



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

**Date:** 18 January 2018

**Members Present:** Sue, Greg, Rachel, Sawan, Zdena, Nathalie

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

**Squadron Staff:** Capt Bejenaru

**Absent:** Pat, Laura-Lee

**Guest:** Nancy Bourbonnais

| Item   | Presenter | Discussion  | Action   |
|--|-----------|---|--|
| 1. Meeting Called To Order and Approval of Agenda                  | Sue       | Meeting called to order at 6:54 pm  | <b>Motion</b> to approve the agenda:<br>Moved: Rachel<br>2 <sup>nd</sup> : Sawan<br><b>Carried</b>               |
| 2. Review and acceptance of previous meeting minutes - 07 Dec 2017 | Rachel    | <ul style="list-style-type: none"> <li>• No amendments</li> <li>• Updates on action items               <ul style="list-style-type: none"> <li>○ Pasta Dinner – action items have been completed, update is part of the current meeting agenda</li> <li>○ Raffle – letters/scripts are completed, the remaining portions of the action item are in progress</li> <li>○ Carpooling FB group - completed</li> </ul> </li> </ul>   | <b>Motion</b> to approve the Minutes as amended:<br>Moved: Nathalie<br>2 <sup>nd</sup> : Zdena<br><b>Carried</b> |
| 3. Chair's Update  | Sue       | <ul style="list-style-type: none"> <li>• Pat has agreed to be our website/Facebook poster/ manager</li> <li>• EF Tours Rep is looking to organize a presentation to the committee. In the meantime, Sue been invited to attend a supper with CO 872 and the EF Tours Rep tomorrow. Committee supports her attendance at the supper to gather more information.</li> <li>• Regional Air Cadet Meeting               <ul style="list-style-type: none"> <li>○ Local VP for provincial/ national committee will become president of the National Committee in June</li> <li>○ Busing costs – other squadrons did not identify an increase in their costs.</li> </ul> </li> </ul> |  |



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|              |               | <ul style="list-style-type: none"> <li>• National Air Cadet League will host a career expo at the Nepean Sportsplex (first time in Ottawa). It is a unique opportunity for our cadets since this event will attract cadets from all over the province though the date conflicts with our planned tagging weekend. May create challenges in being able to do both in terms of having cadet tagging shifts filled/securing the necessary staffing support.</li> <li>• Regional/provincial upcoming activities             <ul style="list-style-type: none"> <li>○ National scholarships exams – Feb 3<sup>rd</sup></li> <li>○ Ottawa Valley music clinic – Feb 17<sup>th</sup></li> <li>○ Regional effective speaking competition – Feb 25<sup>th</sup></li> <li>○ Regional drill competition – Apr 22<sup>nd</sup> at the airport</li> </ul> </li> </ul>  |   |
| 4. CO Update | Capt Bejenaru | <ul style="list-style-type: none"> <li>• The deadline for applications for staff and band national camps have been extended</li> <li>• Mess dinner – Jan 27<sup>th</sup>, 89 cadets registered, should be up to 100 cadets tonight</li> <li>• Winter FTX – Feb 9 to 11<sup>th</sup>, CO is requesting an additional 500\$ to support purchase of training aids, food (fresh meals), transportation (to Low, QC) as funding from DND has fallen through, forecast 25 cadets from our squadron (level 3 and above)</li> <li>• Semi-Annual Review on Feb 22<sup>nd</sup> – potential location, AY Jackson High School cafetorium. Summer camp briefing will be held concurrently during the first part of the evening.</li> <li>• CO is requesting the committee reimburse the expedited vulnerable sector screening (VSS) fee of 57\$ for Lt Tung. Lt Tung is in the process of re-enrollment. One of the requirements for that re-enrollment was the vulnerable sector screening which came to light in mid-Dec and had to be completed by Jan 1, 2018. The fee for the expedited VSS was 57\$. Normally the RCSU would have covered the fee but not in this instance. Lt Tung has devoted considerable time as an officer in the past, even when he was the process of re-</li> </ul> | <p><b>Motion to increase upset budget from 1000\$ to 1500\$ to support expenses for the Winter FTX 2018</b><br/> <b>Moved: Greg</b><br/> <b>2<sup>nd</sup>: Sawan</b><br/> <b>Carried</b></p> <p><b>Motion for upset budget of 57\$ to reimburse the expedited VSS cost for Lt Tung</b><br/> <b>Moved: Sue</b><br/> <b>2<sup>nd</sup>: Rachel</b><br/> <b>Carried</b></p> |



