

# UNTD Association of Canada Board of Directors Meeting

Tuesday, 2021-Sep-07, 1800 EDT

## Minutes

In attendance: Graham Scott (President), Jennifer Bennett, Bob Blakely, Russ Cape, Glenn Carroll, Ross Connell, Glenn Davidson, Roger Elmes, Daniel Haché, Kim Kubeck, Ken McCaw, Marta Mulkins, Iain Munro, Nick Slonosky, Bill Thomas.

*Regrets:*, Craig Walkington, Bill Clearihue, Hugues Létourneau

The meeting was called to order at 1802, EDT.

### 1. **Approval of the Agenda**

Moved by Ross Connell  
Seconded by Daniel Haché  
CARRIED

### 2. **Approval of Minutes of 2021-Jun-08 Meeting**

previously circulated by Hugues Létourneau

Motion to approve moved by Russ Cape  
Seconded by Daniel Haché  
CARRIED

### 3. **President's Report**

The President's report, previously circulated, is attached as Annex A.

Approval Moved by Ken McCaw  
Seconded by Jennifer Bennett  
CARRIED

### 4. **Motion to Establish an Interim Governance Committee**

To be chaired by Graham Scott  
Moved by Ross Connell  
Seconded by Daniel Haché  
CARRIED

**5. 2023 NAVRES Centennial**

Lt.Cdr. Dave Arsenault outlined planning underway for 100<sup>th</sup> anniversary of the RCNVR/RCNR in 2023 and in PowerPoint form (attached as Annex E) outlined initiatives proposed by the Centennial 2023 Project Team.

**6. Special Projects**

**7. Committee Reports**

**Treasurer:** Ross Connell stated that we are in good shape, financially. His Treasurer's report, previously circulated in .pdf format, follows.

<b>UNT D Association of Canada</b>	<b>Financial</b>
<b>Report January 1 - August 31, 2021</b>	
<b>Income</b>	
Membership	5,995.00
Partial liquidation of GIC	1,418.17
Miscellaneous (US Exch)	34.95
	7,448.12
<b>Expenses</b>	
Bank Service Changes	76.00
Board Meetings	-
Gifts, Presentations	-
Events, Subsidies	-
Telephone	-
Postage	56.33
Website	1,911.94
Miscellaneous	
	2,044.27
<b>Assets</b>	
Cash in Current Account	6,838.83
Cash in Oaken Account	10.00
Oaken 18 mo GIC 1.60% (matures 2Aug2022)	7,496.95
Oaken 18 mo GIC 2.70% (matures 4Oct2021)	5,000.00
Oaken 18 mo GIC 2.70% (matures 16Mar2021)	6,000.00
Regalia	2,721.24
	28,067.02

**Newsletter and Archives:** The report from the Chair of the Newsletter and Archives Committee (Bill Clearihue) was previously circulated in .pdf format, and follows.

**UNTDA Archives Report - September 7, 2021**

**Nominal List:**

In the preceding quarter there have been no significant changes in the structure of the data.

Russ Cape's network of post-Unification "finders" as well as Ross Connell's Membership Survey and follow-ups, continue to flesh out and correct data, as does routine maintenance and communication from Members regarding deaths and other significant events.

**10,344 name entries.**

7,691	(74.4%) - UNTD (1943 - 1968)
2,411	(23.3%) - ROUDP+ (1969 - present)
242	( 2.3%) - other (Founders, Hon, Staff, Assoc, etc)

**In Memoriam:** 1,869 of 10,344 (18.1%)

1,696 of 7,691 - UNTD (22.1%)

42 of 2,411 - ROUDP+ (1.7%)

131 of 242 - other (54.1%)

In the calendar year 2020, 68 Members were known to have crossed the bar; 33 so far known in 2021.

**Contact List:**

**1,208** of which 966 (80.0%) have active, non-bouncing emails.

Of those 966; 651 (67%) are UNTD, 255 (26%) are ROUDP+

42 are unresolved bounced emails which may or may not have valid phone/address information.

143 are Location only, that is, we know roughly where they are but no contact information exists.

For various reasons, over time, 25 have requested no contact, which although we retain the information, we respect.

