



51 Canada Aviation and Space Museum Air Cadet Squadron

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

613.742.5151
www.51aircadets.ca



Sponsoring Committee Meeting Minutes 25 September 2018: 1830 to 2000 hours

COMMITTEE PRESENT:

Phillip Rennison (Chair)
Shane Levesque (1st Vice Chair)
James Farrell (Treasurer)
Charles Kerber (Secretary)
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)

VACANT:

2nd Vice Chair
Treasurer
Director - Activity Liaison

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 goal, in preparation for the new cadet year, is to get to know each other better, answer common questions for new committee members, and make some collaborative plans for the upcoming events.

3. **Introduction of each member.** All the attending members provided an introduction and outlined their affiliation to the 51 RCACS.

4. **Review of Last Minutes.** The minutes of the meeting were distributed electronically earlier today and requested to see if personnel want to defer acceptance or have any comments. Motion to adopt: Maureen, second: ?? , Adopted.

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

- Points from the regional meeting. Annual costs of \$75/cadet was confirmed by the League as the amount to be levied for each cadet in each squadron; this is applied against regional responsibilities such as insurance for inventory. Access was being set-up for all 10 cadet units to be able to share calendars and access unit resources so that the region can work more efficiently together. Log-in access will also be given to a new committee account, but is currently still being verified by the Chair. A drive is being forwarded by the region to reactivate the regional awards program to recognise top serving cadets. Finally there was a discussion on a co-operative education program access option for all cadets to participate in; this will require that the cadets be coordinated with the programme *before* they try to claim credits as retroactive credit is not granted for past years or past summers. Retroactive credit in-year is possible if cadets complete all submissions by ACR.;
- Lesson from the Airshow. Generally went well for all of the participants. There was a good participation but some comments that the end of the show and beginning of the show were missed and there was a feeling that some content was missed. This was confirmed that some parents felt this way based on anecdotal comments, however there were no complaints raised to the squadron staff or SSC executive from the cadets themselves.
- FTX Support. A request for support was received later than expected, but has been coordinated, mostly through personal intervention by the chair, and support will be ready. It was noted that much of the support and costs are covered by DND, but there is a need to provide the coordination work and funding on this upfront from the SSC. There is a need for some additional support for shoppers and delivery support; some interest was indicated by the parents present.
- Miscellaneous Items.
 - i. Carpooling via another cadet unit`s site was looked at that allows people to put requests and offers for rides; no other suggestions were raised.
 - ii. The Air studies texts have been purchased for the program. Some additional texts and workbooks were purchased for the canteen to sell for cadets who may want to keep/mark-up the books. Additionally a number of wind flight computer equipment was purchased. Of note some other units asked to co-participate with the purchase given the good pricing achieved by the chair.
 - iii. A dual unit Walk-a-Thon, with a bar-b-que at the end of the walk will be executed. To support this there are pledge cards being purchased which will be used for the fund raising; the purchase and permits do require an upfront expenditure but result in good fundraising (\$14,000 last year).

- **Secretarial Note.** Permit costs were confirmed for NCC and as no-charge for City of Ottawa. Honour Pledge Cards were procured by 28 Sep and distributed to cadets shortly thereafter.

- iv. The band was approved for maintenance expenses to be used at the start of the training year and is being quickly completed, however, not all cadets will have instruments at the start possibly; another cadet unit is temporarily loaning instruments for our use which we may purchase if that unit no longer require them. The bands will also start a joint unit band canteen which will be used to off-set band costs.
- v. For the SSC, there are reserved seats for the committee and volunteers and spouses for the parade.

6. **1st Vice Chair Report.** VC was not able to be present, the Chair passed on notes. The location was secured for the year, but took a very long process that required significant effort. Booking of the Xmas event, around 14 December 2018, and squadron photos for 7 May 2019; flight and entire squadron photo options to be confirmed.

7. **Treasurers Report.** Report was handed out to members. TD account was closed out and a \$29,000 transfer was moved to the Alterna account. The use of an app is assisting in the management of the account, but all actions on this means take 5 days to process. There are still a number of cheques outstanding. Budget tracker was also reviewed with the full approved amounts and the expenses to date as available. This will be reviewed formally in January at the mid-year point; at this meeting it is only for progress tracking.

