



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

**Date:** 25 July 2018

**Members Present:** Susan Grant (Chair), Laura-Lee Balkwill (2nd Vice-Chair), Greg Tzemenakis (Treasurer), Patrice Carrière (Secretary), Zdena Harder, Martin Bélanger, Suman Roy, Sarmitha Roy, Fred Shultz (Directors)

**Regrets:** Rachel Mainville-Dale (1st Vice-Chair), Sawan Goyal (Director)

**Observers:** Nil

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

**Squadron Staff:** Capt Alex Bejenaru (Commanding Officer) (by phone)

Item	Presenter	Discussion	Action
1. Meeting Called To Order and Approval of Agenda	Sue	<ul style="list-style-type: none"> <li>● Meeting called to order at 7:30 pm</li> <li>● First meeting of the SSC for the 2018/19 Training Year</li> <li>● Thank you to Zdena Harder for hosting the meeting</li> </ul>	<p><b>Motion</b> to approve the agenda: Moved: Greg 2<sup>nd</sup>: Fred <b>Carried</b></p>
2. Review and acceptance of previous meeting minutes (June 14 <sup>th</sup> , 2018)	Patrice	<ul style="list-style-type: none"> <li>● The previous minutes were amended to reflect the correct adjournment time of 9:20 pm.</li> <li>● Thank you to Rachel for having provided excellent services as the Secretary for the past year.</li> </ul>	<p><b>Motion</b> to approve the Minutes Moved: Patrice 2<sup>nd</sup>: Laura-Lee <b>Carried</b></p>
3. Chair's Update	Sue	<ul style="list-style-type: none"> <li>● The September 2018 Army Run sign-up is being monitored. So far 22 cadets have signed up. Another reminder will be sent later this summer.</li> <li>● The permit request for the use of All- Saints High School gymnasium, for Sports Nights next Training Year (Trg Yr) was submitted. The Chair does not expect any issues.</li> <li>● The results of the most recent 706 Air Cadet Squadron SSC elections and associated documents (i.e. the "SSC renewal") were sent and submitted to the Air Cadet League (ACL) at the end of June as well as the list of names of volunteers in place.</li> <li>● The 2018/19 ACL assessment received at the end of June. It is \$75 per cadet based on average number of cadets during the past Trg Yr. For 2018/19, the number of cadet is established at 147 for a total assessment of \$11,025. The assessment will be paid in two</li> </ul>	Nil



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		instalments, the first on December 15th 2018 and the last on February 28th 2019. The ACL use the fees to cover standard expenses such as gliders, their maintenance, insurance, etc.	
4. CO's Update	Capt Bejenaru	<ul style="list-style-type: none"> <li>● No change to staff report from last month.</li> <li>● A total of 12 extra camp positions were obtained for cadets for this summer. Late “standby” camp offers were considerably higher than in previous years.</li> <li>● Training plan: the CO has met with the Trg Officer a couple times already. A draft Trg Plan ready, but there is no costing of the plan yet. It is very similar to last year in terms of cost and activities.</li> <li>● The Regional Cadet Support Unit (RCSU) has modified the way that budget allocations will be given for Trg Yr 2018/19. There will only be MCP and one type of LSA. The MCP allocation will be determined at a later date based on the CO's submitted Business Plan.</li> <li>● Questions to the CO: <ul style="list-style-type: none"> <li>○ Is there a cap on MCP amount? Answer: RCSU stated “we will support you”. The hope if budget is prorated (i.e. same cost per cadet) to last year's that it will work.</li> </ul> </li> </ul>	Nil
5. Budget	Greg	<ul style="list-style-type: none"> <li>● Budget report by the Treasurer. <ul style="list-style-type: none"> <li>○ Some expenses from the last training year have not yet been reimbursed by DND. Those funds are expected in the short term.</li> <li>○ The SSC is starting the 2018/19 Trg Yr with approx. \$50K.</li> <li>○ The Treasurer explained to new SSC members where the funds come from to support Sqn training/activities. <ul style="list-style-type: none"> <li>▪ The majority is from DND and fundraising activities</li> </ul> </li> <li>○ The Treasurer explained the major expenses last year <ul style="list-style-type: none"> <li>▪ League Fees, Training (70%), squadron teams and flying</li> </ul> </li> </ul> </li> <li>● The Treasurer explained the different accounts and how these are reconciled.</li> </ul>	<p><b>Motion</b> to approve the Treasurer's Report for the Trust and the Checking Accounts:</p> <p>Moved: Greg 2nd: Martin <b>Carried</b></p>



