

**36th ANNUAL GENERAL MEETING
CANADIAN NAVAL MEMORIAL TRUST
26 JUNE 2021 – ZOOM Meeting**

36.01 Welcome and Introduction: Chairperson

The Chairman, William Woodburn, called the meeting to order at 2 pm. He welcomed everyone from across the country on this the Trust's second zoom AGM. There were more than 45 trustees signed in to the virtual annual general meeting.

A. Prayer for departed Trustees: Padre Andrew Cooke

The CNMT Chaplain, LCdr (Ret'd) Andrew Cooke, read the names of Trustees who had Crossed the Bar during the past year. (Annex A)

36.02 Approval of Minutes for 35th AGM - June 27 2020

MOTION: It was moved by Bill Gard and seconded by Peter Stoffer that the minutes of the 35th AGM on 27 June 2020 be accepted. **CARRIED**

36.03 Chairman's Report: William Woodburn

William Woodburn presented his Annual Report: (Annex B)

36.04 Audited Financial Statement Report: Bryn Weadon

The Treasurer, Bryn Weadon, presented a report on the Financial Status of the Trust. There were no questions. (Annex C)

MOTION 1: Bryn Weadon moved and seconded by Michael McFadden that the 31 December 2020 Audited Financial Statements, provided to members in advance of the meeting be approved. **CARRIED**

MOTION 2: Bryn Weadon moved and seconded by David Griffiths that MNP be retained for another year as our Trust's auditors. **CARRIED**

36.05 Investment Committee Report: Bryn Weadon

Bryn Weadon presented the Investment Committee Report. (Annex D)

36.06 Ship's Operations Report: Gary Reddy

Cdr Reddy presented the Ship's Operations Report. (Annex E)

36.07 Membership Report: Patrick Charlton

Patrick Charlton presented the Membership Report. (Annex F)

36.08 New Business: William Woodburn

There was no new business.

35.09 Ratification and Confirmation: Bill Gard

MOTION: It was moved by Bryan Elcon and seconded by Bill Gard that all actions and conduct of the Board of Directors of the Canadian Naval Memorial Trust, made or undertaken on behalf of the Trust, up to date 26 June 2021, be and are ratified and confirmed. **CARRIED**

35.10 Election Board of Directors for 2021/2022: Wendall Brown (Annex G)

MOTION: It was moved by Wendall Brown and seconded by Patrick Charlton that the Slate of Directors as presented for 2021/2022 be accepted as presented. **CARRIED**

36.11 Presentations:

There were no presentations.

36.12 Adjournment:

There being no further business, it was moved by Neil Black that the meeting be adjourned at 3:22 pm.

Respectfully Submitted
William Gard
Recording Secretary

Attached Annexes A to K

Annex A to 36th AGM MINUTES

Crossed the Bar: 2020-2021

Nesbitt, Keith	Capt(N)	RCN	February 12 2020
Isles, Kenneth Maxwell	LCdr	RCN	April 16 2020
Newton, Leonard Charles	CPO1	RCN	April 23 2020
Holm, David John		RCN	September 5 2020
Maginley, Charles Douglas	LCdr	RCN	September 12 2020
McLeod, George Eric Rick		RCNVR	September 19 2020
Scott, Caroline Phelps	Life Trustee		September 21 2020
Abraham, Honourable Alan Rockwell (Lieutenant Governor of NS)	Life Trustee		October 2 2020
Keddy, C Ivan		RCNVR	October 20 2020
McTaggart, Leo Francis	CPO1	RCN	November 12 2020
Woodbury, John L.	Cdr	RCN	November 2020

