

# CANADIAN PEACEKEEPING VETERANS ASSOCIATION



## DOCUMENT PACKAGE FOR ANNUAL GENERAL MEETING 2008

By Conference Call

1400 HRS EDT, SATURDAY, 14 JUNE 2008

### *List of Contents*

Page	
2.	Agenda
3.	List of Participants and Votes
4.	Minutes of Annual General Meeting 25 August 2007
9.	President's Annual Report for 2007/2008
11.	Treasurer's Financial Report for 2007/2008
12.	Membership Report
14.	Special Assignments Report (to be submitted later)
15.	Internal Audit Report for 2007/2008
16.	Annual Budget 2008/2009
17.	Revised Terms of Reference for Directors and Officers
29.	List of Directors and Officers as of 31 May 2008

## **CANADIAN PEACEKEEPING VETERANS ASSOCIATION**

### **ANNUAL GENERAL MEETING 2007 – BY CONFERENCE CALL 1400 hrs EDT, 14 June 2008**

#### **AGENDA**

##### **1. PRELIMINARIES**

- 1.1. Call to Order, Notice of Meeting, Quorum, Opening Remarks (President)
- 1.2. Roll Call, Confirmation of Votes of Chapters and National Members (Membership)
- 1.3. Approval of Agenda
- 1.4. Review and Approval of the Minutes of Annual General Meeting, 25 August 2007

##### **2. REPORTS**

- 2.1. President's Annual Report for 2007/2008
- 2.2. Treasurer's Financial Report for 2007/2008
- 2.3. Membership Report for 2007/2008
- 2.4. CPVA Chapters (and Regional Chairs – if possible)
- 2.5. Special Assignments
- 2.6. Other Reports (as necessary)

##### **3. INTERNAL AUDIT REPORT FOR FISCAL YEAR 2007/2008**

##### **4. SANCTIONING THE ACTIONS OF THE BOARD**

##### **5. BUSINESS ITEMS**

- 5.1. CPVA Vision and Long-term Plan, Name Change Status (President)
- 5.2. Organizational Structure – New Executive Positions, Terms of Reference (VP)
- 5.3. Rotating Elections – Executive Positions in Odd and Even Years
- 5.4. Annual Plan 2008/2009 (President)
- 5.5. Communications Plan – Blue Beret, Website, Marketing (Communications Director)
- 5.6. Annual Membership Fees – \$25 and \$30 vice 20 and 25 (Membership Chair)
- 5.7. CPVA Annual Budget 2007/2008 (Treasurer)
- 5.8. Financial Reporting by Chapters (Treasurer)
- 5.9. Uniting with Other Veterans Organizations (VP)
- 5.10. Wound Medal Proposal
- 5.11. CPVA Awards Policy and 2008 Recipients

##### **6. APPOINTMENT OF AUDITORS**

##### **7. ELECTION AND APPOINTMENTS**

- 7.1. Elections: President, VP, Secretary, Membership Chair, Communications Director
- 7.2. Appointment and Ratification of Officers

##### **8. OTHER BUSINESS**

##### **9. NEXT MEETING**

##### **10. ADJOURNMENT**





**ANNUAL GENERAL MEETING 2007**  
**Held Via Tele-Conference at 15:00 hrs EDT, 25 August 2007**

**MINUTES**

**Participants:**

Tom Hoppe	-	President
Ray Kokkonen	-	Vice-President
Jeff Willis	-	Secretary
Lorne Cooney	-	Treasurer
Harry Stinson	-	President BC Chapter
Terry Herrett	-	President Surrey V Chapter
Wayne Clayton	-	President Edmonton Chapter
Wayne Kennedy	-	Vice-President West Central Alberta Chapter
Jim Muck	-	President Miramichi Chapter
Jesse Wilkins	-	Vice-President Newfoundland and Labrador Chapter

**1. PRELIMINARIES**

**1.1 Call to Order/Quorum**

The meeting was called to order at 15:00 hrs EDT by President Tom Hoppe who explained that the Vice President, Ray Kokkonen, would be facilitating the meeting. Ray briefed the participants on the rules of conducting a meeting via tele-conference. Valid notice of meeting and quorum were confirmed. He went on to explain that voting would be done by Chapter. It was determined that there were 374 votes and that 187 would constitute a majority. All of the Chapters confirmed that each would vote as a block for all their members.

**Opening Remarks**

Tom Hoppe welcomed everyone and thanked them for attending. He went on to say that for the first time all members would have a voice in the business of the Association. Additionally, he said that much has been achieved this year and that it is his intention to continue his efforts to move the Association forward.

**1.2 Approval of Agenda**

The participants reviewed the agenda included in the AGM package that Ray Kokkonen had distributed to all Chapters.

**Motion to approve Agenda as amended – Harry Stinson, seconded – Jim Muck – Carried**

**1.3 Review Of Minutes**

The minutes of the Annual General Meeting of 8 August 2006, held in Newfoundland, were read. Ray Kokkonen noted that there was an error in the Treasurer's Report presented and that the Kit Shop assets were approximately \$350.00 vice \$5820.00.

**Motion to adopt the Minutes subject to the correction - Wayne Clayton; seconded Wayne Kennedy – Carried**

## **2. REPORTS**

### **2.1 President's Annual Report**

Tom Hoppe referred to his written report stating that this had been a successful year for the organization. He reported that the initiative to change the name of the Association has been stalled as we have not received responses from the Minister of National Defence or the Chief of the Defence Staff. He went on to say that the name change would be a great step forward for the Association. He, Larry Gollner and Larry's replacement Marlowe Fraser and Ray have represented the Association at a number of meetings with Veterans Affairs Canada and a number of other organizations in the past year. The aim is to continue to attend these meetings to lobby for veterans. Tom emphasized the importance of maintaining the national character of CPVA.

