



# 706 Snowy Owl Squadron Royal Canadian Air Cadets

## Squadron Sponsoring Committee – Minutes

**Date:** June 20, 2014

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

**Regrets:** Peter Selwyn, Pat Doyle, Pete Caron

**Air Cadet League (ACL) Squadron Advisor:** None

**Squadron Staff:** Lt Lambert

Item	Presenter	Discussion	Action
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: Lynn 2 <sup>nd</sup> : John
2. Review and acceptance of previous meeting minutes – May 22nd	Sue	<p><b>Review of Action Items</b></p> <p><b>ACR :</b></p> <ul style="list-style-type: none"> <li>All duties of SSC member fulfilled. Thanks extended to Scott Mason for his wonderful photography at the ACR!</li> <li>Squadron Photo distributed to the cadets at Mess Dinner</li> </ul> <p><b>Year End Trip:</b></p> <ul style="list-style-type: none"> <li>Sqn Website and Facebook was updated with departure and return times.</li> <li>Linda, John and Pat attended the year end trip.</li> </ul> <p><b>Mess Dinner:</b></p> <ul style="list-style-type: none"> <li>Sue coordinated the mess dinner RSVPs for the SSC</li> </ul> <p>No errors or omissions noted in the minutes of May 22nd</p>	Motion to accept the Minutes: Moved: Lynn 2 <sup>nd</sup> : Galyna
<b>3. New Business</b>			
a) ACL SSC Training Session	Linda	<ul style="list-style-type: none"> <li>General Training - Not a huge turnout by Sqns in the regions as other sqn activities going on.</li> <li>Similar information provided as in previous years</li> <li>Definitely worth attending for new committee member. Always learn something and is a good networking opportunity</li> <li>Lynn, Lynda and Lt Lambert to attend the financial training on June 20th</li> </ul>	NA



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b) Upcoming Training Year	Lt Lambert	<ul style="list-style-type: none"> <li>Lt Lambert provided an overview of his plans for the upcoming training year.</li> </ul>	Sue to post the Letter from the CO and proposed 2014-2015 Training Schedule to the Sqn website
c) SSC Parent Survey	Sue	<ul style="list-style-type: none"> <li>As of meeting – 28 response to the survey</li> <li>In terms of preferred method of communication, top choice was email communications, then the Sqn website – comments related to regular communication being beneficial as well as having the website up to date.</li> <li>In terms of SSC parent events many indicated if they were unable to attend it was due to other commitments. Majority who did attend indicated they would like to see similar events next year.</li> <li>In terms of fundraising, those who were unable to assist with fundraising indicated the reason was too busy with other commitments</li> <li>In terms of a Sqn registration fee, if it meant less fundraising, there was an equal # of people who indicated they would pay, would not pay and slightly lower # who indicated maybe.</li> <li>In terms of changing squadrons if a registration fee was implemented, the majority indicated they would not.</li> </ul>	Information from the survey to be used for planning purposes for the upcoming training year.
d) SSC Summer Activities		<p><b>Website:</b></p> <ul style="list-style-type: none"> <li>Websites discussed at the ACL training</li> <li>ACL would like Sqns in the region to try and keep a common look and feel</li> <li>Suggestions to make the current platform better</li> <li>Priority for the summer – clean up/remove stale information and develop a process for updating content</li> </ul> <p><b>Duke of Edinburgh Award:</b></p> <ul style="list-style-type: none"> <li>Lt Lambert met a contact at the COs conference who is moving to Ottawa that could come to the Sqn to talk with the kids about the program</li> <li>Would need a parent co-ordinator. Lynn Mason would be interested in being a lead on it and Lt Lambert mentioned another parent</li> </ul>	<p>John will take the lead – will need a subgroup to assist. Also need staff involvement</p> <p>Lynda will send an email to the committee to see who might be interested in helping on</p> <p>Lynn identified as a potential lead for the program, but will need confirmation of the interest of the other parent as well.</p>



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		<p>expressed some interest.</p> <p><b>Screening Coordinator:</b></p> <ul style="list-style-type: none"> <li>• Several parents with applications in progress</li> <li>• Identified a need for two SSC members to work on this over the summer</li> </ul> <p><b>Corporate Sponsorship:</b></p> <ul style="list-style-type: none"> <li>• Roger will continue as the lead</li> <li>• Need to promote United Way as an option for donation to the Sqn</li> </ul> <p><b>Carp Fair Participation:</b></p> <ul style="list-style-type: none"> <li>• Carp Fair - Sept 25 - 28</li> <li>• Discussion to participate as a recruitment exercise</li> <li>• \$300 to have a booth</li> <li>• Suggestion to approach the Carp Fair and see if Sqn could be at the gates vs. having a booth</li> <li>• If yes, see if CO has staff available and cadets available</li> <li>• Based on these two things will then determine next steps</li> </ul>	<p>Deb and Sue will coordinate</p> <p>Roger continue as lead</p> <p>Linda will make contact with the Carp Fair – follow up at the next meeting</p>
e) Circle of Excellence	Linda	<ul style="list-style-type: none"> <li>• ACL initiative that all SSCs participate it - activities that SSCs receive points for (total of 20 points) and then awarded bronze, silver or gold depending on final points total</li> <li>• Receive points for participation at regional meetings, sending cadets to drill competition, effective speaking, SSC having budget done, submitting inventory on time etc.</li> <li>• All these activities can be used for planning purpose for the upcoming year.</li> </ul>	<p>Linda will forward the circle of excellence info</p> <p>Sue will incorporate it into the planning tool that she is developing</p>
<b>4. Other Business</b>			
a) Meeting schedule for the summer	All	<p>Next meeting Wednesday July 9th - Deb's place.</p> <p>7:00 pm</p> <p>Address to follow</p>	NA
8. Motion to Adjourn			Motion to Adjourn:



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## Outstanding Action Items

Meeting Date	Action Item	Responsibility
July 10, 2013	Review Sqn website in terms of improving its usability. Try and have information posted more timely and in a more obvious spot. One area would be to look at the Calendar component of the website	John
January 16, 2014	Agenda time to plan strategy for parent involvement/ communication for next year	Committee
May 1, 2014	Ask Kanata Legion to hold Nov 14 <sup>th</sup> date for 706 Spaghetti Dinner	Linda
May 1, 2014	Confirm available locker sizes and cost with Windmill Storage and confirm with Dymon Storage their prices for a similar size locker.	Linda/Peter S.
May 1, 2014	For 20145/2015 budget preparation <ul style="list-style-type: none"> <li>Determine what the Sqn needs in terms of optional items, determine what DND reimburses and therefore an amount SSC needs to have.</li> <li>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).</li> </ul>	All
May 1, 2014	<ul style="list-style-type: none"> <li>Next year - Looking at possibly two Saturdays for tagging- Oct 11th and April 18th (1 day each)</li> <li>Also a suggested option is to do a bottle drive on Oct 11th date instead of tagging- Oct 11th is thanksgiving - so may need to account for cadets not available.</li> <li>Could do a combo bottle drive/tagging.</li> </ul>	All