



706 Ottawa Snowy Owl Squadron Squadron Sponsoring Committee – Minutes

Date: August 25, 2020

Members Present: Greg Tzemenakis (Chair), Rachel Mainville-Dale (1st Vice-Chair), Laura-Lee Balkwill (2nd Vice-Chair), Sarmistha Roy (Treasurer), Wendy Boland (Secretary), Fred Schultz, Patrice Carrière, Martin Bélanger, Sawan Goyal, (Directors)

Squadron Staff: Maj Scott Southern (Commanding Officer)

Regrets: Christopher Elliott-Davis (Director), Damian Lopez (Air Cadet League (ACL), Squadron Advisor), Steve Desjardins and Julia Desjardins (Observers)

Item	Presenter	Discussion	Action
1. Meeting Called To Order and Approval of agenda	Greg	<ul style="list-style-type: none"> ● Meeting called to order at 7:07 p.m. 	<p>Motion to call to order and approve agenda. Moved: Laura-Lee 2nd: Sarmi Carried</p>
2. Approval of Minutes from last meeting.	Wendy	Discussed main points of July's meeting minutes.	<p>Motion to approve minutes. Moved: Wendy 2nd: Rachel Carried</p>
3. Chair Update	Greg	<ul style="list-style-type: none"> ● Sarmi and Greg closed the financial accounts from last year, 2019-2020. Documents have been submitted to Ottawa Valley and Quebec Air Cadet League ● There were \$41,413 in revenues, 21,986 from DND and the remainder from fundraising and donations. There were \$33,004 in expenses leaving a surplus of \$8,139. ● We ended the cadet year with \$48 119 in the bank account. We started cadet year with over \$39000. We will be starting 2020-2021 with a healthy balance. ● Greg has submitted insurance forms for the squadron. The insurance this year has a rider attached, it will not cover anything related to a viral infection. The league insurance last year was 435 but is expected to double or triple this year. ● Greg submitted the HST return, we are expecting to receive over \$1,574,41 in the next 6-8 weeks. ● We will have until October 1st to hold the SCC elections for next year. The elections are scheduled to take place September 24th online. A treasurer's report will have to be submitted before the elections. 	



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		<p>We would like to encourage other parents to come out to vote and join the SCC</p> <ul style="list-style-type: none">• The AGM will be virtual on October 25th at 1pm: many individuals can attend other than the chair and the CO. We will be getting a better idea of the financial position of the ACL at the AGM.• Facilities/community use of schools: OCDSB has closed community use of school programs this fall and will re-evaluate their position as of Jan 1st 2021. We have received conditional approval to rent space at All Saints High School from the Catholic School Board but not before September 15. On Sept 17 the school board will let us know the plan for the following 6 weeks. Greg has kept community bookings limited to All Saints School and has booked every Friday night (except for holidays and when schools are closed) from the beginning of September 2019 to the end of May 2020.• For this coming cadet year, 2 expenses were carried over from last year:<ul style="list-style-type: none">○ Diamond storage for over \$300: represents storage rentals for July and August.○ Signup genius \$150.54.• Ontario Trillium Fund is offering grants to help organisations to make the necessary changes to their centres to operate during the COVID-19 pandemic. It also offers help for fundraising initiatives during the pandemic. Laura-Lee has offered to look into this grant, Fred has offered to help and they will report back to the committee on the details of the grant. The 1st grant application deadline is September 2, 2020 and the 2nd deadline is December 2, 2020.• There was a virtual Ottawa Valley meeting last week, 6 of the 9 squadrons were present. Main points of the meeting:<ul style="list-style-type: none">○ All squadrons are passing a limited budget focusing on core activities while recognising the budget will have to be updated every 60 days.○ Some squadrons need to raise funds just to break even.○ Some squadrons have no facilities.	<p>Motion: To have carried over expenses reimbursed Moved: Pat 2nd: Fred Carried: unanimous vote</p>
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		<ul style="list-style-type: none"> ○ There is interest in doing a virtual walk-a-thon: all squadrons in the valley will do a walk-a-thon on the same day. ● Once we have access to information of our squadron's infectious disease protocols and what a training night at Connaught will look like, we will need to share this with parents and cadets. ● Greg and Rachel have asked the CO if all the cadets can have one night per week for in person activities. 	
4. Treasurer's Report	Sarmistha	The balance in our bank account as of August 25, 2020 is \$48 015.07.	Motion to approve Treasurer's Report Moved: Sarmi 2nd: Laura-Lee
5: CO's Update	Maj Southern	<ul style="list-style-type: none"> ● The regional directive was received on Friday August 21st on how to start up our squadron for in person cadet activities. ● No squadron will be starting in person activities before October 1st. This will give some time to see how the start-up of schools go and it will give time for the squadrons to organise their meeting places. ● The start date of October 1st can be delayed but 706 is in a good position to be ready for this time as we still have access to Connaught Ranges. ● There will be a limit of a maximum of 50 people on site including staff, cadets, parents and volunteers for all cadet activities unless special approval is obtained for specific circumstances. ● As per what has been recommended for high school students, the squadron will take a ½ virtual and a ½ in person ratio with emphasis on in person training for level 1-2's. This directive is coming from National Headquarters. ● All volunteers and staff have to take a COVID-19 awareness course offered by DND. ● Staff have been working over the summer to figure out a training program for cadets. They have come up with a good plan that met all the recent directives except for the 50 person maximum directive. ● Staff will be coming out with a plan for movement within the squadron, meetings with parents, sanitisation and all health and 	



