



706 Snowy Owl Squadron Royal Canadian Air Cadets

Squadron Sponsoring Committee – Minutes

Date: 2 September, 2015

Members Present: Deb, Rob, Linda, Sue, Cheryl, Galyna, John, Pat

Regrets: Wayne, Roger

Air Cadet League (ACL) Squadron Advisor: R. Brooks (Regrets)

Squadron Staff: Maj. Platt

Guests: None.

Item	Presenter	Discussion	Action
1. Meeting Called To Order and Approval of Agenda	Linda	<ul style="list-style-type: none"> Meeting called to order at 7:08 pm No additions to the agenda 	Motion to approve the agenda: Moved: Sue 2 nd : Galyna Carried
2. Review and acceptance of previous meeting minutes – July 28, 2015	Cheryl	<ul style="list-style-type: none"> No errors or omissions 	Motion to approve the Minutes: Moved: Sue 2 nd : John Carried
3. Financial Update	Roger	<ul style="list-style-type: none"> Savings \$40,260.00 Trust \$7,047.00 fees will be reimbursed when account closed out; will pay league fees asap so we can close trust account and avoid fees Cheque from United Way came in yesterday and is not yet on monthly report Expense claim form imbedded 	ACTION: Linda will confirm the bill from league based on number of cadets so we can cut cheque.
4. COs Update	Major Platt	<ul style="list-style-type: none"> Meeting with staff tomorrow Changes in staff Lt Singh taking year off; 3 new staff - Capt Stephanie Clairmont (level 4), Slt Amanda Morse (band officer), Lt Sean Goodfellow (reg force HCA) ex-cadet No issues with cadets at camp. All now back. Battle of Britain order – would like 10 cadets from each sqn for the parade on Parliament Hill. (Same day as Army Run) 	
5. Business Arising			



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a) Carp Fair Planning Update	Linda	<ul style="list-style-type: none"> • 20 x 20 booth with hydro \$690 for 3 days. • Tent booked. No tables and chairs required. • Arnprior Army sqn will call back tomorrow to discuss sharing booth. • Laser rifle shooting gallery confirmed • Email sent to George Canyon's staff to see if he will stop by the booth. • We have 250 wrist bands to hand out (donation requested) • Fair will provide 18 free passes for cadets for the weekend. 9 passes to Army Cadets assuming they are doing 50% of shifts • Adults – Require 12 passes (\$100) • Laptop – video display • Total cost \$790 (\$690 + \$100) • Will pro-rate cost sharing with Army cadets. • Flyer – Deb will update draft • Can collect high school volunteer hours 	<p>ACTION: Deb – update flyer. Add contact information; note that 15/16 will look similar; training night details</p> <p>ACTION: Cheryl to coordinate and solicit volunteers to work shifts. Jooners sign up. Tom will have staff solicit cadets to assist once schedule known.</p>
6. New Business			
a) Registration Night	Roger/All	<ul style="list-style-type: none"> • Sue, Cheryl & Deb will sit at tables and collect parent information • Will set up separate SSC table with info about 50/50, general info about coming to meetings and coming to volunteer, have Activities info sheet • Be there for 6:00 to set up for registration (both nights) • Hand outs – volunteer form, collect parent email information 	ACTION: Sue will send template to capture parent info at registration.
b) Army Run Planning	Deb	<ul style="list-style-type: none"> • Theme – paradise • Sue will put a note on website to solicit for theme related items • Need an amp, a generator, truck to help with transport of tent, etc • Possible poster night on 11 Sep or 18 Sep • Linda has 8 flamingos • 30 orange sweatshirts • Snacks: Linda • Wet suit, pool noodles – Cheryl • Paint suits – Costco Silver painted (John) 	ACTION: Linda will bring snacks; Deb will send email with update



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c) Walk-a-thon	Linda	<ul style="list-style-type: none"> • Date: Saturday 24 Oct • Maps are in Google drive • Need to do permit for pavilion at Andrew Hayden park • Pledge sheets ready for 24 Sep training night • All docs (pledge form, info sheet and route map) are in SSC Google drive. • Galyna will coordinate food • Overall coordination of event - John 	ACTION: Sue will do application to city for pavilion; Need pledge sheets, maps.
6. Other Business			
a) Budget	Linda/ Tom	<ul style="list-style-type: none"> • Annual budget presented by Tom & Linda • Amend Service medal line 138 to \$175 to account for \$10 cost for rosette and bar for 5 years of service. • Approximately \$67,214 in expenses and military will cover approx. \$21,405 • SSC is responsible to raise \$45,809 - we are projected to raise \$24,720 this year along with previous year's fundraising money paid forward. The budget is balanced by paying forward from the previous year's fundraiser. • If we spend and raise as projected, we are looking at approximately \$27,000 in bank at end of the year. This amount will cover the start up costs for the next training year. We will be closing our Trust Acc't by paying for the 2015/16 League Fees. 	Motion: To accept annual budget as presented. Moved: Deb 2 nd : Pat Carried
7. Next Meeting	Oct 15 th Connaught @ 7PM		
8. Motion to Adjourn			Motion to Adjourn. Moved: Sue 2 nd : Deb Carried

Outstanding Action Items

Meeting Date	Action Item	Responsibility
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Meeting Date	Action Item	Responsibility
March 5 th	<ul style="list-style-type: none"> Develop a 50/50 strategy re: volunteers for 2015/2016 year 	Committee Linda/Major Platt
April 9 th	<ul style="list-style-type: none"> Consider more frequent parent night events – i.e. Parents can come out and attend first period with their cadet every 6 weeks – no formal reception. Invite parents to participate in range or other activities Meet with Kanata Business Improvement Associations about tagging/706 Squadron – inform and create good will among businesses in the Kanata area (Spring) 	Committee/Staff
July 18 th	<ul style="list-style-type: none"> Washington year-end trip discussion 	Linda
Sep 2 nd	<ul style="list-style-type: none"> GIC (discuss) 	Sue
Jul 18 th	<ul style="list-style-type: none"> Charter amendment – Member Absentee Section 	Roger
Sep 2 nd	<ul style="list-style-type: none"> Budget review in January 	Linda
Sep 2 nd	<ul style="list-style-type: none"> Confirm third Thursday of month for SSC meetings works for committee and calendar 	Linda