### **2.2 Treasurer's Financial Report**

The Treasurer's Report for Fiscal Year 2006/2007, which was included in the AGM package, was presented:

Current Balance = \$5920.71

As an item of business arising from the financial report, the operation of the Kit Shop was discussed resulting in a motion that the BC Chapter would operate it instead of National HQ.

**Motion that BC Chapter take over the operation of the Kit Shop with no financial responsibility by National HQ – Harry Stinson; Seconded Terry Herrett - Carried**

### **2.3 Membership Report**

The Membership Chair was absent however it was determined that the present membership is at 387. A discussion ensued on the requirement to come up with a strategy to recruit new members to the Association.

### **2.4 Board Members**

No reports.

### **2.5 Chapter Reports**

**BC** – Harry Stinson reported that the Chapter presently has 84 members which is down slightly from last year. He is looking forward to a successful year. He went on to say that his Chapter has established a good relationship with CAVUNP.

**Surrey V** – Terry Herrett reported that the Chapter presently has 75 members which is also down slightly. The chapter has been busy at a number of events in the BC. He also stated that they have a number of members in Afghanistan.

**Edmonton** – Wayne Clayton reported that their Chapter presently has 23 members. That have had a fairly good year but they are also losing members, but they are looking to boost their membership. Wayne also stated that it is difficult getting people out and that 1/3 of the membership is always doing the work.

**West Central Alberta** – Wayne Kennedy reported that the Chapter has 33 members. The Chapter has been busy at a number of events across Alberta. Wayne reported that his members are spread across the province.

**Miramichi** – Jim Muck reported that the only Chapter in the Maritimes has 51 members. The Chapter has been very busy at a number of events across most of the Maritimes. Jim went on to say that they are actively recruiting new members and have 4 or 5 in the works.

**Newfoundland and Labrador** – Jesse Wilkins reported that they presently have 100 members and that they have had a successful and busy year. Jesse went on to say that the calendar for the remainder of this year and next is busy. He stated that they are experiencing the same problem as the other Chapters with regard to falling membership but they continue to recruit.

## **2.6 New Veterans Charter**

Tom Hoppe discussed some of the highlights of the New Charter. Generally not much has changed – it is the same people saying the same thing. Some of the issues that have been identified to date is that benefits are cut off at age 65. Soldiers paying into SISIP pay for their own benefits. Serious issues remain - problems will arise when soldiers attempt to tap into the benefits package. CPVA continues to lobby for changes to the Charter. We do not see any changes happening until public pressure forces the Government to act.

## **3. INTERNAL AUDIT REPORT FOR FISCAL YEAR 2006/2007**

Jeff Willis reported that contrary to the by-laws no external audit had been conducted on the finances for this year. He and Jeff Willis had conducted an internal audit as it was felt that there was insufficient funds in the account to merit the cost of an external audit.

**Motion to allow for an internal audit, by two Directors (Board Members) and the Treasurer, as long as the account balance remains below \$20,000.00 – Jeff Willis; seconded – Harry Stinson – Carried.**

## **4. SANCTIONING THE ACTIONS OF THE BOARD**

**Motion to sanction actions of the Board – Jesse Wilkins; seconded – Wayne Kennedy – Carried**

## **5. BUSINESS ITEMS**

### **5.1 CPVA Vision and Long-Term Plan**

Tom Hoppe stated that the Association has to look in a new direction and must work to get all veterans under one umbrella and must be all inclusive. At present the veterans are divided into a number of associations some of which are regionally focused and others that are nationally focused. We cannot make a difference if we remain divided: it is imperative that veterans speak with one voice as it is our only hope of ensuring that veterans receive the benefits they deserve.

The government sees the Legion as the voice of the veteran; unfortunately the Legion is not a supporter of the modern veteran. Sixty percent of the Legion's membership are civilians who have never served. It is also an organization that is run by civilians. The Long Term Plan is to continue our discussions with other organizations and work towards joining a confederation. We have to work to increase our membership we must have a strong communications plan with a wide distribution. One step would be to distribute the Blue Beret to other organizations.

The Association must be all inclusive and efforts must be made to reach out to the younger serving members to join. We must maintain our presence at the table in Ottawa voicing the needs of the veterans to the government.

Our communications plan must be all inclusive and we must market the association's name. We must also formalize a plan for a national membership drive. Chapters can play in a large role in this plan. It is imperative for our survival to draw new members to the fold in large numbers. One suggestion would be to offer incentives for members to join. Each and every member is a potential recruiter.

The Association needs to move forward changing with the times and the needs of the veterans.

## **5.2 CPVA Name Change Status**

Tom Hoppe reported that the initiative to change the name to Canadian Forces Veterans Association has stalled as there has been no answer to our correspondence to both the Minister of National Defence and the Chief of Defence Staff. He will continue to monitor this situation and will continue sending reminders.

## **5.3 Annual Plan**

Ray Kokkonen reported that establishing an annual plan is difficult as there normally are not many national activities and often the activities are not predictable in the long term.

## **5.4 Communications Plan**

Ray Kokkonen reported that Karl Morel has been appointed Communications Officer and is doing an excellent job with the Blue Beret and the web page. The Blue Beret has captured attention because of a change in format. The web page will be undergoing a re-design and changes are coming with Rodd Kennedy and Karl working together. Chapters are encouraged to forward any ideas they have for a recruiting campaign to Karl. Ray also mentioned the importance of internal communications such as membership contact lists, etc..

