

EXECUTIVE MEETING MINUTES



1. **IN ATTENDANCE**

Vincent Sherry, Chair
Grace Kramer, Vice-Chair
Roland Oliynyk, Treasurer
Kim Applegate, Membership Chair
Merrilee Ashworth, Secretary

2. **DATE / TIME**

September 18, 2023 at 12:00pm

3. **PLACE**

Army Navy & Air Force Veterans Club
2500 46th Avenue, Vernon, British Columbia

4. **CALL TO ORDER**

- The meeting was called to order by the Chair, Vincent Sherry at 12:14pm

5. **APPROVE THE AMENDED AGENDA**

- MOTION by the Vice-Chair, Grace Kramer and seconded by the Membership Chair, Kim Applegate to approve the amended Agenda. CARRIED.

6. **ADOPTION OF PREVIOUS EXECUTIVE MEETING MINUTES**

- MOTION by the Treasurer, Roland Oliynyk to adopt the previous Executive Meeting Minutes of August 25, 2023. CARRIED.

7. **CORRESPONDENCE - None**

8. **FINANCIAL REPORTS**

- The Treasurer, Roland Oliynyk advised that an application for funding will be submitted to BCGREA headquarters to offset costs incurred for the upcoming Members gathering.
- Updated financial statements (September 2023) provided by the Treasurer as attached.

9. **MEMBERSHIP REPORT**

- It was noted that by the Branch 1500 Membership Chair, Kim Applegate, that 1 existing member transferred out of Branch 1500 since last month – due to a residential move to Prince George, BC.

10. OLD BUSINESS

- Branch 1500 Membership Event at the KF Centre on Monday, October 23, 2023 at 11:00am.
 - Invitation and Membership Outreach
 - Membership Chair, Kim Applegate, forwarded a reminder invitation on September 12, 2023 to all Members and has received an additional 10 responses for a confirmed total count of 56 for the Members Event. In addition, phone calls to Members without email addresses are in progress with approximately 2/3 completed.
 - It was agreed that a final invitation / reminder to Members will be sent in early October advising the following;
 - While limited space is available, there are still seats remaining for Members who have not yet RSVP'd.
 - Request that Members RSVP no later than Friday, October 20th.
 - Tour the KF Centre at your own leisure starting at 11:00am through four distinct zones of the KF Centre. Experience the history of aviation in the Okanagan Valley from unique vantage points and perspectives, up high, down low, inside and out!!
 - KF Centre for Excellence provides FREE parking which is fully accessible and directly adjacent to the building.
 - “Lucky Draw” cash prize available for participating Members.
 - KF Centre located at 5800 Lapointe Drive in Kelowna, BC with directions for getting there found here; <https://kfcentre.ca/plan-your-visit/getting-here/>
 - Event Planning and Logistics
 - There was a comprehensive discussion related to event planning and logistics. Event planning details and logistics provided in Appendix A (attached).
 - In preparation for the Members Event, the following Action Items were noted;
 - Kim – RSVP list to Grace for sign-in sheet – sorted by last name
 - Roland - Possible screen and projector for J&J presentation
 - KF Centre – 3 long tables to be provided for catered lunch
 - Merrilee – Bucket for Member “Lucky Draw”
- Branch 1500 Meeting – Spring 2024 Vernon and Kelowna
 - Branch 1500 meeting will be planned for April 2024 for Kelowna and Vernon.
 - Further updates will be provided once a venue and dates are able to be confirmed.

11. NEW BUSINESS

- Annual General Meeting (AGM) of the BCGREA – October 18, 2023
 - The AGM of the BCGREA will be held on October 18, 2023 in Tsawwassen at the Coast Tsawwassen Inn and will be conducted by Zoom for those who wish to participate.
 - In his capacity as BCGREA 1st Chair and Branch 1500 Chair, Vincent Sherry, will be attending.

12. NEXT MEETING

- Next Executive Meeting will be held at **12:00pm on Monday, November 27th 2023** at the Army Navy & Air Force Veterans Club, 2500 46th Avenue in Vernon, British Columbia.

13. ADJOURNMENT

- Meeting was adjourned by the Chair, Vincent Sherry, at 1:19pm.
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APPENDIX A

