

**34th ANNUAL GENERAL MEETING
CANADIAN NAVAL MEMORIAL TRUST
27 JUNE 2019 – NOVA SCOTA ART GALLERY**

34.01 Welcome and Introduction: Chairperson

The Chairman, Wendall Brown, called the meeting to order at 1:15 pm. He introduced the Directors, and Trustees Bill and Jette Thomas from Dundas, ON. There were 34 people in attendance.

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)

34.02 Approval of Minutes for 33rd AGM

MOTION: It was moved by Steve Rowland and seconded by David Griffiths that the minutes of the 33rd AGM on 28 June 2018 be accepted. **CARRIED**

34.03 Chairman's Report: Wendall Brown

Wendall Brown presented his Annual Report: (Annex B)

34.04 Treasurer's 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 Peter Stoffer seconded that the 31 December 2019 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 as our Trust auditors. **CARRIED**

34.05 Investment Committee Report: Bryn Weadon

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

34.06 Ships Operations Report: Jim Reddy

The Commanding Officer, LCdr (Retd) Jim Reddy, presented the Ships Operations Report. (Annex E)

34.07 Membership Report: Patrick Charlton

Patrick Charlton presented the Membership Report. (Annex F)

34.08 Public Relations Report: Pat Jessup (Annex G)

Pat Jessup was not able to attend the meeting so her report was provided to the members before the meeting.

34.09 Ratification and Confirmation: Bill Gard

MOTION: It was moved by Bill Gard and seconded by Jette Thomas 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 27 June 2019, be and are ratified and confirmed. **CARRIED**

34.10 Proposed Board of Directors for 2017/2018: Bryan Elson (Annex J)

MOTION: It was moved by Bryan Elson and seconded by Bill Thomas that the Slate of Directors as presented for 2019/2020 be accepted as presented. **CARRIED**

34.11 Working Committees

A list of individuals helping the CNMT (Annex K)

34.12 Adjournment

There being no further business, it was moved by Bill Gard and was seconded by Steve Rowland that the meeting be adjourned at 3:35 pm.

Respectfully Submitted
William Gard
Recording Secretary

Attached Annexes A to K

Annex A to 34th AGM MINUTES

Crossed The Bar

ACTION STATIONS – Winter 2019

BOUCHER, Guy. J.R.	Cdr (Ret'd)	RCN	Sept. 21 st
MACDONALD, Leo	Cdr (Ret'd)	RCN	August 26 th
OUELLET, Guy Thomas	PO (Ret'd)	RCN	April. 19 th
SAGER, Alan Reverend	LCdr (Ret'd)	RN/RCN	December 23 rd
WILKINS, Bradley Laurence (Larry)	Cmdre (Ret'd)	RCN	April 1 st 2018
BOWMAN, Donald	S/Lt	RCN	Nov. 23 rd 2018
SCOTT, Donald	Capt(N)(Ret'd)	RCN	April 21 st
MURRAY, Rose			May 12 th 2018

HARE, John (Jack)		RCN	December 12 th
HELLIWELL, John Reginald		RAC	March 2 nd 2018
FITZGERALD, Malcolm (Fitz) George	LCdr (Ret'd)	RCN	November 20 th
SLOAN, William (Bill) Stephen		RCN	April 14 th 2018
<u>ACTION STATIONS - Spring 2019</u>			
BIGGS, Mary (Jane)	WRNS	RN	11 Feb 2019
BAKER, Kevin Baker (HMCS Harry DeWolf)	L/S	RCN	March 3 rd 2019
BEAMENT, Gerald, Arthur		RCN	Nov. 2018
BROWN, Kenneth Frederick		RCN	Jan.28 th 2019
CHRISTIE, William Borden	RAdm (Ret'd)	RCN	April. 10 th 2019
CLAPPISON, Frances Pearl			July 10 th 2018
DUGAN, Dr. John Montgomery		RCN	March 12 th
DWYER, Liam Desmond (HMCS Sarnia)	ERA	RCNVR	April 9 th
HAIN, Alexander Gordon Douglas (Doug)	S/Lt	RCN	March 21 st
HUNT, Raymond C.	Capt(N)(Ret'd)	RCN	March 1 st
RITCEY, Cecil Hugh Lemuel	Capt.	RCAF	April 12 th
STEPHENS, Robert St. George	VAdm.	RCN	April 9 th
WINEGARD, Hon. William Charles	RCNVR	RCNVR	Jan. 31 st
YOUNG, Keith	Capt(N)	RCN	February 8 th
SYKES, Robert (Bob) Edward	Telegraphist	RCNVR	March 27 th

