



706 Snowy Owl Squadron Royal Canadian Air Cadets

Squadron Sponsoring Committee – Minutes

Date: May 22, 2014

Members Present: Linda Savasta, Deb McGeachy, John Montgomery, Sue Grant, Lynn Mason, Roger Saberton, Peter Selwyn, Pat Doyle, Pete Caron

Regrets: Nam Chopra, Galyna Renbaum

Air Cadet League (ACL) Squadron Advisor: Arlo Speer

Squadron Staff: Lt Lambert

Parent Guests: Rob Tompkins

Item	Presenter	Discussion	Action
1. Election – 2014/2015 Squadron Sponsoring Committee	Arlo	<p>Election meeting called to order at 6:55 pm</p> <p>Nominations to the SSC as follows:</p> <p>Chair – Linda Savasta</p> <p>1st Vice – Deb McGeachy</p> <p>2nd Vice – John Montgomery</p> <p>Treasurer – Lynn Mason</p> <p>Secretary – Sue Grant</p> <p>Directors at Large:</p> <p>Galyna Renbaum (communicated her intention to stand for election to the chair)</p> <p>Pay Doyle</p> <p>Pierre Caron</p> <p>Peter Selwyn</p> <p>Roger Saberton</p> <p>Election Meeting adjourned at 7:15 pm</p>	<p>Given that there were no additional expressions of interest from other members of the Squadron community, the members present assumed their respective positions by acclamation.</p>
2. Regular Meeting of the SSC call to order and Approval of the Agenda	Linda	<p>Meeting called to order at 7:36 pm</p> <p>Additions to the agenda: ACL Committee Training</p>	<p>Motion to approve the agenda:</p> <p>1st: Deb</p> <p>2nd Pierre</p>
3. Review of previous minutes and action items	Sue	<p>May 1, 2014 minutes</p> <ul style="list-style-type: none"> Correction item 5c – Annual Parade practise should be noted as May 31 <p>Review of Action Items:</p> <p>Sponsoring Committee Elections: Notice to parents sent via email communication, posted to the website and on Facebook</p>	<p>Motion to approve the minutes as amended:</p> <p>1st : Lynn</p> <p>2nd: Deb</p>



706 Snowy Owl Squadron Royal Canadian Air Cadets

Item	Presenter	Discussion	Action
		Annual Ceremonial Review : <ul style="list-style-type: none"> • Galyna’s daughter will help at the reception. • Fridges in 5 Brouillette available for use, but Linda is trying to find alternative options. • Reminder to parents re: RSVP and food donations complete. Year End Trip: <ul style="list-style-type: none"> • Waivers handed out to the cadets with permission forms and posted on the website Survey to Parents: <ul style="list-style-type: none"> • Suggestion that survey be sent to parents before the last training night SSC Bursary: <ul style="list-style-type: none"> • Lynn, John and Sue met and determined the requirements for the bursary (1000 word minimum essay along with topic). Essays due Thursday May 29th by 4:30 – bursary to be presented at Annual. 	
4. Financial Update	Linda	<ul style="list-style-type: none"> • \$125 in donations from parents recently- receipts provided • \$126 deposit from canteen • \$460 received for yearend trip to date • \$360 donations for food and beverages for annual • Have contacted Sens Foundation to see when we might receive funds for 50/50 	NA
5. Squadron Update	Major Platt	<ul style="list-style-type: none"> • No Update 	NA
6. Business Arising			
a) Annual Ceremonial Review	Lynda/Galyna	<ul style="list-style-type: none"> • Approx 30 families have RSVP’d – total of 100 guests so far • Help needed by SSC members to ensure food replenished throughout the reception, serving cake and clean up • Kanata Legion will do sandwiches for 125 people for \$120 (chicken salad, egg, ham and salmon) • Discussion regarding having a photographer at ACR for individual, family and group photos. • Deb and Linda obtained several quotes – varying options and costs 	Duties for ACR: Serving cake: Roger, Peter, Lynn and Rob Replenish Food: Sue, Galyna, Galyna’s daughter, Sandra K. Coolers: Deb, John, Roger, Lynn Lynn will speak with Scott about taking photos during ACR



706 Snowy Owl Squadron Royal Canadian Air Cadets

Item	Presenter	Discussion	Action
			<p>SSC will cover the cost of providing a Squadron Photo to each cadet – to be distributed at Mess Dinner.</p> <p>Committee to consider photographer for ACR for next year</p>
b) Year End Trip	Linda	<ul style="list-style-type: none"> Confirmed two buses with Healy Transportation Scheduled departure from Connaught 8:00 am returning at 6:00 pm 46 signed up for Year End Trip so far 	<p>Sue will post to Sqn Website and Facebook page the departure and return times as well as reminders of what cadets should bring</p> <p>Committee members wishing to attend should advise Linda/Major Platt</p>
c) Mess Dinner	Sue	<ul style="list-style-type: none"> Cost of Mess Dinner for cadets and staff covered through the SSC budget Discussion about the cost of Mess Dinner for SSC/spouses Decision: SSC members and spouses/guests of staff will each be required to pay \$35 	Sue will email committee with meal options and SSC members to advise Sue if attending and meal choice.
7. New Business			
a) Next Committee Meeting	Sue	<ul style="list-style-type: none"> Scheduled for June 6th Decision to reschedule to June 20th – begin 2014/2015 planning including communication strategy, website etc. Further meetings over the summer TBD 	<ul style="list-style-type: none"> Meeting at Linda's Sue will send address
b) ACL Sponsoring Committee Training	Linda	<ul style="list-style-type: none"> ACL General Training – June 14th ACL Treasurer/Finance Training – June 21st 	<ul style="list-style-type: none"> All welcome. Advise Linda if attending
8. Next Meeting		June 20 th 6:30 pm at Linda's	
9 . Motion to Adjourn			<p>Motion to Adjourn:</p> <p>1st: Deb</p> <p>2nd: Pierre</p>



706 Snowy Owl Squadron
Royal Canadian Air Cadets
 Outstanding Action Items

Meeting Date	Action Item	Responsibility
July 10, 2013	Review Sqn website in terms of improving its usability. Try and have information posted more timely and in a more obvious spot. One area would be to look at the Calendar component of the website	John, Pat, Tom
January 16, 2014	Agenda time to plan strategy for parent involvement/ communication for next year	Committee
May 1, 2014	Ask Kanata Legion to hold Nov 14 th date for 706 Spaghetti Dinner	Linda
May 1, 2014	Confirm available locker sizes and cost with Windmill Storage and confirm with Dymon Storage their prices for a similar size locker.	Linda/Peter S.
May 1, 2014	For 20145/2015 budget preparation <ul style="list-style-type: none"> Determine what the Sqn needs in terms of optional items, determine what DND reimburses and therefore an amount SSC needs to have. Need to determine how much do we want to have in the bank account at the end of each training year and for what purpose? (i.e. facility replacement). 	All
May 1, 2014	<ul style="list-style-type: none"> Next year - Looking at possibly two Saturdays for tagging- Oct 11th and April 18th (1 day each) Also a suggested option is to do a bottle drive on Oct 11th date instead of tagging- Oct 11th is thanksgiving - so may need to account for cadets not available. Could do a combo bottle drive/tagging. 	All
May 22, 2014	<ul style="list-style-type: none"> Research professional photography options for ARC OR call out to parents looking for someone to do photos for the ACR 	SSC Member supporting ACR