



## 51 Canada Aviation and Space Museum Air Cadet Squadron

532 Montreal Rd., Suite 235  
Ottawa ON K1K 4R4

613.742.5151  
[www.51aircadets.ca](http://www.51aircadets.ca)



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### Sponsoring Committee Meeting Minutes 30 October 2018: 1830 to 2000 hours

#### COMMITTEE PRESENT:

Phillip Rennison (Chair)  
Shane Levesque (1<sup>st</sup> 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)  
Marie Christine Lalonde (Regional League Coordinator)  
Rick Brook's (Squadron League Advisor)  
Captain Michelle Bergeron (Commanding Officer)

#### VOLUNTEERS PRESENT:

Sue Blackie (Volunteer)  
Kathleen Lemire (Volunteer)  
Kadiatou Sao (Volunteer)  
Murray Theriault (Volunteer)

#### REGRETS:

Erin Ahern (Director - Public Relations)  
Charles Kerber (Secretary)

#### VACANT:

2<sup>nd</sup> Vice Chair  
Treasurer  
Director - Activity Liaison

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1. **Agenda.** Agenda is available at Annex A for review. No changes or additions were proposed to the agenda and the agenda was approved.
2. **Introduction.** Mr. Rennison, 51 SSC Chair, welcomed everyone and outlined the intention of the meeting. The meeting was delayed in starting due to limited quorum at the start. After 15 minutes, the meeting commenced with the arrival of the required number of personnel for quorum.

3. **Review of Last Minutes.** The minutes of the meeting from 25 Sep 18 were distributed electronically. A minor change to the minutes to reflect the inventory was proposed by the treasurer. Motion to adopt: James Farrell. Adopted.

4. **Chair's Report.** Mr. Rennison welcomed everyone

- Points from the Provincial ACL. Mr. Rennison and one cadet attended. Mr. Rennison brought a package back from the meeting to share. Shared – Empowering of cadet reporters. Would be nice if the trained reporter would contribute more to the social media presence. DND provides training for cadet reporters. Canteen credits. Volunteers – Some squadron schedule volunteers. Alumni Facebook page.
- Points from SSC Executive Monthly Meeting Held on the 10th of Oct. Calendar updates will be shared. Drop box for hosting documents. Audit of past expenses. Budget review at mid year. Inventory – For things purchased, to be added to insurance. Plans for Walk-a-Thons / tag days. Dec 1 for Christmas activity. Code of conduct form – Not all forms have been returned. This is a parents responsibility, the SSC will not chase them down. If year end trip is over subscribed – Cadets who do not make their contributions, may be excluded.
- Lessons Learned from the FTX (28-30 Sep). Feed back from OIC – helpful with food delivery. Not all supplies were on hand – need tarps and Coleman stoves (we have 4) increase to 10. Next time verify all propane tanks are brought.
- Lessons Learned from the Walk-a-Thon (13 Oct). Lots of staff, good route, good collaboration with other squadron. Improvement – disbursement of maps and review a day prior. More crosswalks than helpers. Some cadets did not finish the walk with water. Permit cost \$895, however, if we chose a different route we could reduce the cost of the permit.
- Lessons Learned from the Power Familiarization Flying (20 Oct). No significant observations.
- Miscellaneous Items.
  - i. Carpool Link has been provided on the unit Facebook site. This will be in the Newsletter. So far at least 2 people have been using this site.
  - ii. Air studies loaner book preparations were completed. Team of volunteers covered books “From the ground up” and have produced loan cards.
  - iii. Band instrument purchases were discussed. \$5K is available for purchase of instruments. Musicare has been identified as a source.
  - iv. Marksmanship locations are still being assessed. The facilities at CFS Leitrim are currently being used but are shared with the local Army cadets. Alternate potential facilities have been identified and an application has been made by Mr. Rennison.
  - v. Seats will continue to be provided for the CO's parade. CO's parade will be next week (7 Nov), Sponsoring committee will have reserved seats.

5. **1<sup>st</sup> Vice Chair Report.** For the annual Christmas Event, \$1,500 has been allocated in the budget. The Legion has been booked. Current planned expenses are \$1,000 for meals and \$200 for drinks / cake.

