



706 Snowy Owl Squadron Royal Canadian Air Cadets

Sponsoring Committee Minutes

Date: September 27, 2012

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

Regrets: Peter Selwyn,

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: Clarke 2 nd : Karen
2. Review and acceptance of previous meeting minutes	Sue	Amendments to minutes of August 29 1. Volunteer Screening - correction: All documents to be forwarded to Arlo Speer	Motion to accept minutes of August 29th as amended: Karen 2 nd : Pattie
1. Financial Report - ACC9	Nam	2011/2012 training year <ul style="list-style-type: none"> Opening Balance: \$10,856 Closing balance: \$12,445.27 Closing report was due June 30th – end of year. A report needs to be submitted to CRA – it's a summary of the ACC9. Nam has the entire ACC9 for anyone who would like to look at it. 2012/2013 Training year <ul style="list-style-type: none"> Current Balance: \$18,558 It was identified that upcoming expenditures include half of the Air Cadet League (\$75/cadet) fees, first installment to the league for the OPC lottery tickets and bush weekend expenditures 	NA
2. Squadron Updates – CO's Report	Capt Platt	Capt Platt provided an update on the current Squadron Staffing level : <ul style="list-style-type: none"> Allowed 8 positions on slate (officers) and allowed as many Civilian Instructors (CIs) as wanted. (CIs include Generalist and Specialist). Currently 7 officers on slate, 1CI generalist, 5 CI specialists, 2 Military Volunteers 2 officers on slate are unfortunately leaving within the next two weeks 	NA



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		<p>(Capt Higgins and Capt Ferrero)</p> <ul style="list-style-type: none"> • A lieutenant approached CO to join Squadron Staff, so likely to be coming on slate and 1 CI specialist will begin process to enroll as an officer • A number of officers are currently participating in training – all officers are required to take courses in order to progress in rank and responsibility <p>Capt Platt discussed the term of the Commanding Officer (CO)</p> <ul style="list-style-type: none"> • COs serve three years but can take extensions – Capt. Platt is in his third year as CO of 706 • Succession planning process was underway, however due to unforeseen circumstances, the officer is no longer available • Arlo explained that there is mutual responsibility for staff recruitment. • Recommendation of a replacement CO is also a responsibility of the Committee – When networking with other Squadrons, Committee should inquire if they have staff who would be interested in a CO position. • Any suggestions for replacement should be run by the current CO. The Military side ultimately interviews and approves staff/CO replacements • CO must have a certain amount of experience and training • Extensions- If in the search, committee doesn't find a replacement, can approach the current CO about an extension. Extensions are year by year <p>Update on Cadets and activities:</p> <ul style="list-style-type: none"> • Currently 117 Cadets – approx 30 are new recruits. This # may fluctuate as more cadets sign up or as confirmation of returning cadets is completed • 15 Cadets assisted with Vintage Wings • 2 cadets participated in the Battle of Britain parade • 20 Senior cadets attended NCO weekend • 12 Cadets participated in the Army run along with staff and Squadron parents • 3 cadets attended the RCAF change of command • Sept 29th is Gliding and Sept 30 is Rifle Rd Clean Up day 	



