



51 Canada Aviation and Space Museum Air Cadet Squadron

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Ottawa ON K1K 4R4

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www.51aircadets.ca



Sponsoring Committee Meeting Minutes **18 December 2018: 1830 to 2000 hours**

COMMITTEE PRESENT:

Phillip Rennison (Chair)
Charles Kerber (Secretary)
Suzie Cloutier (Director - Volunteer Coordinator)
Maureen Hamilton-Sirois (Director – Social Media)
Hala Hassan (Director - Fundraising)
Sindhu Nair (Director - Canteen and Retail)
Rick Brook's (Squadron League Advisor)
Captain Michelle Bergeron (Commanding Officer)

VOLUNTEERS PRESENT:

Twilight Beltran
Kathleen Lemire
Danusia Robaszewski
François Roussel
Emilia Toushek
Bert Veldman

REGRETS:

James Farrell (Treasurer)
Marie Christine Lalonde (Regional League Coordinator)

VACANT:

1st Vice Chair
2nd Vice Chair
Director - Public Relations
Director - Activity Liaison

1. **Agenda.** The agenda is available at Annex A for review. No changes or additions were proposed to the agenda and the agenda was approved as presented. Motion to accept was by Kathleen Lemire, no opposed; adopted.

2. **Review of Last Minutes.** The minutes of the meeting were distributed electronically earlier today and were distributed in hard copy at the start of the meeting for discussion. No significant items

were indicated. The names of several individuals were not included in the minutes, however, this was attributed to the use of an acting secretary. No material details were changed. Motion to adopt was by Maureen Hamilton-Sirois, no opposed; adopted.

3. **Chair's Report.**

- Last Executive Meeting. Last meeting was cancelled due to an illness and one resignation, quorum could not be obtained, therefore, there is nothing to report.
- Lesson from the Holiday Dinner and Dance. Generally, the event was well received. 120 chicken dinners and 4 vegetable lasagna dinners were procured. Of seven invitations to VIPs, only one responded, however he was unavailable to attend. Ticket sales were slow until the last minute, with several late additions; the lesson is the need to sign up earlier. The early date was a concern with some parents, as it was almost a month prior to Christmas, however this was not observed to be a significant factor with the cadets. It was noted that the band did a really great job.
- SSC resignations / Way forward. Both 1st Vice Chair and Director – Public Relations resigned as their cadet moved squadrons. Additionally, the 2nd Vice Chair resigned earlier in the year due to a cadet move. The Director – Activities, also vacated due to personal commitments. The chair asked for any volunteers to come forward after the meeting if they were interested in any of these positions.
- Band Report. There was no update that could be obtained, however, there were several band parades in the pre-holiday season and there was a good overall level of satisfaction with the performances.
- Follow-up on Marksmanship location. The marksmanship group has been dormant for a couple of weeks due to other commitments. There will be a walkthrough of a new location, provided by DND, closer than CFS Leitrim. The program will restart in January.

4. **Treasurers Report.** James Farrell has been off for medical reasons and was unable to attend tonight. A list of items deposited and paid out this month was reviewed. It is included at annex B. Overall bank status sits at approximately \$60,000. Monthly reports have been published and over the next month a mid-year financial review will be reviewed against budget forecasts to look at the status of the SSC. Of significant note will be a need to look at the allocations and expenditures from the funded capabilities that we provided at the start of the year.

5. **Secretary's Report.** There were no significant correspondences for the SSC. Secretary noted that a couple of missed meetings were documented by stand-in secretaries. These have been transcribed and will be posted to the 51 Squadron site.

6. **League Report.** The committee vacancies, identified in the Chairs comments, were discussed. At the next meeting, 22 Jan 19, there will be a potential bi-election. It is critical for the 1st Vice Chair to be filled to enable the committee to have the personnel needed to meet all obligations. Despite this, comments were made noting that the SSC was very effective at managing the events and had a very active program.

