



# 706 Snowy Owl Squadron Royal Canadian Air Cadets

## Squadron Sponsoring Committee – Minutes

**Date:** 29 September, 2016

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

**Regrets:** Galyna, Pat

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

**Squadron Staff:** 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 7:20 pm</li> <li>Additions to the Agenda: Squadron Merchandise update</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: Roger            2<sup>nd</sup>: Sue  <b>Carried</b></p>
3. Treasurer's Report	Roger	<ul style="list-style-type: none"> <li>CIBC Main Account \$ 45,756 (ACC 9 reconciles \$ 45,756)</li> <li>Trust Account # 2 \$ 4180</li> <li>Treasurer Report attached</li> </ul>	
4. COs Update	Lt Bejenaru	<ul style="list-style-type: none"> <li>Cadets – 48 new recruits + 72 returned</li> <li>Staff               <ul style="list-style-type: none"> <li>Level I 2<sup>nd</sup> Lt Thomas &amp; CI Coulombe</li> <li>Level II SLt Morris</li> <li>Level III CI Vaillancourt &amp; CI Carrey</li> <li>Level IV Lt Amanda Gadbois</li> <li>Level V Lt Tung</li> <li>Dep Training Lt D Bejenaru</li> <li>Training Capt Clermont</li> <li>Admin OCdt Lambert</li> </ul> </li> </ul>	



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		<ul style="list-style-type: none"><li>○ Supply CI Landon-Browne</li><li>○ MWO Denis (reg force volunteer), OCdt Bujaki</li><li>○ CI Walker, CI Irwin (biathlon)</li><li>• WO2 promotion boards – there are no WO2s in the squadron right now. 9 applied and were interviewed, no final recommendation made yet as the final interview is being held tonight; promotions will be done next week. There will be 5 positions</li><li>• WO1 – When WO1 Philipson leaves end September, there will be no WO1 in the squadron. In order to promote to WO1, WO2s must have 6 months in the rank. Interviews for WO1 will be held in February. Until then, there will be a rotational Acting Cadet Commander.</li><li>• Activities<ul style="list-style-type: none"><li>○ Army run – 17 runners &amp; 4 staff - Lt Tung did the Commander’s Challenge. The Army Run cannot be an official cadet event because we can’t properly supervise. Must be strongly communicated to parents that the run is a personal activity and not a squadron-supervised activity, and that parents are responsible to supervise their own children.</li><li>○ Rifle Rd Clean up – scheduled staffing was an issue as only 42 cadets were registered as of Thursday and by Sunday morning 82 showed up, so not enough staff were scheduled to meet the required supervision ratios. SSC members were there and Lt Tung came at the last minute to ensure supervision ratios were met. The squadron will re-communicate and reinforce the use of Sign Up Genius.</li><li>○ Bush Weekend – Pat has volunteered to assist;</li></ul></li><li>• Invite to Social – The CO would like the staff and SSC to get together early in the year for a social event. Lt Bejenaru will liaise with Linda and will use Doodle to determine what date most people will be available.</li><li>• Wifi – Cdr Fraser is providing wifi in some buildings at Connaught. Wifi is now available in the buildings we use for training. There was</li></ul>	
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		<p>a need for projectors to support training, but Cdr Fraser has also put big screen TVs in most classroom areas, so there is no longer a requirement. As previously authorized, we are paying \$250 per year to have access to the wifi. The CO has requested that we support the installation of wifi in the HQ trailer at 1 Brouillette at a one-time cost of \$500. The capability has already been installed but is not activated. If we agree to support the expense, it will be activated. As non-DND staff and senior cadets are not allowed to access DWAN, the CO is advocating that we pay for the service. The cost is \$500 for the initial install, which is the same amount that was budgeted for the projector that we no longer require, and \$250 annually thereafter.</p> <ul style="list-style-type: none"> <li>○ If approved, all staff and cadets will sign a form that discusses the rules and the access to the wifi.</li> </ul>	<p><b>Motion</b> to approve the installation of wifi capability in the trailer at 1 Brouillette at a cost of \$500 using the money that was previously allocated for a projector.          Moved: Linda          2<sup>nd</sup>: Rob  <b>Carried</b></p>
<b>5. Business Arising</b>			
a) October Bottle Drive	Linda	<ul style="list-style-type: none"> <li>• Date - Oct 13<sup>th</sup></li> <li>• Linda has confirmed that Rock Landriault will be available to assist. He will talk to 2 of the beer stores to ensure they will accept large quantities.</li> <li>• Linda will request assistance from a few parents to assist with driving the empties to the Beer Store</li> <li>• Linda will ask Rock to adjust the poster for parents to ask around to collect bottles.</li> </ul>	<p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>• Linda will request assistance from a few parents to assist with driving the empties to the Beer Store</li> <li>• Linda will ask Rock to adjust the poster for parents to ask around to collect bottles.</li> </ul>
b) Fundraising Raffle	Sue/Linda	<ul style="list-style-type: none"> <li>• Update – Sue and Cheryl will meet next week to review the list of parents who have not yet collected their tickets and compare the names with cadets who are confirmed registered this year.</li> </ul>	<p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>• Sue and Cheryl will build a list of parents that need to be reminded to pick up their raffle tickets.</li> <li>• SSC will assist in making the phone calls to parents.</li> </ul>



