



Annual General Mess Meeting

MINUTES

Sea Room, Juno Tower

Thursday, April 23rd 2026, 10:30 AST

1. Call to Order / Quorum

The meeting was called to order by the Acting PMC (A/PMC) at 1030 AST. Attendance was approximately 50 members; total membership estimated at ~600. Quorum was declared in accordance with revised bylaws, acknowledging practical attendance limitations and PSP policy requirements.

2. Opening Remarks

The A/PMC outlined procedural guidance for motions, including tabling, amendment, postponement, and voting. Members were reminded that all motions must relate to agenda items. An official land acknowledgement recognizing Mi'kma'ki was delivered. Executive introductions conducted to familiarize members with new personnel and roles.

3. Approval of Agenda

The A/PMC noted the Agenda had been pre-circulated with the meeting invitation. The A/PMC called for any additions, deletions or amendments. No amendments were proposed by membership. Hearing none, the PMC called for a motion to approve the agenda as circulated. Agenda was approved unanimously.

4. Previous Minutes

Approval of Previous Minutes: Autumn GMM (Nov 2025) minutes reviewed. Discussion raised concerns regarding financial inconsistencies between event and bar reporting. Treasurer tasked to validate discrepancies post-meeting. Minutes approved by majority vote, with 1 vote against.

5. Financial Report

The Treasurer presented the financial report for Reporting Period: Apr 2025 – Feb 2026. The figures were prepared internally. Assets total \$224,000; liabilities \$56,948; equity \$167,542. Bank balance \$82,460; unit/gift fund \$26,422.

Accounts payable \$6,984; accrued liabilities \$4,874.

Unencumbered cash increased significantly from ~\$2,000 at last GMM, an improvement from last time.

Net income to date \$50,054.

Events: Revenue ~\$640K, expenses ~\$632K, profit \$8,600 (below budget of \$22K).

Bars: Revenue ~\$188K, expenses ~\$146K, profit \$41,440 (exceeding \$18K budget).

Wardroom profitability driven by private event volume, shifting labour costs to clients.

RA Park profitability limited due to lower utilization and fixed costs.

Accounts receivable (~\$15,700) identified as timing issue from event billing cycles.

Discussion highlighted need for detailed breakdown of revenue streams (dues vs events vs private bookings).

A/PMC called for additional questions. Hearing none, A/PMC called for a vote.

Financial report approved following vote, with only one opposed.

6. Reports

Entertainment Officer:

- Confirmed dual-venue strategy optimizing RA Park for summer/family events and Wardroom for workday use.
- Regular programming includes lunches, theme weeks, TGIF, board game nights, hockey ticket initiatives, seasonal marquee events (Christmas market planned at RA Park).
- Committee & delivery: entertainment chair reported committee running (David, Sam Jamison, Cole, Tina, Michelle, Caitlin help). Committee meeting scheduled next month to plan Christmas market, outreach and vendor invites.
- Emphasis on cancelling low-attendance events to control financial losses.
- Major initiative: development of Christmas Market at RA Park.

Membership Officer:

- Noted membership recovery trends and improved dues collection efforts.
- Associates grew from **~107** (post-COVID low) to **~150+** actively applying; total mess membership estimated **~600**.
- Class A (officers) population in region recorded **176** but only **43** were current/paid in the audit snapshot — a gap in tracked paid standing.
- Challenges include tracking participation and ensuring dues compliance.
- Communication & tracking: membership audit and receivable cleanup improved collections (chasing overdue dues). Shared calendar and invites used to plan events and track participation.

Associate Rep:

- Highlighted outreach gaps and need to increase attendance at meetings.
- Also reported on associate member passing and recognition activities.
- Membership policy nuance: associate members may attend and be invited, but speaking/voting rights and formal motions flow through the associate

representative per constitution/bylaws; the group ran a separate associates-only meeting to surface associate concerns.

Sports Officer:

- Introduced plan to issue survey to determine demand for sports programming.
- Annual golf tournament is still continuing this year.

Mess Manager:

- Improved administrative tracking systems for membership and dues.
- Mess manager also confirmed the mess can be booked by mbrs for private functions
- Reminder to clear out if moving/being posted out of HFX

VPMC/PMC:

- - Strategic shift from financial recovery to modernization (online ticketing, payments, staffing stability).

