



**51 Canada Aviation and Space Museum  
Air Cadet Squadron  
Squadron Sponsoring C0mmittee**

532 Montreal Rd., Suite 235  
Ottawa ON K1K 4R4  
613.742.5151  
www.51aircadets.ca



---

**Annual General Meeting Minutes**  
**17 December 2019: 1835 to 1949 hours**

**COMMITTEE PRESENT:**

Phillip Rennison (Chair)  
Maureen Sirois (1<sup>st</sup> Vice Chair)  
Kathleen Lemire (2<sup>nd</sup> Vice Chair)  
Murray Theriault (Treasurer)  
Charles Kerber (Secretary)  
Suzie Cloutier (Director - Volunteer Coordinator)  
Fatema Dhaif (A/Director – Canteen and Retail)  
Chantal Kennedy (Director - Fundraising)  
Heather McIntosh (Director - Public Relations)  
Kim Perro (Director - Activity Liaison)  
Vacant (Director – Social Media)

Rick Brooks (Squadron League Advisor)

Captain Tim Cooke (for Commanding Officer)

**VOLUNTEERS PRESENT:**

Caroline Lieu  
Lucille Morgan  
Louis Poisson  
Bert Veldman

**REGRETS:**

Sue Grant (Regional League Advisor)

---

1. **Introductions and Agenda.** The Chair welcomed everyone to the meeting and thanked everyone for taking the time to attend tonight's meeting during the busy pre-Christmas period. The Chair identified that there were **nine** voting members present; quorum was declared. The following amendments were made; removal of items 3.2.6 and 6.2. A motion to accept the agenda was raised by Kathleen Lemire, seconded by Bert Veldman; the agenda was **approved and adopted as amended**. The agenda is recorded at Annex A.

2. **Minutes.** The minutes of the annual general meeting were distributed electronically in advance and a paper copy was available at the entry for review prior to the meeting. No changes, additions, or deletions were noted. A motion to approve the minutes was raised by Heather and seconded by Louis Poisson; the minutes were **approved**.

3. **Chair's Report.**

- a. Director Vacancies (Director Social Media). The Chair noted that we are still short someone to fill the role of Social Media Director and stated that anyone who feel underutilized would be welcome to take this position; currently the role is a second hat for Maureen who would be happy to mentor anyone. Please see the Chair, or any member of the executive to share your interest.
- b. Points from Monthly Exec Mtg (09 Dec).
  - (1) Discussion on relations between SSC and Cadet Staff. A process has been instituted to limit email exchanges between the two groups to ensure that no issues is missed or that approvals are bypassed; the SSC Chair and the CO will be coordinators to funnel information between each of the two groups.
  - (2) Recognition of limits for commitment levels. We have noticed that there are a lot of activities and there is a limited number of staff and volunteers; often, to run an activity, we do not need many volunteers, but we have a very big program and we have frequent changes. The flexibility of the schedule and the quantity of activities limits our ability to support the Sqn with new or expanded activities. The SSC, the larger of the two groups, has a responsibility to support efforts to increase the skills and leadership available to help deliver the program and we will continue to help from a League role.
  - (3) Insurance requirements. The Air Cadet League has insured that all units have access to a global insurance program, however it is incumbent on the individual Squadrons to make sure that we have the insurance in place for locations that we do not have a standing insurance certificate. The secretary noted that we need to have the locations identified in advance so that certificates can be generated.
  - (4) Inter Squadron events: A renewed emphasis has been put forward this year on activities that encourage inter Squadron participation and a number of events are planned or have been held this training year:
    - (a) Kinball. This new activity was well received by all the cadets who attended and is recommended for future years.
    - (b) Archery Tag and Bowling. These are the next sports / events being considered.
      - i Archery Tag. This event is scheduled 11 Jan 20 and is being running by 742 Squadron as a possible for interunit event.

