



706 Ottawa Snowy Owl Squadron Squadron Sponsoring Committee – Minutes

Date: November 21, 2019

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, Christopher Elliott-Davis, Sawan Goyal (Directors)

Regrets: Patrice Carrière (Director)

Observers: Steve Desjardins, Julia Desjardins, Matthew Burke

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	Meeting called to order at 7:00 p.m.	Motion to call to order. Moved: Greg 2nd: Wendy Carried
2. Approval of Minutes from last meeting	Wendy	No amendments	Motion to approve October minutes: Rachel 2nd: Motion Carried
3. Chair Update	Greg	<ol style="list-style-type: none"> 1. Appreciation: Sincere thanks from Greg to the SCC for all the work being done, it has been a busy start to the year! 2. Hike-a-thon: 706 raised \$8902.21, close to what we hoped for. 61 cadets participated. The difference between the 1st and 2nd top fundraiser was approximately \$80. Both raised over \$1000 each and their combined efforts equalled 25% of total funds raised. There was discussion about offering the 2nd top fundraiser a prize. This is new and was not advertised during the fundraiser. We spoke of adding a new incentive for future years, either an award for the top 3 fundraisers or to any cadet raising over \$1000. 3. Air Cadet League: 706 has paid the first installment of the air cadet assessment fee and we have paid the first insurance premium. 4. Budget: There have been two material changes to our budget, both having to do with DND funding of our program and both directives being communicated to us only recently: <ol style="list-style-type: none"> a. Local Support Allocation (LSA): The entire amount of LSA for this training year (\$6900) must be spent by December 15. This is new this 	Motion to approve offering a gift certificate of \$75 to 2nd highest fundraiser. Moved: Greg 2nd: Motion Carried.



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		<p>year. Our budget this training year did not account for needing to spend the LSA by December 15. The LSA funding is allocated for Optional Instruction Activities, Optional Physical Activities, Administration.</p> <p>b. DND has reallocated \$7250 in Mandatory Complementary Program (MCP) support. MCP is financial support from DND for mandatory training. 706 will not receive these funds which we had accounted for receiving in our budget for the training year. The SCC may need to directly fund \$7250 in mandatory training out of it's own funding/budget. However, since the fall FTX was cancelled, there is over \$5000 in mandatory training funds that will not be used. The CO has suggested the funds that had been allocated for the FTX be reallocated to other mandatory training activities.</p> <p>There was discussion amongst the SCC of the timing of the above directives. It would be appropriate to have this type of information given to us before we set the budget for the training year. The CO has agreed to take our comments back to DND.</p>	<p>Action: Maj Southern to let DND know the SCC's concerns about the timing of issuing funding directives.</p>
4. Treasurer's Report	Sarmistha	<p>The bank account balance as of November 20, 2019 was \$58238.56. The major expense this month was the Assessment Fee, \$5550. Greg mentioned we are on par to where we were last year for finances.</p>	<p>Motion to accept Treasurer's Report. Sarmi 2nd: Rachel Carried</p>
5: CO's Update	Maj Southern	<ul style="list-style-type: none"> ● November has been a busy month. ● FTX: Maj Southern apologised for the FTX being cancelled at the beginning of November. Strong winds blew down many trees at Camp Opemikon where the FTX was supposed to be held. Camp Opemikon's directors cancelled the weekend as there was too much damage and the site was not safe for cadet activities. Staff has found a solution: one long FTX day Sunday November 23. ● Poppy Sales: Next year 706 will reach out to the Legion instead of waiting for them to reach out to us to fill spots for poppy sales. We hope to be better organised in advance. ● Field training uniform: In the 2020-2021 training year cadets will be issued field training uniform. ● Drill competition this year will be in April 2020. 	<p>Action: Organise poppy sales in advance with the Legion.</p>