7. Constitution and Bylaws

Extensive review conducted over two years with stakeholder input. This was to bring the constitution in line with the CFMWS policy manual.

Rewrite and significant socialization completed; constitution and bylaws were circulated and approved at this meeting following review and stakeholder input (mess committee, base commander, PSP, administration). Advanced copies of all documents were provided to participants two weeks prior to the AGM.

Key governance changes include: integration of PSP quorum requirements and formalization of governance processes. A great deal of content was removed from constitution into the bylaws.

Removed power of Executive to pass bylaws on their own without membership.

Updated Dress regulations. Refined and clarified powers of PMC/VPMC and definition of Associate Social and Veteran members.

Discussion focused on feasibility of achieving 50% quorum and use of commander discretion when thresholds unmet. A/PMC reinforced that Quorum is required to make decisions, and decisions are required to govern. This also aligns with the CFMWS policy manual.

Clarification that in-person voting remains the primary means of voting and that voting by proxy will not be allowed; online participation remains a future objective.

Discussed whether voting post meeting should be used (like other messes. Bylaw Officer expressed that this undermines our ability to govern as we cannot make decisions in real time). A/PMC indicated online participation will be supported moving forward in the interests of transformation and modernization. This allows remote attendance and real-time voting. This standard will be maintained moving forward.

Sidebar about meeting timing: most comments reinforced that mornings are not a good time for meeting and that they should be mid afternoon.

Concerns raised regarding associate member participation and representation through associate rep. Several parties wanted to know why the associates do not

get a vote. A/PMC reinforced that the Mess is primarily an institution for serving members and needs to be governed by those members. Associates have a vote through the rep. Point raised about not having a forum to express their concerns. Some discussion about whether associates should be allowed to participate in discussions. A/PMC identified that there is now a standing Associates meeting to raise points and concerns. Member indicated they are concerned about these issues being filtered. A/PMC indicated they would take this issue back to executive for discussion.

No change to limits on Associate voting or motions.

Motion to approve constitution and bylaws passed with 45 votes for, 3 opposed and 2 abstentions.

8. Unit (Gift) Fund Discussion

Gift fund classification: a small reserve within the bank account earmarked for gifts/departure/condolence uses (currently ~\$16,000 kept as target balance; one line item of unit fund shown at \$26,422).

Dues allocation: \$1 per member per month flows to the gift fund (part of split of dues).

Proposal to unencumber \$10,000 from protected gift fund to increase operational flexibility.

Discussion considered financial risk, historical expenditure levels, and future obligations.

Members raised concerns about long-term liabilities and adequacy of remaining reserves.

Executive noted consistent under-utilization of fund and continued monthly contributions.

Motion passed to proceed with reallocation.

Policy discussion: whether Class A reservist members should be eligible for gift-fund benefits unless they pay into the fund (proposal to consider Class A paying a reduced share to participate). Decision parked for next GMM to ensure adequate Class A representation.

9. Budget Approval

FY 2026–2027 budget presented based on conservative revenue projections.

Bars projected revenue \$165K with profit ~\$10.7K.

Mess general projected revenue \$591.5K with minimal surplus.

Total forecast surplus ~\$11.4K.

Budget philosophy emphasized sustainability over profit generation.

Budget approved with no opposing votes.

10. Round Table Discussion

Discussion on fairness of membership benefits and tracking challenges.

Debate on administrative burden vs financial control for verifying membership at events.

Acknowledgement of system limitations (no real-time verification tools).

Discussion on Wi-Fi limitations restricting virtual participation and voting.

11. Action Items

Treasurer to produce detailed financial breakdown.

Executive to develop Class A gift fund proposal.

Bylaws advisor to issue annex clarifying quorum framework.

Entertainment Officer to convene committee for major event planning.

Associate Rep to increase communication and engagement efforts.

12. Adjournment

Meeting adjourned at approximately 1222 AST.

