

UNTD Association of Canada Board of Directors Meeting

Tuesday, 9 March 2021, 1800 EST

Minutes

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

Regrets: Bob Blakely, Craig Walkington

The meeting was called to order at 1805, EST.

1. Approval of the Agenda

Moved by Hugues Létourneau

Seconded by Roger Elmes

CARRIED

2. Approval of Minutes of 8 December 2020 Meeting

Moved by: Ross Connell

Seconded by: Glenn Davidson

CARRIED

3. President's Report

The President's report is attached as Annex A.

The President, owing to a number of events that take place between the Board's quarterly meeting, proposed the creation of a UNTDA Board Executive Committee, consisting of the President, Kim Kubeck, the two Vice-Presidents, the Treasurer and the Secretary.

Moved by: Graham Scott

Seconded by: Kim Kubeck

CARRIED

The President also proposed the creation of a UNTDA Future Committee, chaired by Marta Mulkins, to address the question of 'Beyond 2023.' What do we intend the UNTDA to be, reflect and look like in the future?

The mandate for this needs to be further developed, as well as the membership of this committee. The Executive Committee will finalize and report back at the next Board meeting.

Moved by: Bill Thomas
Seconded by: Ken McCaw
CARRIED

4. Finance Committee Report

The Treasurer's (Ross Connell) report is attached as Annex B.

The Treasurer reported that \$800 had been spent since his last report, mainly on changes to the UNTDA website. Additionally, \$2,300 had been collected in membership dues since his last report. The President called for a motion to accept the Treasurer's report.

Moved by: Ross Connell
Seconded by: Hugues Létourneau
CARRIED

5. Newsletter and Archives Reports

The report from the Chair of the Newsletter and Archives Committee (Bill Clearihue) is attached as Annex C.

The President asked Bill Clearihue if all the Board members had submitted their biographies. Bill stated he would verify, and the President urged Board members who had not yet done so to submit them as soon as reasonably possible.

A motion was then made to accept the report of the Newsletter and Archives Committee.

Moved by Bill Thomas
Seconded by Glenn Carroll
CARRIED

6. Membership Committee Report

The report from the Chair of the Membership Committee (Russ Cape) is attached as Annex D.

Jennifer Bennett reported back on her analysis of social media, but stressed the importance of personal contacts as well, which can often yield excellent results. Kim Kubeck stated that it would also be beneficial to examine or focus on regional activities, such as events held by Naval Reserve Divisions, as potential sources of membership. Ross agreed to follow-up with Kim on how a timetable of such events might be

published on the UNTDA website and how this might strengthen ties with NRDs leading up to 2023.

A motion was then made to accept the report of Membership Committee.

Moved by: Russ Cape
Seconded by: Jennifer Bennett
CARRIED

7. 2023 Naval Reserve Centennial Committee Report

The report from the Chair of the 2023 Naval Reserve Centennial Committee (Roger Elmes) is attached as Annex E. Cdr (now Capt (N)) Vallis submitted a sitrep on what is being planned so far.

Roger Elmes stated that hotel possibilities for 2023 have improved since his last report on the subject, especially regarding booking timelines, which are now shorter than previously.

There was further discussion on whether to hold a 4-day event in 2023 or a 5-day event. A final decision was left to the 2023 committee pending further feedback from directors to be received by Roger no later than the following Wednesday.

Graham Scott suggested that the Annual General Meeting of the UNTDA be held before the end of the 2023 event rather than at the end .

Roger's two motions, one to authorize him to commit the UNTDA on the hotel contract, and the other to establish the local organizing committee, are detailed here.

With the treasurer's assurance that funds would be available, the Board agreed to make \$1,000 available to secure the Hotel Grand Pacific.

Roger Elmes and Bill Thomas have agreed to plan and hold an event during the 2023 Centennial, and asked that \$1,000 be allocated for that purpose. Additionally, a request was also submitted to allocate \$2,000 for the purchase of lapel pins and challenge coins – to be reimbursed through sales, any profit to be set aside for awards as provided in the attached report. Bill Thomas stated that there were slight savings to be had by purchasing in greater quantities than suggested in the report.

