




<div>MINUTE SHEET</div> <div></div>	<div>DESIGNATION:</div> <div>ROUTINE</div>	<div>SECURITY CLASSIFICATION:</div> <div>UNCLASS</div>
<div>SUBJECT:</div> <div>REICHWALD GENERAL MESS MEETING MINUTES – 26 MARCH 2025</div>		<div>DATE:</div> <div>5 MAY 2025</div>
<div>REFERRED TO:</div> <div>D/Sr Mgr PSP</div>	<div>REMARKS</div> <div>Attached are General Mess Meeting Minutes 26 March 2025, along with Revised Constitution for signatures. Please let me know if you have any questions or concerns.</div> <div>Katharine Meery Reichwald Manager 4627</div>	

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

5545-1 (Secretary)

2 May 2025

Distr List

REICHWALD MESS
GENERAL MESS MEETING
HELD IN LEVESQUE LOUNGE 1300 HRS, 26 MARCH 2025

PMC	WO Deidre Sine	450 THS	
VPMC	WO Tabitha Meeks	1 Cdn Fd Hosp	
Secretary	WO Marc Boudreault	12 MI Coy	(ABSENT)
Secretary (21C)	WO Lisa Michell	1 Cdn Fd Hosp	
Finance Rep	Sgt Brandon Knoll	HQ & Sigs	
Entertainment Rep	Sgt Kathleen Howell	450 THS	
Entertainment (2IC)	Sgt Mark Small	1 RCR	
Family Social Rep	Sgt Michelle Pope	1 Cdn Fd Hosp	
Sports Rep	Sgt Lisa Moran	1 Cdn Fd Hosp	
Housing Rep	Sgt Jenniger Rocheleau	CMED	
Infrastructure Rep	Sgt Michael Foster	CSOR	
Food Service Rep	Sgt Stephanie Gartshore	2 RCHA	
Mess Manager	Katharine Meery		

<u>CALL TO ORDER</u> 1. The PMC called the meeting to order at 1315 hrs with quorum being established by the PMC. WO Sine welcomed the members, thanking them for their attendance and introduced the members of the Committee. The PMC then outlined the intentions of the General Mess Meeting (<i>hereafter called, "GMM"</i>).	PMC
<u>ADOPTION OF MINUTES</u> 2. The Minutes from the General Mess Meeting, 17 September 2024, were forwarded via email to all members to read. There being no errors or omissions, the PMC asked for a motion from the floor to adopt the minutes as read. Sgt Humphries motioned to accept the minutes as read. Seconded by Sgt Godin. Motion carried.	Secretary
<u>OLD BUSINESS</u> 3. <u>Constitution rewrites</u> – The Constitution update, annex A, forwarded via email for all members to read, was completed with 79 proposed changes and updates, annex B, grouped in 8 blocks (blocks A-H), with 10 sections each, for ease of presentation.	PMC

Block A. # 1-10 - Gender neutral pronouns, links updated, relocated Bylaws.

PMC

Constitution sections:

- #1 All links updated
- #2 Blanket change to gender neutral pronouns
- #3 Blanket change of RSM Ops Svc to RSM 4 CDSG
- #4 Blanket change of CO Ops Svcs to Comd 4 CDSG
- #5 Relocated By-Laws
- #6 By-laws links updated
- #7 1.02 Authority - Update to nomenclature and links
- #8 2.01 Ordinary Members – Updated and clarified
- #9 2.02 & 2.03 Associate Members – Amalgamated 2.02 & 2.03, updated and clarified
- #10 2.04 to 2.03 Honorary Members – Updated and clarified

WO Gartshore motioned to accept the updates as read. Seconded by WO Jameison. Motion carried.

Block B. # 11-20 - Meeting formats updated and clarified. Constitution sections:

- #11 Added 2.04 Visits to Messes - new addition (NEW)
- #12 3.01 Mess Manager – Updated verbiage
- #13 3.02 RSM Ops Services changed to RSM 4 CDSG, and updated
- #14 3.03 PMC – Updated verbiage
- #15 3.05 CO 4 CDSB Ops Svc changed to COMD 4 CDSG and updated
- #16 4.01 Executive Committee – Updated verbiage and added Family Social Rep and Food Service Rep (NEW)
- #17 4.03 Meeting format – Updated links and verbiage
- #18 4.04 Quorum – Updated and clarified
- #19 5.01 Mess Manager – Updated and Social Media policy added
- #20 5.02 PMC – Updated verbiage

Sgt Coville motioned to accept the updates as read. Seconded by Sgt Ferguson. Motion carried.

