



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

**Date:** 21 September 2017

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

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

**Squadron Staff:** Capt Bejenaru

**Guests:** Nancy Bourbonnais, Pat Carrière, Laura-Lee Balkwell

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 6:48 pm</li> <li>● Move up item 9 after the CO's update</li> </ul>	<p><b>Motion</b> to approve the agenda:            Moved: Nathalie            2<sup>nd</sup>: Rachel  <b>Carried</b></p>
2. Review and acceptance of previous meeting minutes	Rachel	<ul style="list-style-type: none"> <li>● Correction to update bank balance</li> <li>● Action items:               <ul style="list-style-type: none"> <li>○ Canada Post rebate card has been obtained</li> </ul> </li> </ul>	<p><b>Motion</b> to approve the Minutes as amended:            Moved: Rachel            2<sup>nd</sup>: Greg  <b>Carried</b></p>
3. Chair Update	Sue	<ul style="list-style-type: none"> <li>● Positive turnout for returning cadets and new recruits over the last 2 weeks, Chair shared her thanks to those who lended a hand</li> <li>● Volunteer screening, all those who submitted before end of last year are almost complete, all forms and information have been sent to provincial office</li> <li>● 30 new volunteer screening packages distributed over the last 2 weeks</li> </ul>	
4. CO's Update & 10. Squadron Inventory	Capt Bejenaru	<ul style="list-style-type: none"> <li>● Parking/traffic issues when parents drop-off and pick up – will need to post map and instructions to address preferred route, drop-off spots and parking on social media and website</li> </ul>	



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		<ul style="list-style-type: none"><li>• 136 cadets + appears 10-15 new cadets tonight, nearing 150 which is as expected, no projected impact to forecasted budget since it was prepared with a number of 150 cadets</li><li>• Upcoming Activities<ul style="list-style-type: none"><li>○ first optional this weekend, Rifle Road Cleanup as required by City of Ottawa road adoption which requires twice yearly cleanup</li><li>○ Gliding Days – 1<sup>st</sup> on Oct 8<sup>th</sup>, 2<sup>nd</sup> on Oct 21<sup>st</sup>, max of 40 per day</li><li>○ Fall Field Training Exercise (FTX) on Oct 13-15, newly formed 75 Squadron is joining, attendance projected to be 130 for each squadron</li><li>○ Remembrance Day activities (poppy distribution and ceremonies) are upcoming</li></ul></li><li>• Optional activities – start up date to be confirmed</li><li>• Feedback on senior cadet leadership development weekend<ul style="list-style-type: none"><li>○ Great weekend with 100% attendance</li><li>○ Held at Connaught, lots of activities and completed the required training</li><li>○ Theft of equipment that had been locked up in a training classroom, mix of personal items from squadron staff (PS4 and laptop) and 1 squadron item (projector)</li><li>○ Only projector is covered by squadron insurance, but since it's value (450\$) is less than that of the deductible (1000\$), will not be submitting a claim</li></ul></li><li>• Discussion replacing the stolen items:<ul style="list-style-type: none"><li>○ The projector is an immediate need for training committee determined immediate replacement. Will start by looking at refurbished items and will seek donations for extra projectors afterwards to ensure we have sufficient quantities to support regular training.</li></ul></li></ul>	
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		<ul style="list-style-type: none"> <li>○ The matter of the theft of the personal items was discussed at length. Given the fact that these were on site for training purposes, give the fact that no prior theft had occurred at Connaught of 706 assets, given that the matter was reported and investigated and given the real out of pocket loss to staff, it was determined to cover the cost of replacing these items.</li> <li>○ It was also noted that this was a unique and exceptional circumstance and that the CO would revisit the use of personal assets at cadet activities.</li> <li>● Purchased 3 tablets with money leftover in the trust account and it is already being used as training aids.</li> </ul>	<p><b>Sue will review Epson Website to look for options for donations.</b></p> <p><b>Motion to approve an upset budget of 1700\$ for the purchase of the projector (cost estimated to be 450\$ + tx) and replacement of the staffer's personal laptop (cost estimated at 800\$) and the staffer's personal PS4 (cost estimated to be 400\$) with receipts to be accounted once received:</b>          Moved : Rachel          2<sup>nd</sup> : Nathalie  <b>Carried</b></p>
5. Treasurer's Update	Greg	<ul style="list-style-type: none"> <li>● Minimal activity in August, chequing account at 55K\$, 620\$ in trust account</li> <li>● Waiting for reimbursement for cadet marksmanship from DND</li> <li>● Will complete T3010 form tonight to submit CRA</li> <li>● ACC9 will be submitted at the end of month</li> </ul>	<p><b>Motion to approve the treasurer's report for August 2017:</b>          Moved: Greg          2<sup>nd</sup>: Rachel  <b>Carried</b></p>
6. Hike-a-Thon	Sue and Hike-a-Thon committee	<ul style="list-style-type: none"> <li>● Sue shared the concept developed jointly with staff OPI and recently discussed with the hike-a-thon planning committee</li> <li>● CO spoke with 75 Squadron and they would like to copy/model our fundraiser and do it at the same time</li> <li>● Pat has created the GoFundMe page (fee is 7.9% to GoFundMe). It is not live yet, Rachel to provide the text, and we need to determine a target for each cadet</li> </ul>	