Yankoski, Stanley Joseph		RCNVR	December 9 2020
Montague, Frederick James		RCNVR	December 13 2019
Sproule, Hugh	Lt(N)	RCN	January 18 2021
Jenson, Alma Lorraine	LCdr	WRCNS	January 24 2021
Anderson, Ian	Cdr	RCN	February 14 2021
Nugent, Desmond Francis (Des)	LCdr	RCN	March 12 2021
McIntyre, Bernice Doreen (Bunny)		WRCNS	March 16 2021
Vincent, Hugh Brian		Dr.	March 27 2021
Turnbull, Frederick John	L/S	RCNVR	March 29 2021
Porter, Timothy	RAdm	RCN	April 6 2021
Marlow, William	CPO1	RCN	April 6 2021
Pollard, David	Capt(N)	RCN	April 14 2021
McNair, Richard Michael	PO1	RCN	April 20 2021
Frederick Keith Ashton	CPO1	RCN	May 13 2021

Annex B to 36th AGM MINUTES

Chairman's Annual Report: William Woodburn

Welcome everyone to our 36th Annual General Meeting and the second AGM we've conducted via zoom. It's wonderful to see so many friends, and familiar faces, and so many new ones. I'm pleased to report that we have members attending from virtually every province in the country today. For those who don't know me, my name is Bill Woodburn, I'm a retired Naval Captain, former Chief of Staff of the Naval Staff in Ottawa and submariner extraordinaire - at least in my own mind! I assumed the helm of the Trust from our previous Chair, Wendall Brown at the close of our last AGM, and freely admit, there is nothing like actually sitting in the chair to realize the full extent of the job!

I hope everyone has been faring well during these unique and challenging times and it's great to know that all parts of the county are starting to open up. Yesterday, Sackville had the honour of conducting a sail past along the downtown waterfront here in Halifax, as she shifted to her summer berth. It turned into a Great Navy Day with Admiral Santarpia and the Acting CDS embarked in HMCS Windsor exchanging respects with our ship, and Oriole sailing by with her spinnaker hoisted and full. Sackville was met on arrival by the Stadacona Band, the Mayor of Halifax and local MPs and MLA's. All were there to celebrate the "big public reveal" of the ship after her extensive refit and encourage people to get out and enjoy everything the city has to offer. I made the comment that this year we celebrate Sackville's 80th anniversary but

also stated that personally, I thought she didn't look a day over 30. Sackville looked terrific, yesterday was a very good day for her!

I will now ask Padre Cooke to say a Prayer for our departed Trustees.

Bill Woodburn, Captain(N) OMM, CD, RCN (ret'd) Chair Canadian Naval Memorial Trust

Annex C to 36th AGM MINUTES

2020 Audited Financial Statements: Bryn Weadon

The 2020 Financial Statements have been prepared by MNP in conjunction with their 2019 audit. These financial statements provide the financial position as of 31 December 2019 and 31 December 2020 as well as the financial operations for 2019 and 2020.

There were no changes in accounting policies in 2020. No issues were detected with respect to fraud or internal control deficiencies.

Based on the revised estimated hull life from the current refit work, the amortization period for the DND Grant and the capitalized refit expense has been extended from five years to ten years.

2020 Financial Results for each of the four CNMT funds were as follows:

- a. The Operating Fund had a revenue deficiency of \$48,098 in 2020. Operating expenses, excluding the amortization of the refit work, were \$62,548 lower in 2020 compared to 2019, the result of decreased promotion and publicity and minimal Mess and Gift Shop activity. Revenues, excluding the deferred contributions for the refit, were \$63,598 lower in 2020, reflecting minimal summer admission revenue, a decline in donations and minimal gift shop and mess sales partially offset by COVID-19 Canada Emergency Wage Subsidies as well as additional summer student grants. After a transfer of \$76,168 from the Preservation Fund, the Operating Fund ended 2020 with a balance of \$429,643.
- b. The Preservation Fund had excess revenue in 2020 of \$56,836. \$2,885 of the Preservation Fund's revenue came from donations while investment income was \$69,316 based on unrealized gains of \$43,421. After the transfer to the Operating Fund, the Preservation Fund ended 2020 with a balance of \$2,145,121.
- c. The Project Fund had excess revenue in 2020 of \$330,656. \$345,250 of the Project Fund's revenue came from donations, partially offset by an unrealized investment loss of \$19,810. The Project Fund ended 2019 with a balance of \$464,142.
- d. The Endowment Fund received \$12,191 in donations in 2020, bringing the total balance at the end of 2019 to \$93,476. One percent of the balance as of 1 January 2020 was provided to the Operating Fund as an admin fee while the remainder of the investment income is included as part of the Preservation Fund.