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- safety measures to keep cadets, staff, volunteers and parents safe.
- We have a mandatory cadet training program from DND. MCP funding will be dividing the year for approval of activities: from October 1st until December 31st then January 1st until June.
 - LSA funding is mostly sorted out, 706 will be getting roughly \$6000 as we have in the past.
 - Laura-Lee asked if/how the extra-curricular activities can run. The CO stated the extra-curricular activities can run as long as social distancing is maintained. Band won't be able to practice in person, they will have virtual practices.
 - MS teams will be provided by DND, the back up platform will be google meet/google classroom.
 - We have until September 6th to put together a plan for approval for our squadron activities.
 - Greg asked if we have any plans for recruiting. The primary plan for this year is for retention of our current cadets. There is an online form for people to sign up for cadets. Normally recruiting works by word of mouth, Scott has asked if any of us have any other ideas.
 - Greg asked about messaging to cadets and parents. A general message has already been sent with the information that squadron activities wouldn't be starting until October 1st at the earliest.
 - Laura-Lee asked if we could get plexi glass shields to permit band to gather in person. Scott replied there is no exception to the band meeting virtually as per directives from the National Headquarters.
 - Scott has suggested we get some plexiglass up for staff.
 - Participation for in person activities is completely optional. Staff will minimize risk of disease transmission and allow for a comfortable and safe experience.
 - 2Lt Mitch Simpson, Capt Kyle Czuczor and Lt Stephanie Matteo are looking at how to break up groups to ensure as much in person time as possible.
 - There will be no repercussions if cadets do not attend in person. Attendance is considered equal with in person and virtual for being



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		<p>assessed for summer camps.</p> <ul style="list-style-type: none"> ● Primary goal is to get cadets participating, virtual or in person. ● Attendance will be taken for in person events which will also double for contact tracing. Virtual attendance will be taken too. Attendance makes a difference for funding from DND. ● Laura-Lee suggested CO and staff make a video to welcome cadets back for the year. ● Cadets can't have canteen or be given any food unless approved by DND. Cadets can bring their own food and drink. 	
<p>6. Pass a temporary budget</p>	<p>Greg/Sarmi</p>	<ul style="list-style-type: none"> ● ACL medals: this expense will be doubled since we have to pay for 2 years worth: last year's medals as well as this years. ● Some administrative expenses will be reimbursed by DND, some not. ● The hike a thon will be revisited, it now shows on the budget as no cost. ● Pasta dinner /family activity/ 60th anniversary: this will depend if any activity can go ahead. ● The biggest difference between this year's budget and last years is in relation to air cadet competency requirements. This means that there are more mandatory activities required for cadets to successfully complete their levels. ● No in-person fundraising has been approved therefore no tagging, poppy sales or hike a thon as we have run in the past. ● We have not allocated any expenses or revenue for the 60th anniversary. ● No overnight trips are allowed, any travel has to be within 1 hr radius of the squadron therefore no money has been allocated to the end of the year trip. ● Fundraising has been set at \$0 but this is to be revisited. ● Money has been allocated for extra-curriculars including increased funds for the Duke of Ed program. ● It was questioned if we should allocate \$750 to the Army Run this year given the run will be conducted virtually before cadets meet October 1st. Pat brought up a good point: If we have to dip into our 	<p>Motion: Adopt the draft budget. Moved: Sarmi 2nd: Rachel Carried: the budget passed unanimously.</p>



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		<p>reserves approximately \$14 415 this year, do we fund an event where the cadets will not be with each other? A vote was taken, the majority would like to not fund the Army run this year with the given circumstances.</p> <ul style="list-style-type: none"> ● Total anticipated expenses for this year: \$53 629. ● Total anticipated revenue Revenue: 7,889, total funding from DND: 31,40. ● United way: \$1300 in donations are coming our way. It is anticipated that more people will make personal donations to the squadron this year. ● At least \$14 000 will be coming out of the operating account. This money was raised by cadets for cadets. This is assuming we will not be able to fundraise at all. ● The committee will be guided in the future to ensure we remain fiscally prudent given the unprecedented circumstances this year. We will try to focus on in person activities providing they are approved. ● Rachel would like to establish certain principles to keep in mind when having to update the budget every 60 days. Rachel and Greg will work on the wording and formation of these principles. 	
7. Planning for 2020/2021	Greg	<ul style="list-style-type: none"> ● There was discussion of the benefits of staff sending out a video to cadets welcoming them to the 2020-2021 year. ● We will work towards providing a safe and welcoming environment for cadets, staff and volunteers. 	
8. Additional Items		Greg parted the meeting with the statement: If we can figure out how to tap into what makes cadets meaningful for the individual, we will find a way to make our program successful this year.	
8. Next Meeting			
9. Motion to Adjourn	The meeting adjourned at 8:55 pm.		Motion to Adjourn Moved: Laura-Lee 2nd: Greg Carried



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Outstanding Action Items

Meeting Date to Discuss	Action Items	Responsibility
	<ul style="list-style-type: none">• Continue to plan on hosting in person cadet training October 1st.• Create and send a video from staff to cadets welcoming them and giving an outline of what the upcoming year is going to look like.• Send out a message from SCC to cadets and parents with updates on the upcoming cadet year.	Staff and SCC Staff Greg

Original Signed by

Greg Tzemenakis
Chairperson - SSC 706 Squadron Air Cadets

Original Signed By

Wendy Boland
Secretary - SSC 706 Squadron Air Cadets