



51 Canada Aviation and Space Museum Air Cadet Squadron

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

613.742.5151
www.51aircadets.ca



Special Topic Committee Meeting Minutes **4 September 2018: 2000 to 2110 hours**

COMMITTEE PRESENT:

Phillip Rennison (Chair)
Shane Levesque (1st Vice Chair)
Charles Kerber (Secretary)
Erin Ahern (Director - Public Relations)
Suzie Cloutier (Director - Volunteer Coordinator)
Maureen Hamilton-Sirois (Director – Social Media)
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:

Kathleen Lemire (Volunteer)
Emilia Toushek (Volunteer)

REGRETS:

James Farrell (Director - Fundraising)
Hala Hassan (Volunteer)
Carmen Larsen-Grijalva (Volunteer)
Kadiatou Sao (Volunteer)
Huseina Tai (Volunteer)
Stephane Thibault (Volunteer)
Francois Trépanier (Volunteer)
Laurie Trépanier (Volunteer)

VACANT:

2nd Vice Chair
Treasurer
Director - Activity Liaison

Secretarial Note: A copy of the meeting attendance can be found at Annex D.

1. This meeting was called to address the need to pass the annual budget and therefore is a Special Topic Meeting of the 51 Squadron Sponsoring Committee (SSC). The agenda is provided at Annex A.
2. **Introduction.** Mr. Rennison, 51 SSC Chair, welcomed everyone and outlined the intention of the meeting. The goal was principally to focus on the passing of the annual budget. The Chair thanked everyone for their support on the Welcome Back Bar-B-Que. The Chair confirmed that he had earlier this same evening briefed the forum of new and existing parents about the committee and the responsibilities for parents, including a new parent's code of conduct (Annex B); this will be emailed to all parents once email lists are updated.
3. **Commanding Officers Vision for 51 Royal Canadian Air Cadets Squadron (RCACS).** Capt Bergeron introduced herself and her background of 18 years within the CIC and four different units across two provinces. As the new CO, her biggest goal is to work on retention and increase our Sqn numbers; tonight's numbers are positive and represent a good start. She will be focused on power familiarisation flying and an improvement in dress and deportment for this year; this will also include establishing a drill team. She identified that Captain Michael Broeders is the new Training Officer (Trg O); while new this year, he is a returning officer with prior experience within the Sqn.
4. The Chair presented a draft proposal of the annual activities (Annex C) which was used for budget coordination and planning. The Chair and CO jointly confirmed that they had cooperated and discussed the budget proposal and this is presented as an integrated document with the support of the CO.
5. The CO addressed coordination, which was identified as a critical item for smooth operations, and it was clarified that SCC members should work through the Chair, or the identified event lead, with the CO or the identified CIC OPI. The key is to ensure that we have effective coordination without the risk of single points of failure.
6. **Declaration of quorum.** The Chair identified that 7 of 11 core members were present at the meeting which was sufficient to declare quorum.
7. **Identification of positions vacated since committee elections.** The Chair identified that there were three openings, 2nd Vice Chair, Treasurer, and Director - Activity Liaison, which had come open due to a number of personal circumstances. These were noted as to be discussed at the end of the meeting.
8. **Budget Review.** The Chair identified the budget proposal that was handed-out to the membership and Squadron League Advisor presented explaining the budget items and the historical data for comparison.
 - a. **Introduction to the Budget.** The Chair had spoken to the staff and advised them to define what they expected to spend and on what wish list items they had for their activities. It was identified that this budget was crafted, and able to support all of the items requested.

- b. **New Initiatives presentation and discussion.** It was necessary to look at two categories of items: those for operations funding and those for capital expenditures for long term owned items. The following are capital expenditures, totaling \$11,350, were proposed:
- 1) **Marksmanship.** Target related equipment and training aids. **Approved;**
 - 2) **Biathlon.** Additional training equipment. **Approved;**
 - 3) **Band.** To purchase more core instruments and more variety of instruments. **Approved;**
 - 4) **Drill team.** To procure basic supplies not provided by the air cadet program, specifically noting the need for gloves and belts. **Approved;** and
 - 5) **Flying Scholarship.** For purchase of air studies reference books (“From the Ground Up”, which cost approximately \$90 retail, and are necessary for studying for the exams and boards. Additionally, there will be wind calculation/flight computer tools which are needed. **Approved.**
- c. **Line by Line Budget Review.** A total budget expenditure of \$87,590 was proposed with a budgeted income of \$82,300, representing a net draw down of the larger bank balance of the SCC. This drawdown was planned to ensure that funds, currently over needed contingencies, is spent on cadets. Concurrently, there is also a proposed reduction from three to two annual major fund-raising events. This was to allow a reduction on the pressure on the cadets and their schedule as a response to some of the observations last year.
- 1) Note, last year’s tag days brought in \$21,612;
 - 2) Overall summary was provided of the reductions which contribute to retention of funds; and
 - 3) Caveats for the budget proposal were presented, noting that some estimates are conservative on income and generous on expenditures which may reduce the actual draw down of SCC funds as budgeted.
- d. **Budget amendments from the floor.**
- 1) **Amendment.** Portable office space and equipment \$400 for Admin O, increase. **Approved.**
- e. **Adoption of the Budget.** Motion by Erin Ahern, second by Suzie Cloutier. No further discussion was raised. **Unanimous approval.**