Moved by: Roger Elmes
Seconded by: Bill Thomas
CARRIED

It was moved that the UNTDA Board approve the UNTDA 2023 Mandate the Local Organizing Committee (LOC) – Victoria National Event 2023

1. The LOC will plan and execute a National four- to five-day event in Victoria in early May 2023 to celebrate the Naval Reserve Centennial; the 80th Anniversary of the UNTD and the 55th Anniversary of the creation of the ROUDP.
2. Contracts exceeding \$1000 are to receive prior approval of the UNTDA 2023 Naval Reserve Centennial Committee and the UNTDA Board.
3. The LOC will report to the UNTDA 2023 Naval Reserve Centennial Committee, which will provide quarterly updates to the UNTDA Board.

Moved by: Roger Elmes
Seconded by: Bill Thomas
CARRIED

It was moved that the Board authorize the 2023 Committee Chair to sign, on behalf of the UNTDA, the contract as proposed by the Hotel Grand Pacific or as amended with any improved clauses that can be negotiated in favour of the UNTDA.

Moved by: Roger Elmes
Seconded by: Bill Thomas
CARRIED

It was further moved that the UNTDA Board allocate \$1000 as a deposit payable to the Hotel Grand Pacific prior to 8 May 2022 to confirm the UNTDA 2023 group booking.

Moved by: Bill Thomas
Seconded by: Roger Elmes
CARRIED

That the UNTDA Board allocate \$2000 to the design and purchase of 200 Naval Reserve Lapel Pins and 200 Naval Reserve Challenge Coins.

The president called for a motion to accept the report of the 2023 Centennial Committee, including the specific financial requests noted above.

Moved by: Roger Elmes
Seconded by: Bill Thomas
CARRIED

8. Communications Committee Report

The President thanked Ross Connell for all his work as the interim Chair of the Communications Committee.

Ross Connell spoke about the need for a 'signature' tag line for Board members when they communicate externally on behalf of the UNTDA. A discussion ensued on a slogan to be inserted. Jennifer Bennett stated that this 'branding' activity was important. A number of possible slogans were put forward, including 'Citizen Sailor,' but the issue was deferred to the Executive Committee.

Ross also requested that Board members provide names of people interested in working on the UNTDA website, or in contributing material for the site.

Ross nominated Nick Slonosky as Chair of the Communications Committee.

Moved by Ross Connell

Seconded by: Roger Elmes

CARRIED

Should be a separate motion for approval of the report.

9. Report re Status of Incorporation

Bob Blakely being absent, this item was not discussed.

10. New Business

Bill Thomas spoke about the future of Remembrance in Canada, i.e., that the country is fast running out of World War II and Korean War veterans. Veterans today tend to come from Canadian Forces deployments to Afghanistan, the Congo, Bosnia, etc., a fact that will have a major impact on future Remembrance Day celebrations.

Consequently, a new form of awareness will be required in the near future.

11. Date of Next Meeting

The next meeting will be held on Tuesday, June 8, 2021.

12. Adjournment

There being no further business to discuss, the President adjourned the meeting at 1940 EST.

HL/2021-03-21

Annex A

President's Report

Welcome to Craig Walkington who is joining us for the first time and congratulations Jennifer Bennett and Daniel Haché who you elected in January as 1st and 2nd Vice Presidents respectively.

Most of us have been very busy since our December meeting in advancing the work of the Committees. Given that we all are volunteers and that many are still very much actively employed I appreciate the time and effort involved.

I want to particularly thank Glenn Davidson for chairing the VP Selection Committee. He and the committee did a fine job and were very creative in the development of the final recommendation.

I imposed on Ross Connell to serve as acting chair of the Communications Committee a year ago and he has done a superb job in recruiting an excellent committee and overseeing our ability enhance the use of French on the website and in recruiting Barry Frewer and overseeing the launching of Gunroom Shots. I am most appreciative of work, energy and fresh ideas he put into a job that he did not seek!

The decision by the Board to broaden the reach of UNTDA has resulted in the substantial changes and new initiatives to become more representative of Canadian Naval Officer Reservists post the UNTD period of 1943 to 1968.

We pursued this course on a reasonably pragmatic basis by focusing on recruitment of Post UNTDs, substantially updating the UNTDA website, including adding bilingual content, expanding the Nominal List to include all Reserve officers post UNTD, broadening of the board membership and planning for the 2023 Celebration of the 100th Anniversary of the Royal Canadian Naval Reserve.

