



706 Snowy Owl Squadron Royal Canadian Air Cadets

Squadron Sponsoring Committee – Minutes

Date: August 12, 2014

Members Present: Linda Savasta, Deb McGeachy, John Montgomery, Sue Grant, Lynn Mason, Galyna Renbaum

Regrets: Pete Caron, Roger Saberton, Peter Selwyn, Pat Doyle

Air Cadet League (ACL) Squadron Advisor: None

Squadron Staff: None

| Item | Presenter | Discussion | Action |
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| 1. Meeting Called To Order and Approval of Agenda | Linda | Meeting called to order No additions to the agenda | Motion to approve the Agenda: Moved: Deb 2 nd : Galyna |
| 2. Review and acceptance of previous meeting minutes – July 9th | Sue | <p>Review of Action Items</p> <p>Recruitment - Signs</p> <ul style="list-style-type: none"> Committee approved the expenditure for two signs through Cheetah. Both signs posted at time of the meeting. <p>Sqn Website/Communication</p> <ul style="list-style-type: none"> John given access to website admin Website review and recommended changes – update as part of meeting agenda <p>Sqn Merchandise</p> <ul style="list-style-type: none"> Linda forwarded to Deb the electronic versions of the Sqn Logo Sue provided Deb with the current vendor’s price list as well as the corporate sponsorship letter <p>Storage unit, Spaghetti Dinner, Army Run, Sqn Photo</p> <ul style="list-style-type: none"> Update as part of meeting agenda <p>Recruitment Table</p> <ul style="list-style-type: none"> Volunteers identified – more info as part of meeting agenda | Motion to accept the Minutes: Moved: Deb 2 nd : John |
| 3. Financials | Linda | <ul style="list-style-type: none"> Linda still working on closing last year’s books. Current bank balance \$47,860 (two cheques for \$1021.90 to come out). Total \$46,838.10 Understand some \$ coming from league - unsure what it is for. DND Funding available : <ul style="list-style-type: none"> \$2300 - Admin Costs | <ul style="list-style-type: none"> Linda, Lynn and Lt Lambert to start looking at 2014/2015 budget in early September |



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| | | <ul style="list-style-type: none"> • \$3420 - physical activity fee • \$10,744 - Training money Total \$16,474 from DND Upcoming Expenditures: <ul style="list-style-type: none"> • \$846 in storage (6 months) / \$452 sign rental this month • 2013/2014 Fundraising Total = \$30,773 • 2013/2014 expenditures – still determining total | |
| 4. Business Arising From The Minutes | | | |
| a) Sqn Website/ Communications | Sue/John | <ul style="list-style-type: none"> • Review of recommended changes to Sqn Website (see doc sent out) • Feedback from committee provided • Pending OK from Lt Lambert/Sqn Staff to begin making changes | <ul style="list-style-type: none"> • Sue to update the Sqn home page with details related to first training night and details related to registration/recruitment |
| b) Sqn Merchandise | Deb | <ul style="list-style-type: none"> • Deb spoke with Pro2col. Going to see them tomorrow to further discuss needs and costs. • Identified that Sqn may need t-shirts for new recruits | <ul style="list-style-type: none"> • Linda will contact the Supply Officer to determine how many we need and sizes. |
| c) Storage Unit | Linda | <ul style="list-style-type: none"> • After discussions with windmill, decision to keep unit there • Maintained the current rate (works out to be 2 months free) and they will keep it at the current rate for the next 2-3 years. | <ul style="list-style-type: none"> • NA |
| d) Spaghetti Dinner | All | <ul style="list-style-type: none"> • Change of date to Saturday November 15 due to a change in schedule at the Legion. Still no charge. Legion booked. • Legion will hold 140 people. They have a sound system we can use. • Timings: 5:00 pm - 12:00 am (if there after midnight than \$150 clean up fee) • Cancellation notice to legion one week prior to the event • Ladies Auxiliary no longer doing the food at the legion. Legion will still provide the spaghetti meal for \$9 + extra for coffee. • Discussion re: band/DJ at the event - decided not to this year. • Really tout it as a "FAMILY" event • Start ticket sales - September 25th • Silent Auction strategy discussed | <ul style="list-style-type: none"> • Ask the Senior Cadets to create a play list for music for the evening |



