



706 Snowy Owl Squadron Royal Canadian Air Cadets

Squadron Sponsoring Committee – Minutes

Date: March 7, 2013

Members Present: Clarke Bedford (Chair), Kathy Reid, Karen Nemes, Sue Grant, Linda Savasta, John Montgomery, and Laurence Senior

Regrets: Judy Brignell, Pattie Filoso, Nam Chopra, Pete Caron

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

Squadron Staff: Capt. Platt

Item	Presenter	Discussion	Action
1. Meeting Called To Order	Chair	Review and Acceptance of the agenda Addition to the agenda: ACL Cadet Bursary	Motion to accept the agenda as amended: Moved: Karen 2 nd : John
2. Review and acceptance of previous meeting minutes	Sue	No errors or omissions noted.	Motion to accept minutes of Feb 7, 2013 Moved: Kathy 2 nd : Laurence
3. Financial Report – ACC9	Nam	(Secretary provided update) <ul style="list-style-type: none"> • ACC9 balance \$14, 233.35 • Bank balance: \$17,689.36 • Difference (\$3456.01) unreconciled cheques • Clarke reviewed revenue and current/upcoming expenses: <ul style="list-style-type: none"> • Night flight - night at the Aviation Museum - \$2000 but all reimbursable by DND. • Spring Bush is in May, but will have Tag Day revenues by that time • Capt Platt identified he would like to purchase Shooting Jackets for the Range team for next year – a budgeted expense • Clarke shared an email received via Arlo re: DND funding - Sqn has used 95.% of the ASL fund, and 84.4% of the PIL - approximately \$1982.47 to access from DND prior to March 31 • Capt Platt advised that these funds have been utilized. Also advised he became aware of some additional funds for training from DND that he was not informed about in Sept. Allocated these funds to the Aviation Museum “Night Flight” activity 	Motion to accept the ACC9 as presented: Moved: Kathy 2nd: Karen
2. Squadron Updates –	Capt Platt	<ul style="list-style-type: none"> • 125 cadets registered in the SQN which has increased the quota, 	NA



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CO's Report		which means the SQN will be able to have two more staff. Currently in the process of getting staff paper work completed <ul style="list-style-type: none"> • If SQN quota is maintained it will mean 706 will get an additional gliding day/additional spaces for National Summer Training Camp • A few cadets have left the SQN, but also a few more new recruits as well • Regional Winter Bush Weekend - 15 cadets participated • Pipes and Drums Clinic in Montreal - 10 cadets participated • Night Flight - 43 cadets participated (level 1, 2 and Seniors) 	
3. Business Arising from the Minutes			
a) Media Coverage	Linda/Kathy	<ul style="list-style-type: none"> • No interest in media interview for lottery ticket sales, however some interest to do a piece about tag day. • Capt Platt in agreement and indicated would start to get a group together who could participate. Linda indicated that preference would be to have the interview the week of tag day or just before to get support for/promote the event and the cadet program • Newspaper article is written, now needs to be submitted to community papers • Suggestion to see if a photo could be included with the articles 	<ul style="list-style-type: none"> • Linda to follow up re: Press Release for TV interview re: Tag Day • Linda and Kathy to liaise re: newspaper article in local paper • Capt Platt will speak with staff re: photos for article
b) Food Drive	Sue	<ul style="list-style-type: none"> • Over 500 items collected • Capt Platt advised he will be delivering the food with senior cadets next week. John and Clarke offered to assist with delivery as well • Congratulations to the cadets for the tremendous effort! 	<ul style="list-style-type: none"> • Capt Platt to advise if assistance is needed with delivery
c) Fundraising – SENS 50/50	Clarke/Pat	<ul style="list-style-type: none"> • Pat D in attendance to provided update/information • Approximately 10-15 volunteers per game • Pat will be away over March break so John M will be monitoring any volunteer emails and advise Sen's Foundation • John M suggested that volunteers take pictures of the activities/sellers having fun, to use as a tool to try and attract volunteers 	NA
d) Update -Trillium Grant Application	Nam	<ul style="list-style-type: none"> • No further information on the application submitted for July 2012 deadline. • Agreement that follow up needed regarding the July 2012 	<ul style="list-style-type: none"> • Sue to call the Ontario Trillium Foundation regarding the July 2012 application – feedback on