- National Exams Interviews. This is the opportunity for glider, power, exchange, and other senior camps to be obtained by cadets. For planning, these are always the 1st Saturday in

February. There is no core function for the committee with these interviews, however it is important to be aware that this is a critical event for cadets.

- **Effective Speaking.** This will be held in late February, usually the last Sunday of the month, and is therefore likely 24 February for this year. There is a need to see if there is a booking already made for the CASM. The league will be looking for 3-5 volunteers for guiding the cadets, staged in the all-purpose room and guided to ensure they do not have advantages. There may also be an opportunity to run a fundraising canteen; to be determined.
 - i. **Action.** Chair to inquire as to the status of any bookings for the effective speaking contest.
- **GST Rebate.** The GST report has been rejected, multiple times, for \$12,481, but was again rejected. Revenue Canada has been approached, and a new submission was made; the request had to be broken into quarterly requests (12 in total).

7. **Commanding Officer Report.** The Cadet CO, Cpl Rennison, was introduced as the Cadet CO for the Day. A WO1 promotion will be performed tonight. Restarting back up 8 January 2019 is not an option as the CASM is closed. We are looking at a full-on sports event or restart on 15 January 2019. The unit is holding at 190 cadets with continual intake and departures.

- **Social Media.** One of the senior cadets has started a 51 Air Cadets Instagram account. This was seen as more useful than Facebook for cadets, as it matched the social media use of that demographic. Additionally, there is a cost for the Flickr account to pay for the storage of photos. This was approved at the last meeting and will be processed.
- **FTX.** There was a need to identify what equipment is in stores of the SSC. The Chair will provide the list of available resources. There is a desire to procure any needed supplies in the winter as they tend to be lower cost. Chair requested demands from the CO for consideration during the budget review.
 - i. **Action.** Chair to provide list of stores available.
- **Activities.** Biathlon will be a large activity in January and February. The Marksmanship and Band will be involved in multiple activities as well.
- **Promotions.** A question raised by the Squadron League Advisor to confirm if the committee had representation on the WO1 promotion board. The Chair confirmed that yes, the committee had a representative on the board.

8. **Cadet Squadron Commanders Report.** Nil

9. **Committee Reports.** The following committees reported to the executive meeting:

- **Canteen & Retail Director.** We have had a good income and we will be able to restock for January. Chair recognised the work of Kathleen to organise the top flight pizza award for the Walk-a-Thon and credit for the canteen items.
- **Fundraising Director.** For now, have 5 locations approved for the April tag day, for 3 days, and we are looking to include up to 12 locations. Eventbrite will be used for sign-up

management to avoid the problems of the last event. The CO recommended that the sign-up be conducted at least 3 weeks in advance. The chair noted that there was a decision to limit to 1 day in November and that this event will be a traditional 3-day event. A lot of volunteers will be needed for the next tag day event.

- **Volunteer Coordination Director.** Volunteer coordinator has indicated that the number of applications have slowed and we are now caught up. She will be running applicant processing every second week now. There are two applicants still in process. Total cleared are 27 personnel.
- **Public Relations Director.** Currently vacant.
- **Social Media Director.** There are a number of activities that are being posted with activities linked from cadets and parents photos. There was a need to look at linking the Instagram account created by the cadets
- **Activity Director.** Vacant. There is a Senators activity 6 January 2019, a planning for a sports night 8 Jan 19, with a familiarization Flying activity on 12 Jan 19.

10. **Next Meeting.** The meeting was closed at 2000 hours. The next meetings are scheduled as follows:

- **Executive Committee and Budget Review:** Tuesday, 15 January 2019, at 1830 hours to be held at the Canadian Aviation and Space Museum.
- **Elections and Committee Meeting:** Tuesday, 22 January 2019, at 1830 hours to be held at the Canadian Aviation and Space Museum.

11. **New Items**

- Discussion was held on the option to host the drill team for a holiday social. Danusia Robaszewski is hosting.