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		<ul style="list-style-type: none"> ● Our region will be getting more sleeping bags. ● Summer camp applications are under way for National camps: international exchange, glider and power. Exams for the camps will be done in January, interviews in February. OCdt Augé is working hard to get in all ground school training and mock interviews to prepare our cadets. ● Cadet correspondence training has been rebooked for March 2020. ● There are no resources within the Eastern Region for band: band is in need of repair to a saxophone and money for music and music stand/clips for instruments. ● The Duke of Edinburgh program is under way for returning cadets. Former CI Brad Sobczak was the past Duke of Ed coordinator, he has now accepted a full time position in the military and will no longer be working as the coordinator. Any new cadets who wish to join the program can talk to either Capt Southern or Maj Southern. · ● Effective speaking will be under way shortly. 	
6. Trailer Maintenance	Fred	<p>Neither the CO or Fred have received a written report from the surprise safety inspection for the trailer last month. The verbal report included the following needs to be addressed:</p> <ul style="list-style-type: none"> ● Electrical panel obstruction. ● Replace a ceiling tile. ● Emergency light needs to be rewired to not require an extension cord. ● There is baseboard heater running between two rooms. Someone cut out a wall to allow heat in the 2 rooms. <p>\$5000 has been allocated in capital expenses for emergency repairs for the trailer.</p>	
7.60th Anniversary	Rachel	<p>The 60th Anniversary Committee met November 14, the highlights/ideas from the meeting include:</p> <ul style="list-style-type: none"> ● Combine the anniversary celebration with the Mess Dinner: Invite parents and dignitaries, alumni, regional CO's, Co's from squadrons that have branched off from us, mayor, MP's, sell tables to sponsors. ● We are hoping for an attendance of 400-500 people. ● Timing: End of February to early April: need to confirm dates with 	<p>Action: Maj Southern to provide a date for the Mess Dinner/60th Anniversary Celebration.</p>



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		<p>CO. We need date to be able to sell tables.</p> <ul style="list-style-type: none"> ● Other fundraising ideas: 50/50 draw, silent auction items. ● Agenda: Dinner followed by a dance. ● Main elements of mess dinner/protocol: order of events <ul style="list-style-type: none"> ○ 3-4 course meal with servers for traditional mess dinner, buffet is fine but head table will be served ○ Passing the port. ● Preliminary costs for 400 people: \$14 000 sit down dinner, \$12 000 for buffet. ● We will use Eventbrite for selling tickets. ● It was suggested to Rachel she send out a list of tasks that need to be filled. 	<p>Action: Rachel to send out a list of tasks to be filled.</p>
8. 706 Clothing	Chris	<ul style="list-style-type: none"> ● Online shopping is available this fall at our Pro2col Webstore between Nov. 21st and Dec. 5th. ● There are no guarantees the clothing will come in before the holidays. Some of the earlier orders may be available. ● The SSC will pick-up all 706 squadron orders and distribute them at a parade night in early January Connaught. ● The webstore will open once more for a limited time in the spring of the 2019/ 2020 training year. 	
9. Flipgive	Wendy	<ul style="list-style-type: none"> ● As another fundraiser, we set up a Flipgive account for 706 this month. ● The account is free and allows us to earn cash back for items we already purchase through online shopping or gift cards. Many retail stores and restaurants offer some type of incentive. ● Any family willing to participate can either join using the 706 invite code VN756Z either through the app: https://www.flipgive.com/app?joincode=VN756Z or online: https://www.flipgive.com/teams/join?fundraiser_name=Wendy+Boland&joincode=VN756Z ● At the time of this meeting 706 has already earned close to \$70. 	Nil



