



706 Snowy Owl Squadron Royal Canadian Air Cadets

Squadron Sponsoring Committee – Minutes

Date: January 10, 2013

Members Present: Judy Brignell, Clarke Bedford, Kathy Reid, Karen Nemes, Pattie Filoso, Sue Grant, Nam Chopra (8:30 p.m.), Linda Savasta, John Montgomery, and Laurence Senior

Regrets: Pete Caron

Air Cadet League (ACL) Squadron Advisor: Arlo Speer

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 nd : Linda
2. Review and acceptance of previous meeting minutes	Sue	One error identified under Other Business c) Parent Social – amended to read: Suggested that the committee consider having a parent social – .i.e.: pot luck or evening sponsored by the committee.	Motion to accept minutes of December 13 as amended Moved: Laurence 2 nd : Clarke
3. Financial Report – ACC9	Nam	<ul style="list-style-type: none"> ACC9 Bank Balance: \$20,332.51 Bank Balance: \$21,417.68 Difference is unreconciled cheques \$500 donation received from RIM Budget review – See New Business	
2. Squadron Updates – CO's Report	Capt Platt	<ul style="list-style-type: none"> Cadets: 125 cadets continue to be on slate Staffing: Officer Cadets Singh and Bejenaru have started their officer training course – training required to be CIC Officers 40 cadets participated in the uniform night prior to the break 36 cadets signed up for Excalibur (January 19/20) – Takes place in Buckingham Que. - bus leaving on the Saturday morning from Connaught. Trying to organize a defensive driving course for March Lots of activities coming up in the Squadron 	NA
3. Business Arising from the Minutes			
a) SQN T-Shirts	Pattie	<ul style="list-style-type: none"> T-shirts were delivered to the supply office on the last training 	



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		<p>night in December</p> <ul style="list-style-type: none"> 60 t-shirts ordered - came in under budget Linda advised that she will be donating biathlon hats for the cadets selected for the SQN biathlon team/competition. Will contact EmbroidMe to get the SON crest silkscreened on the hat. Arlo reminded the committee that donors can receive a tax receipt for the value of their donated item 	<p>Many thanks to Linda for this donation to the SQN Biathlon team</p>
<p>b) OCP Lottery Tickets – updates and follow up</p>	<p>Clarke/Judy/Sue/Linda</p>	<p>Hazeldean Mall:</p> <ul style="list-style-type: none"> Dec 22nd. Hazeldean - sold 8 books. The Rick Mercer Air Cadet/Gliding Video was a good draw John agreed to provide his equipment again for use during ticket sales Cadet Doyle also attended one shift with his parent who was volunteering – feedback was that having a cadet there drew people to the table to ask questions/buy tickets <p>Carlingwood and Bayshore Malls:</p> <ul style="list-style-type: none"> Been in contact with Bayshore - require proof of insurance and lottery licence – need to submit an email detailing our activity and propose dates, for approval by management Judy will get the insurance with coverage for the year in the event we want to go back to Bayshore for other fundraisers Suggestion to do several Saturdays instead of entire weekends Judy will follow up with Carlingwood for possible dates as they had indicated we should contact them in the New Year. <p>Website:</p> <ul style="list-style-type: none"> Suggested that the website be updated with info about the tickets – opportunity for people to buy or offer to sell tickets as well as a way recruit volunteers. Capt Platt indicated that an email can be set up for contact for tickets (i.e. "tickets@706aircadets.ca"). <p>Media Coverage</p> <ul style="list-style-type: none"> Kathy will be writing an article for the local papers 	<ul style="list-style-type: none"> Sue to contact Bayshore requesting sale of tickets on January 26, Feb 2 and 9th Sue to schedule volunteers Judy to follow up with Carlingwood Sue to post info about the tickets on the website with email address for people to contact if they would like to buy/sell tickets John will be the contact for the web email for tickets and coordinate