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Lau, G
Cdr
PMC
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Deputy PSP Mgr

721 8709

Recommended / ~~Not Recommended~~

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Approved / ~~Not Approved~~

Dist List

Mess Manager

FPAS

Deputy PSP Manager

Mess Officer / ACCN O

HSO

Mess Notice Board

CFB Halifax Officers' Mess

General Mess Meeting

23 April 2026



Opening Remarks



- "Spring"-ing forward
- Please direct communication to PMC
- Motions – table – postpone indefinitely – amend
- New motions limited to ongoing discussion



Mess Executive Committee

**PMC**

Cdr Galeung Lau

Vice PMC

LCol Patrick Horsman

Secretary

Lt(N) Adam McManus

Treasurer

Lt(N) Kelsey Weshnoweski

Associates Rep

Bill Graham

Entertainment Rep

LCdr Edward Turner

Sports Rep

Capt David Cejpa

Communications Rep

Capt Emma Comeau

Membership Rep

LCdr Anne-Marie Day

Senior Sub

Capt Sam Gaudet

Bull Sub

A/SLt Richard Sun



Agenda



1. Call to Order / Confirmation of Quorum
2. Approval of Agenda
3. Approval of Previous Minutes
4. Financial Report
 - a. Approval of the Financial Report
5. Reports:
 - a. Entertainment Officer
 - b. Membership Officer
 - c. Sports Officer
 - d. Associates Representative
 - e. Mess Manager
 - f. VPMC
 - g. PMC
6. New Business
 - a. Constitution and By-Law Review
 - b. Unit Fund Vote
 - c. Approval of 2026-2027 Budget
 - d. Community Proposals
7. Adjournment



Minutes of Previous GMM



- 6 November 2025
- Motion to Approve



Balance Sheet



As of 28 February 2026

Total Assets	\$ 224,490.91
Total Liabilities	\$ 56,948.74
Total Equity	<u>\$ 167,542.17</u>
Total	\$ 224,490.91
Bank Account	\$ 82,460.01
Unit Funds (Gift Fund)	(\$ 26,422.76)
Accounts Payable (HST/GST)	(\$ 6,984.45)
Accrued Liabilities (Payroll)	<u>(\$ 4,874.00)</u>
Unencumbered Cash	\$ 44,178.80



Income Statement



1 Apr 25 – 28 Feb 26

FUNCTIONS (MESS & PRIVATE)

BUDGETED YTD

ACTUAL YTD

Revenue: (Dues, mess tickets, private events)

\$ 613,620.00

\$ 640,994.14

Expense: (Event expenses, staff wages, utilities, etc.)

(\$590,632.18)

(\$632,379.29)

\$ 22,987.82

\$ 8,614.85

BARS (COMBINED)

Revenue: (Sales minus Costs of Goods)

\$157,135.00

\$ 188,055.70

Expense: (Bar wages, supplies, POS support, CC fees)

(\$138,296.71)

(\$146,615.67)

\$ 18,838.29

\$ 41,440.03

NET INCOME/(LOSS)

\$ 41,826.11

\$ 50,054.88



Comparative Income Statement



1 Apr 25 – 28 Feb 26

RA PARK

Gross Profit:

\$ 34,817.58

Expenses:

\$ 33,751.65

Net Income:

\$1,065.93

WARDROOM/BRIDGE

Gross Profit:

\$ 62,404.10

Expenses:

\$ 22,030.00

Net Income:

\$ 40,374.10

COMBINED NET INCOME/(LOSS)

\$ 41,440.03



Reports



- Entertainment
- Membership
- Sports
- Associate
- Mess Manager
- VPMC
- PMC



Entertainment Report



Our mandate is to represent the members of the CFB Halifax Officers' Mess, which includes **both** the Wardroom & Royal Artillery Park.

We endeavor to provide a wide variety of entertainment and events that cover the entire spectrum of the membership.



Halifax Officers' Mess Events



Standing Offers

- Tuesday and Thursday weekly \$7 Lunch
- Themed Food weeks – monthly
- TGIF Every Second week at RA Park
- Weepers Quarterly at Wardroom
- Board Game Night - 3rd Wednesday evening of each month
- Stand Easy – 2nd Wednesday of each month (coffee in Wardroom)
- Hockey tickets throughout the regular season
- Neptune Tickets (first buy in this year)

Join the +HFX Officer's Mess calendar to make sure you don't miss out!