Block C. # 21-30 - Constitution sections:

- #21 5.03 VPMC – Updated verbiage
- #22 5.04 Mess Secretary - Updated verbiage
- #23 5.05 Financial Rep - Updated verbiage
- #24 5.06 Entertainment Rep - Updated verbiage
- #25 5.07 Sports Rep – Updated verbiage
- #26 5.08 Housing Rep - Updated verbiage
- #27 5.09 Infrastructure Rep - Updated verbiage
- #28 5.10 Living In Rep - Updated verbiage
- #29 5.11 Family Social Rep – New addition (NEW)
- #30 5.12 Food Services Rep – New addition (NEW)

Sgt Brown motioned to accept the updates as read. Seconded by Sgt Steel. Motion carried.

Block D. #31-40 - Added Gratuity/Mess Accts/Write offs. Constitution sections:

- #31 5.13 Unit Reps – New addition
- #32 6.01 NPP Delegated Signing Authorities - Updated
- #33 6.02 Remuneration and Conflict of Interest - Updated
- #34 6.03 Loans, Grants, and or Donations – Updated link
- #35 6.05 NPF Consolidated Insurance Program (CIP) – Updated link
- #36 6.06 Payment for Purchase - Updated
- #37 6.07 Credit/Chits – Updated and added gratuity (NEW)
- #38 6.08 Supply Customer Account - Updated
- #39 6.10 Write Offs - Updated
- #40 7.01 Mess Accounts – Updated minimum bank balance

WO Godin motioned to accept the updates as read. Seconded by WO Humphries. Motion carried.

Block E # 41-50 - Suscriptions and Mess charges. Constitution sections:

- #41 7.02 Subscriptions and Mess Charges – Updated verbiage and link
- #42 7.03 Entertainment and Sports - Updated
- #43 7.04 Gift Fund – Updated verbiage and link, and added Honorary departure gifts for Committee Members
- #44 7.06 CWO Fund – Updated link and added the fund is now defunct
- #45 8.01 Mess Functions – Updated verbiage and links
- #46 8.02 Official Functions - Updated
- #47 8.03 Private Functions – Spelling correction
- #48 8.04 Bar Cards – Removed this section, no longer applicable
- #49 8.04 Members Only – Added new section (NEW)
- #50 8.05 Mess Guest – changed to 8.07, updated verbiage and links

WO Lowe motioned to accept the updates as read. Seconded by Sgt Selim. Motion carried.

Block F # 51-60 - Social Functions and Sports Tickets. Constitution sections:

- #51 8.05 Social Functions added (NEW)
- #52 8.06 Spouse - Removed
- #53 8.06 Mixed Functions added (NEW)
- #54 8.07 Official Guests changed to 8.08, and updated
- #55 8.08 Definition of Functions - Removed
- #56 8.09 Entertainment Ticket Sales and Control changed to 8.10
- #57 8.09 Partner Attendance While Member Away Declaration added (NEW)
- #58 8.10 RSVP – Updated verbiage
- #59 8.11 Function OPI/Work Parties changed to 8.12 and updated verbiage
- #60 8.12 Sports Tickets changed to 8.13 and updated verbiage

Sgt Richard motioned to accept the updates as read. Seconded by WO Guittard. Motion carried.

Block G # 61-70 Constitution Rewrite sections Gift Fund/Hours/Dress.

