

Royal Canadian Legion

Three Sisters Branch No. 3

Executive Meeting

Meeting Minutes (05.25.26)

Agenda & Minutes

- Agenda approved as presented.
- Previous meeting minutes were not available for approval — the note-taker was not aware of the responsibility until the morning of the meeting.
- Minutes will be located and a printed copy prepared for the next meeting.

Membership

- No new members admitted this cycle.
- Membership list update project (adding phone numbers, emails, and marking deceased/lapsed members) is nearly complete — approximately 200 records updated.
- Total branch membership was referenced as roughly 600+ members on the list under review.
- The Dominion portal list is divided into associate and ordinary member categories.
- Concern raised that individuals from other branches (e.g., Banff) have been attending meetings and possibly voting, despite rules limiting membership to one legion branch (plus TBS – Tuberculosis Veterans Society).
- Agreed: only paid-up members of this branch may vote or take part in final decisions.
- For that evening's general meeting: membership cards/receipts to be checked at the door using printed reference lists; visiting members from other branches to be seated separately and excluded from voting.
- The lack of a dedicated Sergeant at Arms and membership coordinator to manage this process was explicitly raised as a gap (see Sergeant at Arms section below).
- Separately, a gap was raised in reaching members who don't have an email on file — mailing addresses and phone outreach were discussed as fallback options; one member recalled manually phoning members roughly 10 years ago.
- Action item: contact Dominion (membership records system) to flag and resolve duplicate cross-branch memberships.

Financials

- No financial report available again this month — the third consecutive month without one.
- Bookkeeper transition (replacing Lewis) remains unresolved; Lewis currently charges \$500/month.
- Two candidates identified at the same rate as the current bookkeeper: one member referral, and a CPA (Carrie Anne's friend, Corey).
- General preference expressed toward hiring the CPA candidate.
- Next steps: collect resumes, hold a follow-up meeting to review candidates, and inform the general membership that a replacement/outsourcing process is underway.
- Discussed removing the poppy account from the paid bookkeeper's scope: it was previously billed separately (arranged by former treasurer Darlene) at over \$2,000/year despite only around 10 entries annually, and could instead be handled directly by the Poppy Committee and treasurer.

- Bank balance is slowly increasing and currently maintaining through payroll; a spreadsheet previously set up by “Jay” for tracking labour costs is being picked back up.
- The branch's kitchen is currently rented out to two outside vendors (Don and Russell), who use it to prepare food for markets, generally Monday–Thursday when the branch is otherwise closed. Rent is \$1,000/month plus GST, which reportedly does not fully cover overhead/power costs.

Bylaws & Special Meeting

- The branch's submitted bylaws were not approved by Command and were returned for corrections; the branch's last approved bylaws date to 2022 (review required every three years).
- Until updated bylaws are approved, the branch is governed by Command's default bylaws.
- Bylaws must be worked through clause by clause at a dedicated special meeting (nothing else on the agenda that night); Command has provided a generic template to start from, with branch-specific items added as house rules.
- Minimum notice required for a special meeting is two weeks; one member recommended defaulting to 30 days as standard practice. A notice of motion must go out to all members.
- Plan discussed: form a working committee to develop a draft over the summer, aiming to bring a finalized version to a September meeting for a vote.

Annual General Meeting & Leadership

Motion 26-05-01: *To hold the Annual General Meeting on Monday, June 29 at 7:00 pm.*

- The June 29 date gives roughly 30 days' notice, allowing time for social media and marketing to publicize it.
- This is not an election year — the branch's next scheduled elections are in 2027.
- Informal discussion touched on succession planning: the President raised the possibility of eventually stepping down, noting the current Vice-President (Chris) does not have the capacity to take on the role full-time; no decision was made.

Legion 100th Anniversary

- The branch is marking its 100th anniversary this year; the organization's first meeting-minute book dates to 1918, when it operated as the Great War Veterans Association (reportedly “Branch 1”) before formal Legion incorporation.
- The Historical Committee is working on something to present around the branch's charter date, tentatively July 12–13; this may be pushed later into the year given how much else is happening over the summer.
- The Skyhawks event is being informally positioned as a “warm-up” to the Legion 100 recognition.
- The original charter document needs to be located (believed to be on a wall or among stored frames on-site) to support the anniversary presentation.