A band/DJ will add for \$200-300. An option for a free band was pursued, but has fallen through. The committee will require volunteers to help with the activity. Cost for the event has been set at \$5.00 per cadet and \$5.00 for staff. Cadets can bring guest for \$10.00. the treasurer will collect money on a cadet training night.

6. **Treasurers Report.** The monthly report was handed out to members for the period from 25 Sep. There were no significant updates for the Inventory.

- Walk-a-thon receipts totaled \$10,300. 35 \$5 are still pending deposit.
- United Way deposit of approximately \$700 was discussed.
- Flying costs of \$1,400 were expended last week.
- ACL expenses of \$6,700 were paid.
- The CO has indicated that \$8,600 in fees are expected to be received for the year end training event.

7. **Secretary's Report.** The secretary was unavailable for this meeting but passed notes. There was no significant correspondence for the SSC. Lessons on the Walk-a-Thon were passed with specific observation as above on the permit registration. Nametags were received.

8. **League Report.** There were no significant items to note from the meeting of the trophy sub-committee. There are two new music awards however: pipe band and top musician. These are available for level 5 musicians and up – there are no musicians of this level in 51 squadron.

9. It was noted that all volunteers should be aware of, and read, the marijuana policy for those working with cadets.

10. **Commanding Officer (CO) Report.** The CO provided a brief report on past activities. The upcoming focus is on Remembrance Day activities. Poppy Sales will be starting this weekend and will proceed until Nov 10. The Remembrance Day parade is a mandatory event, unless excused by the CO. From RCSU, it was identified that there are 2,035 air cadets in the region; 51 is holding at 190 cadets. It was also confirmed that there has been a change in the dress policy and beards are now allowed; these must be groomed and can have no more than 2 cm's of growth. In line with government policy, it was acknowledged that there has been a legalization of marijuana, however for cadets, nothing is authorized to be consumed. Finally, there may be a band community Events/Parade in Montreal; this will be only one night not two. Mr. Rennison has a lead on an activity at Mirabel which may include a facility tour and/or to sit in an F18?

11. **Cadet Squadron Commanders Report.** Halloween Night event will not be held this year. A CO's parade is being held. There will be promotions and numerous cadets are to be sworn in.

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

- **Canteen & Retail Director.** \$80 per night earned. Not as many donations are being made by families as before. Options for support pursued at 2x LCBO in Vanier Nov 24.
- **Fundraising Director.** A general tag day update and grant application update was provided.
- **Volunteer Coordination Director.** Screened volunteers have increased by three with two new applications supported. All completed applications have been sent to the ACL. It was recognized that there were significant volunteers in past activities and that there is a great

need for volunteers in upcoming activities. Volunteering needs upcoming. Lieutenant Navy Harquail is the OIC for the upcoming Poppy Sales. No parents needed for poppy sales as there will be a senior cadet per site.

- **Public Relations Director.** Nothing significant to report. There is an ongoing need to access the 51 webpage. Maureen still needs to speak with Mr Rick Brook's.
- **Social Media Director.** Updates were made on Facebook and the Sqn Webpage; there are a lot of new updates. It was asked if a 51 Squadron Instagram account already exists. Some highlights of new items include the move of cadets to 7 Nov to deconflict the facility usage and that there will not be cadets held on 8 Jan 19; cadets will return following the new year's break on 15 Jan.

13. **New Items.** No new items were raised at the meeting.

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

- **Executive Committee:** Tuesday, 6 November 2018, at 1830 hours to be held at the Canadian Aviation and Space Museum.
- **Regular Committee Meeting:** Tuesday, 20 November 2018, at 1830 hours to be held at the Canadian Aviation and Space Museum.

