



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

**Date:** 14 June 2018

**Members Present:** Sue, Rachel, Sawan, Zdena, Laura-Lee, Pat, Nathalie,

**Regrets:** Greg

**Observers:** Martin, Fred, Suman, Sarmi, Nancy

**Air Cadet League (ACL) Squadron Advisor:** absent

**Squadron Staff:** Capt Bejenaru

Item	Presenter	Discussion	Action
1. Meeting Called To Order and Approval of Agenda	Sue	Meeting called to order at 7:05 pm <ul style="list-style-type: none"> <li>● Round table introductions</li> <li>● Addition to agenda – Army Run</li> </ul>	<b>Motion</b> to approve the agenda: Moved: Rachel 2 <sup>nd</sup> : Pat <b>Carried</b>
2. Review and acceptance of previous meeting minutes (May 19 <sup>th</sup> , 2018)	Rachel	<ul style="list-style-type: none"> <li>● No amendments</li> </ul>	<b>Motion</b> to approve the Minutes Moved: Laura-Lee 2 <sup>nd</sup> : Pat <b>Carried</b>
3. Chair's Update	Sue	<ul style="list-style-type: none"> <li>● Sue thanked all members for their efforts towards the Raffle, the ACR and reception, the refreshments for the final parade</li> <li>● No treasurer report tonight, Greg is working to reconcile expenses and complete ACC9. The final year end budget update to be provided soon.</li> <li>● Looking for help to clean up trailer, Monday, Jun 18<sup>th</sup> evening 7pm before we turn it over to the Cadet Training Centre for the summer</li> </ul>	Sue, Fred, Zdena, Pat, Nancy and Sarmi to help with trailer clean up – Meet at Sqn Trailer.
4. CO's Update	Capt Bejenaru	<ul style="list-style-type: none"> <li>● Requested SCC members what information they would like to know               <ul style="list-style-type: none"> <li>○ What were the results of recent cadet feedback on the training year – still need to meet with staff to discuss and determine how to integrate into planning for next year</li> </ul> </li> </ul>	<b>Weekly Messages:</b> Potentially clean up distribution list and add all new parents/cadet emails in Sept.



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		<ul style="list-style-type: none"> <li>○ Will timing of optional activities remain the same next year? Likely yes as we share the facilities at Connaught with the Army and Navy cadet squadrons.</li> <li>○ Is it possible to provide an update on staffing for next year? Provided an update on recent departures, spoke of several new and returning staff.</li> <li>○ Members suggested that in order to facilitate management of photos, they should be tagged</li> <li>○ In recent months, some parents were not getting the weekly messages. Should review the distribution to ensure messages are received.</li> </ul>	
5. Raffle Fundraiser	Sue/All	<ul style="list-style-type: none"> <li>● Licensing process is fairly straightforward, especially if we just renew the license and since we have the lottery account</li> <li>● Communicating expectations to parents – look at different approach, infographic on where the funds raised are used and how</li> <li>● Timing matters, first fundraiser of the year is typically more successful than the 2<sup>nd</sup> one</li> <li>● Though we didn't communicate it, some people preferred to make a 100\$ donation and get a tax receipt then to sell raffle tickets</li> <li>● 77 of 105 books sold – Turnout/participation is about as expected, lower than hoped for, awareness can be raised</li> <li>● Perhaps we need to have SCC meet new parents when cadets join later in the year, to communicate expectations along with staff (40% of new cadets this year came in after the first night)</li> </ul>	Develop Strategy for meeting with new parents whose cadet joins after new recruit night.
6. ACR Reception Planning	Sue/All	<ul style="list-style-type: none"> <li>● Change of location for the reception – less crowded, similar flow</li> <li>● Food/drinks – 8 cakes, ½ cake white and ½ cake chocolate left, some drinks leftover, though they were used for refreshments the following week after the Final Parade</li> </ul>	



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		<ul style="list-style-type: none"> <li>● Volunteers – more than needed, particularly to bring equipment to/from Carp because we had a large trailer</li> <li>● Decorations – ok, easy</li> <li>● Would be better if we had our own podium and dias</li> <li>● Program was fantastic!</li> </ul>	
7. SSC Cadet Bursary	Rachel/ Martin	<ul style="list-style-type: none"> <li>● Reviewed the process and how it was communicated</li> <li>● Considering the high cost of post-secondary education, we may want to consider raising the amount of the bursary, perhaps seeking corporate sponsorship</li> <li>● Keep track of the justification of the decision</li> </ul>	
8. Final COs Parade – after parade treats	Sue/All	<ul style="list-style-type: none"> <li>● Great! Everyone seemed to enjoy them</li> <li>● Great opportunity and venue to allow families to mingle</li> </ul>	
9. Army Run	Laura-Lee	<ul style="list-style-type: none"> <li>● Staff will provide support, possibly some screened volunteers as well</li> <li>● Confirm 50 cadets maximum, cadets will be given the promo code when they sign-up for the race, it becomes a mandatory activity for the individual cadet</li> <li>● Sawan to do the sign-up genius</li> <li>● Alex to share info with other COs</li> </ul>	Sue will communicate information and send Registration details/Promo codes to cadets as they sign up
10. Year End Transition	Sue	<ul style="list-style-type: none"> <li>● Greg is preparing to close out ACC9 and closing the final year</li> <li>● Change of signing authority for main account, <ul style="list-style-type: none"> <li>○ Maintaining 4 individuals with signing authority</li> <li>○ Chairperson, Treasurer and 1<sup>st</sup> Vice-President, already have signing authority</li> <li>○ Sarmi Roy will take the place of Nathalie</li> </ul> </li> </ul>	Sue/Greg – Facilitate adding Sarmi as signing authority on main Sqn acct.
11. Next Meeting	<p>Will need to determine date and location for meeting in July and August  Work to start developing the training plan will start next week, aim for budget meeting is late-August</p>		



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	Rachel will send a Doodle poll to members	
<b>12. Motion to Adjourn</b>	Motion to adjourn at 9:20 pm	<b>Motion</b> to Adjourn. Moved: Laura-Lee 2 <sup>nd</sup> : Sawan <b>Carried</b>

### Outstanding Action Items

Meeting Date to Discuss	Action Item	Responsibility
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Original Signed by

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Susan Grant  
Chairperson  
SSC 706 Squadron Air Cadets