

Princess Patricia's
Canadian Light Infantry
Regimental Headquarters
PO Box 10500 Station Forces
Edmonton AB T5J 4J5

1150-3 (RM)

3\ May 2010

Distribution List

MINUTES OF THE 141st MEETING OF THE
PPCLI REGIMENTAL EXECUTIVE COMMITTEE
HELD AT THE G.G BROWN BUILDING, EDMONTON
FRIDAY, 12 MARCH 2010

Chairman: LCol P.S. Dawe

Members in Attendance:

LCol S.B. Schreiber	CWO P.L.J. Leger
LCol M.D. Bruce	CWO A.R. Chase
Maj S.A. Grubb (representing CO 1 PPCLI)	MWO W.A. Bolen
Mr. B.R. Scott, President PPCLI Association	WO Crane (representing RSM 1 PPCLI)

Ex-Officio Member(s):

LCol M.J. Prendergast, CO, L Edmn R
CWO R.W. McNaughton, Senior PPCLI RSM
CWO K.M. Jacquard, RSM, L Edmn R

Guests:

BGen J.E.L. Gollner (Ret'd), Colonel of the Regiment (Joined the afternoon session)
Col J.W. Hammond, PPCLI Guard Representative (Joined the afternoon session)
MGen Ashton (Ret'd) (Joined the afternoon session)
Joe Schulz (Joined the afternoon session)
Rudy Raidt (Joined the afternoon session)
Dennis Anderson (Joined the afternoon session)
Maj J.M. Bird, Out-going Regimental Major
Maj S.P. Moran, 100th Anniversary Regimental Secretary
MWO J.D. Butters, 100th Anniversary Sergeant Major
WO Shultz, RWO

Secretary/Treasurer: Maj H.J.S. Mandaher, Regimental Major

Absent:

LCol J.F. Walsh (deployed)	CWO S.D. Stevens (deployed)
LCol J.C. Reiffenstein	CWO Waugh
LCol D.J. Banks	CWO J.T. Penney
LCol R.J. Ford	MWO Cavanagh
LCol E.L. Haverstock	MWO R.J.G. Paquette
LCol T.M. Wilson	

- References: A. Minutes of the 140th Meeting of the Regimental Executive Committee
 B. PPCLI Regimental Executive Committee Reading Package 12 March 2010 (hardcopy provided at meeting)
 C. General Instruction & Reading Package (electronic mail dated 1 March 2010)

<u>ITEM</u>	<u>SUBJECT</u>	<u>ACTION</u>
INTRODUCTORY REMARKS		
1.	The Chairman opened the meeting at 0900 hours. He welcomed the members and several guests to the 141 st Meeting of the Regimental Executive Committee.	Nil
REVIEW OF LAST MINUTES		
2.	<p>The Regimental Major reviewed the key discussion points from the minutes of the 140th Meeting of the Regimental Executive Committee. Key points follow.</p> <p>a. The Chairman had asked the RM to investigate the current distribution or sharing of funds across the Regiment. The RM will be discussing with unit DCOs the setup of a Regimental Kit Shop “franchise” such that the unit kit shops will be under the Regimental Corporate umbrella. All funds would then go to the Regiment, which in turn will distribute fairly across the Regiment. CO 2 PPCLI raised the issue of NPF involvement. RM will investigate and provide COAs.</p> <p>b. The REC Committee approved the budget for 2010. The RM stated that after further consideration and consultation, a change was required to the Museum and Archives budget. The REC authorized the expenditure of funds for a professional assessment for museum improvements. The expenditure of funds is considered “an investment” which will pay dividends over the long run as the Regiment prepares for the 100th.</p> <p>Secretarial note – The General Manager for the Museum, WO Tower, went on extended sick leave as of 12 March 2010. All Museum projects were halted due to lack of staff. In addition, DHH granted the PPCLI Museum \$64,000 for projects identified by WO Tower in the previous year. Given the plan is to give the PPCLI Gallery a complete upgrade, RHQ will submit a request to DHH to re-allocate funds for the assessment and re-defined project.</p> <p>c. The issue of Regimental dues was brought up at the last REC Mtg. RHQ is to have a closer look at the RCR model. Further research is required to make a solid case for an increase of dues as well as what the Regiment plans to do with the extra funds. Any adjustments to the monthly contributions should be supported by a broad information campaign.</p>	<p>RM</p> <p>RM/ Museum Manager</p> <p>RM</p>
3.	The minutes of the 140 th REC meeting were accepted as published and presented.	
OLD BUSINESS		
4.	<u>Regimental Gratuities.</u> Maj Bird presented the sample gratuities that would replace the much larger and more expensive-to-ship gratuities used in the past. The large framed certificates will be replaced with smaller certificates in vinyl hard cover booklets, suitable for the formality. Discussion amongst the REC concluded that “20 years of service” is an “achievement” so it should merit a certificate of Regimental Achievement.	RM

