



706 Snowy Owl Squadron Royal Canadian Air Cadets

Squadron Sponsoring Committee – Minutes

Date: 15 October, 2015


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

Regrets: Wayne, John

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

Squadron Staff: Maj. Platt

Guests: Kathy

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 6:50 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 – September 2nd, 2015	Cheryl	<ul style="list-style-type: none"> No errors or omissions 	Motion to approve the Minutes: Moved: Roger 2 nd :Sue Carried:
3. Financial Update	Roger	<ul style="list-style-type: none"> Financial update attached  <p>706 sept treasurer report.doc</p> <ul style="list-style-type: none"> Monthly report reviewed. 	
4. COs Update	Major Platt	<ul style="list-style-type: none"> Strength 101 - 35 new this year, 11 left this year, overall gain 24 15 staff with unit - 8 military and 7 volunteers/CI Optional activities ongoing: ground school, sports night, band (instructor doesn't drive – will look into parent assistance with pick up), biathlon (end Oct), Duke of Ed, range – still working on start date Facilities: meeting room will be open for adult use every Thursday All Saints facilities are working well for us this year Effective speaking – still looking at scheduling Events – Bush weekend – expecting 75-80 to go. 	ACTION: Linda to pass along contact info for Duff Sullivan



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		<ul style="list-style-type: none"> • National camps – online submission forms by next week. • Poppy Days – starts 31 Oct, 1 Nov and following weekend • Remembrance Day 7 Nov Constance Bay – will also need cadets for National parade on 11th. • Gov Gen residence – 1st poppy ceremony 	
5. Business Arising			
a) Carp Fair Feedback	Linda/Cheryl	<ul style="list-style-type: none"> • Laser rifles were a critical draw and the event would not have been as successful without them • Wrist bands were good • Army cadets did not have as positive an experience – limited visitors • Should only consider doing this next year if we can have the laser rifles to draw folks in • To assist in recruiting efforts, we should consider inviting local media to some of our events or write up a story and send it in to the paper 	
b) Registration Night Feedback	All	<ul style="list-style-type: none"> • First night was overwhelming. Parents want to get in and out quickly • Stations worked well • Pre-coordination between staff and committee recommended. • Consider registration night occur on a night other than a regular training night. Could be just registration, uniforms, administration, merchandise, etc • A suggestion was made to consider an “Open House” in August • New cadet registration night – parents lost on the base; consider signs or parking assistants to direct parents. 	
c) Army Run Feedback	Deb	<ul style="list-style-type: none"> • Theme was great; event went well. • Lots of positive feedback from runners and bystanders. • Need to ensure the cadets know how to engage and motivate and cheer on the runners before the event. • Important for cadets to get involved and get engaged in community 	ACTION: Linda speak to Robert Clark about what we can do to make cadet registration easier



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		<p>service. This was not intended to be a fund raising event, but a community service activity.</p> <ul style="list-style-type: none"> • Consider bolstering participation next year. Recommend that those that do 5k should come back to cheering station on completion of their run in exchange for the fees covered by the SSC • Thank you to Galyna for work on theme and decoration 	
6. New Business			
a) Walk-a-thon	Linda	<ul style="list-style-type: none"> • Overall coordination of event – Cheryl Date: Saturday 24 Oct • Planning admin: All docs (pledge form, info sheet and route map) are in SSC Google drive. • 9k walk/run. Route last year was somewhat confusing at the beginning and maps were too small to see. • Permit done for pavilion at Andrew Hayden Park (Budget \$30). • Insurance request made. • Need to make clear that it is for cadets only and not parents or non-cadet children. • Pledge sheets done and distributed. Will be collected 22 Oct 15 • Prizes (\$125) Any cadet raising over \$200 will have their name put in a draw for 2 possible prizes: <ul style="list-style-type: none"> ○ CO for a day (Maj Platt) ○ Track jacket with sqn logo and name embroidered on sleeve ○ iTunes gift card prize draws (all participants) • Street crossing – Ottawa police svc we can stop traffic but if something happens then we are responsible. Police are looking to see they can get someone out. • Galyna will coordinate food – budget \$225. (Hot dogs, buns, condiments, chips, pop) <ul style="list-style-type: none"> ○ All supplies including paper napkins, utensils, etc are available in storage 	<p>ACTION:</p> <p>Deb - review map to simplify route and map.</p> <p>Sue, Pat, Rob, Cheryl - help at start (tbc who will move to finish).</p> <p>Pat - road crossing at Carling.</p> <p>John, Linda, Galyna - help at finish</p> <p>Linda - speak to Maj Platt about fast/slow runners and when they should start.</p> <p>Cheryl/Sue - Amend message on website to ensure all are aware it is a cadet only event.</p> <p>Cheryl - iTunes gift cards.</p> <p>Linda - ask Monkey Joes if they will donate hot dogs and buns.</p>