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		<ul style="list-style-type: none"> <li>○ Q. Do we need to remain with our current financial institutions? A. No. Q. Do we get bank fees reimbursed? A. Yes, so far we have.</li> <li>● There was a discussion about various bank accounts, how much we carry, whether any funds should be invested.</li> <li>● The Treasurer confirmed that that the accounts balance.</li> <li>● Budget discussion:             <ul style="list-style-type: none"> <li>○ Review of 2017/18 budget. Explained the way the document was created and tracked (meaning of colours, bold fonts, etc.)</li> <li>○ There was a discussion of how financial information should be presented in the future to make it easier to understand funding/expenses overages/shortfalls.</li> </ul> </li> <li>● Harmonized Services Tax update: as the SSC is a charitable organisation, there is the ability to recoup an amount of HST paid. However, the SSC has not submitted a reimbursement request to the Canada Revenue Agency in the past several years. As such, the Treasurer will request a HST rebate for the most recent training year. Upon success, there will be request for previous training years to see if we can obtain a multi-year rebate.</li> </ul>	<p><b>Motion</b> to approve the budget tracking document for 2017/18 subject to the reallocation of one DND reimbursement.</p> <p>Moved: Greg 2nd: Martin <b>Carried</b></p>
6. Summer Expenses	Sue/Greg	<ul style="list-style-type: none"> <li>● There are a few Administrative items that need to be paid for over the summer for routine expenses. These are:             <ul style="list-style-type: none"> <li>○ the Sign-Up Genius service; and,</li> <li>○ The SSC Storage Locker (The Windmill Centre)</li> </ul> </li> </ul>	<p><b>Motion</b> to approve the payment of Admin Expenses in the amount of \$ 569.15:</p> <p>Moved: Greg 2nd: Zdena <b>Carried</b></p>
7. SCC Activities Discussion		<ul style="list-style-type: none"> <li>● Review of 2017-2018 Fundraisers/SSC Activities - Discussion for upcoming year             <ul style="list-style-type: none"> <li>○ The SSC needs to start thinking about fundraising to give parents an idea what to expect.</li> <li>○ There is a need to get the fundraising message out</li> </ul> </li> </ul>	<p>Sue/Laura-Lee to work on a strategy (Pictograph) to demonstrate funding / examples of how used</p>



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		<ul style="list-style-type: none"> <li>○ Members would like to communicate to Sqn families how activities are funded and provide examples of how fundraised \$s are used</li> <li>○ Last year's Pasta Diner &amp; Silent Auction was appreciated</li> <li>○ Consideration should be given to having a limited number of fundraisers, but concentrate on them.</li> <li>○ Hike-a-thon was well appreciated.</li> <li>○ A discussion was had to whether something else could replace the raffle.</li> <li>○ The recommendation is that a Maximum of 3 fundraising events take place (2 x cadet centered, 1 x parent centered (TBD))</li> <li>● This discussion will continue at the next SSC meeting.</li> <li>● Sue provided a SSC Leads/Activities doc – high-level overview of SSC activities and tasks involved.</li> </ul>	<p>Members to review SSC Leads/Activities document and think about what activities they would like to be involved with/lead this year.</p>
<p>11. Next Meeting</p>	<p>The next meeting will be on Thursday, August 16<sup>th</sup> 2018 at Patrice Carrière's residence. The address will be forwarded to committee members under separate cover.</p>		
<p>12. Motion to Adjourn</p>	<p>Motion to adjourn at 9:35 pm</p>	<p><b>Motion</b> to Adjourn. Moved: Laura-Lee 2<sup>nd</sup>: Greg <b>Carried</b></p>	



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### Outstanding Action Items

Meeting Date to Discuss	Action Item	Responsibility
	<ul style="list-style-type: none"><li>•</li></ul>	

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