



706 Ottawa Snowy Owl Squadron Squadron Sponsoring Committee – Minutes

Date: 07 December 2017

Members Present: Sue, Greg , Rachel, Sawan, Laura-Lee, Pat, Zdena, Nathalie

Air Cadet League (ACL) Squadron Advisor: Arlo Speer, absent

Squadron Staff: Capt Bejenaru

Item	Presenter	Discussion	Action
1. Meeting Called To Order and Approval of Agenda	Sue	<ul style="list-style-type: none"> ● Meeting called to order at 6:50 pm ● Change of order to move up Treasurer's update 	<p>Motion to approve the agenda: Moved: Rachel 2nd: Sawan Carried</p>
2. Review and acceptance of previous meeting minutes and 16 Nov 2017 & 23 Nov 2017	Rachel	<ul style="list-style-type: none"> ● No amendments ● Updates on action items <ul style="list-style-type: none"> ○ Staples Discount – no longer available ○ Pasta Dinner - on the agenda this evening ○ Bottle Drive – on the agenda this evening, flyer has been developed ○ Raffle – short discussion regarding etransfers, details to be worked out 	<p>Motion to approve the Minutes as amended: Moved: Rachel 2nd: Zdena Carried</p>
3. Treasurer's Update	Greg	<ul style="list-style-type: none"> ● As of Dec 8th, 57,961.21\$ in main account and -18.75\$ in trust account ● Approximately 6,000\$ in uncleared expenses (4,275\$ assessed league assessment fee, and insurance of 415\$) ● Revenues of 28,125\$, of which 15,334\$ is from fundraising & donations, 617.15\$ comes from Ciena donation to recognize volunteer work of former co-chair Rob Tomkins ● Expenses 17,388\$ are overstated because of double Fall FTX ● Hike-a-Thon, reconciliation is completed: <ul style="list-style-type: none"> ○ cash donations represented 60% (5973.01\$), GoFundMe (GFM) 40% (3954.77\$) totalling 9927.78\$, 	<p>Motion to approve the treasurer's report for November 2017 and the Hike-a-Thon reconciliation: Moved: Greg 2nd: Pat Carried</p>



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		<ul style="list-style-type: none"> ○ expenses of 680.02\$, 300\$ for incentives and 342.56\$ were GFM expenses (8.67% of amount collected) ○ Net revenues 9247.76\$, difference of 0.23\$ between deposits (cash, cheques and GFM) and paperwork ○ Feedback regarding online fundraising tool from users was that it was easy, very well known (safe, trusted) ○ 78 cadets fundraised (higher proportion than spring walk-a-thon) ● FB recently made an announcement to remove advertising for not-for-profit organizations, first announced in the US, should follow to Canada. Will look into it for next advertising campaign. 	
4. Chair Update	Sue	<ul style="list-style-type: none"> ● Upcoming regional air cadet meeting on Dec 17th, held twice a year. A good opportunity for Chairs, COs, advisors (Cadet Commanders are being invited for the first time) to discuss common issues and find solutions. <ul style="list-style-type: none"> ○ Sue will bring up increasing costs for busing and ask whether others experiencing the same thing. Will investigate possibility to pool resources, contracts? ● Staff is requesting support from SCC regarding use of facilities at Connaught <ul style="list-style-type: none"> ○ Normally facilities is an exclusive SCC responsibility but because we are located on a military facility, we request through staff and are granted use free of charge though we have last priority and can be bumped. ○ Staff are requesting help from SCC volunteers , as needed or requested by staff, to help with inspection of rooms used on regular training nights (4 & 6 Lewis Gun, 2 classrooms in 5 Brouillette and 6 Brouillette) ○ Responsible for putting back the room according to the picture provided 	



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		<ul style="list-style-type: none"> ○ Has to be completed before 10pm before the Commissionaires lock the rooms ○ Committee agrees to support and will also ask the help of screened volunteers 	
5. CO's Update	Capt Bejenaru	<ul style="list-style-type: none"> ● CO welcomed new directors of the SCC ● Effective strength is 146 cadets, 43 new cadets for this year ● Optional activities are all running: <ul style="list-style-type: none"> ○ Biathlon had a late start going to Camp Fortune (month later than usual) but used the extra time with target practice and conditioning at Connaught ○ Marksmanship on Sat mornings, time allocated has been reduced from 4 hrs last year (when it was held joint with another squadron) to 2 hrs this year (just 706 squadron). ○ Drill Team moved to 8 to 10am Sat morning ○ Band – Monday evenings and participated in 2 local parades including Stittsville Parade of Light this past Saturday ○ Improv and Effective Speaking – Sunday morning, about 12 cadets ○ Ground School – Sunday morning ○ Sports Night on Friday nights, good esprit de corps among regular attendees ○ Out of 146 cadets, 143 participate in at least in one optional activity ● National Camps – selection process reviewed, applications that have been selected will be mailed into the regional office ● Cadet Commander will be aging out in January. Will be conducting a WO Merit Review Board, to select a new WO1 as well as a replacement for the WO2 who will be promoted to WO1 ● Winter FTX Update – Feb 9 to 11 confirmed <ul style="list-style-type: none"> ○ 7 units participating (872, 706, 75, 742, 500, 632, 832 squadrons), max is 150, forecast is about 25 cadets per unit 	



