.

EXAMPLE MESS ORGANIZATION CHART



EXAMPLE MESS CONTACT LIST

POSITION	NAME	LOCAL	email
Mess Manager			
Bar Supervisor			
Admin Assistant			
Function Supr			
Kitchen Mgr			
PSP/Deputy PSP Mgr			
Supervising Officer			
NPF Accounts Office			
PMC			
Vice			
Secty			
Entertainment			
Sports			
Housing			

FREQUENTLY ASKED QUESTIONS (FAQs)

Q. Who is the mess staff responsible to?

- A. The Mess Manager is responsible to the PSP Manager or the B/W Pers Svcs O. The staff of the mess is responsible to the Mess Manager. NPF employees in the mess are the employees of the PSP Manager or the B/W Pers Svcs O. They are not employees of the PMC; however, the mess staff is responsive to the PMC for the operations of the mess.

Note: Concerns or complaints with regard to the mess staff must be forwarded in writing to the PMC. The PMC should discuss staffing concerns with the Mess Manager. The PMC should be familiar with the NPF Collective Agreement and NPP governing NPF employees.

Q. What are the normal hours of operation for the bars in the mess?

- A. The normal bar hours of operation are as stipulated in the Mess Constitution and By-Laws or as approved in the minutes of the mess meeting. Bar hours shall be permanently displayed on a mess notice board.

Q. Do bar operations have to follow provincial regulations?

- A. With respect to the serving and consumption of intoxicants, the CO shall ensure that provincial and municipal laws are observed.

Q. Can the PMC authorize extended bar hours?

- A. The PMC can only authorize the bar to stay open for one hour (or as stipulated in the Mess Constitution and By-Laws) beyond the normal bar hours. Any extension beyond one hour must be authorized by the CO. For activities planned in advance such as private or mess functions, the bar can remain open later than normal bar hours but no later than the provincial law permits.

Note: Refer to the mess liquor licence to confirm bar hours of your province.

Q. Who is the Approving Authority for mess expenditures and Capital Expenditure Request (CER)?

- A. Mess expenditures and CERs for capital and non capital items must have the following approvals:
- a. expenditures that have a value of less than as per the figure in your Mess Constitution and By-Laws can be approved by the PMC;

- b. Mess Committee Executives may approve up to (as per the figure in your Mess Constitution and By-Laws). A CER may have to be raised. Minutes must be signed by the CO before the purchase is done;
- c. any capital expenditure above the limit of the Mess Committee Executives must be approved at the General Mess Meeting;
- d. the minutes and CER must be signed off by the appropriate authorities before any purchases can be made;
- e. other than CANEX, CER's are not required for expenditures under \$25,000". A-FN-105 also states: "Although the limitation for the requirement of a CER has been established at \$25,000. (other than CANEX), this does not eliminate the expenditure approval authorities currently imposed by CO or the requirement for proper recording of fixed assets (FA) items". Usually, COs asked for a CER for any capital expenditure over \$1000.00. Contact your PSP Manager or B/W Pers Svcs O for the limit on your Base/Wing; and
- f. The Mess Manager and the NPPAM have the information on the requirements of a CER.

Q. What is the PMC Bar Card used for?

- A. The PMC Bar Card is used to purchase items from the bar for "*Official Guests*" of the mess. Expenditures limits are included in the Mess Constitution and By-Laws.

Q. Who can use the mess for a private function?

- A. IAW ref c Chapter 9-4 para 145, the PMC may authorize the use of mess facilities for private functions sponsored by a mess member or group of members providing the use is not required by the mess membership. All cost related to a private function are to be borne by the sponsoring member. The sponsoring member must be present during the function and assume all responsibility for the behavior of the guests. The sponsor is also responsible to ensure full payment is received for such function.

Q. When can alcohol be provided at cost?

- A. Mess Managers are authorized to provide alcohol at cost if the function is given "Official Status" from the CO. The sherry, wine, port and liqueurs served in the dining room as part of the meal can be served at cost for Mess Dinners

and Official functions. Alcohol purchased for entertainment functions and Mess Bar Cards are accounted at cost.

