



706 Snowy Owl Squadron Royal Canadian Air Cadets

Squadron Sponsoring Committee – Minutes

Date: 28 July, 2015

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

Regrets: Pat

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

Squadron Staff: Maj Platt

Guests: None.

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 7:12 pm No additions to the agenda 	Motion to approve the agenda: Moved: Deb 2 nd : Roger Carried
2. Review and acceptance of previous meeting minutes – June 18, 2015	Cheryl	<ul style="list-style-type: none"> Future minutes will include Outstanding Action Items Bus for Hadfield summit was funded by SSC; \$10 fee not collected from cadets No errors or omissions 	Motion to approve the Minutes: Moved: Deb 2 nd : Galyna Carried
3. Financial Update	Roger	<ul style="list-style-type: none"> Balance \$40,865 (2 checks not yet processed \$401) See attached treasurer's report for details Linda and Roger will meet with Rick next week to review ACC 9. <div style="text-align: center;"> <p>706SSC FYend Treasurer Rept, 29July.doc</p> </div>	ACTION: Deb will generate a list of activities that are funded and are not funded by DND.
4. COs Update	Major Platt	<ul style="list-style-type: none"> CO's parade at the beginning of the night was discussed, but may be problematic for the staff to coordinate necessary preparations and details. Would like to arrange to make viewing CO's parade easier for parents – will look at setting up chairs or booking Air 1 wx permitting. Will consider a more formal invite to encourage participation. Current strength - 79 Cadets. Retention objective is 105 cadets 45 cadets attended summer training, 1 RTU due to a death in the 	ACTION: Cheryl to look into Duke of Ed for Sqn. Maj Platt will ask if there is a staff member interested in assisting.



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		<p>family.</p> <ul style="list-style-type: none"> • Program changes for 2015/16: no 3rd period activities such as drill team, band, flight simulator. This was an RCSU initiative but it will not be continued. There are 3 x 30 min periods per night, 60 mandatory classes and 30 complimentary classes that fit best for sqn. Intend to use to host guest speakers, etc. • Will maintain the activities that were done last year (band, drill) but will be optional and done at a different time other than Thurs night. • Budget ½ spent for next year. Intend to spend 120% of budget as there are some that don't spend all their money so we can take advantage of end of year funding availability. • \$16,420 was budget for FY. \$7900 training budget remaining to cover Fall Bush Weekend \$4k, Aviation museum, Cosmodome. (Activities covered so far this FY include Bush weekend, Power flying, Petawawa) • Sports allocation: \$3120 (\$120 spent) • Discussion - Goals for Squadron and cadets: <ul style="list-style-type: none"> ○ Duke of Ed – will look at it to see if we can support ○ Glider/power – 1 day each assigned, Sqn sponsored one additional day. Consider more aviation related days, if possible. ○ Trip to Petawawa ○ Drill team in regional drill competition. (Team didn't think they were ready this year) ○ Consider a cadet-led camp overview presentation evening. Focus on selection criteria and how to enhance selection potential. ○ Remembrance ceremony speaker ○ Search and Rescue training CASARA ○ First Aid Training • Maj Platt mentioned that a military member in Edmonton was charged with sexual abuse involving cadets and assured the 	



