



706 706 Ottawa Snowy Owl Squadron Royal Canadian Air Cadets

Squadron Sponsoring Committee – Discussion Notes

Date: August 6, 2013

Members Present: Linda Savasta, Deb McGeachy, John Montgomery, Nam Chopra, Galyna Renbaum, Sue Grant

Regrets: Pete Caron, Sukh Kaur, Pat Doyle, Peter Selwyn

Air Cadet League (ACL) Squadron Advisor: NA

Squadron Staff: Maj. Platt

Item	Presenter	Discussion	Action/Decisions
1. Meeting Called to Order	Linda	Review and Acceptance of Agenda	Agenda Accepted
2. Approval of Minutes/Notes	Sue	Approval of minutes of June 20 th	Motion to accept the minutes of June 20 th 1 st : Deb 2 nd : Sue
	Sue	Review of notes from planning meeting – July 10 th No errors or omissions noted	NA
3. Bank Balance	Nam	Update – Financials: Closing balance June 28 th - \$22, 939.33 Current balance \$36,890.73 Two cheque requisitions to be completed at end of meeting - Storage Unit and Training Aids Cheques received: DND - \$559.27 (reimbursement for Local support allocation) DND - \$3307.25 (reimbursement spring bush weekend) Donation \$300 - (Kiwanis) Poppy Fund \$500 (Richmond Legion)	NA
4. Business Arising			
a) Army Run – Cheering Station Update	Deb	<ul style="list-style-type: none"> Marshalling is the theme Deb sent an email to the SQN running club requesting support - i.e.: requests for various items 	SSC will provide water/juices during the event and snacks (peanut



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		<ul style="list-style-type: none"> • Deb has secured a donation for a SQN sign that can be used at Army Run, but many other activities • It is possibly get an army tent for the cheering station location (Deb to determine the size of the space) • Post on Facebook, encouraging parents, friends, cadets to volunteer, provide goods needed for the cheering station • Nam will provide "thunder sticks" – can be painted and used as the Marshalling sticks – other suggestions were to get clappers/horns from the dollar store • Deb has secured 40 safety vests for the day • Dress guidelines discussed for the event to ensure consistency (i.e. black or navy blue pants and Squadron t-shirts) • Steve C has confirmed committee can use his speakers - need an iPod and playlist (aviation themed - i.e. Top Gun – Cadets to take on creating the playlist) • Timing for the length of the events depends on where the Sqn cheering station is - could be anywhere from 0600hrs to 1300hrs • Due to road closers, may need to find a central spot to meet and walk people to the cheering station • Generator - Linda has a contact for a generator • PREP Day - Friday Sept 13th 6:30 pm - 9:00 pm - pizza will be provided at 8:00 pm 	<p>free).</p> <p>Sign-up sheet starting Sept 5th and announced at end of training nights</p> <p>Estimate \$200 for expenses for the event - recommend that this amount be included in the 2013/2014 Sqn budget</p>
b) Carp Fair	Linda	Committee decision to not participate in the Carp Fair this year due to the very busy Sqn/Committee schedule in September	NA
5. New Business			
a) Communications	Linda/All	<p>Volunteer Information/registration form</p> <ul style="list-style-type: none"> • Linda has made some changes and will send out to the committee for review • Info package to be handed out at the two registration 	



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		<p>nights</p> <ul style="list-style-type: none"> recommended that the volunteer form be handed out separately <p>Suggestions:</p> <ul style="list-style-type: none"> complete an executive summary at the beginning indicate that the cadet must do two fundraising activities- expectation to participate For SSC presentation include photos of mess dinner, zip lining, biathlon, range, band, power flying <p>Community Support Letter</p> <ul style="list-style-type: none"> No suggested changes to the letter Volunteer, Mr. Saberton, has offered to contact local community businesses etc for potential donations. Suggestion to see if SQN website could have a scrolling list of sponsors - want them to stand out on the website It was also suggested that the committee consider including, in any communication to parents, our sponsors and encourage cadet families to support them <p>Communication from SSC – Process</p> <ul style="list-style-type: none"> Scan completed of many other not for profits etc in the community – identified that many organizations have someone designated to lead communications Discussion that for 2013/2014 major communications be funneled through a lead to ensure consistency of messaging and tracking of what is being sent to whom Sue and Linda will assume that responsibility for the year 	
b) Parent Orientation Manual	Linda	Draft will be sent to those on the committee who offered to review and provide feedback	NA
c) OPC Lottery Tickets – Strategies for Sales	Linda/Sue	<ul style="list-style-type: none"> OPC Tickets received - first payment - Nov <p>Final - March 31</p> <p>Discussion re: Sales Strategies:</p> <ul style="list-style-type: none"> Bell Capital Cup 	Tom will forward to Linda the Cadet Liaison Officer at the Stittsville legion



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		<ul style="list-style-type: none">• Stittsville Independent /Almonte Independent,• During info nights, inform/encourage parental involvement• Contact the legions – sell during events (i.e. BBQs Stittsville pasta dinner)	<p>Sue and Tom will contact Richmond Legion sales at one of their events</p> <p>John will see about selling tickets at the Kanata legion Fish Fry</p> <p>Look at Nov/Dec for the stores/malls</p>
d) Other Discussion	All	<p>Volunteer Screening - Deb/Linda work together</p> <p>Linda will request a list of 706 blue card members from the ACL</p>	
Next Meeting		Week of the 9th of Sept - Set meeting schedule for rest of the year	