



# 706 Snowy Owl Squadron Royal Canadian Air Cadets

## Squadron Sponsoring Committee – Minutes

**Date:** 9 August, 2016

**Members Present:** Linda, Cheryl, Galyna, Sue, Kathy

**Regrets:** Rob, Pat, Roger

**Air Cadet League (ACL) Squadron Advisor:** Ralph Schildknecht (regrets)

**Squadron Staff:** Maj Platt, Lt Bejenaru

**Guests:** None

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 7:14 pm</li> <li>Additions to the Agenda: NIL</li> </ul>	<p><b>Motion</b> to approve the agenda as amended:            Moved: Sue            2<sup>nd</sup>: Kathy  <b>Carried</b></p>
2. Review and acceptance of previous meeting minutes	Cheryl	<ul style="list-style-type: none"> <li>No errors or omissions</li> </ul>	<p><b>Motion</b> to approve the Minutes:            Moved: Galyna            2<sup>nd</sup>: Sue  <b>Carried</b></p>
3. Treasurer's Report	Linda	<ul style="list-style-type: none"> <li>Bank balance as of 18 Jul 2016 is \$48,569.80</li> <li>\$500+ in outstanding cheques yet to come out</li> <li>T3010 is a Revenue Canada requirement for not for profit organizations. To be completed and filed in the next couple of weeks.</li> </ul>	
4. Budget Review	Linda/ Maj Platt/ Lt Bejenaru	<ul style="list-style-type: none"> <li>2016/17-budget review and approval meeting will be held before the start of the training year. Date TBC</li> <li>Senior cadet weekend to be held 27/28 Aug               <ul style="list-style-type: none"> <li>\$2000 + tax for venue and leadership events</li> <li>Proposed to be an annual event</li> <li>Leadership, team building, instructional technique development -Sat/Sun sleepover</li> <li>All level 5s (~20 cadets + 5 staff)</li> <li>27/28 Aug</li> </ul> </li> </ul>	<p><b>Motion:</b> To approve up to \$2200 for the senior cadet weekend 27/28 Aug 16            Moved: Linda            2<sup>nd</sup>: Sue  <b>Carried</b>  <b>Action:</b> Linda will determine a date for the SSC to review budget between 22-25 Aug.            Alex: will provide the budget to the SSC by 21 Aug</p>



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5. COs Update	Maj Platt	<ul style="list-style-type: none"> <li>• Maj Platt is stepping down as the CO of 706 Sqn on 8 Sep 16 and will turn over Command of the Squadron to Lt Alex Bejenaru</li> <li>• Camp update: <ul style="list-style-type: none"> <li>○ One cadet sent home for a medical issue. No other issues and all cadets seem to be enjoying themselves and doing well</li> </ul> </li> <li>• Senior weekend planned for 27/28 Aug</li> <li>• Training plan – still being built. Will be done by Labour Day Weekend</li> </ul>	
<b>5. Business Arising</b>			
a) Squadron merchandise	Sue	<ul style="list-style-type: none"> <li>• New items: Toque, ball jersey, flip flops, lightweight hoodie, hockey jacket</li> <li>• Online store open by 8 Sep – 23 Sep</li> <li>• Will be open again before Christmas</li> <li>• Sizing kit will be available for pick up on 6 Sep</li> <li>• Merchandise sales table with laptop will be set up at both registration nights.</li> </ul>	Cheryl will confirm with Pro2Col on the additions to the online store, pick up of sizing kit and will contact Jan B for support with merchandise sales again this year
b) Carp Fair Recruiting	Linda	<ul style="list-style-type: none"> <li>• GM at Carp Fair says they are not prepared to do a 1 day booth</li> <li>• She did offer to have cadets take tickets if we would like some visibility of cadets</li> <li>• CO desig would prefer to not pursue; staff very busy preparing for training year.</li> </ul>	
c) Recruitment Signs and Advertising	Linda	<ul style="list-style-type: none"> <li>• Cheetah Signs - phasing out their bright letter signs</li> <li>• Ottawa signs – 1 month for \$135 + HST for bright letter sign</li> <li>• Linda asked the malls in Kanata North if we could put up a sign on their property and so far, all said no. Still awaiting response from RIOCAN.</li> <li>• If RIOCAN says yes, we would need 2 signs</li> <li>• Suggestion to check with the area Legions to see if they would let us advertise cadet recruitment on their road signs.</li> <li>• EMC Paper Ad in community calendar for West Carleton, Kanata and Stittsville. Will run from 15 Aug to 15 Sep 16. No charge.</li> </ul>	<b>Action:</b> Linda will Check Legions for sign posting Motion: To spend up to \$380 for 2 bright letter signs for advertising. Moved: Linda <b>2<sup>nd</sup>:</b> Galyna <b>Carried</b>
d) Fundraising Raffle	Sue/ Cheryl	<ul style="list-style-type: none"> <li>• Prizes: \$1500 travel voucher, 1 night stay and gift certificate for</li> </ul>	<b>Action:</b>