## **5.5 Annual Membership Fees and Deadline Dates**

A discussion took place with regards to membership fees in particular whether a calendar or fiscal year be used. Pro-rating fees for part years was also discussed. It was decided that the membership year would remain as stated in the By-Laws on a calendar year basis (1 Jan – 31 Dec). It was also decided that the Chapters could decide whether or not they would pro-rate the fees. A three-year membership was proposed at a discount and the consensus was that it was a Chapter jurisdiction. A fee increase was discussed but it was decided to hold off on an increase for one year, allowing the marketing strategy to be implemented.

## **5.6 CPVA Annual Budget**

The proposed budget was included in the AGM package.

**Motion to accept the budget as presented and as amended with the Kit Shop changes, and subject to other necessary changes – Lorne Cooney; seconded – Wayne Clayton – Carried.**

## **5.7 Constitutional and By-Law Amendment Motions**

Ray Kokkonen presented the Constitutional and By-Law amendment motions which had been circulated previously and were included in the AGM package. Ray relinquished the meeting Chair to Tom Hoppe for the duration of the discussion on the motions. Wayne Kennedy questioned the requirement for a Group membership and Ray responded that this was much like a corporate membership, the Group belongs to the CPVA, or a Chapter, but not all the members of the group do. A regimental association is an example. The Group membership potentially could be very beneficial to the CPVA

Honorary membership was also discussed; this type of membership would only be bestowed on people outside of the CPVA who have contributed significantly to the Association. An Honorary membership could also be bestowed on a VIP such as a Mayor or Premier. Life memberships could be bestowed upon CPVA members who have provided exemplary service to the CPVA.

**Motion to approve the omnibus motion (Motions 2 to 7) as amended to include the additional categories of Honorary Membership (for external persons) and Life Membership for CPVA members – Ray Kokkonen; seconded by Jim Muck – Carried.**

## **6. APPOINTMENT OF AUDITORS**

There is no requirement to appoint auditors at this time; two Directors and the Treasurer must complete an internal audit annually for presentation to the AGM.

## **7. ELECTION AND APPOINTMENTS**

### **7.1 Election of Treasurer**

There was one nomination for Treasurer – Lorne Cooney was elected by acclamation.

### **7.2 Appointment and Ratifications of Officers**

#### **7.2.1. Blue Beret Editor, Communications Officer and QC Regional Chair**

**Motion to appoint Karl Morel as Communications Officer, Blue Beret Editor and QC Regional Chair - Tom Hoppe; - seconded by Jeff Willis – Carried.**

#### **7.2.2. NB, PE, NS Regional Chair**

Ray Kokkonen informed the meeting that he had step to down as Regional Chair for NB, PE and NS. Dean Lawrence has accepted to act in that position.

**Motion to appoint Dean Lawrence as Regional Chair for NB, PE and NS Region – Lorne Cooney – seconded by Jeff Willis – Carried.**

#### **7.2.3. Ontario Regional Chair**

Tom Hoppe stepped down as the ON Regional Chair.

**Motion to appoint Larry Gray as the Regional Chair for the Ontario Region – Tom Hoppe – seconded by Jeff Willis - Carried**

Tom Hoppe informed the meeting that Kent Stewart would be stepping down as Membership Chair and a replacement would have to be found.

It was decided that there was no need to ratify the other Officer incumbents.

## **8. OTHER BUSINESS**

### **8.1 Terms of Reference**

**Motion that the Directors and Officers TOR as presented by Ray Kokkonen be approved: Harry Stinson – seconded by Wayne Clayton - Carried**

### **8.2 Carol Isfeld (Mother of MCpl Isfeld and Originator of the Izzy Doll)**

Harry Stinson informed the meeting that Mrs Carol Isfield had passed away recently and that the BC Chapter would be sending a contingent would be attending a memorial service her in Courtney on 8 Sep 2007.

## **9. NEXT MEETING**

**Motion to hold the 2008 AGM on 14 June – Ray Kokkonen – seconded by Wayne Kennedy – Carried**

## **10. ADJOURNMENT**

President Tom Hoppe thanked all participants for their excellent work and their contribution for a very successful AGM. He adjourned the meeting at 17:04 hrs EDT.

**Motion for adjournment – Ray Kokkonen – seconded by Jeff Willis**



Ray Kokkonen  
Meeting Facilitator

ORIGINAL SIGNED BY

Jeff Willis  
Secretary



## **CANADIAN PEACEKEEPING VETERANS ASSOCIATION**

### **CPVA PRESIDENT'S REPORT FOR 2007/2008**

**Thomas (Tom) Hoppe M.S.C., M.B., C.D.**

As we begin a new year, CPVA will continue to support our veterans and build bridges and relationships with other organizations. First let me cover some events that happened over the last few months of 2007.

Both Vice-President Ray Kokkonen and I, at different times have represented CPVA in parliamentary hearing last year speaking on the issues affecting the veterans' community, as well as witnessing the establishment of the new Veterans Affairs Ombudsman. Last November Ray and I, along with Larry Grey attended a meeting hosted by the Royal Canadian Legion exploring the idea of having all veteran groups working together for one common cause. I also had an opportunity to speak with the new Veterans Affairs Ombudsman at the end of November 2007, and to provide him with information from the CPVA's many years of work that will help his office.