9. **Nomination for positions vacated since committee elections.**
- a. **Treasurer.** James Farrell has indicated that he would stand for nomination; it was noted that he has completed the requisite treasurer training last year. There were no further volunteers on the position. **Approved.**
 - i. **Action Item.** New executive will need to meet soon to obtain signing authorities. All four filled executive positions will have signing authority.
 - b. **2nd Vice Chair.** No volunteers. **Deferred.**
 - c. **Director - Fundraising.** No volunteers. **Deferred.** [**Secretarial Note:** James Farrell relinquished this role given his move into the treasurer role. Following the meeting, Ms Hala Hassan stepped forth as Director - Fundraising]
 - d. **Director - Activity Liaison.** No volunteers. **Deferred.**
10. **New Business.** No new business was raised.
11. **Next Meeting.** The next meeting will be determined in the near future as the planned date is not available. The Regional meeting will be held on Tuesday, 18 September 2018.
- a. **Secretarial Note.** The next meeting was subsequently set by the Chair for Tuesday, 25 September 2018, to be held at the CASM.

Annexes

Annex A Meeting Agenda
Annex B Parent's Code of Conduct
Annex C Annual Activity Plan: 51 Air Cadets
Annex D Meeting Attendance Sheet (scan)

Written by

Approved / Rejected

Charles Kerber
Secretary

Date

Phillip Rennison
Chair

Date



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Special Topic Committee Meeting Agenda **4 September 2018: 2000 to 2100 hours**

Topics:

Presenter:

Opening Remarks by Chair of the 51 SSC

Chair 51 SSC

Commanding Officers Vision for 51 Royal Canadian Air Cadets Squadron (RCACS) CO 51 RCACS

Identification of positions vacated since committee elections

Chair 51 SSC

Budget Review

Chair 51 SSC

Introduction to the Budget

New Initiatives presentation and discussion

Line by Line Budget Review

Budget amendments from the floor

Adoption of the Budget

Nomination for positions vacated since committee elections

Chair 51 SSC

Confirmation of next Regular Committee Meeting

Secy 51 SCC

Parent's Code of Conduct

Secretarial Note: The format (page breaks) is distorted from original due to nature of pasting to an annex.



**51 Squadron Air Cadets
Code of Conduct for Parents and Guardians**

(2018-2019)

Mission, Vision and Values of the Cadet Program and 51 Squadron Air Cadets

Mission: To contribute to the development and preparation of youth for the transition to adulthood, enabling them to meet the challenges of modern society, through a dynamic, community-based program.

Vision: A relevant, credible and proactive youth development organization, offering the program of choice for Canada's youth, preparing them to become the leaders of tomorrow through a set of fun, challenging, well-organized and safe activities.

Values: *Loyalty*, the expression of our collective dedication to the ideals of the Cadet Movement to all its members;

Professionalism, the accomplishment of all tasks with pride and diligence;

Mutual Respect, the treatment of others with dignity and equality; and

Integrity, the courage and commitment to exemplify trust, sincerity and honesty.

As parents/guardians you are expected to:

- Ensure that your child understands the cadet code of conduct.
- Model the values of the Cadet Program for your child, by:
 - behaving responsibly when attending events, including by behaving in such a way as to avoid any unnecessary risk to the safety, health and wellbeing of oneself and others;
 - not smoking, drinking or using inappropriate language in front of cadets;
 - treating staff and volunteers with respect;
 - addressing concerns to the staff (*Contact details for Level Officers, Activity Staff, Training Officer and Commanding Officer are posted on the Squadron webpage*);
 - accepting the staff's judgment; and
 - not entering the training area.