- ii Regional Bowling. This event will occur the following week, on 18 Jan, and the Squadron will be putting together six (6) person bowling team. 742 Squadron is hosting this at Westpark Bowling. Squadron staff are to provide the estimated cost to the SSC.
- (5) Standard First Aid. This will be a two-day weekend event, replacing the normal one-day Emergency First Aid, and has now been confirmed with the instructor, however the date has moved from our originally planned weekend. The new weekend will be a busy weekend with bowling and the flying scholarship exams and/or review boards. The OPI has been confirmed, and 18 level 4 cadets are the priority for this course. Mr Brooks had indicated that the SSC may need to source a facility for this event; this point had not been made clear to the SSC in advance.
  - (a) **Action Item**. The Chair will coordinate with the OPI to clarify if there is a location available for the conduct of the first-aid training; possible option of the CASM was recommended.
- (6) Holiday Dinner / Dance Planning. This topic was deferred to later in the meeting.
- (7) Flying Scholarship exams and interviews. Dates have now been updated onto the online calendar. There will be practice interviews on 21, 23, and 28 January, with two backup training dates. There are 11 cadets who will be participating, and the SSC will have to provide a volunteer interview board member to simulate better the real board composition.
- (8) Updates to access lists (Dymon and UPS). This topic was deferred to later in the meeting.
- (9) Discussion of Poppy Sales Issues. Despite a long discussion at the last meeting, there was several additional incidents arising from the poppy sales that were presented over the past weeks to the Executive. Specifically, there was an incident with a cadet being verbally harassed at one location. The SSC will follow-up with the CO and parent to ensure that the process followed was suitable and the family feels it was dealt with in a safe manner.
- (10) Presentation by Mr Martin Roy on parent support. Mr Roy took it upon himself to research the policies related to the use of parent volunteers for supporting cadet activities. He presented his findings to the SSC Executive and addressed the inconsistencies in direction from the league and the DND/CAF and lack of knowledge by parts of the Squadron on policy and membership. To address some of these issues, the list of SSC screened parents has been provided to the CO and the reciprocal has been requested from the Sqn staff to ensure that staff have the properly screened personnel supporting events. Additionally, it was raised that there is an on-line course that people are supposed to have taken to raise awareness of safe conduct around cadets to ensure that we remain consistent with the rules.

The Chair passes his thanks to Mr Roy for his work on this important topic.

- (11) Interviews with Sue Grant – Regional League Advisor. Last week the regional advisor met with the executive committee members individually as part of a program to ensure the quality of the relationship between the League and the CAF/DND parts of the program. Recommendations have not yet been produced.

c. Action Items. Action items were reviewed as follows:

- (1) (Sep19 - 8.4) Website Management / Upgrade. No action was able to be taken on this item. It has been **deferred** to the following meeting.
- (2) (Sep19 - 10.4) Future effective speaking program. Thanks to Heather for the comedy presentation that was mentored by her. The Chair has confirmed that the new effective speaking staff member is Lt Ching (sp?) with the 10 Feb competition. Mr Brooks noted that there may be a regional request for 2-3 volunteers. This event will be held at the CASM. No further action is required by the SSC and the item is **closed**.
- (3) (Sep19 - 10.5) Media relations profile; cadet involvement. Some email has been exchanged between the SSC and Squadron Staff but no significant progress has been made on this topic. It has been **deferred** to the following meeting.
- (4) (Sep19 - 11.2) Educational flying through the SSC for the air studies program. There has been several cancellations and replacements of flights within the overall familiarization flying program this year. There is further flying scheduled for 18 and 19 January 2020, however, this is a very busy period; the schedule could be changed to another weekend just prior of following. With the frequent changes and lack of stability in this program, it was decided to leave this item **open**.
- (5) (Oct19 3.5) Communications improvements with cadets. We have had several pop-up activities and to address these, the SSC usually has included a Facebook post and, when possible, an update to the online calendar page. The accuracy and completeness of information is also an issue; for example, with the Christmas diner, one cadet was seen to have arrived in uniform. There has also been issues with the frequency and timeliness of communications and emails not being sent to parents. This item remains **open**.
- (6) (Nov19 3.6) Marksmanship Inventory. This has not been actioned. The Chair asked if a parent that is involved with marksmanship program could volunteered to conduct a physical onsite inventory and find, over two sessions, the items or indicate any unrecorded items. This has been delayed as it needs a physical count/inspection. The 10-year audit of purchases has been reviewed. Mr Brooks has indicated that the SSC should please speak to the CO about the delays in the inventory. This item remains **open**.