Since CPVA has been heavily involved in advocacy, our research on many veteran's issues have put CPVA in the spotlight as an organization that has provided solid information and leadership in many areas of veterans' benefits. As we can see by the short list taken from the CPVA's document titled "The First Ten Years" (found on our web site) CPVA is well documented on supporting veteran's interests. The CPVA:

1. Acted as fundraising liaison between RSM Al Comeau and VAC for the monument in Afghanistan to commemorate his soldiers killed during his command there;
2. Made a proposal which created the VAC 1-800 Assistance line;
3. Ensured that the same proposal paved the way for the CF OSSIS peer support program;
4. Proposal created the VAC Canadian Forces Advisory Council;
5. Stood alone in challenging the credibility of Bill C45 before it became legislation;
6. Stands alone in seeking equal treatment for all Active Service Veterans in recognition and Benefits (CVSM, University education, access to Veterans care facilities, etc); and
7. In 2004, provided recommendations to VAC in an effort to streamline and address the failings of the application process that are confirmed by the recommendations of the 10 Aug 2007 McInnis-Cooper report entitled "Independent Review of Disability Pension and Disability Award Decision Making."

It is crucial for the survival of CPVA that we stay involved in the advocacy role at the national level. If not, we will lose our seat at the table and the organization will eventually become a localized veteran's association with little voice on the national stage. Without national recognition, a veteran's organization cannot grow and support its members effectively. CPVA must continue to

provide solid researched advice to the government and VAC staff. I feel it is important to ensure that we as an organization know the difference between commemoration and advocacy. The presentations and meetings are very important for CPVA as it puts our name out in the veterans' community as being involved and providing solutions.

As I stated in my Christmas message, the use of the term "Canadian Armed Forces" in our name change was denied by the Minister of National Defence, because of the paramount recognition it would have given us within the veterans' community. At this stage, from the informal poll Ray Kokkonen conducted it was felt we should keep the current name at the national level and raise the issue at the next Annual General Meeting to be discussed further. If we stay with our current name we, as an organization, need to explore ways to secure our future survival in five to ten years time. We must remember a few things; the average age of the organization is 65, Peace Support operations are ever changing, and if we want to attract young future members we must ensure our name gives the perception we are open to all veterans from all operations.

CPVA will continue to explore and work on building partnerships with other veterans' organizations to have a combined voice so we as veterans have stronger support in Ottawa. The veterans' community must realize that with so many separate veteran organizations we are divided in our voice which makes it very difficult to force government officials to develop programs or benefits that will help veterans. It is human nature to not be concerned about an issue until it affects the individual personally. The veterans' community must look at itself and ask why there are so many organizations and why so few veterans are involved in supporting change. I feel as that this will be the challenge for the future survival of the veterans' community and its organizations. Your Executive members will examine this challenge and like many past challenges, CPVA will strive to be the leader and ask the hard questions to government and veterans to generate discussion to develop solutions that will benefit all.

In closing, I look forward to the challenges of the upcoming year. Your Executive members will work hard for the organization to grow and stay involved on the national stage. We must remember that the organization relies on volunteers to make it work, and I know many of us have very busy personal lives. But any amount of time people can devote to the organization will be very well appreciated. The Executive is working hard, membership and communications are going full steam and we have seen results from their hard work as membership numbers increase. Thanks to them and all the members who have worked hard to keep the organization running and growing. If there are any questions or ideas, please feel free to contact me.



**CANADIAN PEACEKEEPING VETERANS ASSOCIATION**

**TREASURER'S FINANCIAL REPORT FOR FISCAL YEAR 2007/2008  
1 April 1007 – 31 March 2008**

Submitted by Treasurer Lorne Cooney

**OPENING BANK BALANCE ON 1 APRIL 2007** **\$ 5950.71**

<b>REVENUES</b>		
Membership Fees (Chapters 10 %)	967.00	
Membership Fees (Direct National)	435.00	
<b>TOTAL REVENUES</b>	<b>1402.00</b>	<b>\$ 7352.71</b>

<b>EXPENDITURES</b>		
Postage	58.76	
Mail Box Rental	125.76	
Telephone Expenses (AGM 2007)	227.31	
Membership Transfer	20.00	
Membership Remittance	20.00	
Banking Fees	60.16	
Website Fee	198.59	
Legal Fees – Name Change	1133.27	
Transfer to Petty Cash	40.00	
Ottawa Poppy Fund	45.00	
RC Legion Conference	313.26	
Industry Canada Annual Summary	30.00	
<b>TOTAL EXPENDITURES</b>	<b>2272.11</b>	<b>( - )\$ 2272.11</b>

**CLOSING BANK BALANCE ON 31 MARCH 2008** **\$ 5080.60**



## **CANADIAN PEACEKEEPING VETERANS ASSOCIATION**

### **National Membership Chairman's Report for AGM 14 June, 2008 By Ed Oursien, 15 May 2008**

Fellow Members

I want to thank everyone for their support and co-operation as I attempted to clarify the national membership situation.

After reviewing the contents from a box of applications and paperwork, it was apparent there was considerable confusion as to the membership numbering system. In an effort to correct this situation all chapters were given a new block of 100 numbers. It was felt that by assigning a large block of numbers the chapters would not have to worry about numbers for several years.

There were 253 applications, some were current some were not processed and others were of members who have slipped through the cracks. Following is a break down of the applications, **New Brunswick 4, Manitoba 18, Saskatchewan 12, Quebec 19, Prince Edward Island 17, Ontario 122, Nova Scotia 34, North West Territories 5, Newfoundland 3, Alberta 3, British Columbia 8 and outside of Canada 7.**

The information concerning members from Manitoba, Saskatchewan, Ontario and Quebec has been forwarded to the Regional Chair's for those areas.

