



706 Ottawa Snowy Owl Squadron Squadron Sponsoring Committee – Minutes

Date: May 7, 2020

Virtual Meeting through Zoom

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, Martin Bélanger, Sawan Goyal, Christopher Elliott-Davis (Directors)

Regrets: Patrice Carrière (Director)

Observers: Steve Desjardins, Julia Desjardins

Air Cadet League (ACL) Squadron Advisor: Damian Lopez

Squadron Staff: Maj Scott Southern (Commanding Officer)

Item	Presenter	Discussion	Action
1. Meeting Called To Order and Approval of minutes	Greg	<ul style="list-style-type: none"> ● The meeting was called to order at 7:04 p.m. ● Everyone present had a chance to say how they and their family were doing during lockdown. ● The agenda was approved. 	<p>Motion to call to order. Moved: Laura-Lee 2nd: Chris Carried</p>
2. Approval of Minutes from last meeting.	Wendy	<ul style="list-style-type: none"> ● Discussed the main points of our last meeting in February. Our March meeting was cancelled due to COVID-19 restrictions and there was no meeting in April. ● One change was made to the minutes to reflect the presence of our Squadron Advisor, Damian Lopez, at our February meeting. 	<p>Motion to approve minutes of February Meeting Moved: Wendy 2nd: Rachel Carried</p>
3. Chair Update	Greg	<ul style="list-style-type: none"> ● Greg gave a special thank-you to Sarmi, Rachel, Laura-Lee and Maj Southern who continue to work hard to keep 706 going in light of the pandemic. ● Maj Southern has been diligently working with military staff, senior cadets are communicating with each other, Laura-Lee has been working as an Award Leader on the Duke of Edinburgh program, Sarmi has been busy as a treasurer and Rachel has been working along side Greg to continue the work of the SCC. ● The treasurer of the air cadet league passed away. ● The Director of cadets has allocated extra \$500 to squadrons in reimbursements in light of the pandemic. ● The Air Cadet League (ACL) is going to publish the names of cadets in all squadrons who have spent 4+ year in the air cadet program. ● Maj Southern and Greg are working with 2 cadets for scholarships. 	



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4. Treasurer's Report	Sarmistha	<p>Currently we have a balance of \$46 059.36 About \$900 in outstanding cheques and \$5000 in deposits. If all expenses and all deposits come through, the account will be at \$50 259.70. Sarmi and Greg have spent time making sure ACC9 was up to date and entries were validated in the budget. It looks like the 706 bank account will start next year at the same place we started in 2019. We may need to spend some money to retain and/or recruit cadets in the program.</p>	<p>Motion to pass Treasurer's Report. Moved: Sarmi 2nd: Chris</p>
5: CO's Update	Maj Southern	<ul style="list-style-type: none"> • Staff of 706 had had a meeting 3 days before COVID-19 shut down the squadron. • A Cadet junior support group has taken over the lead of what to do in the COVID era. 706 is taking instruction from this group to finish up the year, engage cadets and start again next year. The support group is helping to manage the situation. • The entire cadet program is on standby until August 31. We will have a few weeks before August 31 to know what next year will look like. • All summer camps have been cancelled, international exchange has been cancelled, power and glider scholarships have been cancelled. • There will be staffing positions for cadets 16+ who would have worked at camps. There will be other positions as well for other cadets who are interested. • There are tentative plans to have 1 officer and 1 cadet per squadron work on improvements for the cadet program over the summer. • As mentioned above, there was an increase in the LSA to include an additional \$500. 706 could potentially get more money if we put in claims higher than \$500 • We can expect a long delay for reimbursements as office staff can only work at night. • To close out for the year: online engagement tools are being prepared to supplement training and fill in gaps. There is a portal to 	



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		<p>access these tools through Cadets Canada facebook page. This portal will be available through the 706 website.</p> <ul style="list-style-type: none"> ● None of the engagement tools are mandatory. ● Mandatory training online tools are being prepared for cadets with the hopes that in the fall, cadets will be prepared for their evaluations. ● Level 1-4 cadets will all pass their levels with the expectations they will pass their evaluations in the fall. ● If we are able to start in September: we will be finishing off last year and starting the new cadet year. ● There are plans to do a virtual CO parade May 31st, most likely as a Facebook webcast. ● Maj Southern will offer a question/answer period. If cadets do not ask questions Maj Southern will present information he would like the cadets to hear. ● A virtual ceremonial review will happen June 6 for awards, medals and bursaries. ● The ACL understands it is a big loss for the cadets who had power and glider scholarships. ● RCSU Eastern had not released the list of staff cadets for summer camps. Those who applied for staff cadets and were contenders will be offered the paid summer positions. Any previous cadet staff application is still considered active. ● Questions directed to Maj Southern were asked: <ul style="list-style-type: none"> ○ Can power/glider camps be offered over the year? Maj Southern is unsure which direction the chain of command is going towards. ○ For promotions, fitness assessments have to be completed. For those cadets who did not complete the fitness assessment in the fall, will they still be eligible for their promotions? Maj Southern did not know but will look into the answer. 	<p>Maj Southern to ask if cadet promotions can be made if the cadet has not completed a fitness assessment this year.</p>
6. 60th Anniversary	Rachel	<ul style="list-style-type: none"> ● The 60th Anniversary Celebration has been deferred at least until the 	



