

Kyrenia Club Jr Ranks' Mess  
 146 Nicklin Parade Square,  
 Garrison Petawawa, Ontario  
 K8H 2X3

5545-1 (Mess Manager)

FEB 2025

Distribution List

**KYRENIA CLUB JR RANKS' MESS EXECUTIVE MEETING  
 HELD AT THE MESS ON 21 JAN 2025**

**ATTENDANCE**

PMC	MCpl Hans-Christian Brasche	450 THS	
VPMC	MCpl Simon Thomas	1 RCR	Absent
Secretary	Cpl Lindsay Hebert	2 Svc Bn	Absent
Housing Rep	Cpl Wes Lowther	4 CDSB	Absent
Sports Rep	Cpl Andrew McIntosh	2 Svc Bn	Absent
Finance Rep	Cpl Frank Liou	1 CFH	
Infrastructure Rep	Cpl Joe Wright	RP Ops	Absent
Food Service Rep	S1 Victoria Traill	2 HQ & Sigs	
Supervising Officer Rep	MWO Troy Phillips	4 CDSB	Absent
Mess Manager	Diana Garrett-Power	PSP	

ITEM	ACTION BY
<b><u>CALL TO ORDER</u></b> 1. The meeting was called to order at 1301hrs. The PMC welcomed everyone to the meeting. Quorum was established with 3 voting members of the committee present including the PMC.	PMC
<b><u>ADOPTION OF THE PREVIOUS MINUTES</u></b> 2. The minutes from the last meeting held on 10 Sept 24	Secretary
<b><u>FINANCIAL REPORT</u></b> 3. <u>Financial Report</u> – The Mess Manager gave the financial report YTD 31 Dec 2024. Encl. Annex A.	Mess Manager
<b><u>COMMITTEE REPORTS</u></b> 4. The PMC called upon the reps to give their reports. a. Food Service – Overall food service has been going well. There are some attendance issues with the committee members not showing up, showing up late or saying they can't make it last minute on days when they are scheduled to serve. S1 Traill had concern that the same committee members were serving regularly and some not at all. b. Finance Rep – Nothing to report.	Committee
<b><u>OLD BUSINESS</u></b> 5. <u>Terms of Reference</u> – TOR's are required for each of the committee positions. The TOR's will detail objectives, responsibilities and deliverables of committee members in their specific roles. Each member will have the opportunity to review and ask questions before signing that they understand and agree to fulfill these duties	PMC

<p>while serving on the committee. If the requirement cannot be upheld the member will be removed from the position and the position will be advertised. This project will be completed by the PMC. Ongoing.</p> <p>6. <u>Clean-up &amp; Garbage Disposal</u> – The Mess Manager arranged for a second 20 cubic foot dumpy to be delivered to C-102 for the disposal of obsolete and damaged items. The unit is still being filled as clean-up is still being done. S1 Traill and Cpl Liou volunteered to meet at the Coriano Club to complete the disposal. Ongoing.</p> <p>7. <u>L-105 Graphics</u> – The PMC would like to minimize the project by only replacing the graphics in the upper lounge. MCpl Brasche will reach out to Base Imaging to see if there is someone willing to assist with the graphic design portion of the project. Ongoing.</p> <p>8. <u>Patio Clean-up</u> – Following the meeting the committee members will tidy up the upper patio and put items away as needed. Ongoing.</p> <p>9. <u>Coin Table</u> – Each unit donated a coin to the Kyrenia Club to celebrate the 1 year amalgamation. The committee would like to have them embedded into a table or plaque. Cpl McIntosh is the OPI. No update. Ongoing.</p> <p>10. <u>Gazebo Set-up</u> – The new gazebo in the conference room requires assembly. It will be assembled and bolted down to the concrete base in the Spring. Ongoing.</p> <p>11. <u>Christmas Decorations</u> – It was discovered in November that more decorations would be needed to get the Coriano Club ready for the Christmas season. The PMC approved 3K for the purchase of additional decorations by email. New items were purchased by the Mess Manager. Cpl Liou motioned to close the agenda item. Seconded by S1 Traill. Closed.</p> <p>12. <u>Sound System Repair</u> – The sound system at the Coriano Club required updated cabling and needed some re-wiring. The PMC approved 1K for the sound system repairs by email. The Mess Manager arranged for the work to be completed. Cpl Liou motioned to close the agenda item. Seconded by S1 Traill. Closed.</p>	
<p><u>NEW BUSINESS</u></p> <p>13. <u>Budget FY 2025/2026</u> – The PMC requested that committee members put forth any suggestions for the upcoming year prior to the next executive meeting. It is expected that the entertainment calendar will be similar to last years with some minor changes. Ongoing.</p> <p>14. <u>Constitution Revision</u> – The PMC will be reviewing the Constitution and recommending amendments. If the review is not complete by the GMM in March another meeting may be held in the fall. Ongoing.</p> <p>15. <u>Committee Vacancies</u> – There are several committee positions that are vacant or soon to become vacant. The PMC will liaise with the Mess Manager to discuss advertising and recruitment. Ongoing.</p> <p>16. <u>Upcoming Events</u></p> <ol style="list-style-type: none"> <li>Super Bowl Sunday – To be held on February 9<sup>th</sup> in the Kyrenia Club upper lounge. The PMC is the OPI for this event and requests two committee members to help.</li> <li>Valentine’s week – Both TGIT events held that week with be Valentine’s Day themed. The Mess staff are working on purchasing decorations, desserts, prizes and looking at options for activities.</li> <li>E-Sports – No update.</li> <li>Entertainment Event – There is a \$1500 budget for an undetermined event to be held in March. The Mess staff are going to seek quotes on options like karaoke, trivia etc.</li> <li>Bingo – Following discussion it was agreed that the event will be held March 19<sup>th</sup> at the Coriano Club.</li> </ol>	<p>PMC</p>