In addition to these numbers the following have been confirmed by the Chapters, **Newfoundland & Labrador has 84 Regular, 1 Honorary and 9 Associate members. New Brunswick has 59 regular, 1 associate member. West Central AB has 31 regular members. North Edmonton AB has 25 regular members. Surrey V BC has 107 regular members 1 honorary member and 2 Associate members, and UNCONFIRMED from British Columbia (Island) Chapter 145 members.**

**Total number of regular members 451**

**Total number of past or forgotten members 253**

**Total number of honorary members 2**

**Total numbers of associate members 12**

**Total number of all members 717**

It is extremely important that the chapters forward a copy of the member's application and relevant paperwork to the National Membership Chairman. This will help the Chair to maintain the national records. The assigned membership number must also be visible on the application. It is also very important that information regarding members who have passed on or no longer wish to belong to CPVA be forwarded to the National Membership Chairman.

Recently we were able to have a chapter started in Kingston, ON and we are actively pursuing chapters in Nova Scotia and Prince Edward Island. Hopefully in time and the help of the Regional Chairmen we will have chapters in all provinces.

There is still a great deal of work to be done, in time and with everyone's co-operation this can be successfully achieved

The above mentioned numbers can and will change over time.

I wish to thank Wayne Kennedy for volunteering to take on the National membership Chairman's position and I wish him success. I am confident Wayne will do an excellent job as Chairman.

**NOTE**  
**DUES**

7.09 Membership dues shall become payable yearly in advance on the 1<sup>st</sup> of January in each calendar year and must be paid no later than sixty (60) calendar days from this said date. The Secretary shall remind each member in writing of annual dues, no later than 31 December of each year.



**CANADIAN PEACEKEEPING VETERANS ASSOCIATION**

**SPECIAL ASSIGNMENTS REPORT**  
Submitted by Marlowe Fraser

**TO BE PROVIDED LATER**



## **CANADIAN PEACEKEEPING VETERANS ASSOCIATION**

### **INTERNAL AUDIT STATEMENT FOR FISCAL YEAR 2007/2008**

An internal audit of the financial status of CPVA for Fiscal Year 2006/2007 was conducted on 10 April 2008 by Tom Hoppe, CPVA President, and Lorne Cooney, CPVA Treasurer. The audit reviewed all of the CPVA HQ banking transactions conducted during the Fiscal Year 2007/2008.

Currently, the CPVA HQ holds a Business Chequing Account at the TD Canada Trust located at 235 Gore Rd, Kingston Ontario, account number 2693-250-2543.

Based on the internal audit, it was determined that the year-end closing of the CPVA National Ledger was correctly balanced according to the recorded information. Specific amounts in Canadian dollars for Fiscal Year 2007/2008 are as follows:

Opening Balance on 1 April 2007:	<b>5950.71</b>
Total Revenues:	<b>1402.00</b>
Total Expenditures:	<b>2272.11</b>
Closing Balance on 31 March 2008:	<b>5060.60</b>

Signed on 15 April 2008 at Kingston, Ontario

Tom Hoppe  
CPVA President

Lorne Cooney  
CPVA Treasurer



**CANADIAN PEACEKEEPING VETERANS ASSOCIATION**

**ESTIMATED ANNUAL BUDGET FOR FISCAL YEAR 2008/2009  
1 April 2008 – 31 March 2009**

**BALANCE AS OF 1 APRIL 2008: \$ 5060.60**

<b>REVENUES</b>		
Membership Fees (Chapters)	1000.00	
Membership Fees (National)	500.00	
<b>TOTAL REVENUES</b>	<b>1500.00</b>	<b>\$ 6560.60</b>

<b>EXPENDITURES</b>		
Postage	100.00	
Post Office Box Fee	126.00	
Banking Fees:	70.00	
Website Fee	199.00	
Ottawa Poppy Fund	60.00	
AGM Conference Call	300.00	
Conferences	645.00	
<b>TOTAL EXPENDITURES</b>	<b>1500.00</b>	<b>\$ 1500.00</b>

**VARIANCE: NIL**

**EXPECTED YEAR-END BALANCE 31 MARCH 2008: \$ 5060.60**



# CANADIAN PEACEKEEPING VETERANS ASSOCIATION



## TERMS OF REFERENCE DUTIES OF NATIONAL DIRECTORS AND OFFICERS

Version April 2008

### CONTENTS

DIRECTORS	OFFICERS
<p>President Vice President Secretary Treasurer Membership Director Communications Director Past President (ex-officio) Chapter Presidents</p>	<p>Regional Chairs Marketing Chair Blue Beret Editor (not done) Chaplains Service Officer(s) (not done) Webmaster (not done)</p>

# DIRECTORS

**Position Title: PRESIDENT**

**Reporting to:** The CPVA Executive, Board of Directors and the Annual General Meeting

**Appointment to Office:** Election by Annual General Meeting

**Term:** Two years with a maximum of four consecutive years total.

**Primary Responsibilities:**

To provide overall leadership for the Association and to be Chairperson of the Board