On our website we have a very long Mission Statement and place great emphasis on "connection" which we define by outlining our initiatives we undertake:

- Curates an archive of information relating to the UNTD Program, its successor programs, their members, and their accomplishments.
- Facilitates camaraderie and communication between our members.
- Publishes a newsletter periodically; and occasionally, other articles, books, and press releases.
- Maintains a web site containing news, information, photos, archives, and links to members and other web sites of interest to our members.
- Promotes regional and national gatherings of our members; and

- Supports Naval historical projects of relevance to the Naval Reserve.

I suggest it is time to have a look at our Mission and organizational initiatives to make sure they are designed to take us where we would expect to be in the next few years. Most organizations review their Missions every few years to ensure that they reflect the needs of their membership in a changing environment so this should reflect best practice.

Following discussion with the Vice-Presidents, I have asked Marta Mulkins to undertake the leadership of a small committee to review where we are and what changes may be desirable to our Mission. The committee would interview current board members and other non-board members with an interest in our activities and report back to us at the September Board meeting with recommendations for a full discussion with the board.

Consequently, I will move at the next meeting:

That the Board of the UNTDA establish a Committee: Planning for the Future of the UNTDA – 2025 chaired by Marta Mulkins to examine what changes are desirable to our mission as an organization to best serve our membership in the future. The Committee will report in September 2021.

In light of the expanded initiatives we have underway, there is a growing amount of activity between meetings and I think that rather than deal with things on an *ad hoc* basis we should have an Executive Committee to act on behalf of the board between meetings. I don't see this as extensive but it should ensure more timely action when needed with regard to routine matters. It is also consistent with having an engaged team that can advance support for the committees and help me plan for effective board meetings. I have discussed this with the VPs and suggest that the committee consist of me as chair, the two VPs, the Treasurer and the Secretary. The Executive Committee is to facilitate our Board meetings and would not in any way undermine the authority of our board governance.

Consequently, I will propose at the meeting:

That the board of the UNTDA establish an Executive committee chaired by the President consisting of the 1st and 2nd Vice Presidents, the Treasurer and the Secretary to advance the work of the Board between meetings. The Executive Committee reports its actions to the Board. As always, I am very appreciative of the work of all the Committees. As you will see in the committee chair's reports a great deal has been going on in our committee work.

Special thanks to Bob Blakely for providing quick legal advice to the 2023 Committee.
Graham Scott

Annex B

Financial Report January 1 -March 3, 2021

Income

Membership	1,305.00	
Miscellaneous (US Exch)		
		<hr/>
		1,305.00

Expenses

Bank Service Charges	10.25	
Board Meetings	-	
Gifts, Presentations	-	
Events, Subsidies	-	
Telephone	-	
Postage	56.33	
Website	534.64	
Miscellaneous		
		<hr/>
		601.22

Assets

Cash in Current Account	2,138.76	
Cash in Oaken Account	10.00	
Oaken 18 mo GIC 1.60% (matures 2Aug2022)	7,496.95	
Oaken 18 mo GIC 2.55% (matures 22Apr2021)	6,180.00	
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	
		<hr/>
		29,546.95

Annex C

Report of the Newsletter and Archives Committee

Nominal List:

Within the last month there has been some re-jigging of the underlying data as to how it is organized and thus presented, as an aid to various activities underway, particularly with regard to identifying and logging in the post-Unification Cadre. Though not yet reflected substantially in the numbers below, measurable progress has been made by Russ Cape's network of "finders" in filling in missing given names, NRDs and other helpful identifiers.

The very recent Annual Membership Survey, produced, as it always does, an array of data updates and other useful information, not to mention a replenishment of the Treasury !

Glenn Carroll's ability to regain physical entry into the LAC Archives, was tantalizingly brief, but productive, with some 5 visits in Nov and Dec.

10,229 name entries.

7,595 (74.2%) - UNTD (1943 - 1968)

2,395 (23.4%) - ROUTH+ (1969 - present)

239 (2.3%) - other (Founders, Hon, Staff, Assoc, etc.)

In Memoriam: 1,717 of 10,229 (16.8%)

1,548 of 7,595 - UNTD (20.4%)

41 of 2,395 - ROUTH+ (1.7%)

128 of 239 - other (53.6%)

In the calendar year 2020, 54 Members were known to have crossed the bar.