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|                             |      | enrolling, has volunteered since Sept and intends to continue working with the squadron, if he is eventually reimbursed by the RCSU, he will reimburse the committee.  |   |
| 5. Treasurer's Update       | Greg | <ul style="list-style-type: none"> <li>• As of Jan 10<sup>th</sup>, 49,418.23\$ in main account</li> <li>• Dec accounts, 49,924.35\$, trust account -7.85\$ <ul style="list-style-type: none"> <li>○ Followed up with the bank regarding fees in the trust account, past charges have been waved, no more charges until we start using it again</li> </ul> </li> <li>• Expecting approximately 4600\$ in reimbursements from DND</li> <li>• Revenues have remained relatively steady 28,585\$</li> <li>• Expenses are at 19,642K\$</li> <li>• 2<sup>nd</sup> part of league assessment fee due in February (4200\$)</li> </ul> | <p><b>Motion</b> to approve the treasurer's report for December 2017:<br/> Moved: Greg<br/> 2<sup>nd</sup>: Sawan<br/> <b>Carried</b></p> |
| 6. Toiletries Drive Debrief | Sue  | <ul style="list-style-type: none"> <li>• Good participation from cadets. Collected over 2500 items which filled half of the shelves at the Ottawa Mission. They were pleased with the donation.</li> <li>• The flight commanders were effective at encouraging their flights.</li> <li>• Will reassess charitable drive next year to determine if there is another organization we want to support, is there a better time of year for the Mission charity</li> </ul>  |   |
| 7. Bottle Drive Debrief     | Sue  | <ul style="list-style-type: none"> <li>• Collected 385\$ of which 124\$ came from one parent who collected from their community</li> <li>• Several parents returned their bottles on their own and donated the money (approximately 50\$)</li> <li>• Efficient sorting process, 12 volunteers sorting followed by quick loading into vehicles for return to a few Beer Store location. All done by 7pm.</li> <li>• Large number of volunteers were key in finishing quickly as well as sorting in the troop shelter instead of 5 Brouillette.</li> </ul>   |   |



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|                      |     | <ul style="list-style-type: none"> <li>Suggestion that Sue write a thank you letter to the parent who raised 124\$.</li> </ul>   |                      |
| 8. Pasta Dinner      | Sue | <ul style="list-style-type: none"> <li>Sue and Nancy visited the Lion Hall in December and determined that it suits our needs. Cost is 100\$ and the rental has been secured with a cheque.</li> <li>Nancy has been in touch with the caterer (SouperSpag), charge of 6\$ per person for food (pasta, meat and veg sauce, salad, parmesan), materials (plates, cutlery, etc.) and service (people to prepare and plate). We need to provide volunteers to bring prepared plates to guests. We will need to provide dessert, coffee, milk and cream. Final cost per person is approximately 8\$ a person.</li> <li>Will use signup genius – save the cost of printing tickets</li> <li>Ticket price – settled on 10\$ per tickets, no charge for kids 6 and under</li> <li>Planning a silent auction to raise funds, will solicit parents for items</li> <li>Dance for cadets after supper? Ask Sr cadets if they want to organize. If so, will need staff support. Committee willing to support.</li> <li>Hall is available at 5pm, potentially earlier if there is no previous event. Plan to set-up from 5 to 5:45pm, schedule event start at 6pm, serve supper at 6:30pm, dance 9 to 11pm</li> <li>Hall holds 150 people (typically 80/90 people attended in the past)</li> <li>Need volunteers for set-up, serving, tear down</li> <li>Discussion regarding beverages, 1 water, juice or pop to be included in the price, more available for purchase</li> <li>Budget check-in, owe HST to the hall</li> </ul> |                      |
| 9. Raffle Fundraiser | All | <ul style="list-style-type: none"> <li>Finalizing the prizes, in addition to the list provided, golf for 2 at EagleCreek golf course (value of 176\$)</li> <li>Greg to approach Brookstreet for a package (committee to purchase part and part of it to be donated)</li> </ul>   | <b>Action : Greg</b> |



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| 10. Next Meetings     | Regular Meeting, Thursday, February 15 <sup>th</sup> , 2017, 6:45 – 9:00 pm at Connaught.<br>Regular meetings continue - 3 <sup>rd</sup> Thursdays of the month |   |
| 11. Motion to Adjourn | Motion to adjourn at 9:02 pm  | <b>Motion to Adjourn.</b><br>Moved: Rachel<br>2 <sup>nd</sup> : Sawan<br><b>Carried</b> |
|                       |   |   |

### Outstanding Action Items

| Meeting Date to Discuss     | Action Item   | Responsibility |
|-----------------------------|---|----------------|
| Feb 15 <sup>th</sup> , 2018 | <ul style="list-style-type: none"> <li>● Raffle – Greg to contact Brookstreet, Rachel to complete raffle license application</li> </ul> | Rachel / Greg  |
| Feb 15 <sup>th</sup> , 2018 | <ul style="list-style-type: none"> <li>● Thank you letter to the parent who raised 124\$.</li> </ul>                                    | Sue            |

Original Signed by

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Susan Grant  
Chairperson  
SSC 706 Squadron Air Cadets