

# DRAFT

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

1150-3 (RM)

Jun 2012

Distribution List

MINUTES FROM THE  
145<sup>th</sup> REGIMENTAL GUARD MEETING  
HELD SUNDAY, 23 OCTOBER 2011

References: A. Minutes of the 64<sup>th</sup> PPCLI Guard Meeting, dated 15 June 2011  
B. Guard Reading Package – Hard copies provided at the meeting

Chair:	LCol W.H. Fletcher	Chairman of the REC/CO 1 PPCLI
Members Present:	LCol M.O. Blackburn	ERE Rep Wainwright
	LCol K. Gallinger	CO French Grey Bn
	LCol N.J.E. Grimshaw	ERE Rep Alberta, BC, and North (less Wainwright)
	LCol S.A. Hacket	ERE Rep Ontario and overseas posting (less Ottawa)
	LCol D. Mills	COS ERE Rep CANSOFCOM
	LCol R.T. Ritchie	ERE Rep Ottawa and Quebec
	LCol M. Wright	CO 2 PPCLI
	Maj K. Barry	CO 3 PPCLI
	CWO A.R. Chase	NCM ERE Rep Alberta, BC, and North
	CWO R. Kiens	RSM 1 PPCLI
	CWO C.J. Waugh	RSM 2 PPCLI
	MWO J.D. Butters	100 <sup>th</sup> Anniversary Sergeant Major
	MWO D'Andrade	RSM 3 PPCLI
	MWO Francis	NCM ERE Rep for Ottawa, Quebec, and overseas postings
	MWO McNabb	RSM French Grey Bn
	MWO Sapera	NCM ERE Rep for CANSOFCOM
	Mr Delzile	Representing the National President of the PPCLI Association
Ex-Officio Members:	LGen (ret'd) R.R. Crabbe	COR
	Col D. Anderson	Regimental Colonel
	Maj H.J.S. Mandaher	Secretary/Treasurer
Guests:	BGen (Ret'd) V.Kennedy	Guard 100 <sup>th</sup> Anniversary Advisor
	LCol J. Reiffenstein	

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Maj S.P. Moran

100<sup>th</sup> Anniversary Secretary

NOTE 1: The REC attended joint briefings with the PPCLI Guard on 22 October 2011. After the combined briefings on the 100<sup>th</sup> and regimental updates, REC members left.

NOTE 2: OPIs are denoted in **BOLD TYPE**.

## **COMBINED BRIEFINGS**

1. The meeting was called to order at 0800 hrs by the Chair, BGen King.
2. OPENING REMARKS
  - a. BGen King stated the format of combined meetings will be used for efficiency. After the common briefings, the Guard and REC business will be conducted independently. To date, we have made tremendous progress in a bunch of areas. We have a strong foundation:
    - (1) 100th planning is progressing nicely. After the briefings and discussions over the weekend, we will be ready for one final set of amendments and issue the final plan for the 100th by end November.
    - (2) Our key projects are in good shape.
    - (3) Succession planning, under Dave Anderson, is setting up the Regiment very well. The plan set in place years ago is bearing fruit.
    - (4) This afternoon the Guard will discuss money issues, fundraising, Regimental goals, and how do we succeed.
    - (5) The attendance at the French Grey Ball was very impressive. We had MPs and MLA in attendance as well as some important people from the business community. There is a definite ground swell of support for the Regiment.
3. REVIEW OF MINUTES. There were no issues and the minutes were accepted as presented.
4. 100<sup>th</sup> PLANNING
  - a. The COR stated we are at a critical point in the planning for the 100<sup>th</sup>. We are at the point of “no more good ideas”. We need to transition to final coordination and planning for execution. We will issue the guidance followed by the Regimental Plan and Financial Document.
  - b. Edmonton Commemoration
    - (1) The Commanding Officer of 1 PPCLI provided an update on the EC. The COA of choice was to use the Edmonton Garrison for all activities, less the Regimental Dinner, which can take place elsewhere due to space limit in garrison. The facilities required on garrison have been booked.

