



706 Snowy Owl Squadron Royal Canadian Air Cadets

Sponsoring Committee Minutes

Date: July 16, 2012

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

Regrets: Cathy Reid, Pierre Caron, Peter Selwyn, Paul Lovisa, Cheryl Brule

Air Cadet League (ACL) Squadron Advisor: Arlo Speer

Squadron Staff: Capt Platt

Item	Presenter	Discussion	Action
1. Meeting Called to Order	Chair		NA
2. Review and Acceptance of previous meeting minutes	Chair	<p>Amendments to minutes of May 24</p> <ol style="list-style-type: none"> 1. Add Deb McGeachy in attendance 2. Add Ismore Navas in attendance 3. Add Cheryl Brule elected as Director at Large <p>Amendments to minutes of June 7</p> <ol style="list-style-type: none"> 1. Change to "Meeting of Committee Elect – Planning Meeting" 2. Change – cost of OPC Lottery Tickets \$2.50 per ticket/20 tickets per book 	<p>Motion to accept minutes of May 24 as amended: Clarke 2nd: Karen</p> <p>Motion to accept minutes of June 7 as amended: Judy 2nd: Clarke</p>
3. Financial Report - ACC9	Nam	<ul style="list-style-type: none"> • Bank balance as of July 2012 - \$11,849.85 • Outstanding Revenue: 50/50 and \$500 BMO donation • Expected expenditures in fall – League Provincial Assessment payments due in November and January (covers expenses such as insurance, gliding, power flying) - \$75 per cadet/approx \$8700.00 • Request that a copy of the ACC9 be provided prior to the meeting for members to review • Advised the Cheryl was removed as a signing authority from the bank account 	<p>Nam to provide the ACC9 to Sue to send out with the Agenda</p> <p>Motion to accept the Financial Report: Nam 2nd: Clarke</p>
4. Squadron Updates – CO's Report	Capt Platt	<ul style="list-style-type: none"> • Cadet summer camps are well under way • Numerous cadets achieved great success at recent summer camps • SQN staff are working on the fall training plan 	NA



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Old Items/Updates			
5. Final review of budget from 2011/2012 cadet year	Rick	<ul style="list-style-type: none"> • Committee followed budget very closely • All activities were within 5% of estimate of expenditure • Audit of budget completed in February 	Nam to send committee an example of the budget tracker/budget estimator
Mess Dinner	Rick/Capt Platt	<ul style="list-style-type: none"> • Attended by 100 cadets, staff and parents • Held at the Air Force Officer's mess – service was excellent • Recommend that this venue be used again • Feedback that some parents expressed concern about the hour in which the event ended, but it was noted that cadet promotions were done at the end of the dinner which was received well by the cadets • Noted that next year the policy regarding the tip for Mess staff should be confirmed when booking the facility 	NA
Volunteer Screening – update and handover	Rick	<ul style="list-style-type: none"> • List of the screening of new committee members that has been started and needing completion handed over from Rick Brooks to Karen Nemes and Peter Selwyn 	NA
League Insurance	Rick	<ul style="list-style-type: none"> • Update of inventory required 	NA
Committee Update	Judy	<ul style="list-style-type: none"> • OPC Lottery ticket sales begin on July 17th – Capt Platt advised that he would support the committee with any 'recruitment' activities during ticket sales events • Cheryl has submitted her resignation from the committee. The SQN storage locker is currently in Cheryl's name – this needs to be changed 	Discussion required regarding transferring storage locker from Cheryl's name at next meeting
Fundraising – 50/50	Judy	<ul style="list-style-type: none"> • Confirmed the amount pending from the Senator's Foundation for the 50/50 sales is \$6005 	
Trillium Grant Application	Nam/Rick	<ul style="list-style-type: none"> • Applied for a grant of \$7,000 for Biathlon equipment • Pending a decision from Trillium • Trillium does have some reporting requirements • If approved, some ideas about how the sponsorship can be recognized included through the SQN website, annual review program or through a media story 	
Open House for Parents/Guardians	Clarke	<p>Sept 6 – first night for returning cadets and parents</p> <ul style="list-style-type: none"> • Provide parents coffee/snacks while they complete the cadet paper work • All available committee members should be there in order to promote 	Patti will solicit donations for Coffee/Snacks



