

Royal Canadian Legion Three Sisters Branch No. 3 Executive Meeting

Meeting Minutes — Tuesday, July 14, 2026 – 16:30 hrs

Attendees

Chris Wyman – President

Sally Garen – Executive

Linda Cooper – 1st Vice President

Derek Hanson – Executive Member

Anne Kean - Treasurer

Chris Kean - Secretary

Absent

Karen Angliss – Executive Member

1. Agenda & Minutes

- Meeting called to order at 16:30 hrs
- Agenda approved (Moved by Linda Cooper seconded by Derek Hanson).
- Minutes from the previous Executive Meeting (May 25 and June 29th) and previous General Meeting (May 25) and the AGM (June 29th) were all approved (Moved by Linda Cooper seconded by Derek Hanson) and will now be posted

2. Membership

- No Updates to Members or Transferred / Re-Instated Members.

3. Treasurer's Report – Anne Kean

- **Quick Books Migration** – Migration is now underway, with a plan to have Quick Books UpToDate within the next month, currently ensuring these also Balance to our Financial Statements.
- **Motion 1 26-07.01:** That Legion No. 3 utilizes Excel for the Poppy Fund Account Financials, and that Quick Books will be used for the Legion Financials, with an initial cost of approximately \$ 30 / Month + Taxes, moving to \$ 150 / Month + Taxes after 6 Months. **Moved by Anne Kean, and 2nd by Derek Hanson – Approved**
- **Bank Balances:**
 - **Operating and Gaming Accounts** ~ 69 K, however the current Google Spreadsheet for maintain Up to Date Cash Balances is broken, plan to fix withing the next week
 - **Poppy Fund** ~ 76.5 K, which includes the Cadet Funds (TBC)
- **Financials** – Currently being updated to June, will be issued when ready
- **AGLC Accounts** – Plan will be to confirm with AGLC that we are following our four (4) licences, and a request was made to understand our disbursement conditions (S. Garen). **Action Item - Anne Kean** – to provide disbursement conditions for AGLC funds to the Board

- **Job Descriptions:**
 - **Accountant / Bookkeeper** – Refer to Attachment No. 1 - was discussed and agreed to
 - **Motion 26-07-02:** That the Board hire Kori Creighton, CPA as our Accountant / Bookkeeper (Job Description – Attachment No. 1) at a rate of \$57.50/hour, which is Louis' current wage. This would be a part-time position to bring our financials more in-house. After our in-house system is established, Kori will act as a consultant. **Moved by Linda Cooper, seconded by Anne Kean – Approved**
 - **Office Administrator** – Refer to Attachment No. 2 – was discussed and it was felt that it was to be encompassing, and that as a minimum the Event and Booking along with all financial scope be removed. This Job Description will be updated with other Executive member comments and be redistributed for approval by the Board - **Action - Anne Kean.**
 - **Motion 26.07.03:** That the Board hire Kerry-Anne Best be hired as our Office Administrator (Job Description – To be Finalized and Approved in a Separate Email), at a rate of \$ 24.00/hour, part time to a maximum of 32 hours per week. **Moved by Linda Cooper, seconded by Derek Hanson – Approved**
- **Other Items** – It was also indicated that our current Control Procedures around the handling of Donations and Cash need to be reviewed and potentially updated. **Action Item – Anne Kean**

4. Reports from Standing Committees

- **General Comment** – It was agreed by the Board that there potentially needs to be an Executive Sponsor for some of the key Standing Committee's (Entertainment / Membership / Poppy Fund / Redevelopment) to assist with communication and direction on at least a interim basis.

Entertainment / 100th Anniversary

- Chris Wyman has volunteered to be the Chair of this Committee, specifically in how it relates to Events and operations at the Legion, along with Darcy-Lynn MacArthur, who has agreed to lead the 100th Anniversary initiative for the Legion.

House (Main Building) – Dave Webster

- No Updates

Membership

- Christopher Kean has volunteered to be the Chair of this Committee
- See Section 2 above.

Sports - Derek Hanson

- Met with Darcy-Lynn MacArthur to discuss some additional ideas for fall events (Games / Trivia)
- Working with Command/District for the posting of the Sports Schedule for the next year

Poppy

- Linda Cooper has volunteered to be the Chair of this Committee.
- Several other members have also indicated interest **Christie (?)**, along with Lora Walker
- **Motion 26-07.04:** That the Board recommend to the General Membership that Poppy Fund monies would be used for two (2) hospital parking stalls at the Foothills hospital for the 2026 / 2027 year at a cost of \$ 366.92. **Moved by Christopher Kean, and 2nd by Linda Cooper – Approved**

Marketing - Sally Garen

- Sally Garen indicated that we needed to update our Legion Website as this is one of the main communication tools that the Legion has, and the Board agreed.
- **Motion 26-07.05:** That the Marketing Subcommittee will upgrade the Website, utilizing a staging site (Hosting Plan), so that our current website can be brought up to standard. Cost of the hosting plan will be \$ 179/year plus tax. **Moved by Sally Garen and seconded by Derek Hanson – Approved.**

Bylaws - Christopher Kean

- Chris Kean appointed as Chair
- Final By-Laws have been reviewed and approved by the Committee, as well as Command. As a result, they have been submitted for formal approval to the Board, for taking them to the General Membership on August 17th, 2026.
- Motion 26-07.06: That the Board recommend to the General Membership that proposed 2026 Three Sisters Branch No. 3 By-Laws dated (07.02.26 - Attached) be adopted. Moved by Christopher Kean and seconded by Anne Kean - Approved.

6. New Business

- **100th Anniversary Celebration Date** – It was discussed and agreed to that the date will be Nov. 21st, which allows all our other events to have taken place and will be a nice wrap up of the celebration events that were held this year.
- **Kitchen Utilization** – It was felt that the best person to be responsible for this area would be Chris Wyman, who agreed to lead this effort – Thanks Chris!
- **Executive Changes** - Michael Kearns and Kevin Heath have both resigned, as a result our President is now Chris Wyman and 1st Vice President is Linda Cooper
- **Redevelopment Committee:**
 - Chris Wyman will take the lead on this as President, however, for the Committee there are several members that could be tapped on to assist (Richard Edwards, Chris Kean, [REDACTED]).
 - Frank Kernicks Request for Copy of Motion on Redevelopment from the May 29th Meeting – **Action Item – Christopher Kean to send**
- **New Fundraising & Sponsorship Committee** – Potential for Darcy-Lynn MacArthur to lead this effort in the New Year.

7. Next Meeting & Adjournment

- Next Executive Meeting: Proposed - Tuesday, August 11 at 16:30 hrs.
- Meeting adjourned at 18:00 hrs.

Motions Summary

- **Motion 1 26-07.01:** That Legion No. 3 utilizes Excel for the Poppy Fund Account Financials, and that Quick Books will be used for the Legion Financials, with an initial cost of approximately \$ 30 / Month + Taxes, moving to \$ 150 / Month + Taxes after 6 Months. **Moved by Anne Kean, and 2nd by Derek Hanson – Approved**
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Actions Summary

- **Anne Kean:**
 - To provide disbursement conditions for AGLC funds to the Board
 - To update and circulate for Approval the Office Administrators Job Description
 - Review of Donation and Cash Control Procedures
- **Christopher Kean:**
 - To provide Frank Kernick with a copy of the Motion regarding Redevelopment from our May 29th General Meeting