**Duties:**

1. Preside as Chair of all Executive, Board, Annual General and Special General Meetings.
2. Act as an ex-officio member of all Committees and Sub-Committees.
3. Ensure all duly resolved directions of the Board, Annual General and Special General Meetings are put into effect.
4. Invite to meetings of the Association at his/her discretion a person or persons as appropriate to the best interests of the Association.
5. Represent the Association to other organizations in liaisons and meetings, or appoint a designate to do so. Some of the other organizations are, but not limited to, Veterans Affairs Canada (VAC), other federal government agencies, the Canadian Forces, the Royal Canadian Legion and other veterans organizations, and business organizations as necessary with special emphasis on VAC.
6. Oversee the overall direction of the Association's operations and activities.
7. Monitor, direct and coordinate the activities of the Vice-President, Secretary, Treasurer, Immediate Past President, all committee Chairs and other appointed Officers.
8. Monitor, review and propose changes to the Association's vision, Constitution and By-Laws, strategic goals, long-term plan, annual plan, policies and organizational structure as necessary.
9. Report in writing to Board meetings and Annual General Meetings on the overall status and performance of the Association and as necessary to other Association meetings..
10. Act as one of the Association's signing authorities as necessary

**Position Title: VICE PRESIDENT**

**Reporting to:** President and the Board

**Appointment to Office:** Election by Annual General Meeting

**Term:** Two years with no limit on repetitions

**Primary Responsibilities:**

To provide overall leadership in governance, Constitutional and By-Laws matters of the Association and to be the understudy to the President

**Duties:**

1. Perform all duties of the President in his/her absence, or when so designated, and become the Acting President in case of death, resignation or long-term incapacitation (three months or more) of the President.
2. Participate as a voting member in Executive and Board meetings
3. Ensure the proper implementation of all policies which are assigned to his/her function..
4. As a primary responsibility, monitor, review and propose changes to the Association's Constitution, By-Laws, long-term plans, annual plan, policies and procedures and organizational structure as necessary.
5. Advise the President, Executive and the Board on governance and Constitutional/By-Laws matters.
6. Liaise and correspond with other organizations as required by his/her duties and as directed by the President.
7. Report verbally or in writing to Executive and Board meetings, as appropriate, on the overall governance and Constitution/By-Laws status of the Association, and in writing to Annual General and Special General Meetings as necessary.
8. Act as one of the Association's signing authorities as required
9. Perform other duties as directed by the President or the Board.

**Position Title: SECRETARY**

**Reporting to:** President and the Board

**Appointment to Office:** Election by Annual General Meeting

**Term:** Two years with no limit on repetitions

**Primary Responsibilities:**

To perform all secretarial functions of the Association and to advise the President and Board on protocol and procedural matters and administration, and to act as the President in the absence or incapacitation of the President and the Vice President.

**Duties:**

1. Participate as a voting member in Executive and Board meetings.
2. Assist in the preparation of the agenda, in consultation with the President, for all meetings and ensure that notice of meeting is given at the required time.
3. Ensure the correct recording, production and distribution of minutes of Executive, Board, Annual General and Special General Meetings.
4. Monitor and maintain a current manual of the Association's policies and procedures, including the creation and updating of policies as required.
5. Acquire and maintain expertise in protocol and procedural matters, particularly in conduct of meetings, and provide advice in those areas as required.
6. Ensure that all necessary preparations for meetings of the Association have been made including notices, mail-outs, space reservations, production of documents for the meetings, etc.
7. Liaise and correspond with other organizations as required by his/her duties and as directed by the President.
8. Review and propose necessary changes to the Association's policies and procedures..
9. Report verbally or in writing, as appropriate, to Executive and Board meetings on the overall administrative status and performance of the Association, and in writing to Annual General and Special General Meetings as necessary.
10. Act as one of the Association's signing authorities as required.
11. Perform all duties of the President in his/her and the VP's absence.
12. Perform other duties as directed by the President, Executive and the Board.

**Position Title: TREASURER**

**Reporting to:** President and the Board

**Appointment to Office:** Election by Annual General Meeting

**Term:** Two years with no limit on repetitions

**Primary Responsibilities:**

To monitor and oversee the financial functions of the Association and to conduct financial recording, accounting and planning.

**Duties:**

1. Participate as a voting member of Executive and Board meetings.
2. Monitor and record receipts and expenditures, and maintain a current knowledge of the Association's financial situation to ensure a viable financial status.
3. Inform and advise the President, Executive and the Board on financial matters of the Association.
4. Present an up-to-date financial report in writing or orally to Executive and Board meetings as appropriate and the fiscal year report in writing to the AGM.
5. Prepare an annual budget in keeping with the CPVA annual plan and present it to the AGM.
6. Acquire and maintain a current knowledge of financial investment matters and provide advice in the financial investments of the Association.
7. Investigate and report on the requirement to obtain outside financial services, and the comparative quality of various services.
8. Act as one of the signing authorities for the Association.
9. Perform other duties, normally of a financial nature, as directed by the President or the Board.

**Position Title: IMMEDIATE PAST PRESIDENT**

**Reporting to:** President

**Appointment to Office:** Automatic on completion of service as President, by personal choice, with ratification by the next Annual General Meeting.

**Term:** The period to such time when the incumbent President ceases to be the President and becomes the Immediate Past President.

**Primary Responsibilities:**

To provide a historical perspective and guidance to the President and the Board and to oversee all honours and awards matters for the Association.

**Duties:**

1. Act as a **non-voting** member of the Executive and Board.
2. Provide guidance and advice to the President and the Board based on experience
3. Monitor and coordinate all awards and honours matters for the Association, including making nominations and the acquisition of medals, certificates, etc. .
4. Establish and chair an Honours and Awards Committee, if necessary, in consultation with the Board.
5. Perform other duties and special projects as directed by the President.

