



706 Snowy Owl Squadron Royal Canadian Air Cadets

Sponsoring Committee Minutes

Date: October 25, 2012

Members Present: Judy Brignell, Clarke Bedford, Karen Nemes, Pattie Filoso, Sue Grant, Pierre Caron, Cathy Reid,

Regrets: Peter Selwyn, Nam Chopra

Air Cadet League (ACL) Squadron Advisor: Arlo Speer

Squadron Staff: Capt Platt

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: Kathy 2 nd : Pattie
2. Review and acceptance of previous meeting minutes	Sue	Amendments to minutes of September 27 2. Squadron Update - correction: Recommendation of a replacement CO is also a responsibility of the Committee	Motion to accept minutes of September 27 as amended: Moved: Clarke 2 nd : Pattie
1. Financial Report - ACC9	Sue (for Nam)	Previous balance \$12,889.72 Current Balance: \$27,460.24 Upcoming Expenditures: <ul style="list-style-type: none"> • First half of the league fees will be due soon as well as first payment for the OPC lottery tickets • As Nam was not able to attend the meeting questions were deferred to next meeting 	Nam to provide the current ACC9 Monthly Worksheet to Sue to distribute to the Committee
2. Squadron Updates – CO's Report	Capt Platt	Capt Platt provided an update on the # of cadets in the SQN and recent activities: <ul style="list-style-type: none"> • 121 cadets in the squadron – 39 new recruits • Parade nights about 100 – 110 cadets participating • The DND squadron quota is 111, but if 706 has 120 or more the SQN will have more seats allotted for gliding and power courses, another officer position and a third gliding day. Activities: <ul style="list-style-type: none"> • 70 cadets out for Rifle Road clean up • 82 cadets participated in walk-a-thon 	NA



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		<ul style="list-style-type: none"> • 84 cadets and 8 staff participated in bush weekend - Capt Platt noted that the cadets had a great time at Camp Cadou. The cost for Bush Weekend was \$4496 – about \$100 over budget. Most of the expense will be reimbursed by DND • Approx 20 cadets attending Sports night (Friday nights) • Ground school – 25 cadets participating • Band – 10 cadets participating <p>Question was asked of Capt Platt re: defensive driving course – Capt Platt looking into coordinating for January</p>	
Carry Over Agenda Items from September 27th and Business Arising from the Minutes			
a) Squadron T-Shirts/	Pattie	<ul style="list-style-type: none"> • Pattie was able to get the Jpeg of the SQN crest from “EmbroidMe”. Helpful to have the file in SSC possession if another company could be found with better prices • CO suggested finding a vendor and using them as consistently as possible due to Start Up costs (i.e. Jay’s Embroidery – have spent approx \$500 for start-up costs related to SQN crests) 	<ul style="list-style-type: none"> • Pattie will make an inquire with EmbroidMe re: current prices for silk screened t-shirts (60 - Youth Size)
Kit Shop (SQN Merchandise)	Sue	<ul style="list-style-type: none"> • Jay’s Embroidery was contacted to update the price list for SQN Merchandise • Sue inquired if Committee was interested in increasing prices slightly as a small fundraiser or continue to offer the merchandise, at cost, as a service to the cadets • Updated price list, including tax, needed for committee to review in order to determine prices • Discussion to have some of the merchandise on display for a couple of training nights for parents to see items. Order forms to be available • Discussion regarding other SQN Merchandise and their prices – suggestion to try and have 706 prices in-line with other SQN prices • Discussion regarding coordinating with other SQNS to try and bulk order merchandise - perhaps would be able to obtain a better unit price • Suggestion also to purchase some stock in advance to have for sale during training nights – only downside is cadets would not have the 	<ul style="list-style-type: none"> • Arlo will mention SQN Merchandise and suggestion to coordinate to other SQN Advisors • Sue will updated item price list as well as review other SQN websites for their prices and forward information to the Committee • Sue to also contact Jay’s Embroidery regarding price for Silk-Screened T-shirts – Youth Sizes



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		option of personalizing their items (i.e. names on clothing)	
b) Meeting Schedule	Sue	<ul style="list-style-type: none"> Schedule of SSC Meetings sent out to Committee members. A few conflicts, but otherwise no objections Meeting dates have been posted on the squadron calendar A notice of the meeting is posted on the website home page about a week prior to the meeting as well 	NA
c) Volunteer Screening	Karen/Judy	<ul style="list-style-type: none"> Several Members of the Committee received their “ blue cards” Two more completed applications submitted to Arlo Several volunteers just pending police checks and then their information can be submitted for finalization Any parents interested in volunteering should contact committee to start process 	
d) Charter	Clarke	<ul style="list-style-type: none"> Clarke updated the charter based on feedback from the last meeting No further revisions suggested. 	Motion to accept the charter dated Oct 2012: Kathy 2 nd Pattie Carried <ul style="list-style-type: none"> Arlo will share the Charter with other league advisers Sue will post to the website
New Business			
a) Regional Meeting and update from AGM	Judy	<ul style="list-style-type: none"> Judy attended the Regional Meeting - Sept 24th – See Notes attached to these minutes Judy also spoke to the 742 SSC Chair re: AGM Representatives from Ontario voiced their concerns about inequities for cadets from Ontario at summer camps. Due to different end dates for school in Ontario, Staff Cadets didn’t get there at the same time as cadets from Quebec and therefore did not have the same opportunities for positions. Also, there was concern expressed about the lack of English supports for cadets who were not bilingual. There is work underway via the ACL – expressing concerns as well as need/recommendations for changes for next year 	