<p>17. <u>GMM</u> – GMM will be held at 0900hrs on March 28<sup>th</sup> at Y-101 Victoria Hall. The Mess Manager recommended contacting Y-101 to book the space and to get information on chair set-up and audio/visual. The PMC will ensure that the information is included in routine orders. Ongoing.</p> <p>18. <u>Committee Clean-up Day</u> – The PMC will schedule a date in the Spring for cleaning and set-up of the patios and furniture. Ongoing.</p> <p>19. <u>Shots Golf Passes</u> – The Mess Manager purchased 200 passes from Shots Golf Club for the upcoming season. Members can purchase two passes for the season at a reduced rate of \$10 per pass. Ongoing.</p> <p>20. <u>Ski Passes</u> – The remainder of the ski passes budget was used to purchase additional passes to Calabogie &amp; Pakenham. Ongoing.</p> <p>21. <u>Indoor Furniture</u> –</p> <ul style="list-style-type: none"> <li>a. The PMC would like the Mess to purchase 4 additional folding tables for the lower lounge for food service. The Mess Manager will order them and charge them to TGIT.</li> <li>b. The Mess Manager arranged a site visit and has requested a quote to replace the table tops and seating in the upper lounge. Tables and general seating are a public expense therefore the Mess Manager will submit through the PSP CoC for approval. Ongoing.</li> </ul> <p>22. <u>Outdoor patio furniture</u> – The PMC would like to purchase new patio furniture for the upper and lower patios at the Kyrenia Club. Ongoing.</p> <p>23. <u>Entertainment Set-up</u> – The PMC will be doing a review of the entertainment equipment at both the Coriano Club &amp; Kyrenia Club.</p>	
<p>24. <u>OPEN DISCUSSION</u></p> <ul style="list-style-type: none"> <li>a. The Mess Manager inquired about food service on March Break. The committee agreed that only TGI Thursday would be held that week.</li> <li>b. The PMC asked if a key-pad lock could be installed on the conference room door. Following discussion, it was agreed that the key lock was sufficient.</li> <li>c. S1 Traill put forth that some of the food options offered at TGIT didn't make sense. The Mess Manager recommended that the committee food service team arrange to meet with the function supervisors to discuss options for future events.</li> <li>d. S1 Traill had concern about committee staffing for food service at TGIT's. S1 Traill suggested reducing TGIT to once per week. The Mess Manager recommended trying to find alternate solutions such as engaging the membership for volunteers to establish a food service subcommittee.</li> <li>e. S1 Traill would like the Mess to host a HALO tournament. The PMC requested that they reach out to the Sport Rep to coordinate.</li> </ul>	ALL
<p><u>ADJOURNMENT</u></p> <p>25. With no further business the PMC thanked the members of the committee for attending. S1 Traill motioned that the meeting be adjourned. Seconded by Cpl Liou. The meeting was adjourned at 1456hrs.</p>	PMC

S1 Victoria Traill  
Secretary of the day

Date

Diana Garrett-Power  
Mess Manager

Date

MCpl Hans-Christian Brasche  
PMC

Date

MWO T. Phillips  
Supervising Officer

Date

Remarks

Judy Goetz  
Deputy Manager PSP

Date

Recommended/ Not Recommended  
Remarks

Nathan Lane  
Senior Manager PSP

Date

Remarks

CWO T.B. Buchanon  
FSM 4 CDSG

Date

Approved/Not Approved

Col J.C. Guiney  
Comd 4 CDSG

Date

Encl:

Annex A - Financial Report YTD 31 December 2024

Distribution List

PMC  
Supervising Officer  
Mess Manager  
Deputy Manager PSP  
NPP Accounting Manager