



706 Snowy Owl Squadron Royal Canadian Air Cadets

Squadron Sponsoring Committee – Minutes

Date: February 19, 2015

Members Present: Pat D., Deb M., John M., Rob T., Linda S., Lynn M., Galyna R., Sue G.

Regrets: Pete C, Peter S, Roger S.

Air Cadet League (ACL) Squadron Advisor: R. Brooks

Squadron Staff: Capt. Platt

| 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 651 pm No additions to the agenda | Motion to approve the agenda: Moved: Deb 2 nd : Galyna |
| 2. Review and acceptance of previous meeting minutes – October 16 | Sue | <ul style="list-style-type: none"> Review of previous minutes and action Items Spelling error noted in minutes – to be corrected | Motion to accept the Minutes: Moved: Lynn 2 nd : Galyna |
| 3. Financial Update | Linda for Lynn | <ul style="list-style-type: none"> Review of the Monthly Financial Transactions for the Sqn ACC9 Bank Balance - \$36,840 Unreconciled Cheques - \$16,854.34 Unreconciled Deposits - \$6,411.66 Bank Statement Balance - \$\$47,283.11 Notes: <ul style="list-style-type: none"> Unreconciled cheques include league fees of \$7800 \$428.50 “region’s allowance” is for Excalibur medals \$1281.31 not submitted to DND due to reaching cap on fund for admin was related to expenses for the storage locker and the website Pending \$3827.62 approved by DND but not yet received Purchase of Biathlon Equipment: <ul style="list-style-type: none"> \$1000 budgeted for Fitness and Biathlon Boots, polls and wax for competition purchased - \$523 spent which was a bit more than allocated for biathlon. Will be submitted as part of the sports allocation funds from DND. Opportunity to purchase some additional used biathlon equipment from trailheads at the end of the season. | Lynn will forward full ACC9/budget tracker to committee Motion to approve the Financial Statement: Moved: Rob 2 nd : John Linda will keep committee informed about possible purchase of used biathlon equipment |



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| 4. COs Update | Capt. Platt | <ul style="list-style-type: none"> • Capt. Platt advised he was happy to be back • Not looking to make a huge number of changes - perhaps enhance a few activities • Planning to keep running the 3rd period sessions as is for the balance of the training year and then evaluate. • Pleased with the military band and its instruction/progress • 94 cadets current in the Sqn – 10 cadets showing as being absent for 30 days – Admin will follow up with these cadets to see what their intentions are. Normal to see a reduction in cadets after the Christmas break. • Nine slate members on staff – a couple of staff in the process of joining the CIC • Capt. Berghammer has left the Sqn. Lt. Gadbois will be assuming the position of training officer – all other staff are the same. | NA |
| 5. Business Arising | | | |
| a) Raffle License and Application | Roger/Linda | <ul style="list-style-type: none"> • As per lottery license requirements, need to open a trust account • Linda has spoken with the CIBC and John and Linda have opened a Community Trust which meets the needs for the raffle • Bank will send the completed Trust Form to the City as required • ACC9 – need to change from the single account version to the multi account version. The 2nd account version is needed to track the account transactions and enables separate financial reporting • Discussion related to having all signing authorities from general account as signing authority on the Community Trust. Determined Deb and Lynn will also be on the account till the next election of the SSC. • Tickets to Gilmour Printing – could be up to 2 weeks for printing. As soon as we have the physical license we can start to sell. | <ul style="list-style-type: none"> • Linda will advise CIBC of two additional signing authorities for the Community Trust • Deb and Lynn to attend the CIBC to be added to the Trust Account as signing authorities. |