Annexes

Annex A Meeting Agenda

Annex B Financial Report

Annex C Meeting Attendance Sheet (scan)

Written by

Approved / Rejected

Charles Kerber
Secretary

Date

Phillip Rennison
Chair

Date

Agenda

**51 Squadron Sponsoring Committee
December 18, 2018 meeting
1900 to 2000 hrs
(Canadian Aviation and Space Museum)**

Item	Speakers
1. Call to Order and Approval of Agenda	Phillip Rennison
2. Approval of Minutes - November 20, 2018	Phillip Rennison
3. Chair's Reports 3.1 Points from Monthly Exec Mtg - cancelled 3.2 Lesson from Holiday Dinner and Dance 3.3 SSC Resignations / Way Forward 3.4 Miscellaneous 3.4.1 Follow-up on Marksmanship location	Phillip Rennison
4. Treasurer's Report 4.1 Inventory Report 4.2 Monthly Finance Update 4.3 Mid-year budget review (now to 22 Jan)	Phillip Rennison
5. Secretary's Report 5.1 Correspondence 5.2 Miscellaneous	Charles Kerber
6. League Report 6.1 SSC By-Election 22 Jan 19 6.2 National Course Exam/Interviews 02 Feb 19 6.3 Effective Speaking Contest – regional 24 Mar 19 6.4 Miscellaneous	Rick Brooks
7. 51 Sqn CO's Report 7.1 Past Activities 7.2 New Year Activities 7.3 Miscellaneous	Captain Michelle Bergeron
8. Cadet Squadron Commanders Report	Warrant Officer 2nd Class Zoë Mitchell
9. Committee Reports 9.1 Canteen & Retail Director 9.2 Fundraising Director 9.3 Volunteer Coordination Director 9.4 Public Relations Director 9.5 Social Media Director 9.6 Activity Director 9.6.1 Familiarisation Flying 12 Jan 19	Sindhu Nair Hala Hassan Suzie Cloutier Vacant Maureen Hamilton-Sirois Vacant
10. New Items	Phillip Rennison
11. Next meeting time, date and location 11.1 Executive – 15 Jan 19 11.2 Regular – 22 Jan 19 (Budget Review / Elections)	Charles Kerber
12. Adjournment – See you in 2019 !!	Phillip Rennison

Financial Report

51 Canada Aviation and Space


Monthly Financial Transactions for:

Dec 2018

Ref # or Chq #	Details	Date	Total Month's	
			Revenue	Expenditure
14	Walk-a-thon cheques deposit	01-Nov-18	\$ 1,315.00	
15	Walk-a-thon cash deposit	01-Nov-18	\$ 2,085.00	
16	Walk-a-thon cash deposit	01-Nov-18	\$ 929.95	
17	Walk-a-thon cash deposit	01-Nov-18	\$ 1,190.00	
18	Walk-a-thon cash deposit	01-Nov-18	\$ 38.07	
19	Cheque Deposit - corporate donations (#7101 - 4Pmt)	01-Nov-18	\$ 200.00	
20	Cheque Deposit - corporate donations (#750 from Cowan \$60)	15-Nov-18	\$ 810.00	
21	Walk-a-thon cash deposit	15-Nov-18	\$ 545.00	
22	Walk-a-thon cheques deposit	15-Nov-18	\$ 100.00	
23	Walk-a-thon cheque deposit	23-Nov-18	\$ 100.00	
24	Walk-a-thon cash deposit	23-Nov-18	\$ 85.00	
25	Tag Day deposit	26-Nov-18	\$ 4,617.00	
26	Tag Day deposit (\$3 USD)	26-Nov-18	\$ 3.84	
27	Incense EMAT Credit	30-Nov-18	\$ 6.00	
28	Bank Interest	30-Nov-18	\$ 3.62	
29	Christmas Dinner cash deposit	18-Dec-18	\$ 885.00	
30	Walk-a-thon cash deposit	18-Dec-18	\$ 385.00	
31	Cheque Deposit - corporate donations (\$710.06 from Training)	18-Dec-18	\$ 119.86	
32	Federal Payment CANADA (FTX - Cdt-135-123)	07-Dec-18	\$ 4,537.89	
113	June FTX (Photo of cheque #79) - Hussein Tai	08-Nov-18		\$ 9,231.14
117	May's Enterprises - Blue name tags	07-Nov-18		\$ 273.05
119	Tire at United League of Canada (Quebec and Ottawa valley) - P 15-Dec-18	08-Nov-18		\$ 434.94
121	Invoice #9882 from LA LIGUE DES CADETS DE L'AIR	07-Nov-18		\$ 20.27
122	Mailing COCVO00307 & double cheque binder - James Farrell	05-Nov-18		\$ 84.06
125	Black Ink cartridge - Marc Mico Sang	05-Nov-18		\$ 15.00
0	Charge Back due to insufficient funds - Mark Ginder	05-Nov-18		\$ 194.91
126	Ion Sport Speaker - Phillip Remison	26-Nov-18		\$ 30.51
127	Castor wheels - Packing Tape, Boot Glue - Flairue Hurley	15-Nov-18		\$ 128.80
128	Treasurer Portable Storage System - James Farrell	13-Nov-18		\$ 63.55
129	Poppy Fundraising Fuel - L (TV) Harquail JD	29-Nov-18		\$ 893.80
130	Rockcliff Flying Club - Phillip Remison	26-Nov-18		\$ 310.00
131	Warsmansho (DUCRA Registration) - Capt Jan Olsen	27-Nov-18		\$ 129.17
132	Rockcliff Flying Club - Phillip Remison (missing HST amount)	13-Dec-18		

