



706 Ottawa Snowy Owl Squadron Squadron Sponsoring Committee – Minutes

Date: 13 July 2017

Members Present: Sue, Kathy, Greg T., Rachel

Regrets: Nathalie

Air Cadet League (ACL) Squadron Advisor: unable to attend

Squadron Staff: Capt Bejenaru

Guests: WO1 Joseph Augé, Greg Scheepers, Nancy Bourbonnais, Pat Carrière

Item	Presenter	Discussion	Action
1. Air Cadet League Bursary Presentation	Sue and Capt. Bejenaru	Presentation of the Cadets Glider Pilot with Passenger Rating and 300\$ bursary to WO1 Joseph Augé.	
2. Ice Breaker	All		
3. Meeting Called To Order and Approval of Agenda	Sue	<ul style="list-style-type: none"> ● Meeting called to order at 7:03 pm ● One addition to the agenda – leveraging technology for fundraising ● Adjustment of item order to allow member to leave early. 	<p>Motion to approve the agenda as amended: Moved: Kathy 2nd: Rachel Carried</p>
4. Review and acceptance of previous meeting minutes	Rachel	<ul style="list-style-type: none"> ● No errors or omissions 	<p>Motion to approve the Minutes: Moved: Sue 2nd: Kathy Carried</p>
5. Chair Update	Sue	<ul style="list-style-type: none"> ● SCC renewal – Sue is working on completing the necessary paperwork for the league has a list of all volunteers to ensure insurance coverage ● Bank signing authority changeover was completed last week ● ACC9 close-out – Roger working to reconcile and complete after which Sue and Alex will sign for league submission ● Army Run – 33 cadets have signed up so far, can go up to a maximum of 50 	



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		<ul style="list-style-type: none"> • Lt and Capt Bejenaru and Sue went to the Constance Bay Legion last Saturday to accept a 2000\$ donation from their poppy fund in recognition of the support provided by the cadets during last year's Remembrance Day activities • Circle of Excellence – submitted application to the league and the RCSU, Sue brought a copy for SCC members to peruse during the meeting • Taylor Trophy – submitted application, Ottawa Valley squadrons are eligible. It measures participation in regional and provincial competitions, involvement in community events. The squadron had a very good year and stands a good chance. • The provincial league is providing a tablet for fundraising purposes, use as an incentive prize for cadets • Recent discussions between the SCC Chairperson and the CO on preparing for the 2017/2018 year 	
6. Squadron Update	Capt Bejenaru	<ul style="list-style-type: none"> • Recently met with training staff to plan the 2017/2018 year. Will offer a similar program with 7 optionals that will start in mid-October after the fall bush weekend. • Regular training nights to start on Sept 7th (1st Thursday after Labour Day), it will be for returning cadets, review of information on file • Senior cadets (level 5 and above) weekend on Sept 8/9th • New recruits on Thursday, Sept 14th • Army Run – Sunday, Sept 17th • Rifle Rd clean-up – looking to do two, one in the fall and one in the spring since the “adopt-a-road” program requires twice yearly clean-ups • All cadets are expected to attend the fall and spring bush weekend while only the level 3 and above cadets will attend the winter bush weekend. • Fall FTX in mid-Oct, may combine a walk-a-thon fundraising activity to do a “hike-a-thon” 	



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		<ul style="list-style-type: none"> o Planning 125, will need to communicate the difference to returning cadets ● Planning for 100 cadets to return with approximately 50 new recruits, expect approximately 130 present at all times, capacity for current facilities is 150, for league fees, quota is 115 as it is an average of the previous year 	
<p>7. Approval of new expenses</p>	<p>Sue & All</p>	<ul style="list-style-type: none"> ● Fiscal year is from July 1st to June 30th though there is currently no approved budget for the 2017-2018 fiscal year. Looking for SCC to approve some new expenses before the review and approval of the budget at the end of August <ul style="list-style-type: none"> a. Sign-Up Genius – pay the annual sign-up genius fee of 107.89\$ b. Windmill Storage – semi-annual fee for storage unit of 847.50\$ c. Air Cadet League Annual General Meeting – 800\$ for SCC Chairperson and the CO to attend d. Senior Cadets weekend on Sept 8/9th, look to hold at either Connaught or elsewhere, maximum needed is 2000\$ 	<p>Motion to pay the annual sign-up genius subscription fee of 107.89\$ with a reimbursement paid to Sue Grant: Moved: Sue 2nd: Greg T. Carried</p> <p>Motion to pay the semi-annual fee of 847.50\$ for the storage unit to Windmill Storage Grant: Moved: Sue 2nd: Greg T. Carried</p> <p>Motion to approve upset budget of 800\$ for SCC Chairperson and Co attend the Air Cadet League AGM: Moved: Sue 2nd: Kathy Carried</p>



