



## 706 Ottawa Snowy Owl Squadron Squadron Sponsoring Committee – Minutes

**Date:** 16 August 2017

**Members Present:** Sue, Greg T., Nathalie, Rachel

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

**Squadron Staff:** Capt Bejenaru

**Guests:** Nancy Bourbonnais, Pat Carrière

Item	Presenter	Discussion	Action
1. Meeting Called To Order and Approval of Agenda	Sue	<ul style="list-style-type: none"> <li>● Meeting called to order at 6:50 pm</li> <li>● One addition to the agenda – repair of squadron computer for finances</li> </ul>	<p><b>Motion</b> to approve the agenda as amended:            Moved: Rachel            2<sup>nd</sup>: Nathalie  <b>Carried</b></p>
2. Review and acceptance of previous meeting minutes	Rachel	<ul style="list-style-type: none"> <li>● Correction of one typo</li> <li>● Review of Action Items               <ul style="list-style-type: none"> <li>○ Duke of Edinburgh program follow-up on hold for now</li> <li>○ Item re communications with parents by email, is about what messages and means we want to share with parents</li> </ul> </li> </ul>	<p><b>Motion</b> to approve the Minutes:            Moved: Sue            2<sup>nd</sup>: Greg  <b>Carried</b></p>
3. Chair Update	Sue	<ul style="list-style-type: none"> <li>● Chair consulted with committee by email regarding developing our own tag based on the one 872 developed. SCC members provided their consent by email. Sue will follow up with their chair.</li> <li>● Facility needs – an application has been made to school board for use of All Saints High School for sports nights as well as the use of the cafetorium for the semi-annual review in February and a classroom for the camp briefing. Capt Bejenaru has secured the use of Connaught for the rest of the squadron’s facility needs.</li> <li>● 706 Adoption of Rifle Road - Part of the training schedule will include Rifle Road cleanup. The adoption has been renewed for 2 years and requires twice yearly cleanups.</li> </ul>	



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		<ul style="list-style-type: none"> <li>• Provincial League AGM – Capt. Bejenaru and Sue have registered and will attend the AGM at the end of September</li> <li>• Kathy Scheepers has stepped down from the SCC. The committee wishes to thank her for her contribution as a director during the last few years.</li> </ul>	
4. Treasurer's Update	Greg	<ul style="list-style-type: none"> <li>• Tabling the transfer of accounts from previous SCC to the new SCC members as evidenced by the banking documents.</li> <li>• Bank has reduced the monthly service charge from 37.50\$/month to 7.50\$/month of which 5\$/month is reimbursed.</li> <li>• Five Cdt-135 reimbursement requests have been submitted totaling 12,791.60\$.</li> <li>• 706 has an expense claim form for ad hoc expense reimbursement requests. It is intended to create a paper trail.</li> <li>• The form has been deposited in the google drive folder.</li> <li>• Greg is proposing the following structure for the monthly treasurer's report:             <ol style="list-style-type: none"> <li>1. account activity printout;</li> <li>2. spreadsheet from mandatory league accounting software;</li> <li>3. document that compares the approved budget and expenses to date</li> </ol> </li> <li>• Greg tabled the treasurer's report for July 2017</li> <li>• Discussion about budget forecasting and ensuring sufficient funds to fund all squadron activities</li> <li>• for discussion at a future meeting – impact of using electronic forms of payment on issuing charitable tax receipts</li> </ul>	<p><b>Motion</b> to table the transfer of accounts as evidenced by the banking documents:  Moved: Greg  2<sup>nd</sup>: Sue  <b>Carried</b></p> <p><b>Motion</b> to adopt the monthly reporting structure that includes the monthly bank statements plus detailed expenses and the budget:  Moved: Greg  2<sup>nd</sup>: Rachel  <b>Carried</b></p> <p><b>Motion</b> to table the Treasurer's report for July 2017:  Moved: Greg  2<sup>nd</sup>: Nathalie  <b>Carried</b></p>



