



# 706 Snowy Owl Squadron Royal Canadian Air Cadets

## Squadron Sponsoring Committee – Minutes

**Date:** May 1 2014

**Members Present:** Linda Savasta, Deb McGeachy, John Montgomery, Galyna Renbaum, Sue Grant, Lynn Mason,

**Regrets:** Nam Chopra, Roger Saberton, Peter Selwyn, Pat Doyle, Pete Caron

**Air Cadet League (ACL) Squadron Advisor:** None

**Squadron Staff:** Major Platt, Lt Lambert

Item	Presenter	Discussion	Action
1. Meeting Called To Order and Approval of Agenda	Linda	Meeting called to order at 6:55 pm Addition to the Agenda: SSC Bursary	Motion to approve the Agenda: Moved: John 2 <sup>nd</sup> : Galyna
2. Review and acceptance of previous meeting minutes	Sue	<p><b>Review of Action Items of March 27, 2014:</b></p> <p><b>Blue Cards:</b> we need to have all blue-carded members re-sign the Q101 form. SSC needs to keep a list of the Blue Carded members to ensure all members sign the form yearly. It will be a responsibility of the Secretary to maintain a list of the active blue card members and ensure sign off.</p> <p><b>Army Run Cheering Station:</b> Letter of interest for 706 to have a cheering station at the 2014 Army Run was submitted.</p> <p><b>Storage Locker:</b> Discussion that Sqn may not require as large of a storage locker as it currently rents. Linda will talk with Windmill to see what other sizes they offer and at what price and compare with prices from Dymon – see if potentially Windmill would reduce its price. Storage locker is currently paid for up till August 2014.</p> <p><b>Spaghetti Dinner</b> – Kanata Legion is available November 14<sup>th</sup>. Linda will ask Legion to hold that date for 706.</p> <p>No errors or omissions noted in the minutes</p>	Motion to accept the Minutes: Moved: Deb 2 <sup>nd</sup> : Lynn
3. ACC9 – Financial Update	Linda	<p>Verbal Update: Bank balance \$45,674.35.</p> <p>Upcoming expenses:</p> <ul style="list-style-type: none"> <li>- Buses for bush weekend, cube van and mini van - all will be reimbursed by DND.</li> <li>- Invoice for Sqn Merchandise, but have received all the</li> </ul>	



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		<p>payments.</p> <ul style="list-style-type: none"> <li>- Army Run - have received funds from the participants - SSC will pay for ½ registration cost for cadets.</li> <li>- Up to \$1000 SSC Bursary</li> <li>- Mess dinner</li> <li>- Year End Trip</li> </ul> <p>\$12,500 in expenses by end of year Expected Revenue:</p> <ul style="list-style-type: none"> <li>- \$3100 to come from OPC lottery</li> <li>- \$6400 from Sens Foundations for 50/50</li> </ul> <ul style="list-style-type: none"> <li>- Anticipate will have approximately \$42,500 in the bank by end of the year.</li> <li>- SSC may not need to be as aggressive in fundraising for next year or we need to determine what other activities/expenditures are needed to support the Squadron.</li> <li>- Need to determine how much do we want to have in the bank? and for what? (i.e. facility replacement).</li> <li>- Lt Lambert - interested in starting a Military Band. Has spoken with RCSU about borrowing equipment (wind and brass) – Possibly \$ to pay an instructor needed. Depending on interest, could look at investing \$ into equipment in 2015/2016.</li> </ul>	<p>For 20145/2015 budget preparation - determine what the Sqn needs in terms of optional items, determine what DND reimburses and therefore an amount SSC needs to have. May be able to reduce fundraising next year.</p>
4. Squadron Update	Major Platt	<ul style="list-style-type: none"> <li>• Excellent Tag Day weekend</li> <li>• 100 cadets currently registered at the Sqn.</li> <li>• Staff changes - enrolling a few new CIs</li> <li>• Summer Camps – should have confirmations by May 15. The # of spaces for camps is lower this year. A lot of cadets did not want to be considered for camps other than their first choices. Major Platt still working to get extra camp spaces</li> <li>• Bush weekend - May 2, 3, 4 at Camp Cadeau. Sponsoring Committee welcome to come for a visit</li> </ul>	NA