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		<p>Brookstreet and Fitbit</p> <ul style="list-style-type: none"> <li>Documents have all been submitted for the license – we have the license # now. The tickets need to be printed and then we must show the city the last ticket number and then we will get the official copy of the license.</li> <li>Will print 100 books of tickets, not 130 as previously discussed. The % of prizes can't exceed a certain % of gross sales, so 100 is the maximum</li> <li>Lottery will earn \$10,000 gross. Costs are \$2000 so expected proceeds are \$8000.</li> <li>Will use proceeds for assessment fees and tablets</li> </ul>	<p>Linda – once Roger returns, purchase the \$1500 travel voucher;</p> <p>Cheryl – update raffle letter of instruction for parents;</p> <p>Sue - draft and send a back to cadets email to parents that will include info about the raffle</p>
e) Registration Night	Sue/ Cheryl	<ul style="list-style-type: none"> <li>Sue and Cheryl met with staff to discuss planning</li> <li>An ops order with the plan will be distributed</li> <li>The plan will need full participation of SSC on registration evenings</li> <li>Communication will be sent out to parents by 12Aug about CoC</li> <li>Email / weekly messages will be sent with details for 8 Sep and 15 Sep (Dress, CoC invite, raffle, clothing sales) week of 15 Aug</li> <li>Starting registration at 7:00 pm to allow set up</li> <li>Staff will ask senior cadets to assist (welcome, In routine cards, merchandise, admin photocopying)</li> <li>Cadets will create Posters – indicating staff / sponsoring committee responsibilities</li> <li>Set up 6:30; doors open 7:00; done by 8:00</li> <li>Air 1 Change of Command at 8:20 pm</li> <li>Returning cadets will go prep Air 1 for Change of Command</li> <li>Refreshments – Galyna will coordinate the cake and refreshments</li> <li>Assignments for returning cadet registration night: <ul style="list-style-type: none"> <li>Floater - Linda</li> <li>Parent email table - Kathy</li> <li>Squadron merchandise table - Galyna &amp; Jan</li> <li>SSC Table with schedule of events; discuss fundraising; Army Run cheering station, etc - Rob &amp; Pat</li> </ul> </li> </ul>	<p><b>Motion:</b> Linda - To approve \$200 for refreshments for parent nights for the training year. 2<sup>nd</sup>: Sue <b>Carried</b></p> <p><b>Action:</b> Linda - ask Tim Horton's about donation of coffee for new cadet registration night (15<sup>th</sup> Sep) Sue – Send information email about registration nights</p>



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		<ul style="list-style-type: none"> <li>○ Raffle tickets table - Sue &amp; Cheryl</li> <li>• Assignments for new cadet registration night:             <ul style="list-style-type: none"> <li>○ Floater - Linda</li> <li>○ Parent email table – Kathy, Rob and/or Pat (as available)</li> <li>○ Squadron merchandise table - Galyna &amp; Jan</li> <li>○ Raffle tickets table - Sue &amp; Cheryl</li> <li>○ No SSC table required</li> </ul> </li> <li>• Envelope of information for new cadets             <ul style="list-style-type: none"> <li>○ CWO welcome letter</li> <li>○ New cadet orientation guide</li> <li>○ Registration documents</li> <li>○ Activity list/Schedule of Events</li> <li>○ How did you hear about us?</li> <li>○ Are you interested in helping?</li> </ul> </li> </ul>	
f) Spaghetti dinner and cadet dance	Linda	<ul style="list-style-type: none"> <li>• The kitchen supervisor at Connaught is on holidays and will get back to Linda shortly about available dates and cost.</li> <li>• Dates: 19 or 26 Nov 16</li> </ul>	
g) Army Run/Cheering Station	Cheryl/ Linda	<ul style="list-style-type: none"> <li>• Registration:             <ul style="list-style-type: none"> <li>○ 26 cadets + 4 others (staff, SSC, etc) registered</li> <li>○ Army Run final cost \$621.51. We collected \$450, so the cost to the SSC was \$171.51</li> </ul> </li> <li>• Cheering station (Kathy and Galyna)             <ul style="list-style-type: none"> <li>○ Mod tent has been requested</li> <li>○ A brief about 706 Sqn and our plan was sent to organizers</li> <li>○ Snowbirds</li> <li>○ Galyna is proposing 2 possible themes: Canada 150 or Olympics</li> <li>○ Music – Possible sponsorship from Long &amp; McQuade for speakers and amplifier? Ask parents if they have equipment they can loan.</li> </ul> </li> <li>• Poster night 16 Sep</li> </ul>	<p><b>Motion:</b> To approve \$250 for Army Run expenses            Moved: Sue            2<sup>nd</sup>: Galyna  <b>Carried</b></p> <p><b>Action:</b>            Cheryl - ask about sound equipment from Long &amp; McQuade</p> <p>Sue - post to Facebook asking parents if anyone has a generator we might borrow.</p> <p>Linda – ask Deb for the Snowbirds</p>



