




MINUTE SHEET 	DESIGNATION: ROUTINE	SECURITY CLASSIFICATION: UNCLASS
SUBJECT: REICHWALD EXECUTIVE MESS MEETING MINUTES – 27 August 2025		DATE: 12 SEPTEMBER 2025
REFERRED TO:	REMARKS	
D/Sr Mgr PSP	<p>Attached are Executive Mess Meeting Minutes 27 August 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 27 AUGUST 2025 AT 1300HRS

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

5545-1 (Mess Manager)

2 Sep 2025

Distr List

REICHWALD MESS
EXECUTIVE COMMITTEE MEETING
HELD IN THE CONFERENCE ROOM 27 AUGUST 2025

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

INTRODUCTORY REMARKS

1. The PMC called the meeting to order at 1307 hrs. The PMC welcomed the committee and thanked all in attendance for being present. Welcome to new committee member Matthew Macleod, Food Service 2IC.



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<u>ADOPTION OF MINUTES</u> 2. Minutes from 29 July 2025 were read. There being no errors or omissions, Sgt Rocheleau 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 July 2025 YTD, annex A.	Fin Rep
<u>OLD BUSINESS</u> 4. Vacant Committee Positions –12 MI Unit Rep & 1 CFH Unit Rep are vacant Unit Rep positions. PMC will reach out to unit RSM's to fill unit rep positions. 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.	PMC
6. Constitution Final Edit – PMC cleared up all updated changes with Judy MacDonald. PMC will alter Constitution with updated policy changes addressed in the motion. Sgt Small motioned to accept the Constitution Update with Policy amendments as required by Deputy PSP Manager MacDonald. Seconded by Sgt Paradis. Motion carried.	Refer to D Mgr PSP remarks.
<u>NEW BUSINESS</u> 7. New Mess Committee Member – Sgt Matthew Macleod as Food Svc Rep 2IC, welcomed by all. 8. Mess Committee TGIF Sign-Up – Third quarter Committee TGIF Volunteers cover October to December 2025 time frame, annex B. 9. Entertainment – PMC's Meet & Greet 19 Sept 2025, volunteer agenda to be completed. Mark needs 3 people at the door for registration, 2-3 persons for prize distribution and game play, 2-3 persons to set up, serve and clean up after late lunch served at 9pm, annex C.	Entertainment Rep



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<p>10. Housing – There is a requirement to replace exterior door signage, which will require an estimate. Sgt Rocheleau provided an estimate from Speedpro Signs, annex D. Sgt Foster motioned to replace the exterior door signage, based on Speedpro Sign's estimate of \$2650, using budget from Repair & Maintenance. Seconded by Sgt Knoll. Motion carried.</p>	Housing Rep
<p>11. Spousal Attendance Applications – Associate Tom Cartwright submitted forms for their spouses to attend the mess. Spousal Declaration submissions are for committee awareness and PMC signature.</p>	Mess Manager
<p>12. Open Discussion – The microwave in the Snake Pit needs to be replaced, it's old and does not work properly. Sgt Rocheleau motioned to purchase a new microwave for the membership, not to exceed \$300 using funds from F&E under \$10k. Seconded by Sgt Pope. Motion carried.</p> <p>Sgt Paradis presented a "Golf Simulator" investment currently used by 22 Wing. The proposal requests funding of up to \$70k to establish the golf simulator, is available for members ONLY to use, requires staffing and consideration of annual operating costs and memberships. Sgt Small indicated that our golfing membership is too small to justify the cost, and perhaps an All Ranks venue would be more suitable.</p> <p>Sgt Foster suggested Unit Tables be rotated every year, in line with the cleaner's floor waxing annual maintenance.</p>	ALL

ADJOURNMENT

13. Sgt Foster motioned to adjourn the meeting at 1445 hrs. Seconded by Sgt Knoll. Motion carried. Next meeting will be Tuesday, 23 September 2025.