Although still password-protected, it is no longer a separate file, but is now embedded in the website under Members -> Director's pages -> Contacts

**VIP List:**

There are **1,815** Citations for **740** UNTD and ROUDP+ Cadets.

1,589 (87.5%) are UNTD, 226 (12.5%) are ROUDP+.

The ratio is unchanged over the last quarter.

**Military Units List:**

**302** operational military units in which NavRes Cadets trained, served or commanded; all 3 Services, domestic and foreign.

**Biographies:**

Embedded as links in our online lists, are **2,767** Biographical profiles of varying depths.

1,964 (71%) are of our own format and 803 (29%) are Nauticapedia format.

**Active Members:**

There are currently **290** "Active" (dues-paying) Members (2020 and beyond).

**248** are UNTD (86%), **35** (12%) are ROUDP+, **7** (2%) are Other.

**Other Archival Information:**

Various of our online Archival material, other than Yearbooks and older Newsletters, which were previously processed, have

been re-compiled, where needed, to be OCR-capable. The older versions, although no longer downloadable, will be retained on our server, so that older links that may appear in online searches, will still be valid.

The newer OCR-versions of all of our various documents will increasingly appear in searches as they are picked up by the various web-robots.

Respectfully submitted.

Bill Clearihue

**Membership:** Chair Ross Connell and Jennifer Bennett tabled a committee report which follows.

**Membership Committee Report - September 7 2021**

Search for "No NRD" NAVRES Cadets

In this quarter, the search for data on the No NRD List of 1969 -2020 former cadets has slowed - the main reason being the lack of further senior contacts and the lack of responses from many that have been approached. Once we have NRD liaison contacts for each unit, the exercise could be restarted at the local level. Thanks to Hugues Letourneau for updates for Donnacona.

Bill Clearihue reports that of the 2411 in this cohort, 625 do not have given names and 330 don't have their start NRD listed (for historical purposes). Additionally, some years have very few cadets so we are missing a lot of names entirely.

A NRD focused search approach for the 1987-1990 years has produced good results. Thanks to Peter and Dan Smith and Marta Mulkins for their contributions. A broadcast message to all cadets from this period for whom we have contact information is worth considering.

#### Other Activities

The Executive committee have discussed creating a joint Communications-Membership team to find ways to use our Newsletter, Gunroom Shots, website and social media to increase awareness of the UNTDA and - especially - to develop an Engagement Strategy to tell our story and inform them of the 2023 centenary events. Further details will be made available.

Last quarter, we mentioned the idea of approaching former branch advisors and instructors, NRD CO's, former personnel and career managers, and staff of the two coastal Naval Reserve personnel Centres and Training Divisions. Initial contacts have been made with positive responses for LOG, P ADM and MARS and we anticipate being able to reach out to more potential contacts to expand the network following the summer holiday period.

There is a new Director of the Musée Navale in Quebec City and we are waiting for contact information to reach out and establish a connection to explore any potential sources of information. With many contacts within Naval Reserve Museums and DHH working remotely, we have yet to establish contact to further explore what might be accessible in archives.

In a recent meeting with the new COMDNAVRES and DCOMD, Jennifer Bennett and Daniel Haché discussed the membership drive and goal of gathering and/or accessing information that might be available through NAVRESHQ or the Musée Navale and we hope to be provided with further suggestions for sources of archived information or other points of contact to assist.

#### LAC Searches

In spite of COVID, Glenn Carroll has reviewed four archival boxes of 1945-1960s NRD returns. This has involved almost 50 hours of research in the last two years and close to 500 scans. BZ.

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Russ Cape and Jennifer Bennett reported that they are looking for researchers in digging on our behalf.

## **New Business**

UNTDA Incorporation

Bob Blakely has taken steps to legally incorporate the UNTD Association. He proposed a motion to file for articles of incorporation and will circulate the approval request to each director.

Seconded by Iain Munro

CARRIED

### **8. Date of Next Meeting**

The next meeting will be held on Tuesday, 2021-Dec-14.

### **9. Adjournment**

There being no further business to discuss, the President adjourned the meeting at 2010 EDT.

## **Annex A**

### **President's Report to the Board**

September 7, 2021

I hope everyone has had a good summer so far and will continue to do so as we move quickly to the routines of Autumn!

