

Nanaimo Navy League Branch Meeting Minutes - August 21, 2025

Members present: Sandi Jaeger, Darlene Tremblay, Natalie Lambert , Melissa Boucher, Scot Rounding, Alicia Clemance, Stefan Jaeger, Mike Boucher, Sandy Dudley, Darrell Dudley, Dana Swarts

The meeting called to order **6:45** followed by land acknowledgment with Scot Rounding, President, in the chair.

Additions to the Agenda

- Add Sea Cadet fee discussion to agenda

Motion: to adopt the agenda

M/S/C: Darlene/Alicia

Previous Minutes

Minutes from April meeting need to be distributed. Dana to send to Scot.

Next Meeting

Next Meeting is AGM on September 18. Meeting dates are posted on the Nanaimo Navy League website and occur mid-month, alternate Wednesdays and Thursdays.

CORRESPONDENCE

None presented.

REPORTS OF PRESIDENT, TREASURER, CORPS & SUBCORPS

Branch President Scot Rounding has no formal report but expresses thanks to Sandi for re-connecting with our group.

Interim Treasurer Alicia Clemence presents their report as follows:

- Bookkeeping complete; review underway.
- End-of-June financials: \$75,000 revenue (including \$25,000 from legions); total expenses \$79,000
 - Branch operating: \$47,000
 - Sea Cadets: \$8,700

Motion: to accept financial report

M/S/C: Darlene/Mike

Nanaimo Navy League Society Update by Darrell Dudley:

- Monthly funds from Branch agreement ongoing
- Nanaimo Family Life partnership including accessible washroom renovations planned over Christmas break
- New tenant - Tai Chi Club meeting on Tuesdays
- VID storage is now in place

COs Reports:

- Ongoing; nothing additional reported

Screening report by Dana Swarts

- Nine fully screened volunteers sent to National
- Continue to follow up with people who started the screening process but have not yet completed
- Suggestion to create QR code or one-page info sheet for screening packages
- Committee meeting on October 8 will focus on supporting partially screened volunteers with the process, and discuss opportunities for volunteering

NEW BUSINESS**1. AGM & Spaghetti Dinner – Thursday September 18**

- Discussion around how to facilitate a dinner and social on a weeknight and keep the cost below \$500. Soup and Sandwich will be a viable option.
- Ideas to further engage parents: parent “bootcamp” to learn about cadet activities (potentially in January).

Itinerary:

1. Introduction to Branch and Society
2. AGM (No amendments to the bylaws will take place at the AGM)
3. Dinner & Social – soup and sandwiches (Alicia to contact Adrien to prepare soup)
4. Introductions to COs, tours, and socializing

2. Recruitment & Registration Initiatives

- Stefan has agreed to take on the Family Funfest kiosk at Maffeo Sutton Park on September 14; engage kids, distribute materials
- Senior cadets may assist engaging kids (including through social media), distribute materials and with social media posts
- Registration signs to be created – Mike to coordinate some digital options
- Ongoing social media efforts: Instagram, Facebook reels; Darlene to run ads for Registration nights

Rotaract Bottle Collection Partnership

- Launch in September will not proceed, as progress has been slower than anticipated.
- Mike mentions that the group have not met their goals, and they do not wish to expand efforts at this time.
- Our group could provide support in the form of volunteers.
- It was suggested that we collaborate on marketing and host the event in our building, with our team managing logistics.
- Mike and Scot will discuss further.

Status of Branch Executive

- Vice President and Treasurer positions remain vacant. Members are encouraged to share potential nominees with Scot.
- Scot confirmed this is his final year as President; he will serve one additional year as Past-President. Filling the Vice President role is a priority.
- Melissa and Alicia have agreed to continue as Co-Treasurers but emphasized the need to recruit new candidates for the Treasurer position.
- Secretary position remains open; Dana is willing to continue if necessary.
- Dana will continue handling screening responsibilities.

Organizational

- Our Stratly account is now connected to National (donations, marketing, etc.)
- Standard Operating Procedures (SOPs) need to be updated. A coordinator would be useful for documenting our currenting practices and processes.

Sea Cadet fees discussion

- Insurance now paid by DND, so discussion surrounding continuing to charge our current cost for the program.
- While insurance no longer needs to be paid by parents, there are many operational costs of the program. This also provides branch membership who will have the ability to become a voting member.
- Total recommended fees remain \$100 per cadet, \$65 for additional cadets.
- Permission-to-contact forms will be updated to include voting member option.

Fundraising Initiatives

- Mambos coupons are ongoing
- WestJet raffle – prizes \$500/\$250; draw December 20; Melissa coordinating
- Mitchell Soup / Jerky – 35% profit; Melissa and Darlene to organize
- Board game day (Alicia) – tentative for November
- Legion beer & burgers – Scot investigating
- Canada Day beer garden proposal – discussion deferred
- Big bottle drive – scheduled week after Super Bowl - discussion deferred

Liaisons/Directors Roles

Director Roles Vacant:

- Fundraising
- Canteen
- Membership Development
- Service Club Liaison
- Cadet Recruitment

Motion: To adjourn the meeting at 8:48pm.

M/S/C: Dana/Scot