

## **NAVAL ASSOCIATION OF CANADA - OTTAWA BRANCH PRESIDENT'S REPORT**

### **ANNUAL GENERAL MEETING OF 6 JUNE 2016**

This report is prepared as of 2 May 2016.

#### **General**

The year of 2015-16 was a busy year for the Ottawa Branch of the Naval Association of Canada (NAC-O) and was marked with progress on many fronts and several challenges. The newly elected Board was established at the 2015 Annual General Meeting (AGM), and saw the arrival of several new faces and establishment of a newly established Executive Group of the Board. This Executive Group comprised the Branch President, the Branch Vice-Presidents, of which there are currently three, and the Past President. Very good progress was made in continuing to expand Branch Membership (as reported in Annex H) and the monthly program with guest speakers (as reported in Annex E). Also, the year included introduction of several new initiatives at the Board level, and preparations and planning for two major Special Events.

This report has been prepared immediately following the Battle of the Atlantic (BoA) week and on the heels of a very successful BoA Gala and parade and ceremony held on Parliament Hill. The full details of the Ottawa Branch's engagement in the planning and execution of the BoA Gala are summarised in Annex J - BoA Gala. A report on the 2016 NAC National Conference and AGM/Board Meetings, for both the outgoing and incoming national boards, is provided in this same annex.

I would be remiss if I did not acknowledge the tremendous volunteer support that the Branch enjoys from the members who provided significant effort to the Special Events. Working closely with the Royal Canadian Navy (RCN) and the Canadian War Museum, the team assembled under the leadership of Tim Addison and Barry Walker did an outstanding job in coordinating the Gala. Their efforts ensure that this remains the feature event for the Navy and the recognition of our veterans in the National Capital Region. Additionally, I must acknowledge the cadre of volunteers who are supporting planning for the NAC National Conference and AGM/Board Meetings, which will be hosted by Ottawa Branch. This group will be busy with the planning and preparations through the summer leading to 20 to 22 October 2016.

## **Monthly Meetings**

The Ottawa Branch continued the past practise of conducting monthly meetings from the fall through to the spring on the first Monday of each month. These meetings included a social gathering and guest speaker, which forms the core of the meeting. At Annex E a report on the Speakers Program is provided and includes plans to receive more direct feedback from the membership on what they would like to see from future speakers at the 2016 AGM.

## **New Initiatives**

The Ottawa Branch Board undertook three separate new initiatives in 2015/16 that included the following:

- In September 2015, Director's Training was introduced to cover the following specific areas: the Not-for-Profit Corporations Act (the Act) and the recent changes affecting NAC-O, volunteerism and what it means in the context of a Branch of the NAC, and the Need for Governance within the Act;
- In late 2015 and early 2016 a review was completed of all of the fiduciary and procedural responsibilities of directors and officers relating to their duties and obligations under the Act. Many of these activities were occurring through normal practice or on an ad hoc basis. They are now formalised and will see specific actions in 2016 and 2017 to verify compliance and adherence; and
- Finally, an Indoctrination Training Package was developed for new Directors who are considering offering to serve on the Ottawa Branch Board. This package is designed to clearly state the responsibilities and accountabilities and guide an informed decision on whether to join the Board. Each of the new candidates and the returning Branch Directors that are being offered for election at the 2016 AGM have reviewed this Indoctrination Package. Further details are at Annex S – Not for Profit Corporations Act.

## **Membership**

The overall membership numbers remain strong and the Branch is growing, as noted in the attached membership report. We are working on how to better attract more women to the Branch, those serving in the RCN, including within the Naval Reserve, and to appeal to non-commissioned members. We have sought ideas from the membership but little has brought forward to date. Moving forward we intend to keep this as a priority and, if necessary, look at revising the date/timings and venue of our monthly meetings to assist in broadening our membership.

## **NAC Ottawa Board of Directors Business**

I am pleased to report that the newly elected Ottawa Board established itself early last fall and tackled the work associated with Branch business and the two special events. The veteran guard was joined by several new directors as endorsed at the June 2015 AGM. Your Board is

now well situated moving forward and comprises an excellent group of volunteers with a mix of backgrounds and experience. I am confident that this team will continue to work well together.

The NAC-O Board provided submissions to NAC National in support of the development of the NAC Administration Manual and the review of Bylaws, the National Awards program, and proposed candidate projects for 2016 NAC Endowment Funding. Efforts to solicit new ideas for Endowment Fund grants from the membership met with mixed results. As of this report, the results of National Awards and Endowment Fund deliberations are unknown. These should be announced in the coming weeks.

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