#### Annexes

##### Annex A Meeting Agenda

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Adapted from Stand in secretaries notes by:

Approved / Rejected

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Charles Kerber                      Date  
Secretary

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Phillip Rennison                      Date  
Chair

## **Meeting Agenda**

Item
1. Call to Order and Approval of Agenda
2. Approval of Minutes.
3. Chair's Report <ul style="list-style-type: none"> <li>3.1 Points from the Provincial ACL Meeting</li> <li>3.2 Points from SSC Executive Monthly Meeting</li> <li>3.3 Lessons Learned (LL) from the: <ul style="list-style-type: none"> <li>3.3.1 FTX (28-30Sept)</li> <li>3.3.2 Walkathon (13Oct)</li> <li>3.3.3 Power Famil Flying (20Oct)</li> </ul> </li> <li>3.4 Miscellaneous Items <ul style="list-style-type: none"> <li>3.4.1 Carpool Link on FB</li> <li>3.4.2 Air studies loaner book prep</li> <li>3.4.3 Band instrument purchases</li> <li>3.4.4 Marksmanship locations application</li> <li>3.4.5 Seats reserved for COs Parade</li> <li>3.4.6 Next week is CO's parade, Sponsoring committee will have seats.</li> </ul> </li> </ul>
4. Vice-Chair's Report <ul style="list-style-type: none"> <li>4.1 Xmas Event <ul style="list-style-type: none"> <li>4.1.1 Bookings</li> <li>4.1.2 Costs</li> <li>4.1.3 Preparations</li> </ul> </li> </ul>
5. Treasurer's Report <ul style="list-style-type: none"> <li>5.1 Monthly Report</li> <li>5.2 Inventory Update</li> <li>5.3 Walkathon Donation Collection LL</li> <li>5.4 CO - \$8600 coming in from DND for YET. Other claims have yet to be returned</li> </ul>
6. Secretaries Report <ul style="list-style-type: none"> <li>6.1 Correspondence - NTR</li> <li>6.2 Walkathon Permit Registration LL – NTR</li> <li>6.3 Nametags came in.</li> </ul>
7. League Report <ul style="list-style-type: none"> <li>7.1 Trophy Sub-Committee – NTR</li> </ul>
8. All volunteers should be aware of and read the marijuana policy.
9. Commanding Officers Report <ul style="list-style-type: none"> <li>9.1 Report on past activities</li> <li>9.2 Upcoming events <ul style="list-style-type: none"> <li>9.2.1 Poppy Sales</li> <li>9.2.2 Band Community Events/Parades</li> </ul> </li> <li>9.3 Info from RCSU</li> </ul>

Item	
10.	Cadet Commander's Report
10.1	Halloween Night
11.	CO's parade.
12.	<p>Director Reports</p> <p>12.1 Canteen &amp; Retail \$80 per night earned. Not as many donations are being made by families as before</p> <p>12.1.1 General Update 2x LCBO in Vanier Nov 24???</p> <p>12.1.2 New initiatives</p> <p>12.2 Fundraising</p> <p>12.2.1 Tag day update (24Nov)</p> <p>12.2.2 Grant Applications update</p> <p>12.2.3 New initiatives</p> <p>12.3 Volunteer Coordination</p> <p>12.3.1 Screened Volunteer Statistics 3 new people. 2 new ones.</p> <p>12.3.2 Completed applications sent to ACL</p> <p>12.3.3 Recognition of Volunteers at past activities</p> <p>12.3.4 Volunteering needs upcoming No Parents needed for poppy sales. LT Navy Harquail OIC Senior cadet per site.</p> <p>12.4 Public Relations - NTR</p> <p>12.4.1 Recruiting &amp; Parent Greeting Plan</p> <p>12.4.2 Recognition of Donors</p> <p>12.4.3 External PR/marketing plan Maureen still needs access to the 51 webpage. Still needs to talk to Rick.</p> <p>12.5 Social Media</p> <p>12.5.1 Update on Facebook and Sqn Webpage Lots of new updates. 51 Squadron Instagram already exists?</p> <p>12.5.2 New initiatives Nov 7 – Moved Cadet night. No Cadets Jan 08</p> <p>12.5.3 Return Jan 15</p>
13.	<p>New Items</p> <p>13.1 No new items.</p> <p>13.2</p> <p>13.3</p>
14.	Next meeting time, date and location
15.	Adjournment