Upcoming Entertainment Events



- Mother's Day Brunch – May – Wardroom
- Father's Day brunch – June – RA Park
- Sail GP – Summer - looking at options at Wardroom to view
- Lobster Boil – July – RA Park
- Steak and Martini Night – August – RA Park
- Family Night – July/Aug - Wardroom
- Fall Festival – October – RA Park
- Trafalgar Night/Nobie Day Mess Dinner – October – Wardroom
- Christmas Markert – November – RA park – this will be a first – looking for support to make it Festive
- NYE Gala – December – Wardroom

If there is something you like to do in the Mess, Ask us! We are always open to suggestions!



Membership Report



- Social Membership
- Member Review
- Shared Calendar
 - +HFX Officer's Mess@CFB Halifax@Halifax
- Survey
- Bar Hours
 - In review



Membership Benefits



- Subsidized meals – \$7 Thursday (Wardroom) and Thrifty Tuesday (RA Park)
- ~Monthly Evening Events – always seeking OPIs
- ~Monthly Weepers and/or TGIFs
- Retirement Gift: for an Ordinary Member retiring with not less than 20 years of service with the Canadian Forces and who has been a member of the Mess for at least 24 months. Please note: Class "A" Reservists do not qualify for the Retirement Gift.
- Departure/Posting Gift: Ordinary Member who has been a Member of the Mess for at least 24 months.
- A token of congratulations to be given to a member on the birth/adoption of a child in the form of a baby hamper or gift certificate.
- Family Grief and hospitalization: (1) As a token of sympathy in the event of the death of a member, whether ordinary or associate. (2) To any ordinary or associate member who is admitted to hospital for more than 48 Hours.
- Mess facilities are available to the membership should they wish to sponsor a private function
- Members may entertain guests in the Mess and at functions at their own expense subject to any restriction on function, numbers, times, or locations that may apply.



Sports Report



- **Annual Cyril Macdonald Golf Tournament**

- Status: In Planning
- Speculative Dates: Late August 2026 (Weather, end of APS)
- Currently: Agreeing to Reservation Date

- **Mess Survey – Gauging Member Interests**

- Status: In development
- Speculative Dates: Mid-April
- Currently: Building Microsoft Form, Contacting Lt Comeau

- **Local Sport Teams Events Discount**

- Status: Ongoing
- Speculative Dates: End of Spring
- Currently: Contacting CFMWS for Promotion Coordinator



Contact Capt David Cejpa <david.cejpa@forces.gc.ca> with suggestions for sports events.



Associates Report



Associates Members: 104

Corporate Members: 3

Honorary Members: Capt (Ret'd) Peter Robichaud

Some Associate members are serving on the Entertainment Sub-Committee and assisting with mess events.



Mess Managers Report



- One Mess, two great locations!
- Audit of membership ongoing



PMC Report



- One mess, two great locations!
- Refresh of Mess Culture / Continue to Evolve & Metamorphous
- Year-End Review: Highlight Reel
 - Mess Events Participation: Positive Trend
 - Fresh Ideas (Murder Mystery Dinner for NYE)



Constitution and By-Law Review



- Discussion of changes approved at Mess Committee Meetings



Approval to Reduce Unit Fund



- The unit fund is currently at \$26,422.76, it is a liability of the mess meaning that \$26K of our \$82K in the bank account is reserved in the unit fund.
 - Used for gifts only – posting, baby, etc.
 - The spending of this account, with the top up from dues (\$1.00) keeps it very stable
 - Proposing a reallocation of \$10K from Unit fund, reducing this earmarked fund to ~\$16K. The end result is an **increase in the unencumbered balance to ~\$54K**, however the bank account will not increase.
 - This is a very low risk transaction, very unlikely to need \$26K for the gift fund in a short period of time



2026-2027 Budget Approval



1 April 2026 – 31 March 2027

Bar Sales	\$ 165,045.00	
COGS and Expenses	<u>(\$154,340.07)</u>	
Net Income/(Loss)		\$ 10,705.93
Revenue	\$ 591,510.00	
Expenses	<u>(\$ 590,786.21)</u>	
Net Income/(Loss)		\$ 723.29
BUDGETED TOTAL NET INCOME/(LOSS)		\$ 11,429.22



Community Proposals



- Extend gift fund contributions and entitlements to Class A Members



Round Table



- Questions?
- Comments?
- Concerns?
- Suggestions?



Adjournment



Thank you for participating!

Next AGM: Fall 2026

Please stay for a \$7 meal of
?



CFB Halifax Officers' Mess

General Mess Meeting

23 April 2026