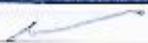

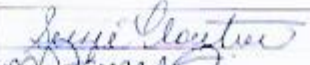


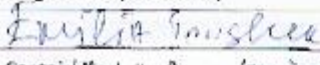
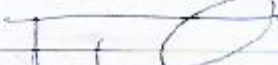
133	Christmas Dinner - Shane Levesque	11-Dec-18	\$	1,109.83
134	Invoice #13764, #14083, #13625 - Musicare Inc.	01-Dec-18	\$	140.13
135	Printer and Ink - Emily Ching	04-Dec-18	\$	79.09
136	Bathlön - France Hurley	11-Dec-18	\$	119.86
137	Stamps and Christmas Dinner (cakes) - James Farrell	04-Dec-18	\$	141.46
138	Bathlön - France Hurley	11-Dec-18	\$	2,850.19
139	Top flight's Walk-a-thon pizza - Kathleen Lemire	06-Dec-18	\$	123.17
140	Christmas Dinner and Dance (music) - Peter Kokkivas	04-Dec-18	\$	300.00

Meeting Attendance Sheet



Attendance

51 Squadron Sponsoring Committee
December 18, 2017 meeting
18h30 to 2000 hrs
Canadian Aviation and Space Museum

Attendee	Signature
Phillip Rennison (Chair)	
Vacant (1 st Vice Chair)	-
Vacant (2 nd Vice Chair)	-
James Farrell (Treasurer)	Regeers
Charles Kerber (Secretary)	
Erin Ahern (Director - Public Relations)	
Suzie Cloutier (Director - Volunteer Coordinator)	
Maureen Hamilton-Sirois (Director - Social Media)	
Hala Hassan (Director - Fundraising)	H. Hassan
Sindhu Nair (Director - Canteen and Retail)	Sindhu
Vacant (Director -	
Vacant (Director -	
Marie Christine Lalonde (Regional League Coordinator)	
Rick Brooks (Squadron League Advisor)	
Sue Blackie	
Kathleen Lemire	Kathleen Lemire
Danusia Robaszewski	
Murray Theriault (Volunteer)	
Bert Veldman (Volunteer)	BV
Milgo Yusuf (Volunteer)	
	E. Gouslee
Captain Michelle Benjamin (Commanding Officer)	M Benjamin
Major Marc Moo Sang (Deputy Commanding Officer)	
Warrant Officer 2nd Class Zoë Mitchell (Cadet Squadron Commander)	
FRANÇOIS ROUSSEL	
TWILIGHT BERRAN	