Annex B to 34th AGM MINUTES

Chairman's Annual Report

WELCOME

This is the third occasion that I have the pleasure of welcoming you to our annual general meeting. I want to extend a special welcome to those who have come from outside the local area to join us: Names: Bill and Jette Thomas. Have I missed any out of area trustees?

REVIEW OF THE PAST YEAR

I presume that many of you have followed the saga of our refit through Captain's and my reports in Action Stations so I will provide only a brief summary to jog your memories.

The past year has been very intense with the ship refit.

The limited communications between DND and the Trust on the progress and terms of the Government grant and the scope of repairs to be covered before the Provision of Services Agreement was presented to the Trust for signature, precluded advanced refit planning. The requirement for the Trust to sign for and manage the \$3.5M grant and contract and manage the refit work placed a huge burden on Jim Reddy, Debbie Findlay, Bryn Weadon and me. The short time between confirmation that the refit would happen, the scope of interference equipment removals required and the actual start of removal of interference equipment by a contractor, and several FMF shops made proper planning for control, protection, removal and restoration of the removals impossible. Lack of understanding of the historical necessity to save and put a currently non-functioning item back in its original location to show how it functioned in the working warship is still complicating our efforts in post refit restoration of the engine room and other disturbed spaces.

The expert opinion that we received in April 2018 from the USN Historic ship's surveyor that SACKVILLE should have the underwater hull plate replaced was not achievable within the financial resources, available skill or facility availability in the current refit.

Admirals Lloyd and Baines promised a harbour seaworthy ship that should provide the Trust at least five years to raise the funds to replace the underwater plate. My discussions with the Admirals convinced me that they were not fully briefed on the gravity of the hull deterioration. I emailed MARLANT with the Trust's concerns with the proposed repair solution, which resulted in a high level engineering investigation of the refit issues and the decision to clad the existing hull with ¼ inch steel and have FMF assume responsibility for the work when the private contractor's estimates for time and open ended cost were not acceptable.

I can't emphasize too much the very high level of support that the Trust and the ship have received from all levels of the DND, from the Deputy Minister, CRCN, MARLANT, and FMF. Achievement of the grant required complex and sensitive negotiation within DND and with the Federal Government. DND kept their cards close to their chest until they had final arrangements for the grant announcement by Scott Brison. The grant negotiation time severely ate into the FMF repair facility availability schedule.

The refit during the summer and fall of 2018 was difficult, not only from the Trust's point of view but it was an Albatross on the back of FMF. They were over committed for urgent fleet repairs particularly for deploying ships, yet they had to get SACKVILLE watertight to free the synchrolift and S/M shed for a scheduled S/M refit. It required delaying the S/M refit, and a week of 24-hour FMF shifts to get SACKVILLE ready to re-launch in October, a tremendous effort from very dedicated FMF personnel.

I must recognize the many hours of volunteer effort that were expended to track progress in refitting tanks and compartments and providing services required by FMF and contract workers. Pat Devenish and Reid Hall put many hours into refit support. Commissionaire Bruce Ellis provided exceptional security service. In addition to his contract duties, he was very alert to ensure that valuable items removed from the ship were properly protected and the interests of the Trust

maintained. The very extensive photographic record of the refit was obtained through the volunteer effort of Sandy McClearn, Doug Struthers, Ian Urquhart, Bill Gard and the RCN Formation Imaging.

