

Hamilton Gault Memorial Fund

**Annual General Meeting Board of Trustees
24 October 2024**

By video conference at 1730 MST

Present:	
Mr. Dave Pentney	Chair / Treasurer
Mr. Paul Hale	Secretary / Fundraising / Communications
Mrs. Donna Campbell	Heritage / Veterans and Family
Mr Quentin Innis	Governance
Mr. Derek Prohar	Educational Bursary
Mr Bryan Bailey	Cadets
Mr Alex Gault	Trustee
Mr Ernie Reumiller	Chief Financial Officer
Absent / Regrets	
Mr Pete Hofman	Vice Chair

Item	Discussion	OPI/Action
1.	Call to Order: The meeting was called to order at 1732 (MST) hours, with a quorum.	Chair
2.	Opening Remarks: Intent is to catch up after the summer and to look ahead at future activities.	Chair
3.	Approval of the Agenda: Motion for approval: Bryan Seconded by Quentin. <i>Carried</i>	Chair
4.	Approval of minutes from 25 July 2024 Motion for approval: Derek Seconded by: Donna. <i>Carried</i>	Chair

Item	Discussion	OPI/Action
	<p>requested that the Foundation cash out these funds and that there be a direct transfer of cash to HGMF. This simplifies transfer procedures and ensures that we can establish an Investment Portfolio that is separate from the current HGMF Portfolio. The intent is that capital of these funds will not be touched, however the return on investments will be used to support HGMF activities.</p> <p>Any funds outside of the Legacy Fund will be transferred to the HGMF General Fund and incorporated into HGMF investments.</p> <p>Dave moved that Thomas Priddle of TD Wealth Management be appointed as the HGMF Investment Advisor. Seconded by: Paul</p> <p style="text-align: center;"><i>Carried</i></p> <p>Quentin requested additional information on the For the Solider Institute. Alex explained that it is attached to a Calgary Casino and over 50% funds of the funds raised have historically been donated to the PPCLI Foundations for the For the Soldier Legacy Fund. He commented that the PPCLI Foundation has not provided clear information on the status of the For the Soldier Legacy Fund and if any funds have been used for other purposes.</p> <p>Dave is under the belief that funds from For the Soldier Institute and First in the Field Board will continue to be transferred to the HGMF for the For the Soldier Legacy Fund.</p>	
8.	<p>Bursary Program Update</p> <p>Derek briefed on the results of the Bursary Committee which consisted of Derek, Pete Hofman, Herb Kenny, Rick Dumas, Tim Penny, Harry Nagel, Ron Hamilton, Mike Schneider convened on 20 August 2024. The committee reviewed 24 applications and awarded six bursaries for a total of \$20,000.</p> <p>There is an issue with legacy application forms on various sites. Efforts are being made to have application forms from previous years removed from the internet.</p> <p>The bigger issue is the household income. How do we verify the information? The Committee is examining the issue as to how we could confirm income while still protecting privacy issues.</p> <p>The number of times and individual can consecutively receive a bursary. This year we had an individual receive a bursary for the third year in a row. We are looking at instituting a pause for future cases like this.</p> <p>We are also looking at defining what a full-time student is. Quentin recommended using the CRA definition.</p>	Cadet Chair

Item	Discussion	OPI/Action
	<p>We need to confirm an individual's connection to the Regiment. It was recommend that a recipient must be related to a serving member or a current, paid up member of the PPCLI Association.</p> <p>It was requested that the Bursary committee provide recommendations for the next HGMF BoT meeting</p>	
9.	<p>Cadet Program Update</p> <p>Gord Keener has completed his updates to the Cadet MOU. Bryan will sign the MOU and distribute accordingly. The prize for Top Cadet Corp has been increased to \$2,000.</p> <p>Unit CO's and Cadet Corps Chain of Command have been advised on reporting requirements for the Top Cadet Corps Competition.</p> <p>In January, applications for grants will be distributed to all Cadet Corps</p>	Cadet Chair
10.	<p>Support to Veterans and Families Update</p> <p>Donna has been researching service dog agencies outside of Alberta.</p> <p>Donna asked for directions of how funds could be distributed for future years.</p>	V & F Chair
11.	<p>Heritage Update</p> <p>110th Art Show is ongoing in Calgary under the leadership of Bill Bewick from now to Feb 25. The HGMF and Patricia Fund each provided \$2,500 in support of the Art Show with the For the Soldier Institute providing an additional \$5,000.</p> <p>There was lengthy discussion on the Oral History Proposal. There is not a strong appetite from the Regiment for additional Oral Histories. Paul reviewed the attached documentation and clearly advised that the proposals were his after discussing them with Karen Storwick and Robert Curtin.</p> <p>Paul explained that Karen and Robert have been underselling their services and work. In reality they should be charging \$15,000 for the production of a video involving an average of 500 hrs work. Dave stressed that they need to provide realistic estimates for any future works.</p> <p>Quentin explained that while he was RM he had provided direction to Karen and Robert for them to interview Afghan Veterans and collect their stories and then WW II, Korea and</p>	<p>Heritage Chair</p> <p>Paul Hale</p> <p>Heritage Chair</p> <p>Chair</p>