- (7) (Nov19 8.1) Dymon Storage Community Give Back Program. This item will be addressed later in the meeting and will remain **open**.
- (8) (Nov19 10.3) Distribute Fundraising Site. This item will be addressed later in the meeting and following discussion will be **closed**.

d. Discussion and Miscellaneous

- (1) Marksmanship location as an ongoing challenge. A brief review of the history of the search for a potential marksmanship location was given; the search has been complicated because schools will not allow the use of rifles in their locations which has necessitated other potential locations to be sought. One potential lead that went dormant in the late autumn has been the former National Defense Medical Centre via LCol Gallant ([Richard.gallant3@forces.gc.ca](mailto:Richard.gallant3@forces.gc.ca)) who was willing and interested to discuss opportunities and will be followed up by the Chair and Mr Brooks. Additionally, options to use the training facilities of the International Brotherhood of Electrical Workers (IBEW) was pursued and it was noted that they will get back to us in January. It will continue to be a struggle to find a suitable training location if neither of these locations is suitable.
- (2) Correct behavior for cadets at the tag day. The behavior of cadets at previous years tag days has needed parental correction or has required prompting for cadets to be more engaged with the public. Mr Brooks noted that there is was a 1 hour lecture for the unit at previous events; it was recommended to reinstitute this. The chair noted that there is a cadet code of conduct with the location package checklist at each site. This item was raised in relation to related issues at the Poppy Sales which was not under the SSC control. It was noted that role playing of positive and negative interactions should be used to reinforce the correct behavior.
  - (a) **Action Item.** The Activity Director is to investigate the possibility for staff to conduct a briefing prior to any future public events to clarify the expectations and process to address problems.

- e. Upcoming activities review. With the Diner and other end of year events completed it was noted that we were coming to a quiet period until January. It was noted that there will be an intense weekend 18-19 January as addressed in numerous events above. Several general issues were highlighted for the upcoming period including questions on the regional FTX (Field Training eXercise) requirements and need for busses. The SSC may be asked to support as volunteers for other regional events. Also, it was acknowledged that archery tag will need to be added, and sports night moved to a new booking at the SuperDome on 25 February 2020. Finally, it was noted that the facility for the Joint Band Concert will be moved and will be managed by 632 Squadron.

4. **1st Vice Chair's Report.**

- a. Lessons Learned: Holiday Dinner and Dance. This past Saturday was the holiday diner and dance. It was a tremendous success and there was plenty of volunteer

work used to support to the event; many cadets stepped up to help with set-up and tear-down. Final accounting is in progress, but 189 people were on the official list. The comedy show was a hit. The band was great, and all the cadets had a good time. The snowstorm did not diminish the events success. Deposits from the event were already deposited. The April spaghetti dinner is now being reviewed but will not be a fund raiser in the way we did in the past, but more akin to this legion event. The air conditioning was not on, despite our requesting it, however we will ensure that this is managed for the next event; despite that coordination with the legion has been very good resulting in a good set-up. The gift exchange went well, but there were some shortfalls at the end, but they were managed by staff and Sr cadets; some Sr cadets gave up their gifts to Jr cadets (WO1 Roy for example). Of note, two large groups had arrived with young kids for which there were gifts so there may have been some additional gifts distributed by mistake. For the first time it was observed that the legion does not appear to have a recycling bin, however all cans were collected by the Chair; we need a plan that includes recycling in the future. With respect to the delivery of food, if we are having delivery there is no option for tip and, normally, we would pick up the food and deliver it ourselves.

b. Legion bookings

(1) 25 Apr Spring Dinner & Dance (post-Aviation Day). Planning has not progressed too far this year and will increase after the Christmas period.

c. Clothing Order. The 1<sup>st</sup> Vice Chair spoke with the provider today. There are plans for working over the Christmas period to review ideas for products. Due to the quantity of activities on the go, we were unable to get something going for the Christmas period. The aim is to start orders as soon as we can to get ideas approved.

d. Discussion and Miscellaneous. No other discussion points were raised.

5. **2nd Vice Chair's Report.**

a. Sports Facilities for Squadron Use

(1) Nametag Order. The nametag order has been processed and 85% have been handed out.

(2) Gym (TBD 24 Apr). The Training Officer (Trg O) has found a suitable time at the SuperDome, as noted at paragraph 3.e. above, however this will be confirmed over the coming weeks and a contract will be completed.