- Encourage your child to model the values of the Cadet Program, to follow rules, and encourage them to be positive and involved.
- Be realistic and supportive. Promote your child's participation in Air Cadets for fun and learning. Positively reinforce your child and show an interest in their chosen activity. Do not place your child under pressure or push them into activities they do not want to do, but rather encourage them through active communication.
- Detail any relevant medical concerns or conditions pertaining to your child on the registration/consent form, and report any changes in the state of the child's health to staff prior to training/activity/event.
- Drop-off and pick-up your child in the designated pick-up zone in the parking lot of the Canada Aviation and Space Museum, and **not** at the front door. This is a fire zone, and you can be fined.
- Deliver and collect your child punctually before and after cadet training/activities/events.
- Ensure your child is properly fed and hydrated prior to training/activities/events.
- Ensure your child has clothing that is appropriate to the weather conditions and activity they will be participating in when those activities do not require cadets to wear their uniforms.
- Keep informed on the Sponsoring Committee's activities.
- Contribute to the Squadron's fundraising efforts, by donating your time, money, and/or expertise.
- Comply with all screening guidelines, and be pro-active in informing the Sponsoring Committee (51.chairperson@cadetsair.ca) of any necessary changes or breaches to such requirements.

As a parent / guardian you have the right to:

- Be assured that your child is safeguarded at all cadet training/activities/events.
- Be informed of problems or concerns relating to your child.
- Be informed if your child is injured.
- Contribute to decisions made by the Sponsoring Committee by attending and engaging in monthly meetings.
- Have any concerns about any aspect of your child's welfare listened to and responded to.

51 Squadron staff and volunteers endeavour to create a positive, engaging, and safe environment for cadets, parents, caregivers, volunteers, and staff. Any breaches to the requirements of this Code of Conduct will be subject to follow-up. Persistent concerns or breaches may result in a parent being asked to leave the premises, and being asked not to attend training nights or events if your attendance is considered detrimental to the welfare of others.

Cadet Fundraising

Last year it cost over \$80,000 to run the many exciting 51 Squadron activities, and this year will be similar. Since roughly \$18,000 of our funding came from DND last year in the form of reimbursement for core activities, the squadron is left with a yearly fundraising goal of approximately \$60,000. This money is raised by the Squadron Sponsoring Committee (SSC) who organise a number of fundraising activities and seeks community sponsors.

There are three major fundraising events during the year:

- the Walk-a-thon - where cadets seek \$100 in pledges from friends and family; and
- Tag Days (Fall/Spring) - where cadets seek donations from customers at local businesses.

**Cadets must participate in the Walkathon and one of the two Tag Days events.
Parent help is vital to achieve the fundraising goals.**



51 Squadron Air Cadets

Code of Conduct for Parents and Guardians

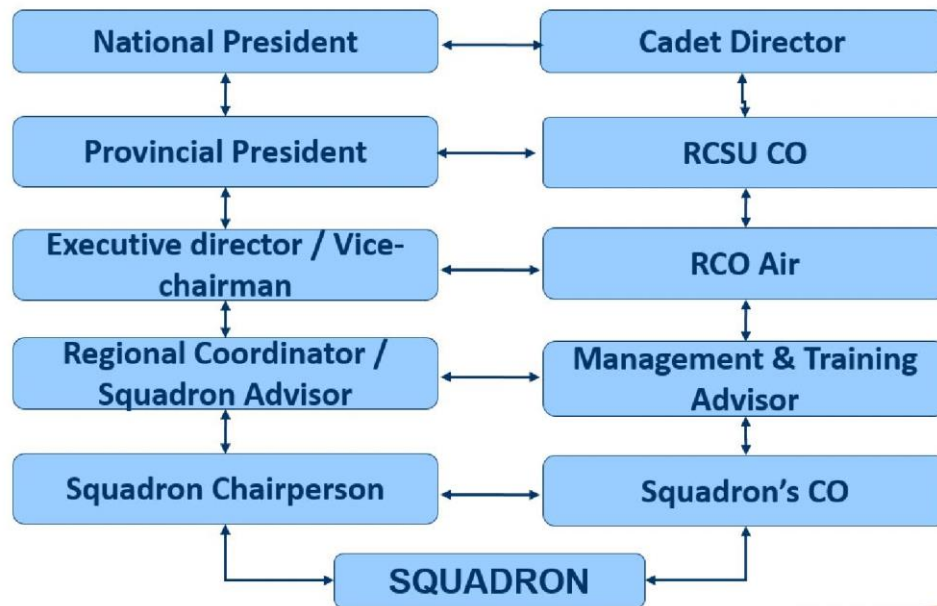
By signing below you confirm that you have read, agreed and accepted 51 Squadron's Code of Conduct for Parents and Guardians, and have understood the actions which could be taken if any Code is broken.