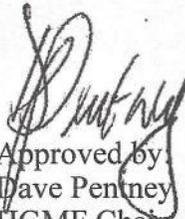
Item	Discussion	OPI/Action
	<p>Balkan veterans. There may be a way to secure matching funding from the province for recording oral histories.</p> <p>Dave requested clarification as to who is the audience for the oral histories. What is the purpose and expected outcomes?</p> <p>If there is interest in this project, we need to put together a team to put together a proposal which can be developed in order to gain interest and financial support for other agencies such as True Patriot Love, VAC and Canada Legacy Foundation. Dave stressed that we need to focus on one issue and determine who would be interested in supporting it. It was suggested that Service Dogs would be a worthwhile project. It was decided to park this issue for now. However a clear business plan must be developed to justify the expense and time required to produce the video and define the return on investment.</p> <p>Alex stressed that the critical variable is who will be the distributor for the documentary. Without a clearly defined strategy as to who the distributor will be, it is extremely challenging to raise funds.</p>	
12.	<p>Governance Chair</p> <p>The Trustees Board of Directors handbook has been updated. Quentin plans to take a Board of Director Course that is being offered in Alberta.</p>	<p>Governance Chair</p>
13.	<p>Communications Update</p> <p>Website is up to date. Alex's bio has been added with applicable hyperlinks.</p>	<p>Comms Chair</p>
14.	<p>Fundraising Update</p> <p>About \$37,000 has been donated to date. Eight Legacy Stones were installed in July at cost of \$180 per stone. Intent is to have stones installed by July with a dedication service on the 2nd weekend in August.</p> <p>110th Regimental Anniversary Bike ride raised \$11,836.</p> <p>Paul reviewed the Burwood whiskey sale of a Regimental whisky. \$10 per bottle will be given to the PPCLI Association. Greg Ferguson is determining how the funds might be spent. For example a portion might be retained to support Association activities while the remaining funds may be allocated for charitable activities. Dave to discuss with Greg as a side bar to the Regimental Steering Committee meeting on 25 October.</p>	<p>Fundraising Chair</p>

Item	Discussion	OPI/Action
	<p>Planned Giving</p> <p>Paul has reviewed the Foundation Planned Giving strategy. It was suggested that a document be placed on the HGMF website for information purposes and that planned giving be kept simple. Estate Bequest or monthly donation via Canada Helps should be encouraged in Association newsletters and the Patrician.</p> <p>Fundraising Strategy</p> <p>Outline of the attached Fundraising Strategy was reviewed. Comments and improvements were requested. Dave requested that trustees provide their comment to Paul by 11 November. The updated Strategy would then be forwarded to the PPCLI Association, For the Soldier Institute and First in the Field Board for their input. The intent is that the strategy will be implemented for 2026.</p> <p>Into the Summit</p> <p>Alex reviewed the background for Into the Summit. It initially started as a climbing expedition and is now a caving expedition conducted by Canmore Caving Expeditions. The next caving expedition will take place in April/May 2025. 30 individuals would participate and individually fundraise for the event. There is an interactive website to aid in the fundraising and it is anticipated the \$20,000 to \$30,000 could be raised. Intent is to involve Cadets. Alex and Bryan to discuss. It was stressed that individuals must be physically fit.</p> <p>Heroes Hockey Challenge</p> <p>Alex briefed that Glenn Cumyn owns the copyright for HHC. Currently Alex is in discussion with Glenn regarding a game with Edmonton Oilers in spring 2026. We need to build a core team of dedicated volunteers in Edmonton in order for this to be successful.</p> <p>Dave asked Derek and Quentin to develop a list of individuals to approach to support the event.</p>	
15.	<p>Transition Update</p> <p>Dave indicated that he talked with Mike Day about two weeks ago.</p> <p>The Foundation has started to initiate the transfer of funds to the HGMF and will do so in three phases:</p> <ol style="list-style-type: none"> a. Initial lump sum transfer of the majority of the funds. Mike is in direct contact with Ernie to coordinate this; 	Chair