The Trust's entry into the Navy is now through the Commanding Officer of the Fleet Maintenance Facility, Cape Scott, Capt. David Benoit. He is eager to work with the Trust to come to grips with long term strategy and planning. He has already spent time with HMS VICTORY staff to determine their relationship with the RN and their source of operating funds. I expect that we will strive to achieve a formal association with the RCN while Naval interest and support is strong.

REFIT STATUS

The work last summer, which is still not completed, was an interim solution to the long term watertight integrity. When completed, it should provide 5-10 years watertight integrity to allow the Trust time to raise the funds and arrange personnel, material resources, and a refit facility to replace the underwater hull plate and deteriorated frames. The ideal facility in which to do this work is the FMF Submarine Shed. Initially it was not expected to be available for 3-4 years; it appears now that it potentially could be available this winter and next if we could arrange personnel, funding, and material resources to take advantage of the opportunity to progress the replating.

FUTURE PLANS

Concurrently with ensuring the survival of SACKVILLE, the Trust has to develop an achievable plan to present to the public the significance of SACKVILLE as the Canada's official Naval Memorial and as a catalyst to educate Canadians on the very significant contributions of Canada in winning the Battle of the Atlantic, that pivotal battle that led to success in WWII.

The Trust is about to sign a Memorandum of Understanding among Develop Nova Scotia, the Maritime Museum of the Atlantic (including SS ACADIA) and the Maritime Heritage Foundation to cooperate and co-ordinate effort to develop a Canadian Maritime Heritage District on the Halifax waterfront. The ship will be open to the public for interactive visits as it is today and aspects of her in interpretation not easily accommodated within the ship will be addressed in the redevelopment of the MMA.

I have covered our refit status and the direction of our focus for the future. We have come a long way since the dark day in 2017 when RAdm. Newton informed us that we could get no further support from the Navy. Now with strong Naval support to seek solutions and a plan for the future "the glass is at least 2/3 full" but we have challenges which must be addressed.

THE CHALLENGES

Money may be at the root of all evil; but it is very essential to operate the Trust. We committed to the Navy to put some skin in the game if they could organize our refit. We have currently committed \$500K to the refit; the exact depletion of our funds will not be clear until the cladding and associated refit requirements are completed. We do have to build up our private funds to enable the Trust to demonstrate commitment as we seek public and corporate support to replace the ship's hull plating. The issue of raising private funds from within the membership and those that the members can influence has been raised in the Board and will be the topic of immediate Board concern. Any insight that you can provide to the Board would be gratefully received and considered.

We need qualified and committed officers as CO and 1st Lt of SACKVILLE. First to support Jim after seven years of responsibility as CO and at least 7 years as 1st Lt. I suspect he may soon want relief. It is a 24/7 responsibility, with daily commitment of cogitative effort and significant time actually onboard. Hopefully, we can find two qualified dedicated people to learn the operation and assume the positions when required.

Pat Jessup needs dedicated assistance with Action Stations.

Doug Thomas is retiring after eight years as Executive Director. He is not here today He has been the prime organizer of these annual meetings and I ask in advance for your indulgence if we stumble in process today; but, Doug has a much more important requirement for his presence, while we meet, his wife Francis is undergoing hip replacement surgery and Doug is where he should be, supporting her. We will officially acknowledge his departure at a later date.

It has been a challenge to resume normal operations on the waterfront this year after focussing almost entirely on the refit for the past year. The disruption in the ship was extensive with much equipment being moved to make way for the hull work undertaken. At the same time, almost everyone has changed over leaving big gaps in the corporate memory. So, re-establishing daily routines, locating the parts and pieces, and setting up watches has been more work than usual.

Nevertheless, our new CBM, Art Forward, has brought strong organizational skills to the ship and is making excellent progress. Navy support has also been solid by way of loaned ship's company who are now in place.