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h) Website	Sue	<ul style="list-style-type: none"> <li>• Our webmaster will make changes in the next couple of weeks</li> <li>• Joining and home tab will be separated</li> <li>• Will add:             <ul style="list-style-type: none"> <li>○ FSgt Chen’s bursary application video</li> <li>○ 2015/16 yearbook</li> <li>○ New cadet orientation guide</li> <li>○ To the SSC Tab – a menu item about bursaries</li> </ul> </li> </ul>	
i) Fundraising Plan	Linda	<ul style="list-style-type: none"> <li>• SENS Foundation –OLG is no longer the regulatory body. It is now the Alcohol &amp; Gaming Commission of Ontario             <ul style="list-style-type: none"> <li>○ New legislation no longer allows anybody doing electronic ticket raffling to allow a body or organization to sell for their own profit</li> <li>○ SENS foundation will hire people to sell 50/50 tickets.</li> <li>○ They have not decided how to determine what organizations would benefit from funds raised or how that would work</li> <li>○ Not likely to be an available fundraising option for 706 Sqn this year.</li> <li>○ We will have to re-consider tagging and other options</li> </ul> </li> <li>• Walk-a-thon – TBD if we hold it in the spring or fall (706 route - same as last year)</li> <li>• Bottle drive - 2 per year (After Thanksgiving and New Year’s Eve - Oct &amp; Jan)</li> <li>• Go fund me – Charitable campaign possible option</li> <li>• Poppy fund – 1<sup>st</sup> 2 weekends before Remembrance Day</li> <li>• Tag Days – 2 days in the spring (Must begin coordination early)</li> <li>• United Way - \$1000 (last year)</li> <li>• Personal donations \$613 + \$500 last year (last year, but cannot predict or expect personal donations)</li> </ul>	<p><b>Action:</b></p> <p>Linda- investigate feasibility of using Go Fund Me or other online donation websites.</p>
6. New Business			
a) Meeting dates 2016/17	Linda	<ul style="list-style-type: none"> <li>• Budget Review Meeting – will be during the week of 22-25 Aug (TBC)</li> <li>• Continue with regularly scheduled SSC meetings on the 3<sup>rd</sup> Thursday</li> </ul>	



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		<p>of the month</p> <ul style="list-style-type: none"> <li>Tentative meeting dates: 22 Sep 16, 20 Oct 16, 17 Nov 16, 15 Dec 16 (also raffle draw night), 19 Jan 17, 16 Feb 17, 23 Mar 17, 20 Apr 17, 18 May 17, 15 Jun 17</li> <li>There will also be a bi-election for the SSC in Nov/early Dec. We will be looking to elect new members and will need to elect a new Chairperson as Linda will be resigning, but remaining as a member of the SSC.</li> </ul>	
<b>7. Next Meeting</b>	TBD Budget Review - end August. Followed by September 22 <sup>nd</sup> , 2016 @ Connaught 6:45 PM		
<b>8. Motion to Adjourn</b>	9:25 pm		<p><b>Motion</b> to Adjourn.          Moved: Sue          2<sup>nd</sup>: Kathy  <b>Carried</b></p>

### Outstanding Action Items

Meeting Date to Discuss	Action Item	Responsibility
TBD	<ul style="list-style-type: none"> <li>Hadfield Leadership Summit 2017</li> <li>Vintage Wings liaison</li> </ul>	Cheryl
September	<ul style="list-style-type: none"> <li>Tagging</li> </ul>	