



# 706 Snowy Owl Squadron Royal Canadian Air Cadets

## Squadron Sponsoring Committee – Minutes

**Date:** May 9, 2013

**Members Present:** Judy Brignell, Nam Chopra, Pattie Filoso, Karen Nemes, Sue Grant, Linda Savasta, John Montgomery, and Laurence Senior

**Regrets:** Pete Caron, Clarke Bedford, Kathy Reid

**Guests:** Deb M., Galyna R., Peter S.

**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	Motion to accept the agenda as presented: Moved: Laurence 2 <sup>nd</sup> : Pattie
2. Review and acceptance of previous meeting minutes	Sue	No errors or omissions noted.	Motion to accept SSC Election minutes of April 11, 2013 Moved: Pattie 2 <sup>nd</sup> : Laurence Motion to accept the minutes of the regular meeting of April 11, 2013 Moved: Pattie 2 <sup>nd</sup> : John
3. Financial Report – ACC9	Nam	<ul style="list-style-type: none"> <li>ACC9 balance \$22,832.04</li> <li>Bank balance: \$24,398.90</li> <li>Difference (\$1566.86) unreconciled cheques</li> <li>Revenues for April - \$15,740.79</li> <li>Expenses for April - \$3055</li> <li>Question regarding the \$10,000 cheque to the OPC for the Lottery tickets – not showing in the ACC9 – Nam clarified that it had entered into the wrong ACC Description (5620 – 3b) and should be under 5630- 3C</li> </ul>	Nam to update the ACC9 with the corrections and resend to the committee
2. Squadron Updates – CO's Report	Capt Platt	<ul style="list-style-type: none"> <li>115 cadets registered in the SQN</li> <li>Recent Events: Bush Weekend – 60 cadets participated. Capt Platt described some of the activities the cadets participated in over the weekend</li> </ul>	



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		<ul style="list-style-type: none"> <li>• A few of the Sqn staff will be away for the balance of the training year due to work requirements</li> <li>• Upcoming events: Annual, Mess Dinner and Year End Trip (Investigating a rope course)</li> <li>• The Air Force Officer's Mess has been tentatively booked for mess dinner</li> <li>• Cost for cadets and staff covered</li> <li>• Historically, SSC has been invited to attend Mess Dinner and the cost covered by Committee (Spouses an additional charge)</li> <li>• Committee members who wish to attend must advise by May 30th</li> </ul>	<p>Motion to proceed with the expenditure for Mess Dinner Moved: Judy Second: Nam Carried</p> <p>Sue to send an email to Committee Members to get feedback regarding whether the cost for members should be covered by the SSC or if individuals should pay</p>
<b>3. Business Arising from the Minutes</b>			
a) Sens 50/50	Judy	<ul style="list-style-type: none"> <li>• No formal update provided by SENS foundation yet – will send the final report after season completed for reconciliation/agreement</li> <li>• With playoff games, project having earned approx \$4000 from this fundraiser</li> </ul>	NA
b) Fundraising Strategy for 2013/2014 Training Year	Sue	<ul style="list-style-type: none"> <li>• Linda will coordinate with the new committee on a date for a meeting to discuss fundraising strategies for next year</li> </ul>	Linda to send an email to the 2013/2014 Committee
c) 706 SSC Post Secondary Scholarship	Judy	<ul style="list-style-type: none"> <li>• SSC has historically provided a small scholarship to cadets who will be attending their first year at Post Secondary - \$1000 budgeted</li> <li>• Discussion regarding how (criteria) to award the scholarship</li> <li>• Determined would ask interested cadets to write a 1200-1500 word essay describing their field of study, their future career aspirations and how they believe the Air Cadet program has helped to prepare them</li> <li>• Due May 23, 6:00 p.m. by email, to the Chair</li> <li>• John, Karen and Clarke (TBD) will review the essays</li> </ul>	<p>Sue to post the information about the scholarship on the Sqn Website ASAP</p> <p>Judy will forward essays to the workgroup for review</p>



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		and determine the # of scholarships to award/determine amount to award based on budget <ul style="list-style-type: none"> <li>Scholarships to be presented at Annual</li> </ul>	
d) HST Application - Update	Judy	<ul style="list-style-type: none"> <li>The forms were sent and received by CRA</li> <li>CRA estimates 4-6 weeks for processing</li> <li>Application is for four years of HST rebate</li> </ul>	NA
e) Annual Ceremonial Review	Linda	<ul style="list-style-type: none"> <li>Flyers/invite for annual sent home with cadets last week - Linda will have available again after the meeting for any cadets who may not have received</li> <li>Good support from families for the reception. 55 reception forms back - most are for food. \$180 contributed</li> <li>Several people lined up for clean up after the event</li> </ul>	NA
<b>New Business</b>			
a) OPC Lottery Tickets	Judy	<ul style="list-style-type: none"> <li>Need to advise the regional coordinator if the committee would like to sell the OPC Lottery Tickets again next year</li> <li>If yes, need to determine if only taking the Mandatory # of books or would like bonus books to sell as well</li> <li>Decision required ASAP</li> </ul>	2013/2014 Committee Members present at meeting to meet to discuss after the regular meeting adjourned.  Linda to advise Judy of decision. Judy will advise the regional coordinator of the decision
b) Bush Weekend	All	<ul style="list-style-type: none"> <li>SSC Members had been invited to attend Camp Cadou – bush weekend</li> <li>No members attended</li> </ul>	NA
c) Update from Regional Meeting	Sue	<ul style="list-style-type: none"> <li>Judy, Linda, Deb, Sue and Capt Platt attended the Ottawa Valley/Outaouais Regional Air Cadet League Meeting on April 15<sup>th</sup></li> <li>Sue provided committee with a verbal report</li> <li>ACL Training: Committee Training: June 16 (full day) at the</li> </ul>	See highlights from meeting attached to the Minutes  Committee members who have suggestions for the “Regional Award” to forward to Judy



