



51 Canada Aviation and Space Museum Air Cadet Squadron

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Sponsoring Committee Meeting Minutes **20 November 2018: 1830 to 2000 hours**

COMMITTEE PRESENT:

Phillip Rennison (Chair)
Shane Levesque (1st Vice Chair)
James Farrell (Treasurer)
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)
Major Marc Moo Sang (Deputy Commanding Officer)
Warrant Officer 2nd Class Zoë Mitchell (Cadet Squadron Commander)

VOLUNTEERS PRESENT:

Sue Blackie (Volunteer)
Kathleen Lemire (Volunteer)
Danusia Robaszewski (Volunteer)
Murray Theriault (Volunteer)
Bert Veldman (Volunteer)
Milgo Yusuf (Volunteer)

REGRETS:

Charles Kerber (Secretary)
Erin Ahern (Director - Public Relations)
Marie Christine Lalonde (Regional League Coordinator)

VACANT:

2nd Vice Chair
Director -
Director - Activity Liaison

1. **Agenda.** Agenda is available at Annex A for review. No changes or additions were proposed to the agenda. Motion to adopt the agenda by Maureen Hamilton-Sirois; Adopted.

2. **Chair`s Report.** Mr Rennison welcomed everyone

- Points from the Executive Monthly meeting. The following items were addressed:
 - i. Inventory follow-up with Marksmanship
 - ii. Talked about how SSC approved Dec 1st holiday dinner
 - iii. Reviewed finances
- Lesson Learned from Power Familiarization Flying.
- Miscellaneous Items.
 - i. Purchased portable sound system
 - Might get wireless mic.
 - ii. Band instruments
 - \$3000 for repairs and purchases
 - Drum maintenance
 - 632 Sqn offered instruments to 51 Sqn.
 - iii. Marksmanship new location
 - Last week the Chair requested a location
 - Another location was provided
 - Need to view location to check if the location is good.
 - iv. Walkathon
 - 70% 51 Sqn participation
 - 30% 75 Sqn participation
 - 75 Sqn will pay ~\$600 for their part of the Walk-a-Thon.

3. **1st Vice Chair Report.**

- Holiday Dinner
 - i. Vanier Legion, top floor, have access in the afternoon to start decorating
 - ii. Suggestion of a 1830 hours arrival time
 - iii. Clean and shut down by midnight
 - iv. Request for a broom(s) and dustpan(s) to clean floor

- v. Pictures of how the room and storage areas looked before setup started so the teardown group knows where things go.
- vi. Volunteers to setup (Kat, Murray, Suzie)
- vii. Cadets will bring a less than \$10 wrapped gift.
- viii. SSC member to also bring gift to cover cadets who forgot to, or can't bring one, bring a gift.
- ix. Still working to confirm the catering due to 25% increase from last year.
 - 1. Contacting others to check others for better price.
 - 2. Kat recommend checking Scores
 - 3. Hala recommended "Fire House" on Ogilvie Road

4. **Treasurers Report.**

- a. Rick confirmed that e-transfers (with two signatures) are now allowed.
- b. League fee sent to League on two postdated cheques.
 - i. Next year a single cheque can be sent if SSC already has the funds.

5. **Secretary's Report.** Nothing to report.

6. **League Report.** The league representative passed on the following:

- a. Trophy Sub-Committee
 - i. Checking for trophies that aren't being giving anymore. No reply to request as to why they are not handing them out anymore.
- b. Effective Speaking Contest
 - i. 10 cadets have signed up
 - ii. 2-3 helpers will be needed April time frame.
- c. National Course Selection Board
 - i. ~130 interviews will be done during the testing
 - ii. Last year the selection interviews were on Donald Street – still waiting to find out this year's location.

