



706 Snowy Owl Squadron Royal Canadian Air Cadets

Sponsoring Committee Minutes

Date: November 15, 2012

Members Present: Judy Brignell, Clarke Bedford, Karen Nemes, Pattie Filoso, Sue Grant, Nam Chopra (8:00 p.m.)

Regrets: Peter Selwyn, Pierre Caron, Cathy Reid,

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

Squadron Staff: Capt Platt (Regrets)

Item	Presenter	Discussion	Action
1. Meeting Called to Order	Chair	Welcome and introductions of committee, guests and parents that were present. Acceptance of the Agenda	Motion to accept the agenda as presented: Moved: Karen 2 nd : Pattie
2. Review and acceptance of previous meeting minutes	Sue	No errors or omissions noted	Motion to accept minutes of October 25 th , 2012: Moved: Clarke 2 nd : Pattie
2. Financial Report - ACC9	Nam	Bank Statement balance \$28,337.03 Cheques to clear:\$2,283.23 ACC9 Balance: \$26,053.80 Details: <ul style="list-style-type: none"> Cheque will be prepared this evening for \$5000 for 100 of the mandatory lotto books (\$1580 deposited to date for lotto) Payment of league fees - \$4357 (this represents half of the league fees – other half is due in January) 	Motion to Accept the ACC9 as presented: Moved: Clarke 2 nd : Karen
3. Squadron Updates – CO’s Report	Capt Platt	A written update was provided by the CO to the Chair: <ul style="list-style-type: none"> 125 cadets on strength in the squadron Last parade night 112 cadets participated CO has spoken with Montreal about getting an increase in the SQN quota, which they will look at in December Cadet Activities <ul style="list-style-type: none"> 20 attended gliding activities in Lachute QC Approx 45 cadets helped the area Legions with poppy sale activities Approx 59 cadets participated in other Remembrance Day activities 	NA



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		including, the Remembrance Candle Light ceremony, the Stittsville Legion Remembrance Dinner, the National Remembrance Ceremony and the Richmond and Stittsville Remembrance Ceremonies	
4. Business Arising from the Minutes			
a) Squadron T-Shirts	Pattie/Sue	<ul style="list-style-type: none"> • Pattie provided quote from “EmbroidMe” for Sqn t-shirts – full color crest \$13.95 +HST or 1 Color crest \$10 +HST • Sue provided quote from Jay’s Embroidery - full color crest \$16+ HST per t-shirt or one color crest \$11 + HST • Discussion: Some Sqns have cadets turn in their t-shirt at the end of the year to be reused by another cadet the following year. This does help in terms of cadets being able to obtain a t-shirt each year in the size that fits instead of committees needing to replace with new. Discussion regarding some of the downside to providing used t-shirts 	Motion: That the SSC will order 60 navy t-shirts, with the full color crest from EmbroidMe, at a cost of \$13.95+HST per t-shirt for distribution to new cadets Moved: Clarke 2 nd : Karen Pattie will place the order
Kit Shop (SQN Merchandise)	Sue	<ul style="list-style-type: none"> • Sue update the SQN Merchandise price list after seeking feedback from the Committee – price increased to the next dollar – this will not be a fundraising endeavor for the committee, but the increase will cover any costs associated with picking up/shipping orders. • Notice on the website that samples of merchandise will be on display Nov 15 and 22 for cadets and parents to view • Orders due by Nov 22 in order to have order completed and distributed by December 13 	NA
b) Volunteer Screening	Karen/Judy	Update: <ul style="list-style-type: none"> • Five screening packages currently with the ACL – waiting for blue cards • 3 applications pending policy reference checks in order to send to ACL • 3 applicants need to have their interview completed 	
c) Walk-a-thon	Sue/Nam	<ul style="list-style-type: none"> • Total raised: \$7876 • Nam and Linda S will begin working on receipts • To discuss at the Dec 13th meeting what committee will do as a thank you to the cadets for the efforts during walk-a-thon 	Nam to provide Linda S with the pledge forms to begin populating the data in a spreadsheet so that this will be a quick transfer to the