Annex C to 34th AGM MINUTES

2018 CNMT FINANCIAL STATEMENTS

The 2018 Financial Statements have been prepared by MNP in conjunction with their 2018 audit. These financial statements provide the financial position as of 31 December 2017 and 31 December 2018 as well as the financial operations for 2017 and 2018.

There were no changes in accounting policies in 2018. No issues were detected with respect to fraud or internal control deficiencies.

2018 Financial Results for each of the four CNMT funds were as follows:

- a. The Operating Fund had excess revenue in 2018 of \$105,976, not including a \$95,940 transfer from the Preservation Fund. Operating expenses were \$91,008 lower in 2018 compared to 2017, the result of no gift shop or summer period downtown as well as minimal mess expenses. Revenues were \$147,729 higher in 2018, reflecting an increase in donations (primarily from Estates) partially offset by no ticket sales and minimal gift shop and mess sales. The Operating Fund ended 2018 with a balance of \$448,618, an increase of \$201,916 compared to the end of 2017.
- b. The Preservation Fund had excess revenue in 2018 of \$28,018, offset by the transfer of \$95,940 to the Operating Fund for a net decrease of \$67,922. \$139,570 of the Preservation Fund's

revenue came from donations while investment income was a net negative \$111,552 based on unrealized losses of \$325,592. The Preservation Fund ended 2018 with a balance of \$1,885,395.

- c. The Project Fund had a revenue deficiency in 2018 of \$22,430 based on unrealized losses from investments. No donations were received in 2018 and minor expenses of \$3,115 were incurred. The Project Fund ended 2018 with a balance of \$107,700.
- d. The Endowment Fund received \$10,813 in donations in 2018, bringing the total balance at the end of 2018 to \$71,005. One percent of the balance as of 1 January 2018 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.

The 2018 refit work, funded primarily by the DND Grant, has been capitalized on the Statement of Financial Position (along with a matching deferred contribution) and will be amortized over five years based on the estimated useful life of the work.

The 2019 operating budget, based on a return downturn for the summer period, has been approved on a break-even basis.

Submitted by: Bryn Weadon, Treasurer, 24 Jun 19

Annex D to 34th AGM MINUTES

CNMT 2019 AGM Investment Committee Report

As of 31 December 2018, the CNMT had total investments of \$2,082,218 and experienced a negative return of 5.2% for 2018. The performance in 2018 for the two investment accounts were as follows:

	1 Jan 18	Transfers In/Out	Investment Gains/Losses	31 Dec 18	2018 YTD Return
Seamark	\$1,541,476	Nil	(\$57,410)	\$1,484,066	(3.7%)
RBC	\$702,065	(\$43,995)	\$39,173	\$637,325	(8.5%)
Total	\$2,243,541	(\$43,995)	(\$117,328)	\$2,082,218	(5.2%)

The RBC Account received one stock donation in support of the Endowment Fund.

The one major change in investment approach in 2018 was in the Seamark Account. The Seamark Low-Volatility Pooled Fund was sold and replaced with a managed account of Dividend Paying US and Global

Equities. This removes the duplication with the RBC Account which is focussed on Canadian equities. CNMT continues to hold the Seamark Pooled Bond Fund as well as the PH&N Total Return Bond Fund.

\$56,329 of the 2018 YTD investment gains/losses are the result of dividends or pooled fund distributions that have been reinvested. The realized and unrealized net capital losses are \$173,657.

As of 31 May 2019, the portfolio had a year-to-date return of 4.3%.

Rick Payne has volunteered to join the CNMT Investment Committee that includes Ted Kelly, Ian McKee and Bryn Weadon.

Submitted by: Bryn Weadon, Investment Committee Chair

Annex E to 34th AGM MINUTES

Ships Operations Report

Our CO wasn't able to attend due to an illness. His comments were incorporated into the chairman's remarks in Annex B.