Q. What do mess dues pay for?

- A. Mess dues are reviewed annually during the preparation of the mess budget to determine if an increase is warranted. Dues are broken down into different accounts based on the mess's needs. A detailed breakdown is provided below. See your budget; your mess may not necessarily have the same breakdown.
- a. General account: to pay for administration and general wages, phone, advertising, taxi fares, dry cleaning etc;
 - b. Entertainment account: to pay for all mess entertainment including coffee breaks, TGIF, themed events;
 - c. Sports account: to pay for all sporting requirements;
 - d. Gift fund: to pay for departing and retirement gifts as indicated in mess constitution; and
 - e. Taxes.

Q. Do CAF members have to pay mess dues?

- A. Yes, but there are a few circumstances when a member does not have to pay mess dues: Maternity leave, paternity leave, deployments, no mess close to work location.

Furthermore, CFAO 27-1 para 10 stipulates that every member shall belong to a mess appropriate to the member's rank. However, this CFAO was never intended to be used to govern the viability of Non-Public mess operations, especially through charges to members no longer able to access and use local facilities/services. Simply put, mess subscriptions are tied to the NPP use of a facility and programs and not to the overarching requirement to belong to the mess as a CAF institution. Paying of mess dues, therefore, is contingent on being able to reasonably access these services and programs, and this is not the case for your personnel posted to locations without established messes.

CAF members must be member of the mess but should not have to pay mess dues if they cannot access the facility and the programs. If those CAF members want to receive a departing gift, they will need to participate in the mess gift fund.

Q. What are bar profits used for?

- A. Bars must operate with at least a break-even result and never at a loss. The bar is a good vehicle to maintain or increase profits without raising mess dues.

The net profit/loss of the bar is carried over to the general statement that in turn affects the mess bottom line. There are many expenses required to run a bar operation such as: bar staff wages, cost of goods sold, bar mix, bar snacks, repairs/maintenance (bar only), bar supplies, laundry, glasses, spoilage, etc.

Note: Most bars maintain a gross profit of 50% of sales. Bars normally have a net profit between 7 and 9 %. To put this into perspective, if a bar has \$1000.00 sales, the net profit is less than \$70 to \$90. Wages normally run between 30 – 35 %.

Q. What is the procedure in conducting Mess Meeting?

- A. Parliamentary procedures in regards to conducting Mess meeting can be found in: ref C Chap 9-4-4 Table 9-4-4.

IS IT P OR NPP

Q. The furniture in the officers' mess has been in place for twenty five years. The PMC has determined that it is time for new furniture. (Couches and chairs for main lounge). The cost is \$50K. Is this P or NPP responsibility?

A. This is a P responsibility.

Q. The same PMC has determined that while we are replacing all the furniture, they might as well replace the pool table. The cost is \$5K. Is this P or NPP responsibility?

A. This is a NPP responsibility.

Q. Members are now grumbling about how when it snows the mess parking lot does not get done for coffee break and they all get stuck in the snow. The PMC determines that the best option is to hire a separate contractor to do snow clearance above and beyond what the Base/Wing is doing. Is this P or NPP responsibility?

A. Snow removal is a P responsibility and the PMC cannot hire a contractor.

Q. Now the PMC is looking at completely redoing the bar. The plan is to move the bar from its current location and relocate it to the other end of the room and replace everything behind the bar including the walk-in fridge. Is the rebuilding of the bar a P or NPP responsibility? Is the replacement of the walk-in fridge a P or NPP responsibility?

A. Cost for the actual rebuilding of the bar is a P responsibility and the cost to replace the walk-in fridge is also a P responsibility.

Q. RP Ops provides Publicly contracted cleaners for the Officers' mess to cover mess operations. Mess is rented out for a private function and RP Ops will not cover the extra cleaning costs. Is this P or NPP responsibility?

A. The cost associated with the cleaning will be covered by the member having the private function as it is neither a P responsibility nor a NPP responsibility.

Note: When dealing with P and/or NPP responsibility, it is a safe practice to get confirmation from your local accounting section and/or your PSP Manager or B/W Pers Svcs O.