




MINUTE SHEET		DESIGNATION:	SECURITY CLASSIFICATION:
		ROUTINE	UNCLASS
SUBJECT: REICHWALD EXECUTIVE MESS MEETING MINUTES – 23 SEPTEMBER 2025		DATE: 1 OCTOBER 2025	
REFERRED TO:	REMARKS		
Sr Mgr PSP	<p>Attached are Executive Mess Meeting Minutes 23 September 2025, for your consideration. Please let me know if you have any questions or concerns.</p> <p>Katharine Meery Reichwald Manager 4627</p>		



REICHWALD WOs' & SGTs' MESS
MESS COMMITTEE MEETING AGENDA
TO BE HELD 23 SEPTEMBER 2025 AT 1300HRS

Reichwald Mess
13 Amiens Road
BLDG J-106
Petawawa, ON K8H 2X3

5545-1 (Mess Manager)

26 Sep 2025

Distr List

REICHWALD MESS
EXECUTIVE COMMITTEE MEETING
HELD IN THE CONFERENCE ROOM 23 SEPTEMBER 2025

PMC	WO Deidre SINE	450 Sqn	Absent
VPMC	WO Tabatha MEEKS	2 FD Amb	
Secretary	WO Marc BOUDREAULT	12 MI Coy	Absent
Secretary 2IC	WO Lisa MITCHELL	1 CFH	
Finance Rep	Sgt Brandan KNOLL	2 CER	Absent
Family Social	Sgt Michelle POPE	1 CFH	Absent
Sports Chair	WO Kathleen HOWELL	450 Sqn	Absent
Sports 2IC	Sgt Craig PARADIS	1 CFH	
Housing Rep	Sgt Jennifer ROCHELEAU	CMED	Absent
Living-In Rep	VACANT		
Infrastructure	Sgt Michael FOSTER	CANSOFCOM	
Entertainment	Sgt Lisa MORAN	1 Can Dental	
Entertainment 2IC	Sgt Mark SMALL	1 RCR	
Food Services	Sgt Matthew Macleod	CSOTC	
Mess Manager	Katharine MEERY		

INTRODUCTORY REMARKS

1. The VPMC called the meeting to order at 1303 hrs. The VPMC welcomed the committee and thanked all in attendance for being present.



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<u>ADOPTION OF MINUTES</u> 2. Minutes from 27 August 2025 were read. There being no errors or omissions, Sgt Small motioned to accept the minutes as read, seconded by Sgt Foster. Motion carried.	Mess Manager
<u>FINANCIAL REVIEW</u> 3. The Finance Report was presented for 31 August 2025 YTD, annex A.	
<u>OLD BUSINESS</u> 4. Vacant Committee Positions –12 MI Unit Rep 5. Electronic Executive & General meetings and voting – Tabled from May ECM. WO Gartshore to continue to investigate and gather information. With Sgt Gartshore out indefinitely, Mess Manager to inquire with CFMWS on any available electronic voting options with other messes around Canada. 6. Housing – The exterior door signage to be replaced by SpeedPro, approved at last ECM. Work in progress. 7. Constitution Fine Tuning – With the guidance of Deputy PSP Manager Judy MacDonald, the last of the Constitution fine tuning addressed, annex B. WO Meeks volunteered to see the Constitution Fine Tuning through to the end.	VPMC
<u>NEW BUSINESS</u> 8. PMC's Meet & Greet AAR – This year's Meet and Greet was an all-around resounding success. The Entertainment Committee worked hard to organize and plan our biggest event of the year with live music from the Ghost Town Cryer's, great prizes (useful gift cards), late lunch and an Ice Breaker Bingo card. The Ice Breaker was a huge hit with members mingling and welcoming the newly posted members. 9. Patio Clean-Up – The annual patio clean-up is scheduled for 23 October, at noon. Lunch and beverages will be provided to volunteers. 10. Spousal Attendance Applications – WO Menard, Associate Gary Marchand and Harry Warrington submitted forms for their spouses to attend	Entertainment Rep VPMC



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the mess. Spousal Declaration submissions are for committee awareness and PMC signature.

