



# 706 Snowy Owl Squadron Royal Canadian Air Cadets

## Squadron Sponsoring Committee – Minutes

**Date:** 16 February 2017

**Members Present:** Linda, Cheryl, Sue, Kathy, Rob, Roger

**Regrets:** Galyna, Pat

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

**Squadron Staff:** Capt Bejenaru

**Guests:** Rachel Mainville-Dale, Natalie Roy

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 7:00 pm</li> <li>• Additions to the agenda               <ul style="list-style-type: none"> <li>○ Vintage Wings air show information</li> <li>○ Wrap up pasta dinner and toiletries drive</li> </ul> </li> </ul>	<p><b>Motion</b> to approve the agenda as amended:            Moved: Kathy            2<sup>nd</sup>: Rob  <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: Roger            2<sup>nd</sup>: Rob  <b>Carried</b></p>
3. Treasurer’s Report	Linda for Roger	As of end December 2016 <ul style="list-style-type: none"> <li>• CIBC Main Account \$ 36,745</li> <li>• Trust Account # 2 \$ 660</li> <li>• Net revenues are below target \$13,150 target actual \$12,631</li> <li>• Expenditures end Jan Actual - \$30,684 projected - \$36,404</li> <li>• Treasurer Report attached</li> </ul>	
4. Squadron Update	Alex	<ul style="list-style-type: none"> <li>• Staff – CI Coulombe is reducing involvement due to increased work requirements; CO is screening CI Alex Beauvais – he has military experience and currently works in the public service; Capt Goodfallow’s brother has recently passed away; Capt Goodfallow will not be attending for a few weeks but will continue to be involved with effective speaking. He is also likely to be posted this coming summer.</li> </ul>	



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		<ul style="list-style-type: none"><li>• Cadets – 150 cadets on the books. Attendance rate has been 92% for the past two months.</li><li>• Activities/events:<ul style="list-style-type: none"><li>○ Semi-annual ACR 132 cadets present.</li><li>○ Mess dinner – 80 cadets present. Maj Angie Lapointe was guest speaker. Excellent feedback, great speaker.</li><li>○ Biathlon – team is very strong. They recently competed in a civilian race called the “Quebec Cup” where they earned one Gold and one Silver medal. They also earned six medals at the regional competition. Six cadets attended provincials where they earned two bronze medals.</li><li>○ Excalibur – regional cadet sports/activity competition held last weekend. The volleyball team earned bronze medal.</li><li>○ Kinball Kanata competition with 872 Sqn last weekend.</li></ul></li><li>• Upcoming activities:<ul style="list-style-type: none"><li>○ Winter FTX is next weekend; eight units are participating; 12 706 cadets are currently signed up to go; 706 Sqn is sharing a bus with 872 Sqn; expecting approximately 140 cadets to attend; the event will be held at Tucker Lake Lions Club in Low, Quebec (45 min north of Gatineau); Pat Doyle and Dave Dunn will attend from 706 sqn.</li><li>○ Effective speaking this Sunday; Cpl Metah is “fine tuning” his speech. His topic is “drones”.</li><li>○ Range competition is in a few weeks. CI Landon Browne is leading this activity. A bus is not required for regionals, but the team will need transport if they go to provincials, which will be funded by DND.</li><li>○ Drill competition 18 March. Team will participate in the improv category.</li><li>○ Band competition – Weekend of 25 March. This is a full weekend competition called Festivale de Musique in Drummondville, Quebec. The band may need transportation and lunch provided.</li><li>○ Col Dave Proteau Commander Cadets and Junior Rangers</li></ul></li></ul>	
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		<p>would like to visit. The squadron will host him on 23 March.</p> <ul style="list-style-type: none"> <li>• Facebook –1,200 people have viewed the Facebook page. There are 104 followers, however, the squadron website remains the primary source of information. A concern was raised that there seems to be less interaction and information flow opportunity with the parents as a result of the change. It appears that people are not aware of how this page can be used to facilitate interaction. The CO will add information to the email announcements about how to access the visitor section of the page to facilitate more interaction.</li> <li>• Chairperson comments – thank you to Capt Bejenaru for his hard work in getting the substantial DND funding requests submitted. The semi-annual parade was well done and is a great potential new 706 tradition. The CO highlighted that OCdt Lambert planned and coordinated the entire event, working tirelessly long hours to put it together and did a fantastic. Well done to OCdt Lambert.</li> </ul>	<p><b>Action:</b> Capt Bejenaru will ensure that information is distributed with the email announcements about how to access the visitor section of the Facebook page to enable more interaction, notifications and information sharing.</p>
<b>5. Business Arising</b>			
a) Fundraising Raffle	Sue	<ul style="list-style-type: none"> <li>• The raffle coordination activities are now complete as the final paperwork was submitted to the City last month, although we have not yet received final confirmation that the paperwork is complete and the license closed for this year.</li> <li>• It was difficult to get some families engaged and committed, as there were books of tickets left unsold. Several families did not participate in the fundraiser.</li> <li>• It was suggested that, despite the fee, using Apple Square would be helpful to ensure distribution the first night and that there is a system established that ensures all registering families purchase a book of tickets.</li> <li>• The license application process is cumbersome and detailed. It is advised that if the SSC would like to run a raffle fundraiser next year, that they begin the paperwork during the summer.</li> <li>• This activity requires a team of at least two people coordinating the weekly ticket distribution and return from the time distribution commences until the draw date.</li> </ul>	<p><b>Action: Capt Bejenaru</b> will submit a list of items the squadron needs that the remaining lottery funds might be used to purchase.</p> <p><b>Sue</b> will amend and resubmit final lottery paperwork once the funds have been fully spent.</p> <p><b>Roger and Cheryl</b> will close the Trust Account once the funds have been spent in order to save on monthly fees.</p>