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		<p>application, to get feedback for the next application</p> <ul style="list-style-type: none"> • Capt Platt advised that he had expressed concerns about an application being submitted for the March 1, 2013 deadline as he had not seen what the committee was applying for • Capt Platt suggested before submitting an application need to look at the needs of the squadron - indicated he would want to consider a grant application for both biathlon and band • Capt Platt indicated he thought Trillium guidelines only allowed groups to hold one trillium grant at a time (i.e. could not receive a grant as part of the March application deadline and submit another application for July or Nov deadline for another need) • Capt Platt agreed to advise the committee, at the next meeting, what the Sqn needs are related to applying for a Trillium Grant, so that a plan regarding submitting an application can be made 	<p>application and why it was not approved</p> <ul style="list-style-type: none"> • CO to advise committee at next meeting of SQN needs related to a Trillium Application
e) Update - Tax Rebate	Nam	<p>Sue provided update on behalf of Nam</p> <ul style="list-style-type: none"> • Nam has the forms needed – not yet completed • Nam advised that she and Arlo will connect to complete 	
f) Update – OPC Lottery Tickets	Sue	<ul style="list-style-type: none"> • Tickets distributed to cadets who attended training nights of Feb 21 and 28 – 34 books not picked up • Committee agreed to try and distribute at least 1 book to remaining cadets following the meeting, if they were in attendance • Sue and Laurence will be at the Independent in Almonte on Saturday March 9 selling tickets • Laurence will contact Canadian Tire re: selling books on March 16/17 • Deb M has tentatively booked the Independent in Stittsville to sell tickets on March 10 from 10:00 – 4:00 – needs assistance • Sue collected some tickets/money from the cadets prior to the start of the meeting – can try again at the end of the night • Committee members agreed to meet on the Thursday of March break to prep tickets to submit to the OPC • Week of March 21 – Sue will do reminder calls to cadets with tickets/money outstanding • March 21st – Committee members needed to collect books/money 	<ul style="list-style-type: none"> • Laurence and Linda will go to the parade square after meeting and collect tickets/money from the cadets • Laurence and Karen will help sell tickets at the Independent in Stittsville • Clarke, Kathy, Karen and Sue to meet at Connaught on March 14 to prep tickets for return to the ACL • Post-dated cheque to be prepped following the committee meeting



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		from cadets and prep for submission to OPC <ul style="list-style-type: none"> • Need to prepare a cheque to the OPC for the balance owing on the tickets (\$10,000) • Tickets/Cheques\ need to be delivered to the regional league coordinator on March 22 	
g) 2013/2014 Entertainment Books	Sue	<ul style="list-style-type: none"> • Suggested that a decision about whether to sell the 2013/2014 Entertainment books as a fundraiser should rest with the next committee • Suggestion that a meeting be scheduled, after the election, to discuss/ plan fundraising activities for next year • Consider which activities provide best value for efforts • Some discussion regarding the pros and cons of a mandatory fee per cadet family to cover costs – further discussion required and need to take views on this to the regional meetings 	<ul style="list-style-type: none"> • Agenda post-election: Determine a date for a workgroup to meet to discuss a fundraising strategy for 2013/2014 training year
New Business			
a) Committee 2013/2014	Sue	<ul style="list-style-type: none"> • General discussion related to plans of current committee members to stand for nomination for the 2013/2014 Squadron Sponsoring Committee • Discussion regarding inquiries of interest in the committee from other parents 	NA
b) Email Distribution - Parents		<ul style="list-style-type: none"> • Discussion regarding general guidelines for emailing parents • Agreement about not wanting to lose the effectiveness of email through overuse • Discussed next year having parent gatherings to communicate and share information • Email should be a part of the communication plan, but not the only way of communicating • General guidelines for email use: <ul style="list-style-type: none"> • Ensure to use bcc so email addresses are not disclosed • Have one committee member responsible for emails to parents for consistency • Subjects to be communicated by email should be agreed to by the committee 	<ul style="list-style-type: none"> • Sue will send to John the info on how to make/use a distribution list via the website platform for review



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		<ul style="list-style-type: none"> Sue currently has a distribution list and sending via personal account, however, through the Website host, there is a way to send communications. Sue has received a 'tutorial' on how to use the tool, but requested assistance in reviewing and understanding how it works. 	
Other Business			
a) ACL Bursary	Sue	<ul style="list-style-type: none"> The Sqn had an applicant for the Quebec and Ottawa Valley Cadet Student Bursary (\$500) Information to be forwarded to the Ottawa Valley League (OVL) Coordinator Next steps is applicant interviews by the OVL 	<ul style="list-style-type: none"> Sue to provide the cadet application and documentation to the OVL Coordinator
b) Annual	Linda	<ul style="list-style-type: none"> Linda spoke with Ben Jardine at Connaught who indicated the committee could access storage and refrigeration for food. Extra chairs also available. Suggestion to put out a list of needs for annual (food) to parents for sign up Linda's two nieces will act as hostesses during the luncheon Laurence received a \$75 donation for the Annual Review and indicated that she had another possible donor 	<ul style="list-style-type: none"> Linda to provide a further update at next meeting Linda will prepare a letter of thanks for the donation
Adjournment		Motion to Adjourn: Karen 2 nd : Laurence	
Next Meeting		April 21, 2013 6:45 – 1 Lewis Gun	