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N/A
WO Marc Boudreault
Secretary

_____ Date


Katharine Meery
Mess Manager

SEP 02 2025
Date


WO Deidre Sine
PMC

12 Sep 25
Date

MacDonald, Judy
Digitally signed by MacDonald, Judy
Date: 2025.09.17 07:57:58 -04'00'

Judy MacDonald
Deputy Manager PSP


_____ Date

LANE, NATHAN @4G8

Digitally signed by LANE, NATHAN @4G8
Date: 2025.09.17 09:02:35 -04'00'


Nathan Lane
Senior Manager PSP

_____ Date


CWO T. B. Buchanan
4 CDSG FSM

22/09/25
Date

Approved / ~~Not Approved~~


Col S.D.C. Trenholm
COMD 4 CDSG

22/9/25
Date

Encl:

Annex A – 31 July 2025 YTD Financial Report
Annex B - Committee TGIF Volunteers
Annex C – PMC's Meet & Greet Volunteer Agenda
Annex D – Speedpro estimate

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



Annex A

Reichwald Mess Fin Report

As of YTD 31 JULY 2025

Bar Operations	Budget	Actual	Difference	Remarks
Bar Sales	\$ 55,645	\$ 49,369	-\$ 6,276	7% short of budgeted bar sales for the month of May, 29% short June, 7% short July.
Bar Gross Profit \$	\$ 30,200	\$ 26,634	-\$ 3,566	
Bar Net Profit/Loss	\$ 2,930	-\$ 1,998	-\$ 4,928	due to bar sales and approx \$2k over in bar wages

Entertainment	Budget	Actual	Difference	Remarks
Revenues	\$ 50,615	\$ 39,297	-\$ 11,318	\$12k budgeted for Mess Dinner & Weddings, unrealized
Expenses	\$ 90,435	\$ 55,936	-\$ 34,499	\$12k budgeted for Mess Dinner & Weddings, unrealized. Golf & Hockey passes PWD over season (\$10k). TGIF is ahead \$8k

OVERALL Profit/Loss	Budget	Actual	Difference	Remarks
Revenues	\$ 143,235	\$ 131,501	-\$ 11,734	
Expenses	\$ 176,459	\$ 137,172	-\$ 39,287	
Profit/Loss	-\$ 33,224	\$ 5,671	\$ 27,553	

Gift Fund	\$ 7,624	(CMOF = \$5,979.84)
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CBA	\$ 288,506
Unencumbered Cash	\$ 261,933

MESS EVENT COMMITTEE VOLUNTEERS

Date	TGIF/T	Committee Table LEAD VOLUNTEER Meal Card Check-In	Committee Table Member Services & Hockey Draw	Food Service Fodd Line, Meal Card Collecting & MC
3-Oct	TGIF	Craig Paradis		Mark Small
9-Oct	TGIT	Mike Foster	Michelle Pope	Mark Small
17-Oct	TGIF	Deidre Sine	Michelle Pope	Mark Small
24-Oct	TGIF	Deidre Sine	Michelle Pope	Mark Small
31-Oct	TGIF	Craig Paradis		Mark Small
7-Nov	TGIF		Michelle Pope	
14-Nov	TGIF			Mark Small
21-Nov	TGIF	Craig Paradis	Mike Foster	Mark Small
28-Nov	TGIF	Craig Paradis		Mark Small
5-Dec	TGIF			Mark Small
12-Dec	TGIF	Deidre Sine	Michelle Pope	Mark Small
9-Jan	TGIF	Mike Foster	Michelle Pope	Mark Small
Happy Holidays, Mess re-opens 5 Jan 2026. First TGIF of the year is served by the Mess Committee				

AGENDA

6pm	Registration opens at door. Add registration if needed at the door for those who want to participate. Each registered guest needs wrist band for late lunch and prize ticket for members only
6:30pm	Band to start, on patio weather permitting, dining room otherwise, Patio needs 2 yellow extension wheels to stage from 2 different fuses.
9pm	Late lunch
	Prizes all evening – game to used?
11pm	Event end. Band requires 1 hr min for clean up

TASKS REQUIRED (VOLUNTEERS NEEDED)

Mike	Mark	Deidre	Sept 19, noon, Decorate
Matt	Michelle	Keith	6pm Registration - 3 x persons at the door for registration , hand out wrist bands to registered members for late lunch, hand out door prize tickets , one to each MEMBER ONLY. Game Participation is required to draw prizes.
Mark	Diedre	Lisa	6:30-11 – Band on stage. Two breaks of 20 min each Please make sure band has water available at all times. Band has bar chit 2 x beverages/band member (5 member, 10 drinks max)
pMark	Diedre	Lisa	GREENROOM – Green room is the upstairs lounge, this space is reserved for band members to take a break, cool off and get ready. Please have water avail at all times.
	Craig	Mark	Game Play & Prize distribution – prize list must be signed, and prizes accounted for. Prizes require game participation
Mike	Diedre	Brandon	8:30-9:30 - 2 x persons to set up, serve and tear down late lunch
Brandon	Mark	Lisa	3+ persons to tear event and to bring décor and supplies back to the basement