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The two options for the dinner are Northlands and Shaw Conference Centre.

- (2) Logistics and accommodations to be confirmed.
  - (3) CO 1 PPCLI will coordinate the involvement of aircraft demonstrations.
  - (4) If Skyhawks are to be involved, then we need to get the request in by the previous fall.
- c. Ottawa Commemoration
- (1) The Commanding Officer of 3 PPCLI provided an overview of the OC. We will synchronize with the Army week in 2014. We will do a joint Sun Set ceremony with the R22eR. We will need to de-conflict the Regimental dinner with the Army Mess dinner.
  - (2) We need to plan with the R22eR and coordinate with the Army Week activities.
- d. Frezenberg Commemoration. The state of repair of our memorial is deplorable. We will need to discuss the long-term maintenance plan for the next 50 years. A 2 PPCLI recce will be conducted of the Frezenberg site.
- e. Memorial Baton Relay. The baton will be a maple wood drill cane with a large end with a cap badge. The end will be removable to insert memorial device.
5. Regimental Logo. The RM presented over a dozen options for the 100<sup>th</sup> logo. The Guard and REC members were asked for opinions and to vote on three logos each. The votes were tallied and left to the REC for selection of a logo based on votes. See the REC minutes for final selection.
6. Financial Projections for the 100<sup>th</sup>. The 100<sup>th</sup> AO provided a briefing on the financial projections to date. The general plan calls for all events to generate sufficient funds to recoup regimental funds invested, except for the allocations for the PISC and the Anniversary Office.
7. Public Information Programme. The COR stated the following were interested in working with or helping the Regiment:
- a. RH Thompson. RHT did a mural/projection project listing the names of our KIA. A general discussion has taken place to see how we can incorporate RHT's concept.
  - b. Bryan Adams. BA will be doing a song for the Regiment. The Regiment will help with sourcing troops and a band as needed.
8. Association Update. The Association AGM is scheduled for 25 to 27 May 2012, Calgary, AB. All AGM activities will take place at the Deerfoot Inn and Casino.
9. Fundraising Update
- a. PPCLI Foundation. BGen Overton provided an update on the activities of the PPCLI Foundation. He stated it was difficult understanding what the Foundation is about. The foundation is a large idea and an important part of the Regiment.

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With the PPCLI Foundation, we have the means of reaching out to outside agencies to raise funds. We need to think of the Foundation like the United Way that funnels money to charities. Note, the Foundation is accountable to CRA and responsive to the Regiment. COR stated that as a Regiment, we need to be seen to support the Foundation. The foundation will do fundraisers, but the regiment needs to do its share and not wait for the Foundation to do all the work.

- b. Association. The Association fundraising efforts are through HGFMF, an arms-length organization. The Association's challenge is to raise \$250K. The Association Business Plan sees the end state of \$90K.
10. Reports. The RM provided briefings on the state of Regimental Finances, the Regimental Calendar, and two fundraising initiatives: HHC and CHoH.
11. PD Briefing 1 – Network and Influence Building. LCol H.S. Sajjan joined the Guard and REC to provide a briefing on networking and influence building. The briefing was held in two parts: Part 1 was for all attendees to discuss the basic psychology of influence and social networks. and Part 2 was more detailed and included some sensitive information about actual methodologies and techniques of getting others to align their views with you.