I am pleased to report that notwithstanding the many temptations of summer, particularly as we have had more flexibility to enjoy life as many of the COVID restrictions have been eased, there has been a lot of activity by our board members. This will be apparent in the various committee reports.

There are two important changes that have taken place over the summer that will result in alterations to our organization.

Firstly, I am sorry to report that Hugues Letourneau has advised me that he is stepping down from the board for personal reasons. Hugues has made a considerable contribution to the board since joining us several years ago and of course has been particularly occupied as our board secretary for the last two years. The only good news in this is that Hugues remains a strong supporter and has undertaken to provide support of our operations on an as needs basis as we go forward. Thank you Hugues for all you have done and for your continued offer of support.

Secondly, Nick Slonosky, while remaining a Board member and continuing on the Communications Committee has decided to step down as Chair of the Committee. He has concluded that with his other responsibilities it is not possible to fulfil the undertakings required of the chair. His continued involvement on the committee is welcomed as he has been a great contributor of ideas.

I do not intend to review the activities of the standing committees as you will be receiving the reports directly from the chairs. All committees have been actively pursuing their mandates since June as you will note from their reports

As I chair the Executive committee I will deal with their activities in this report.

The EC has spent much of our time looking at two of our key challenges that have been slow to advance notwithstanding considerable effort. The post UNTD recruitment and our relationship with COMNAVRES and the NRDs which of course are in no small degree linked.

#### NAVRES Relationship

Last summer, Roger and I met with Commodore Hopper and Captain Landry and had preliminary discussions that were very positive. However, the background reality of COVID and the limitations it was putting on all NAVRES and NRD activities combined with the fact that Commodore Hopper was stepping down necessarily limited any long-term impact but opened doors for next steps. In addition, Roger had been dealing with Commander Beth Vallis (Now Captain) who is the Project Director for 2023 and she was replaced by Lieutenant-Commander Dave Arsenault who is Project Manager and now our liaison. Roger, as you will see from his report, has been dealing with Arsenault and coordinating with both the EC and with Daniel Hache, who has as Second Vice-President, become our official liaison with the operations of NAVRES. Lieutenant-Commander Arsenault will join us briefly at the beginning of our meeting to present his slide deck on 2023 plans.

As you will see from the Reports, both Jennifer Bennett and Daniel Hache met recently with the new Commander of NAVRES, Commodore Montgomery and the Captain Landry, Deputy Commander Naval Reserves, which provided an important opportunity to further advance our relationships with NAVRES. I will not attempt to pre-empt the report you will receive from the meeting but suffice to say that the meeting went well and Jennifer's long professional relationship with Montgomery going back to Malahat certainly was helpful as was the mutual respect between Daniel and Landry. Their ability to build on their mutual relationships and experiences combined with a relevance to the world of post UNTD reserves clearly has advanced our objectives as an organization.

#### NRD Relationships

Both Roger and Russ have together developed some NRD liaisons primarily in the West but have been hampered to some degree by the age and stage issue in getting contact with a broad range of post UNTDs and effective movers and shakers in the current NRDs. How to develop more effective communication with today's NRDs and their resources including NRD alumni is crucially important to our goals as is of course effective communication. This issue was naturally a subject of preliminary discussion with the meeting with COMNAVRES and will be addressed in Jennifer and Daniel's report.

As part of advancing our end of this and to attempt a fully coordinated approach that advances the work of both the Membership Committee and the 2023 Committee, Jennifer has agreed to serve as interim Chair of the Communications Committee in addition to her role as First V-P and has volunteered to put together an ad hoc group with Roger and Russ to consider effective steps

through Communications, 2023 Committee and Membership to advance our progress in building NRD relationships to enhance recruitment and involvement in 2023 events. This will be discussed at our meeting as part of the Communications Report made by Jennifer.

The CSVC work is well underway, and I think you will be pleased with the progress made which will be covered in KIM's report.

I also expect we will have updates from both Bob Blakely and Marta Mulkins concerning the Incorporation and the Planning for Future project.

Special thanks once again to Barry Frewer for the timely and informative Gunroom Shots.

Once again, my thanks to all for the work they have done, and I think that we will have many interesting developments to discuss.

