



## 706 Ottawa Snowy Owl Squadron Squadron Sponsoring Committee – Minutes

**Date:** 17 January 2019

**Members Present:** Susan Grant (Chair), Rachel Mainville-Dale (1st Vice-Chair), Laura-Lee Balkwill (2nd Vice-Chair), Greg Tzemenakis (Treasurer), Patrice Carrière (Secretary), Martin Bélanger, Sarmistha Roy, Suman Roy (Directors)

**Regrets:** Sawan Goyal, Fred Schultz (Directors)

**Observers:** Christopher Elliott-Davis, Dorothy Aleknevicus

**Air Cadet League (ACL) Squadron Advisor:** N/A

**Squadron Staff:** Capt Alex Bejenaru, Commanding Officer

Item	Presenter	Discussion	Action
1. Meeting Called To Order and Approval of Agenda	Sue	<ul style="list-style-type: none"> <li>● Called to order at 6:45 p.m.</li> </ul>	<p><b>Motion</b> to approve the agenda as amended.  <b>Moved:</b> Laura-Lee            2<sup>nd</sup>: Rachel <b>Carried</b></p>
2. Approval of Minutes - 13 Dec 2018. Review of Action Items – Previous Meetings	Patrice	<ul style="list-style-type: none"> <li>● The minutes were presented. There were no amendments.</li> </ul>	<p><b>Motion</b> to approve the Minutes as presented.  <b>Moved:</b> Laura-Lee            2<sup>nd</sup>: Suman <b>Carried</b></p>
3. Chairs Update	Sue	<ul style="list-style-type: none"> <li>● Chair confirmed that have paid for a one-year Flickr. Cost was \$CAD 50;</li> <li>● The Chair stated that there are some amendments to the ACL criteria to get the Circle of Excellence;</li> <li>● WO Boards will take place next week. Patrice will be the SSC Rep.</li> <li>● Chair recognized SSC members for the different activities completed since the start of the training year: Web Site transfer, Pasta Dinner, Tax receipts, National Camp mock interviews, Canteen, Marksmanship, etc.</li> <li>● The Chair noted that the Canteen is doing extremely well this year. The Canteen team is to be commended.</li> </ul>	Nil
4. CO's update	Capt Bejenaru	<ul style="list-style-type: none"> <li>● There are 134 cadets on slate. About 10 to 15 have yet to return since Christmas. This is normal.</li> <li>● There are considerable activities going on in the next few weeks and month. Guest speakers, special events (skating on the canal, Bubble Soccer, Archery Tag), Winter FTX and others.</li> </ul>	Nil



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		<ul style="list-style-type: none"> <li>• The ACR this year will also be a Change-of-Command.</li> <li>• A Band Officer was officially recruited. She's a Regular Force Officer and will be acting as a volunteer.</li> </ul>	
5. Treasurer's Report	Greg	<ul style="list-style-type: none"> <li>• The current balance in the chequing account is <b>\$43,893.65</b> and there are currently <b>\$12,314.19</b> in outstanding DND reimbursements which are on their way.</li> <li>• There are some additional expenses (\$1800) for biathlon made by the Staff given the number of cadets participating. This money should be reimbursed by the LSA account. Funds were re-allocated by the Staff from activities that had funds that would not be spent.</li> <li>• Revenue to date is <b>\$31,499</b>, and expenses to date are <b>\$26,854</b>. The net revenue is above 2017 due to lower expenses compared to previous years.</li> <li>• The tax receipts for the 2018 tax year are largely prepared. Linked to this topic, Greg is recommending that we update the Hike-a-Thon form to make it easier to prepare tax forms.</li> <li>• Greg will be part of the organizing committee for the International Air Cadet exchange (Ottawa portion). There may be an opportunity to billet an international cadet. More to follow at a later date.</li> </ul>	<p><b>Motion</b> to approve Treasurer's report to 9 January 2018.</p> <p><b>Moved:</b> Greg 2nd: Rachel <b>Carried</b></p>
6. Pasta Dinner update	Rachel	<ul style="list-style-type: none"> <li>• Last week was the 3<sup>rd</sup> planning meeting. Things are progressing well. Major milestones have been reached.</li> <li>• Rachel gave a report on the budget and explained how we are doing.</li> <li>• The committee is recommending that tickets be sold at \$12 a person.</li> <li>• There was a discussion of how much should be charged and if there should be discounts for group purchases.</li> <li>• The theme for the dinner will be "Lumberjack Chic"</li> <li>• Silent Auction items are being collected. A call for items has been made.</li> <li>• Corporate sponsors are being sought. There is a script that will be made to be sent to SSC members. Members will be asked to make phone calls to see if it can gather sponsors.</li> </ul>	<p><b>Motion</b> to set the Pasta Dinner ticket price at \$10 per ticket. Those for children under 6 will be free.</p> <p><b>Moved:</b> Rachel 2nd: Laura-Lee <b>Carried</b></p>



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7. SSC/Sqn Sponsorship Package	Laura-Lee	<ul style="list-style-type: none"> <li>● Laura-Lee has been working on a Squadron Sponsorship Package which we hope can be used to generate corporate sponsorship.</li> <li>● Much of the package has been incorporated in the pasta dinner package.</li> <li>● The idea is that the package is generic for all donors and that it can be used for all occasions.</li> <li>● There was a discussion on what type of incentives can be given to sponsors to help encourage them to participate.</li> <li>● There was also a discussion about the type of donations other than cash that we could easily receive.</li> <li>● There was also a discussion on whether are willing to accept directed donations (i.e. for a specific activity).</li> <li>● There was a discussion on the viability of putting our sponsors logos on the website.</li> </ul>	Nil
8. ACL Bursaries	Sue	<ul style="list-style-type: none"> <li>● The ACL (National and Provincial) provide cadet study bursaries.</li> <li>● The Chair is looking for someone to be a Bursary Coordinator to review the website and then assist in targeting eligible cadets.</li> <li>● Martin has agreed to take on the task.</li> </ul>	Nil
9. Volunteer Screening Coordination	Sue	<ul style="list-style-type: none"> <li>● The Chair is trying to find a way to attract more parents to complete the volunteer screening</li> <li>● Laura-Lee suggested that the best way forward might be to directly contact parents by calling them.</li> <li>● Greg is suggesting that a targeted email be sent out to parents.</li> </ul>	Sue to follow up on ideas suggested by the members
10. Next Meeting	The next meeting will be at 6:45 p.m. on <b>Thursday, 21 February 2019</b> at Alpha Troop shelter, 89 Shirley Boulevard, Connaught Ranges.		
11. Motion to Adjourn	The meeting adjourned at 8:44 pm.		<b>Motion</b> to Adjourn. <b>Moved:</b> Martin 2 <sup>nd</sup> : Suman <b>Carried</b>



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### Outstanding Action Items

Meeting Date to Discuss	Action Item	Responsibility
n/a		

Original Signed by

Original Signed By

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Susan Grant  
Chairperson - SSC 706 Squadron Air Cadets

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Patrice Carrière  
Secretary - SSC 706 Squadron Air Cadets