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		<ul style="list-style-type: none"> Collect and count money on Oct 22nd. Galyna, Cheryl, Deb, Linda 	Linda/Cheryl - bring outdoor cookers, propane tanks and pots.
b) Spaghetti dinner	Cheryl	<ul style="list-style-type: none"> Event coordination – Cheryl Family event (parents, siblings, etc) 21 November 15 Legion is booked \$10 ticket price - \$8.95 spaghetti, roll, salad Dessert \$4 extra (will do dessert potluck in lieu of Legion providing dessert) Proposal to include a dance on completion should be submitted by cadets to Maj Platt by next week in order to coordinate booking change, financial and planning requirements <ul style="list-style-type: none"> Guest list for dance suggested to assist in supervision Cadet 75th Gala dinner overlap – 3 cadets per sqn asked to assist at Gala – minimal impact 	<p>ACTION:</p> <p>Linda - ask Maj Platt for update on proposal for dance. Should be submitted by next week to facilitate necessary planning.</p> <p>Sue – Put a “Hold the date” message on the website.</p> <p>Cheryl – coordinate dessert potluck.</p>
c) Blue Cards	Linda	<ul style="list-style-type: none"> There are administrative issues at the provincial office that have caused some issues with getting blue cards through processing and issued to the squadrons. All volunteers who have completed the screening process (to include VSC and interview are considered to be blue carded despite not having a card yet) All volunteers with 706 sqn who will be interacting in any way with cadets must be screened and blue carded. Those volunteering at SENS 50/50 do not require screening as this activity does not involve cadets. Volunteer coordination – need to contact all parents who have volunteered to assist in any way this year. Acknowledge their offer to assist, provide a point of contact/update, and initiate screening process if appropriate. 	<p>ACTION:</p> <p>Deb – Coordinate volunteer screening.</p> <p>Cheryl - send volunteer spreadsheet to Deb.</p> <p>Linda - get confirmation of approval of blue cards</p>
d) Washington year end trip	Linda	<ul style="list-style-type: none"> Funding not available to support this activity this year. Exchange rate also not conducive 	



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e) AGM	Linda	<ul style="list-style-type: none"> • 706 Sqn was awarded the Circle of Excellence Silver level award for our overall achievements last year. <ul style="list-style-type: none"> ○ 9 Sqns in the Ottawa Valley - 6 Silver; 3 Gold • Flying Club and Foundation for Flying were set up by provincial league that was questioned in terms of validity. Legal review conducted and both clubs are at a stand still. Business review ongoing. • Concern raised regarding issues with lack of use of English at Quebec camps • PR information coming from Keith Mann • Contacts made to coordinate activities with English squadrons in Montreal. 	
f) Meeting dates	Cheryl	<ul style="list-style-type: none"> • SSC Meetings typically held 3rd Thursday of the month. • Tentative dates 2015/16: <ul style="list-style-type: none"> ○ 19 Nov 15 (CO's Parade 26 Nov) ○ 17 Dec 15 (CO's Parade same night - social night) ○ 21 Jan 16 (CO's Parade 28 Jan – also exam week) ○ 18 Feb 16 (CO's Parade 25 Feb) ○ 10 Mar 16 (17 Mar - March Break & 24 Mar - day before Easter weekend – CO's Parade 31 Mar) ○ 21 Apr 16 (CO's Parade 28 Apr) ○ 19 May 16 (CO's Parade 26 May) 	
7. Next Meeting	Nov 19 th Connaught @ 6:45 PM		
8. Motion to Adjourn	8:50 pm		Motion to Adjourn. Moved: Sue 2 nd : Ron Carried



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Outstanding Action Items

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 activitiesMeet 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
Oct 15 th	<ul style="list-style-type: none">OUTLOOK	Linda