

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

1150-3 (RM)

10 June 2011

Distribution List

MINUTES OF THE 143rd MEETING OF THE
 PPCLI REGIMENTAL EXECUTIVE COMMITTEE
 HELD SUNDAY, 17 OCTOBER 2010

- References: A. Minutes of the 63rd PPCLI Guard Meeting, dated December 2010
 B. Minutes of the 142nd PPCLI REC Meeting, dated July 2010
 C. REC Reading Package – Hard copies provided at the meeting

MEMBERS OF THE REGIMENTAL EXECUTIVE COMMITTEE

Position	Rank and Name	Present/Regrets
Chairman, CO 1 PPCLI	LCol W. Fletcher	Present
Member, CO 2 PPCLI	LCol S.B. Schreiber	Present
Member, CO 3 PPCLI	LCol P.S. Dawe	Present
Member, ERE Rep Alberta, BC, and North (less Wainwright)	LCol M. Wright	Present
Member, ERE Rep Wainwright	LCol M.O. Blackburn	Present
Member, ERE Rep Ontario and overseas posting (less Ottawa)	LCol S.A. Hacket	Present
Member, ERE Rep Ottawa and Quebec	LCol J. Reiffenstein	Present
Member, ERE Rep CANSOFCOM	LCOI N.J. E. Grimshaw	Present
Member, CO French Grey Bn	LCol S.D. Joudrey	Present
Member, RSM 1 PPCLI	CWO Stevens	Present
Member, RSM 2 PPCLI	CWO C.J. Waugh	Present
Member, RSM 3 PPCLI	CWO P.L.J. Leger	Present
Member, NCM ERE Rep Alberta, BC, and North	CWO A.R. Chase	Present
Member, RSM French Grey Bn	CWO J.T. Penney	Present
Member, NCM ERE Rep for Ottawa, Quebec, and overseas postings	MWO T.D. Halcro	Present
Member, NCM ERE Rep for Ontario	MWO R.J.G. Paquette	Regrets

(less Ottawa)

Member, NCM ERE Rep for CANSOFCOM	To be named	Regrets
Member, National President of the PPCLI Association	Mr. Scott	Regrets

EX-OFFICIO MEMBERS OF THE REGIMENTAL EXECUTIVE COMMITTEE

COR	LGen R.R. Crabbe	Present
Regimental Colonel, Representative of the President of the Guard	Col D.J. Anderson	Present
CO LER	LCol M.J. Prendergast	Regrets
RSM LER	CWO K.M. Jaquard	Regrets
Secretary/Treasurer	Maj H.J.S. Mandaher	Present

GUESTS

Guest	LCol Minor
President of the PPCLI Foundation	MGen (Ret'd) B. Ashton
100 th Anniversary Secretary	Maj S.P. Moran
100 th Anniversary Sergeant Major	MWO J.D. Butters
RWO	WO Shultz
Association Guest	Don Delziel (representing Mr Scott)

Item	Discussion	Action
BACKGROUND		
1.	<p>As per the direction of the President of the Regimental Guard, MGen Fraser, a combined Guard and REC Meeting was held 16 October 2011 to save time by not having briefings repeated for two different groups.</p> <p>All briefings pertaining to the 100th Planning, the Museum Project, the Centennial Book Project, and fundraising initiatives were presented to the joint gathering on the 16th of October. The Guard provided input and guidance as per its mandate (reference B).</p> <p>The REC reconvened 17 October 2010 to discuss the outcome from the previous day and address normal REC business.</p>	
OPENING REMARKS		

