



# 706 Snowy Owl Squadron Royal Canadian Air Cadets

## Squadron Sponsoring Committee – Minutes

**Date:** 21 April, 2016

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

**Regrets:** Kathy, Pat, Roger

**Air Cadet League (ACL) Squadron Advisor:** R. Brooks - Regrets

**Squadron Staff:** Maj Platt

**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 6:55 pm</li> <li>Additions to the Agenda:               <ul style="list-style-type: none"> <li>Tag Day</li> <li>50/50</li> </ul> </li> </ul>	<p><b>Motion</b> to approve the agenda as amended:            Moved: Galyna            2<sup>nd</sup>: Rob  <b>Carried</b></p>
2. Review and acceptance of previous meeting minutes – January 21 <sup>st</sup> , 2016	Cheryl	<ul style="list-style-type: none"> <li>No errors or omissions</li> </ul>	<p><b>Motion</b> to approve the Minutes:            Moved: Rob            2<sup>nd</sup>: Sue  <b>Carried</b></p>
3. Financial Update	Linda	<ul style="list-style-type: none"> <li>Financial update attached to minutes.</li> <li>\$33,189 as of 14 Apr 16</li> <li>Received today a cheque from the Stittsville Legion. (Poppy Fund)</li> <li>Expenditures are on track; revenues slightly below target but above expenditures</li> </ul>	
4. COs Update	Maj Platt	<ul style="list-style-type: none"> <li>102 cadets on strength</li> <li>Met yearly cadet retention requirements</li> <li>Range team placed 6<sup>th</sup> in the region out of 25 teams; 3<sup>rd</sup> in prone shooting.</li> <li><b>Upcoming events:</b> <ul style="list-style-type: none"> <li>Tag days</li> <li>Night at the Museum</li> <li>Range Rd Clean up – Sports Day</li> <li>Bush weekend – pursuing Petawawa but have Connaught as a back</li> </ul> </li> </ul>	<p><b>Motion:</b> To increase allocation for yearbook from \$350 to \$500            Moved: Rob            2<sup>nd</sup>: Galyna  <b>Carried</b></p> <p>Maj Platt will investigate the cost to have access to wifi throughout</p>



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		<p>up</p> <ul style="list-style-type: none"> <li>• Yearbook- cost is \$450 for 125 copies</li> <li>• National Courses – 706 received the following camp spaces: <ul style="list-style-type: none"> <li>- 3 Glider</li> <li>- 3 power,</li> <li>- 1 International Exchange</li> <li>- 1 advanced aerospace</li> <li>- 1 airport operations</li> <li>- 1 aircraft maintenance; and</li> <li>- 2 cadets staff positions.</li> </ul> </li> </ul> <p>Cadets selected to attend have been advised.</p> <ul style="list-style-type: none"> <li>• Wifi now available at Connaught.</li> </ul>	the training year.
<b>5. Business Arising</b>			
a) ACR	Linda	<ul style="list-style-type: none"> <li>• Facilities are booked</li> <li>• Maj Platt and Linda will get guest list out by end of the first week of May;</li> <li>• Linda will meet Reviewing Officer Karen McCrimmon on Wednesday</li> <li>• Set up sign up Genius for parent RSVP for ACR in order to facilitate planning for cake and coffee. Start announcing first week of May.</li> <li>• Use of RSVP email for invited guests</li> <li>• Ask Mr. Coloumbe if he will do the photography.</li> <li>• Consider merchandise as a thank you.</li> </ul>	<p>Linda: Guest list Sue: Sign up Genius Sue: Ask Mr. Coloumbe about photography Sue: investigate merchandise as thank you.</p>
b) End of Year BBQ	Linda	<ul style="list-style-type: none"> <li>• Galyna will lead the organization and will investigate donation options and costing for 200</li> <li>• Need volunteers to buy food, bbq, and serve</li> <li>• Use Sign Up Genius to determine # of family members attending</li> </ul>	<p>Galyna: Costing for 200 Sue: Approach Costco and Independent in Richmond for assistance Sue: create Sign up Genius for BBQ Linda: Will ask Monkey Joes for assistance</p>
c) SSC Bursary	Rob	<ul style="list-style-type: none"> <li>• Instead of an essay, the presentation options have been broadened.</li> </ul>	Sue/Rob/Kathy to make sure



