

Regimental Headquarters
 The Royal Regiment of Canadian Artillery
 Canadian Forces Base Shilo
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 Shilo, MB R0K 2A0



Quartier général régimentaire du
 Le Régiment royal de l'Artillerie canadienne
 P.O. Box 5000 Stn Main
 Base des Forces canadiennes Shilo
 Shilo, MB R0K 2A0

1180-1 (Regt'l Col)

30 October 2014

Distribution List

ARTILLERY SENATE MEETING
FRI, 23 SEP 14, MORRISON ARTILLERY PARK, OTTAWA

Chair: LGen (Ret'd) M.K. Jeffery, CMM, CD – Colonel Commandant

Co-Chair: MGen J.G.E. Tremblay, CD – Senior Serving Gunner (dial-in)

Attendees:
MGen (Ret'd) A.J. Howard, CMM, MSM, CD BGen (Ret'd) J.G.J.C. Barabé, OMM, CD BGen (Ret'd) D.L. Ross, CD BGen (Ret'd) J. Selbie, OMM, CD Col T. Bishop, CD – Director of Artillery (via telephone dial-in) HCol G. Burton, CD (via telephone dial-in) Col (Ret'd) J.P. Culligan, OMM, CD – National Director, RCA Charitable Campaign HCol N.L. Stewart, KStJ, CD (via telephone dial in) LCol (Ret'd) C. Cotter, CD – President RCAA (via telephone dial-in) LCol A. Reiffenstein, CD (via telephone dial-in) LCol (Ret'd) A. Richard, CD Maj J.D. Stewart, CD (via telephone dial-in) CWO C.P. Rusk, MMM, CD – RSM RCA (via telephone dial-in) CWO (Ret'd) (Mr Gnr) D. Tomaso, MMM, CD
Absent:
LGen (Ret'd) J. Arp, CMM, CD – National Chair, RCA Charitable Campaign LGen (Ret'd), Senator, the Honourable, R.A. Dallaire, OC, CMM, CStJ, GOQ, MSC, CD BGen (Ret'd) E.B. Beno, OMM, CD – Immediate Past Colonel Commandant, RCA BGen K.R. Cotten, OMM, CD (via telephone dial in) BGen J.D.G. Henley, OMM, CD BGen MN Rouleau, OMM, MSM, CD HCol J.K.F. Irving, CD HCol C. de Kovachich, CD
In Attendance:
Maj C.S. Sines, CD (SO to Regt'l Col, RCA) Maj M. Draho, CD (Regt Maj, RCA, via telephone dial-in)

Secretary: Col J.M.D. Bouchard, CD – Regimental Colonel, RCA	
Secretarial Note: Attachments presented to Artillery Senate are available on the RCA Website at: http://www.artillery.net/beta/the-artillery-senate/	
RECORD OF DECISION	ACTION
ITEM 1 – OPENING REMARKS	
1. LGen (Ret'd) Jeffery called the meeting to order at 1312 EST noting a quorum and welcomed all. He welcomed MGen (Retd) Howard to his appointment to the Senate and congratulated BGen Patterson on his promotion.	Info
ITEM 2- APPROVAL OF AGENDA	
2. Proposed agenda was approved with no amendments.	All
ITEM 3 – CONSENT AGENDA	
3. ROD from the last meeting (attachment 2) was approved. The financial statement was approved noting that a revised format is forthcoming.	All
ITEM 4 – REPORTS	
4. REGIMENTAL COLONEL, RCA. Briefed attachment 3. a. The RCA Regt Fund may officially no longer be considered a charitable foundation. This is as a result of CRA investigating all charities and identifying that many “crown” agencies do not qualify. Indications are that we will not lose our “qualified done” status but JAG and RHQ are investigating. This will also affect Units, the full extent as of yet is unknown. This will also provide an opportunity for NDHQ to improve their visibility into the respective funds. RHQ and the Senate is to maintain visibility from a Regt perspective and at Unit level. i. Maj Draho recommended that all who receive the letter should make contact with the CRA POC identified. – <i>Action for Regt Col and Maj to get clarity on status of units, protect our current resources, identify future options to accommodate the new changes.</i> ii. Potential solution is to be discussed.	Info Regt Col Audit Ctee
5. HERITAGE CAMPAIGN COMMITTEE - Col (Ret'd) Culligan- briefed on Committee activities. Key points: a. The Committee continues to need more volunteers.	Info