- Closure of last year's amounts and GST. Copies of all documents for last year have been distributed and are ready for the AGM.
- Inventory. The inventory, with model and/or serial numbers when possible, are located in a variety of places. We track for replacement value to ensure insurance coverage is complete. We have just over 1,500 items in the account to track and manage worth almost \$70,000. It is clarified that the SSC is only responsible for the SCC items only, any DND items are not to be insured; for example, 3 instruments are DND provided which will not need insurance.
- **Secretarial Note.** The inventory was passed/received by the ACLC on 28 Sep

8. **Secretary's Report.** There was no significant correspondence for the SSC. United Way documents were received for the Treasurer and are being processed. Progress on the permits for the Walk-a-Thon were submitted, however responses from the city have been very slow from both parties, however, given timelines this is not anticipated to be an issue.

- **Secretarial Note.** NCC and City of Ottawa permits were processed within 2 days of the meeting. Processing was quick once admin fee was paid (NCC); both organisations process paperwork by date of event, not date received.

9. **League Report.** There were no significant items as most items were covered by Chair.

10. **Commanding Officer Report.** Unit has hit the 200 cadet mark, which is bigger than it has been historically. In the Ottawa area, there has been over 300 cadets added in the local units. Past weekend gliding was cancelled, with a back-up requested later this fall; level 1, or new level 3 (late age entry), are the target audience that will be prioritised. The FXT is this weekend. CO will not be available for the Walk-a-Thon. If there are any claims for DND from 1 Apr – 30 Sep 18, they need to be completed by 15 Oct 18. The cadet NCO training was cancelled due to multi-booking issues with the CASM. This is being looked at as well to be revamped to meet the new CO's desire for improvements to the local training. AAA expo, 14 Oct 18, registration is by the Cadet Unit; if cadets show in uniform, they will be admitted.

11. **Cadet Squadron Commanders Report.** The Cadet Squadron Commander was not available. CO indicated nothing new to report, looking forward to a fun year.

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

- **Canteen & Retail Director.** Nothing significant to report. This year we will be stocking hair kits, workbooks/texts for air studies, and polish kits, in addition to regular snacks.
- **Fundraising Director.** Trying to contact other locations for tag days. LCBO has not been positive. Contacting organizations for donations: one insurance company is looking to contribute \$750. Walmart has also been approached but must be applied to on-line. Blackburn Community Association has donated \$250 as well as approached by Mr. Trepanier.
- **Volunteer Coordination Director.** Screened volunteers include 27 personnel with cards. After 4 Sep, 7 additional have been processed with 2 more tonight. Acknowledgement that Maureen has been a great assistant on the program. 30 Sep 18 is an open house for the CASM and 2 cadets and 2 parents will be here to support the museum; a display stand will be set-up for providing information (1000-1600 hours).
- **Public Relations Director.** Erin was not available. Vice-Chair has indicated that she has contacted local papers and radio; there was no feedback on effectiveness, however of note we are up in numbers. There is a need for a CONOPS for activities that are coming up to ensure that there is sufficient information for community media as part of a media plan; what are the choice calendar items we want to promote and how do we sell them. It was recommended that a sub-working group be established on an as needed basis.
 - i. **Donor recognition.** Options for a simple letter or a more enhanced recognition form was discussed. Website recognition lists were recommended. Invitation to the ACR with a list of thanked donors and a significant thank-you donor to the annual program. There are lists of standard thank-you forms on the league site. Goal is to bring larger donors to cadet activities to see what the value is that they are supporting.
 - ii. **SSC Inputs to the newsletter.** Need to confirm DCO's deadline for inputs and a need for SSC members to provide input.
 - iii. CO noted that despite the increase in numbers, due to the annual in-out cycle, there is a need to continue recruiting. It is unclear what the saturation point is for the total number of cadets.

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 Commander's Report

Item	
10.	<p>Director Reports</p> <ul style="list-style-type: none"> 10.1 Canteen & Retail <ul style="list-style-type: none"> 10.1.1 General Update 10.1.2 New initiatives 10.2 Fundraising <ul style="list-style-type: none"> 10.2.1 Tag day update 10.2.2 Grant Applications update 10.2.3 New initiatives 10.3 Volunteer Coordination <ul style="list-style-type: none"> 10.3.1 Screened volunteers 10.3.2 Completed applications sent to ACL 10.3.3 Applications in local processing 10.3.4 Recognition of Volunteers at past activities 10.3.5 Volunteering needs upcoming 10.4 Public Relations <ul style="list-style-type: none"> 10.4.1 Welcome back initiatives conducted 10.4.2 Recruiting & Parent Greeting Plan 10.4.3 Recognition of Donors 10.4.4 External PR/marketing plan 10.5 Social Media <ul style="list-style-type: none"> 10.5.1 Update on Facebook and Sqn Webpage 10.5.2 Plan for the year 10.5.3 New initiatives
11.	<p>New Items</p> <ul style="list-style-type: none"> 11.1 11.2 11.3
12.	Next meeting time, date and location
13.	Adjournment