11. Submitted Suggestions – Suggestions, complaints and kudos are submitted through a link available throughout the mess. Emails are responded to (if requested), and posted in the Suggestion / Complaint / Kudos book located in the Snake Pit.

12. GMM – The fall GMM is scheduled for 24 October 2025 1330hrs. The Mess Manager stated that due to her experience at the 26 March 2025 GMM, she will not be in attendance at the GMM, and potentially further GMM's.

13. Open Discussion – Sgt Paradis stated that the foosball table in the Snake Pit is broken. The foosball table is made of particle board, and has been patched together too many times. A replacement table(s) should be made of better materials, meant to last longer. Sgt Paradis will research for a metal foosball table(s). Sgt Paradis motioned to spend no more than \$3,000 from the unused golf tournament entertainment budget. Seconded by Sgt Small. Motion carried.

ALL

Entertainment committee discussing entertainment events to finish off the year.

24 October – serving a German meal at TGIF and possibly offering a special Dog House Oktoberfest bear.

31 October – Halloween TGIF to award costume prizes for Overall Best Costume \$100, Most Creative Costume \$100, and Best Couple Costume \$100 x 2. The Committee would like to have the bar prepare special Halloween inspired beverages.

6 November – Hosting paint night, serving His & Hers charcuterie

12 December – Christmas TGIF on 12 December. Serving Ullrich's turkey dinner (with service), dance party with DJ Paul and prizes.

Sgt Foster mentioned that he would like to move forward with customizing a Committee Table in the Snake Pit. Sgt Foster noted that he has a connection and will work on standing up a Committee Table committee to work on the fine details for the table.



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<p>Sgt Foster mentioned that he would like to start a weekly euchre or cribbage card night, but he would need a second to make sure it was viable as he is often gone. There were no immediate volunteers.</p>	
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<p>A Mess Member suggested getting season Lacrosse tickets. Sgt Paradis looked into it and found out the season is 9 home games \$330/seat, or \$660 for a pair plus parking. PMC asked the Mess Manager to send out a survey to canvas for interest.</p>	
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ADJOURNMENT

14. Sgt Foster motioned to adjourn the meeting at 1435 hrs. Seconded by Sgt Paradis. Motion carried. Next meeting will be Tuesday, 28 October 2025.



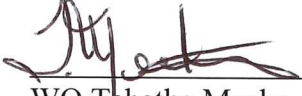
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N/A
WO Marc Boudreault
Secretary

_____ Date


Katharine Meery
Mess Manager

OCT 01 2025
Date


WO Tabatha Meeks
VPMC

26 Sep 2025
Date

Remarks:

Para 13. Foosball table \$3K must be coded to GL 1950-0000-7953, F&E under \$10K.

N/A
Judy MacDonald
Deputy Manager PSP

N/A
Date

Nathan Lane
Senior Manager PSP

Date

CWO T. B. Buchanan
4 CDSG FSM

Date

Approved / Not Approved

Col S.D.C. Trenholm
COMD 4 CDSG

Date

Encl:
Annex A – 31 August 2025 YTD Financial Report
Annex B – Constitution Fine Tune Email

Distr List
Action
All Members
Info
Bde SM
4 CDSG FSM
Deputy Mgr PSP
NPF Accounts Mgr



Reichwald Mess Fin Report

As of YTD 31 AUGUST 2025

Bar Operations	Budget	Actual	Difference	Remarks
Bar Sales	\$ 65,095	\$ 58,725	-\$ 6,370	7% short of budgeted bar sales for the month of May, 29% short June, 7% short July, 100% for Aug
Bar Gross Profit \$	\$ 35,330	\$ 31,650	-\$ 3,680	
Bar Net Profit/Loss	\$ 1,805	-\$ 3,696	-\$ 5,501	due to bar sales and approx \$2k over in bar wages