Graham Scott

## **Annex B**

### **Citizen Sailors Virtual Cenotaph Report**

As reported previously, the CSVC project of the UNTDA is well underway, but much work lies ahead. Following is a brief report for the Board covering the period of Jun – Aug 2021

#### **What is it?**

A reminder that that the goal of the CSVC project is to flesh out the life stories of the 1769 Canadian Naval Reservists who perished in WW2, to tell their story of sacrifice, and to “repatriate” them to their home division. The stories will be developed by volunteer researchers from across the country. Ideally, our research crew will include current and past Naval Reservists, sea cadets, university students and other Canadians with an interest in military history.

The tombstone data for these 1769 sailors has been captured in a spreadsheet that will serve as a (flat) database from which worksheets can be programmatically created. The worksheets are sent to Researchers who dig out additional information from a variety of sources already identified, with on-line guidance about how to make best use of these sources. The stories are returned to the project team where they are integrated into the Spreadsheet. Eventually, the spreadsheet will be the backbone of a website where these stories can be displayed.

#### **Accomplishments Jun – Aug 2021**

Instructions for researchers were developed and tested by “pilot” researchers. They have been refined and will be translated into French in the next quarter (retired translator has volunteered her services).

The concept for a project logo and webpage header have been developed by Paul Seguna. Work continues to bring those concepts to life. In particular, we are hoping the resources of NavRes can be brought to bear on finalizing his graphics in various formats.



The files of the 214 Officer war dead were reviewed for the purpose of creating a list of those officers who trained or were staff at HMCS Kings. This list of 42 officers was provided to Glen Davidson for use in his 2023 plaque project. The project staff hopes King's University students can be recruited to write the life stories for these 42 sailors.

Using online sources, a list was compiled of all RCNVR/RCNR war dead who received honours. This list will be used to generate occasional "Vignettes" that will be emailed to "Vignette" subscribers. While this increases the project staff's workload, we believe it is a necessary communication tool to create momentum and interest in the project.

A list was compiled of RCNVR/RCNR sailors who perished in several well-known military campaigns (Dieppe, Dunkirk, Normandy, Italy & North Africa) has been compiled for the "Vignette" communications.

Currently, we have eight researchers engaged in writing life stories for 15 sailors. Researchers have commented that there is a ton of online material available and that the main problem is getting too deep into the reading. There is agreement from the research crew that a story can be written in one evening (2-3 hours)

Through Gunroom Shots, we received a number of emails with interesting stories from the membership, but few volunteers to do research. We did recruit John Dalzell Capt(N) (retired). He has volunteered the tombstone + data on 160 war dead who began the Naval Service in Saskatchewan. He is currently completing several life stories for the project

On a technical side Ross has created a template for "Vignettes" and created a separate mailing list for this. It will employ the same 'Plug-in' on the web site used by Gunroom Shots. We will shortly have distinct CSVC web pages devoted to CSVC news and materials.

Nothing significant to report related to fund raising. A possible VAC source of funding is being investigated at this time

#### Next Steps

##### Goals for the next quarter

8. Ongoing outreach to recruit researchers and possible funding including
  - a. Navy League (Jennifer Bennett)
  - b. Vignette emails and regular posting to the UNTD Facebook group
  - c. Naval Reserve Board (?) or NRDs
  - d. Recruit a communications expert to the project team
9. Ongoing research
  - a. Individual life stories
  - b. Sorting all 1769 sailors into 17 NRD that existed during WW2
  - c. Recruit life story reviewer to the project team
  - d. Translation of researcher instructions
10. Technical development
  - a. Create CSVC web pages and consider value of separate site
11. Funding proposal
  - a. Recruit a proposal writer to the project team

Respectfully submitted,

Kim Kubeck  
CSVC Project Manager

## **Annex C**

### **Membership Committee Report - September 7 2021**

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#### **Annex D**

#### **UNTDA 2023 – NRD Liaison – Preliminary Planning**

#### **Annex E**

UNTDA Centennial 2023 PowerPoint follows (double click the embedded PowerPoint icon to open).



UNTDA 2023 - Centennial Brief to COMDMARPAC 7June2021 Final.pptx