



706 Snowy Owl Squadron Royal Canadian Air Cadets

Squadron Sponsoring Committee Minutes

Date: August 29, 2012

Squadron Sponsoring Committee (SSC) Members Present: Judy Brignell, Clarke Bedford, Karen Nemes, Pattie Filoso, Sue Grant, Peter Selwyn

Regrets: Cathy Reid, Pierre Caron, Paul Lovisa, Nam Chopra

Air Cadet League (ACL) Squadron Advisor: Arlo Speer

Squadron Staff: Capt Platt, Capt Higgins

Item	Presenter	Discussion	Action
1. Meeting Called to Order	Chair	Acceptance of the Agenda	Motion to accept the agenda as presented: Moved: Karen 2 nd : Clarke
2. Review and Acceptance of previous meeting minutes	Sue	Amendments to minutes of July 17, 2012 1. Volunteer Screening – update and handover - add: handed over from Rick Brooks to Karen Nemes and Peter Selwyn 2. Trillium Grant Application - Change : application is for \$7000 3. Squadron Update – CO’s Report – Change: Numerous cadets achieved great success at recent summer training camps	Motion to accept minutes of July 17 as amended: Moved: Peter 2 nd : Clarke
3. Financial Report - ACC9	Sue (on behalf of Nam)	<ul style="list-style-type: none"> • Current Bank Balance - \$12,375.00 • Two cheques (each for \$100) are still pending clearance (scholarships) • Waiting for cheque from Sens Foundation (\$6005)– the original cheque was never received so has been cancelled and reissued 	NA
4. Squadron Updates – CO’s Report	Capt Platt	<ul style="list-style-type: none"> • Will be a busy Sept. for the squadron • SQN training plan is almost finished • SQN website is up to date with activities etc. • Capt Platt advised that Capt Higgins will be the Deputy Commanding Officer (DCO) this year and, when available, will be attending the SSC meetings with Capt Platt • Advised that a \$500 cheque was received from the Richmond Legion (Poppy Fund) 	Sue to write a letter of thanks for the donation and provide to Judy for signature
5. Unfinished Business from July 17, 2012 SSC Meeting			
a) Fundraising – 50/50 and	Judy	<ul style="list-style-type: none"> • 50/50 – raised \$6005.00 	



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Walk-a-thon		<ul style="list-style-type: none"> - If SENS play, SSC is confirmed as sellers for this season. - SSC will have 9 games to sell tickets at – games are scattered throughout the season. In addition there is often the ability to sell at other games where they may be short volunteers - Must be 16 years of age to sell tickets. CO advised that cadets will not be able to sell tickets on their own at the games – must be accompanied with their parent who is selling tickets as well • Walk-A-thon - Date for this year to be confirmed - Suggestion that 706 parents might want to walk with the cadets - If so, may want to coordinate a shuttle service to get parents back to their vehicles - Typically 51 SQN requests help at various check points along the route - CO suggested that committee get in touch with 51 SQN regarding the above and to coordinate/get details - It was also suggested that there be some signage at the Aviation Museum to help parents with the pick- up of their cadets. Capt Platt indicated that more information could be provided to parents about the event as well. • Brief discussion regarding SSC fundraising activities that do not include cadet involvement 	<p>Judy to contact 51 SQN to determine if parents can participate, help needed and the amount of the registration fee this year</p> <p>Arlo will provide committee any details he learns at the Regional Meeting regarding the Walk-a-thon</p> <p>Note: Date confirmed as Sunday Oct 14</p>
b) Budget for 2012/2013 cadet year	Judy	<ul style="list-style-type: none"> • Judy, Clarke and Capt Platt have met/have been working on the budget • DND has provided some details regarding the funding for 706 for this training year 	Budget to be presented for discussion and approval at the next regular committee meeting (before the end of September)
6. New Business			
a) Welcome to New and Returning Cadet Parents	Clarke	<ul style="list-style-type: none"> • Clarke presented the <i>Parent Recruitment Form</i> – some additional feedback provided • The form will be provided as part of the package for parents to complete on Returning/New cadet nights (Sept 6 and Sept 13). Staff will make sure form is completed before the end of each evening. It will also be available at the Open House on Sept 20. 	Clarke will incorporate feedback into the form and provide to Judy and CO