**Position Title: CHAPTER PRESIDENTS**

**Reporting to:** The Board

**Appointment to Office:** Automatic on election as a Chapter President

**Term:** Unspecified period for as long as a Chapter President

**Primary Responsibilities:**

To act as a Board member without a specific portfolio.

**Duties:**

1. Act as a voting member of the Board.
2. Provide guidance and advice to the President and the Executive based on Chapter experience.
3. Perform other duties and special projects as directed by the Board.

**Position Title: MEMBERSHIP DIRECTOR**

**Reporting to:** President, Executive and Board

**Appointment to Office:** Election by Annual General Meeting

**Term:** Two years with no limit on repetitions

**Primary Responsibilities:**

To perform all required membership administration functions of the Association

**Duties:**

1. Participate as a voting member of Executive and Board meetings.
2. Preside as Chairperson of the Membership Committee, which can also act as a Nominating Committee, if established, and call meetings as necessary
3. Select and recruit the members of the Committee.
4. Present membership input for the Annual Plan.
5. Act as the national contact point for all membership matters and liaise with Chapters on membership matters.
6. Monitor the status of membership in the Association and recommend initiatives for development.
7. Maintain a national membership data base, including: name; membership number, address, telephone/fax numbers, e-mail address and other personal information as appropriate..
8. Provide input to the Communications Director and Marketing Committee Chair for the development of promotional material for recruiting of members.
9. Identify and recruit suitable candidates for Director and Officer nominations for elections.
10. Ensure that all duly resolved directions of the Executive and Board in membership matters are effectively implemented.
11. Report verbally or in writing to Executive and Board meetings and to the Annual General Meeting as appropriate.
12. Perform other duties as assigned by the Executive and Board

**Position Title: COMMUNICATIONS DIRECTOR**

**Reporting to:** Executive and Board

**Appointment to Office:** Election by the Annual General Meeting

**Term:** Two years with no limit on repetitions

**Primary Responsibilities:**

To provide leadership in all communications matters of the Association

**Duties:**

1. Participate as a voting member of Executive and Board meetings.
2. Ensure the effective functioning of all communications of the Association, internal and external.
3. Present communications input for the Annual Plan and provide communications advice to the Executive, Board, Membership Director and Marketing Chair.
4. Liaise with other organization on communications matters as appropriate.
5. Ensure that the Association's website is up-to-date and accurate.
6. Ensure that the Blue Beret is produced on time and contains accurate information.
7. Ensure that all address lists, particularly e-mail, of the Association are complete and accurate.
8. Consult frequently with the Membership Director and Marketing Chair on issues which are common to the functions.
9. Ensure that all duly resolved directions of the Executive and Board in communications matters are effectively implemented.
10. Report to Executive and Board meetings verbally or in writing as necessary.
11. Perform other duties as assigned by the Executive or Board

# OFFICERS

## **Position Title: REGIONAL CHAIRPERSONS**

**Reporting to:** President and Executive

**Appointment to Office:** Appointed by the Board and ratified by the next Annual General Meeting

**Term:** Two years with no limit on repetitions

### **Primary Responsibilities:**

To provide a CPVA presence and leadership at the Regional level in the area for which he/she has been appointed.

### **Duties**

1. Act as the CPVA representative at the Regional level, including liaison with the RC Legion, CAVUNP and other organizations as appropriate.
2. Administer CPVA members at large in the Region in liaison and in consultation with the National Membership Director
3. Convey CPVA information to members at large in the Region.
4. Coordinate Regional activities such as Peacekeepers Day for members at large.
5. Work in cooperation with existing Chapters in the Region.
6. As a primary focus, promote, encourage and assist in the founding of new Chapters in the Region.
7. Act as a Service Officer to assist members at large in the Region, if possible and appropriate.
8. Market the CPVA name in the Region.
9. Report to the President, Executive, Board and the AGM as necessary.

**Position Title: CHAIRPERSON MARKETING COMMITTEE**

**Reporting to:** President and Executive

**Appointment to Office:** Appointed by the Board and ratified by the next Annual General Meeting

**Term:** Two years with no limit on repetitions

**Primary Responsibilities:**

To provide leadership in all public relations and marketing matters of the Association

**Duties**

1. Preside as Chairperson of the Marketing Committee, if established, and call meetings as necessary.
2. Select and recruit the members of the Committee.
3. Present public relations and marketing input for the Annual Plan
4. Liaise with other organization on public relations and marketing matters as appropriate.
5. Solicit and develop potential and active media contacts and maintain a database on those contacts.
6. Actively and dynamically pursue sponsorships for the Association.
7. Implement any necessary activity to ensure the best possible public image for the Association.
8. Plan and recommend the production of public relations material such as brochures, posters, videos, etc.
9. Develop and implement a plan to make Association information available to the media, and encourage the media to use the information.
10. Ensure that all duly resolved directions of the Board in public relations and marketing matters are effectively implemented.
11. Report to Board meetings verbally or in writing as necessary.
12. Perform other duties as assigned by the Executive.

**Position Title: CHAPLAIN(S)**

**NOTE:** There can be a number of Chaplain positions for the Association.

**Reporting to:** President and Board

**Appointment to Office:** Appointed by the Board

**Term:** Unlimited

**Primary Responsibilities:**

To provide Chaplain services for the Association and guidance to the President and Board.

**Duties:**

1. Perform Chaplain services for Association functions and activities.
2. Provide guidance and advice to the President, Executive and the Board on matters having religious implications.
3. Perform other duties and special projects as requested by the President and Board.



