



706 Snowy Owl Squadron Royal Canadian Air Cadets

Squadron Sponsoring Committee – Minutes

Date: November 20th, 2014

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

Regrets: Pete C, Peter S, Deb M, Lynn M., Roger S.

Air Cadet League (ACL) Squadron Advisor: Rick Brooks

Squadron Staff: Capt. Lambert

Item	Presenter	Discussion	Action
Squadron Sponsoring Committee - Bi-Election			
1. SSC Bi- Election - Meeting Called To Order	Rick	<ul style="list-style-type: none"> Meeting called to order 6:55 pm Bi-election to fill a vacant position of director Nomination of Rob Tomkins to fill the vacant director position	Nominated by: Susan Grant 2nd: John Montgomery Accepted. Motion to adjourn the bi-election: 1st: Sue 2nd: Galyna
Regular Meeting of the Squadron Sponsoring Committee			
1. Meeting Called To Order and Approval of Agenda	Linda	<ul style="list-style-type: none"> Meeting called to order at 7:00 pm No additions to the agenda 	Motion to approve the agenda: 1 st : Linda 2nd Pat
2. Review and acceptance of previous meeting minutes – October 16	Sue	<ul style="list-style-type: none"> Review of previous minutes and action Items No errors or omissions 	<ul style="list-style-type: none"> John will contact Lt Brooks re: the newsletter app for the website. John to send Mr. Wilson from the Kanata Legion, WO2 Predmyrsky's essay from last year for inclusion in their newsletter Motion to accept the Minutes: Moved: Rob 2 nd : Galyna



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3. Financial Update	Linda for Lynn	<ul style="list-style-type: none"> Review of the Monthly Financial Transactions for the Sqn ACC9 Bank Balance - \$46,971.07 Bank Statement Balance - \$45, 399.75 \$5037.03 submitted to DND for reimbursement includes Bush Weekend, music supplies and bus for Remembrance Day in Constance Bay Note that cadets collected \$350.20 at Hallowe'en training night for the Stand on Guard Fund and \$190 collected through the bottle drive for the same cause Motion required to approve the expenditures for Hallowe'en (as per agreement in email of 21.10.2014) 1st installment of the League fees now due. Suggestion to pay the full league fees now vs. a portion now and then again in January. Cost for the year is \$7800. (based on March 31 2014 enrolment 104 cadets at \$75 per cadet) 	<ul style="list-style-type: none"> Sue to include in next email to parents the total collected for the stand on guard fund <p>Motion to approve the expenditures for Hallowe'en of \$62.38 1st: John 2nd: Pat</p> <ul style="list-style-type: none"> Linda will advise Lynn to make full payment to the ACL.
4. COs Update	Capt. Lambert	<ul style="list-style-type: none"> Feedback from the SSC to Capt. Lambert regarding the Parent Night. Very well done. Cadets and Staff presented very well. Good parent turn out. 	NA
5. New Business			
a) Raffle License	Linda (for Roger)	<ul style="list-style-type: none"> Roger has been through all the information the City has provided related to obtaining a lottery license. Many of the documents needed with the application already have. Need to 2 people to sign the raffle application and administer and monitor the entire raffle process. Roger has agreed to be one. Need one more person. Need to open a lottery trust account. Lynn will open. At end, will show a deposit from the trust account into the regular account. Raffle Income. Will need to loan money from the regular account to the trust account to cover some initial expenses. Two members of the committee need to have signing authority for the trust account. Roger will be one - Need one more person - need 	<ul style="list-style-type: none"> Sue to communicate to all committee members requirements for 2nd signor for raffle application and trust Acct. Express ability to help to Linda Sue will contact Ray Desroche



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		<p>to know by next Thursday.</p> <ul style="list-style-type: none"> • Rick suggested that we contact Ray Desroche re: software to create tickets. Linda has a family member who can also assist. • Need to create a raffle ticket sales plan and a raffle ticket mock up. <p>Preliminary Discussion/Tentative Timelines:</p> <ul style="list-style-type: none"> • 800 tickets printed to be sold for \$10 each (books with 10 tickets each) • Aim to distribute tickets by Feb 1 (pending timelines/approval of license) • 9 weeks sales period – consider having an incentive to sell tickets quickly and return i.e.: at week 3 and week 6 have draw for prizes for those that sell and return tickets • At 6 weeks all tickets should be returned – outstanding tickets sell in community (i.e. Browns, Sobey’s, Patrice’s, Kings etc) • Draw Date – April 2nd @ Connaught Range 	<p>re: raffle ticket software</p>
<p>b) 2014/2015 Fundraising Activities</p>	<p>Sue</p>	<ul style="list-style-type: none"> • Discussion about the remaining planned fundraising activities for the year – includes: Skate-a-thon, Tagging and the AC Raffle. • Determined continue with Skate-a-thon and Tagging as it offers the cadets 3 fundraising activities options (including Walk-a-thon) to meet the expectation to participate in two fundraising activities • Skate-a-thon – Feb 12th • Will have bus to take cadets to the canal • Info sheet and pledge form to be posted to the website by Dec 11th 	<ul style="list-style-type: none"> • Sue to update/post forms on the website. • Remind cadets when they return from break in January of the event. – weekly messages • Dec meeting - budget review including forecasting revenues and expenses till end of year - Develop ideas to spend the revenue.
<p>c) Pasta Dinner</p>	<p>Sue</p>	<ul style="list-style-type: none"> • 81 tickets sold • 77 people in attendance • lots of positive feedback from those that attended • definitely an activity to plan again 	<ul style="list-style-type: none"> • NA



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6. Other Business			
a) Extreme Trampoline Activity	Linda/All	<ul style="list-style-type: none"> Capt Lambert has approval from RSCU for the activity expense to be covered (\$16 per cadet) Request for SSC to investigate cost for pizza and drinks and to cover the cost. As must purchase food on site, cost would be \$800 – determined to be too pricy, therefore SSC not covering this expense. Activity waiver can be submitted online without parental signature. Linda has requested that all cadets print, have parents sign and return the waiver to the Sqn. Suggestion from Rick to get insurance coverage as well. 	<ul style="list-style-type: none"> Linda will contact league re: insurance for the extreme trampoline event as well.
b) Sqn Merchandise	Sue for Deb	<ul style="list-style-type: none"> Stickers/zappers - agreed to purchase 500 via Pro@col (250 of each crest) – Cover cost from PR line of budget Discussed purchase of Sqn crest– need to buy in bulk. Suggestion that price quotes was high and recommended getting another quote. Also suggested getting a quote on Sqn pins as well 	<ul style="list-style-type: none"> Sue will discuss with Deb about a 2nd quote for crests as well a quote from Pro2col for pins At budget review, increase PR budget line to cover remaining expenses.
7. Next Meeting	Thursday December 11 th , 2015 @ 6:45 pm		
8. Motion to Adjourn	Meeting adjourned at 9:03 pm		Motion to Adjourn: Moved: Pat 2 nd : Rob

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
Oct 16th	<ul style="list-style-type: none"> Determine dates for newsletters and then deadlines for content to post on website/FB group 706 pictures and stories can be sent to Mr. Wilson`s (Kanata Legion newsletter) attention. Amendments to the 706 SSC Charter – to be reviewed in the new year 	John M John M Roger S