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		<ul style="list-style-type: none"> <li>• Gliding day - May 19th – up to 40 cadets can participate</li> <li>• Looking to set up a Power Flying day with CI Cadeaux - will try to get funded via DND if not, SSC funded. \$1100 potential.</li> <li>• MG Miller confirmed as reviewing officer for Annual</li> </ul>	
<b>5. Business Arising</b>			
a) Tag Day	All	<ul style="list-style-type: none"> <li>• Total Earned: 5638.40.</li> <li>• Were able to track information in terms of \$ earned by tagging location – will be helpful for planning purposes for next year</li> <li>• Next year - Looking at possibly two Saturdays for tagging- Oct 11th and April 18th (1 day each)</li> <li>• Also a suggested option is to do a bottle drive on Oct 11th instead of tagging- Oct 11th is thanksgiving - so may need to account for cadets not available.</li> <li>• Could do a combo bottle drive/tagging.</li> <li>• Need to keep in mind that typically the weekend following the thanksgiving is the Walk-a-thon</li> </ul>	NA
b) Sponsoring Committee Elections – Member Terms	Sue	<ul style="list-style-type: none"> <li>• Received feedback from A. Speer and R. Brooks regarding options for Committee Membership Terms – reviewed with Committee.</li> <li>• Discussed that with two-year term, people may be less willing to commit.</li> <li>• Decision: Continue with the 1-year terms. Start in January talking about who on the current committee is planning to return and start recruiting for the new committee as applicable.</li> </ul>	<ul style="list-style-type: none"> <li>• Sue will post a notice of the election on the Sqn Facebook page, website and include in parent communication</li> </ul>
c) Annual Ceremonial Review	Linda	<ul style="list-style-type: none"> <li>• Annual practise for Sqn is Saturday May 31<sup>th</sup></li> <li>• Ceremony Sunday June 1<sup>st</sup></li> <li>• MG Miller as confirmed as the Reviewing Officer</li> <li>• Sqn RSVP email address set up and guest list has been updated</li> <li>• Invitations going home with the cadets next week as well as the reception form (donations of food or \$ to support the reception)</li> <li>• Have a donation for a Cake.</li> <li>• In need of hostesses for the reception. CI Lambert is willing to help.</li> </ul>	<ul style="list-style-type: none"> <li>• Galyna will approach her oldest daughter to help at the reception.</li> <li>• Linda will talk with B. Jardine about using Connaught fridges again for storage of food.</li> <li>• Sue will send an email to parents to remind them to</li> </ul>



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		<ul style="list-style-type: none"> <li>Major Platt and staff will be going over awards - will then submit to mementos for engraving and keeper plaques.</li> </ul>	RSVP and send in food donation form to help with planning.
d) Sens 50/50	All	<ul style="list-style-type: none"> <li>Based on volunteers that signed in with the SSC at the games and gross sales, anticipate 706 will earn \$6240 and Sea Cadets \$2285. Total of \$8525</li> <li>Will know at end of may our final amount and when to expect the payment</li> </ul>	<ul style="list-style-type: none"> <li>NA</li> </ul>
e) Year End Trip	Linda	<ul style="list-style-type: none"> <li>Information regarding two options for Year End Trip forwarded to committee members in advance of meeting for review. Cost for both are similar</li> <li>Decision to go with Chute Coloungue</li> <li>Cost of \$10 per cadet</li> <li>Permission form - out next week with a return date of May 22nd</li> </ul>	<ul style="list-style-type: none"> <li>Linda will confirm if there is a waiver required and hand out with permission forms</li> </ul>
f) Survey to Parents	Sue	<ul style="list-style-type: none"> <li>Comments re: survey received. Everyone was OK with the questions overall</li> <li>Suggestion to rephrase last question related to a fee for cadets</li> </ul>	<ul style="list-style-type: none"> <li>Sue will send out the Survey at the end of the training year</li> </ul>
<b>6. New Business</b>			
a) SSC Bursary	Sue	<ul style="list-style-type: none"> <li>Funds have been budgeted for a SSC Bursary again this year</li> <li>Volunteers to determine essay topic and logistics discussed</li> </ul>	<ul style="list-style-type: none"> <li>Lynn, John and Sue will meet to discuss bursary and next steps</li> </ul>
<b>7. Next Meeting</b>		May 22 <sup>nd</sup> 6:45 pm (will also be the SSC Election)	
8. Motion to Adjourn			Motion to Adjourn: 1 <sup>st</sup> Lynn 2 <sup>nd</sup> John



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## Outstanding Action Items

Meeting Date	Action Item	Responsibility
July 10, 2013	Review Sqn website in terms of improving its usability. Try and have information posted more timely and in a more obvious spot. One area would be to look at the Calendar component of the website	John, Pat, Tom
January 16, 2014	Agenda time to plan strategy for parent involvement/ communication for next year	Committee
May 1, 2014	Ask Kanata Legion to hold Nov 14 <sup>th</sup> date for 706 Spaghetti Dinner	Linda
May 1, 2014	Confirm available locker sizes and cost with Windmill Storage and confirm with Dymon Storage their prices for a similar size locker.	Linda/Peter S.
May 1, 2014	For 20145/2015 budget preparation <ul style="list-style-type: none"> <li>Determine what the Sqn needs in terms of optional items, determine what DND reimburses and therefore an amount SSC needs to have.</li> <li>Need to determine how much do we want to have in the bank account at the end of each training year and for what purpose? (i.e. facility replacement).</li> </ul>	All
May 1, 2014	<ul style="list-style-type: none"> <li>Next year - Looking at possibly two Saturdays for tagging- Oct 11th and April 18th (1 day each)</li> <li>Also a suggested option is to do a bottle drive on Oct 11th date instead of tagging- Oct 11th is thanksgiving - so may need to account for cadets not available.</li> <li>Could do a combo bottle drive/tagging.</li> </ul>	All