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c) Army Run	Linda	<ul style="list-style-type: none"> <li>Hot wash up – posters were a huge hit on social media and with the runners.</li> <li>In the future, we need noise makers and a megaphone</li> <li>This year’s Bright and Loud theme with great posters worked very well. It gets noticed!</li> <li>Kimberley Dunn has offered a small sound system that can be used next year as the one used this year was too big and heavy.</li> <li>Some cadets were there from 6 am to the very end. In particular, thank you very much to the Dunns for all their help that day.</li> </ul>	
d) Tag Days	Linda	<ul style="list-style-type: none"> <li>Cabella’s approached local cadet units to invite us to TAG on opening weekend. Unfortunately, it was last minute notice and no squadron staff were available to support.</li> <li>We will approach Cabella’s to ask if we can TAG there on the weekends that we are scheduled to TAG.</li> </ul>	
e) October Bush Weekend	Linda	<ul style="list-style-type: none"> <li>Pat will attend and support during Bush Weekend.</li> <li>The CO has extended an invitation to all parents to come and look or help out for the day</li> </ul>	
f) Pasta Dinner	Linda	<ul style="list-style-type: none"> <li>Date - 19 November at Kanata Legion.</li> <li>New president – Linda has met with her and discussed opportunities and in particular the pasta dinner.</li> <li>There will be no charge for the hall rental, and we are awaiting quotes from the Ladies Auxiliary about the catering cost.</li> <li>The Legion has new rules about decorations – There are no decorations allowed on walls or windows.</li> <li>June Tyrell runs the Ladies Auxiliary – She is aware of the timing and desired menu for our Pasta Dinner evening. We have asked for pricing information, but Linda will update the request and ask for pricing for 110 people.</li> </ul>	<p><b>Action:</b></p> <ul style="list-style-type: none"> <li>Linda will follow up with the CO about whether or not the Seniors want to do the dance.</li> <li>Linda will update our maximum number of attendees at the pasta dinner to 110 with the Ladies Auxiliary.</li> </ul>
g) Registration nights	Sue	<ul style="list-style-type: none"> <li>Feedback/changes – parents really liked the passport checklist although the order of stations was confusing. In future, we should have station numbers and suggest either start at 1 or go in reverse.</li> </ul>	



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		<ul style="list-style-type: none"> <li>• General impressions were that the registration evenings were calm and organized. Well done to the staff and SSC members involved!</li> <li>• How did you hear about us feedback:             <ul style="list-style-type: none"> <li>○ Friend/family – 13</li> <li>○ Sqn website – 3</li> <li>○ Road signs – 5</li> <li>○ Cadets Canada Website – 4</li> <li>○ Current/former cadet – 6</li> <li>○ Carp Fair – 1</li> <li>○ Military – 3</li> <li>○ Community calendar/newspaper - 1</li> </ul> </li> </ul>	
<b>6. New Business</b>			
a) Squadron merchandise	Cheryl	<ul style="list-style-type: none"> <li>• Pro2col is moving locations around the corner this week.</li> <li>• We are waiting confirmation of how much was ordered and when it will be ready.</li> <li>• 10 ball caps were purchased that will be available to be sold at canteen</li> </ul>	
<b>7. Next Meeting</b>	20 October, 2016 @ Connaught 7:00 PM		
<b>8. Motion to Adjourn</b>	Motion to adjourn at 8:50 pm		<b>Motion to Adjourn.</b> Moved: Sue 2 <sup>nd</sup> : Kathy <b>Carried</b>

### 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