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<p>5. Squadron Update</p>	<p>Capt Bejenaru</p>	<ul style="list-style-type: none"> <li>• Successful summer for cadets at various camps, including our cadets earning 12 awards             <ul style="list-style-type: none"> <li>○ Positive reports coming in from the camps regarding our cadets</li> </ul> </li> <li>• Staffing: 2 volunteers : Capt Tayz-Mackenzie and CI Benjamin McKenna. Rest of staff are coming back</li> <li>• Advertisement for fall recruiting: in previous years used a combination of road signs (about 300\$ to rent for a month) and newspaper articles. For this year looking at digital advertisement (Google and Facebook). Cost for 7 days on Facebook boosting is 65\$ which should reach 6000 to 15,000. Propose to run the ad on Facebook for 2 weeks. Have tweaked our google business settings so we come up first for searches cadets Kanata if within 10 km of Connaught. Our google entry is live since last August when a correction was submitted to google so that no one goes to the back gate. Will ask our FB followers to share the recruiting.</li> <li>• Last year survey – how did new recruits come to us? Mostly from word of mouth and the squadron’s reputation</li> <li>• Motion to approve an upset budget of 130\$ for FB boosting for 2017 recruitment, Sue, 2<sup>nd</sup> Nathalie</li> <li>• Committee supports the poster and suggests minor edits such as adding info on regular parade night.</li> </ul>	<p><b>Motion</b> to approve upset budget of 130\$ for Facebook boosting for 2017 recruitment: Moved: Sue 2<sup>nd</sup>: Nathalie <b>Carried</b></p>
<p>6. Alternative Forms of Payment</p>	<p>All</p>	<ul style="list-style-type: none"> <li>• Committee members presented the results of their research of various alternative forms of payment (see attached document)             <ul style="list-style-type: none"> <li>○ <u>SignUp Genius / PayPal</u> : can pay through signup genius via credit card, though we would need to set up a paypal account to be connected to our bank account. We would need to have a credit card to pay fees and since the committee can’t have a credit card, a committee member would have to put up their own personal credit card. Each</li> </ul> </li> </ul>	<p>Rachel will tabulate the results and our needs</p>



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		<p>transaction is 5% + 0.50\$ (paypal not preferable for low value transactions). 872 Squadron already uses paypal and the square though they are moving away from paypal, flat 35\$ for 1 month to collect the 75\$ fee per cadet.</p> <ul style="list-style-type: none"><li>○ <u>Square</u> : Easy to set-up, no contract. After setting up the account online, will receive one square that will work on a cell phone (iPhone or Android). Cost is 2.65% per swiped transaction, vs 3.4% and additional 0.15\$ per manual transaction</li><li>○ <u>Moneris</u> : Will tailor a product for our use as a NPO though they need info from us on volumes and our needs. They would allow us to opt out for the months that we don't need.</li><li>○ <u>Etransfer</u> : free for us and now most banks do not charge to send them. We would need to link our email address to our bank account but it would require back end work to create the necessary paper trail and tax receipts, as needed.</li><li>○ <u>GoFundMe</u> : Easy to set up, no contract or set up fee. Suitable for fundraising, especially for family &amp; friends who are at a distance from the cadet, though not so much for collecting fees. 7.9% fee from money collected. GFM would provide a detailed donor list in order to produce tax receipts.</li></ul> <ul style="list-style-type: none"><li>● Whatever option(s) we choose, we need to determine the mechanics<ul style="list-style-type: none"><li>○ For income tax receipts</li><li>○ Ensuring we keep track which payment is for which cadet/event</li></ul></li><li>● Consider one-stop shopping (sign up and payment)</li><li>● Look at GoFundMe for hike-a-thon, need to figure out the mechanics</li></ul>	
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7. Volunteer Screening Interviews Support	Sue	<ul style="list-style-type: none"> <li>• Have received 7 applications, would like to complete the interviews and the references by the end of August</li> <li>• Sue asked SCC members to assist, will try to conduct the interviews by Skype</li> </ul>	SCC Members to communicate availabilities to Sue
8. 2017 – 2018 SCC Activities	Sue & All	<ul style="list-style-type: none"> <li>• Hike-a-thon, as discussed at the last meeting, combine hiking portion of fall bush weekend, with a fundraising activity, Oct 14<sup>th</sup>, committee support</li> <li>• Raffle – preliminary discussions last meeting, looking to do it in the spring, tentatively</li> <li>• Tagging – looking at Apr 13/14/15 or Apr 20/21/22, will try to reserve our best locations</li> <li>• Pasta Dinner – what’s the objective? Bring families together, discussed options</li> <li>• Bottle drives – if we do it, 1<sup>st</sup> week back from Christmas holidays</li> <li>• Discussed collecting the league fee instead of raffle,</li> <li>• Promote the United Way Campaign</li> <li>• Toiletries drive to support the Ottawa Mission – SCC led event, to do the weigh in</li> </ul>	
9. Cadets Returning/Recruit Nights	Sue & All	<ul style="list-style-type: none"> <li>• Want some feedback and help for the presentation, tips and tricks               <ul style="list-style-type: none"> <li>○ Identify the key themes</li> </ul> </li> <li>• Due to the late hour, will look to establish the key themes and messages by email.</li> </ul>	
10. Next Meeting	Tuesday, September 5 <sup>th</sup> , 2017, 6:30 – 9:00 pm at Rachel’s house, 1263 Placid (in Ottawa, near IKEA).		
<b>11. Motion to Adjourn</b>	Motion to adjourn at 9:42 pm		<b>Motion</b> to Adjourn. Moved: Greg 2 <sup>nd</sup> : Sue <b>Carried</b>



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### Outstanding Action Items

Meeting Date to Discuss	Action Item	Responsibility
Sep 5th, 2017	<ul style="list-style-type: none"><li>• impact of using electronic forms of payment on issuing charitable tax receipts</li></ul>	Greg T.

Original Signed by

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Susan Grant  
Chairperson  
SSC 706 Squadron Air Cadets