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| 6. New Business | | | |
| a) Sk8-a-thon | Linda | <ul style="list-style-type: none"> Plan A: Friday Feb 27th – evening skate on the Canal or Rink of Dreams Plan B – Friday March 6th at Canal or the Rink of Dreams. SSC will book buses again | <ul style="list-style-type: none"> Linda to confirm date with Capt. Platt (supervision) Sue to send an email/post on Website/FB group re: new date and confirm cadets for buses |
| b) Tagging | Linda | <ul style="list-style-type: none"> April 18th – one day tagging (not in conflict with any other Sqn for that day) Locations – Kings in Richmond, Almonte, and grocery stores in Kanata – similar to last year. Discussion regarding ‘sign up’ software that might be more efficient for activities like tagging, Sen’s 50/50 and Sqn activities. Two online tools identified - Sign up Genius or Jooners | <ul style="list-style-type: none"> Deb to begin contacting stores for approval to tag Sue Will provide Deb with the list of locations from last year and \$ earned at each location Deb will check out the online sign-up tools and provide some recommendations to the committee on which one to use |
| c) Sen’s 50/50 | Pat | <ul style="list-style-type: none"> Discussion re: volunteer recruitment Email is a great way to get the numbers needed for each game, but tapping into the same people every time. <p>Options discussed:</p> <ul style="list-style-type: none"> Mandatory that every parent needs to do one game Video of parents doing the 50/50 to post to try and recruit new volunteers – Pat will look into doing this/ask Nicole if OK to do it. First night back next year have a sign up sheet going to get the parents signed up and provide schedule later. Letter from parent committee to be sent out to all the parents requesting their help for the final push. Suggested determine the cost per cadet to run the squadron and cost per cadet for fundraising – include this in the letter. National ACL national website now has a policy around registration | <ul style="list-style-type: none"> Pat and Linda to draft a communication and send to Sue to send to parent email distribution list. Linda to have the National policy re: registration fees added to the Spring Regional meeting agenda to get a sense of what the other Quebec and Ottawa Valley Sqn are doing in this area |



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| | | fees for cadets | |
| d) Sen's Cadet Night | Linda | <ul style="list-style-type: none"> • Sunday March 8th • Sing up – announce this evening that if interested in attending must advise next Thursday and bring \$ for the # of tickets required. • Based on sign up, if staff supervision required, SSC will cover the cost of staff supervisor's ticket to attend. | <ul style="list-style-type: none"> • John will look after the sign up on February 26th |
| e) Sqn Pins | Deb | <ul style="list-style-type: none"> • Deb provided info from Pro2col on the price to purchase Sqn pins and crests based on size of order • Discussed determining interest from the cadets prior to purchasing either • Sqn Stickers purchased can be used for promotional activities (recruitment/ tagging_ | <ul style="list-style-type: none"> • As part of announcements, get a sense of interest in Sqn pins/crests from the cadets. |
| 6. Other Business | | | |
| a) NA | | | <ul style="list-style-type: none"> • |
| 7. Next Meeting | Thursday March 5 th , 2015 6:45 pm | | |
| 8. Motion to Adjourn | Meeting adjourned at 8:21 pm | | Motion to Adjourn: Moved: Deb 2 nd : Pat |

Outstanding Action Items

| Meeting Date | Action Item | Responsibility |
|--------------------------|--|--|
| July 20/Reviewed Feb 19 | <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 | Capt. Platt will discuss with LT Gadbois and advise Committee of outcome |
| Oct 16/Reviewed Feb 19th | <ul style="list-style-type: none"> • Determine dates for newsletters and then deadlines for content to post on website/FB group • Amendments to the 706 SSC Charter – to be reviewed in the new year | John M/Linda will speak with Parent volunteer Roger S – March Agenda |
| Nov 20/Reviewed Feb 19th | <ul style="list-style-type: none"> • Contact Lt. Brooks re: Newsletter App for the website | John M/Linda |



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| | <ul style="list-style-type: none">• Send Mr. Wilson from the Kanata Legion WO2 Predmyrsky's essay from last year for inclusion in the Legion Newsletters• ACC9/Budget Review – include forecasting revenues and expenses till the end of the training year and brainstorm ideas for spending funds• At budget review, increase PR budget line to account for Sqn stickers and pins/patches if purchase approved | John M – Feb 20th Sue to add to agenda – March 5th Committee |