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		<ul style="list-style-type: none"> <li>○ Plan is to create a list of cadets using the nominal roll by rank and family name (first initial if there are multiple by the same name) and the rank badge as an avatar</li> <li>○ Agree to 10\$ minimum for tax receipts</li> <li>● Spoke about incentives, 125\$ was set aside as well as 325\$ for food, reallocate for prizes/incentives.             <ul style="list-style-type: none"> <li>○ 50\$ gift card each for largest dollar value pledged and largest number of pledges for both 1<sup>st</sup> and 2<sup>nd</sup> week (Oct 5<sup>th</sup> and 12<sup>th</sup>).</li> <li>○ 100\$ gift card to be drawn on Oct 26<sup>h</sup>, one entry per each 70.60\$ raised by cadet</li> <li>○ Draw for Sqn merchandise for all cadets who participated in fundraising.</li> <li>○ CO for the day will be awarded to the cadet who obtained the highest amount in pledges.</li> <li>○ Gift card choice to be put to winning cadets: EB Games, iTunes, SportChek and Cineplex</li> </ul> </li> <li>● If we surpass our funding goal, we may reward give each cadet a 2\$ voucher for canteen, to be revisited</li> </ul>	
7. Pasta Dinner	Nancy	<ul style="list-style-type: none"> <li>● Defer</li> </ul>	
8. Electronic Payments Follow-up		<ul style="list-style-type: none"> <li>● Defer</li> </ul>	
9. Communications With/Between Parents		<ul style="list-style-type: none"> <li>● How to give parents an opportunity to meet and connect, encourage carpooling, give info to parents who missed the recruiting night information, perhaps a holiday get together?</li> <li>● Because we are short on time, asked to consider</li> <li>● Needs to be specific and be of interest to parents</li> </ul>	
10. Squadron Inventory and Insurance		<ul style="list-style-type: none"> <li>● Completed with item 4 above</li> <li>● Need to follow-up with insurer</li> </ul>	
11. Rifle Road Cleanup		<ul style="list-style-type: none"> <li>● Did not plan for refreshments for rifle road cleanup in the budget</li> <li>● Already have water bottles</li> </ul>	<b>Motion</b> to approve an upset budget of 100\$ for apples and



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		<ul style="list-style-type: none"> <li>Will provide apples and granola bars as snacks for the cadets.</li> </ul>	granola bars for Rifle Road cleanup Moved: Sue 2 <sup>nd</sup> : Greg <b>Carried</b>
12. Next Meeting	Thursday, October 19 <sup>th</sup> , 2017, 6:45 – 9:00 pm at Connaught. Regular meetings to resume - 3 <sup>rd</sup> Thursdays of the month		
13. Motion to Adjourn	Motion to adjourn at 9:01 pm		<b>Motion to Adjourn.</b> Moved: Rachel 2 <sup>nd</sup> : Nathalie <b>Carried</b>

### Outstanding Action Items

Meeting Date to Discuss	Action Item	Responsibility
Oct 19 <sup>th</sup> , 2017	<ul style="list-style-type: none"> <li>impact of using electronic forms of payment on issuing charitable tax receipts</li> </ul>	Greg
Oct 19 <sup>th</sup> , 2017	<ul style="list-style-type: none"> <li>Letter to Costco requesting support / donation</li> </ul>	Rachel
Oct 19 <sup>th</sup> , 2017	<ul style="list-style-type: none"> <li>Website hosting – review needs and look at alternative options for next year</li> </ul>	??
Oct 19 <sup>th</sup> , 2017	<ul style="list-style-type: none"> <li>Apply for Staples Discount Card (10-15% for photocopying)</li> </ul>	Nancy
Oct 19 <sup>th</sup> , 2017	<ul style="list-style-type: none"> <li>Purchase of Paper for the squadron, have enough, wait</li> </ul>	Greg
Oct 19 <sup>th</sup> , 2017	<ul style="list-style-type: none"> <li>Inquiry re: use of P. Rushfort's Van for bush weekend, look at for spring</li> </ul>	Nancy
Oct 19 <sup>th</sup> , 2017	<ul style="list-style-type: none"> <li>Inquiry re: \$ for tickets for Ottawa 67s tickets for cadet night, CO have spoken, wait til we are invited by 67s, better exposure, park for now</li> </ul>	Greg

Original Signed by \_\_\_\_\_



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Susan Grant  
Chairperson  
SSC 706 Squadron Air Cadets