



# 706 Snowy Owl Squadron Royal Canadian Air Cadets

## Squadron Sponsoring Committee – Minutes

**Date:** April 9, 2015

**Members Present:** Pat D., Deb M (late) , Rob T., Linda S. (left early), Sue G., Galyna R. (left early), John (chair)

**Regrets:** Pete C, Peter S, Lynn M, Roger S., (Quorum not present as of 7:07 pm)

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

**Squadron Staff:** None

**Guests:** Wayne M, Dorothy G.

Item	Presenter	Discussion	Action
1. Meeting Called To Order and Approval of Agenda	Linda	<ul style="list-style-type: none"> <li>Meeting called to order at 6:46 pm</li> <li>No additions to the agenda</li> <li>Note that months of April and May will be busy at the Squadron – Please check the Sqn Website/Calendar</li> <li>Bush Weekend (April 24 – 26) if any SSC Members interested in attending advise Maj Platt.</li> </ul>	Motion to approve the agenda: Moved: Galyna 2 <sup>nd</sup> : Pat
2. Review and acceptance of previous meeting minutes – March 5 2015	Sue	<ul style="list-style-type: none"> <li>No errors or omissions noted</li> </ul>	Motion to approve the Minutes: Moved: Linda 2 <sup>nd</sup> : Galyna
3. Financial Update	Linda/Rick	<ul style="list-style-type: none"> <li>Unable to review the ACC9/budget tracker due to chair needing to leave the meeting early - will review at May meeting</li> <li>Linda will send out a summary for the committee to review</li> <li>Rick will be doing a final reconciliation and audit of ACC9</li> <li>In May will look at doing some budget adjustment – looking to rebalance the budget in areas where we’ve overspent and places that we’ve underspent</li> <li>One area that we did not budget for is year end trip – expenditures estimated at \$5000 for bus and admission – Looking at June 6<sup>th</sup> for year end trip</li> <li>Very healthy budget - Balance as of April 1 - \$42 195.77</li> <li>Still outstanding expenditures \$1734.34</li> <li>Revenues to come in – Claims from DND - \$2777.37</li> </ul>	<ul style="list-style-type: none"> <li>ACC9 Review to be added to the agenda for May 14th meeting.</li> <li>Linda will send out a summary to the committee to review</li> <li>Linda will contact Nicole to see if she can give an estimate of what we might be expecting in terms of revenue.</li> </ul>



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		<ul style="list-style-type: none"> <li>Raffle Tickets are going well</li> <li>50/50 revenue to come in.</li> </ul>	
4. COs Update	Major Platt	<ul style="list-style-type: none"> <li>No update</li> </ul>	NA
<b>5. Business Arising</b>			
a) Parent Night	Debrief	<ul style="list-style-type: none"> <li>From a parent perspective, nice to see what was going on</li> <li>Found that both parent nights provided lots of information</li> <li>Suggest that potentially have a meeting or a partial meeting (mini committee meeting) tacked onto the end of the parent night (i.e. info sharing)</li> <li>Would like to have seen some new faces out (parents)</li> <li>Suggestion to do a similar event more often, but less formal – have parents come in and attend with their cadets 1<sup>st</sup> period only – do every 6 weeks. Or invite parents to range or other activities.</li> </ul>	Feedback to be provided to Major Platt and Linda
b) Air Canada Raffle	Roger/Sue	<ul style="list-style-type: none"> <li>All tickets (80 books) have been distributed.</li> <li>Not every family picked up their book, but other families requested a second book.</li> <li>Website updated with the details of the raffle, raffle letter and date tickets due back</li> </ul>	N/A
<b>6. New Business</b>			
a) Charter Amendment	Roger/All	<ul style="list-style-type: none"> <li>Deferred – committee did not have a quorum present to make a decision regarding the charter amendment</li> </ul>	Add to next agenda
b) Website	Sue	<ul style="list-style-type: none"> <li>632 Squadron has updated the look of their website</li> <li>Link sent to SSC and Staff for feedback</li> <li>Generally, feedback was that it was more modern looking, but wanted to understand how different the back end updating might be compared to the current platform</li> <li>General consensus that committee would like to explore updating the Sqn website to be similar to 632 Sqn and would like a quote regarding the work to change the website</li> </ul>	<p>Sue to contact 632 Squadron for permission to use their site as a template.</p> <p>Sue will contact Northern Penguin Technologies for a quote</p>