Financial Report

**51 Canada Aviation and Space
Monthly Financial Transactions for:**

Sep 2018

Ref # or Chq #	Details	Date	Revenue	Expenditure
			\$ 30,085.43	\$ 35,862.75
1	Bank Interest	31-Jul-18	\$ 2.61	
2	Bank Interest	31-Aug-18	\$ 2.57	
3	Deposit #39800236 : Blankburn Community Association Fun F	19-Sep-18	\$ 250.00	
4	e-transfer (this was test #3 transfer from James Farrell to 511.tre)	21-Sep-18	\$ 1.03	
5	Deposit #39801788 : TD Bank account closing amount)	24-Sep-18	\$ 29,041.87	
6	UW/C PROLRC AP	31-Aug-18	\$ 782.40	
7	Acct Bal Rebate (Monthly Plan Fees)	31-Aug-18	\$ 4.95	
91	Dymon Rental Fees - Dymon Storage	20-Aug-18		\$ 2,128.78
92	Mailbox Rental - Charles Kerber	24-Aug-18		\$ 273.33
93	Dymon Storage - France Hurley	17-Aug-18		\$ 384.80
94	Laptop and USB key for Treasurer - Rick Brooks	28-Aug-18		\$ 532.21
95	Welcome BBQ supplies - Dumouchel Meat & Deli Inc.	04-Sep-18		\$ 732.00
96	Website fee & Welcome BBQ supplies - Phillip Rennison	03-Sep-18		\$ 456.94
97	Band Equipment - Musicare Inc.	14-Sep-18		\$ 519.80
98	AGM banquet dinner	10-Sep-18		\$ 295.00
99	Photocopies of annual validation forms - Marc Moo Sang	28-Aug-18		\$ 57.86
100	Gatineau Air Shows (2017) Inc.	11-Sep-18		\$ 200.00
101	Flying Program - Phillip Rennison	19-Sep-18		\$ 1,235.21
85557035	TD Bank account closing amount (deposited into Alterna accour	24-Sep-18		\$ 29,041.87
0	Monthly Plan Fee	31-Aug-18		\$ 4.95

Account Balances:		Total	Unreconciled Deposits	Unreconciled Cheques
Alterna	\$	52,715.82	\$ 29,291.87	\$ 1,730.21
TD	\$	-	-	-
available2 (rename)	\$	-	-	-
available3 (rename)	\$	-	-	-
available4 (rename)	\$	-	-	-
Investments (Mutual Funds, etc.)	\$	-	-	-
Investments (GIC, etc.)	\$	-	-	-
available5 (rename)	\$	-	-	-
available6 (rename)	\$	-	-	-
available7 (rename)	\$	-	-	-
available8 (rename)	\$	-	-	-

Meeting Attendance Sheet



**51 Squadron Sponsoring Committee
 Monthly Meeting Sign-in Sheet**

SEPTEMBER 2018



Name	Position	Signature
Phillip Rennison	Chair	BAZ
Shane Levesque	1st Vice Chair	LATE ARRIVAL
	2nd Vice Chair	
James Farrell	Treasurer	J.F.
Charles Kerber	Secretary	CK
	Director - Fundraising	
	Director - Activity Liaison	
Erin Ahern	Director - Public Relations	
Maureen Hamilton-Sirois	Director - Social Media	MDump
Sindhu Nair	Director - Canteen and Retail	Sindhu
Suzie Cloutier	Director - Volunteer Coordinator	Suzie Cloutier
Kathleen Lemire	Volunteer	Kathleen Lemire
Emilia Toushek	Volunteer	
Hala Hassan	Volunteer	H. Hassan
Carmen Larsen-Grijalva	Volunteer	
Sue Blackie	Volunteer	Sue Blackie
Kadiatou Sao	Volunteer	K. Sao
Huseina Tai	Volunteer	
Stephane Thibault	Volunteer	
Francois Trépanier	Volunteer	
Laurie Trepanier	Volunteer	
MURRAY THIBAUT	"	M. Thib.
Marie Christine Lalonde	Regional League Coordinator	M. Lalonde
Rick Brooks	Squadron League Advisor	R. Brooks
Captain Michelle Bergeron	Commanding Officer	M. Bergeron