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b) Fundraising – OPC Lottery Tickets – Sales Strategies	Clarke	<p>OPC Lottery Tickets Sales Strategies –</p> <ul style="list-style-type: none"> • 10% of books currently sold • Meeting held Oct 4th – ideas discussed for sales - list of possible sales locations shared with committee • Discussed that it would be ideal to arrange sales for one or two weekends at one of the locations prior to Christmas • Clarke advised that he has spoken with Kanata Honda re: having one of the vehicles onsite during sales – they identified that there needs to be insurance in case the vehicle gets scratched. Question as to whether it's the Mall's insurance or SSC insurance that covers this. Clarke will clarify with our insurance. • Suggestion that if we secure a location for ticket sales, that committee should approach the CO about cadets being available as well – perhaps the cadet or parent volunteers • Clarke has developed some speaking points for SSC members to use when approaching a store about allowing the committee to sell tickets at their locations – to be distributed to Committee • Clarke has also drafted a letter from the SSC to parents – highlights current SSC activities including sale of the OPC lottery tickets and how parents can support this fundraising activity. Letter to be sent home with cadets Nov 1. 	<ul style="list-style-type: none"> • Linda Savasta will contact Ottawa 67s to see if they are willing to have SSC at games to sell tickets • Clarke will follow up with Hazeldean Mall • Sue will follow up with Bayshore Mall • Clarke will clarify with league insurance re: coverage for vehicle at ticket sales locations
Walk-a-thon	Judy	<ul style="list-style-type: none"> • To date \$5967 • Pledge forms/pledges continue to come in • Pattie approached Willy's pizza – they are willing to discount the cost of pizza • Nam is looking for assistance with issuing donation receipts • For donors who requested receipts - two receipts need to be produced, attached to pledge form and returned to the appropriate cadet to distribute the receipt to their donor. 	<ul style="list-style-type: none"> • Pattie to go back to Willy's Pizza with a letter, #s, date etc. • Linda S. offered to assist Nam with issuing receipts – Sue will advise Nam.
Spring Tag Day – Sub Committee	Clarke/Judy	<ul style="list-style-type: none"> • Work is underway to secure locations for tagging – Judy has secured a number of locations already • Pattie offered to approach Shoppers drug mart on March Rd • Suggestion that some locations may only want tagging on Friday 	<ul style="list-style-type: none"> • Patty to speak with Dymon Storage to see if can book their board room for one of the days for counting



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		night instead of Saturday/Sunday or vice versa <ul style="list-style-type: none"> • Looking to purchase 100-500 ml cans for tag day • Budgeted \$500 for tag day expenses • Subcommittee: Pattie available as needed and Kathy R can also assist. 	
Other Business			
Food Drive	Judy	<ul style="list-style-type: none"> • Judy has sent an email to the CO about the SQN participating in a food drive to benefit the Kanata Food Cupboard. More details to follow 	NA
Other	Judy	<ul style="list-style-type: none"> • SSC purchased a table for the Carp Fair for approximately - \$60 • Arlo completed his review of the Committee – submitted to the ACL • Criteria for the “Circle of Excellence” circulated for the Committee to review 	NA
Adjournment		<ul style="list-style-type: none"> • Motion to Adjourn: Pattie 2nd - Karen 	
Next Meeting		November 15, 2012 6:45 – 1 Lewis Gun	