- #61 8.13 Gambling changed to 8.14, and link updated
- #62 9.05 Gift Fund – Updated verbiage
- #63 10.02 Bar Hours – Verbiage and link updated
- #64 10.03 Extension of Bar Hours – Change to verbiage
- #65 10.05 Serving of Intoxicants – Updated verbiage
- #66 11.03 Hours – Changed to 11.03 Kitchen Hours and updated
- #67 12 Dress – Updated verbiage and link
- #68 12.03 Formal – Updated verbiage
- #69 12.04 Semi-Formal – Updated verbiage
- #70 12.05 Casual – Updated verbiage

Sgt Larocque motioned to accept the updates as read. Seconded by MWO Larocque. Motion carried.

Block H # 71-79 - Sports Attire, Complaints, Discipline. Constitution sections :

- #71 12.06 Relaxed – Updated verbiage
- #72 12.07 Sports Attire – Updated verbiage
- #73 12.08 Themed Attire – Updated verbiage
- #74 12.09 Area Designated Dress Codes - Updated verbiage
- #75 13.01 Deportment– Updated verbiage
- #76 13.02 Discipline - Updated verbiage
- #77 14.02 Complaints - Updated verbiage
- #78 15.02 Mess Staff - Updated verbiage
- #79 16.02 Exceptions - Updated verbiage

Sgt Lowe motioned to accept the updates as read. Seconded by MWO Larocque. Motion carried.

NEW BUSINESS

4. Annual Civilian Associate Membership & Honorary Membership Review, members in good standing with the Mess.

- Stephen MacMullin (Civ) Mbr since 2012
- Robert Troutman (Civ) Mbr since 2023
- Theresa Watts (Civ) Mbr since 2023, spouse of passed Mbr
- Beverly Payne (Civ), Annual Honorary Membership

Sgt Godin motioned to accept all Associate Members. WO Berger seconded. Motion Carried.

5. Election of New Members – The PMC presented applications for two new civilian Associate Memberships, annex C.

- Sharon Walsh - Widow of WO Michael Walsh.
- Margaret Behnke - Widow of Terry Behnke

CWO McGlynn motioned to accept both new civilian applications. WO Godin seconded. Motion carried.

PMC

6-. Newly Promoted and Posted in Members – RSM’s presented their newly promoted and posted in members as of March 2025.

UNIT RSM’s

FINANCIAL REPORT

7. The Finance Rep presented the 28 February 2025 YTD Financial Report, annex D.

Fin Rep

COMMITTEE REPORTS

8. Entertainment –Sgt Howell presented the entertainment report. Sgt Howell highlighted the annual mess dues value members receive with the entertainment lineup, including Quarterly Mess Events in addition to weekly TGIF and Coffee Break.

Entertainment Rep

9. Sports - Sgt Moran presented the sports report. Sgt Moran highlighted NHL Hockey Tickets, the Superbowl party, Ski Passes and Golf passes.

Sports Rep

10. Family Social - Sgt Pope presented the Family Social report, highlighting the success of Mini-Putt and Skyline Drive-In passes along with Calypso, Hugli’s and a Family Fun Skate as activities hosted in the last year. All these events were all sold out immediately.

Family Social Rep

NEW BUSINESS - CONT’D

11. Mess Costco Card - Mess Manager Katherine Meery advised there is now a Costco Lending Card, available to mess members to reserve and use at their convenience.

Mess Manager

12. Budget – WO Sine presented FY 25/26 Entertainment Budget to the membership. As food and entertainment costs continue to rise, members have even greater value in the mess, and this is reflected in membership participation for TGIF. However, the mess cannot continue to run a deficit budget indefinitely. Two COA’s were presented to the membership to an increase in monthly Mess Dues to avoid future entertainment reduction at the Mess. The last COA represented Status Quo, with no increase and an almost \$100k deficit budget.

PMC

- COA 1 - Increase \$3.31 to mess dues, \$35, 269 overall loss, annex E.
- COA 2 - Increase \$6.93to mess dues, \$600.00 overall gain, annex F.
- COA 3 - Status Quo- no increase, \$99,649.00 overall loss
- COA 1-3 Mess Dues Breakdown, annex G

This created a great deal of discussion, and a vote was taken in the interim to remain Status Quo, with no increase to Mess Dues.

Sgt Lebel Motioned to accept the Status Quo Budget and Mess Dues Breakdown for FY 25-26. Seconded by Sgt Humphries. Motion carried.