Requested Board Decision

It is hereby moved that the 2020 audited financial statements be approved as presented.

Annex D to 36th AGM MINUTES

Investment Committee Report: Bryn Weadon

As of 31 December 2020, the CNMT had total investments of \$2,661,928. The 2020 YTD performance for the two investments accounts as follows:

	1 Jan 20	Transfers In/Out	Investment Gains/Losses	31 Dec 20	2020 YTD Return
Seamark	\$1,691,833	Nil	\$70,812	\$1,762,645	4.20%
= RBC	\$828,493	\$98,534	(\$27,744)	\$899,283	(3.3%)
Total	\$2,520,326	\$98,534	\$43,068	\$2,661,928	1.7%

All Asset Classes increased over the final quarter of 2020, which saw the portfolio, which saw the portfolio return increase by 7.9% (excluding transfers).

Seamark Pooled Bond Fund and PH&N Bond Fund distributions were reinvested. \$175,000 was transferred out of investments to cover some initial refit expenses while shares of Apple and Cdn General Investments as well as units of the Invesco Global Endeavour Fund were received as donations to the Project Fund, Endowment Fund and Operating Fund.

Seamark has begun the winding down of our investments, with the first \$500,000 to be transferred this week. It is anticipated that the remainder will be completed by the end of March. The funds will remain in cash until such time as the refit is finalized and then any remaining balance will be reinvested.

Finally, in discussions with RBC Direct Investing, there is a need to provide them with an updated Board motion as to whom has the authority to conduct investment transactions for all CNMT investments

Prepared by: Bryn Weadon, Investment Committee Chair, 12 Jan 2021

Annex E to 36th AGM MINUTES

Ship's Operations Report: Gary Reddy

As you know, SACKVILLE is back in the Submarine Shed. It was good to get started on Phase II of the hull plating. Of course, COVID threw us another curve ball as MARLANT went to COVID Level Black. This meant a complete shutdown of FMF work on the ship. The shed was closed for a week. On Monday, 17 May, things started up with tight restrictions on access and number of FMF personnel working the hull. The Chief of the Ship (COTS) produced a plan to cover two 8 hr shifts per day that would cover the period 17 – 26 May. With everything in place, plating work recommenced on the 17

May. Much to our delight, FMF personnel turned too and turned eight days work into three. Wow! See attached pics.

From our 5 days in the water, there were some weeping areas noticed on the hull, see attached pics. These areas have been addressed to ensure there is no water between the plating and the hull. Next steps are for M&O to complete application of the marine coating. By Fri, 28 May 21, all hull work will be completed.

Other SACKVILLE news:

Refit:

- a. Un-Docking. We will undock on Wed, 2 Jun.
- b. Electrical (Shore Power). Electrical breaker work remains outstanding. COVID has prevented the ordering of the remaining breaker parts. Once everything is in place, FMF will liaise with the ship to complete this work.
- c. Trustee Mess Servery. Chief Shipwright is working the servery. There remains much to do but the servery is taking shape.

Deploy to Sackville Landing. Once in the water, the crew will set to work in preparations for our move to Sackville Landing. We have to step the mast and clean the ship. Externally the ship will look awesome but internally this will take some time. Our tentative plan is to move downtown the week of 21 Jun. This may be delayed a week. The ship's presence will be an essential part of the downtown core for Canada Day and summer activities. I do not anticipate we will be open to visitors until Jul (optimistic) or Aug. Public Health NS will dictate this. I am hopeful we can enjoy our first Friday Trustee lunch by Aug. The team will develop a plan for our move downtown with a media release, media embarked, Stadacona Band, and hopefully a dignitary or two. MTF on this plan.