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		<ul style="list-style-type: none"> • Capt Platt provided some notes on Sqn achievements - Linda's contact will use this to develop a press release to forward to various media programs (i.e. Rogers, CTV morning show, CBC, CFRA etc.) to solicit interest in doing a piece on the SQN • Suggested that the website be advertised (info on the website re: tickets) in any story. Could also indicate when the tickets are being sold and where (i.e. Bayshore/Carling – depending on timing) 	
c) Update on Trillium Grant Application	Nam	Not discussed – deferred to next meeting	
d) Update on Tax Rebate	Arlo/Nam	<ul style="list-style-type: none"> • SSC will need to apply • ACC9 provides the info necessary to apply and should not be an issue to get the rebates 	<ul style="list-style-type: none"> • Arlo will help Nam obtain forms necessary to apply
e) Food Drive	All	<ul style="list-style-type: none"> • Important activity for SSC and cadets • Need to get efforts underway - start having cadets bring in donations on training nights leading up to a mid February (family day) target to complete and provide food to the Kanata Food Cupboard • Pattie to be the SSC lead for the food drive 	<ul style="list-style-type: none"> • Pattie to connect with Capt Platt re: strategy for Food Drive • Patti to see if can get a storage space at Dymon for the donations
New Business			
a) Budget	All	<p>ACC9/Budget review</p> <p>Expenses:</p> <ul style="list-style-type: none"> • Noted a few items were not initially identified as an expense in the budget, so showing as overspent in these areas, but really not the case (I.e. payout for OPC lottery tickets, insurance, bank charges, SON Merchandise, Entertainment books). A few areas are slightly over budget, but not a huge concerns as other areas are under spent <p>Revenues:</p> <ul style="list-style-type: none"> • Tax rebates to be applied for – should be eligible to receive • Judy has started paperwork to request donations from area poppy funds (Legion) • Letter submitted to Nav Canada re: donation 	<ul style="list-style-type: none"> • Ensure next year's budget has expenses identified for these items



706 Snowy Owl Squadron Royal Canadian Air Cadets

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		<ul style="list-style-type: none"> • Meeting also scheduled with Kiwanis as they have indicated an interest in donating to the SQN. • Suggested a check in with the SQN Canteen Coordinator to see what sales are to date in order to have an idea of what the yearend revenue might be • Some of the DND expenditures for reimbursement need to be submitted by end of March. • Large fundraiser is the Tag Day – April Fundraiser • One area of concern is the OPC tickets - need to sell. • Karen noted that 55 books have been sold and 118 books have been signed out (see 3c for strategies for sales) 	<ul style="list-style-type: none"> • Budget tracker to be provided at every meeting - up to date with budget info
b) Annual Review – Forward Planning	All	<ul style="list-style-type: none"> • Annual Review – June 2 @ Connaught Range • Need to plan re: food, drinks, decorations, DVD for pictures, invitations, guests etc. • Suggestion that info go out to parents early explaining what annual review is, the tradition, what to expect, etc so that they can ‘hold the date’. • Linda volunteered to be the Committee Lead for Annual Review and Laurence offered to help her • There are specific tasks that need to be done by Sqn staff and specific tasks for the SSC – Co-ordination need with the CO to see what support is needed from the committee for annual review • Suggested that Linda speak with Mady and Sandra (parents) who helped coordinate food last year to get tips and ideas. 	<ul style="list-style-type: none"> • Judy to forward to Linda some guidelines re: "Prepping your annual". • Judy to provide contact info re: Community Grants from Loblaw’s for food for annual
Other Business			
a) Sens 50/50	Judy	<ul style="list-style-type: none"> • Judy spoke with the Sen’s Foundation regarding SSC interest in selling - 50/50 tickets • First home game is January 21. 24 home games for the regular season • The commitment is to provide 15-20 volunteers per game assigned to. • Revenues generated vary – depends on the total 50/50 pot 	<ul style="list-style-type: none"> • Judy to advise Sen’s of interest in 12 games • Judy to approach Pat Doyle about electronic tracking options for volunteers, license plate #s • Will also set up an email



706 Snowy Owl Squadron Royal Canadian Air Cadets

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		generated and the # of volunteers provided by SSC. <ul style="list-style-type: none"> • Discussion regarding the number of games to commit to – Decision to advise Sen’s Foundation interested in 12 game (regular season) • Judy to ask Pat Doyle to track the volunteers and the licence plates # • Can also get a SQN email address for people to contact re: volunteering for 50/50 sales. 	account for the Sens 50/50 volunteer recruitment
b) Sponsoring Committee Elections	Judy	<ul style="list-style-type: none"> • Elections scheduled for April 18th • Will allow some time for training/orientation of new committee members 	Sue to add to SQN Calendar
c) ACL Effective Speaking Competition	Arlo	<ul style="list-style-type: none"> • The National Air Cadet League (ACL) runs a public speaking competition • Competition starts at the SQN level, then regional and ends at the National level. • The Ottawa Valley ACL is holding its public speaking competition on Sunday Feb 24th. • There needs to be a competition at the local level in order to send cadets to the Ottawa Valley competition • Committee to Liaise with CO to have a Sqn competition and then send 1st and 2nd place cadets to the competition on Feb 24 • It was noted that SQN already has effective speaking training happening on Sundays 	Judy will confirm with the CO as to whether efforts are already underway for a Sqn competition and what support from the committee might be needed Judy will solicit interest in supporting SQN public speaking competition from volunteers/Committee
Adjournment		Motion to Adjourn: Karen 2 nd : Kathy	
Next Meeting		Feb 7, 2013 6:45 – 1 Lewis Gun	