Entertainment	Budget	Actual	Difference	Remarks
Revenues	\$ 64,336	\$ 49,406	-\$ 14,930	\$12k budgeted for Mess Dinner & Weddings, unrealized
Expenses	\$ 120,080	\$ 65,119	-\$ 54,961	\$12k budgeted for Mess Dinner & Weddings, unrealized, Golf & Hockey passes PNI'd over season (\$10k), TGIF is ahead \$9.5k

OVERALL Profit/Loss	Budget	Actual	Difference	Remarks
Revenues	\$ 177,566	\$ 163,140	-\$ 14,426	
Expenses	\$ 226,090	\$ 167,776	-\$ 58,314	\$12k M&G realized next month, \$7.5k not realized for golf
Profit/Loss	-\$ 48,524	4,636	\$ 43,888	

Gift Fund	\$ 9,103	(CMOF = \$5,130.49)	Spent \$7500 on posting gifts, not reflected until next month
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CBA	\$ 296,752
Unencumbered Cash	\$ 264,157

Meery, Katharine

From: MacDonald, Judy
Sent: Friday, September 19, 2025 1:34 PM
To: Meery, Katharine; DEIDRE.SINE@forces.gc.ca; Landon, Donna
Cc: Lane, Nathan
Subject: MESS CONSTITUTION
Attachments: CONSTITUTION 2025 FINAL eff 19 Sep JLM.docx

Hello All,

Still more work to be done to fine tune this document with your PMC. I included Donna as I understand she worked on the formatting as well.

Now that I could review the "Final" version as an actual document; I reviewed it again for spelling, grammar, consistent use of abbreviations, or capitalization.

Also I added some details as follows which **will not change the approval of the Constitution by the mess membership at your March GMM.**

It will affect the links within the document from the Table of Contents to the body of the document and will have to be re-done.

- Section CONSTITUTION added after the forward and history
- Section BY-LAWS moved to after SECTION 3.
- 6.01 – Added CO of the Mess to DOA
- 7.01 – Mess Manager produces the financial report not the Fin Rep
- 7.02 – The method in which mess dues are collected depends on the category of the member:
 - Ordinary member but not explanation of how the dues are collected. It is highlighted of suggested info but not sure if it is the correct terminology. Not sure If it is necessary. For you to decide.
- 7.04 – gift fund for non-members. IAW the NPP DOA Policy only beneficiaries of the gift fund are for those who pay into it. This should be deleted. If the mess wants to give a gift to an employee it would be "pass the hat" kind of deal
- 7.06 – CWO Trust Account – reword and do not refer to the old CWO Constitution from 2012. Remove the Annex A as well
- 8.04 Coffee break ... members only unless permission granted by FSM or PMC (not the Mess Mgr)
- 8.07 Mess Guests – changed wording it was awkward member is responsible for their guest's dress and deportment simplified wording
- 9.06 Financial Statements (add word online) It sounds as though the NPF Accounts office a printing out the statements for the mess (which they are not)
- 9.07 Capital Expenditures – added the A-FN 105-001 reference
- 9.08 Spending Limits – Redone to coincide with the 2023 NPP DOA (Note there is no longer the use of locally produced "CER" forms)
- 14.01 – The mess still has as suggestion book?
- 15.01 Staff of Non public funds

Annex A – CWO Constitution 2012 Please remove it. Due to the age of the document , it is redundant. (wrong unit, wrong designation.) This was when we were under 4 CDSB Ops Svcs. In the main body of the By-Laws just refer to it as a separate Trust account which is now ...

Annex B – Parliamentary Procedures. Remove it. Not necessary as it is in the PSP Policy Manual section 9-4-4. (Conduct of Meetings)

I have cc'd Nathan as once this is completed, the document will go to the Sr Mgr PSP for final vetting before being staffed to Comd and FSM for their signatures.