Item	Discussion	Action
2.	The meeting was called to order at 0800 hrs by the Chair, LCol Fletcher.	
REVIEW OF MINUTES		
3.	The RM highlighted key points from the previous REC meeting, but there was no discussion. Mr Penney moved the minutes be accepted as published and Mr Chase seconded the motion. The minutes were accepted.	
FOLLOW UP FROM THE GUARD MEETING HELD 16 OCTOBER 2010		
4.	<p>a. Baton Relay (REC OPI)</p> <ul style="list-style-type: none"> (1) The decision from the guard is to scrap the torch and go with a baton with roll of honour (2) Association will work out the details and brief REC (3) Association to raise funds for production of baton (4) May be part of 100th gift/souvenir plan (5) RHQ/REC to coord sales. LCol Joudrey recommended that the number of batons be limited to avoid surpluses: two for the relay, and three to five for the units and key sponsors. It was agreed unanimously that miniatures are not to be created. <p>b. Laying of Colours – RHQ and REC RSMs are to determine requirements and sequence for the Laying of the Colours</p> <p>c. Book of Remembrance</p> <ul style="list-style-type: none"> (1) RHQ to confirm procedure and prep letters (2) No move without BGen Day approval <p>d. Frezenberg (2 PPCLI OPI) RHQ and 100th Cell have the lead for early planning. Once 2 PPCLI takes over, the 100th Cell will conduct admin coord.</p> <p>e. Drum Line - Start looking into maintenance funding this year. RHQ and units to start coord. Need to identify costs and personnel required to stand up the Drum Line.</p> <p>f. REC (for Centennial Book, Movie, Museum, Gift Plan, etc) needs to have quality control and oversight for brand building. The decision for the book will not be made at the REC. The decision will be held until the additional leads provided</p>	<p>Association RHQ</p> <p>RHQ and RSMs</p> <p>RHQ and Units</p>

Item	Discussion	Action
	<p>by the C-in-C have been considered.</p> <p>g. Nijmegen – COS LFWA stated LFWA involvement is on the books for 2012. CO 3 PPCLI recommended that instead of gaining 20 positions per year, it would be better to bank the allocations and have a larger presence in 2014. COS LFWA will start the ground work to get “team lead” for 2014.</p> <p>h. Climbing Expedition - CANSOF will not be doing Mt Logan. REC is to work Regimental Mountain climb into plan.</p> <p>i. Public Affairs - need to get CF Public Affairs involved from the start (COS LFWA).</p> <p>j. Gift Plan – REC is to e-mail gift ideas to the RM. RM will consolidate options and present to the next REC. RHQ has the lead for production and quality control.</p> <p>k. Time Capsule – we need to consider where to place the time capsule. REC, Guard and Association reps to forward to RM recommendations on what items need to be included in the time capsule content to represent 100 years of service.</p> <p>l. HGMP – Association reps for the HGMP improvement project to coord through COS LFWA.</p> <p>m. 100th Office Manning – a straw-man for the structure already exists. RHQ and 100th planning cell to consider requirements and refine the cell structure.</p> <p>(1) REC to create structure</p> <p>(2) Regimental Col and CWO to present at Spring Guard meeting</p> <p>n. Memorabilia (RM) – RM to recommend memorabilia options for the 100th. Items should be classy and significant to the centennial. RHQ to determine numbers require to avoid surpluses after the 100th.</p> <p>o. Museum Brief</p> <p>(1) Guard has concerns about TMM viability, but DHH and TMM Council briefing indicate the TMM will not be allowed to fail. The TMM’s fundraising society is expected to be up and running by summer 2011. REC to provide advice in context of short and long term approach as to where we are going.</p> <p>(2) Other options to show case 100th include mobile displays as was done by the RCMP and the Strathconas. CO 2 PPCLI supported the mobile display idea for the great penetration it provided. CO 3</p>	<p>COS LFWA</p> <p>RHQ</p> <p>Guard, REC, Association</p> <p>Association</p>

