



706 Snowy Owl Squadron

Royal Canadian Air Cadets

Squadron Sponsoring Committee – Minutes

Date: 22 June 2017

Members Present: Sue, Rob, Kathy, Roger, Rachel, Nathalie, Greg

Regrets: Linda, Galyna, Pat, Cheryl

Air Cadet League (ACL) Squadron Advisor: Arlo Speer and Ralph Schildknecht

Squadron Staff: Capt Bejenaru

Guests: Greg Scheepers, Carol Laninga, Nancy Bourbonnais,

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 7:42 pm Additions to the agenda 	<p>Motion to approve the agenda as amended: Moved: Roger 2nd: Rachel Carried</p>
2. Review and acceptance of previous meeting minutes	Rachel	<ul style="list-style-type: none"> No errors or omissions 	<p>Motion to approve the Minutes: Moved: Nathalie 2nd: Kathy Carried</p>
3. Treasurer's Report	Roger	As of 9 June 2017 <ul style="list-style-type: none"> CIBC Main Account balance on 9 June \$ 52,336. Trust Account \$ 634.94 will be used to buy tablets and accessories Expenses vs revenues to 14 June indicate that there might be a small deficit position, however if DND pays for the year end trip coaches (5700\$) then there will be a small surplus Expenses are below approved budget Revenues are above original estimates Treasurer Report attached 	



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4. Squadron Update	Capt Bejenaru	<ul style="list-style-type: none"> ● CO thanked Ralph Schildknecht for acting as the league advisor and welcomed Arlo Speer as the new league advisor ● Extended a welcome to the new SCC members ● Requested feedback regarding the types of information in the CO's update – members liked the form and content of his updates ● Staffing : <ul style="list-style-type: none"> ○ Capt Goodfellow, effective speaking OPI has been posted, although CO has already been approached by another Army Capt to fill the role ○ Recent hire of a new CI ○ Everyone else is returning, though some may have different roles ○ 6 uniformed staff, which is likely to increase ● Finished the year with 126 active cadets, with graduations expect 100 to return and likely 70 to 80 new recruits in the fall, with attrition, CO recommends SCC plan for 150 for 2017-2018 ● Training plan is in development and should be ready this summer ● Camps – all those who have been offered a camp have accepted, OCdt Lambert is the OPI for the summer ● Year End Trip – 80 cadets participated, lots of positive feedback and many requests to repeat next year ● ACR – first as CO, impressive display by cadets and point of pride is that all cadets were in uniform 	
5. Business Arising			
a) Year-end trip	Sue	<ul style="list-style-type: none"> ● All cadets who attended paid the 30\$ contribution 	Incoming committee to explore opportunities to leverage technology for collection of funds for things like year-end trip, walk-a-thon, etc. Include pay pal, internet transfers,



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			apple square, go-fund me.
b) ACR	Sue	<ul style="list-style-type: none"> • Thanked staff, in particular Lt Bejenaru who organized and led the event • Lots of positive feedback from parents and other attendees • The sign-up for parent volunteers to transport, set-up, help at the reception and clean-up worked well. • Luckily one of the parent volunteers had a trailer and was able to transport the dias and podium. • Next year we should request a volunteer with a trailer as well as have a better plan for clean-up • Consider purchasing a trophy for recognizing the drill team as all other activities have a trophy 	Add the cost for a new trophy to the 2017-2018 budget
c) Final CO's Parade	Sue	<ul style="list-style-type: none"> • Simple and easy to set up and clean up, allowed parents to watch the parade • Cost effective, 40\$ for the popcorn, 40\$ for the popsicles and 20\$ for ice, also used the canteen leftovers • Look to repeat next year 	
d) Army Run	Sue	<ul style="list-style-type: none"> • To date, 30 cadets have signed up via the Sign Up Genius tdate. • OCdt Lambert is sending the registration instructions to the cadets who signed up • Cheryl will receive an invoice, for the SSC share of cadet registration, by the end of August 	
6. New Business			
a) Volunteer Registration and Screening	Sue	<ul style="list-style-type: none"> • The screening for 13 parents of active cadets remains valid with another 5 parents whose cadets are aging out, may still be able to assist, for a total of 18 screened parents 	