Item	Discussion	OPI/Action
	b. Remaining transfer of majority of remainder of funds upon final paperwork resolution with CRA to officially close the Foundation; and c. Transfer of a small rump of funds retained to ensure sufficient monies are available for unforeseen expenses etc.	
16.	Open Forum Nil	
17.	Date and Time of Next Meeting 23 January 2025 at 1730 Mountain Time.	Chair
18.	Adjournment: There being no further business or objections the meeting was adjourned at 1850 (MST) hours on a motion by: Donna	



Prepared by:
 Paul Hale
 HGMF Secretary
 28 October 2024



Approved by:
 Dave Pentney
 HGMF Chair
 28 October 2024

Hamilton Gault Memorial Fund

Balance Sheet As at 30 Sep, 2024

ASSET

Current Assets

Cash BMO	28,516.76	
Investment - Mutual Funds	1,094,720.80	
GST Rebate Receivable	0.00	
Total Current Assets		<u>1,123,237.56</u>

Total Assets 1,123,237.56

TOTAL ASSET 1,123,237.56

LIABILITY

Current Liabilities

Accounts Payable	5,350.00	
GST Paid on Purchases	-1,135.69	
110th Art Show Deferred	7,500.00	
Current Liabilities total		<u>11,714.31</u>

Liabilities

Legacy Stones Deferred	320.00	
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Total Liabilities 320.00

TOTAL LIABILITY 12,034.31

EQUITY

Retained Earnings

Fund Balance	996,439.97	
Current Earnings	114,763.28	

Total Retained Earnings 1,111,203.25

TOTAL EQUITY 1,111,203.25

LIABILITIES AND EQUITY 1,123,237.56

Hamilton Gault Memorial Fund

Comparative Income Statement

	Actual 01 Jan, 2024 to 30 Sep, 2024	Budget 01 Jan, 2024 to 31 Dec, 2024	Difference
REVENUE			
Revenue			
Investment Revenue (Note 1)	139,101.45	35,000.00	104,101.45
Tax Received Donations	2,165.55	35,000.00	-32,834.45
Non Tax Received Donations (Note 2)	2,942.00	5,000.00	-2,058.00
110th Spousal Oral History Donation	6,307.76	0.00	6,307.76
Canada Helps General Donations	1,275.00	0.00	1,275.00
Student Bursaries Donations	9,600.00	0.00	9,600.00
Museum & Archives Donations	230.00	0.00	230.00
Veterans/Family/Support Training	500.00	0.00	500.00
110th Bike Ride Donations	11,826.00	0.00	11,826.00
Legacy Stones Donations	2,880.00	0.00	2,880.00
Total Revenue	<u>176,827.76</u>	<u>75,000.00</u>	101,827.76
TOTAL REVENUE	<u>176,827.76</u>	<u>75,000.00</u>	101,827.76
EXPENSE			
Expense Accounts			
Frezenberg Memorial GB	104.69	0.00	104.69
Sydney Frost Memorial IT	7,916.77	12,960.00	-5,043.23
100th Anniv Time Capsule Refurb	1,000.00	1,000.00	0.00
110th Art Show	0.00	2,500.00	-2,500.00
Museum & Archives	230.00	0.00	230.00
110th Spousal Oral History	8,205.26	2,000.00	6,205.26
Patricia Park	158.00	0.00	158.00
Veterans/Family/Sp Trg (Note 3)	10,000.00	13,500.00	-3,500.00
Legacy Stones Expense	1,440.69	0.00	1,440.69
Fundraising Expense	332.15	750.00	-417.85
Office	0.00	1,500.00	-1,500.00
Web Hosting Services	491.88	500.00	-8.12
Student Bursaries (Note 4)	20,000.00	20,500.00	-500.00
Professional Fees	5,350.00	6,000.00	-650.00
Directors and Officers Insurance	659.00	750.00	-91.00
Memorials	0.00	1,000.00	-1,000.00
Cadet Support (Note 5)	5,000.00	8,500.00	-3,500.00
Travel (Note 6)	750.00	3,000.00	-2,250.00
Miscellaneous	366.09	0.00	366.09
Interest & Bank Charges	59.95	150.00	-90.05
Total General & Admin. Expenses	<u>62,064.48</u>	<u>74,610.00</u>	-12,545.52
TOTAL EXPENSE	<u>62,064.48</u>	<u>74,610.00</u>	-12,545.52
NET INCOME	<u>114,763.28</u>	<u>390.00</u>	114,373.28

