



706 Ottawa Snowy Owl Squadron Squadron Sponsoring Committee – Minutes

Date: 16 November 2017

Members Present: Sue, Greg T., Rachel

Members Absent: Nathalie

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

Squadron Staff: Capt Bejenaru, absent, Lt Tung replacing CO

Guests: Zdena Harder, Sawan Goyal, Pat Carrière, Laura-Lee Balkwill, Dorothy Aleknevicus

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 6:55 pm ● Roundtable introductions ● Addition to agenda – EF Tours 	<p>Motion to approve the agenda: Moved: Rachel 2nd: Greg Carried</p>
2. Review and acceptance of previous meeting minutes	Rachel	<ul style="list-style-type: none"> ● Correct time meeting updated ● Action items: <ul style="list-style-type: none"> ○ By-election, ACL regional coordinator will chair 	<p>Motion to approve the Minutes as amended: Moved: Rachel 2nd: Greg Carried</p>
3. Chair Update	Sue	<ul style="list-style-type: none"> ● Nathalie is liaising with Pro2Col to open the online merchandise store. Orders will close on Nov 27th. Purchased merchandise will be available Dec 14th. ● Volunteer Screening Update: have reached our goal of 32 screened volunteers! 2 more screenings are in progress. ● Requests for reminder to parents: <ul style="list-style-type: none"> ○ preferred drop off route for parents ○ sign-up for weekly messages 	<p>Action: Sue will ask Public Affairs Officer to include info re: Drop Off route and sign up for weekly messages in appropriate communications.</p>



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<p>4. CO's Update</p>	<p>Lt Tung for the CO</p>	<ul style="list-style-type: none"> • Recent Remembrance Day events (legion dinner, poppy days, Constance Bay parade, 60 cadets participated, national ceremony) – great feedback • Upcoming weekend will be the Level 1 Range Familiarization Day • Santa parade of lights in Stittsville on Dec 2nd • Upcoming Level 5 Day • Pre-Christmas activity before break • Mess dinner in January 27th (change from plan for the 19th) <ul style="list-style-type: none"> ○ RCAF Officer's mess, capacity of 110 (80 cadets participated last year) ○ Review of amount budgeted for Mess Dinner ○ Discussion about charging a nominal fee to attend, to off-set the costs ○ Suggestion to instead charge fee for transportation from Connaught to avoid parking/transportation downtown • Questions for CO related to CDT135s and changes to drill competition were asked to be relayed to the CO 	<p>Action: Further discussion re: Mess Dinner at next regular meeting of SSC</p>
<p>5. Treasurer's Update</p>	<p>Greg</p>	<ul style="list-style-type: none"> • 57.5K\$ in main account, -11.06\$ in trust account • Chequing e-statement shows a higher balance by 800\$ due to uncashed cheques. • ACC9 Report reconciles with bank statement • Budget vs actual tracking shows 11,485\$ in expenses and revenue of 27,226\$ of which 14,435\$ comes from fundraising and donations • Approximately 12,720\$ in reimbursements from DND, for activities from this and previous fiscal year • Reconciliation of hike-a-thon paperwork with bank deposits and GoFundMe will be completed after which will prepare and send tax receipts. • Chair noted that expenses for Fall FTX will be higher because it was a joint exercise with 75 Squadron and the recommendation from 	<p>Motion to approve the treasurer's report for October 2017: Moved: Greg 2nd: Rachel Carried</p>