Item	Discussion	Action
	<p>PPCLI stated the mobile displays must be part of the relay run. With Karen Koonar's assistance, the mobile displays can be self-financing.</p> <p>(3) MWO Butters stated the mobile displays require climate controlled vehicles for the artefacts. The vehicles used by the RCMP and the LdSh(RC) had a price tag of \$1 Million each. The LdSH(RC) parked their vehicle due to high maintenance cost.</p> <p>(4) Given the Regiment is hard pressed to man the Museum itself, we cannot afford to man a mobile museum display.</p> <p>(5) For the PPCLI Museum improvement project, LCol Reiffenstein recommended the Regiment be careful with DND/NDHQ contracts of the size proposed (\$850,000).</p> <p>(6) The Chairman stated the REC was in agreement that the Regiment needed a mobile/exportable capability for the Museum. The Regiment needs something to bring to Edmonton for the 100th celebrations. He asked whether the Foundation could provide funds in time.</p> <p>(7) MGen (ret'd) Ashton recommended the Regiment hire Karen Koonar as per the proposal to the Guard (presented by the RM on her behalf). There is no long term future of the Regiment in Calgary with the bulk of the Regiment in Edmonton.</p> <p>(8) The Chairman asked the RM to approach Don Smith and have him provide an estimate for the "LAV III" display from his overall proposal. [Note – after the REC, further discussion about the Museum Improvement Project ensued. The Museum improvement project was put to vote secretarially and the REC agreed to authorise the museum improvement project as presented vice just one display.].</p> <p>(9) The REC authorised the hiring of Karen Koonar for \$2000 per month to raise \$1 Million for the PPCLI Museum. RM to coordinate the contract.</p> <p>(10) The Chairman identified the request from the TMM Council for financial assistance from the Founding Members. TMM did not have sufficient funds to pay its staff. The request was for each Founding Member to donate approximately \$3700 to the TMM to help cover staff wages. CO 3 PPCLI moved that the REC support TMM and donate \$3700 to cover staff wages. LCol Joudrey second. Motion was carried.</p> <p>p. 100th Way Ahead – COR:</p> <p>(1) The Matrix is sorted out, but still requires refinement. Each item requires guidance as to how the Regiment would like it to unfold.</p>	<p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p>RM</p> <p></p> <p>RM</p> <p></p> <p>RM</p>

Item	Discussion	Action
	<p>(2) OPIs will define milestones for their assigned activities. In addition, OPIs will conduct recces and identify needs for funds. i.e. numbers for drum lines, when stand-up desired/required, etc.</p> <p>(3) We need to balance the initiatives and the resources required for each. We can't commit funds and/or troops to more events than the Regiment can handle.</p> <p>(4) Chairman is OPI and will back-brief the COR.</p>	CHAIRMAN REC
PPCLI WEBSITE UPDATE		
5.	<p>The RM provided an update on the PPCLI Website. Highlights included:</p> <ul style="list-style-type: none"> • traffic is up significantly • link exchanges <ul style="list-style-type: none"> - Lougheed house - Supply Sergeant - The Pikleepost • link exchanges pending <ul style="list-style-type: none"> - Association - LER • PPCLI webmaster becoming hot commodity at brigade and area level <ul style="list-style-type: none"> - we can't lose our webmaster to bde - can only assist with trg sessions - PPCLI website template/code will be used to develop bde and area standard <p>Issues discussed included:</p> <ul style="list-style-type: none"> • Bilingual Requirement – the national policy demands all DND websites be in both official languages • updating format and content • staff - due to increase in online traffic and online sales, current staff at the Kit Shop is going full out. This issue will only get worse as website changes are completely implemented and new technology brought on-line. 	

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THE PATRICIAN 2009 - SUMMARY		
6.	<p>The RM presented a financial review of the Patrician 2009. The Budget for the Patrician 2009 was forecasting a profit of \$2000. However, the Patrician 2009 led to a deficit of \$987. Actual income was 67.6% of the forecast. Actual donations were 2% of the forecast.</p> <p>Complaints about the 2009 issue included reader dissatisfaction with the format and quality of the images. RM will make recommendations to address the complaints for the next edition.</p>	
THE C-in-C BROOCH		
7.	<p>Mme Clarkson replaced the lost brooch. Three appraisals were ordered to ascertain the value of the Brooch in order to issue Mme Clarkson a tax receipt for the donation of the brooch to the PPCLI Museum. The Museum in turn loaned the brooch to Mme Clarkson until the end of her tenure as C-in-C.</p> <p>The RM recommended that REC approve the issuing of the tax receipt for \$6500, based on the appraisals. The REC approved the request.</p>	
FINANCIAL UPDATE		
8.	<p>The RM briefed the REC on the Regiment's finances (unaudited) as of 30 September 2010. There were no major issues. The issues pointed out by the RM were: the outstanding unit contributions for the 100th and the Association's \$30,000 contribution to the museum. [Note – since the meeting, all outstanding payments have been made].</p> <p>The COR noted that the inventory was too high. The RM stated the shift to lower inventory will take a while, but the intent is not to keep funds tied up in inventory.</p>	
NEW BUSINESS		
9.	<p><u>PATRICIAN 2010</u>. The RM proposed the following to improve the look and quality of the Patrician:</p> <ul style="list-style-type: none"> ▪ adopt a larger format (8.5 x 11) ▪ use better grade glossy paper ▪ use full colour throughout 	

