



706 Snowy Owl Squadron Royal Canadian Air Cadets

Squadron Sponsoring Committee – Minutes

Date: February 7, 2013

Members Present: Judy Brignell, Pete Caron, Karen Nemes, Sue Grant, Linda Savasta, John Montgomery, and Laurence Senior

Regrets: Clarke Bedford, Kathy Reid, Pattie Filoso, Nam Chopra,

Air Cadet League (ACL) Squadron Advisor: Arlo Speer (regrets)

Squadron Staff: Capt. Platt (regrets)

Item	Presenter	Discussion	Action
1. Meeting Called To Order	Chair	Review and Acceptance of the agenda	Motion to accept the agenda as presented: Moved: Pierre 2 nd : Laurence
2. Review and acceptance of previous meeting minutes	Sue		Motion to accept minutes of January 10 Moved: Karen 2 nd : Laurence
3. Financial Report – ACC9	Sue	(Information not discussed at the meeting – Secretary providing as information in the minutes) <ul style="list-style-type: none"> ACC9 Bank Balance: \$15,789.57 Bank Balance: \$21,141.57 2nd installment of League dues paid \$4350 Difference is unreconciled cheques(\$5,352.00) ACC9 - Budget Tracker sent to Committee on Feb 5th 	NA
2. Squadron Updates – CO's Report	Capt Platt	<ul style="list-style-type: none"> No report 	NA
3. Business Arising from the Minutes			
a) Media Coverage	Linda	<ul style="list-style-type: none"> Linda advised that she has not heard anything from her Media contact so will follow up. Judy relayed that Kathy has drafted two articles and feedback has been provided. To look at getting it in the community papers in March for general promotion/recruitment 	<ul style="list-style-type: none"> Linda to follow up regarding the Press release to media outlets Judy and Kathy to discuss re: next steps for articles.
b) Food Drive	Judy	<ul style="list-style-type: none"> Dates for the Food drive are Feb 7,14,21 & 28 (Feb. 14 noted in the event that skating on the canal is cancelled) Information has been posted on the website and added to the announcements 	



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		<ul style="list-style-type: none"> • Dymon Storage has been secured for extra space to store food during the drive. • It was suggested that committee members should be at the trailer to receive the food from the cadets at the start of the training night 	
c) Fundraising – SENS 50/50	Judy	<ul style="list-style-type: none"> • Pat D in attendance to provided update/information • To date have earned approximately \$1200 • Average of 11/12 people helping per game. Have eight/four volunteers respectively for the upcoming two games • Becoming challenging to recruit - struggling for volunteers - same group of people volunteering • Discussion regarding recruiting of volunteers. Need to be cautious – constant emailing asking for help can start to turn people off. A more personal approach can be more productive • Suggestions re: recruitment: <ol style="list-style-type: none"> 1) Rely on the people who are currently helping and encourage them to bring someone with them as well (over 16 and a non-cadet) 2) Volunteers that are in high school can earn their volunteer hours by helping 3) Contact local legions to see if their members might be interested in helping 4) Create a flyer for handout in the parking lot when parents come to pick up their cadets – Committee members approach and speak directly with parents 	<ul style="list-style-type: none"> • Sue will contact Richmond Legion re: possible interested volunteers
d) Update on Trillium Grant Application	Sue (for Nam)	<ul style="list-style-type: none"> • Sue provided update from Nam - Arlo is reviewing the website/assisting Nam to see if can determine the status of the application • Judy advised that 742 Sqn shared their application to Trillium for a grant for Band equipment – Judy would like to submit an application for a grant for the next application deadline (end of February) • Discussion regarding whether to submit for a grant for pipes and 	<ul style="list-style-type: none"> • Judy will complete and submit an application for Band • Committee would like follow up on the previous application of biathlon