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		<ul style="list-style-type: none"> • Sue recently spoke at the camp information night about the need for volunteers, after which 10 parents came forward • 2 screening packages are underway and we will look to conduct interviews and complete their references this summer • Sue will submit the list to the league for the SCC renewal at which point the league will issue new blue cards • Volunteer screening will remain a priority next year 	
b) SSC Membership updates/ Recruitment ideas	Sue/Rob	<ul style="list-style-type: none"> • Karen Walker and Greg Scheepers have demonstrated interest • Ideally would like to grow the committee to 11 • Discussed ideas for increasing parent awareness and involvement with the SCC: posting agenda the week before, speaking at the recruiting night in the fall, as well at a later date to capture parents of late joiners 	Include ideas discussed for recruitment ideas as part of 2017-2018 SSC Planning
c) GST Rebate	Sue/Rob	<ul style="list-style-type: none"> • The squadron has not submitted paperwork for the GST rebate for a number of years due to confusion with the Canada Revenue Agency with the distinction between the league (national), provincial (region) and squadron (local). • 872 Squadron has successfully gotten their GST rebate and is available to advise • Can go back 4 years which will likely amount to several thousand dollars 	Sue to liaise with the Provincial ACL to obtain consent for SSC to obtain info from CRA and seek guidance in approach for obtaining GST owed. Greg will make some inquiries with a person contact about process.
d) Change over Trust / operating Account	Sue	<ul style="list-style-type: none"> • Existing signatories are Roger Saberton, Susan Grant, Robert Tomkins and Cheryl King • Minimum 2 SCC members needed as signing authority for bank accounts (chair and treasurer) • Ideally we would have an additional 2 or 3 signatories • Rachel, Kathy and Nathalie agree to be additional signatories • Will only make the change to the operating account as the plan is to spend the remaining funds in the trust account and close it. 	By agreement of all present



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e) Signing Authority Process	Sue/Rob	<ul style="list-style-type: none"> Bank strongly prefers existing and new signing authorities attend together to sign-off on various documents Will need meeting minutes and chair will prepare a letter outlining the removal of the previous signatories and the addition of the new ones Signatories must bring photo ID 	Sue will write letter for bank Sue and Roger will coordinate date(s) for change of signing Authority
f) ACC9 Closeout	Roger	<ul style="list-style-type: none"> Roger spoke of tasks needed to close out ACC9 for 2016-2017 after which the report will be sent to the league ACC9 is the league's approved system for accounting The 2016-2017 ACC9 financials will be finalized when the June bank statement is received – only transactions cleared by June 30 count for current FY As such, the operational surplus will differ from ACC9 Once the ACC9 report section is signed-off and sent to the league, then form T3010 will be produced for submission to CRA. (Registered Charity Status) 	<p>Roger will complete tasks for close out of the 2016-2017 ACC9 with the support of R.Brooks as needed.</p> <p>Opening of New ACC9 for 2017-2018 – Sue/Greg and Roger to work with R.Brooks to complete.</p>
h) 2017-2018 SSC – Jul/Aug Meetings	Sue/All	<ul style="list-style-type: none"> Will plan for 1 meeting in July and 1 in August 	Rachel will query members regarding availabilities and will set meetings
7. Next Meeting	To be determined		
8. Motion to Adjourn	Motion to adjourn at 8:50 pm		Motion to Adjourn. Moved: Greg 2 nd : Nathalie Carried

Outstanding Action Items

Meeting Date to Discuss	Action Item	Responsibility
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Original Signed by

Susan Grant
Co-Chairperson
SSC 706 Squadron Air Cadets

Original Signed by

Rob Tompkins
Co-Chairperson
SSC 706 Squadron Air Cadets