

**Minutes – C&E Heritage & Museum Committee**  
**1400-1600 hrs 5 October 2017 @ Vimy Officers' Mess (Lower Bar Area)**

**In Attendance:** CO Museum, Maj Tyler Lavigne (Branch Adjutant), Karen Young, Lloyd Tien (Foundation), Bob Taylor, Jim Holsworth, Tony Charters, Lyle Read

**Standing Invitation:** Home Station COs, Col Cmdt, Chair Fdn, President C&E Assn, Col of the Regt JSR

**Regrets Given:** Peter Sheramata, Jim Hueglin, Tony Fequet, Joe Costello, Lt Robert Holt (JSR), Annette Gillis, Sgt Richard Gilbert (21 EW), MWO Jodi Jones, Maj Rob Stroud (77 Line)

It is difficult to progress the work of the committee with low attendance. It is understood that operational and personal demands take priority, however, members are asked, respectfully, to commit to meetings and attend when possible.

1. **Minutes.** From 24 August 2017, circulated.

2. **Business Arising:** (20 minutes)

a. CAFL proposal for Museum – ongoing.

MWO Jones 77 Line

MWO Jones unable to attend. Understand that communication is occurring between Museum staff and Line Project team, with the aim of defining the project and implementation plan by Feb 2018 (Line Conference Cornwall).

**Action.** MWO Jones as Team Lead, with Annette Curator.

b. Vimy Oaks Proposal – see attached sent to Signallers Club

Jim Hueglin (away)

Signallers Club is willing to assist but not lead such as project. Committee agreed that any trees in front of the Museum would need to be within the Base development plan for this area (assuming there is one). Without a lead and Base approval, the proposal will be cancelled.

**Action.** As a last effort, the Chair will send an proposal to the BComd, seeking Base lead the project, and noting the support offered by the Signallers Club and seeking a location on the Base, if not by the Museum.

c. 5-Year Forecast of commemorative / historic milestones – ongoing

Lt Holt / Bob Taylor

-outline of activities for 2018 theme 'Helping Canadians'

Chair

-outline of activities for 2019 Canada's North

Bob briefed the committee on the discussion of the Planning Team (himself, Rob, Karen, Annette) and recommended to launch the theme Canada at Home for 2018. Discussion surrounded what national commemorations (Armistice 11 Nov) and Association / Branch events will occur next year (115<sup>th</sup> anniversary, 5-year C&E reunion, 50<sup>th</sup> Branch event). These questions have already been posed to the Association / Branch, with no direction yet.

The intent of the heritage theme is about synchronizing all heritage activities across the C&E community and not necessarily the prime theme for the Museum (as other opportunities / milestones arise).

**Action.** The Planning Team will re-look at the specific plan for 2018 (to harmonize theme activities with other commemorations) and report back on 2 November.

d. De-accessioning Project – recruiting, start date for De-accessioning Team

Annette

Annette did not attend. Karen advised that two volunteers have been interviewed, but we are far from filling the De-accessioning Team and no clear start date for the work. The difficulty in recruiting volunteers seems to stem from the rigorous and unclear requirements in the new volunteer policy. Karen agreed to answer the questions about CPIC checks which were posed by Jim Hueglin in his efforts to recruit veterans from the Signallers Club. The de-accessioning work is vital for the Museum if there is any hope of implementing proper collection management.

**Action.** Manager and Curator to communicate / facilitate the new volunteer screening process and pro-actively attract the valued experience within our veterans (from the Signallers Club, Kingston or elsewhere).

3. **For Information / Awareness:** (10 mins)

a. Baseline Review Museum Governance

Chair, CO

– being staffed to Branch Leader, Branch Advisor, Cmdt HS

The baseline review is complete and will be send to Branch leadership and BAC. Chair will book time to brief the CO Museum, ideally before the BAC.

**Action. Chair forward the governance assessment to CO and brief CO.**

b. C&E Battlefield Study Tour – AAR circulated

Chair / Bob Taylor

-Post Tour Presentation to Subalterns and Sgts Indoctrination

Branch CWO, JSR Adj

-recommendations for future battlefield studies

AAR to be posted on CMCEN.ca and filed in Branch Office along with all supporting documents. Hopefully, the participating junior NCOs present their experiences to the Subalterns and Sergeants Indoctrination (as proposed by the Chair). Recommendations for future battlefield studies sent to Association, Branch and Foundation leadership (i.e., small group to Italy 2018 led by JSR, join RCA for D-Day in 2019, plan big study, sponsorship for Netherlands 2020).

**Action. In the interim, until another OPI is assigned or volunteers, the Chair will promote and coordinate C&E participation in battlefield studies.**

#### 4. **For Discussion / Decision:** (90 mins)

a. Review of In-Year Museum Business Plan

Chair / CO / Manager

-FY17-18 progress review, update Part 5 Performance Measurement

-align and refine tasks / projects for FY18-19 and out years

Despite a late start, the committee started the annual cyclical review of Part 4 - 'Blueprint' of the BP (Version 6 updated by Karen in a preliminary review), with the aim of refining the plan (as a prelude to setting priorities and the budget for next year). SO1 (Task/Goal 1a to 1e) was discussed, with notes kept as the review progresses.

**Action. The committee will continue the review of Part 4 Strategic Objectives with Tasks & Goals at the main agenda item at the next meeting, 2 Nov.**

b. Mandate Business Planning & Budgeting Team

Karen, Stakeholders

-meeting scheduled 19 Oct (forecasts and FY18-19 budget)

-invite DHH, CFBK, NPF and Fdn membership / input

**Budgeting Team** (Peter Sheramata, Karen, and perhaps another committee member) to meet 20 Oct to complete the assessment of in-year progress (Part 5 – Performance Measurement), start to outline the factors for the FY18-19 budget, then set up a meeting with other budget/finance stakeholders (Base, NPF, Foundation, DHH) to seek their input and coordinate the final budget. The Committee 'refresh' of the 5-Year BP is still required to refine goals & tasks and determine the financial impacts.

**Action. Karen and Peter to meet 20 October and report to Committee 2 November.**

#### 5. **New Business.** (5 mins)

a. Direction for WWI (Vimy, Hill 70) Theme for Remembrance Day

Cmdt / RSM HS

Discussed briefly, and Cmdt and RSM Home Station already have a plan to commemorate Afghanistan fallen. The Museum should plan to be open as a gathering place before and after the service.

#### 6. **Adjournment.**

a. Next meeting 2 November @ Museum

b. Adjourn by 1600 hrs to TGIT in VOM.