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d) OPC Lottery Ticket	Clarke	<ul style="list-style-type: none"> • Committee has secured two dates at the Hazeldean Mall for Raffle Ticket Sales: Dec 2 (10:00 to 5:00) and Dec 22 (9:00 to 9:00). They also are open to have us return in the new year • The Mall has asked that we be there from open to close on those days • Clarke is working on a schedule of shifts for both days • Clarke will contact Honda re: poster /display • Will also utilize a 'Christmas' theme as well. • Sue advised she has not been successful reaching anyone from Bayshore (have not responded to email or phone messages). Clarke was able to provide some additional contact options at Bayshore • Judy suggested contacting Carlingwood Mall as well • Judy advised that a Charity she works with has offered to take 40 of Lottery Books and sell for us – they would like \$10 from each book sold. • Judy indicated that she understood there were an additional 65 books available in our region and we could request 40 of those books for the charity to sell – would mean extra revenues for the committee • Committee discussed pros and cons of this – while it would mean more revenue, there is also a risk if the Charity is not able to sell. Committee is responsible for all books in its possession (currently committed to sell 300) and must pay for any books that remain unsold. <p>Decision: Judy to contact the Ottawa Valley ACL to confirm there are additional books available. If so, will provide the charity 40 books (from our current allotment of 300 books) to sell on our behalf and they will receive \$10 profit for each book sold. Will discuss the option of getting more books from the region after ticket sales days at Hazeldean Mall (i.e. if tickets sales go well)</p>	<p>receipt program.</p> <ul style="list-style-type: none"> • Sue to email Clarke list of Volunteers to contact for shifts on Dec 22 • Sue to try and reach Bayshore with new contacts, prior to Dec meeting for dates for January • Judy to provide contact info to Sue for Carlingwood • Judy will make an inquiry with the Ottawa Valley ACL regarding # of books that remain available
New Business			
a) SSC Membership	Judy	<ul style="list-style-type: none"> • Currently two director at large positions to fill. 	Sue to post notice of the by-



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		<ul style="list-style-type: none"> By-election scheduled for the December 13th SSC Meeting. Advertise the by-election on the website – as per the Sqn Charter, must advertise two weeks prior to the election 	election on the website
b) Fundraising	Judy	Spring Tag Day <ul style="list-style-type: none"> Nine locations currently confirmed Linda S offered to speak with several stores in the Klondike Plaza regarding tagging Entertainment Books <ul style="list-style-type: none"> Committee will take books to sell at Hazeldean on December 2 and then will need to send any remaining books back Sold approx 20 books 	
Other Business			
Donor/Potential Sponsor	Judy	<ul style="list-style-type: none"> Judy advised that Kiwanis is interested in making a donation to 706 Sqn and would like the committee to make a presentation to them with the possibility of forming a partnership/sponsorship down the road 	<ul style="list-style-type: none"> Judy and Clarke will be exploring Kiwanis' interest and will report back to the committee
Food Drive	Judy	<ul style="list-style-type: none"> Judy will follow up with Capt Platt regarding a 706 Food Drive Linda advised that CTV2 is doing a food drive as well – will look into details, as there maybe some supports also available. 	<ul style="list-style-type: none"> Judy to discuss with Capt Platt Linda will email Sue details re: CTV2 food drive
Communication to Parents	Clarke	<ul style="list-style-type: none"> Discussed another communication to parents – perhaps a ½ page flyer to be distributed to parents as they drop off/pick up cadets 	Clarke to give further thought around messaging
Adjournment		<ul style="list-style-type: none"> Motion to Adjourn: Pattie 2nd - Nam 	
Next Meeting		December 13th, 2012 6:45 – 1 Lewis Gun	