



706 Snowy Owl Squadron Royal Canadian Air Cadets

Squadron Sponsoring Committee – Minutes

Date: October 16, 2014, 2014

Members Present: John M, Roger S, Linda S, Lynn M, Deb M, Galyna R, Sue G

Regrets: Pete C, Peter S, Pat D

Air Cadet League (ACL) Squadron Advisor: None

Squadron Staff: Capt. Lambert

Guest: Mr. Bill Wilson – Kanata Legion Branch 638

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 6:56 Additions to the Agenda: <ul style="list-style-type: none"> Presentation by Mr. Bill Wilson Pasta Dinner Parent Night/Bottle Drive Newsletter Review of 706 Charter 	Motion to approve the Agenda as amended: Moved: Lynn 2 nd : Deb
2. Review and acceptance of previous meeting minutes – September 25th	Sue	<ul style="list-style-type: none"> Review of previous minutes and action Items Quorum at last meeting was achieved as per 706 SSC Charter 	Motion to accept the Minutes: Moved: Lynn 2 nd : John
3. Financial Update	Lynn	<ul style="list-style-type: none"> ACC9 Balance: \$51,822.31 Unreconciled cheques: \$2363.91 Unreconciled deposits: \$ 7328.56 Last Bank Statement Balance: \$ 46,857.66 <p>Motions</p> <ol style="list-style-type: none"> Motion: to approve the expenditures for the Chair to attend the ACL AGM (as per email of Oct 1 from L. Savasta) Motion to approve the purchase of Sqn cheques (400) up to a maximum of \$200 (not budgeted) <ul style="list-style-type: none"> Linda advised that Air Canada will be donating airline tickets for the SSC to use as a fundraiser through a raffle. Pending an information package from Air Canada. Lottery license will be required. Discussion re: Fundraisers - now with the raffle for Air Canada tickets need to determine what will be the remaining fundraising activities 	<ol style="list-style-type: none"> Moved: Deb 2nd: John Moved: Deb 2nd: Galyna <ul style="list-style-type: none"> Nov meeting agenda item – discussion regarding fundraising



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		for 2014/2015 - Need to review finances, # of cadet fundraising activities etc.	activities for the balance of the year
4. COs Update	Capt. Lambert	<ul style="list-style-type: none"> • Nov 6th – Scheduled Remembrance Activities for the Cadets - a veteran coming as well as a current member of the Canadian Forces. • Will also have a presentation related to the Duke of Edinburgh Program. Staff and SSC will discuss with her the supervision requirements for the program. • Nov 13th – 3rd period activities will commence • Discussion regarding the National Camps/Scholarship Courses and the selection process. Using the ACL matrix for decision making of who attends these camps. Parents have requested the matrix be made available. • Oct 23 - Parent Night – present information to parents and cadets about all the camps, the requirements and timings. • Discussion about parents dropping off cadets on Thursday night prior to staff being at Connaught. Need to message to parents that drop off is 6:20 pm, or as long as they ensure staff are on site/lights on in the trailer. 	<ul style="list-style-type: none"> • Capt. Lambert will ask the Admin Officer to post on the Sqn Website • Capt. Lambert will discuss with parents in attendance at Parent Night. • Sue will include as a reminder in next email message to parents
5. Presentation/Request for Poppy Campaign Support – Kanata Legion	Mr. Bill Wilson	<ul style="list-style-type: none"> • Mr. Wilson is Cadet Liaison officer at Kanata Legion Branch 638 • Legion and Sqn support each other. Legion asks for support in poppy sales and Remembrance Day parade. • Poppy Campaign this year is short - Poppy distribution Oct 31 - Nov 10. • Tentatively scheduled 706 for Nov 1 and 2 @ Costco in Kanata and the Loblaws at Centrum. Timings 9:00 am - 6:00 pm. Two cadets at each location. 3 - 3 hr shifts per day. • Legion also has a monthly news letter and legion would be interested in having an article in the newsletter from cadets with pictures. (i.e. camps, gliding days) • Offer to the Legion that Sqn could help with any legion dinners as 	<ul style="list-style-type: none"> • Cpt Lambert will look at having roaming supervision on Nov 1 and 2. • 706 pictures and stories can be sent to Mr. Wilson`s attention.