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	<ul style="list-style-type: none"> ▪ use professional layout designs ▪ Production Timeline: <ul style="list-style-type: none"> ○ general instr issued by end October ○ NLT 13 December 2010 <ul style="list-style-type: none"> ▪ units to provide articles other than those listed on previous slides ▪ units, ere reps, and association to assist in finding advertisers and donors for the patrician (quotas for fund raising?) ○ NLT end January 2011 <ul style="list-style-type: none"> ▪ all advertisers submit funds and artwork to RHQ ▪ RHQ prepares final layout of the patrician ○ NLT 15 February 2011 - final proof of the Patrician available from printer ○ end February 2011 – print final copy and start distribution ▪ The RM proposed the Regiment hire Mrs Dolly Bolan to canvas for advertising and assist with the Patrician layout and graphics design. On a temporary basis, Mrs Bolen will work for \$1,000 per month. Her employment with the Regiment will be reconsidered at the summer REC, after the completion and distribution of the Patrician 2010. ▪ The RM requested for a budget increase for the Patrician 2010 to \$24,000, provided the proposed changes were authorised. <p>It was moved by CO 2 PPCLI that the recommended format changes be accepted as proposed by the RM. CWO Penney second. Motion was carried.</p> <p>It was moved by LCol Wright that the proposed content changes for the Patrician be accepted as presented by the RM. CWO Leger seconded the motion. The motion was carried.</p> <p>It was motioned by LCol Schreiber that a budget not to exceed \$24,000 be approved for the Patrician 2010. LCol Reiffenstein stated the ERE Reps were too busy to conduct any fundraising for the Patrician and recommended the REC approve the full amount of \$24,000 requested. The plan to raise funds through advertising with the assistance of ERE Reps and units was not supportable. CO 3 PPCLI seconded the motion and the motion was carried.</p> <p>LCol Reiffenstein motioned that Mrs Dolly Bolen be hired as per the RM's recommendation to sell advertising in the Patrician at a monthly salary of \$1000 plus 10% of any funds raised by her above \$6,000. Given the ERE Reps did not have the time to canvas for advertising, the motion was carried.</p>	<p>RM</p>


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10.	<p><u>FRENCH GREY BALL</u>. The RM provided options for venues for the FGB, but the C-in-C's wishes were to use the Fairmont Hotel MacDonald for the FGB. Planned recesses and estimates were not necessary. The REC directed the RM to proceed with making arrangements for the FGB at the Fairmont.</p>	RM
11.	<p><u>REGIMENTAL MANUAL</u>. The RM proposed the following changes to the Regimental Manual in order to align the manual with the recent changes to the TOR for RHQ staff:</p> <ul style="list-style-type: none"> • incorporate the updated Constitution and Bylaws submitted to CRA • Amend the composition of the REC <ul style="list-style-type: none"> – include ERE Reps – exclude immediate past COs • Exclude from RHQ TOR <ul style="list-style-type: none"> – “secretariat to PPCLI Association” – “RHQ to provide full services to Association” – All references to the Association Fund – All references where Reg F troops are committed to Association functions and duties • Include TOR for RVC <p>CO 3 PPCLI motioned the changes to the Regimental Manual proposed be accepted as presented by the RM. LCol Joudrey second. Motion was carried. RM to update the Regimental Manual and publish on-line.</p>	RM
12.	<p><u>REGIMENTAL GRATUITIES/MONTHLY CONTRIBUTIONS PROGRAMMES</u>. The RM stated that the current Regimental gratuities programme covers the following:</p> <ul style="list-style-type: none"> • Initial issue of cap badge and Regimental Coin to all members upon joining the PPCLI; • For members paying monthly regimental contributions: <ul style="list-style-type: none"> – The Patrician; – Sgt's sash upon promotion; and – on honourable retirement, release or re-muster, with: <ul style="list-style-type: none"> • nine years of service or less - a Regimental Certificate of Service in a vinyl diploma cover; • more than nine to nineteen years of service – a Regimental Certificate of Service in a VP embossed hard diploma cover and a 4 1/2”pewter statue with engraved nameplate; and • twenty or more years of service – A Regimental Certificate of 	