Ways & Means (Fundraising Committee)

- The concept of a “Ways and Means” committee was discussed — a group focused on larger, sustainable fundraising initiatives (e.g., corporate sponsorships, signature annual events) as distinct from single-event roles like a bingo chair.
- Summer is already busy with Canada Day, the Skyhawks event, and Legion 100 planning; a separate family reunion is also booked to use the branch facility (not a Legion-run event).

Chase the Ace Fundraiser

- A misunderstanding was clarified: the branch only needs to submit 52 draw dates to AGLC (the provincial gaming regulator) to register the program — not 52 weeks of named volunteers in advance, as had been assumed.
- The branch needs roughly 10 volunteers willing to help, with about 3 needed on any given night.
- A member offered to arrange for Trevor, who ran a similar program at another branch, to present to the executive (in person or virtually) on how it works.
- That branch's experience: a hired third-party company supplied machines, including portable units taken to other venues (e.g., a bowling alley, a pub) under permission; a recent week's jackpot went out at roughly \$54,000, with the host branch netting an estimated \$4,000–\$4,800 after expenses; a weekly prize was cited as \$1,500 in one case.
- A residency rule was noted: tickets must be purchased while physically located in Alberta — an out-of-province or VPN-based purchase can disqualify a winner.
- Starting the program is roughly a two-month process; realistically it cannot begin before September.
- A possible pairing with a Wednesday wing-night promotion (modeled on another branch's \$8–\$8.75 wings) was discussed as a way to build a slower night's traffic alongside a Chase the Ace draw.

Operating Hours

- Proposed schedule: Tuesday–Wednesday roughly 3–8 pm; Thursday–Saturday roughly 3/4–10 pm; Sunday roughly 2/3–8 pm; opening around noon was ruled out since the branch does not currently offer food service at that hour.
- Rollout would not begin until after that weekend's casino event, since staff are committed there.
- Plan discussed to track financial performance at the current 3-day/week schedule before deciding whether to expand to 4, 5, or 6 days; several members asked to see the numbers before committing to more hours.
- Thursday poker nights currently run later, to 11 pm, and are popular; no cash payouts are currently involved, which was raised as relevant to gaming-compliance rules (games of skill, like darts, are treated differently from games of chance, like poker or crib, under gaming regulations).
- Branch will be open on Canada Day (Wednesday).

Building & Facilities

- A roof repair is needed; the branch has already received a \$3,000 donation from the Lions Club (initially misspoken as Rotary, then corrected) toward the cost, but this money is currently sitting unused.
- The branch is on a waiting list for the Lions Club to inspect the roof and provide an official quote; no formal quote has been received yet, and there was some in-meeting confusion/disagreement about exactly which section of the roof needs repair (e.g., over the kitchen vs. another area).
- The House Committee has resigned, leaving a vacancy; the group agreed the role should be recruited as a “Building Chairman” going forward (Command's own template still labels the position “House and Property”).
- Poor lighting was raised as a concern after the meeting concluded, including its effect on members with vision issues — one member cited two prior retina detachments and described struggling at bingo nights when only half the lights are on; installing LED lighting was discussed as a fix.
- Members reiterated the importance of transparent communication with the general membership on building-related projects and decisions.

Legion Redevelopment / Community Partners

- The President described a recent meeting with Steve Ashton, a local builder, as part of ongoing informal, exploratory conversations about the future of the branch's building and land — consistent with the item carried to the General Meeting as a motion to pursue pro bono consultative discussions with community partners.
- A concern was raised that these conversations could be perceived by the membership as “real estate” interests trying to acquire the property, and that not documenting the discussions in minutes ahead of time creates exactly

that kind of distrust; the President pushed back on the “real estate” characterization but agreed on the need for clear, repeated communication to the full membership, not just those present at any one meeting.

- A related procedural point was raised: the secretary is required to send meeting minutes to the district commander, and this topic had not yet appeared in minutes reaching Command.
- A separate, smaller governance point was raised: a committee member (Joanna) who has since stepped back has continued sending emails on branch matters; the group agreed that anyone not currently on the executive should not be communicating under an executive/committee title.

Sergeant at Arms & Meeting Logistics

- Jason Fox resigned from the Sergeant at Arms position a few weeks prior to this meeting, leaving it vacant.
- The role is understood to include managing member check-in/card verification at meetings, locking the meeting room, and escorting people out if necessary; the President, who has filled the role personally on occasion, recounted having had to escort two people out of a meeting on one occasion.
- In the interim, volunteers will handle membership card checks at the door for the general meeting.