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		<ul style="list-style-type: none"> <li>• To increase participation it is recommended that the CO participate in communicating the importance of the activity to all parents and cadets early in the year in order to help compel parents to participate fully. This is a significant fundraiser that is essential to ensuring that the squadron activities we currently enjoy can continue, particularly in light of our significantly increased enrolment this year.</li> <li>• After paying league fees for the year from the proceeds of the lottery, there is approximately \$640 remaining. This money will need to be spent soon on items that fall within the guidelines of the lottery license. Approval from the City will be required if the items are different than what was originally identified in the lottery application.             <ul style="list-style-type: none"> <li>○ Once the final items have been purchased and the remaining funds depleted, the final paperwork to the City will need to be amended and resubmitted</li> </ul> </li> <li>• Linda proposed that we commence with the licensing application in the spring in anticipation of a lottery fundraiser next year. It was also suggested that we purchase some items now to contribute to the prizes for next year as the prize amount will likely need to be greater in order to support generating more tickets next year.</li> </ul>	
b) Budget Review	Linda	<ul style="list-style-type: none"> <li>• There will not be a mid-year budget review presentation as the current budget is on target and remains valid.</li> <li>• It is expected that Spring Bush weekend will go over the anticipated budget due to higher than anticipated cadet numbers, but the CO explained that the new DND budget will be distributed on 1 April and will reflect a more accurate cadet count and greater funding for 706.</li> <li>• The activities have been somewhat more expensive as a result of increased participation numbers but costs have been offset by not using buses and by asking cadets to provide their own lunches for some activities.</li> <li>• The Canal sk8 event and the bus for the fall gliding day were cancelled also helping to reallocate money to other activities.</li> </ul>	



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		<ul style="list-style-type: none"> <li>• There is approximately \$1300 remaining in the DND budget for mandatory activities for this FY. The CO explained that this will be used for the bubble soccer and archery events on March 3<sup>rd</sup> and 24<sup>th</sup></li> <li>• The CO has submitted a request for additional end-year funding from DND; specifically requesting band resources, flying hours and biathlon boots.</li> <li>• The \$525 allocated to creating a Yearbook will not be required, as the staff has determined that the effort and final quality of the product were not worth the expense. The digital media team are creating a video to mark the end of this cadet year.</li> </ul>	
c) Tag Days	Sue	<ul style="list-style-type: none"> <li>• Sue has 10 confirmed locations for tagging so far with a few still pending approval; hoping that there are 15 locations available for the weekend of tagging.</li> <li>• Currently scheduled for Saturday 1 April and Sunday 2 April. Sue asked if there might be staff and SSC support to also tag on the Friday evening at the grocery store locations? SSC and CO were supportive and also suggested that we request to tag at Canadian Tire on Friday evening as it was the most lucrative location last year.</li> <li>• We will require staff support for the weekend</li> <li>• We will need parent support to count and sort money and will need screened parents to support with supervision.</li> </ul>	<p><b>Action:</b> Sue will ask Canadian Tire if we can also tag on Friday</p> <p>Sue will send locations to CO to coordinate staff support.</p>
d) Year End Trip	Alex	<ul style="list-style-type: none"> <li>• No update on planning progress yet, however, the tentative plan is to visit the Special Forces Squadron in Petawawa on Saturday, then travel to Trenton that evening and visit the Air Force Museum and control tower in Trenton on Sunday.</li> </ul>	
e) Event follow up		<ul style="list-style-type: none"> <li>• Pasta dinner – was a successful and fun event for all who attended. Revenue was \$400.</li> <li>• Toiletries drive – the message needs to get out to cadets and families earlier as results were not as good as in previous years.</li> </ul>	
<b>6. New Business</b>			



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a) SSC Recruitment	Linda	<ul style="list-style-type: none"> <li>We have seven new parents who have come forward to complete screening in order to help with squadron activities.</li> <li>Sandra's last day assisting with canteen is next Thursday. She has been with the squadron for more than 10 years and has been running our canteen for the past five years. Jan Birmingham will assist with running the canteen on a part-time basis but is unable to do it every week. We will need assistance from screened parents to cover the remaining weeks this year and will need a volunteer to assist on a more regular basis in the fall.</li> <li>We will need to continue to work to encourage more parents step up to screen and get involved.</li> <li>Linda has drafted a letter that she will send to all parents in mid to end March that will discuss the requirement for SSC members and parent volunteers.</li> </ul>	<b>Action:</b> Linda will call screened parents to get volunteers to assist with canteen for the remaining weeks this year.
<b>7. Next Meeting</b>	23 March, 2017 35 Shirley Blvd (All Ranks Mess)		
<b>8. Motion to Adjourn</b>	Motion to adjourn at 8:39 pm		<b>Motion</b> to Adjourn. Moved: Sue 2 <sup>nd</sup> : Kathy <b>Carried</b>

### Outstanding Action Items

Meeting Date to Discuss	Action Item	Responsibility
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