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	<p>Service in a VP embossed hard diploma cover and a 6½” pewter statue with engraved nameplate. Individuals in this category will be invited to a non-commissioned member or officer Regimental dinner, with spouse/guest, as applicable. The meal will be free of charge, however, the cost of transportation and lodging is the responsibility of the member; and</p> <ul style="list-style-type: none"> • For members not making Regimental contributions, there is no formal recognition from the Regiment. • current terminology implies paying members get benefits; this violates CRA policies regarding charitable donations. To be compliant with CRA policies, any reference to “paying members receiving gratuities” will be removed. • The Regimental terminology will be changed to recognized donors based on their donations. Contributing members (donors) will be recognized based on the following scale: <ul style="list-style-type: none"> • with service less then ten years - vinyl covered booklet with certificate • with service between ten and twenty years – certificate in booklet and small statue • with service greater than 20 years – booklet with certificate, large statue, and retirement dinner for member and a guest <p>The REC approved the changes proposed to the Regimental Gratuities Programme.</p>	
13.	<p><u>MONTHLY CONTRIBUTIONS.</u> The RM presented three COAs for changes to the Monthly Contributions. The REC preferred the simple pay scale based on mess membership vice the 17 different scales of monthly payments. In addition, the Chief Warrant Officers requested that their pay rate be the same as “Majors”.</p> <p>CWO Leger motioned that the monthly contribution rate be connected to mess membership vice rank. CWO Stevens seconded the motion. The Motion was carried. The RM was directed to come up with pay rates and circulate the rates secretarially for REC approval.</p>	RM
14.	<p><u>KIT SHOP.</u> The RM discussed Kit Shop issues and requested the following decisions:</p> <ul style="list-style-type: none"> • The manual only lists 2 PPCLI and the French Battalion as authorized outlets. The RM requested the following be added to the list of authorized outlets: 3 PPCLI and the Supply Sergeant at West Ed Mall. The REC approved the new additions. • The RM requested that the REC remove the 10% ceiling of price mark up or the definition of “required items” be limited to accoutrements only. The 	


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	<p>low prices were giving the perception of poor quality and missing out on good revenue. LCol Hacket moved that the ceiling of 10% be removed and left to the RM to set. LCol Grimshaw seconded the motion. The motion was carried. The RM will set new prices.</p> <ul style="list-style-type: none"> • The RM requested that the outlet buying policy be reinforced so units are not buying from other sources other than the Regimental Warehouse. The REC agreed that all items bearing regimental name or symbols: <ul style="list-style-type: none"> – Be manufactured and ordered through RHQ only – Be sold to outlets at regimental wholesale price – Be sold by the outlets at regimental retail price only • All non-regimental items may be purchased through RHQ for savings through volume buying. 	
15.	<p><u>BUDGET 2011</u>. With so many decisions required for the change in Kit Shop pricing and monthly contributions, the budget COA were not presented at the REC in October. The Budget will be circulated secretarially for approval by the REC. [Note, the budget for 2011 was approved by the REC for January 2011].</p>	
16.	<p><u>E-TAPESTRY</u>. The PPCLI Foundation asked the REC and Association to share in the cost (three way even split). The Association would only support if all three are in and the cost split was 50/30/20, with the 20 being the Association.</p> <p>The RM highlighted the concern about where our data will go through third party storage. If for the serving component data the sensitive information was removed to allow posting to E-Tapestry, there will still be a need for an additional database.</p> <p>The RM recommended that given the price and need for multiple databases for the serving component, the REC not support co-purchase of the E-Tapestry software. The REC agreed with the RM: there were no obvious advantages to buying into E-Tapestry. The REC did not support.</p> <p>Mr Chase suggested that if the Foundation needed additional funds, REC should consider providing a grant or a loan. MGen Ashton stated they had sufficient room on their loan with the REC if needed, so additional funds were not required.</p>	
CONCLUDING REMARKS		
17.	<p>The Chair thanked everyone for attending and RHQ for the progress made to date on Regimental affairs. The decision on the Centennial Book was left for a later date after additional prospects were considered.</p>	

ADJOURNMENT		
18.	The meeting was adjourned at 1430 hrs. No date was set for the next meeting.	

Prepared by:


H.S. Mandaher
Maj
Secretary-Treasurer

Approved/Not Approved


W. Fletcher
LCol
Chairman

Distribution List

Action

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

Information

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