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	<p>The Regimental Gratuities include the following categories:</p> <ul style="list-style-type: none"> - Memorial Scrolls - Certificate of Appreciation - Retirement: 3 to 9 years of service (Vinyl Cover Booklet) - Retirement: 10 to 19 years of service (Hard Cover Booklet and small statuette) - Retirement: 20+ years of service (Hard Cover Booklet and large statuette) <p>The REC approved the transition to the new gratuity programme. Transition will be complete once the final products are delivered by the manufacturer. RM to coordinate with the manufacturer and show the REC the final product before the bulk order.</p> <p>Secretarial note: the current contractor provided poor quality covers, which warped in storage. The covers were returned and new contractors are being sought. The final product may not be ready by the REC Meeting scheduled for 23 Jun 10.</p>	
REPORTS		
5.	<p><u>Regimental Calendar</u>. The RM briefed on the Regimental Calendar. From the floor, it was suggested that the next REC be scheduled to coincide with the 1 PPCLI Change of Command and capitalize on the attendance of most REC members. In addition, the REC should be followed by a succession planning session. It was agreed that the next REC will take place 23 Jun 10 in Edmonton, hosted by 1 PPCLI.</p> <p>The dates for the Fall merit boards need to be confirmed as soon as possible.</p> <p>Secretarial note – Since the REC, the dates for the Fall Merit Boards have been confirmed as 12 to 22 Oct 10.</p>	RM
6.	<p><u>PPCLI Association National AGM</u>. Mr Scott provided an overview of the schedule for the Association's National AGM scheduled for 14 to 15 May 10, in Winnipeg, MB.</p> <p>The RM will be attending as the representative of the REC.</p>	RM
7.	<p><u>Change of COR Ceremony</u>. The RM briefed the REC on the detailed itinerary for the Change of COR, including the travels for the C-in-C. All administrative requirements would be finalized by end April 2010. RHQ will deliver the Change of Appointment Scrolls and select Regimental presentations to 2 PPCLI in time for the parade.</p>	RM
8.	<p><u>Regimental Veterans Care Update</u>. WO Schulz and MCpl Robson provided an info brief on the RVC and the services it provides. The RVC has drafted and circulated copies of the Estate Planner and the Assisting Officer Aide Memoire, both created by the RVC and soon to be posted to the PPCLI website.</p> <p>It is the finding of the RVC that the OSIS concept is good and has a lot to offer; however, soldiers rather speak with other veterans from the Balkans and Afghanistan.</p>	RVC

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	<p>LCol Bruce suggested that RHQ keep the ERE reps apprised of where our veterans are receiving care so the Regiment could be available to support as needed. RVC will push the info to the applicable ERE Reps as needed.</p>	
9.	<p><u>Serving Component Governance and Finances.</u> Maj Bird provided background information on the PPCLI Fund from its application for registration to CRA in 1982 to the determination that the serving component and the PPCLI Association should not consider joint governance as a long term solution (2009). After discussions with the Association, the serving component removed the use of the term "Association" from all PPCLI accounts, references, and documents.</p> <p>The PPCLI Regimental Fund is a registered charity, but has no approved charitable objects, activities or constitution and bylaws (Chapter 8 of the Regimental Manual is insufficient).</p> <p>Maj Bird is finalizing the documentation with CRA to address the shortcomings listed. The following will be submitted to CRA for approval:</p> <ul style="list-style-type: none"> - Change/update "purposes" (Charitable objects); - Change/update "activities" (to achieve the "purposes") - Draft constitution and bylaws for CRA review and guidance <p>The approved objects and activities will be used to populate the final constitution for submission to CRA.</p>	Maj Bird
10.	<p><u>100th ANNIVERSARY.</u> Maj Moran provided an update on the plans for the 100th Anniversary. The 100th Cell will visit Ottawa and hold preliminary meetings with key enablers in June 2010. Maj Moran will brief the REC on 23 Jun 10.</p>	Maj Moran
REGIMENTAL FINANCES		
11.	<p><u>The Patrician.</u> \$18 220 were spent on the Patrician, or \$2000 over budget. Some reasons for the overage was excess postage for incorrect addresses, insufficient contribution from the Association (they only paid \$2000 for their approximately 1000 copies), and too many surplus copies were ordered.</p> <p>The RM will monitor the Patrician production for 2009 carefully and bring the costs down.</p>	RM