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		<ul style="list-style-type: none"> • SSC members requested to work with staff to assist parents completing forms/answering questions on Sept 6 and 13 and be available at the Open House on Sept 20 • CO advised that the Sept 13th presentation for the SQN will be done primarily by two of the Warrant Officers • Patti confirmed that Starbucks will be donating the coffee for each of the three evenings and she is also seeing sponsorship for snacks • A letter is required by Starbucks confirming the request for donation. • Patti will also see if she can get a sign from Starbucks to put up during the three evenings to advertise their sponsorship • Committee agreed to sell OPC Lottery tickets on Sept 6 (returning cadets/parents) and to have a 'soft sell' on Sept 13th (will mention the Lottery as an example of fundraising) 	<p>Sue to post information on the website re: Open House (Sept 20) one week prior to event</p> <p>Clarke to prepare a letter for Starbucks confirming the request for sponsorship</p> <p>Pattie will inquire with Starbucks about signage</p>
b) Charter	Clarke	<ul style="list-style-type: none"> • Current versions of the SSC Charter reviewed • Additional discussion and feedback provided 	Clarke will incorporate feedback into document and provide to the Committee for review at next meeting
c) Volunteer Screening	Karen/Peter	<ul style="list-style-type: none"> • Volunteer Screening has been started – a number of committee members have been interviewed and Peter and Karen will start doing the reference checks • Interviews and reference checks to be completed by Sept 5th. • All documents to be forwarded to Arlo Speer. 	Screening process to be completed by September 5 th .
d) Fundraising	Clarke/Judy	<ul style="list-style-type: none"> • OPC Lottery <ul style="list-style-type: none"> - Attended three Car Rally Evenings – sold 2-3 books most evenings - Looking to sell at the Hazeldean Mall – need updated insurance info - Carp Fair and Richmond Fair identified as possible events to sell tickets - Capt. Higgins shared his experience with sale of Lottery Tickets from other SQNs • Spring Tag Weekend <ul style="list-style-type: none"> - Date – April 5, 6 & 7 - Locations to be determined – CO recommends committee stay within our area as to not compete against other SQNs 	<p>Clarke and Sue to connect to discuss Lottery Sales Strategies</p> <p>Sue and Judy to make contact with the Carp/Richmond Fairs about selling tickets</p> <p>Sue to include on Oct</p>



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		<ul style="list-style-type: none"> - A workgroup to be formed to manage details of the Tag Weekend – group will provide regular status updates to Committee • Entertainment Books - Discussion regarding interest in selling these books as a fundraiser - There is not a predetermined # of books that the committee would have to sell and any unsold books can be returned - Can also order books for other cities (i.e. Montreal) 	<p>Meeting Agenda the formation of: Spring Tag Weekend work group</p> <p>Motion: That the committee proceed to order 50 Entertainment Books (for Ottawa) to sell as a fundraiser. Moved: Karen 2nd: Pattie</p>
e) Committee Inventory	Judy	<ul style="list-style-type: none"> • Need to complete a review of Sponsoring Committee assets in order to update the insurance • Pattie agreed to take this on 	Pattie and Capt Platt to arrange a time to go through the trailer and Storage Locker to prepare an up to date list of SSC assets/inventory
f) Storage Locker	Judy	<ul style="list-style-type: none"> • It is understood that the company where the SQN rents a storage locker has Cheryl Brule’s name listed as the contact • Sue will make contact with the company and request that any matters related to the storage locker be directed to the Chair – 706 Squadron Sponsoring Committee 	Sue to contact and will draft a letter of confirmation of needed
g) Annual General Meeting	Judy/Clark	<ul style="list-style-type: none"> • 2012 Conference/AGM - September 28,29 and 30 in Nicolet, Quebec • Discussion regarding Sponsoring Committee representation at Conference – CO advised that most other Ottawa SQN chairs/COs are attending • Both ACL advisor and CO recommend Committee presence at the AGM 	Judy/Clarke to determine which of them will attend and complete the registration by September 1.
7. Other Business			
a) ACL Volunteer Award	Judy	<ul style="list-style-type: none"> • ACL sent an email re: Volunteer Award • Committee members discussed possible nominees from the 706 Air Cadet Community • Nomination due Sept 1 • 	Judy will draft letter of nomination and send



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8. Next Meeting			
Schedule of SSC Monthly Meetings	Judy	<ul style="list-style-type: none">• Need to determine a SSC Meeting Schedule/confirm meeting space• Determined monthly meeting to occur on either Tuesday or Wednesday evenings• September Committee Meeting – Date to be determined, but will be at the end of the month due to SSC involvement during first three training nights in September	Sue to email Committee members to inquire about preference for monthly meetings - either Tuesday or Wednesday Evenings
9. Meeting Adjourned			