ALL

13. Open Discussion – RSM’s expressed concerns over members unclosed bar chits, as it relates to the gratuity of bar staff. Advising on accountability

<p>of potential intoxicated members to be responsible to close bar chits at the end of their visit to the Mess.</p> <p>Prizes were an area of concern with most membership suggesting limiting number of prizes at events and decrease the monetary values of the prizes given out. This idea was vocally supported during the GMM.</p> <p>Members are encouraged to bring forth their ideas to their Unit Mess Committee representative. The Executive Committee could then review all possible considerations to reduce expenses, and to reduce the overall loss to the mess.</p> <p><u>ADJOURNMENT</u></p> <p>14. Sgt Pope motioned to adjourn the meeting at 1536 hrs. Seconded by Sgt Howell. Motion carried. Next GMM will be October 2025.</p>	<p>PMC</p>
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WO Lisa Mitchell
Secretary 2IC


Date




Katharine Meery
Mess Manager

MAY 02 2025

Date



WO Deidre Sine
PMC



2 May 25
Date

Remarks:

Annex A and B are working docs. Minor changes not affecting the vote of the membership being staffed between PSP HQ and RWSM PMC and Mess Mgr to produce final Constitution. Final Constitution will be forwarded separately for signature.

Judy MacDonald
Deputy Manager PSP

Date

Nathan Lane
Senior Manager PSP

Date

CWO T.B. Buchanan
4 CDSG FSM

Date

Approved / Not Approved

Col J.C. Guiney
COMD 4 CDSG

Date

Encl:

Annex A – Constitution Update 2025
Annex B – Proposed Constitution Changes
Annex C – New Civilian Associate Membership Applications (Behnke and Walsh)
Annex D – Financial Report for YTD 28 February 2025
Annex E – COA 1, \$3.31 increase
Annex F – COA 2, \$6.93 increase
Annex G – COA 3 Status Quo
Annex H – COA Mess Dues Breakdown

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

ORIGINAL

CF1 #:

Annex C



REICHWALD WOS' & SGTS' MESS

CIVILIAN ASSOCIATE MEMBERSHIP APPLICATION

Name of Applicant	Margaret Behrke		
Home Address	70 Radtke Rd, Pembroke, ON K8H6W7		
Email Address	tmar@nrtco.net	Distribution List?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Contact Number	613-401-4871	DOB	Aug 24/44
Military Service	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	No. of Yrs Served	
Service Number			
Former Branch of Service	Land <input type="checkbox"/>	Sea <input type="checkbox"/>	Air <input type="checkbox"/>
Rank held on Release/Retirement		Date of Release/Retirement	
Last Serving Unit	AND - CMED		
Current Employer			
Job Title			
Misc Information	Spouse of Jerry Behrke 1001943602 Deceased 20 Oct 2024		

Signature of Applicant

Date

Sponsor's Name	Tony Krueger	Unit	6651 450 THS
Recommended at Mess Committee Meeting Dated	25-Mar-2025		
Name and Signature of PMC	WO Deidre Sine D-S		

APPROVING AUTHORITY

Deputy Commander 4 CDSG	
Date:	Col Guinney

MESS OFFICE USE ONLY

Special Notes:	MAR 21 2025 mcrd

Action:

1. Mess Mgr ensures Application is on Agenda for next Executive Committee Meeting.
2. Sponsor is prepared to speak on behalf of the Applicant.
3. Application to be attached with Executive Committee Meeting Minutes.
4. Mess Mgr ensures member is contacted to set up payment and obtain in-brief.

ORIGINAL

Annex C

CF1 #: _____



REICHWALD WOS' & SGTS' MESS CIVILIAN ASSOCIATE MEMBERSHIP APPLICATION

Name of Applicant	Sharon Walsh		
Home Address	3566 Dundonald Drive		
Email Address	smwalsh74@msn.com	Distribution List?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Contact Number	613-633-0085	DOB	14/03/74
Military Service	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	No. of Yrs Served	
Service Number			
Former Branch of Service	Land <input type="checkbox"/>	Sea <input type="checkbox"/>	Air <input type="checkbox"/>
Rank held on Release/Retirement		Date of Release/Retirement	
Last Serving Unit			
Current Employer			
Job Title			
Misc Information	widow of Warratt Michael Walsh. 2RCHA.		