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			<p>Motion to approve upset budget of 2000\$ for the Senior Cadets weekend: Moved: Sue 2nd: Rachel Carried</p>
8. Treasurer / Sqn Finances Update	Greg T.	<ul style="list-style-type: none"> ● Situation is healthy – see the Treasurer’s Report prepared by Roger Saberton for 2016-2017 ● Sustainability – aim to determine what balance we should maintain during the year to fund squadron activities ● Investigating the possibility of investing some of the current surpluses for future pressures such as trailer repairs ● About 7 DND claims are outstanding for Spring FTX and the Year End Trip, totalling 10,500\$ ● Roger has closed out ACC9 for 2016-2017 ● Can now print and submit T3010 to the Canada Revenue Agency 	<p>Motion to table the Treasurer’s report prepared by Roger Saberton for 2016-2017: Moved: Greg 2nd: Rachel Carried</p>
9. 2017 – 2018 SCC Activities Discussion	Sue & All	<ul style="list-style-type: none"> ● Army Run Cheering Station – due to logistical challenges (must be set up before road closures at 6 am), Sue’s recommendation is to skip this year and focus on supporting cadets who participate in the run ● Duke of Edinburgh Program – natural fit with cadets, will look for opportunities to leverage ● Discussed 2016-2017 activities ● 5 main fundraising activities – looking to repeat, except switch timing of walk-a-thon and raffle <ul style="list-style-type: none"> ○ Should we replace the spaghetti dinner with an alternative, such as Boston Pizza (percentage of sales?)? ○ The aim of the spaghetti dinner was to break even and encourage families to get together ○ Nancy suggested some good alternate fundraising activities 	<ul style="list-style-type: none"> ● D of E Program - Kathy and Capt Bejenaru to discuss and liaise with the D of E program on behalf of the squadron



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10. Alternative forms of payment	All	<ul style="list-style-type: none"> ● Alternative forms of payment – look to leverage new technologies to collect fees, donations. Should ensure easy for users, understand the %/fees charged and and that information can be collected for issuing tax receipts as needed <ul style="list-style-type: none"> ○ Eventbrite – uses paypal ○ Moneris – e-transfers (more work) and rental of point of sale (POS) terminals ○ Sign-up genius – uses paypal ○ Apple Square 	<ul style="list-style-type: none"> ● Nancy to look up Apple Square ● Pat Carrière to look into Go Fund Me Page ● Sue to look at Sign Up Genius (Pay Pal) ● Greg T. to Investigate Moneris and E-transfers
11. Next Meeting	Wednesday, August 16 th , 2017, 6:30 – 9:00 pm at Nancy’s house, 31 Clydesdale in Kanata’s Bridlewood neighbourhood.		
12. Motion to Adjourn	Due to the late hour, items 8 and 11 were postponed to the next meeting Motion to adjourn at 9:20 pm		Motion to Adjourn. Moved: Sue 2 nd : Rachel Carried

Outstanding Action Items

Meeting Date to Discuss	Action Item	Responsibility
Aug 16 th , 2017	<ul style="list-style-type: none"> ● Duke of Edinburgh Program – Kathy and CO to discuss 	Kathy and Capt Bejenaru
Aug 16 th , 2017	<ul style="list-style-type: none"> ● Communications with parents by email 	??
Aug 16 th , 2017	<ul style="list-style-type: none"> ● Alternative Forms of Payment: ● Apple Square ● Go Fund me ● Sign-Up Genius ● Moneris/E-Transfers 	Nancy Pat. C Sue Greg T.

Original Signed by

Susan Grant
Chairperson



SSC 706 Squadron Air Cadets

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