VOLUNTEERS

Lisa Moran
 Mark Small
 Deidre Sine
 Michelle & Keith Pope
 Brandon Knoll



Speedpro Signs (5010600 Ontario Inc.)
1982 Petawawa Boulevard
Pembroke, ON K8A 7G9
Ph: (613) 732-7775
FAX: (613) 732-2536
Email: info@speedpropembroke.ca
Web: http://www.speedpropembroke.ca

Estimate #: 22025

Annex D

Page 1 of 2

Created Date:	2025-08-05 10:40:43AM	Prepared For:	Reichwald WOs' & SGTs' Mess
Salesperson:	Louise Hermitte	Contact:	Jennifer Rocheleau
Email:	louise@speedpropembroke.ca	Email:	jennifer.rocheleau@forces.gc.ca
Phone:	(613) 732- 7775	Phone:	(613) 687-5511 x4726
Fax:	(613) 732- 2536	Fax:	(613) 588-5800
Entered by:	Mark Clarke	Address:	Building J-106 Petawawa, ON K8H 2X3

Description: Exterior Window Perf

		Quantity	Unit Price	Subtotal
1	Product: ROLL PRINT - WINDOW PERF 1	3	\$332.25	\$996.75
	Description: ROLL PRINT - WINDOW PERF 1 Doors <i>3 doors</i>		HST:	\$129.58
	<ul style="list-style-type: none">• Quantity: 3• Side(s): Single Sided• Product Code: ROLL PRINT - WINDOW PERF 1• Height: 75.5 in Width: 30 in• Background Color: Not Assigned Foreground Color: Not Assigned Font: Not Assigned			

		Quantity	Unit Price	Subtotal
2	Product: ROLL PRINT - WINDOW PERF 1	3	\$282.15	\$846.46
	Description: ROLL PRINT - WINDOW PERF 1 Between Doors		HST:	\$110.04
	<ul style="list-style-type: none">• Quantity: 3• Side(s): Single Sided• Product Code: ROLL PRINT - WINDOW PERF 1• Height: 25 in Width: 75.5 in• Background Color: Not Assigned Foreground Color: Not Assigned Font: Not Assigned			

		Quantity	Unit Price	Subtotal
3	Product: ROLL PRINT - STANDARD VINYL 1	1	\$325.00	\$325.00
	Description: ROLL PRINT - STANDARD VINYL - Base Logo Print to Cover Existing Sign <i>tag sign to the right of main doors.</i>		HST:	\$42.25
	<ul style="list-style-type: none">• Quantity: 1• Side(s): Single Sided• Product Code: ROLL PRINT - STANDARD VINYL 1• Height: 40 in Width: 72 in• Background Color: Not Assigned Foreground Color: Not Assigned Font: Not Assigned			

		Quantity	Unit Price	Subtotal
4	Product: INSTALL - LABOUR AND EQUIPMENT	2	\$240.00	\$480.00
	Description: LABOUR EQUIPMENT - INSTALL - REMOVAL		HST:	\$62.40
	<ul style="list-style-type: none">• 0 hr of In-Shop Time.• 0 hr of Install Time.• Using a Crew of 0 Personnel.• Installation Travel Time of 0 hr.• Install height is 0 ft above ground.			

**Speedpro Signs (5010600 Ontario Inc.)**

1982 Petawawa Boulevard

Pembroke, ON K8A 7G9

Ph: (613) 732-7775

FAX: (613) 732-2536

Email: info@speedpropembroke.caWeb: <http://www.speedpropembroke.ca>**Estimate #: 22025**

Subtotal:	\$2,648.21
Total Taxes:	\$344.27
Total:	\$2,992.48

Client Reply Request
☐ Estimate Accepted "As Is". Please proceed with Order. ☐ Other:

☐ Changes required, please contact me.

SIGN: _____

Date: _____

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