## KEY POSITIONS

<b>HONORARY APPOINTMENTS</b>			
CPVA Patron	Michael O'REILLY	Chief Superintendent (Retired)	
CPVA Founder	Richard BURKE, CD		604-408-1269
CPVA Founder	Tom LEONARD, CD	<a href="mailto:tomzeke@telus.net">tomzeke@telus.net</a>	250-475-3754
<b>ELECTED DIRECTORS (Executive)</b>			
President	Tom HOPPE, MSC,MB,CD	<a href="mailto:tomhoppe@sympatico.ca">tomhoppe@sympatico.ca</a>	616-542-4988
Vice President	Ray KOKKONEN, CD	<a href="mailto:kokkonen@nbn.net.nb.ca">kokkonen@nbn.net.nb.ca</a>	506-627-0217
Secretary	Jeff WILLIS, CD	<a href="mailto:jwillis@cogeco.ca">jwillis@cogeco.ca</a>	613-545-1945
Treasurer	Lorne COONEY, CD	<a href="mailto:lcooney2@cogeco.ca">lcooney2@cogeco.ca</a>	613-531-3372
Membership Director	Ed Oursien	<a href="mailto:fsted@nb.sympatico.ca">fsted@nb.sympatico.ca</a>	506-622-1580
Communications Director	Karl MOREL, CD	<a href="mailto:archivaire@sympatico.ca">archivaire@sympatico.ca</a>	514-847-0025
Past President (ex-officio)	Dave MUNRO, CD	<a href="mailto:daveve3azp@telus.net">daveve3azp@telus.net</a>	250-701-0480
<b>APPOINTED OFFICERS</b>			
2 <sup>nd</sup> Vice President	Larry GRAY, CD	<a href="mailto:landgg@sympatico.ca">landgg@sympatico.ca</a>	613-253-2006
Special Assignments	Marlowe FRASIER, CD	<a href="mailto:Fraser.m@forces.gc.ca">Fraser.m@forces.gc.ca</a>	250-391-1375
Editor, <i>The Blue Beret</i>	Karl MOREL, CD	<a href="mailto:archivaire@sympatico.ca">archivaire@sympatico.ca</a>	514-847-0025
Webmaster	Rodd KENNEDY	<a href="mailto:roddk939@hotmail.com">roddk939@hotmail.com</a>	250-294-0594
Service Officer	VACANT		
<b>APPOINTED REGIONAL CHAIRS</b>			
NL Chair	Garry BEST	<a href="mailto:newfoundlandpeacekeepers@hotmail.com">newfoundlandpeacekeepers@hotmail.com</a>	709-834-1434
NB/NS/PE Chair	Dean LAWRENCE, MMM, CD	<a href="mailto:deanlaw@nbn.net.nb.ca">deanlaw@nbn.net.nb.ca</a>	506-622-1963
QC Chair	Karl MOREL, CD	<a href="mailto:archivaire@sympatico.ca">archivaire@sympatico.ca</a>	514-847-0025
ON Chair	Larry GRAY, CD	<a href="mailto:landgg@sympatico.ca">landgg@sympatico.ca</a>	613-253-2006
MB Chair	Dale LAMOUREUX, CD	<a href="mailto:dalien@mts.net">dalien@mts.net</a>	204-754-3349
AB Chair	Wayne KENNEDY, CD	<a href="mailto:waco1870@telus.net">waco1870@telus.net</a>	780-865-4332
BC Chair	Marlowe FRASER, CD	<a href="mailto:fraser.m@forces.gc.ca">fraser.m@forces.gc.ca</a>	250-391-1375
<b>CHAPTER PRESIDENTS</b>			
St. John's, NL Chapter	Selby LUFFMAN, CD	<a href="mailto:cpvanl@nl.rogers.com">cpvanl@nl.rogers.com</a>	709-368-4273
Miramichi, NB Chapter	Jim MUCK, CD	<a href="mailto:Jim.M.Muck@gnb.ca">Jim.M.Muck@gnb.ca</a>	506-622-8688
North Edmonton Chapter	Wayne CLAYTON, CD	<a href="mailto:claytdw@yahoo.com">claytdw@yahoo.com</a>	780-457-0386
West Central AB Chapter	Bob SALT	<a href="mailto:rsalt01@shaw.ca">rsalt01@shaw.ca</a>	780-865-3743
Surrey, V Chapter	Hugh MESSAGE, CD	<a href="mailto:message@uniserve.com">message@uniserve.com</a>	604-551-6584
British Columbia Chapter	Harry STINSON, CD	<a href="mailto:bcchappcpva@shaw.ca">bcchappcpva@shaw.ca</a>	250-658-6311
<b>CHAPTER SECRETARIES</b>			
St. John's, NL Chapter	Helen LUFFMAN	<a href="mailto:cpvanl@nl.rogers.com">cpvanl@nl.rogers.com</a>	709-368-4273
Miramichi, NB Chapter	Ed OURSIEN, CD	<a href="mailto:fsted@nb.sympatico.ca">fsted@nb.sympatico.ca</a>	506-622-1580
North Edmonton Chapter	John PINSENT, CD	<a href="mailto:jlpinsent@shaw.ca">jlpinsent@shaw.ca</a>	
West Central AB Chapter	Bill TOUSSAINT, CD		780-865-2862
Surrey, V Chapter			
British Columbia Chapter	Norma THOMPSON	<a href="mailto:bcchappcpva@shaw.ca">bcchappcpva@shaw.ca</a>	250-478-2881

- NOTES:** 1. The Executive consists of the elected Directors and the Past President (ex-officio).  
2. The Board of Directors consists of the Executive and the Chapter President