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12.	<p><u>Museum and Archives.</u> The budgeted funds (from DHH, Association Grants, and Public and Private Grants) were not received. This contributed to a short fall of \$53 000 from the budget. The DHH funds were not received because the paperwork wasn't submitted on time.</p> <p>RHQ will track and meet all submission deadlines.</p>	RM
13.	<p><u>Charity fund.</u> There was very little activity in the Charity Fund. Points from the floor included the need to synchronise our fund raising initiatives and getting larger corporations involved instead of smaller entities and individuals.</p>	RM
14.	<p><u>Warehouse Fund.</u> The sales numbers increased significantly from past years; however, the margins were weak. On sales of \$578 312, the fund showed a gross profit of \$106 768, or 18.5%. The RM will revisit the pricing model and merchandise selection to increase margins. The prices will still be better than the competition and avoid taking advantage of soldiers who may have no where else to purchase certain items such as collar dogs or PT gear.</p>	RM
15.	<p><u>Museum and Archives.</u> The RM briefed that the DHH funds budgeted at \$105 000 will not be received. The REC reconsidered the budget as originally approved and decided to commit \$25 000 as an investment in the Museum. The \$25 000 will be used to pay for a consultant to provide plans and diagrams and the necessary imagery. The consultant will provide a solid plan that will allow the gallery renovations to be conducted as funds come available.</p> <p>Secretarial Note: In April 2010, DHH granted \$65 000 to the PPCLI Museum to be spent IAW a previously published five year plan. Given the change in personnel at the museum and the change in intent for the museum, DHH will be contacted to expand the parameters for the expenditure of the \$65 000.</p>	RM
16.	<p><u>PPCLI Regimental Investments.</u> Mr Marv Fenrich briefed the REC on Regimental Investments. The balances for the various accounts as of December 2009 follow:</p> <ul style="list-style-type: none"> - 100th Anniversary \$ 381 523 - Legacy Fund \$ 124 395 - Benevolent Fund \$ 86 918 - Korea Student B \$ 3 736 	Nil
NEW BUSINESS		
17.	<p><u>PPCLI WEBSITES.</u> The RM briefed the REC on the current state of the Regiment's presence on-line. We do not have a singular voice or standard across the Regiment. All units are operating their own websites; some are well done while others have not been updated in years. This disjointed approach is not conducive to brand building or revenue generation. In addition, there is tremendous duplication of effort.</p> <p>The RM recommended the Regimental standards be developed and maintained at RHQ under the control of the Regimental Webmaster. The Regimental Webmaster will coord with his counterparts at the unit level or mentor new staff at the units to maintain a standard of quality and currency. The Regimental Standard for website layout and design will be in-line with the CF Common Look and Feel for CF</p>	RM

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	<p>websites.</p> <p>The REC approved the following:</p> <ul style="list-style-type: none"> - RHQ webmaster to obtain administrative access to all PPCLI unit websites; - RHQ webmaster to move all sites to a common server; and - Authorize RHQ to publish the new website once the transfers are complete and continue to generate and update content on a regular basis. 	
18.	<p><u>The Regimental Manual.</u> The last major update to the Regimental Manual was conducted in 2002. The fundamental content is still relevant; however, a lot of information is dated or missing completely: names of command teams, names of COR, Cold War and Balkan Histories, and Regimental Contributions.</p> <p>The RM is authorized to make secretarial changes to information on COR, C-in-C, unit Command Teams, and graphics and images.</p> <p>RHQ is to research changes to mess dress for female PPCLI officers and soldiers.</p> <p>RHQ is to research the option of increasing monthly regimental contributions. Keep the approach simple; perhaps reduce contributions to three levels. There is a need to educate the troops on what the funds are for and how they will be spent. Any changes to monthly contributions should be accompanied by an internal information campaign.</p>	RM
19.	<p><u>The Regimental Broach.</u> The C-in-C lost the Regimental Broach. Her insurance will cover part of the replacement cost. The broach should be replaced by summer 2010. Once a replacement is produced, the broach will be “gifted” to the Regiment and loaned back to the C-in-C.</p>	RM
20.	<p><u>The Purchase of Regimental Broaches for sale in the Kit Shop.</u> The RM provided three prototypes for Regimental broaches to be offered at the Kit Shop. A pure gold broach will cost an estimated \$450 each. A pure gold broach with a diamond will cost an estimated \$600 and the option of a silver broach with glass or crystal is to be developed.</p> <p>RM will bring additional options to the next REC. The price should be brought to below \$300 if possible.</p>	RM
21.	<p><u>The 100th Coffee Table Book.</u> LCol Dawe, with Mr Dawe by teleconference, briefed the REC on the proposal for a coffee table book to celebrate the 100th Anniversary of the Regiment. The intent is to produce a classy, hard cover book of approximately 150 pages that would be attractive to all ranks. The two COAs presented were:</p> <ul style="list-style-type: none"> - <u>Engage a Professional Group.</u> The PG could provide good writers and researchers, fully dedicated to the project. The professional will deliver on time. The disadvantages of a PG are the cost, difficult to control or manage the intent or content of the book, and the writers will have no prior Regimental knowledge. - <u>Engage Dawe and Delaney.</u> DD will be less expensive and able to provide a knowledgeable and personal approach to the product. 	RM