Annex F to 34th AGM MINUTES

Membership Report

New Members

The Trust total membership continues to hover just short of the 1000 mark. Annual new membership numbers are offset by existing members passing on or not renewing. To date in 2019, there are seven new Life Members and fourteen new Annual Members. For reference: total 2018 memberships were 15 Life and 24 Annual members.

Membership Initiatives for 2019

1. Membership drive via advertising in the Trident and Lookout. Internal drive within existing membership to promote the Trust and the ship with family, friends and neighbours.
2. Articles on family/friends for Action Stations and military papers.
3. Enhanced presence during HMCS SACKVILLE education events in liaison with Steve Rowland.
4. Ready to work with the "Just for the Hull of It" campaign to raise funding for the re-plating of the hull.

Donor Recognition Programme

Donor Honour Board onboard and online is up to date to 2018 for major donors. Twenty-three donors were recognized last year.

2019 Major Donors to date: Three

Annex G to 34th AGM MINUTES

Public Affairs Report

During the past year while HMCS *Sackville* was out of sight during her refit, we were unable to use the ship as our principal "communicator" and resorted instead to social media, public events and partnering

with like-minded groups to maintain a presence and narrate our story. Of note is that during this period we maintained our ranking of 12th out of 116 places of interest to visit in Halifax and achieved our 8th Certificate of Excellence by Trip Advisor.

Our signature community event is the Battle of the Atlantic Concert held a week ahead of our BOA commemorative events which occur on the first Sunday of May. In 2019 for the third consecutive year the concert - featuring the Royal Canadian Navy's Stadacona Band, the Military Wives' Choir, two dynamic couples from the Dalhousie University Dance Society and emcees Vice Admiral *retired* Duncan Miller, Olga Milosevich and the infamous Ko-Ko from the Mikado - was held at the Paul O'Regan Hall at Halifax's Central Library. Needless to say, the performance was exceptionally well received and the Hall was at capacity with 360 attendees in seats and approximately 80 standing at the back. We are already booked for Saturday; 25 April 2020 so please consider adding this event to your calendar for next year.

A special shout-out to CNMT volunteers Steve Rowland, Doug Struthers and Carl Anderson who manned the membership and information display along with the President of the Nova Scotia Branch of the *Last Post Fund* - Paul O'Boyle.

And also, for the third year in a row we wined and dined in the Stadacona Wardroom for our Battle of the Atlantic formal dinner. We were pleased to host His Honour, The Honourable Arthur J. LeBlanc, ONS, QC, Lieutenant Governor of Nova Scotia and Her Honour, Mrs. Patsy LeBlanc, Vice-Admiral Art McDonald*, community leaders and supporters. We were particularly honoured with the presence of three of our Second World War Veterans - Vern Toole, Rowland Marshall and Fred Turnbull. Unable to attend but connected by mobile phone with our Chair, Commander Ret'd Wendall Brown was Phil Clappison in Kitchener-Waterloo, a member of Sackville's original wartime ship's company. Coincidentally it was Phil's birthday so we sang along with the STAD Band Quintet - Happy Birthday.

As usual, the dinner was outstanding and was followed by the Wardroom's ever -famous dessert buffet. A special thank you to the Wardroom staff, Debby Findlay, Roxanne Smith and Carl Anderson, Elaine Tuff, Wendall and Jean Brown and Doug Thomas for their involvement with the planning of the dinner, and the Stadacona Band Quintet for their wartime repertoire.

*On 12 June Vice-Admiral Art McDonald assumed command of the Royal Canadian Navy from Vice-Admiral Ron Lloyd. VAdm McDonald requested specifically that HMCS *Sackville* be alongside Jetty NB at the Change of Command Ceremony with HMC Ships *Kingston* and *Ville de Quebec*. It was our great honour to participate and host Maritime Forces Atlantic's Command Teams of Captains, Executive Officers and Coxswains who manned our rails during the ceremony.