7. **Commanding Officer Report.** Commanding Officer passed on the following:

- a. Report on past activities
 - i. Poppy Sales
 - 220 slots filled

- Asked to fill a Costco location at last minute
- ii. Remembrance Ceremonies
- Candlelight Vigil
 - a. 7 cadets attended
 - Gloucester Senior Adult Ctr
 - a. 5 cadets
 - b. It went well. Might have more cadets signing up as one of the cadets meet his English teacher there with other English as a second language students.
 - Vanier Legion
 - a. 150 cadets
 - b. Legion had food ready before the march and asked why the cadets didn't eat before. Legion will only make food ready for after the march next year.
 - c. 51 band could be the second band to play next year
- iii. Band Xmas Toy Parade
- 51 band went and was very well liked
- iv. Night Flight – cancelled
- Cancelled due to too many possible cadets
- v. Upcoming events
- Band Parade of Lights
 - CO's Parade
 - a. Next week – no promotions this week
 - b. Major promotion will be next parade
 - NCO Half Day
 - a. Canceled, moved to Nov 25th
 - b. No SSC involvement
 - Level 5 Training Day
 - a. Give Level 5 an enhanced training day
 - b. No SSC involvement
 - Tri-Service Mess Dinner
 - a. **missed this detail –**
 - Wreaths Across Canada
 - a. Cancelled two weeks ago – no reason given.

- vi. New addenda item. Flicker will charge \$50 for accounts with more than 1,000 pictures.
8. **Cadet Squadron Commanders Report.** Cadet Squadron Commander passed on the following:
- a. Feedback on Year End Trip suggestions from Cadets
 - i. Doing less – they felt really rushed so didn't get time to enjoy
 - ii. Spent more time driving than having fun
 - iii. Next year's idea
 - a. Space center
 - b. Helicopter Sqn
9. **Committee Reports.** The following committees reported to the executive meeting:
- a. **Canteen & Retail Director.** Monthly Report:
 - i. General Updates
 - 1. Nothing new
 - 2. Will have canteen at Holiday Dinner, after dance
 - a. Maureen will update FB
 - ii. New initiatives
 - iii. Popcorn sales
 - 1. First sales occurs today (20th Nov)
 - iv. Pizza Night for Top Flight (Dec 4th from 6 to 6:30)
 - 1. Reply from Gabriel's (\$25 off order)
 - 2. Contacted two others, still waiting for reply
 - v. Sqn Clothing Order
 - 1. Nothing to report
 - b. **Fundraising Director.** Monthly Report:
 - i. Tag Day Update
 - 1. Stores gave late approvals
 - 2. This resulted in changing the plan many times
 - 3. Collection of the cans at Dymon storage.
 - 4. Counting will be at Rick's house after all cans have been collected.
 - ii. Grant Application Update
 - 1. No update from Walmart (\$1000). They are still working on the application against their approvals
 - 2. Cowan \$750

- iii. New initiative
- iv. Nametag Order
 1. Still waiting for delivery
 2. Will talk about next order outside of SSC meeting
- c. **Volunteer Coordination Director. Monthly Report:**
 - i. Screened Volunteer Statistics
 1. 9 elected
 2. 25 members
 - ii. Completed applications sent to ACL
 - iii. Screened Members Retiring
 1. 3 people
 - iv. Recognition of Volunteers at past activities
 1. 5 people
 - v. Volunteering needs upcoming
 1. 10 year volunteering get recognition from the league
- d. **Public Relations Director. Monthly Report:**
 - i. Recruiting & Parent Greeting Plan
 - ii. Recognition of Donors
 1. Draft a letter to Cowan's \$750
 - iii. External PR/Marketing Plan
- e. **Social Media Director. Monthly Report:**
 - i. Facebook Page
 1. Working on keeping it updated
 2. Working on keeping it correct
 3. People are asking questions via FB and other told to goto FB to find answers.
 4. Nice work on getting the details out and focused for Parent's POV
 - ii. Webpage
 1. Cadets asking to add How-To's onto the page
 2. Will need to be approved by CO
 3. Rick can give Maureen higher rights to modify the page.

iii. Instagram

10. **New Items.** There were no new items raised.