(3) Laser Quest (30 Apr). Kim Perro will review and booking of this on over the weekend.

(4) Photos. Photos from the Spring session that had not previously arrived are now in. The 2<sup>nd</sup> Vice Chair will follow up with the effected people.

b. Discussion and Miscellaneous. No other discussion points were raised.

6. **Treasurers Report.** The treasurer reported:

- a. Monthly Finance Update. There were a number of significant expenses, however the bank account is healthy inline with the budget plan; there were several major expenses, particularly the Air Cadet League fees. There were limited incomes during this same period.
- b. GST Claim Submission. GST claim submission support was requested from Mr Brooks who agreed to help.
- c. Discussion and Miscellaneous. Dymon storage services are in question and will be followed up in the next weeks. Currently, there is an outstanding bill however we have been advised that there is a discount program of the cadet program that appears not to have been given to us that we want to verify first. Dymond has generally been very good to work with.

7. **Secretary's Report.**

- a. Updated access lists. The Secretary noted that a semi-annual access list will be produced for both Dymon Storage and the Post Office Box; this a routine event and it was clarified that not all personnel on the committee or the Squadron staff are automatically granted access to take items from these locations. The Chair noted that persons accessing the inventory at Dymon should be advising the Chair (by email preferably); it has happened that items have been located at peoples homes unknown to the Chair and executive members.
- b. Discussion and Miscellaneous. No other discussion points were raised.

8. **League Report.**

- a. Provincial Meeting (30 Nov). This had been as special meeting and did not cover a wide range of items. There were two votes:
  - (1) Proportional Voting. This was defeated.
  - (2) Other. The use of monies from reserves for an additional engine overhaul this fiscal year was proposed and was defeated.

9. **Commanding Officer Report.** The Commanding Officer (CO) was represented by Capt Cooke and the structure of the the agenda was not followed. The following was discussed:

- a. Discipline. Capt Cooke reminded all the SSC that discipline is a role of the cadet staff and not SSC members. If an issue is observed, please talk to the staff; while you are here you are a parent.
- b. Bowling. This will be going ahead
- c. Merit Review Board (MRB). There is little for the SSC to do, but there will be a member on the MRB. There was some confusion in email exchanges on whether we were discussing the merit boards and/or scholarship interview practices. In

either case the SSC will be participating. Merit Bards will happen after the flying interviews.

- d. Media relations. CO and Chair will manage this item.
- e. Education Flying. Talking with a Rockliff instructional flying program with a qualified instructor. This was news to the SSC.
- f. Marksmanship. Location is still issue.
- g. Band. Location for the concert has been confirmed. There will be an email from the band officer today, or soon.
- h. Effective Speaking. Lt Ching is managing this activity and will be addressing this tonight. Heather McIntosh raised the question on the lack of a location for training. Chair asked for Heather to confirm the location; historically was at the CASM.
  - (1) **Action Item**. The Chair asked Heather McIntosh to work with Lt Ching confirm the location of the effective speaking training.
- i. Feedback on poppy sales. On poppy sales and tag days, there was significant challenges for all people and the staff appreciate the position that the SSC and parents were put in. It was explained that the issues were not the Squadrons fault because the normal support from the Legion vaporised causing a cascading failure. Capt Cooke indicated his personal thanks for all the support provided by the SCC and individual parents. Observations were requested to be provided to Chair for future discussions. An example of a parent volunteer who provide support, when it was clear that there was insufficient support, was publicised. It was noted that additional support to the Squadron from the SSC was declined.

10. **Committee Reports**. The following committee reports were presented:

- a. **Canteen & Retail Director**. \$1018.10 has been received to date. Everything is going well and a deposit is going to treasure at the end of the meeting.
  - (1) Inventory. No update
- b. **Fundraising Director**. Chantel Kennedy is new to the position. She has emailed several businesses for the canteen and is seeking event donation sources from local businesses. This is an expansion from our past activities and was seen as a positive step forward.
  - (1) **FlipGive**. Maureen Sirois briefed the program and stated that it is setup so that we can sign up to allow fund raising for the unit and that we have raised \$119 to date for fundraising. There is a goal of raising \$1000 over a period of time so that we can cash out the balance. Kim Perro has also been using it and confirmed that things were easy to use. This needs to be advertised with a booth for parents for the awareness.