Hamilton Gault Memorial Fund Comparative Income Statement

Note 1: Investment Revenue

Unrealized gain from HGMF investments for 2022 was -\$121,356. Past practice has been to budget 50% of the unrealized gain from two years prior. Proposed that up to \$30,000 from investments be used if required.

Note 2: Non Tax Receipted Donations

\$5,000 from PPCLI Assn for Student Bursaries

Note 3: Veterans/Family/Sp Trg

\$10,000 for Veterans and Family Support.

\$3,500 for Mental Health and Peer Support training.

Funding to support conduct on MHFA and one Compassionate Listening Skills workshop.

Note 4: Student Bursaries

\$20,000 for Bursaries and \$500 for admin.

Note 5: Cadet Support

\$1,000 top Cadet Corps and \$250 for keeper plaque, engraving, etc. \$7,250 financial support for Cadet Corps outside of Alberta.

Note 6: Travel

Trustees will be reimbursed to a max of \$750 for expenses to attend the AGM. Receipts must be provided.

FINANCE COMMITTEE REPORT

30 September 2024

Hamilton Gault Memorial Fund (HGMF)

A summary of the HGMF portfolio performance for 2024 to date is as follows:

2024 Opening Balance	\$955,619
First Quarter	\$1,023,537
Second Quarter	\$1,045,299
Third Quarter \$	\$1,094,720

Through to the end of the third quarter of 2024 the value of the portfolio increased by \$139,101 or 14.5%.

Dave Pentney
Finance Chair

HAMILTON GAULT MEMORIAL FUND INVESTMENT POLICY STATEMENT

General

All matters of financial management with the Hamilton Gault Memorial Fund (HGMF) must be in accordance with Section 6 of the HGMF By-Law Number Two. The HGMF Board of Trustees provides for the management of the HGMF's administrative and financial affairs. Finance is the responsibility of the HGMF's Finance Committee which is responsible for ensuring the financial resources are available to support and achieve the HGMF's charitable purposes and activities. This Investment Policy provides the guidelines for the long-term investment strategy for the HGMF.

Finance Committee

The Finance Committee shall be made up of the Treasurer, Governance board member, and the Chief Financial Officer.

The Finance Committee shall meet as required, but not less than two times a year.

Duties, Responsibilities, and Powers of the Finance Committee

The Finance Committee shall be responsible for developing and recommending to the HGMF Board of Trustees long-term financial objectives and investment policies.

The Finance Committee shall report to the HGMF Board of Trustees quarterly on the investment performance of the Funds.

The Finance Committee shall provide an annual report to the Board of Trustees summarizing the management, operation and performance of the Funds for the fiscal year.

The Finance Committee may appoint a Financial Advisor or Financial Manager to assist the Committee in making investment decisions based on the investment objectives listed below. The Finance Committee is not liable for a loss to the capital of the Funds if the conduct of the Committee conformed to a plan or strategy for investments approved by this policy and considered a reasonable assessment of risks and investment returns, that a prudent investor could adopt under comparable or similar circumstances.

Investment Objectives

The HGMF's investment objectives are:

- a. To preserve the capital of the Fund;
- b. To obtain a reasonable rate of return on the investments without undue risk of loss or impairment; and
- c. To make investment decisions, having regard to the following priorities:
 - 1) capital preservation,
 - 2) income,

3) capital growth, and

d. As the HGMF is a charity, there are no special tax implications to consider.

Withdrawal Guidelines and Authorities

The following guidelines should be considered when funds are to be withdrawn:

- a. Preservation of the capital;
- b. A maximum of 75% of annual growth (less additional donations to the investment fund) can be withdrawn annually to ensure that the Fund continues to grow.