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

- **Executive Committee:** Tuesday, 11 December 2018, at 18h30 to be held at the Canadian Aviation and Space Museum.
 - i. **Secretarial Note:** Meeting was cancelled due to unavailability of executive members due to one's illness and another's recent withdrawal from the committee
- **Committee Meeting:** Tuesday, 18 December 2018, at 18h30 to be held at the Canadian Aviation and Space Museum.

12. **Corrections Noted.** Treasurer: Noticed error in cheque amount for cheque #129; it should be \$63.55.

Annexes

Annex A Meeting Agenda

Annex B Meeting Attendance Sheet (scan)

Transcribed from Draft from Treasurer by

Approved / Rejected

Charles Kerber
Secretary

Date

Phillip Rennison
Chair

Date

Meeting Agenda

Item
1. Call to Order and Approval of Agenda
2. Approval of Minutes – 04 September 2018
3. Chair's Report <ul style="list-style-type: none">3.1 Points from the Regional Meeting3.2 Lessons Learned from the Airshow3.3 FTX Support3.4 Miscellaneous Items<ul style="list-style-type: none">3.4.1 Carpool investigation3.4.2 Air studies purchases3.4.3 Joint walkathon / supplies3.4.4 Band situation / canteen3.4.5 Seat reserved for COs Parade
4. Vice-Chair's Report <ul style="list-style-type: none">4.1 Band Location Update4.2 Contact w Legion4.3 Bookings<ul style="list-style-type: none">4.3.1 Xmas Event4.3.2 Photo Day
5. Treasurer's Report <ul style="list-style-type: none">5.1 Update on CRA/ACL paperwork5.2 Monthly Report5.3 Inventory Update
6. Secretaries Report <ul style="list-style-type: none">6.1 Correspondence6.2 Walkathon Prep
7. League Report
8. Commanding Officers Report <ul style="list-style-type: none">8.1 Report on past activities8.2 Upcoming events8.3 Info from RCSU
9. Cadet Squadron Commander's Report

Item	
10.	<p>Director Reports</p> <p>10.1 Canteen & Retail</p> <p style="padding-left: 20px;">10.1.1 General Update</p> <p style="padding-left: 20px;">10.1.2 New initiatives</p> <p>10.2 Fundraising</p> <p style="padding-left: 20px;">10.2.1 Tag day update</p> <p style="padding-left: 20px;">10.2.2 Grant Applications update</p> <p style="padding-left: 20px;">10.2.3 New initiatives</p> <p>10.3 Volunteer Coordination</p> <p style="padding-left: 20px;">10.3.1 Screened volunteers</p> <p style="padding-left: 20px;">10.3.2 Completed applications sent to ACL</p> <p style="padding-left: 20px;">10.3.3 Applications in local processing</p> <p style="padding-left: 20px;">10.3.4 Recognition of Volunteers at past activities</p> <p style="padding-left: 20px;">10.3.5 Volunteering needs upcoming</p> <p>10.4 Public Relations</p> <p style="padding-left: 20px;">10.4.1 Welcome back initiatives conducted</p> <p style="padding-left: 20px;">10.4.2 Recruiting & Parent Greeting Plan</p> <p style="padding-left: 20px;">10.4.3 Recognition of Donors</p> <p style="padding-left: 20px;">10.4.4 External PR/marketing plan</p> <p>10.5 Social Media</p> <p style="padding-left: 20px;">10.5.1 Update on Facebook and Sqn Webpage</p> <p style="padding-left: 20px;">10.5.2 Plan for the year</p> <p style="padding-left: 20px;">10.5.3 New initiatives</p>
11.	<p>New Items</p> <p>11.1 No new items raised prior to meeting</p> <p>11.2</p>
12.	Next meeting time, date and location
13.	Adjournment