### **END of COMMON BRIEFINGS - REC DEPARTED**

12. Opening Remark
  - a. Chair. The Chair stated the intent of this REC was not to rehash the discussion from the joint meeting with Guard on the previous day. The REC will make recommendations on the final design for the 100<sup>th</sup> Logo and consider how best to make use the funds donated by the Legion.
  - b. COR. The COR stated we made tremendous progress towards planning for the 100<sup>th</sup>. The next meeting to discuss 100<sup>th</sup> issues will be in November. With the Regimental Guidance, Direction and Financial Plan, we are in good shape.
13. Edmonton Commemoration.
  - a. Garrison Edmonton. EC will be Edmonton Garrison centric, with 1 and 3 PPCLI unit lines used as staging areas. The Better 'Ole will be at the LTF. The Trooping will tak place at either the parade square or the runway. For the trooping, we will have military displays to help with a celebration for all. The venues for the EC activities will be confirmed by 2013, with down payments due in 2013.
  - b. Off-base Activities. Attendance at the dinner is estimated around 3000 personnel. Two venues capable of supporting the event being considered are the Northlands and the Shaw Conference Centre. Accommodations may include the Delta and the Fairmont hotels.
  - c. Transportation. If Edmonton declares the weekend in question as "Military Weekend", it is possible to get city transit to support.
  - d. RV Parks. Negotiations are ongoing for folks with trailers and campers.

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- e. General Duty. As previously discussed and directed by COR, this is a PPCLI celebration, so our soldiers should not be used for labour. We will get assistance from other military organizations or hire GD labour as needed.
14. Ottawa Commemoration
- a. The main effort for the OC will be the re-dedication of the Regiment for another 100 years' service. Band support to be confirmed: Army Band, ECP Band, Green Jackets or others. The R22eR band will be available for the Sun Set Ceremony. Troops from all units will be required. A 100 man guard from each unit will be required for the re-dedication ceremony.
  - b. Accommodations will be required. RHQ to find a chain of hotels as potential sponsors (AO).
  - c. Dinner in Ottawa. The location for the dinner will be recce'd by LCol Ritchie. Potential venue is the Delta Hotel. BGen King will discuss with Army Staff to see whether there is scope to combine the Army dinner with the PPCLI dinner.
15. Memorial Baton Relay. The Association has the lead on the MBR. The prototype will be presented at the AGM.
16. Logo. The logos that were discussed at the Guard Meeting were reduced to three finalists. The REC voted on the finalists and decided to use Logo #13 (see the presentation) as the baseline. The recommendations were to incorporate the PPCLI Tab and to increase the size of the numeral one. *Note – the artist was provided the direction to incorporate the PPCLI Tab and change the size of the digit one. The Tab made the logo very busy and there was too much use of “PPCLI” or the full version of the Regiment’s name.*
17. Anniversary Office.
- a. The AO will be a standalone office that will report through the Chairman of the REC to the Guard, REC, and the Association. The AO will be the central coordinating and support agency for all things 100<sup>th</sup>. RHQ will focus on primary RHQ responsibilities, but will be in a support role to the AO. The AO will be manned starting APS 2012. Offices of the AO can be housed in 1 PPCLI (3 PPCLI if needed).
  - b. Biggest challenge will be people. Units will allocate people to the AO in APS 2012. Maj Mandaher will be Head of the AO and the Business Development Officer. He will maintain control of the Regimental Budget and the Kit Shop since money is interconnected to the 100<sup>th</sup> activities and most expenditures will be in support of the 100<sup>th</sup>. Initially, at least, the AO will require 5 to 7 fulltime staff. A competent Reg F Captain is required as 2IC of the AO – we must make sure nobody is disadvantaged career wise due to employment in the AO.
  - c. RHQ will be getting a new RM and RAdj in APS 2012.
18. Financial.
- a. Registration. In January the planning team will go through numbers for the 100<sup>th</sup> and recommend registration prices for the various commemorations.