- c. **Public Relations Director.** We continue to lose out to hockey teams. It was recommended that we produce a short video, with an(some) interview(s), to increase our chances for consideration. The Chair noted that we have used our media relations staff for the Kinball and may be able to leverage them for this.
- d. **Volunteer Coordination Director.** Nothing Significant to Report.
- e. **Social Media Director.** Still looking for someone.
- f. **Activity Director.** Reviewed upcoming activities.
  - (1) Swimming. Good to go for the first night back in January 2020.
  - (2) Lesson Learned. On some past events, poor dress details on the calendar site led to cadet feeling out of place when arriving in uniform to civilian attired events; threatened to leave program. The Chair will follow-up with the parents at the door to ensure they have been contacted about poor communications when possible.
- g. Miscellaneous. Maureen Sirois had cookies but did not offer them to anyone during the meeting.

11. **Next Meeting.** The general meeting was closed at 19:49 hours. The next meetings are scheduled as follows.

- a. **Executive Committee Meeting:** Tuesday, 14 January 2020, at 18h30 to be held at the Canadian Aviation and Space Museum.
- b. **General Meeting:** Tuesday, 21 January 2020, at 18h30 to be held at the Canadian Aviation and Space Museum.

### Annexes

Annex A Meeting Agenda  
 Annex B Financial Report  
 Annex C Meeting Attendance Sheet  
 Annex D Open Action Items

---

Written by

Approved / Rejected

---

Charles Kerber  
 Secretary

Date

---

Phillip Rennison  
 Chair

Date

Annex A to  
51 Squadron Sponsoring Committee Meeting  
17 December 2019

## Agenda

**51 Squadron Sponsoring Committee  
17 December 2019 Committee Meeting  
1830 to 2000 hrs (Multi-purpose Room)**

Item	Speaker(s)
1. Call to Order and Approval of Agenda	Phillip Rennison
2. Approval of Minutes – Meeting of 26 November 2019	Phillip Rennison
3. Chair's Reports 3.1 Director Vacancies (Director Social Media) 3.2 Points from Monthly Exec Mtg (08 Oct) 3.2.1 Discussion on relations between SSC and Cadet Staff 3.2.2 Recognition of limits for commitment levels 3.2.3 Insurance requirements (Legion, Parades, etc...) 3.2.4 Inter Squadron events: 3.2.4.1 Kinball was well received (addressed in section 9) 3.2.4.2 Archery Tag and Bowling options being considered 3.2.5 Standard First-Aid: moved a weekend, conflict with review board dates <del>3.2.6 SSC staff on upcoming merit boards for promotions</del> 3.2.7 Holiday Dinner / Dance Planning (Discussed in section 4) 3.2.8 Flying Scholarship exams and interviews 3.2.9 Updates to access lists (Dymon and UPS) (Discussed in Section 7) 3.2.10 Discussion of Poppy Sales Issues 3.2.11 Reviewed Action Items 3.2.12 Presentation by Martin Roy on parent support 3.2.13 Interviews with Sue Grant – Regional League Advisor 3.3 Action Items 3.3.1 (Sep19 - 8.4) Website Management / Upgrade 3.3.2 (Sep19 - 10.4) Future effective speaking program 3.3.3 (Sep19 - 10.5) Media relations profile; cadet involvement 3.3.4 (Sep19 - 11.2) Educational flying through the SSC for the air studies program 3.3.5 (Oct19 3.5) Communications improvements with cadets 3.3.6 (Nov19 3.6) Marksmanship Inventory 3.3.7 (Nov19 8.1) Dymon Storage Community Give Back Program (Discussed in section 6) 3.3.8 (Nov19 10.3) Distribute Fundraising Site (Discussed in section 5) 3.4 Discussion and Miscellaneous	Phillip Rennison
4. 1 <sup>st</sup> Vice Chair's Report 4.1 Lessons Learned: Holiday Dinner and Dance 4.2 Legion bookings 4.2.1 25 Apr Spring Dinner&Dance (post-Aviation Day) 4.3 Clothing Order 4.4 Discussion and Miscellaneous	Maureen Hamilton
5. 2 <sup>nd</sup> Vice Chair's Report	Kathleen Lemire

