



706 Snowy Owl Squadron Royal Canadian Air Cadets

Committee Elect - Planning Meeting

Date: June 7, 2012

Members Present: Judy Brignell, Clarke Bedford, Karen Nemes, Pierre Caron, Peter Selwyn, Pattie Filoso, Nam Chopra, Sue Grant

Regrets: Cathy Reid, Paul Lovisa, Cheryl Brule

Guests: Mr. Cadeau

Air Cadet League (ACL) Squadron Advisor: Arlo Speer

Item	Discussion	Action
Meeting Called to Order	Chair	
1. Assignment of Roles and Responsibilities 2012/2013		
Item	Sponsoring Committee Responsibility Centre	
Fundraising	Lead Coordinator: Clarke - all committee members participate and assist	
Facilities	Lead Coordinator: Clarke	
Committee Member /Volunteer Screening	Lead Coordinator: Peter S. – assisted by: Karen and Paul	
Event Planning	Lead Coordinator: Pattie – assisted by Pierre and Karen	
Recruitment	Lead Coordinator: Kathy	
Website Updates – Sponsoring Committee area	Lead Coordinator: Sue	
2. Information		
Fundraising	<p>Ideas for next year include:</p> <p>1) <i>Sens Foundation 50/50 draws</i></p> <ul style="list-style-type: none"> Made between \$5100-\$5900 last year with this activity Funds are paid out to volunteer organizations in June Application to participate as a charity for 2012/2013 season is due in early Sept. <p>2) <i>ACL raffle</i></p> <ul style="list-style-type: none"> Ontario Cadet League Fundraising Activity \$2.50/ticket and 20 tickets per book Prizes include 3 cars and various cash prizes Conditions: Initially a verbal commitment to the number of tickets to sell. Written commitment to sell tickets required in May/June. Need to pay for the tickets upfront, in installments 2011/2012 Sponsoring Committee committed to sell 300 books of tickets 	Sue will assist Clarke



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	<ul style="list-style-type: none"> • The more books sold, the more profit made • Sue offered to assist Clark with coordinating the raffle activity <p>3) <i>Walk-A-Thon (coordinated by 51 SQN)</i></p> <ul style="list-style-type: none"> • Volunteers needed for various check points • Suggest that Committee and Parents participate in the activity as well by getting sponsors and walking • Recipients for donations: Goal is to have receipts out within two weeks of the walk • Suggestion: Speak with the CO to see if cadets can hand deliver the receipts to their donors. Could be a challenge in terms of time <p>4) Tag Day</p> <ul style="list-style-type: none"> • Consider including a Friday evening in addition to Saturday • Consider two full days – Saturday and Sunday – feedback from some of the businesses is that Sunday can be very busy • Arlo clarified supervision required for this event - would need SQN staff or parents/volunteers with their blue card + a cell phone of a SQN staff at minimum. CO needs to feel confident that the supervision of cadets is adequate • League protocol is that area Sponsoring Committees coordinate with each other regarding tag days so as not to overlap <p>Cadet Participation in Fundraising:</p> <ul style="list-style-type: none"> - Cadets do participate in fundraising activities: i.e. tag days and walk-a-thon - There is an expectation that the sponsoring committee also raise funds without cadet involvement - Chair and fundraising lead will discuss cadet availability for 2012/2013 year with CO 	<p>Clark and Judy to discuss with the CO</p>
Facilities	<ul style="list-style-type: none"> • Clark/the Chair will coordinate with the CO regarding space for Committee meetings as well as determining what days work for meetings <ul style="list-style-type: none"> - Dymon Storage Board Room in Centrum is an option – contact is Pattie - It was noted that the outgoing Chair and the CO had been discussing alternate training space – SQN outgrowing Connaught 	<p>Judy to follow up with outgoing Chair and CO re: status</p>
Committee Member /Volunteer Screening	<ul style="list-style-type: none"> • This is an ongoing process throughout the year • Several people in the screening process already 	
Event Planning	<ul style="list-style-type: none"> • Suggestion that an “Open House” be organized for NEW parents of cadets in Sept <ul style="list-style-type: none"> - Introduce the role of the Sponsoring Committee 	