A minimum of two signatures will be required for any withdrawals from the Fund. This can be done digitally.

Conflict of Interest

A conflict of interest, whether actual or perceived, is defined for the purpose of this Policy as any event in which any member of HGMF Board of Trustees, the Finance Committee, the Financial Advisor or Investment Manager, or any agent or advisor thereto, or any party directly related to any of the foregoing, may benefit personally from knowledge or participation in, or by virtue of an investment decision or holding of the Fund. In carrying out their fiduciary responsibilities, these parties must act at all times in the best interests, and for the benefit of the HGMF.

No part of the Funds shall be loaned to any member of HGMF Board of Trustees, or member of the Finance Committee, Investment Advisor or Investment Manager, or any organization owned or controlled by any of the aforementioned. Further, no Board member or agent thereof shall receive any personal financial gain (direct or indirect) because of their fiduciary positions.

The HGMF Board of Trustees shall satisfy itself that an appropriate policy regarding conflicts of interest has been adopted and is followed by all members of the HGMF Board of Trustees and by all Investment Advisors/Managers appointed by the HGMF Board of Trustees.

Approval

The policy set out above was approved by the HGMF Board of Trustees on October 24, 2024, with effect from October 24, 2024.



Hamilton Gault Memorial Fund Fundraising Strategy 2025 to 2030

Background

At the Hamilton Gault Memorial Fund (HGMF) and PPCLI Association Annual General Meetings held in Edmonton 20/21 June 2024 it became obvious that there was a requirement for better synchronization of activities between agencies which support the Regiment and Veterans. Specifically, the HGMF, PPCLI Association, For the Soldier Institute and First in the Field Board have all made donations to the same charities within Alberta.

Each organization has its own governance process and is accountable to CRA, Corporations Canada or Alberta Gaming and Licensing Commission (AGLC) and their respective members. The intent of this strategy is coordinate activities so that we complement each other and can provide support or assistance to the Regiment, Youth, Veterans and their Families.

The HGMF receives donations, as well as income from interest and fundraising activities, and expends funds on charitable activities in keeping with the rules and regulations of CRA, its Constitution, and its By-law. The HGMF Charitable Objects are attached as Annex A.

The PPCLI Association is accountable to Corporations Canada with over 800 members in 13 Branches across Canada and is the primary donor base for the HGMF. While the Edmonton and Calgary Branches are the primary volunteers for the three AGLC casinos associated with the PPCLI Association, For the Soldier Institute and First in the Field Board.

For the Soldier Institute (FoSI) and the First in the Field Board (FiFB) and are based respectively in Calgary and Edmonton and are accountable to AGLC.

They were initially established to support the PPCLI Foundation by donating 50% of their annual revenue to the *For the Soldier Legacy Fund*. As of 1 August 2024, both institutes have allocated \$35,000 and \$40,000 respectively for this Legacy Fund. The status of the fund is unknown, since the PPCLI Foundation is in the process of ceasing operations.

It is proposed that the HGMF take the lead in developing a coordinated fundraising strategy. To be successful all agencies have a role to play with respect to fundraising and how funds are subsequently allocated in accordance with their rules and regulations.

The following principles must be considered when developing fundraising events or activities.

Achievable and Realistic Goals

- Realistic and within the capabilities of our volunteers.
- Well defined plan with realistic fundraising goals.
- Expenses must be 20% or less.

Community involvement

- Must appeal to the general public and corporate donors.
- Include serving, retired and released members of the Regiment.
- Effective communication plan.

Business Partners

- Engage business partners who understand and support serving members, Veterans and their Families.

Transparency

- Provide partnered agencies with a detailed after action report on the success and issues encountered during a fundraising activity and an annual report on activities conducted.
- Reports will be published on the participating organizations websites.

Donors

- Establish a continuous donor recognition plan.
- Clearly explain how donations will benefit the Regiment, Youth, Veterans and their Families

Potential Fundraisers

Annually

Legacy Stones

- Installed in July of each year with a Dedication service on the 2nd Weekend of Aug at Patricia Park, Edmonton
 - 8 Stones installed in 2024.
 - Cost of stone was \$320 of which installation expense was \$159.36 without GST
 - Aim to install 25+ stones in 2025 and increase this annually
 - 25 stones would raise \$4,000

Planned Giving

- Annual information campaign to promote planned giving as a means of making a lasting donation.
 - PPCLI Fall Newsletter.
 - Patrician.
 - Letter to all Association members.
- Encourage monthly donations to the HGMF.