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		well - escorts, servers, flag party. Good experience for the cadets.	
6. New Business			
a) Debrief/Lessons Learned	Sue	<ul style="list-style-type: none"> • Registration Night <ul style="list-style-type: none"> - Committee needs to be there earlier, parents arrived early and completed registration forms and left - Target what info SSCs wants to distribute to parents that night - what's most important. Additional info can be handed out the following Thursday night. - New recruit table went well – managed to speak with the majority of new cadet parents - Suggestion to have information on the website in terms of parent attendance, when they should arrive and how long they should expect to stay. • Walk-a-thon <ul style="list-style-type: none"> - Well organized, cadets really enjoyed the route and it didn't rain! - Need to provide a clearer map for staff to use on route • Army Run Cheering Station <ul style="list-style-type: none"> - Definitely apply again next year - Need to come up with a different theme or add to the theme - Consider choosing a different spot along the route 	<ul style="list-style-type: none"> • N/A
b) ACL AGM/Regional Meeting	Linda	<ul style="list-style-type: none"> • Last year we achieved the silver medal for the Circle of Excellence. • ACL providing a new checklist related to the Circle of Excellence for this training year. • Emphasized they want the SSC and Sqn to work together more in terms of promoting bursaries that are available to the cadets. • Worthwhile to attend the AGM. Good connections to make and good opportunity to talk with other SSC Chairs. 	<ul style="list-style-type: none"> • NA
c) Sqn Merchandise	Deb	<ul style="list-style-type: none"> • Pro2col has provided their pricing and are ready to go ahead with an order from 706 • Price list presented to the committee – no concerns. • Logo set up fees – Classic \$254.25 and Retro \$176.28 (approved as 	<ul style="list-style-type: none"> • Deadline for order is Nov 13th to have merchandise before Christmas break • Deb will advise Pro2col to



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		part of the budget) <ul style="list-style-type: none"> Committee agreed to go ahead and have both logo`s set up at Pro2col. 	invoice for the Logo Set Up
d) Oct 30 th COs Parade	Sue	<ul style="list-style-type: none"> Discussion whether to provide some Halloween treats for the cadets Oct 30th 	<ul style="list-style-type: none"> Senior cadets are planning Halloween activities for that night – will leave this to the cadets.
7. Other Business			
a) Parent Night / Bottle Drive	All	<ul style="list-style-type: none"> October 23rd 15 minute presentation by SSC Coffee in the troop shelter Set up the Sqn merchandise in 5 Brouillette Bottle Drive the same night 	<ul style="list-style-type: none"> Linda will approach some parents who offered to help. Peter bringing truck to load up Linda will pick up boxes from Food Basics
b) Pasta Dinner - Update	All	<ul style="list-style-type: none"> Tickets now available for sale Hall is booked – capacity for 140 Can have discussion regarding prices for tickets for raffle etc over the next several weeks 	<ul style="list-style-type: none"> Determine price for raffle tickets
c) Newsletter	All	<ul style="list-style-type: none"> Have a parent who is interested in helping - Is going to help solicit content Suggest posting on Website/FB group that looking for stories/photos 	<ul style="list-style-type: none"> John to determine dates for newsletters and then deadlines for content to post on website/FB group Aim to have a newsletter out by Oct 31st
d) 706 SSC Charter	Linda	<ul style="list-style-type: none"> Roger reviewing current charter. Looking at what other Sqns have in theirs. Will align our charter with the ACL charter 	<ul style="list-style-type: none"> SSC to review any suggested changes in the new year
8. Next Meeting	Thursday November 20 th 6:45 pm		
9. Motion to Adjourn	Meeting adjourned at 9:21 pm		Motion to Adjourn: Moved: Deb 2 nd : Lynn



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Outstanding Action Items

Meeting Date	Action Item	Responsibility
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