Remote Meeting Participation

- The branch is setting up Microsoft Teams so members can join meetings remotely.
- One member (Darryl) will join this way and participate via WhatsApp, including voting remotely.
- WhatsApp was generally seen as easier to manage than Zoom for this purpose; other branches reportedly use a range of different apps.
- It was noted that someone needs to be specifically assigned to monitor and relay input from remote participants during the meeting.

Correspondence

Skyhawks Parachute Team Event

- Skyhawks parachute team will jump into Canmore (tentatively July 6) as part of a cross-country tour, followed by a reception/barbecue at the Legion for roughly 40 attendees.
- Coordination with the Town is ongoing regarding use of Centennial Park; hosting the reception at the Legion itself may avoid the need for town permits.
- Ideas discussed: a small entry/donation fee (~\$5) benefiting the cadets, food sales, and preparing an event budget.
- An event organizer/coordinator is needed for both the jump event and the reception — possibly Carrie Anne.
- Media outreach to promote the event should be timed roughly three days beforehand.

Cadet Inspection

- Upcoming cadet inspection (June 13) requires a military volunteer.
- Sheila and Keith have filled this role in the past but may be unavailable.

Cadet Donation

- Joanna calculated the branch could give up to \$15,000 and planned to request \$14,000 for the cadets.
- Per branch bylaws, donations over \$10,000 require additional approval and can only be considered at spring/fall PEC meetings, going to a full council meeting.
- Decision: proceed with a \$10,000 donation instead.
- Branch guideline referenced: up to 20% of the Poppy Fund can be donated in a year, with a caution to keep some reserve for unexpected needs.

- After a \$10,000 donation, the Poppy Fund reserve would still stand at over \$80,000.

Poppy Fund — Additional Donation Options

- Command Service Officers — support staff assisting veterans in Edmonton and Calgary.
- Edmonton House — veteran housing project (40 apartments); “welcome boxes” (dishes, silverware, bed sheets, towels, etc.) cost approximately \$2,000 each.
- Highmark — PTSD research group affiliated with the Legion; Command reportedly contributed roughly \$1.5 million previously to fund its research, and a new Canmore facility is said to be nearing completion.
- Alberta/BC Service Dogs — program pairing service dogs with veterans; funds are held by Command until a dog and veteran are matched.
- A written summary of acceptable donation recipients/guidelines will be prepared for the treasurer's reference.

Committee Positions & Marketing

- Discussion on recruiting volunteers for open committee roles: marketing, sergeant-at-arms, membership coordinator, and event organizer.
- Clarified that appointed committee members would sit on the executive and attend meetings, with any sub-committees reporting to them.
- Noted that branch bylaws were not filed on time, so the branch currently operates under Command's default bylaws.
- A newer social media volunteer (Jarrett) requested more advance information from the executive so branch social media can be kept up to date.

Action Items

#	Action Item	Owner	Notes
1	Locate the missing previous meeting minutes and bring a printed copy to the next meeting.	Secretary	
2	Recruit a Sergeant at Arms to replace Jason Fox and a dedicated membership coordinator.	Executive	Jason Fox resigned a few weeks prior; role covers door/card checks, locking the room, and escorting members out if needed.
3	Work with Jan Poirier to reconcile the Dominion Officer Portal membership list with the updated branch membership list.	Membership Committee	Portal list is divided into associate/ordinary categories; branch referenced as roughly 600+ members.
4	Contact Dominion to report members appearing on more than one branch's list (e.g., Canmore and Banff) and request verification/correction.	Membership Committee	
5	Identify members without email on file and arrange mail/phone outreach as a fallback.	Membership Committee / Jen	Raised as a communication gap, especially relevant to the redevelopment discussion.
6	Inform the general membership that financial reporting concerns have been raised and that the branch is actively seeking a replacement bookkeeper.	President / Executive	