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		committee that a vulnerability sector check is required for all volunteers including military members.	
5. Business Arising			
a) Carp Fair Planning Update	Linda	<ul style="list-style-type: none"> • 20 x 20 booth with hydro \$690 for 3 days. • Fair will provide 18 passes for cadets for the weekend. • Adults – Require 12 passes (\$100) • Total cost \$790 • Arnprior Army cadets will be approached about sharing • Will pro-rate cost sharing with Army cadets. 	ACTION: Maj Platt/Linda to confirm Arnprior Army cadet participation. ACTION: Cheryl to coordinate and solicit volunteers to work shifts ACTION: Cheryl to request tent from 33 Brigade Motion: To spend \$790 to support Carp Fair recruiting. Moved: Sue 2 nd : Rob Carried.
6. New Business			
a) Charter Amendment	Roger/All	<ul style="list-style-type: none"> • Deferred to next meeting 	
b) Army Run Planning	Deb	<ul style="list-style-type: none"> • This is an opportunity to support the military, MFRC, Soldier On – not necessarily a fund raising event • Same cheering station approved by Army Run • Request that the Sqn hold a poster making evening with pizza • Army Run is being held on Battle of Britain Sunday that day will also require some cadet participation • To do: <ul style="list-style-type: none"> ○ Request the Army tent ○ Need staff supervision coordinated ○ Need a generator and speakers/sound system 	ACTION: Linda will place order for colourful sweatshirts John will contact Gillian to get astronaut helmets ACTION: Deb, Galyna, Sue to coordinate theme and decorations. ACTION: Deb will send a summary and photo to Army Run committee.
c) Washington Trip	Linda	<ul style="list-style-type: none"> • Discussion deferred to next meeting 	
d) Registration Nights	Linda/Tom	<ul style="list-style-type: none"> • Returning cadets registration 10 Sep; new cadet registration 17 Sep. 	ACTION: Committee



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		<ul style="list-style-type: none"> • Set up tables alphabetical sections to sign forms, etc • Committee members at each table with computer • On deck at 6 PM to commence registration time • Require email address for every parent and every cadet - have computers set up to gather email addresses electronically • Disclaimer for privacy act • List of important dates (Walk-a-thon, spaghetti dinner, Army Run, etc) • Pass out Walk-a-thon sheets • Create sign-up form for parent involvement • SENS games dates – Blair Murphy may share coordinate with another committee member • Limit number of handouts – calendar, table with sign ups, identify immediate concerns • New recruit week: Presentation by CO, cadets and sponsoring committee 	
6. Other Business			
a) Unforecasted expense	John	John had a poster printed to support Canada Day at the Aviation Museum.	Motion: To reimburse John for the cost of the poster in the amount of \$44.61 Moved: Sue 2 nd : Deb Carried
7. Next Meeting	2 Sep at Roger's @ 7PM		
8. Motion to Adjourn			Motion to Adjourn. Moved: Sue 2 nd : John Carried

Outstanding Action Items

Meeting Date	Action Item	Responsibility
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Meeting Date	Action Item	Responsibility
Oct 16/Reviewed Feb 19th	<ul style="list-style-type: none"> Determine dates for newsletters and then deadlines for content to post on website/FB group 	John M/ Linda will speak with Parent volunteer
Oct 16/Reviewed Feb 19 th / Reviewed Jun 18 th	<ul style="list-style-type: none"> Amendments to the 706 SSC Charter – to be reviewed in the new year 	Roger – March Agenda
Nov 20/Reviewed Feb 19th	<ul style="list-style-type: none"> Contact Lt. Brooks re: Newsletter App for the website ACC9/Budget Review – include forecasting revenues and expenses till the end of the training year and brainstorm ideas for spending funds At budget review, increase PR budget line to account for Sqn stickers and pins/patches if purchase approved 	John M/Linda Sue to add to agenda – May 14 th meeting Committee
Feb 19th	<ul style="list-style-type: none"> Review online sign up tools (sign up genius or joiners) and recommend tool for Sqn/SSC use 	Deb
Feb 19 th	<ul style="list-style-type: none"> Linda to have “registration fees” added to the agenda for next regional meeting 	Linda
March 5 th	<ul style="list-style-type: none"> Develop a 50/50 strategy re: volunteers for 2015/2016 year Sqn Pins to be ordered and added to the Sqn Merchandise Order Form Request to Kanata Legion for additional poppy funds (if available) 	Committee Deb 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 activities Meet with Kanata Business Improvement Associations about tagging/706 Squadron – inform and create good will among businesses in the Kanata area 	Committee/Staff ??
July 18 th	<ul style="list-style-type: none"> Washington year-end trip discussion 	Linda