Sharon Walsh
Signature of Applicant

Mar 14/25
Date

Sponsor's Name	Ian Luck	Unit	CSOR
Recommended at Mess Committee Meeting Dated	25-Mar-2025		
Name and Signature of PMC	WO Deidre Sine DS		

APPROVING AUTHORITY

Deputy Commander 4 CDSG	
Date:	Col Guinney

MESS OFFICE USE ONLY

Special Notes:	MAR 17 2025 received.
	Approved by CWO Buchanan by email

Action:

1. Mess Mgr ensures Application is on Agenda for next Executive Committee Meeting (copy left with Admin).
2. Sponsor is prepared to speak on behalf of the Applicant.
3. Application to be attached with Executive Committee Meeting Minutes.
4. Mess Mgr ensures member is contacted to set up payment and obtain in-brief.



New Business



Financial Report



Reichwald Mess Fin Report

As of YTD 28 FEBRUARY 2025

Bar Operations	Budget	Actual	Difference	Remarks
Bar Sales	\$ 165,890	\$ 159,632	-\$ 6,258	A positive difference of \$6,258 in bar sales, from Nov 2024. "Difference of \$14,536 due to committee changes implemented to the bar in the new year taking effect. Great job!"
Bar Gross Profit \$	\$ 89,515	\$ 87,711	-\$ 1,804	
Bar Net Profit/Loss	\$ 2,390	\$ 2,330	-\$ 60	

Entertainment	Budget	Actual	Difference	Remarks
Revenues	\$ 148,714	\$ 160,408	\$ 11,694	Entertainment revenue of \$27,210 is attributed to Mess Dinners/Private events.
Expenses	\$ 211,330	\$ 206,772	-\$ 4,558	Entertainment revenue of \$27,210 is attributed to Mess Dinners and private events.

OVERALL Profit/Loss	Budget	Actual	Difference	Remarks
Revenues	\$ 374,504	\$ 367,097	-\$ 7,407	
Expenses	\$ 443,247	\$ 436,484	-\$ 6,763	
Profit/Loss	-\$ 68,743	-\$ 69,387	-\$ 644	

Gift Fund	\$ 3,337	(53316.52 Gf & 55,979.84 CWOF = \$9,316.36)
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CBA	\$ 241,569
Unencumbered Cash	\$ 225,795





New Business



COA 1



REICHWALD WOS' & SGTS' MESS FY 25/26

COA 1 - \$3.31 INCREASE - INCR MRSS DUES to \$27.31 (+\$3.31 incr),

Retired Assoc to \$20 (+\$5 incr), Civ Assoc to \$26.69 (+\$4.44incr)

Description	Projected Revenues	Planned Expenses	Budgeted Profit/Loss	Comments
Entertainment	\$ 171,041	\$ 206,910	-\$ 35,869	TGIF based on 130 ppl/week, up from 100 ppl/week. Free for Members, \$10 for 1 guest, \$16 for additional guests
Bar Ops	\$ 83,195	\$ 82,595	\$ 600	
General Ops	\$ 184,810	\$ 184,810	\$ -	
Overall	\$ 439,046	\$ 474,315	-\$ 35,269	Overall Loss

Gift Fund Rev	\$ 6,158	revenue plus \$4725.23 bal @31 Jan25 total of \$10,883	decreased dues \$1.00
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Capital Expenditures	\$ Amount	Comments
N/A	0	

Income / Loss	\$ (35,269)
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Annex E

GOA1

New Business

Entertainment Deficit Budget

COA 1 - ENTERTAINMENT

[illegible]



New Business



COA 2



Annex F

REICHWALD WOS' & SGTs' MESS

FY 25/26

COA 2 - \$6.93 INCREASE - INCR MRSS DUES to \$30.93 (+\$6.93 incr),

Retired Assoc to \$20 (+\$5 incr), Civ Assoc to \$30.31(+\$8.07incr)