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		<p>fall.</p> <ul style="list-style-type: none"> ● The Hellenic Centre is closed indefinitely. ● The celebration may have to be a very different event depending on restrictions of the number of people allowed in a group. ● We may be able to have the exact same event in the fall or defer to when we can have the event without restrictions. ● There is too much uncertainty now to plan an event. Any consideration of this event will need a 90-120 day window to organise it. 	
7.SCC election timing	Greg	<ul style="list-style-type: none"> ● Typically the SCC is elected for a term from July 1 to June 30th of the next year. ● The ACL has given the option to extend the term of the SCC until October 1st. The next term will go from October 1st to June 30th. ● This means we have an option to hold an election for next year's SCC prior to June 30th or defer it until September. ● A good portion of planning for the budget is done over the summer. We could also take the summer months to ask committee members what they would like to do. ● If we hold an election in June we have to advertise the election to all parents of 706. ● Damian Lopez, our squadron advisor, is responsible for the elections. Having an online election creates many challenges. It would be easier to defer the election to September. 	<p>Motion: The SCC motions to extend the current term of the SCC to October 1st pursuant to the direction of the ACL and the pandemic situation. Moved: Rachel 2nd: Chris All in favour.</p>
8. Purchase of online meeting account.	LL	<ul style="list-style-type: none"> ● Laura-Lee has proposed the idea of purchasing a more secure online platform vs. free Zoom/google hangouts/google classroom. ● Maj Southern thinks it is a great idea, it could help with ongoing 	



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		<p>room booking issues, weather related meeting cancellations ect.</p> <ul style="list-style-type: none"> ● Staff could use the platform as well, they would like a platform to support live stream/webcasts/webinars supporting 200+ people. ● The SCC will need to work with staff to make sure the needs of both the staff and the SCC are identified. We will need to then rank the different platforms against the criteria we need. ● Scott will ask 2 Lt Simpson to work with Laura-Lee on this project. 	
<p>9. Needing assessors for DOE program.</p>	<p>LL</p>	<ul style="list-style-type: none"> ● Laura-Lee has taken on the role of Award leader for the Duke of Edinburgh (DofE) program. ● As the Award Leader, Laura-Lee's role is to meet and mentor the cadets who sign up for the program. ● One of the biggest challenges to the program is to find assessors to check in with candidates, mentor them and help lay out a plan for completing the level they are working on. Assessors cannot be family members. ● Laura-Lee is asking for help, to be a viable program in the squadron, we need assessors ● Scott will ask staff for volunteers. ● Laura-Lee will send out information regarding what an assessor's roles are. ● Greg suggested to Scott to advertise the DOfE program more next year. ● We need to consider allocating a budget for the DofE program in future years. ● We need to think about how we market the DofE program to cadets and parents. 	
<p>10. Other</p>		<ul style="list-style-type: none"> ● CO has asked if there is someone on the committee who could conduct an inspection of the trailer. Fred has said he would do this. ● Staff have not received a report for the items needing to be fixed in the trailer from a safety check that was done in 2019. ● The trailer will be vacant over the summer so we do not need to clean it out. Staff will be storing the FTU's that have not been delivered in it. 	



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		<ul style="list-style-type: none"> CI Aleknevicus and Laura-Lee have cleaned up the trailer. We had leftover canteen supply. The fridges were emptied and the food was donated to the local food bank. Thank-you to Dot and Laura-Lee for cleaning out the unused food and for cleaning out the trailer. . A question regarding the band was asked: If cadets have borrowed instruments, can they keep them over the summer? We may have to plan for a drive by drop off to get the equipment back. The SCC will need to purchase another laptop for the treasurer. Sawan volunteered to look into a computer that will work for the treasurer. Greg finished the meeting with encouraging everyone to take care of themselves and their family. 	<p>Answer needed: Can cadets keep borrowed band equipment over the summer?</p>
10. Next Meeting	June: date to be confirmed.		
11. Motion to Adjourn	The meeting adjourned at 8:47pm.		Motion to Adjourn. Moved: Greg 2nd: Laura-Lee Carried

Outstanding Action Items

Meeting Date to Discuss	Action Items	Responsibility
June	Maj Southern to ask if cadet promotions can be made if the cadet has not completed a fitness assessment this year.	Maj Southern
June	May need to collect band equipment that has been lent to cadets if cadets are not allowed to keep instruments over the summer.	

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Greg Tzemenakis
Chairperson - SSC 706 Squadron Air Cadets

Wendy Boland
Secretary - SSC 706 Squadron Air Cadets