#	Action Item	Owner	Notes
7	Email members inviting applications for the vacant bookkeeping role, requesting resumes with a submission deadline.	Executive	Two candidates already expressed interest, incl. a CPA referral (Corey), both willing to match Lewis's current \$500/month rate.
8	Confirm whether the poppy account should be removed from the paid bookkeeper's scope and handled directly by the Poppy Committee/treasurer.	Poppy Committee / Treasurer	Previously billed separately at \$2,000+/year (arranged by Darlene) for a low volume of entries (~10/year).
9	Set and publicize the date for a special bylaws-only meeting; form a working committee to prepare a draft over the summer.	Executive / Bylaws Committee	Minimum 2 weeks' notice required (30 days recommended); notice of motion must go to all members; target a September vote.
10	Confirm the AGM date and issue the required notice.	Executive / Marketing	Proposed Monday, June 29; ~30 days' notice needed, tied to marketing/social media push.
11	Clarify succession planning if the President steps down before the 2027 election cycle.	Executive	Discussed informally; VP (Chris) does not currently have capacity to take on the role full-time.
12	Advance planning for the branch's 100th-anniversary recognition ("Legion 100"), including locating the original charter.	Historical Committee	Tentatively tied to the branch's July 12–13 charter date; may be pushed to fall.
13	Prepare a detailed budget (expected costs and anticipated revenue) for the July 6 Skyhawks event and barbecue.	Event Organizer (TBD, possibly Carrie Anne)	
14	Coordinate with local media to promote the Skyhawks event approximately three days beforehand.	Marketing	
15	Identify an event coordinator for the ~40-person Skyhawks team reception.	Executive (possibly Carrie Anne)	
16	Provide the treasurer with a written summary of acceptable Poppy Fund donation recipients and guidelines.	Poppy Committee	Command Service Officers, Edmonton House welcome boxes, Highmark, Alberta/BC Service Dogs; branch guideline referenced as up to 20% of Poppy Fund per year.
17	Confirm location/timing details for the new Highmark facility and share with the treasurer.	Executive	Facility understood to be nearing completion; Command reportedly contributed ~\$1.5M to Highmark's PTSD research previously.
18	Revise the proposed cadet donation motion from \$14,000 to \$10,000 to comply with the branch donation cap.	Joanna / Executive	Donations over \$10,000 require PEC/full council approval; Poppy Fund reserve was noted at over \$80,000 after this donation.
19	Once the June 13 cadet inspection is confirmed, arrange a military volunteer to conduct it.	Executive	Sheila and Keith have done this previously but may be unavailable.

#	Action Item	Owner	Notes
20	Recruit a Building Chairman (formerly “House and Property”) to oversee roof repairs and other building maintenance.	Executive	The House Committee has resigned, leaving the position vacant.
21	Follow up with the Lions Club on the roof inspection/quote and clarify exactly which area of the roof needs repair.	Building Chairman (once appointed)	\$3,000 donation already received and currently unused; branch is on a waiting list for an official quote; some confusion in the room over which section of the roof is affected.
22	Investigate installing LED lighting to address poor visibility and member eye-health concerns.	Building Chairman / Executive	Raised post-meeting; a member cited two prior retina detachments as a reason for needing brighter lighting.
23	Review the kitchen rental arrangement with Don & Russell to ensure it adequately covers overhead costs.	Executive / Treasurer	Currently \$1,000/month + GST; reportedly doesn't fully cover power/overhead; tenants use the space Monday–Thursday.
24	Confirm compliance status of card/dice-based games (e.g., poker, crib) at the branch versus games of skill (e.g., darts).	Executive	Discussed informally; no cash payouts currently involved in poker nights, which was seen as the key compliance factor.
25	Continue to formally document the Legion redevelopment discussions (Joanna's meetings, Steve Ashton) in official minutes and ensure the secretary sends them to the district commander.	Secretary / President	Concern raised that this topic had not yet appeared in minutes reaching Command; also confirm that only current executive members send communications under executive titles.
26	Finalize remote-meeting setup (Microsoft Teams) and confirm WhatsApp as the method for a remote member (Darryl) to join and vote.	Executive / Eric	Need someone assigned to monitor/relay chat during the meeting for remote participants.
27	Clarify the Chase the Ace process with AGLC and recruit ~10 volunteers before proceeding.	Joanna / Executive	Only 52 draw dates need to be submitted to AGLC — not 52 weeks of named volunteers, as was previously assumed. ~2-month setup process; earliest realistic start is September.
28	Invite Trevor (ran a similar program at another branch) to present to the executive, in person or virtually, on running Chase the Ace.	Executive	He has offered to help; his branch reportedly nets roughly \$4,000–\$4,800/week for the branch after expenses, with recent jackpots around \$50,000+.
29	Consider pairing a Chase the Ace draw night with a Wednesday wing-night promotion to boost a traditionally slow night.	Executive / Bar Management	Modeled on another branch's \$8–\$8.75 wing night.
30	Confirm staffing availability (including casino commitments) and finalize extended/seasonal operating hours.	Chris / Gary / Carrie Anne	Rollout to start after the branch's casino weekend; branch to track 3-day-week financial performance before expanding further.