Description	Projected Revenues	Planned Expenses	Budgeted Profit/Loss	Comments
Entertainment	\$ 206,910	\$ 206,910	\$ -	TGIF based on 130 ppl/week, up from 100 ppl/week. Free for Members, \$10 for 1 guest, \$16 for additional guests
Bar Ops	\$ 83,195	\$ 82,595	\$ 600	
General Ops	\$ 184,810	\$ 184,810	\$ -	
Overall	\$ 474,915	\$ 474,315	\$ 600	Overall Loss

Gift Fund Rev	\$ 6,158	revenue plus \$4725.23 bal @31 Jan25 total of \$10,883	decreased dues \$1.00
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Capital Expenditures	\$ Amount	Comments
N/A	0	

Income / Loss	\$ 600
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New Business



REICHWALD WOS' & SGT'S' MESS FY 25/26

STATUS QUO - NO INCREASE, change to mess dues breakdown, Civ Assoc increase to \$23.38 (+\$1.14) due to moving \$1 from gift to general

Description	Projected Revenues	Planned Expenses	Budgeted Profit/Loss	Comments
Entertainment	\$ 106,661	\$ 206,910	-\$ 100,249	
Bar Ops	\$ 83,195	\$ 82,595	\$ 600	
General Ops	\$ 184,868	\$ 184,868	\$ -	
Overall	\$ 374,724	\$ 474,373	-\$ 99,649	Overall Loss

Gift Fund Rev	\$ 6,158	Revenue Plus \$4725.23 bal @31 Jan 25 total of \$10,883	
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Capital Expenditures	\$ Amount	Comments
N/A	0	

Income / Loss	\$ (99,649)
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Unencumbered Cash - 28 Feb 25	\$ 225,795
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Mess Membership 1064 Ordinary & 71 Associates

Ordinary Mess Dues Breakdown

General	\$ 14.64
Ent	\$ 6.05
Gift	\$ 0.55
Sub Total	\$ 21.24
HST	\$ 2.76
Total	\$ 24.00

STATUS QUO

With an almost -\$100k deficit budget, the mess will be left with just \$25,000 for future projects, upgrades, emergencies or one last small deficit entertainment budget, which is not sustainable.

Status Quo Reads

"With an almost \$100K deficit budget, the mess will be left with just \$25K for future projects, upgrades, emergencies, or one last small deficit entertainment deficit budget, which is not sustainable."



COA 1**ORDINARY Mess Dues****Breakdown**

General	\$	14.32
Ent	\$	9.30
Gift	\$	0.55
SubTotal	\$	24.17
HST	\$	3.14
Total	\$	27.31

RETIRED ASSOC. Mess**Dues Breakdown**

Ent	\$	17.70
SubTotal	\$	17.70
HST	\$	2.30
Total	\$	20.00

CIVILIAN ASSOC. Mess**Dues Breakdown**

General	\$	14.32
Ent	\$	9.30
SubTotal	\$	23.62
HST	\$	3.07
Total	\$	26.69

COA 2**ORDINARY Mess Dues****Breakdown**

General	\$	14.32
Ent	\$	12.50
Gift	\$	0.55
SubTotal	\$	27.37
HST	\$	3.56
Total	\$	30.93

RETIRED ASSOC. Mess**Dues Breakdown**

Ent	\$	17.70
SubTotal	\$	17.70
HST	\$	2.30
Total	\$	20.00

CIVILIAN ASSOC. Mess**Dues Breakdown**

General	\$	14.32
Ent	\$	12.50
SubTotal	\$	26.82
HST	\$	3.49
Total	\$	30.31

STATUS QUO**ORDINARY Mess Dues****Breakdown**

General	\$	14.64
Ent	\$	6.05
Gift	\$	0.55
SubTotal	\$	21.24
HST	\$	2.76
Total	\$	24.00

RETIRED ASSOC.**Mess Dues Breakdown**

Ent	\$	13.28
SubTotal	\$	13.28
HST	\$	1.72
Total	\$	15.00

CIVILIAN ASSOC.**Mess Dues Breakdown**

General	\$	14.64
Ent	\$	6.05
SubTotal	\$	20.69
HST	\$	2.69
Total	\$	23.38