Into the Summit

- Annual Caving expedition with up to 30 participants.
- Primary focus has been Mental Health.
- Goal to raise \$14,000 - \$20,000.

AGLC Casinos

- Conducted by FiFB, FoSI and Calgary Branch PPCLI Association.
 - 50% of revenue from FiFB and FoSI donated to the Legacy Fund.
 - Calgary Casino continues to support Educational Bursaries.
- Goal to raise \$85,000 every 18 months.

Biannually

Heroes Hockey Challenge

- Mr Glenn Cumyn, President of SFE Global, was the Founder of the Heroes Hockey Challenge (HHC). Solicit his support.

- PPCLI Foundation concept was a National fundraiser involving the PPCLI, Royal Canadian Regiment and Royal 22nd Regiment with a Gala Ball for each event.
 - Rebrand as a Western Canada fundraiser
 - Serving, Retired and Released members including disabled Veterans to play against Edmonton Oilers and Winnipeg Jets Alumina and Regina Pats.
- King Richard Management (KRM) was hired by the PPCLI Foundation to plan, manage and execute the fundraiser. This involved a gala dinner followed by the hockey game
 - They received up 15% of gross proceeds. Conduct a cost benefit analysis of using professional management agency.
 - Examine the Pros and Cons of a Gala Ball vice a community focused event.
- Goal raise \$25,000 to \$40,000.

Paul Hale
Fundraising Chair

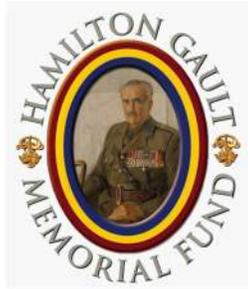
Annex A
HGFM Charitable Purposes

The objects of the HGFM will be limited to the following charitable purposes:

- a. To provide emergency financial support to veterans and families by providing funds to assist in preventing evictions, provision of food cards, minor home repairs and accessibility modifications.
- b. To provide bursaries for post-secondary education to members of the PPCLI Regimental Family, defined as serving and retired members of the Canadian Armed Forces (CAF) posted to PPCLI battalions or Battle Groups (including reservists and support trades), Titular and Honorary Patricia's, members of PPCLI affiliated Cadet Corps, and their respective families.
- c. To provide a public amenity by providing funding to support the development and maintenance of the PPCLI Regimental Museum and Archives.
- d. To protect and preserve significant heritage sites by providing funding to support the development, restoration, and maintenance of PPCLI Regimental monuments and memorials with a view to commemorating people and events and educating the public about them.
- e. To promote the mental health of veterans and members of the Canadian Armed Forces by providing and supporting specialized training for suitable Peer Support Volunteers.
- f. To promote the mental health of veteran's family members by providing funding for services not covered or provided by others.
- g. To promote the mental health and well-being of isolated veterans by providing funding for the purchase, training, and maintenance of communication equipment.
- h. To promote the efficiency of the Canadian Armed Forces by:
 - (1) Providing funding to PPCLI affiliated cadet corps to support cadet training for youth. The HGFM will provide grants to cadet corps; funding

to facilitate the HGMF Cadet Corps Trophy Competition; and provide funding for the purchase of PPCLI Regimental accoutrements.

- (2) Sponsoring the participation of PPCLI affiliated cadets in significant PPCLI Regimental events, museum, and memorial visits as well as battlefield tours of PPCLI operations. The eligibility, selection and process criteria will be posted on the HGMF website in advance of major events.
 - (3) Providing funding to support publications / artwork / documentaries on PPCLI history.
 - (4) Providing funding to public events that commemorate the history and heritage of the PPCLI.
- i. To receive and maintain a fund or funds and to apply all or part of the principal and income therefrom, from time to time, to qualified donees as defined in subsection 149.1(1) of the Income Tax Act (Canada).



14 October 2024

Proposal for Future Oral History Videos

Aim

1. Propose a production plan for Oral Histories to highlight the contributions and sacrifices of Veterans and their families.