Contact List:

1,179 of which 941 (79.8%) are active, non-bouncing emails.

Of those 941; 655 (70%) are UNTD, 228 (24%) are ROUTH+

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

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

For various reasons, over time, 23 have requested no contact, which although we retain the information, we respect.

the link to the UNTDA Contact List is:

<https://untd.org/contacts/>

It is password-protected, that password being: baker1943

VIP List:

There are 1,748 Citations for 721 UNTD and ROUTH+ Cadets.

1,531 (87.6%) are UNTD, 217 (12.4%) are ROUTH+.

Military Units List:

291 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 2,632 Biographical profiles of varying depths.

1,820 (69%) are of our own format and 812 (31%) are Nauticapedia format.

Active Members:

There are currently 298 "Active" (dues-paying) Members (2019 and beyond).

259 are UNTD (87%), 32 (11%) are ROUTH+, 7(2%) are Other.

Other Archival Information:

There has always been a substantial amount of information on hand, from which our data derives, Some of it appears for viewing and downloading on the website, such as Cadet Yearbooks and other publications, but most of it doesn't. Things like Navy Lists, University Yearbooks and associated publications, other Newsletters, military and otherwise. There are online links provided to some of them of a more direct interest, but in large measure, we possess the actual digital files. A large number of large files, containing 10s of 1000s of pages, of which only a fraction are of direct use or interest to us. What we can produce is a running catalog of these documents and make that available, while looking for a way to make them actually accessible without blowing our storage and bandwidth limits.

UNTD Newsletter:

The next issue is in final stages. A balance of old and new. Updates on recurring activities. The Order of Canada will be featured.

Membership Committee Report

Membership activities have focused on two approaches.

The search for data for the 500 former cadets for whom we lack home divisions and given names has produced good results. The survey by former senior officers of a number of NRDs has resulted in finding data on close to 100 "lost" members.

Committee members have undertaken to use social media approaches to publicize and search for lost members by occupational group and within various archival sources. One example is accessing NRD "cocktail lists".

The Membership committee is working closely with the 2023 committee to build a network of NRD liaison teams.

2023 Centennial Committee Report

Updates from Beth Vallis

The two most recent updates from Beth Vallis from late December 2020 and late January 2021 are below.

December 30, 2020

For the summer of 2023 we are looking at regattas (Regional and National). We are not sure where the National regatta will be yet (there are a lot of possibilities) – at this time we are looking at racing Dragon Boats. The National Band will be travelling and hopefully back in business with the Royal Nova Scotia International Tattoo (June/July). We are also working on a partnership for a GLD -HMCS *Oriole* and namesake city port visits for other HMC Ships.

Aside from some of these events, for summer 2023 (other than outreach and special events in each respective city) we are going to try to not interfere with the summer training for reserves. We are behind almost two cohorts of trainees due to COVID -19. This said, we have not seen all of the regional proposals yet so I am not certain what the west coast has in mind for that summer. We have briefings scheduled for the second week of January so we will know more then.

We do have a team that is interested in a Consecration of the Queens Colours – (I understand that the colours were changed after the RCN Centennial in 2010). If we proceed with this, the discussions are to have this on the west coast - as this ceremony is supposed to alternate coasts. I expect that the summer would be the best time to have this event as we will have the “summer surge” of reserves on the coast in the summer months to support this. Of course, this one is tricky as this would be a RCN event so we can influence and support the ceremony but ownership rests with the RCN.

I don't see any conflicts for the UNTDA reunion, it will be really nice to have the event and hopefully there will be some events happening that will compliment your reunion. I think that it will be a great success!

January 29, 2021

We briefed the Naval Reserve Board last weekend and received the go ahead on pursuing a number of National initiatives and events. I will send you the slides we presented early next week.

I was informed yesterday that Rendezvous naval will be in the summer of 2023 vice 2022. I will confirm the dates and verify whether event will be held in Montreal or QC. This is usually a regional event but, hopefully this will be part of a greater GLD that summer.

We are trying to spread events across the country in order to keep a good balance for everyone – our primary Naval Reserve mission is Force Generation so, we are trying not to conflict too much with training. The Naval Reserve is behind due to COVID-19 and we want to retain our personnel. We have 900 recruits to get through basic recruit training this year, in addition to everyone who missed trade courses. We are monitoring that carefully.