

**Navy League of Canada  
Nanaimo Branch  
Navy League Training Centre, Nanaimo, BC  
April 2, 2025, 6:30pm**

Total Attendees: 13  
Branch Executive: 5  
Guests: 8

All members, executives, guests, and corps signed in. Nominal roll will be kept on file.

The meeting was called at 6:36pm followed by land acknowledgment with Scot Rounding, President, in the chair.

**Additions to the Agenda (included in Roundtable):**

- Gift for Officer
- Nanaimo Fish & Game Club – Archery

**Motion:** To adopt the agenda

**M/S/C:** Dana / Darlene

**Previous Minutes**

Motion: To adopt the minutes from the previous meeting (available online). M/S/C: Darlene / Alicia

**Next Meeting** - Date TBD. Meeting dates are posted on the website.

**CORRESPONDENCE**

None presented.

**REPORTS OF PRESIDENT, TREASURER, CORPS & SUBCORPS:**

***Branch President Scot Rounding presents his report as follows:***

- Several moving parts behind the scenes, but nothing significant to report at this time.
- Nanaimo Navy League Society has a new tenant; provides revenue for the Society and reduces Branch financial burden.
- Unsolicited donations arriving through the Stratly platform.
- Bob P is working remotely on Stratly development and integration.

***Interim Treasurer Alicia Clemence presents their report as follows:***

Operating account: \$25,517.15

Savings account: \$52,109.34

New Branch gaming account: \$0.00

- Gaming account merged with operating account (\$73.55 balance)
- LSA application received the maximum amount
- Sea can expenses paid
- Savings account discussed in investment section

***Screening report by Dana Swarts***

- 1 volunteer completely screened with ID complete
- Additional 3 completed applications submitted to National
- 5 more applications in progress with at least one step complete
- 14 follow up emails required for applicants who have not completed any steps

***VID Report by Darlene and Darrell***

- Seamanship weekend partially paid
- Active involvement noted
- Discussion on improving invoicing processes

***Scot presented boat report for Tony***

- One dinghy remains; others sold
- Keelboat to be removed from water and hopefully will be used later this summer

***Grants report by Brendan Canavan***

- Report submitted

***Society & Alumni report by Darrell Dudley***

- Family Life Association renting the building 3 days/week
- RCSU weekend rentals ongoing.
- Additional TVs installed and improvement priorities established.
- Work parties planned during cadet nights to encourage parent involvement.
- Next Society meeting: Tuesday, April 9.

***Awards & Recognition – Sandy Dudley***

- Report submitted

***JP Bell Report – Cassandra McParlan***

- 60 cadets, 4 officers, 2 civilian instructors, 3 academic instructors.
- Completed: Port Alberni weekend; bottle drive; March officer training; division inspection; Rotary breakfast meeting attended; 8 long-service awards launched
- Upcoming:
  - Range competition
  - Drill competition (Victoria) – April 26 (may need financial support)
  - Coxswain weekend – May 4 – 5
  - ACR – June 8
  - Awards/Change of Command – June 11

- CF Metr – June 20–22
- Canada Day
- Bathtub Race Sailpast
- Soapbox Derby – Aug 16
- CI Field promotion

### **Sea Cadets – Don Irwin**

- 65 cadets, 4 officers (3 Amphion + Dave), 5 civilian instructors.
- Activities: junior leadership; marksmanship (Qualicum); Quadra weekend, ski and survival days.
- Upcoming:
  - CanSail training (1.5 weekends)
  - ACR – June 7
  - Change of Command – June 12
  - Staff and course cadet planning in progress

### **NEW BUSINESS**

**CFMetr Planning** - Discussion around sharing costs among corps. Alicia to provide past cost breakdown. Darlene and Darrell to bring this forward to VID.

**Asset Liquidation** - TV stand purchased with proceeds from item sales. We are still seeking replacement office chairs.

### **Investment Planning**

- \$50,000 available for investment; Meeting with CCCU on April 12
  - **Motion:** To invest half the savings with ladder terms.
    - \$12,500 for 2 years
    - Remaining split into 6 and 12 month terms
- M/S/C:** Alicia / Darlene

**Volunteer Appreciation Open House** - Proposed for April 30 (JP Bell night), and invitations going out to community partners, service clubs, and city council. Darlene and Scot to coordinate outreach and volunteer help.

**Motion:** To allocate up to \$200 for refreshments

**M/S/C:** Darlene / Dana

**Stratly Update** – Bob Polmateer shared information about using Stratly for email campaigns, donations, volunteer tracking, and potential fundraising streams. Donation categories may include society support, cadet trips, special projects. Proposal to introduce “Sponsor a Cadet” program. Bob to request alumni/member list.

### **Website Update**

- Anna absent. Committee to be formed. Bob expressed interest.
- Goal to modernize the branch website using VID/National branding.

### **Branch Executive Status**

- Darlene not continuing after current term.
- Scot remaining for one more year.
- Sabrina has resigned; Dana to assume secretary role.
- Treasurer position to be advertised externally.
  - Bob to provide guidelines.
  - Potential for paid bookkeeping support (10 hours/year).
  - Decision to revisit in July.
- AGM: Mid-June.
- Volunteer roles need filling soon.

### **FUNDRAISING INITIATIVES**

- **Bottle Drive:** \$4,500 raised; \$600 in expenses.
- **Mambo:** Purchase for \$30; Navy League retains \$10. Alicia to submit payment.
- **Upcoming Ideas:**
  - Board game day (Alicia) – possibly summer
  - Cash raffle planning underway
  - Awaiting WestJet confirmation
- **Motion:** Gift for Commanding Officer
  - Up to \$300 authorized

**M/S/C:** Darlene / Melissa
- **Archery Club:** Brendan suggests participation. Stefan to act as point person.

### **ROUNDTABLE**

- **Brendan:** City of Nanaimo security check, travel grant eligibility
- **Bylaws:** Require review before June 1 – meeting to be scheduled post-tax season
- **Darrell:** May 10 social (Sail Risk)

**Motion:** To adjourn the meeting at 8:42pm.

**M/S/C:** Brendan / Scot