Why

2. Oral Histories are an excellent tool for education and at the same time allow Canadian to connect with military members and their families so that they gain a better understanding so what it means to serve Canada. Not all interviews are suitable for general release to the public. However, these videos provide an invaluable record to historians. The following quote is from Robert Engen's acknowledgement in Vol VI PPCLI 1958 – 2000.

“Karen Storwick and Robert Curtin are good friends of the Regiment who conducted a large number of interviews with serving and former Patricias just prior to the pandemic. They very unselfishly ensured that I had full access to all of these materials and went to some lengths to get terabytes worth on interview data to me.”

3. Finally Oral Histories can be a very useful way to get our message to the general public and provide examples of why they should make donations to the HGMF.

Discussion

4. Combined Forces produced a Spousal Oral History 1970s to 1999 for the 110th Regimental Anniversary. The video was very well received, and

improvements have been continuously made to the video. The initial estimate for production of the video was \$4,000 which was increased to \$8,000 after additional information was provided on the length of time and work it took to produce the video.

5. It is my personal opinion that Robert Curtin and Karen Storwick have been consistently undervaluing their work. I requested that they provide a detailed breakdown of the hours required to produce the Spousal Oral History Video, number of interviews conducted, time required to transcribe and edit the interviews, time required to produce the initial video and time required to make changes and improvements to each version of the video and a breakdown of costs for travel, accommodation and meals. Annex A is a detailed breakdown of the time required to produce the 1970 – 1999 Spousal Oral History and the overhead costs associated with it. It took Karen and Robert a combined total of 540 hours to produce the video. Using \$8,000 as salary, this works out to \$14.81 per hour¹. However costs of travel, accommodation, meals and incidentals such as gas were not included in the contract. These expenses were \$13,000.

6. One example of how their work expanded is the Afghan History. Initially the project was budgeted for 60 interviews in 6 locations. While in reality 300 interviews were conducted. Future contracts should clearly establish requirements and if additional work is added or required this must be added to the final cost of production.

7. A second example is the work by Robert Curtin on the HGMF Logo and Sydney Frost Commemorative Plate for which he not compensated. We have to stop taking advantage of his time and work.

8. A third example is the terabytes of interviews that Combined Forces provided to Robert Engen at no cost which greatly helped with the writing of Vol VI.

Future Oral Histories

9. It is proposed that the following Oral Histories be produced in order of priority. Additional details on the proposed content for each Oral History is at Annex B.

- a. Spousal Oral History 2000 – 2025;

¹ 2024 minimum wage in Alberta is \$15.00 per hour, while the Federal minimum wage is \$17.30.

- b. Impact of Catastrophic Injuries and Recovery;
 - c. How Service Dogs improve a veteran and their family's life;
 - d. Loss of a family member and its impact; and
 - e. Effects of PTSD on spouses, children and members of extended family.
10. Combined Forces' intent is to produce two Oral Histories projects per year. It was also discussed that strong consideration should be given to including individuals other than just Patricias since this will increase potential audiences.

Fundraising

11. To assist with fundraising the following agencies should be approached:
- a. True Patriot Love;
 - b. Canada Company;
 - c. Canadian Legacy Foundation;
 - d. NHL Alumni Foundation;
 - e. Molson Family
 - f. Veterans Affairs Canada; and
 - g. Molson Family.
12. The following sponsorship levels are recommended for donors:
- a. Platinum - \$50,000;
 - b. Gold - \$25,000;
 - c. Silver - \$10,000;
 - d. Bronze - \$5,000; and

- e. Sponsor - \$2000.

Copyright and Ownership of Videos

13. Combined Forces retains ownership of videos unless the Regiment specifically wishes to purchase the copyright. For info, individuals who are interviewed own their video and must agree to the edited portion that will be used in Oral History before finalization.

14. When videos are shown to outside agencies, consideration should be given to charging a viewing fee which should be paid to Combined Forces.