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		<p>the sponsoring committee/answer questions</p> <p>Sept 13 – new cadets and parents</p> <ul style="list-style-type: none"> • CO will do a presentation to the parents • Sponsoring Committee presentation this date as well • A form will be developed for the parents to complete to identify how they might be able to participate in/support the Sponsoring Committee <p>September 20 – Meet and Greet for New Parents</p> <ul style="list-style-type: none"> • Sponsoring Committee and SQN staff present to answer parent’s questions • All available sponsoring committee members should be present to help 	<p>Presentation Development: Clarke</p> <p>Presentation: Judy/Clarke</p> <p>Form Development: Clarke/Patti (will review with Judy and CO)</p> <p>Motion: The Committee approve up to \$200 (before tax) for expenses associated with Sept 6 and Sept 20 activities.</p> <p>Moved: Clarke</p> <p>2nd: Sue</p> <p>(Reminder to keep receipts)</p>
Facilities	Capt Platt	<ul style="list-style-type: none"> • Facility Responsibilities: Patti will find meeting space for Committee meetings and Clarke is the lead for training facilities for the SQN • 706 is starting to outgrow available facilities at Connaught • Need to see what SQN numbers are like after Sept • Committee and CO can further discuss options for facilities over the next year • CO advised that the heaters in trailer do need to be fixed 	<p>Patti to make some inquiries with a contact about looking at the heaters in the trailer – possibly contact can do they work needed or know someone who can</p>
Air Cadet League Training	Sue	<ul style="list-style-type: none"> • Training provided in June for Sponsoring Committee members was very valuable • Excellent overview of the Air Cadet Program, the three way partnership (DBD, ACL and Sponsoring Committee) and the overall role of the Sponsoring Committee • Great opportunity to meet other area SQN committee members and learn what they are doing • Another League Training will be provided in September • Treasurer Training was also held in June and training for Chairs will be 	NA



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		provided in the near future.	
New Business			
Sponsoring Committee Charter Update	Clarke	<ul style="list-style-type: none"> • Draft of the Charter provided – an electronic copy will be forwarded by Clarke to Committee Members • Committee members are to provide feedback to Clarke by August 17th. • If no response received, presume OK with draft • Clarke will send final (with feedback incorporated) to Judy and there will be an opportunity for discussion at next meeting • Final Charter will need to go to the Region for approval 	<p>Electronic Copy to be provided by Clarke to members</p> <p>Feedback to Clarke by August 17</p>
Signing Authority at CIBC	Judy	<ul style="list-style-type: none"> • Current signing authority includes Nam, Judy and Karen • Draft charter identifies that signing authority should include the Treasurer, Chair, 1st and 2nd vice chair • Once charter approved Signing Authority at CIBC will need to be updated 	Follow up required once Charter finalized
Recruiting (EMC & Signage)	Judy	<ul style="list-style-type: none"> • EMC Article – Deferred • Discussion regarding having a permanent 706 sign vs. the rental signs for recruitment 	Capt Platt to check with CO of Connaught regarding whether a sign can be put up at the main entrance for short periods of time.
Annual General Meeting	Judy/Clark	<ul style="list-style-type: none"> • 2012 Conference/AGM - September 28,29 and 30 in Nicolet, Quebec • Registration Friday evening, Workshops on Saturday and AGM on Sunday • Discussion regarding Sponsoring Committee representation at Conference • Previous years Committee Member, CO and Senior Cadet have attended • CO does not recommend sending a Senior Cadet • Judy will share the info that has been received to date 	<p>Motion: That the Committee approve sending a committee representative and the CO to the Conference/AGM, pending more Agenda info, and that an amount up to \$1200 be included in the 2012/2013 budget to cover the cost.</p> <p>Moved: Karen 2nd: Nam</p>
Screening	Judy	<ul style="list-style-type: none"> • Karen to begin the interviews and reference checks for the new Committee Members – to be completed by September 5th 	Karen and Peter to provide an update at next meeting
Fundraising	Clarke/ Rick	OPC Lottery	



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		<ul style="list-style-type: none">• Tickets available – Please contact Karen Nemes to pick up tickets to sell• Any questions re: Lottery to go to Arlo who will follow up Spring Tag Day <ul style="list-style-type: none">• Committee to decide on a date and provide to CO by the end of June	
		Due to time limitations the following Agenda items were deferred to next meeting: <ul style="list-style-type: none">• Fundraising – 50/50 and Walk-a-thon• Fundraising and Cadets• Budget for 2012/2013 cadet year	
Next Meeting	Chair	TBD	

DRAFT