The Bells and the Next Generation

As many of you know, for the last 14 years we have been engaged in connecting the wartime port cities of Halifax, St. John's and Londonderry Battle of the Atlantic with specially cast commemorative bells. While this effort is now complete, we are now working on another bell project which we hope will connect the three cities virtually on Friday, 8 May 2020 - the 75th anniversary of VE DAY with local cadets ringing the three bells simultaneously. Discussions are underway with organizations in the local areas and national and international television.

Natal Day

Last August the CNMT partnered with CFB *Halifax* during Natal Day festivities namely the pancake breakfast. Several of our Trustees turned out to help while Wendall Brown and Douglas Thomas flipped pancakes in the serving line. Over 1200 Haligonians came out for this important community event in the North End. In addition to people power the Trust supplied paper plates and utensils for the breakfast.

Action Stations

While we managed to produce two issues in the last reporting period, we are still looking for volunteers to assist with the production of our magazine. We are always looking for new material and fresh photographs.

Thank you to our existing team consisting of Doug Thomas, Len Canfield, and Debbie Findlay, and photographers Doug Struthers, Ian Urquhart, Bill Gard and Sandy McClearn for everything they do to assist.

Twitter

Our account continues to grow at a steady rate consistent with other museum ships. To date we have approximately 3554 national and international members. A special shout-out to Sandy McClearn who has joined the Twitter team and has brought our on-line presence to a higher level.

FaceBook

We have been having problems with our account and have decided to shut it down until we can sort out the issue. In the meantime, have a look at **The Paint Locker** for day to day activities on what is happening on or about the ship.

Steve Chard and the Great Loop

I mentioned at the beginning about like-minded partnerships. On 1 June 2018, Steve Chard, recently retired in the UK, departed Halifax to kayak the Great Loop consisting of 6000 miles of coastline, interconnected waterways, canals and rivers to raise money for seven different charities - HMCS *Sackville* included. Steve is currently in Maine, has only 500 miles to go, and expects to return to Halifax by the end of August.

IN CONCLUSION

Two years ago, we were projecting "another momentous summer on the waterfront for 2018." While we all know that didn't happen, we do know that we were missed deeply by the organizations and people who constitute our waterfront family. We are so happy to return home at last.

Have a wonderful summer - we certainly will!

Pat Jessup, LCdr (Ret'd) Chair – Public Affairs

Annex H to 34th AGM MINUTES

CNMT BOARD OF DIRECTORS: 2018-2019

1. Wendall Brown Chair CNMT
2. Jim Reddy CO HMCS Sackville
3. Neil Black
4. Bryn Weadon Treasurer, Investment Committee
5. Roger Chiasson

6. Christopher Elson
7. Debbie Findlay Financial Administrator
8. William Gard Recording Secretary
9. Tony Goode
10. Pat Jessup Public Affairs, Editor ACTION STATIONS!
11. Dean McFadden
12. Patrick Charlton Chair, Membership Committee
13. Heather Armstrong
14. John Pickford
15. Steve Rowland Director Education, Duty Trustee Coordinator
16. Peter Stoffer
- 17.
18. Bill Woodburn

Annex K to 33rd AGM MINUTES

WORKING COMMITTEES

FUND RAISING COMMITTEE:

Tony Goode
 Roger Chiasson
 Bill Woodburn

EXECUTIVE COMMITTEE:

Doug Thomas	Chairperson/ Web Site Committee
Debbie Findlay	Financial Administration/Membership Committee
Pat Jessup	Chairperson Public Affairs
Len Canfield	Member, Public Affairs
Dennis May	Chiefs and Petty Officer's Association Representative
Sherry Richardson	NS-NAC Representative
Carl Anderson	Member
Steve Bloom	Member
Bill Gard	Member

ADVISORS TO THE BOARD:

Bryan Elson	Past Chairperson
Doug Thomas	Executive Director
Sean Layden	Legal Advisor
Brian Flemming	