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	<p>They understand the chain of command and will be responsive to the editorial committee. They have a proven publishing background and are both competent in historical research. Although they will meet the deadline given, their efforts will be part-time as they both have busy careers and other commitments.</p> <p><u>Cost.</u> The estimated cost for the Coffee Table Book is approximately \$115 000. This cost includes travel (\$35k), layout (\$15K), production of 5000 copies (\$65k), compensation for Dawe and Delaney (TBC).</p> <p>The RM will research other production options for a coffee table book and present to the REC and Guard by the end of the year.</p>	
22.	<p><u>Guard Directive 006.</u> GD 006 was approved by the Regimental Guard in February 2010. The Chairman of the REC, LCol P. Dawe, went over the GD. The Directive is intended to enable the REC to establish, provide governance for, and report on financial structures. GD 006 applies to all serving elements of the Regiment and financial structures involving both serving and retired components. The principle structure of the serving component would be the PPCLI Regimental General Fund (General Fund), which supports Regimental charitable and non-charitable activities.</p>	Info all
23.	<p><u>Trust Working Group.</u> The Chairman of the REC presented the guidelines for the TWG to initiate a project for the development and implementation of a Regimental Trust. To establish the Trust, the TWG comprised of serving and retired members will conduct an in-depth review of the activities and possible structure of the trust and make recommendations on how best to establish the same.</p> <p>The mandate for the TWG is to find the ways and means that will lead to the establishment of a Regimental Trust in 2010. Once the ways and means are identified, the TWG will make recommendations to the REC on how best to proceed. A preliminary report will be presented at the next REC meeting.</p> <p>The following were appointed as members of the TWG:</p> <p>MGen Barry Ashton (Ret'd), Chairman Mr Dennis Anderson BGen Keith Corbould (Ret'd) Maj John Hunter (Ret'd), Secretary Maj Manny Mandaher, Regimental Major CWO Pierre Leger, RSM 3 PPCLI Col Jim Kempling (Ret'd)</p>	TWG
24.	<p><u>Kapyong 60th Anniversary Presentation.</u> LCol Schreiber, CO 2 PPCLI, provided an info brief for the 60th Anniversary of Kapyong. He will provide a decision brief to the REC in the Fall. The outline plan is for 2 PPCLI to fund from its Level 4 budget for 2 PPCLI personnel. LCol Schreiber will be asking for RHQ financial support for the travel of Vets.</p>	CO 2 PPCLI
CONCLUDING REMARKS		
25.	<p>The Chairman thanked Maj Moran and MWO Butters for the excellent work they had done to date on the preparations for the 100th Anniversary. In addition, the Chairman thanked Maj Bird for his work as the RM and wished him well in the</p>	

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	future. The COR stated this would be his last REC Meeting before the Change of COR Ceremony on 17 May 2010. Despite limitations, the REC made steadfast progress and continues to do consistently good work.	
ADJOURNMENT		
26.	The Chairman adjourned the meeting at 1330 hours. The next REC meeting is scheduled for 230800 hrs Jun 10 in Edmonton, AB.	RM

Prepared by:



H.J.S. Mandaher
Maj
Secretary-Treasurer

~~Approved/Not Approved~~



P.S. Dawe
LCol
Chairman

Distribution List

Action

PPCLI Regimental Executive Committee
 PPCLI Regimental Headquarters//RM/RAdj/RWO/Kitshop NCO/CClk/Accts NCO
 PPCLI 100th Anniversary Office//Regimental Secretary/Sergeant Major

Information

Colonel of the Regiment
 PPCLI Regimental Guard
 PPCLI Association//President/Vice President/Secretary