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		Aviation Museum Treasurer/Financial Training: June 22 (CO/Chair and Treasurer)	
d) 2013 Army Run – Cheering Station	Deb	<ul style="list-style-type: none"> <li>• Army Run – Sept 22</li> <li>• Community groups can submit an application to have a ‘cheering station’ – which are judged and prizes awarded (\$)</li> <li>• Last year 2 area Sqns won 1<sup>st</sup> and 2<sup>nd</sup> prize</li> <li>• Opportunity to also have cadets involved</li> <li>• Need to submit an application by June 20 and will know if chosen to be a cheering station by June 30</li> <li>• Capt Platt advised that, like last year, the Sqn will be participating in the Army Run.</li> <li>• Requested SSC support for the cadets who will be participating by paying half of their entry fees up to a total of \$500</li> </ul>	<p>Sue to email the 2013/2014 SSC to determine interest in submitting an application for a cheering station for the Army Run</p> <p>Motion to approve an expense of up to \$500 to support the cadets with half of their entry fees for the 2013 Army Run            Moved: Karen            2<sup>nd</sup>: John            Carried</p>
<b>Other Business</b>			
a) Location for June Meeting	Sue	<ul style="list-style-type: none"> <li>• As Connaught will be occupied with summer training activities in June, discussion regarding where/when to have next SSC meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Judy to email the committee with proposed times/locations</li> </ul>
Adjournment		Motion to Adjourn: Karen 2 <sup>nd</sup> : Laurence	Meeting Adjourned
<b>Next Meeting</b>		<b>June 20, 2013 – Time and Location TBD</b>	



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Ottawa Valley/Outaouais Regional Meeting Notes  
April 15, 2013

## Regional Financial Report

- Regional Committee has a bit of surplus of funds (\$ provided by Provincial Committee to the Regional Committee to operate – funds from the League fees), so are doing the following:
- Creation of a “Regional Award” - \$500 award to be presented to a cadet. Looking for ideas for the award (Top cadet in \_\_\_\_\_) Looking for ideas for an award that every cadet could be eligible for. Award would be presented at Annual
- Developing a \$2000 emergency fund
- Each Sqn will also receive back \$1 per cadet this year (payments done at end of meeting)
- ACC9 – new version will be out in July – small changes to the tool. Rick will ensure all treasurers have by July

## Regional Updates:

- Roundtable of Squadron updates (Tag Days, Election schedule, changes to personnel)
- Reminder to submit the Committee Renewal Form ASAP – summer months can work at completing the Volunteer Screenings
- Effective Speaking Competition in Feb went well – encourage committees to attend and to also have effective speaking training at each Sqn
- Sqn Visits – 2<sup>nd</sup> report being completed by Advisors
- Small shuffle of Committee Advisors
- Review of various League awards and due dates
- OPC Lottery – Committees should have payment late May or early June – will also have a report on how each Sqn did
- National Exams/Interviews – 110 interviews. Feedback was that everything went well. Some confusion over the school report required to submit with application. Also indicated that cadets needed to have a better understanding of the League for interviews. Suggestion to have a “Regional Interview Skills Day” – possibility to set up for Dec/Jan

## Provincial Committee Update:

- Sponsoring Committee Guide completed – being translated to English
- Sqn Funding – In some regions, Sqns do charge a fee for the program. The Quebec and Ottawa Valley are flexible about doing this (i.e. Committees may ask a fee that is comparable to the amount paid to the Provincial Committee for League fees (\$75)) – This is at the discretion of the Sqn. This is a ‘registration fee’ so committee cannot give a tax receipt – families can however claim as part of their income tax
- Suggest that if committees ask for a ‘registration fee’, develop policies related to it (i.e. families who are unable to pay the fee, what happens if the cadet only stays part of the year – can they get their funds back?, fee for families with more than 1 cadet)
- 75<sup>th</sup> Anniversary Parade – May 2015 – Planning to do a march on Parliament Hill – want to get 2000 cadets to participate



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### Training – 2013/2014

- Committee Training – June 15 (full day) at the Aviation Museum – Both league and DND attend
- Treasurer/Financial Training – June 22. – Treasurer, Chair and CO to attend
- AGM – Sept 27 – 29, National Police College - Nicolette, Quebec – Sqns should send 1 Military Member, 1 Committee Member (preferably Chair/Vice Chair), and 1 Senior Cadet. If enough interest from the Region, will looking at renting a Hwy coach

### Miscellaneous

- Albatross Articles – encourage Sqns to send articles to be published in the newsletter
- Language Issue report (developed after challenges identified last summer) has been submitted and response provided. Further follow up required
- Tag Day Protocol – Rick will send out to the Committees
- Fall Regional Committee Meeting – 51 Sqn to host. Likely a week before the AGM

### Regional Committee Election

- Election results as follows:

**Regional Coordinator:** Rick Brooks

**Vice Regional Coordinator:** Marie Christine Lalonde

**Treasurer:** Veronique Morisset

**Secretary:** Vacant – will seek volunteers at meetings