

Minutes – C&E Heritage & Museum Committee
1400-1600 hrs 23 March 2017 @ Museum

In Attendance: Lloyd Tien, Foundation Rep, Terry Murphy, CAFL Rep, Bob Taylor, Tony Fequet, Capt Rob Holt, JSR Rep, Sgt Richard Gilbert, 21 EW Rep, LCol Jeromy Small, CO 21 EW, Jim Holsworth, Chair

Standing Invitation: CO Museum, Home Station COs, Col Cmdt, Chair Foundation, President C&E Association

Regrets: Peter Sheramata, Jim Hugelin, Maj Steve Lavoie, Karen Young, Annette Gillis, Steve Saulnier, Joe Costello

1. **Minutes.** From 23 February 2017 disseminated along with supporting documents.

2. **Business Arising:**

a. Status CAFL proposal for Museum. Ongoing

Terry Murphy

Terry advised that the CAFL team will be meeting with CO and RSM 77 Line Regt to discuss the nature of the project. Jim reiterated that the Committee, and Museum Manager and Curator, and Foundation stand ready to assist in launching the project once the scope, goals and concept are defined. Terry suggested another meeting with all concerned to bring the plan together. **Action.** Set a date in April or May for a project meeting.

b. Status Memorial Project. Ongoing

Tony C, Tony F

Tony updated the committee on a few recent additions and indicated that work is ongoing to find and document the memorials, with the assistance of Joe Costello and rcsigs.ca .

c. Status Hill 70 Project. Dedication of tree/cairn. Ongoing

Branch Adjt

The Branch has paid the \$10K for the tree and cairn, and the Branch Secretariat will liaise with the Hill 70 project to finalize the details of the inscription. There has been no decision by the Branch to be represented at the August 2017 dedication ceremony.

d. 21 EW Regt Camp Flag Submission.

Sgt Gilbert, Chair

CO 21 EW advised that the Regiment's proposal for a camp flag is being staffed to D Sigs and the BAC. Additional research will be done on colours and design prior to seeking DHH approval for a new regimental flag. The Committee will stand-down further involvement unless assistance is requested by the chain of command, D Sigs and the Branch.

3. **For Information / Awareness:**

a. C&E Association & Branch Call for Estimates. LOO3 Heritage submitted.

Chair, Branch Adjt

Nothing heard from the Association or Branch Secretariat on the respective 2017-18 BPs.

b. Museum 5-year Business Plan & FY 2017-18 Budget. Approved.

CO Museum, Karen

The Museum BP will now be used to guide in-year operations and adjust out-year plans. Karen and Peter Sheramata will be completing the Part 5 (Excel-based) planning tool to manage activities and measure performance.

c. Final coordination of Battlefield Study Tour 2017.

Bob Taylor

All final details are in place for a successful tour. See CMCEN.ca for the tour itinerary, all supporting study material. Bob encouraged participants to research our stories, write articles and take photos, and post them on CMCEN.ca. CO 21 EW and the JSR Rep applauded the efforts of the tour organizers and added that their people will be tasked to present a briefing as part of their unit PDE programs. It was also suggested that we organize a central post-tour presentation (in the Museum, similar to the pre-tour presentation) for the benefit of the whole Kingston Garrison and retired community and the public. **Action.** Aim, scope and feasibility to be defined with Tour OIC Major Allaire and Museum Manager.

4. For Discussion / Decision:

a. Implementation of Museum 5-Year Business Plan Tasks / Goals

Chair

i. overview **Part 4 'Blueprint'** to set priorities, resources, targets for 2017-18

The intend is simply to use Part 4, now that it is written, as a 'to do list' to guide our collective efforts, set priorities and steer resources, all in support of the Museum staff.

ii. **Tasks / Goals** needing immediate Committee attention:

Chair

-review Problem Definition Paper on Governance & Accountability

3a	Strengthen governance, accountability (with NPF, Base, DHH)
1a	Establish baseline funding & services (linked to accountability)

The Chair advised that the problem definition paper is still being written and will be brought to the committee for review at the April or May meeting.

iii. **Tasks / Goals** needing immediate Management attention (Committee assisted) Karen / Annette

-present priority list of policies to be updated/written

3c	Write museum policies and procedures
5a	Renew collection policies and plans

With Karen and Annette absent, this was tabled to the next meeting.

iv. **Tasks / Goals** in need of full discussion, resources (likely table to next meeting)

5e	Collect Oral History (define and resource this project)
5g	Manage information & data (way ahead with DHH, C&E Association IM Plan)

There was sincere interest and excellent ideas that started to flow on the whole topic of collecting and capturing our history and the fundamental relevance to our troops. All agreed that the main reason for having a heritage program was to instill pride in our people, get them interested in our legacy and prepare them for the next conflicts or operations. It was concluded that the next Committee meeting would be devoted to the broader and more challenging topic of collecting our history, recording it and providing access to share it (acknowledging the current support and immense value of Joe Costello and rcsigs.ca).

5. New Business.

6. Adjournment.

a. Next meeting 23 April 2017 @ Museum or WO & Sgts Mess

-propose combining with post-Vimy Study Tour presentation

Maj Allaire / Bob Taylor

Date amended to 20 April to accommodate serving members before they deploy to Wainwright.

As already identified earlier, it was concluded that a separate post-tour presentation be organized (perhaps in the Museum, similar to the pre-tour presentation evening).

b. Adjournment NLT 1600 hrs **Adjourned at 1600 hrs.**