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		<p>(Recorded oral speech, essay or multi-media presentation such as YouTube, movie, etc)</p> <ul style="list-style-type: none"> <li>• Topics: <ul style="list-style-type: none"> <li>○ 75<sup>th</sup> anniversary air cadets</li> <li>○ My first flight</li> <li>○ How air cadets will help me in my future</li> </ul> </li> <li>• Due 19 May at 7:06pm</li> <li>• Kathy made an evaluation rubric that will be made available to candidates</li> <li>• Bursary award will be presented at ACR</li> </ul>	winner(s) provided to Roger for cheque preparation in advance of ACR
5. d) Army Run	Cheryl	<ul style="list-style-type: none"> <li>• Point of Contact for Registration Cheryl/Sue</li> <li>• Money to be collected at the beginning of the night</li> <li>• Extend registration until 5 May</li> </ul>	Cheryl/Sue – ensure registrations are collected
6. e) Merchandise	Linda	<ul style="list-style-type: none"> <li>• Web store will be up and running. We are waiting for them to populate the rest of the product.</li> <li>• Jan will pick up the sizing kit and coordinate delivery.</li> <li>• Sizing kit will be at Connaught May 5<sup>th</sup> and 12<sup>th</sup></li> <li>• Final orders by May 16<sup>th</sup></li> </ul>	NA
7. f) Election	Linda	<ul style="list-style-type: none"> <li>• Post notice on 5 May</li> <li>• Clarification required for whether or not people can be elected to a position without being present at the election meeting.</li> </ul>	<p>Sue to post notice of Election on Sqn Website/Weekly Messages</p> <p>Linda to ask Rick for clarification on election process</p>
8. g) Lottery	Linda	<ul style="list-style-type: none"> <li>• Need a committee. There must be a process in place for distribution of tickets and collection of funds. Looking for someone to take the lead on running the lottery and determining the process. Need to be organized before end-June with prizes identified, license submitted, process determined.</li> <li>• Carlson Wagonlight Centrum Travel will donate \$300 or gift certificate towards travel and will help us market it. (Need tax receipt)</li> </ul>	Sue and Cheryl will commence planning and report at June meeting.



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		<ul style="list-style-type: none"> <li>\$1500 travel voucher is a good amount for a trip.</li> <li>Linda and Kathy will ask Sens Foundation for a couple of tickets</li> <li>Brookstreet – Linda will ask for a donation of an evening.</li> </ul>	
6. New Business			
a) Email Update	Sue	<ul style="list-style-type: none"> <li>Requested ideas for an email update to parents.</li> <li>Suggestions included: Upcoming Election, ACR, Year End BBQ, General Thank You to parents for their support this year (including with 50/50), financial update (to include what the SSC raised and spent this year)</li> </ul>	Sue will send out an email update to parents. Maj Platt will advise if there are any updates from staff to parents.
b) Army Run Cheer Station	Linda	<ul style="list-style-type: none"> <li>Linda will check on when the applications are required. Need a planning lead.</li> </ul>	Planning Lead TBD
c) 50/50 Update	Linda	<ul style="list-style-type: none"> <li>Reconciliation sheet next week from John and we should have a cheque by mid-May. Formal presentation of the cheque will happen at ACR.</li> </ul>	Debrief/Lessons learned on 50/50 season to be added to the May meeting agenda.
9. TAG Days	Linda	<ul style="list-style-type: none"> <li>Staff and parent supervision requirements have been filled. Need help with organizing and distributing supplies.</li> </ul>	
<b>7. Next Meeting</b>	May 19 <sup>th</sup> Connaught @ 6:45 PM		
<b>8. Motion to Adjourn</b>	7:53 pm		<b>Motion</b> to Adjourn. Moved: Sue 2 <sup>nd</sup> : Rob <b>Carried</b>

## Outstanding Action Items

Meeting Date	Action Item	Responsibility
April 9 <sup>th</sup>	<ul style="list-style-type: none"> <li>Consider more frequent parent night events – i.e. Parents can come out and attend first period with their cadet every 6 weeks – no formal reception. Invite parents to participate in range or other activities</li> <li>Meet with Kanata Business Improvement Associations about tagging/706 Squadron – inform and create good will among businesses in the Kanata area (Spring)</li> </ul>	Committee/Staff
Jul 18 <sup>th</sup>	<ul style="list-style-type: none"> <li>Charter amendment – Member Absentee Section</li> </ul>	Roger