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		<p>RSCU for one Sqn to submit all expenses, with reimbursements back to 706 from both Sqns applicable DND funding</p> <ul style="list-style-type: none"> ○ As a result, both expenses and revenues for the Fall FTX will be higher than budgeted as it reflects the costs of 2 squadrons. ○ In future, will consult committee in regards to process for cost-sharing of expenses. 	
6. Event Planning	All	<ul style="list-style-type: none"> ● Toiletries Drive <ul style="list-style-type: none"> ○ Community event sponsored by committee ○ Choose to support the Ottawa Mission ○ Promote as friendly competition between flights ○ Easy to coordinate <ul style="list-style-type: none"> ▪ Messaging ▪ Coordinate with mission ▪ People needed to sort and pack and transport to the mission ○ Laura-Lee is volunteering to lead, ○ need to be ready to promote next week so that there will be 3 weeks to collect (Nov 30th, Dec 7th and 14th) ● Pasta Dinner <ul style="list-style-type: none"> ○ Originally planned for Nov/Dec, but too late to plan ○ Pat has a quote for a pasta dinner from company near Montreal, 5.50\$ pasta, meat sauce, bread and Caesar salad, extra for drinks, parmesan, pepper, prices go down as numbers increase, not sure if this includes plates, forks, etc. ○ Potential locations: <ul style="list-style-type: none"> ▪ school gymnasium (All Saints), ▪ dining hall at Connaught ▪ École publique de Kanata ○ Accompanying activities? Level 5s can support with a Trivia game ○ Date: tentatively Feb 9/10 or Feb 23/24, 	<p>Toiletries Drive Action: Laura-Lee – develop Info Sheet / points for items donated Sue – contact Mission re: most needed items Sue and Laura-Lee will connect on next steps</p> <p>Pasta Dinner Action: Pat – email info re: Pasta Dinner costs to SSC Sue – Contact All Saints & Connaught Mess Greg – Contact École publique de Kanata</p> <p>Bottle Drive: Laura-Lee – Develop Flyer</p>



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		<ul style="list-style-type: none"> ○ Sophia Tzemenakis is volunteering to help coordinate, Nancy Bourbonnais as well ● Bottle Drive <ul style="list-style-type: none"> ○ Scheduled for 1st Thursday night back (January 11th, 2018) ○ Easy to organize, ask parents to drop off their empties ○ Need volunteers to count, sort and bring in empties to Beer Store ○ Should advertise before the holidays (perhaps a flyer), remind parents to save their bottles on Facebook during the holidays ○ Discussion whether we should have more than 1 night, decision - no ● Fundraising Raffle <ul style="list-style-type: none"> ○ A parent fundraiser which requires significant effort to organize and coordinate (require a few volunteers) <ul style="list-style-type: none"> ▪ Must apply for a license with the City of Ottawa, should be easier as we've done before ○ There are specific Rules regarding how the funds can be spent ○ Prizes must be determined/obtained before we apply for the license, as the total prize value determines the cost of the tickets and the number of tickets that you can sell. ○ Some money has been budgeted for prizes and will solicit contacts for others (Greg will solicit Brookstreet), Sawan to look into upcoming Black Friday deals to purchase electronics as prizes, ○ Should aim for 100 books of tickets ○ Can we arrange for etransfer as well as electronic payment (square?) when parents pick up tickets ○ Dates? Targeting mid-May for draw, distribute tickets in early March 	<p>Rachel – Message in Weekly Messages starting early Dec Sue – Solicit Parent Volunteers for counting / sorting / Transport empties to beer store</p> <p>Raffle: Rachel: Lead application /Licensing process Rachel: Write letter for soliciting donations Greg: Determine e-transfer process / square for payment of tickets when picked up by parents All: Think of options for prizes for discussion at next weeks meeting</p>
7. EF Tours		<ul style="list-style-type: none"> ● Postpone to next week 	
8. Next Meetings	SCC By-Election, Thursday, November 23 rd , 2017, 7:00 – 8:00pm at Connaught		



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	Regular Meeting, Thursday, December 7 th , 2017, 6:45 – 9:00 pm at Connaught. (change to not conflict with toiletries drive) Regular meetings continue - 3 rd Thursdays of the month	
9. Motion to Adjourn	Motion to adjourn at 8:51 pm	Motion to Adjourn. Moved: Greg 2 nd : Rachel Carried

Outstanding Action Items

Meeting Date to Discuss	Action Item	Responsibility
Dec 7 th , 2017	<ul style="list-style-type: none"> Apply for Staples Discount Card (10-15% for photocopying) 	Nancy
Dec 7 th , 2017	<ul style="list-style-type: none"> Pasta Dinner, date, location, food 	Sue/Sophia/ Nancy
Dec 7 th , 2017	<ul style="list-style-type: none"> Bottle Drive – develop flyer 	Laura-Lee
Dec 7 th , 2017	<ul style="list-style-type: none"> Raffle, develop weekly messages, letters/scripts to solicit donations, e-transfers and square 	Rachel / Greg

Original Signed by

Susan Grant
Chairperson
SSC 706 Squadron Air Cadets