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		<ul style="list-style-type: none"> <li>If decision is to go ahead with the change, work can be done over the summer</li> </ul>	
c) Annual Ceremonial Review	All	<ul style="list-style-type: none"> <li>Reviewing Officer Confirmed as LT General Miller</li> <li>Discussion re: previous years ACR/Receptions</li> <li>This year would like to see a one hour reception with beverages and dessert (cake)</li> <li>Committee thought that the static displays and interactive displays set up last year were successful – would like to see this again.</li> <li>Look at increasing the # of displays to include flight simulator, music, biathlon, radio communications etc.</li> <li>Sqn photo will be done in May – will hand out at Annual to the cadets along with the Sqn pin.</li> <li>Seek volunteers from parents to take photos during annual</li> <li>ACR Program to be updated.</li> </ul>	<p>Suggestions for annual to be passed on to Major Platt and Linda</p> <p>Sue will send an email to parents seeking help with photography during annual</p> <p>John M and Dot G. offered to update the ACR program – Sue will send last years as well as examples of others</p> <p>Linda to send ACR invite list to the SSC to review and add further names if needed.</p>
d) Tag Day	Deb/Linda	<ul style="list-style-type: none"> <li>Discussion about Spring Tagging activities</li> <li>Committee agreed to cancel tagging and regroup and refocus on next year.</li> <li>Suggestion for members to speak with the Kanata Business Improvement Associations about tagging – what it is, what it does. Inform and increase good will among businesses.</li> </ul>	
e) 2015-2016 SSC Election	Sue	<ul style="list-style-type: none"> <li>May 14<sup>th</sup></li> <li>Rick available to chair the Election</li> </ul>	Sue will post to Website
f) SSC Post Secondary Bursary	Sue	<ul style="list-style-type: none"> <li>\$1000 budgeted this year for the bursary</li> <li>John will lead this initiative again this year. Pat offered to help</li> <li>Those interested in helping to advise John. The group will determine essay topic and specifics and will determine whom to award the bursary</li> </ul>	<p>John will send an email to all SSC members seeking help</p> <p>Group will determine next steps re: topics, other details</p>
<b>6. Other Business</b>			



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a) NA			
<b>7. Next Meeting</b>	Thursday May 14th		
<b>8. Motion to Adjourn</b>			Motion to Adjourn: Moved: Rob 2 <sup>nd</sup> : Pat

## Outstanding Action Items

Meeting Date	Action Item	Responsibility
Oct 16/Reviewed Feb 19th	<ul style="list-style-type: none"> <li>Determine dates for newsletters and then deadlines for content to post on website/FB group</li> <li>Amendments to the 706 SSC Charter – to be reviewed in the new year</li> </ul>	John M/Linda will speak with Parent volunteer Roger S – March Agenda
Nov 20/Reviewed Feb 19th	<ul style="list-style-type: none"> <li>Contact Lt. Brooks re: Newsletter App for the website</li> <li>ACC9/Budget Review – include forecasting revenues and expenses till the end of the training year and brainstorm ideas for spending funds</li> <li>At budget review, increase PR budget line to account for Sqn stickers and pins/patches if purchase approved</li> </ul>	John M/Linda Sue to add to agenda – May 14 <sup>th</sup> meeting Committee
Feb 19th	<ul style="list-style-type: none"> <li>Review online sign up tools (sign up genius or joiners) and recommend tool for Sqn/SSC use</li> </ul>	Deb
Feb 19 <sup>th</sup>	<ul style="list-style-type: none"> <li>Linda to have “registration fees” added to the agenda for next regional meeting</li> </ul>	Linda
March 5 <sup>th</sup>	<ul style="list-style-type: none"> <li>Develop a 50/50 strategy re: volunteers for 2015/2016 year</li> <li>Sqn Pins to be ordered and added to the Sqn Merchandise Order Form</li> <li>Request to Kanata Legion for additional poppy funds (if available)</li> </ul>	Committee Deb Linda/Major Platt
April 9 <sup>th</sup>	<ul style="list-style-type: none"> <li>Consider more frequent parent night events – i.e. Parents can come out and attend first period with their cadet every 6 weeks – no formal reception. Invite parents to participate in range or other activities</li> <li>Meet with Kanata Business Improvement Associations about tagging/706 Squadron – inform and create good will among businesses in the Kanata area</li> </ul>	Committee/Staff  ??
	<ul style="list-style-type: none"> <li></li> </ul>	