



706 Ottawa Snowy Owl Squadron

Squadron Sponsoring Committee – Minutes

Date: 19 October 2017

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

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, Karen Walker

| Item | Presenter | Discussion | Action |
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| 1. Meeting Called To Order and Approval of Agenda | Sue | <ul style="list-style-type: none"> ● Meeting called to order at 6:54 pm ● Roundtable introductions | <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"> ● Correction to update bank balance ● Action items: <ul style="list-style-type: none"> ○ Letter request donation from Costco - completed ○ Defer action to purchase paper as squadron has sufficient quantities ○ Defer – Request to use Paul Rushforth van – reconsider for the spring FTX ○ Defer – 67s game tickets, wait for cadets night | <p>Motion to approve the Minutes as amended: Moved: Rachel 2nd: Greg Carried</p> |
| 3. CO's Update | Lt Tung | <ul style="list-style-type: none"> ● Gliding day on Sat ● Poppy distribution weekend coming ● Optional activities starting this weekend <ul style="list-style-type: none"> ○ Sports Night, Biathlon, Marksmanship, Drill Team, Ground School, Improv and Effective Speaking ○ Band started in October ● Nov 4th, Constance Bay Remembrance Day Parade ● Nov 9th, Staff wish to invite guest speakers for Remembrance Day <ul style="list-style-type: none"> ○ If we have connections, let staff know | |



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| | | <ul style="list-style-type: none"> • Nov 11th, will have a few select cadets participating on Parade at the National War Memorial • Nov 18th, range familiarization day for new recruits • 140 cadets on strength, 114 on parade last week • Supply, prioritizing getting new cadets into uniform | |
| 4. Chair Update | Sue | <ul style="list-style-type: none"> • Attended AGM for provincial region of the league with CO at the end of September. Great networking with other chairs, staff and provincial league staff. • Squadron was awarded the Circle of Excellence during the meeting, for 2016-2017, achieved gold level • Screening update – priority to increase screened volunteers (as cadets and their parents age out of the program), since end of August, 10 have been fully screened and many others in the works • Tagging note – contacted by chair of sea cadets, wanting to get with all squadron chairs and meet regarding tagging • Hike-a-Thon, chair thanked all those who participated • Poppy campaign, need volunteer support • Hallowe'en next week, SCC has been invited to dress up | |
| 5. Treasurer's Update | Greg | <ul style="list-style-type: none"> • 59.5K\$ in main account, -3\$ in trust account • Limited banking activity in September, considerably more for October • Snapshot for September shows 3,100\$ expenses, revenue 6\$, 582\$ in uncashed cheques • With respect to the year to date data, we have approximately 7,800\$ in expenses, 13,000\$ in revenue there has been 2,950\$ in unplanned expenses, primarily due to theft, but this represents approx. 4%. This is not concerning because revenue is also up. • Budgeting is on track thus far. | <p>Motion to approve the treasurer's report for September 2017: Moved: Greg 2nd: Rachel Carried</p> |



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| | | <ul style="list-style-type: none"> • The requirement to submit the budget and the expenses for 2016-2017 (ACC9) to the League was completed • The T3010 has been completed and submitted to the Canada Revenue Agency | |
| 6. Hike-a-Thon | Sue and Hike-a-Thon committee | <ul style="list-style-type: none"> • First year we tried an online platform, GoFundMe • At the time of the meeting, 8451\$ raised, 3653\$ of which was collected online, minus GFM fees (317.69\$) = 8.70% • Will keep it open until COB next Monday to collect final pledges • Easy to set up, but fairly inflexible: <ul style="list-style-type: none"> ○ Because it was set up with Pat's account, couldn't link it with Facebook ○ Although could set a wish item for each cadet, couldn't reduce to 0\$ through offline pledges • Not counting tonight's offline pledges, 58 cadets have participated in the fundraiser • Incentive – cadets looked to be excited, consider leaving incentives to the end, look for a variety, incentivize the effort • Comms – be a little clearer with directions about pledge forms/online • Day itself – fit in very well into FTX since cadets were outside and active, perhaps a better way to organize the walking sequence, need feedback from staff • Tax receipts – attempting to automate and issue electronically • Next steps – announce winners at Final Parade on 26 Oct 2017 • Rachel to prepare entries | |
| 7. Bus Booking | Sue | <ul style="list-style-type: none"> • Karen Walker is our transportation coordinator • Busy for October, 2 gliding days + FTX | |



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| | | <ul style="list-style-type: none"> • Costs have gotten higher (339\$ in the spring vs 395\$ in the fall), in discussion with bus company see what they can do to help us. Looking to outline our plans for the year (big picture) • Planned transportation costs may be higher than expected. | |
| 8. SCC By-Election | Sue | <ul style="list-style-type: none"> • Elections are typically in May for the next training year • Since we are only 4 members on the committee and we have capacity up to 11 members, we can hold a by-election • Need 2 weeks notice according to league rules • When to hold the by-election – November, at regular SCC meeting or separate? • Separate, aim for November 23rd • Need league representative to attend since they run the election | Rachel to email ACL Advisor to confirm availability for chairing by-election |
| 9. Next Meeting | Thursday, November 16 th , 2017, 6:45 – 9:00 pm at Connaught. Regular meetings continue - 3 rd Thursdays of the month | | |
| 10. Motion to Adjourn | Motion to adjourn at 8:40 pm | | Motion to Adjourn. Moved: Rachel 2 nd : Greg Carried |

Outstanding Action Items

| Meeting Date to Discuss | Action Item | Responsibility |
|-----------------------------|---|----------------|
| Nov 16 th , 2017 | <ul style="list-style-type: none"> • Apply for Staples Discount Card (10-15% for photocopying) | Nancy |
| Nov 16 th , 2017 | <ul style="list-style-type: none"> • Confirm availability of ACL Advisor to chair by-election | Rachel |

Original Signed by _____



Susan Grant
Chairperson
SSC 706 Squadron Air Cadets

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