You also understand that your cadet is responsible to participate in two major fundraising events: Walkathon and Tag Days (Fall or Spring)

Name of your Cadet(s)	
Signature of parent/guardian	
Print name of parent/guardian	
Date	
<input type="checkbox"/> I wish to be a valuable volunteer (optional) Phone Number Email	



COMMUNICATION CHANNELS



Annex C
51 SSC Special Topic Committee Meeting
4 September 2018

Annual Activity Plan: 51 Air Cadets

Secretarial Note: valid as of 22 Sep 2018, subject to change

Activity	Date	OPI
NCO/Staff Welcome Back	28 Aug	Capt Broeders
Welcome Back BBQ	4 Sep	SSC/Capt Broeders
Sports/Fitness	11 Sep	Lt Wood
Aero Gatineau-Ottawa Air Show	15 Sep	Lt(N) Harquail
NCO Day	16 Sep	Capt Broeders
Battle of Britain Parade	16 Sep	CI Emard
Gliding	22 Sep	
FTX	28-30 Sep	CI Lemieux Melissa
Junior's Power Familiarization	06 Oct	
Walk-a-thon	13 Oct	SSC/CI Emard
AAA Career Expo	14 Oct	Lt Tai
Poppy Sales	27 Oct-10 Nov	Lt(N) Harquail
Candlelight Vigil	Nov	CI Desrosiers
Senate Remembrance Ceremony	Nov	CI Desrosiers
Remembrance Day	11 Nov	Maj Moo Sang
Zone Night Flight	17 Nov	Capt Olson
Power Familiarization	18 Nov	Lt Wood
Tag Day	24 Nov	SSC / CI Desrosiers
NCO Half-Day	2 Dec	Capt Broeders
Level 5 Workshop	8 Dec	Lt Granados
Tri-Service Level 5 Mess Dinner	8 Dec	Capt Savard
Holiday Gift Exchange/Dinner/Dance	14 Dec	SSC /
Wreaths Across Canada	Dec	CI Hurley
Junior's Power Familiarization	12 Jan	
Swimming / Wave Pool	29 Jan	Lt Granados
National Summer Training Exams/Interviews	2 Feb	Capt Broeders
Zone FTX	8-10 Feb	Lt Wood
Squadron Effective Speaking Competition	12 Feb	SSC/Lt Granados
Winterlude Skating	Feb	
NCO Half-Day	17 Feb	Capt Broeders
Zone Effective Speaking Competition	Feb	SSC/Lt Granados
Power Familiarization	2 Mar	2Lt Wood
Music Festival	Mar	CI Lemieux Mathieu
Senior's Mess Dinner	22 Mar	

Activity	Date	OPI
Music Level Exams	Spring	CI Lemieux Mathieu
First Aid	Spring	CI Lemieux Mathieu
Zone Band & Drill Competition	Apr	CI Lemieux Melissa
Squadron Drill Competition	23 Apr	Lt Wood
Squadron Drill Competition Reward Activity	25 Apr	Lt Wood
Tag Days	26-28 Apr	SSC /
Silent Auction/Dinner/Dance	Spring	SSC/CI Hurley
NCO Half-Day	5 May	Capt Broeders
Photo Night	7 May	SSC/CI Emard
Gliding	Spring	CI Anderson
Sports/Fitness	28 May	CI Desrosiers
FTX	31 May-2 Jun	CI Lemieux Melissa
Regional Band & Drill Competition	Apr	CI Lemieux Mathieu
Year-End Trip	7-9 Jun	Lt Tai
Excalibur Games	Jun	Capt Forget
ACR	11 Jun	Lt Ching
Obstacle Course/Marksanship Day	15 Jun	Capt Olson

Meeting Attendance Sheet

NAME	Role (Chair, Parent,...)
CHARLES KERBER	SECRETARY
PHILIP RENNISON	CHAIR
MARIE CHRISTINE LALONDE	Regional Coord.
RICK BROOKS	Advisor
Kathleen Lemire	volunteer.
Suzie Cloutier	Volunteer Coordinator
Shane Levesque	Vice Chair
Erin Ahern	PR P. ACTION
SINDHU NAIR	CANTEEN
Mouleen Hamilton	medic.
Captain MICHELLE BERGERON	Commanding Officer
Emily TOSHER	Volunteer.