<p>b. Overall the Campaign is on track and the revised numbers will be submitted 10 Oct for circulation.</p>	
<p>ITEM 5 – RCA SUCCESSION PLANNING</p>	
<p>6. The Col Cmdt reviewed the current Senate makeup provided as attachments 5,6,7 and 8:</p> <p>a. The Arty Senate Committee Membership (attachment 8) was approved by the Senate noting that additional changes to support the key appointees may be forthcoming.</p>	<p>Info</p> <p>All</p>
<p>ITEM 6 – RCA STRATEGIC PLANNING</p>	
<p>7. The Family Strategy was Approved understanding that the Col Cmdt and Senior Serving Gunner will sign. The document was reviewed by section noting the following:</p> <p>a. Vision: Is in accordance with the underlying purpose.</p> <p>b. Governance: This will remain broad and make use of references to keep the document lean.</p> <p>c. Regt Col: Outlines the mandate and responsibilities for stewardship.</p> <p>d. Units and Commanders have responsibilities to the family in addition to their readiness tasks. This is a change from previous guidance in so much as it is more prescriptive. The ebb and flow of size and philosophy of senates and associations is expected, however this strategy will formalize expectations. <i>Action for Regt Col and DArty to confirm follow on plan to this portion for the Reg Force units.</i></p> <p>e. MGen Howard noted that the strategic guidance for Units and Comds may need to invoke an alternate approach in order for the Senate to implement. Col Cmdt remarked it is a matter of culture which requires education and mentoring to foster and establish.</p> <p>f. Associations: The regional approach under the RCA umbrella meets the requirements for the vision in an effort to create a network of associations.</p> <p>g. Communications: Who, what and where are the key elements that must be confirmed in a secondary document to support implementation. This should extend beyond fundraising and should encompass situational awareness. A supporting process is necessary as currently it is personality driven.</p>	<p>All</p> <p>DArty & Regt Col</p> <p>Stakeholder Ctee</p>

<p>h. Heritage: The focus of heritage should not be on raising funds, despite the fact that it is funding dependent.</p> <p>i. Conditions for Success: No issues.</p> <p>j. Summary: No issues.</p> <p>k. Format – potential to remove text boxes and remove images was rejected. There are a number of editorial updates ongoing comments can be sent to BGen Barabe directly. The use of photos is recommended. Footnotes should be minimized in the final product.</p> <p style="padding-left: 40px;">i. Upon completion of editorial changes, translation will be conducted through RHQ.</p> <p style="padding-left: 40px;">ii. Anticipate a follow-up 2-3 page implementation/action plan with OPIs and milestones that will require Senate approval. Strat Comms plan aspects may be contributed by Stakeholder Committee.</p>	<p>RHQ</p> <p>Strat Ctee</p>
ITEM 7 – SENATE WORK PLAN	
<p>8. The Col Cmdt reviewed attachment 10, which was approved with the following remarks:</p> <p style="padding-left: 40px;">a. LGen (Ret'd) Jeffery will remain Chair of the Governance committee after handing over Col Cmdt responsibilities to BGen (Ret'd) Selbie.</p> <p style="padding-left: 40px;">b. Audit & Risk: Spirit of CRA rules will be maintained, and new financial reporting balance sheets will be produced by Oct 2014.</p> <p style="padding-left: 40px;">c. Stakeholder: Must leverage social media to engage target audiences and update the websites (example website for reference is www.ppcli.com). A SOW is being raised for an automatic email service to determine potential costs. Regt Col is updating the Regt Website.</p> <p style="padding-left: 40px;">d. Heritage: Recruitment and campaign plan currently are competing for limited resources.</p>	<p>All</p> <p>Audit Ctee</p> <p>Stakeholder Ctee</p>
ITEM 8 – HERITAGE CAMPAIGN STRATEGIC PLAN	
<p>9. The Senate approved Col Culligan's proposed plan (attachment 11).</p>	<p>All</p>
ITEM 9 – HERITAGE RESPONSIBLE STEWARDSHIP POLICY	
<p>10. Col Culligan's proposed policy (attachment 12) was approved.</p>	<p>All</p>
ITEM 10 – HERITAGE CROWD FUNDING STRATEGY	

11. Col Culligan provided an overview for awareness. a. This strategy will be attempted for McCrae in November leveraging contacts that have large network outreach. Funds received are not tax-deductible.	Info
ITEM 11 – MCCRAE STATUE PROJECT	
12. Col Cmdt provided a status update noting the plaque wording, project budget, ceremony, and associated activities. LGen (Ret'd) Jeffery will continue to chair this project after transfer of Col Cmdt to BGen (Ret'd) Selbie.	Info
ITEM 12 – RCAA SEMINAR	
13. The RCAA seminar will include a training event in addition to the AGM. Participation of Reg Force LCol is under 10%. There is a concern regarding the socialization of the RCA Strategic Plan discussion outcomes from this seminar, however the Col Cmdt noted that the long term vision is to improve the widespread involvement of the entire Gunner community.	All
ITEM 13 – OTHER BUSINESS	
14. BGen (Ret'd) Selbie provided an update for The Gunners of Canada Vol 3.	
15. Col Comdt presented the Col Comdt award to Col Culligan.	
CLOSING REMARKS / NEXT MEETING	
16. Col Cmdt recognized all efforts indicating his perception of the ongoing value being provided by the Senate's efforts. He welcomed BGen (Ret'd) Selbie as the incoming Col Cmdt, who is well versed and poised to serve the community in this capacity.	All
17. The Snr Serving Gunner thanked LGen (Ret'd) Jeffery for his leadership as co-chair of the Arty Senate on behalf of the Royal Regt.	
ADJOURNMENT	
18. The meeting was adjourned at 1701 hrs EST.	

Drafted by



D. Bouchard
Colonel
Regimental Colonel RCA
Secretary Artillery Senate

Approved



M.K. Jeffery
LGen (Ret'd)
Colonel Commandant RCA
Chair Artillery Senate

Distribution List

Action

All Artillery Senate Members
All Regular and Reserve Artillery Commanding Officers
All Regular and Reserve Artillery Regimental Sergeant Majors

Information

Regimental Major (for RCA Website)