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Business Arising from the Minutes			
a) Returning Cadet/ Cadet Recruitment and Open House	All	Feedback and Lessons Learned: <ul style="list-style-type: none"> • Over anticipated on the food, but need more water on hand • Need to coordinate a bit more between the staff and the SSC • Need to let Sandra know ahead of time that 5 Brouillette is being used so that she can plan an alternative option for the canteen • The senior cadets did a great job with the presentation • Having both SSC and CO available for questions was very helpful • Particularly helpful that there was someone in the parking lot directing people to the appropriate location for the meeting • Recommend signage for the information session – alerting parents who may be driving in and just leaving to the fact that there is an information session going on –perhaps this will bring them into the session 	
b) Volunteer Screening	Karen/Peter	<ul style="list-style-type: none"> • Interviews done and references checked for all that have submitted required paper work • Clarification for those in attendance that Squadron staff supervise the cadets. Any time there are cadets involved with something, there is someone from the Military side in attendance. Fundraising events – if the cadets are involved there will be a Squadron staff involved as well. 	
c) Charter	Clarke	<ul style="list-style-type: none"> • Reviewed updates to the charter • Discussed Section 26 - financial overview. Denotes checks and balance with the authorization of funds and expenditures. Purpose is to ensure fiscal accountability - that there are funds in place to support the planned activities. • Suggestion that wording around budget preparation also be modified to reflect that the Chair/CO jointly develop a balanced budget and present it for approval by the SSC. • Also suggest this be added to the role of the chair. 	<ul style="list-style-type: none"> • Section 26 – Clarke to incorporate feedback • Clarke to make changes and bring back to the next meeting for SSC ratification and then to be forwarded to the ACL
d) Fundraising Update – Carp Fair OPC Lottery Tickets	Sue	<ul style="list-style-type: none"> • 320 Tickets sold - \$780 • 15 volunteers to cover all shifts Feedback/Lessons Learned: <ul style="list-style-type: none"> • Having a sponsor for the booth kept cost down • Two volunteers per shift is ideal and no longer than 4 hour shifts 	<ul style="list-style-type: none"> • A summary of feedback and suggestions from the volunteers is available from Sue for planning of upcoming



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		<ul style="list-style-type: none"> Having cadet literature on hand very helpful for general inquiries Received lots of great feedback from the volunteers – summarized as reference for future activities Judy also advised that previously the Ottawa Valley Committee was to get \$2.50 from the sale of each book, however now that will go to the Committee resulting in \$250 extra funds for the Sqn. 	events
e) Storage Locker	Sue	<ul style="list-style-type: none"> Sue advised that Windmill Storage was contacted and directed to send all correspondence to the attention of the Chair – 706 Squadron Sponsoring Committee – provided the Squadron Phone # as a contact 	NA
New Business			
O-Ball	Judy	<ul style="list-style-type: none"> Judy received an email from Sqn 632 in Orleans re: O-Ball - They would like to host the O-ball in order to maintain the tradition Discussion about the history of the O-Ball, the challenges of the last few years in hosting the event and decision for 706 not to host this year 	Motion: That the Chair advise 632 Sqn that 706 SSC is not planning to host the O-ball for 2012 and that 706 would have no objection to 632 proceeding. 1 st Clarke 2 nd Nam. Carried.
a) 2012/2013 Budget	Judy/Capt Platt	<ul style="list-style-type: none"> SSC Members were provided a copy of the proposed budget for 2012 and 2013. Details were reviewed by the Chair 	Motion to accept the 2012/2013 budget as presented 1 st – Cathy 2 nd – Karen Carried
b) Fundraising		<ul style="list-style-type: none"> Walk-a-thon: Oct 14th – to be announced at COs parade on Oct 4th. Fundraising Goal - \$9000 51 Sqn needs to know the # of cadets participating 1 week in advance for food planning If fundraising goal is met, SSC will host a pizza party for the cadets to be held the final training night in December. Due to change in walk-a-thon route this year, no volunteers required for 	Judy will advise 51 Sqn of head count for 706 Pattie will make inquiries about sponsorship for the pizza



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		cross walks etc. <ul style="list-style-type: none">• OPC Lottery Tickets – Sales Strategies – due to time limitations a decision to have a brainstorming meeting on Oct 4th – any available members to attend	Report back at next meeting
c) Squadron T-shirt/Kit Shop	Judy/Sue	Due to time limitations, deferred to next meeting	
d) Meeting Schedule	Judy	<ul style="list-style-type: none">• Determined 3rd Thursday of each month for regular committee meeting	Sue to send out meeting dates to SSC and update the Squadron Calendar
Next Meeting	Chair	TBD – Email to be sent to SSC	