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- b. Sponsors. We need to find discounts for hotels, airlines, etc. The PPCLI Foundation is responsible for fundraising. The OPIs and AO will look out for opportunities during recesses.
  - c. Legion. Pledged \$10K per year for three years. BGen (ret'd) Kennedy proposed \$20K for the art show and \$10K to the cadets.
19. Merchandising
- a. Coins. A Centennial Presentation Coin is to be designed by the AO (AO).
  - b. Statuet. Need to commission a modern soldier statuet for the 100<sup>th</sup> (AO).
  - c. Poster. Need a special poster for the 100<sup>th</sup> (AO).
  - d. Souvenirs/Gifts/Memorabilia. RM to present options for approval at next REC meeting (AO).
20. Art Show
- a. The budget forecast for the Art Show has been provided. The Art Show will be funded primarily by government grants. The \$20K donation from the Legion will get things started. The PPCLI Foundation will provide the rest of the funds.
  - b. Bridge Financing From the Regiment. BGen (ret'd) Kennedy requested a line of credit from the Regiment as bridge financing to help get the Art Show started. Access to a loan not to exceed \$10K was approved by REC with the caveat that care be given to risk management. The money is to be loaned as needed vice lump sum up front (AO).
21. Climbing Plan. The climbing plan will be expensive unless sponsored. We should designate one mountain for this event and make it a sponsored event. The units can keep one mountain each for their climbs. Col Anderson stated we cannot delay beyond 2012 for planning and getting chain of command involved.
22. Class B. There will be no more Class B. MWO Butters' and Maj Moran's contracts will not be renewed.
23. Summary – 100<sup>th</sup> Discussions. By November, all comments and observations will be incorporated into 100<sup>th</sup> Plan. The unit Command teams and Association Rep will meet in November to sign off on the plan. The Regiment will release three documents: Guidance, Regimental Plan, and the Financial Package.
24. New Business
- a. Retirement Dinner. The RM briefed the REC on the poor returns for people wanting to attend the Retirement Dinner. For people serving over 20 years, the Regiment pays for dinner for Patricia and one guest. The options for recognizing retirees are regional dinners or a central, Regimental dinner. REC considered using the French Grey Ball to second as a retirement dinner, but no decision was made.
  - b. Ric-a-Dam-Doo. CO 2 PPCLI will confirm dates. The next RADD will take place in Shilo, in Fall 2012.

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- c. French Grey Ball. The FGB should be scheduled for the weekend after Labour Day. Need to de-conflict with the Army week in Ottawa.
- d. Regimental Budget for 2012
  - (1) There were no issues with the budget proposed by the RM. The General Fund, Warehouse Fund, and Museum Fund (including NPF) Budgets were approved as presented **(RM)**.
  - (2) To hire one staff member at the PPCLI museum as Communications Director and Fund Raiser, \$60k was approved **(RM)**.
  - (3) The cost of Museum site preparation was not included in the Museum Improvement Project. Site preparation is Regimental responsibility. The estimated cost of the site preparation is \$150K. This will include removal of current displays, clean up and movement of walls and electrical. To make the clean up more efficient and avoid complications between contractors, the RM recommended the site preparation contract be given to Don Smith and Phoenix Consultancy. It will be Don Smith's responsibility to sub-contract labour and schedule the site preparations in time for the rebuild. The REC approved the use of Regimental Funds/NPF funds, not to exceed \$150K. Votes: 1 against, remainder for. Approved **(RM)**.
- e. Honours and Awards. The REC Approved the following Regimental Awards:
  - (1) Cpl Willets, RHQ;
  - (2) Lt Venable, 1 PPCLI;
  - (3) Cpl Makela, 1 PPCLI;
  - (4) CWO Godin, LFQATC;
  - (5) Capt Schmidt, Inf Sch; and
  - (6) MCpl Score, 1 PPCLI.

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### 25. Closing Remarks

- a. The COs and RSMs will meet Guard representatives in Vancouver to finalize the 100<sup>th</sup> Guidance and Plan.
- b. The Chair thanked RHQ for the work they do in the background to look after Regimental affairs.
- c. The meeting adjourned at 1340 hrs. The date for the next meeting TBC.

Prepared by:

H.J.S. Mandaher  
Maj  
Secretary

Approved/Not Approved

W.H. Fletcher  
LCol  
Chairman of the REC

Distribution List

Action

PPCLI Regimental Executive Committee  
PPCLI Regimental Headquarters//RM/Accts NCO  
PPCLI 100<sup>th</sup> Anniversary Office

Information

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