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		drums or biathlon. <ul style="list-style-type: none"> • Have quotes to outfit cadets for pipes and drum • Need to verify the status of previous application, but will pursue application for funding for band equipment. 	
e) Update on Tax Rebate	Arlo/Nam	<ul style="list-style-type: none"> • Sue provided update from Nam – Arlo and Nam are liaising. Arlo has sent Nam the forms and they will connect to get it underway 	NA
f) Effective Speaking Competition	Judy	<ul style="list-style-type: none"> • Squadron competition on Feb 10 • Linda has volunteered to help at the competition • Squadron will send a cadet to participate in the regional competition on Feb 24 	NA
New Business			
a) Walk-a-thon Tax Receipts	Linda	<ul style="list-style-type: none"> • Tax receipts are complete • Out of town receipts prepared for mail and others to be handed out to cadets after the meeting, to distribute to their sponsors 	SSC to hand out to cadets following SQN announcements
b) OPC Lottery Tickets – plan for remaining tickets	Sue/Judy	<ul style="list-style-type: none"> • Confirmed that the final payment and all ticket stubs due on March 22 at the latest. ACL will be collecting tickets and payments from March 18-22. • As communicated to committee via email, Feb 9th at Bayshore cancelled due to outcome on Feb 2 • Continue to plan to sell at Carlingwood on March 2 – pending confirmation from Carlingwood • Proceed to get the help of parents/cadets to sell remaining tickets (approx 180 books)– suggested plan as follows: <ul style="list-style-type: none"> - Prepare a letter to go home with tickets (instructions, when due etc) - Send letter by email to parents the day before so they can expect tickets - Prepare package of letter/2 books of tickets ahead of time – to hand out on Feb 14 (if skating on canal cancelled) or Feb 21 at end of training night. - Need a list of all current cadets in Sqn - Need a list of all remaining ticket #s and parents who already have taken/sold books 	<ul style="list-style-type: none"> • Sue to draft letter to parents and send to the committee for feedback • Karen to provide a spreadsheet with remaining books of tickets to be used for sign out/tracking with cadets • Depending on handout date (Feb 14 or 21) Sue will solicit help from the committee to prepare ticket packages/hand out to cadets



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		<ul style="list-style-type: none"> - Tickets/money due March 7 – March 21 at latest - May need to do reminder calls to families for the March 7th return date - Update the CO on the plan for engaging the cadets/parents for the sale of the remaining tickets 	
c) Tag Weekend		<ul style="list-style-type: none"> • Tag day planning coming along well. Requesting that all committee members be available for that weekend (April 5,6&7) • An area sea cadet SQN will also be tagging on April 6th (one of 706s tag days) • Dymon storage is available on April 6/7 for counting of the money • Suggestion to have 'area leaders' this year. This person would rotate through the areas to check in with the cadets. Each location would also have a blue card member for a location supervisor • Once all sites have been confirmed, will be able to define the areas, # of volunteers needed and schedule and can start getting parents/cadets signed up - will also need volunteers for counting the money • Judy will be providing the CO with the details of locations for cadet sign up once all locations confirmed • Judy advised that one squadron uses a form letter to parent/cadet to determine which location they want to tag at – this is an option to use to get cadets/parents signed up as well. • Will need to have a meeting on April 4th to put together the Tagging kits (tags, suckers, cans etc) and for area leaders to be briefed on process for weekend • Pattie is looking at designing a sticker for the collection cans. 	
d) 2013/2014 Entertainment Books	Judy	<ul style="list-style-type: none"> • Some discussion around sales again next year • Books available/can start selling July/Aug and coupons are good until Oct 2014. • May want to consider working in collaboration with another charity to sell entertainment books (share proceeds) 	Further discussion required
e) Email Distribution List for Parents	Sue	<ul style="list-style-type: none"> • Deferred to next meeting 	<ul style="list-style-type: none"> • To be added to next meeting agenda



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f) SQN P.O. Box Relocation	Judy	<ul style="list-style-type: none">• New PO Box for the SQN set up• Located at the Pharma Plus at Metro.• Post office will forward SQN mail for 1 year for free and provide us with kit to use to notify people of the change.	NA
Other Business			
a)		<ul style="list-style-type: none">• NA	•
Adjournment		Motion to Adjourn: Karen 2 nd : Laurence	
Next Meeting		March 7, 2013 6:45 – 1 Lewis Gun	