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	<ul style="list-style-type: none"> - Could be done the week after the CO's presentation to parents - Judy found a presentation from another SQN that could be used at the Open House - Patty suggested developing an 'invitation' to parents advertising the date of the "Open House" – hand out invitation the first night of cadets in Sept. • Suggestion: invite returning parents for a coffee/snack when they are dropping of their cadet. <ul style="list-style-type: none"> - Great way to promote the role of the committee and solicit volunteers for fundraising activities etc 	
Recruitment	<ul style="list-style-type: none"> • Article for local papers to assist with recruitment • Suggestion that budget include funds for a permanent sign (like sea cadets have) to be displayed on Carling <ul style="list-style-type: none"> - Judy advised that this piece of property is City owned and by-laws allow for a sign of promotion - Judy has spoken with Leanne O'Neil re: designing and possibly Mr. Landon Brown to build it. • It was also suggested to rent a "Mobile Sign" to display at March Rd and Carling – should be up the third week of August • Suggestion that the website include information that explains to families how they can register their child in the program and also how to get to Connaught Ranges • Suggestion that the cadets wear their uniform the first Thursday back at school to promote cadets – requires approval from CO (standards and protocols for uniform use) 	Judy to speak with CO
3. Other		
Meeting Schedule	<ul style="list-style-type: none"> • Sept and Oct – meeting every two weeks due to the number of activities scheduled for the early part of the year • Eventually will be once a month • Need to avoid the first Thursday of the month for meetings as this is CO's parade 	
Information from the ACL SQN Advisor	<ol style="list-style-type: none"> 1) Suggest that the Sponsoring Committee and the SQN staff connect early in the year to meet and get to know each other <ul style="list-style-type: none"> - Judy advised she and the CO have already spoke about this - Informal get-together - Sue offered her home for the gathering 	



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	<ul style="list-style-type: none"> - Other ideas included a gathering at a park or restaurant 2) Arlo will be following up with the Committee re: responsibilities, including: <ul style="list-style-type: none"> - Screening - Ratifying the budget (Financial Plan) in Sept. This is a collaborative exercise between the committee and the CO – balance of SQN wants and what is possible to provide - Recruitment – CO/Sponsoring Committee joint responsibility 3) Arlo reminded the Committee that committee interaction with the Community and Community Groups is important in terms of promotion of the SQN as well as potential fundraising/sponsorship 4) Important to remember that communication is the KEY to success of the program– communication with CO and parents 5) Arlo indicated that follow up was required in terms of Cheryl’s status on the Committee 	<p>Date and Location TBD</p> <p>Judy will work with CO mid-July on budget</p> <p>Judy to follow up with Cheryl</p>
Financial Information	<ul style="list-style-type: none"> 1) 2011/2012 Year End Budget <ul style="list-style-type: none"> - Meeting required to review financial situation heading into 2012/2013 year - Nam receives statement 2nd week of the month - Meeting suggested for July 16th to review 2) Cadet Scholarships <ul style="list-style-type: none"> - Nam advised that six cadets (attending Post Secondary in Sept) each received a \$100 scholarship from the Sponsoring Committee at Mess Dinner 3) Other <ul style="list-style-type: none"> - Nam advised that she has been able to obtain a new cheque book with two signature lines - Signing authority to be determined at the July 16th meeting 	<p>Committee at July 16th meeting</p>
Committee Charter	Clarke is drafting a Charter for the Sponsoring Committee – will forward to Arlo and the Committee for review when complete	Clarke to forward for review All Members to review
Next Meeting	<p>July 16, 2012</p> <p>6:30 p.m.</p> <p>Location: Dymon Self Storage in Kanata (at Centrum near Canadian Tire).</p>	