5.1 Sports Facilities for Squadron use 5.1.1 Nametag Order 5.1.2 Gym 5.1.3 Laser Quest (30 Apr) 5.2 Discussion and Miscellaneous	
6. Treasurer's Report 6.1 Monthly Finance Update <del>6.2 CRA and ACL Paperwork Update</del> 6.3 GST Claim Submission 6.4 Discussion and Miscellaneous	Murray Theriault
7. Secretary's Report 7.1 Updates to Access Lists 7.2 Discussion and Miscellaneous	Charles Kerber
8. League Report 8.1 Regional Partnership Training / Meetings 8.1.1 Bi-annual Regional Meeting (CO, Chairs, Region - 23 Nov) 8.1.2 Provincial Meeting (30 Nov) 8.2 Discussion and Miscellaneous	Rick Brooks
9. CO's Report 9.1 Observations on the past months activities 9.2 Upcoming Activities 9.2.1 Pilot Exams (18 Jan) 9.2.2 Regional Biathlon (01 Feb) 9.3 Program Updates 9.3.1 Air Studies 9.3.2 Band 9.3.3 Biathlon 9.3.4 Drill Team 9.3.5 Duke of Edinburgh 9.3.6 Effective Speaking 9.4 Marksmanship	Captain Tim Cooke (for Captain Michelle Bergeron)
10. Committee Reports 10.1 Canteen & Retail Director 10.1.1 Inventory update 10.2 Fundraising Director 10.2.1 Community Donations 10.2.2 FlipGive Promotion 10.3 Volunteer Coordination Director 10.4 Public Relations Director 10.4.1 Effective Speaking Program 10.5 Social Media Director 10.6 Activity Director 10.7 Swimming (07 Jan)	Fatema Dhaif  Chantal Kennedy  Suzie Cloutier Heather McIntosh  Maureen Hamilton Kim Perro
11. Next meeting time, date and location 11.1 Executive – 14 January 2020 12. General Meeting – 21 or 28 January 2019	Charles Kerber
13. Adjournment	Phillip Rennison

Annex B to  
51 Squadron Sponsoring Committee Meeting  
17 December 2019

**Financial Report**

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

**Dec 2019**

Present Bank Balance:			Total Month's Revenue	Total Month's Expenses
\$ 67,473.82			\$ 2,971.94	\$ 20,080.07
Ref # or Chq #	Details	Date	Revenue	Expenditure
34	Cash Deposit - Walkathon	26-Nov-19	\$ 564.95	
35	Etransfer - Walkathon	30-Nov-19	\$ 200.00	
36	Bank Interest	30-Nov-19	\$ 6.99	
37	Cheque Deposit - Cowan - Donation	04-Dec-19	\$ 750.00	
38	Cheque Deposit - Walkathon	04-Dec-19	\$ 100.00	
39	Cash Deposit - Holiday Dinner	10-Dec-19	\$ 1,065.00	
40	Cash Deposit - Holiday Dinner	17-Dec-19	\$ 285.00	
243	Roxborough Bus Lines - Invoice # 73617 & 74452 - Gliding Cancel & Famil fly	19-Nov-19		\$ 485.00
244	Kathleen Lemire - Walkathon - Flight Reward - Pizza	19-Nov-19		\$ 116.39
245	Air Cadet League - Annual Dues and Property Insurance	19-Nov-19		\$ 14,505.25
246	Kim Perro - NCO Day - Escape Room	19-Nov-19		\$ 231.97
247	Mathieu Lemieux - Concert program Supplies - Instruction Books	19-Nov-19		\$ 189.76
248	Musicare - Equipment Rental & Band Consumables	19-Nov-19		\$ 271.97
249	SAJO - FTX Deposit	26-Nov-19		\$ 530.00
250	Murray Theriault - FTX - HotDogs	08-Dec-19		\$ 18.00
251	Maria Granados - FTX Emergency Vehicle	08-Dec-19		\$ 353.88
252	France Hurley - Biathlon Supplies -	08-Dec-19		\$ 120.00
253	Roxborough Bus Lines - Famil - Carp	08-Dec-19		\$ 299.00
254	A. Manoj - National Course Fee	08-Dec-19		\$ 160.00
255	Jason Kokkovas - Holiday Dinner - Entertainment	08-Dec-19		\$ 200.00
256	Kim Perro - NCO Day Supplies	08-Dec-19		\$ 139.42
257	Louis Poisson - NCO Day Food and Supplies	08-Dec-19		\$ 210.03
* 258	National Course Fees - Mullington	14-Dec-19		\$ 160.00
* 259	St Hubert St. Laurent - Holiday Dinner Food	14-Dec-19		\$ 2,089.40