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<p>10. Special General Meeting of the Air Cadet League of Canada</p>	<p>Greg</p>	<p>The purpose of the special meeting is to pass the vote for the special contribution to refurbish a tow plane engine.</p> <p>There will be 2 resolutions to be addressed:</p> <p>Resolution #1: Tow Plane Engine refurbishment</p> <p>Additional information since our last SCC meeting has come in:</p> <ul style="list-style-type: none"> ● All engines follow a normal lifecycle and require refurbishment every 6 years. ● It is best to do repairs during winter months to not affect fall or summer gliding and power operations. ● Every 5 years two engines will need to be refurbished vs one. Currently 2020 and 2023 are slated for 2 engine repairs. ● Updated information suggests the refurbishment of the second engine this year can be pushed one more year. The League has stated they could hold off on refurbishing the 2nd engine to next year. They have a budget of \$90 000 to refurbish engines this year, one engine costs \$45 000 to refurbish. <p>The League has a \$250 000 GIC to cover exceptional circumstances.</p> <p>Concern: There is no evidence of long term planning for maintenance and replacement of tow planes.</p> <p>Resolution #2: The League has recommended striking a committee to examine the voting structure and fundraising model of the Air Cadet League. The committee will look at the possibility of getting rid of the assessment fee. Larger squadrons pay larger assessment fees, smaller squadrons pay smaller fees. Each squadron only has 1 vote. Larger squadrons get more spots for camps.</p> <p>Thoughts: There is no risk of striking a committee. The committee will determine how best to structure the funding and voting of the Air Cadet League.</p> <p>Greg will not be able to attend the special meeting, Laura-Lee will go on his behalf.</p>	<p>Motion: Based on new info provided, is SCC in favour of paying \$7.50/cadet for one time fee to replace the engine of one tow plane.</p> <p>A vote was taken: The SCC voted unanimously against the one time \$7.50 levy.</p> <p>Motion: Is SCC in favour of the resolution seeking to appoint a committee to examine the voting structure and fundraising model proposed by #1 West Montreal:</p> <p>A vote was taken: The SCC voted unanimously to strike a committee.</p> <p>Motion: To authorise Laura-Lee Balkwill to officially represent 706 SCC at the special general meeting of the League. Moved: Greg</p> <p>2nd: Fred Carried with a unanimous vote.</p>
<p>11. Sponsorship Package</p>	<p>Laura-Lee</p>	<ul style="list-style-type: none"> ● The parents meeting on November 7th was difficult to host due to the background noise in the classroom of 1 Brouillette. Laura-Lee would like to have another parent meeting to accomplish the interactions 	<p>Action: Plan for another parent meeting.</p>



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	<p>with parents she has hoped to get.</p> <ul style="list-style-type: none"> ● Laura-Lee is working on materials to support the sponsorship campaign. ● 3 parents have reached out for major sponsors. 	
Next Meeting	December 12, 2019	
9. Motion to Adjourn	The meeting adjourned at 8:52pm.	Motion to Adjourn. Moved: Martin 2nd: Sarmi Carried

Outstanding Action Items

Meeting Date to Discuss	Action Items	Responsibility
December 12, 2019	<ul style="list-style-type: none"> ● Action item for next year: do we offer an incentive to top 3 or to any cadet raising over \$1000. 	SCC
December 12, 2019	<ul style="list-style-type: none"> ● Maj Southern to let DND know the SCC's concerns about the timing of issuing funding directives. 	Maj Southern
December 12, 2019	<ul style="list-style-type: none"> ● Maj Southern to provide a date for the Mess Dinner/60th Anniversary Celebration. 	Maj Southern
December 12, 2019	<ul style="list-style-type: none"> ● Rachel to send out a list of tasks to be filled for the 60th Anniversary Celebration. 	Rachel
Planning meeting for 2020-2022 training year.	<ul style="list-style-type: none"> ● Organise poppy sales in advance with the Legion. 	Staff
December 12, 2019	<ul style="list-style-type: none"> ● Host another Parent Meeting to encourage seeking Sponsors for 706 	Laura-Lee, SCC

Original Signed by

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Greg Tzemenakis
Chairperson - SSC 706 Squadron Air Cadets

Wendy Boland
Secretary - SSC 706 Squadron Air Cadets



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