Summer Hires. We are approved for three interpreters for the summer 2021. We have asked Canada Summer Jobs for additional billets if any become available. The summer interpreters will be in place for the 28 Jun. We will continue to seek the support of our Trustees as Trustee Guides. Rick Powell will continue to lead the charge on this front. We will start a recruiting campaign in Jun.

Committal of Ashes. We had hoped to conduct a committal of ashes during the week of 21 Jun. This is no longer possible. We will look at Aug as a potential time to conduct our first committal service. Again, COVID will dictated.

Mess Manager. I am delighted to advise that PO1 (ret'd) Chuck Goldberg has taken on the role as ship's mess manager. We are presently seeking training for Chuck as he assumes this vital role for SACKVILLE.

Key Chains. The CERA, Pat Devenish, continues to produce and sell key chains. He has reached 6K in sales for the ship. BZ Pat!

I leave you with USS The Sullivans. USS The Sullivans is a 78-year-old Fletcher-Class destroyer and major attraction at Buffalo and Erie County Naval & Military Park, Buffalo, NY. This winter, USS The Sullivans was in danger of sinking. Remember USS The Sullivans.

Annex F to 36th AGM MINUTES

Membership Report: Patrick Charlton

CNMT Membership stands at 982, as of the end of April 2021. Life 47% and Annual 53%.
Renewal of Annual memberships continues to be a challenge (17% are past due).

New Members 2020

Life - 15 Annual - 21.

New Members 2021 (as of end June)

Life - 10; Annual - 14

Membership Initiatives for 2021

HMCS SACKVILLE's successful completion of her refit means there is a new wind in the sails. It is indeed a great milestone, one that we hope to take advantage of in the promotion of the CNMT and the ship, particularly as SACKVILLE shifts to her downtown berth for the summer.

It is also planned to focus on past due Annual members to renew their memberships.

Finally, there will continue to be advertising in military newspapers in the spring and fall timeframes, including web ads.

Donor Recognition Programme

Programme parameters:

\$10 - \$499	General Donation
\$500 - \$2499	Convoy Class Supporter
\$2,500 - \$4,999	Corvette Class Supporter
\$5,000 - \$9,999	Frigate Class Supporter
\$10,000 – \$24,999	Destroyer Class Supporter
\$25,000 - \$49,999	Cruiser Class Supporter
\$50,000 - \$99,999	Carrier Class Supporter
\$100,000 - \$249,999	Division Level Supporter
\$250,000	Squadron Level Supporter

2020 - Just For The Hull Of It Campaign

\$345,000 was raised from 132 donors (13.5 % of the membership + non-members)

General Donations: 64

Convoy Class: 57

Corvette: 1

Frigate Class: 6

Destroyer Class: 2

Carrier Class: 1

Squadron Level: 1

2021 - Just For The Hull Of It Campaign

Donations as of 20 June - \$12,035 from 22 donors (including seven previous donors).

General Donations: 12

Convoy Class: 9

Frigate Class: 1

Bravo Zulu // Well Done to all of our supporters. Your commitment is sincerely appreciated.

Annex G to 35th AGM MINUTES

Election of Board of Directors: Bryan Elson

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|-------------------------|--|
| <u>1.</u> Bill Woodburn | Chairperson |
| 2. Wendall Brown | Past Chairperson |
| 3. Garrett Reddy | Ship's Commanding Officer |
| 4. Debbie Findlay | Financial Administration & Secretary |
| 5. Bryn Weadon | Investment Committee Chairperson |
| 6. Pat Charlton | Membership Committee Chairperson |
| 7. John Pickford | Honours and Awards Committee Chairperson |
| 8. Carl Anderson | Collections Management Program |
| 9. Bill Gard | Recording Secretary |
| 10. McFadden, Dean | |
| 11. Jessup, Pat | |
| 12. Roger Chiasson | |
| 13. Neil Black | |
| 14. Peter Stoffer | |
| 15. David Benoit | |
| 16. Antony Goode | |
| 17. Heather Armstrong | |
| 18. Chris Elson | |