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		<ul style="list-style-type: none"> ○ Request put in to DND for additional funding for facilities, transportation (transport vehicles for supplies) and training aids ○ Forecast is for 1000\$ 	<p>Motion for an upset budget of 1000\$ to support expenses for the Winter FTX 2018 Moved: Rachel 2nd: Sawan Carried</p>
6. Mess Dinner	All	<ul style="list-style-type: none"> • Scheduled for January 27th, had previously suggested charging cadets a nominal fee to ensure cadets who sign up do end up attending • During a previous meeting, committee had suggested to use the fees collected to charter a bus • Mess dinner has been identified as a mandatory complementary activity, and therefore can't charge cadets a fee • Discussed facilitating self-organization of carpooling to insulate SCC and staff from liability of taking on responsibility (like a Facebook group, carpooling websites, forms, Community Hub but for a fee) <ul style="list-style-type: none"> ○ Committee is supportive, also a good way for parents to get to know each other • Max capacity for Mess Dinner is 110, intend to maximize attendance of cadets, staff, guest of honour and spouse. If additional spaces are available, SCC will be given the opportunity to attend. 	<p>Action : look at options for providing an electronic platform for parents to facilitate self-organization of carpooling – Sawan</p>
7. Winter FTX	Capt Bejenaru	<ul style="list-style-type: none"> • Completed with CO's update earlier in the meeting 	
8. Pasta Dinner	Sue	<ul style="list-style-type: none"> • School is not available due to recent renovations to gym floor • Connaught mess kitchen is not available as they would have to prepare and serve the food • Lions Hall – still pursuing, hoping to organize a visit soon • Will request quotes from SouperSpag for different options 	<p>Actions: Sue/Nancy will visit the Lions Hall and Pat/Nancy will request the quotes from the caterer</p>



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9. Toiletries Drive	Laura-Lee	<ul style="list-style-type: none"> • A lot of donations tonight, volunteers are helping by doing the count • Overhead FSgts cheering on their flights • Winning flight will be announced next week 	
10. Bottle Drive	Sue	<ul style="list-style-type: none"> • Flyer developed for cadets to share with friends and neighbours to save their empties • Sue to send out a message to volunteers to sort, box and bring back empties to Beer Store • Lesson learned from previous years is to not bring in at the same evening as it does not give enough time for the Beer Store to process • Discussed encouraging parents to bring back their own empties and donate the cash • Decided to consider opinions 	
11. Raffle Fundraiser	Sue	<ul style="list-style-type: none"> • Any updates on prizes? <ul style="list-style-type: none"> ○ Horseback riding – are not sure if they will be offering it next year, but could offer a weekend camping gift certificate for 2 (200\$) includes resort passes for Wilderness Tours (use of facilities, rafting would be extra) ○ Rachel to draft letter to solicit donations ○ All the electronics have been delivered ○ Laura-Lee to solicit for theatre tickets • Sue and Rachel to meet next week to go over paperwork and process to apply for a license 	
12. Band Equipment	Sue	<ul style="list-style-type: none"> • Information for committee • Staff make a request to the regional unit for band equipment each summer 	



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	<ul style="list-style-type: none"> • At present, some cadets bring their own instruments, others are on a loan from the region and the squadron owns some drums (bass and snare drums) • SLt Morris has tested out the drums in storage, some need repairs. She knows an individual that could repair, will evaluate and determine the cost of repairs. Also has 2 used snare drums for sale for 75\$ each, will test out and come back to committee. Harness is also needed for bass drum. • Drums are popular! • Band has some money available in budget, but SLt Morris has potentially earmarked it for the Eastern Region Cadet Music Weekend in Drummondville in March. Have not participated in at least the past 6 years, need more info and costs before committing. 	
9. Next Meetings	Regular Meeting, Thursday, January 18 th , 2017, 6:45 – 9:00 pm at Connaught. Regular meetings continue - 3 rd Thursdays of the month	
10. Motion to Adjourn	Motion to adjourn at 8:51 pm	Motion to Adjourn. Moved: Laura-Lee 2 nd : Pat Carried

Outstanding Action Items

Meeting Date to Discuss	Action Item	Responsibility
Jan 18 th , 2018	• Pasta Dinner, date, location, food	Sue/Sophia/ Nancy/Pat
Jan 18 th , 2018	• Raffle, develop weekly messages, letters/scripts to solicit donations, etransfers and square	Rachel / Greg
Jan 18 th , 2018	• Set up an electronic platform to facilitate self-organization of carpooling between parents	Sawan



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Original Signed by

Susan Grant
Chairperson
SSC 706 Squadron Air Cadets