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| e) Fundraising Update | Linda | <p>Sens update</p> <ul style="list-style-type: none"> • Home game schedule on Sens website - forwarded to Pat with big ticket games highlighted. • Should have confirmed games by parent's night to get parents sign up. • Still waiting to get an update from the Sens Foundation in terms of the new electronic ticket sales process <p>Tag Day:</p> <ul style="list-style-type: none"> • All Army Cadet Corps in Ottawa tagging Sept 27th. 872 Sqn and Sea tagging Oct 4. • Leaves Oct 11th for 706 but stores are tapped out – not able to support us. • Same issue for April tagging – last group to confirm <p>Bottle Drive</p> <ul style="list-style-type: none"> • Almonte, Bells Corners', Centrum, Hazeldean and Carp Rd Beer stores - all for having us bring the bottles in and can do subtle soliciting at the Beer Stores for bottle donations • Discussion about having an incentive for parents to bring bottles <p>Walk-a-thon</p> <ul style="list-style-type: none"> • 51 Sqn Annual Walk-a-thon is scheduled for Sunday Oct 12th (Thanksgiving Weekend). Difficult to have enough staff supervision due to the holiday weekend. • Discussion about 706 doing their own walk-a-thon again this year. • Morning walk from Shirley's Bay to Andrew Haydon Park • Lunch provided to the cadets (hot dogs, chips drinks) and prizes available | <ul style="list-style-type: none"> • Pat will review schedule and get feedback from SSC on games • Look at other fundraisers instead of tagging • Continue with Bottle Drive - have parents bring empties on parent's night in Oct 23rd <ul style="list-style-type: none"> • Linda to discuss Walk-a-thon for Oct 5th with Lt Lambert • Sue to contact City re: use of Park • Deb will look at a possible route • Galyna will coordinate the lunch • Sue to update the pledge form and info sheet • Revisit Skate-a-thon as an option for those that miss the Walk or keep as another fundraiser – revisit in Nov/Dec |



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| f) Army Run | Deb | <ul style="list-style-type: none"> • Need to submit a description to the Army Run Coordinators about our cheering station for the website • Steve C has agreed for SSC to borrow truck and sound system • Safety vests can be borrowed again • Poster making night for Army run - Sept 18th • Snow Birds will be used again • Put a call out to cadets to borrow Flight Suits - try to get as many as possible. • Army Tent - Needs to be borrowed from Connaught • Lynn and Peter both have generators that can be used • Propeller Hats/beanies – purchase for cadets to wear at cheering station • Snacks and drinks provided by the sponsoring committee (need to ensure packaging available for ingredients) – Cadets will be asked to bring their lunch • CI Kilrea is staff in charge - other staff as available after the race. | <ul style="list-style-type: none"> • Deb will submit description to Army Run • Linda to discuss with Lt Lambert about getting an Army Tent • Linda will ask Lt Lambert about cadets posting on FB about flight suits • Deb will get supplies for poster making • Lynn will look into the hats • Linda will get snacks and drinks |
| g) Sqn Photos | All | <ul style="list-style-type: none"> • Feedback from staff - Suggest continue with the Sqn photo vs. individual photos. Liked that the Sqn photo was handed out at mess dinner. • SSC suggests that a staff photo be taken as well | <ul style="list-style-type: none"> • Scott Mason will help with Sqn photos in the Spring as well as at annual |
| 5. New Business | | | |
| a) Registration table | Linda | <ul style="list-style-type: none"> • SSC will set up a registration table on Sept 11th • Hand out Parent information/volunteer registration form, schedule for the training year and other notices • Suggest that a SSC member be with a staff member and do documentation simultaneously • CO requiring all parents to attend - not just drop off cadet. | <ul style="list-style-type: none"> • NA |
| 6. Other Business | | | |
| a) NA | | <ul style="list-style-type: none"> • | |



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| 7. Next Meeting | | Thursday September 25 th 6:45 pm Location: TBD | |
| 8. Motion to Adjourn | | | Motion to Adjourn: 1 st : Lynn 2 nd : Galyna |

Outstanding Action Items

| Meeting Date | Action Item | Responsibility |
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| January 16, 2014 | Agenda time to plan strategy for parent involvement/ communication for next year | Committee |
| May 1, 2014 | For 20145/2015 budget preparation <ul style="list-style-type: none"> Determine what the Sqn needs in terms of optional items, determine what DND reimburses and therefore an amount SSC needs to have. Need to determine how much do we want to have in the bank account at the end of each training year and for what purpose? (i.e. facility replacement). | All |
| July 20 th | <ul style="list-style-type: none"> Duke of Edinburgh Program – Confirm parent volunteer (Lt Lambert to approach Parent). Lynn is interested as well to coordinate | Lt Lambert |
| July 20th | Spaghetti Dinner <ul style="list-style-type: none"> Committee will cover the cost of the dessert for Spaghetti Dinner (i.e. large cakes) All committee members to get something to contribute to the silent auction Co-ordinate the spaghetti dinner/meal piece Contact Dawn P re: coordinating donations Ticket sales Meet in September to discuss next steps and coordination Tagging <ul style="list-style-type: none"> Contact Canadian Tire - Kanata | SSC SSC Galyna Sue Sue Galyna, Dawn and Sue Peter |