Recommendation

15. In summary, I recommend that:

- a. Combined Forces be paid at least \$15,000 per Oral History or \$30 per hr based on 500 hours required to produce a final product. In addition overhead costs such as wear and tear on equipment, travel, accommodation and meals must also be added to the contract;
- b. We proceed with the suggested Oral Histories with the expectation that two will be completed in 2025, two in 2026 and the last one in 2027; and
- c. Copyright and ownership of videos remains with Combined Forces;

Paul Hale
Fundraising Chair

Attachments

Annex A – 1970s – 1999 Spousal Oral History Video Development and Costs

Annex B – Proposed Oral Histories

1970s – 1999 Spousal Oral History Video Development and Costs

Activity	Who		Hrs per	Total
Engaged with the COR and developed a budget for the project based on previous projects with the regiment.			1	1
Personally engaged with each of the wives selected for interview to prepare them for the interviews	Karen	8 Interviews	2	16
Developed personal questionnaires in advance of each interview			2	16
Coordinated interview dates and travel plans with each wife			4	24
set up and take down of equipment for each interview	Robert		10	80
Each interview takes at least 2 hours, including transition time in and out of interview location	Karen Robert		2 x2	32
Rendering each interview including a painstaking process called “keying” where the green screen background is replaced with a graphic brand/look for the project.	Robert		3	24
Transcribing each interview through an AI transcription program	Robert		2	16
Refining each transcription			1	8
Organize each transcription to create story lines	Karen		4	32
Karen delivers ready to cut/edit stories to Robert who then produces the video accordingly with the appropriate look and feel including music selection	Robert			
Robert delivers several drafts to Karen who edits and makes changes until the production is ready to present	Karen			100
Finishing touches to presentation	Robert			10
Coord of travel for presentation to contracting agency	Karen			3

Presentation to Approving Agency	Robert Karen			2
Total hours worked				540

The operating costs were incurred during the production of the Spousal Video

Overhead charges: camera and lighting equipment, hard drives, batteries, software fees and licenses, wear and tear on computer	\$1,500 per month for project. It has been assumed that the project took 3 months	\$4,500
Travel costs per interview/presentation trip to Ontario	5 days x 2 pers including flights, car rental, gas, train accommodation and meals	\$6,500
Travel costs per interview/presentation trip to Edmonton	5 days x 2 pers including gas, accommodation and meals	\$2,000
Total		\$13,000

1. Combined Forces was paid \$8,000 for the Video or \$14.81 per hour not including travel to Ontario, Edmonton, and associated costs.

Conclusion

- Actual cost for a Video estimated to be \$20,000 and indexed to inflation
- Time required from Concept to Final Production - 24 weeks

Annex B

Proposed Oral Histories

Spousal Oral History 2000 – 2025

- Loss of Unit Messes and in some cases PMQs has had a significant impact on unit and social cohesion
- Interview current spouses across the rank spectrum
- Impact of multiple tours on families

Impact of Catastrophic Injuries and Recovery

- How was a family notified
- What supports were immediately provided
- How did the injuries impact the family
- How were home, vehicle modifications handled
- What support was provided by the Unit and VAC
- How has the family adjusted to the change in living circumstances

PTSD Service Dogs and their impact

- How is a PTSD service dog trained and what is the cost for this trainings
- How long did it take to get a service dog
- How has it affected the veteran and family
- Has there been any obstacles to travelling with a service dog
- What was the process to obtain a service dog
- What obstacles did you encounter during the process

Loss of a family member and it's impact

- How were you notified
- How did travelling on the Highway of Heroes from Trenton to Toronto impact you
- What help and assistance did you need
- How has the family adjusted
- Interview spouses and parents

Effects of PTSD on spouses, children and members of extended family

- Three categories of individuals should be interviewed
 - Success stories where PTSD was recognized, and treatment went well
 - Individuals where it took a while for the individual to accept treatment
 - Individuals who deny they have PTSD, divorced, or the veteran has threatened the family to point where they are very concerned about their safety and well-being
 - The possibility of retribution against these individuals is very high
 - They should be interviewed but the video should not be released and a time limit set before historians can access the video.
 - However, their stories could be told by a psychiatrist in a such a manner that the individual cannot be identified. I will approach Dr Alex Heber - Chief of Psychiatry, Veterans Affairs Canada, Associate Professor, Dept of Psychiatry and Behavioral Neurosciences, McMaster University,
- Describe your recovery journey
- What support was provided to the family and veteran
- How does VAC and the system treat spouses and their families, including separated couples ... *there are different challenges between a military spouse (having own VAC benefits) and a civilian spouse – support to other parent (ex-partner/spouse) of veteran's children upon marriage breakdown*
- Possible Partnership with Veterans Transition Network