BCGREA BRANCH 1500 MEMBERS GATHERING – OCTOBER 23, 2023 KF CENTRE FOR EXCELLENCE, KELOWNA, BC

EVENT LOGISTICS AND PLANNING

- 9:00am – **KF Centre Staff** will unlock doors for BCGREA Executive in preparation for Members event.
- 9:00am to 9:30am – **Branch 1500 Executive Members** to arrive.
- 9:30am – Avalon Rentals of tables and chairs to arrive. **Roland** to assist and direct Avalon as needed.
- 9:30am – **Roland** to coordinate and set up of PA system.
- 9:30am to 10:30am – Welcome Table set up and to be hosted by **Grace and Kim**.
 - Admission charge = \$10 per person.
(Reminder; It was previously agreed there would be no charge for attendants that accompany people with disabilities to the event.)
 - Welcome Table to include; Blank Name Tags, Member Sign-In Sheet, Admission Float / Cash Box, Lucky Draw Tickets (\$5 for 8 Tickets) and Bucket for Draw.
 - **Merrilee** to provide assistance and act as “floater” for special needs and ad hoc requests.
- 11:00am to 12:00pm - Branch 1500 Members arrive with **Vincent** greeting arriving Members. (**Merrilee** to assist Members with facility orientation and provide direction for self-guided tour.)
- 11:30am (approx.) – Arrival of Caterer and **Roland** to assist as needed. (**Merrilee** to assist as floater where needed.)
- 12:30pm – Members seated for lunch. **Vincent** to provide Welcome and Opening Remarks to Members.
- 12:30pm to 1:30pm – Catered Lunch. (Coffee to be provided by KF Centre).
- 1:30 to 2:30pm – **Vincent** to provide introduction of Johnson & Johnson followed by closing remarks and thanks to members.
- 2:30pm to 3:30pm – **Executive Members** to assist with loading of unwashed dishes / cutlery for Caterer, loading of trash into garbage bags, other facility clean-up
- 3:30pm – Avalon arrives to remove tables and chairs. **Roland** to provide direction to Avalon.

Action Items noted;

- Kim – RSVP list to Grace for sign-in sheet – sorted by last name
- Roland - Possible screen and projector for J&J presentation
- Merrilee – Bucket for Member “Lucky Draw”
- KF Centre – 3 long tables to be provided for catered lunch

**BCGREA BRANCH 1500 2023-2024**

335 - 1045 Sutherland Ave.
Kelowna BC V1Y 5Y1
Attn: Roland Oliynyk
Email: oliynyk1@telus.net
Cell: (250) 808-6800

Income Statement

Period: 2023/07/01 to 2023/08/31

Income

4110 Annual Dues DCO	\$0.00
4210 Event Income	\$0.00
4211 Dues Paid Direct	\$0.00
Total Income:	\$0.00

Cost of Sales

6110 General Products Purchased	\$0.00
6190 Freight Paid	\$0.00
Total Cost of Sales:	\$0.00

Gross Profit

\$0.00

Expenses

6210 Wages and Salaries	\$0.00
6260 Subcontractors	\$0.00
Advertising and Promotion	
6310 Advertising & Promotion	\$0.00
Total Advertising and Promotion	\$0.00
6410 Office Supplies	\$0.00
6420 Office Expenses	\$0.00
6430 Telephone and Internet	\$0.00
6510 Insurance	\$0.00
6520 Computer Subscriptions	\$0.00
6530 Meetings	\$79.00
6540 Event Expenses	\$0.00
6550 Mail & Postage	\$0.00
6580 Accounting	\$0.00
6610 Travel - Vehicle - Hotel - Meals	\$0.00
6650 Miscellaneous Expenses	\$0.00
Total Expenses:	\$79.00

Total Operating Profit

-\$79.00

Other Income

4111 Year-end reconcillitation	\$0.00
4910 Interest Revenue	\$0.00
Total Other Income:	\$0.00

Other Expenses

6910 Interest Expense	\$0.00
6920 Depreciation	\$0.00

6930 Income Tax Expense

\$0.00

Total Other Expenses:

\$0.00

Net Profit

-\$79.00

**BCGREA BRANCH 1500 2023-2024**

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Attn: Roland Oliynyk
Email: oliynyk1@telus.net
Cell: (250) 808-6800

Balance Sheet

As at: 2023/08/26

Assets

1110 Checking Account	\$6,752.75
1120 Savings Account	\$0.00
1150 Undeposited Funds	\$0.00
1190 Petty Cash	\$0.00
1210 Accounts Receivable	\$0.00
1310 Inventory	\$0.00
1510 Furniture	\$0.00
1511 Accumulated Depreciation on Furniture	\$0.00
1530 Computers	\$0.00
1531 Accumulated Depreciation on Computers	\$0.00
1540 Vehicles	\$0.00
1541 Accumulated Depreciation on Vehicles	\$0.00
Total Assets:	\$6,752.75

Liabilities

2110 Credit Card	\$0.00
2150 Loan	\$0.00
2210 Accounts Payable	\$0.00
2301 Sales Tax Collected 1	\$0.00
2302 Sales Tax Paid 1	\$0.00
2303 Sales Tax Collected 2	\$0.00
2304 Sales Tax Paid 2	\$0.00
2305 Sales Tax Collected 3	\$0.00
2306 Sales Tax Paid 3	\$0.00
2320 Wages Payable	\$0.00
2330 Pension Contributions Payable	\$0.00
2340 Health Insurance Payable	\$0.00
2350 Payroll Tax Payable	\$0.00
2380 Dues Direct Payable	\$0.00
2390 Other Taxes Payable	\$0.00
2410 Sales Tax Collected	\$0.00
Total Liabilities:	\$0.00

Net Assets**\$6,752.75****Equity**

3010 Issued Capital	\$0.00
3020 Money Invested	\$0.00
3030 Money Withdrawn	\$0.00
3040 Dividends Paid	\$0.00
3999 Historical Balancing	\$6,831.75

Retained Earnings

-\$79.00

Total Equity:

\$6,752.75