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REGIONAL MEETING

September 24, 2012

Notes by J. Brignell – Chair 706 SSC

- **Raffle Update:** SQN will receive the \$2.50/book that was to have gone to OV League. Since they are not a registered charity, each squadron gets to keep it (means additional \$250 for 706)
- **LSA & PIL:** SSCs/SQN needs to ensure that claims are submitted within 30 days -this request was made by RSU (Regional Support Unit)
- A copy of all claims should be kept by the SSC - turnaround time 4-6 weeks normally
- **ACC9 :** Rick asked that SSCs make sure that we're using the new version sent out in August
- **Provincial Assessment (League Dues):** Must be at the League no later than Nov 30/12 and Jan. 31/13
- **Volunteer Screenings (CPQV0606):** Make sure that forms are completed properly
- **ACC9 & T3010:** Rick wants these submitted next year by the end of August, not in Sept.
- **G.S.T. & H.S.T. rebates:** SSCs can apply for up to 4 year back. BACK to July 2008 ***turn around time approx 6 months
- **League Insurance:** Due by Sept 30/12 - Rick suggested that unless things have changed dramatically, update form that was used last year and send it in. First \$10,000 is covered, then \$12/\$1,000 after that
- **AGM update:** 706 SSC gave proxy vote to SSC Chair at 742. Both the Chair and CO of 742 will be attending and the SSC Chair will vote on issues for 706. It was suggested that next year both the CO, WO1 and 2 committee members attend.
- Another squadron mentioned that the associated cost with sending so many to the AGM is problematic.
- **Sponsoring Committee Training Session:** The session in June was well attended with approx. 30 committee members in attendance. The training in Sept had about 15 participants. The thought is to do training for both Committee members and Treasurer in June so that everyone is up to speed for the start of the Cadet yr.
- **Elections:** It was suggested that SSCs have their elections earlier next year. One squadron does it the same night as their "camp info" night as many parents are already out and they have a captive audience! Elections must be posted a minimum 2 weeks ahead of time on the website.
- **Taylor Trophy:** Only four submissions this year (706 was one of the submissions). The trophy was won by 742 SQN. It should be noted that 1st to 3rd place were within 2 points overall of each other!
- **Squadron visits:** Arlo will be conducting his visit and seeing how the SSC is doing sometime in October and completing his report. He will then re-survey the SSC in Dec/Jan and complete another report at that time.
- **Effective Speaking Completion:** This year it will again be hosted at 51 Squadron. The date is being re-worked as to accommodate the Quebec March Break. Suggested date was Feb 24. SQNs must forward names to 51 SQN prior to Feb 17th **this date also may change!
- **National Camp Exam:** Saturday Feb. 2/13 in Russell **December 4 is the due date for National Camp Exam requests - Rick needs to know #'s to line up interviewers. ***Each squadron is requested to send 1 (uniformed) Officer to assist with the interviews
- **Drill Competition:** Sunday April 7th/13 ***This is one of 706's Tag Days. Capt Platt and SSC Chair will see what can be worked out!
- **Circle of Excellence:** This year every squadron will receive an award
- **Salamander Theatre/Centre Stage:** Cadets have been given the opportunity to have them assist with 'learning how to engage the audience' when speaking.
- "Artistic Audition" - This is something that Capt Platt will look at as it relates directly to the Cadets



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- **Local items:** 742 will again be running the Regional Bowling Pipes & Drums are scheduled for Feb 9 & 10
Level 1 Day - the COs will be getting together to decide on a date
- **Chairman's Award:** It will be announced at the AGM - \$250 prize to Top Cadet and \$250 to squadron. Applications due end of April 2013 for next year *must be Fsgt & above and also must be a full time cadet the following year to be eligible
- **Bursary:** \$500 available to a Cadet going onto Post Secondary education - only 2 applications. Deadline for application is March 1st, 2013
- **Scholarships:** Capt Platt has a list of other scholarships that are available.
- **Elections:** Suggested time to hold elections is April or early May to ensure smooth transition and training by League **need to make sure that League guidelines (CVQ120) are followed
- **Albatross:** The monthly newsletter that is sent out. Rick would like articles/good news stories that SQNs are willing to share forwarded to him to have put in the newsletter
- **Round Table Discussion:** problems with OV Cadets when it came to Staffing this past summer at camp. Issue with the Ontario school year finishing later than Quebec's and are therefore cadets at a disadvantage when it comes to being placed into staff positions at camp. One of 742 SQN Sr Cadets had difficulty as a result this past summer. RSU to follow up and inform us how this will be handled in future.

RSU UPDATE

- A reminder that we are to make a union/partnership within the squadron - staff & committee
- We need to assist in the retention of Cadets as a whole...whether it be Air, Sea or Army
- RSU reminded us that they are there for the CO to assist him/her should there be an issue with staff - they are there to 'bounce' things off of and to assist at any time
- Summer Camps: RSU mentioned the problems this past summer with Staff Cadets and discussed what they are doing to ensure that it doesn't happen again
- London (Ontario) Trip-Oct 8th: Names of male & female Cadets must be forwarded by Tues Sept 25
*Cadets must be 16+years of age & hold a passport (in preparation of Duke of Edinburgh)
- World of Work: Oct. 30/31 Attended by grades 7 & 8 students. Great time to do recruiting at this Open House—it's during the day mid week!
- Salamander Theatre: the theatre group is willing to come and give their show titled "Where Poppies Grow" for \$2/head. Aimed at grades 7,8 & 9. Possibly something that the SSC might like to try to arrange or possibly pass along this info to schools in the area.



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