\* CHQ#S NUMBERS REVERSED

Annex C to  
51 Squadron Sponsoring Committee Meeting  
17 December 2019

**Meeting Attendance Sheet**

**Attendance**

51 Squadron Sponsoring Committee  
17 December 2019 meeting

Canadian Aviation and Space Museum



Attendee	Signature
Phillip Rennison (Chair)	
Maureen Sirois (1 <sup>st</sup> Vice Chair)	
Kathleen Lemire (2 <sup>nd</sup> Vice Chair)	<i>Kathleen Lemire</i>
Murray Theriault (Treasurer)	<i>Murray Theriault</i>
Charles Kerber (Secretary)	<i>Charles Kerber</i>
Heather McIntosh (Director - Public Relations)	<i>Heather McIntosh</i>
Suzie Cloutier (Director - Volunteer Coordinator)	<i>Suzie Cloutier</i>
Fatema Dhaif (A/Director - Canteen and Retail)	<i>Fatema Dhaif</i>
Chantal Kennedy (Director - Fundraising)	<i>Chantal Kennedy</i>
Kim Perro (Director – Activity Liaison)	<i>Kim Perro</i>
(Director – Social Media)	
Rick Brooks (Squadron League Advisor)	<i>Rick Brooks</i>
Sue Grant (Regional League Advisor)	
Abdoul Ba	
Sophia Munawwar	
Sindhu Nair	
Moise Sanon	
Kim Petersen	<i>Kim Petersen</i>
Louis Poisson	
Bert Veldman	<i>B.V.</i>
Lucille Mongan	<i>Lucille Mongan</i>
CAPT T. COOKE	
CAROLINE LIEU	<i>Chou</i>
Captain Michel Burgeron (Commanding Officer)	
Mr Marc Moo Sang (Chief of Staff)	
Warrant Officer 1st Class Megan Roy (Cadet Squadron Commander)	

Annex D to  
51 Squadron Sponsoring Committee Meeting  
17 December 2019

**Open Action Items**

<b>Item Number*</b>	<b>Description</b>	<b>Status</b>
Sep19 8.4	Website Management / Upgrade	<b>Open</b>
	Chair will assess with the league advisor the need for a web site manager (or permanent Director position) and report back at the next meeting.	
Sep19 10.4	Future effective speaking program	<b>Closed</b>
	Given interest expressed in public speaking, and success of the summer public speaking with staff cadets, the Chair, with support of the Public Relations Director, will address expanding the effective speaking program with the CO and Trg O (historical OPI). Chair will highlight the potential to bolster this program by using improv/comedy activities, supporting public speaking, with assistance from SSC, and need to coordinate further the possibility of responding to the feedback from the unit survey.	
Sep19 10.5	Media relations profile; cadet involvement	<b>Open</b>
	Chair to review with the CO the continued designated cadet involvement with the media relations profile. A specific inquiry on the Instagram account is needed.	
Sep19 11.2	Educational flying through the SSC for the air studies program	<b>Open</b>
	Chair to further evaluate the inclusion of educational flying through the SSC for the senior air studies program with the CO. Chair to highlight the strong emphasis the SSC wants to put on reinvigorating activities bolstering the air studies program success and that the SSC has available monies in the budget to support this initiative.	
Oct19 3.5	Communications improvements with cadets	<b>Open</b>
	Follow up by the Chair on options to improve the communication of information to cadets and to integrate this with the plans to renew the website.	
Nov19 3.6	Marksmanship Inventory	<b>Open</b>
	Marksmanship Inventory. Chair and Treasurer will follow up with the marksmanship coach to verify the final inventory.	
Nov19 8.1	Dymon Storage Community Give Back program	<b>Open</b>
	Dymon Storage has a Community Give Back program. This program allows for two months free annual rental to the cadet program. Treasurer is to investigate.	
Nov19 10.3	Distribute Fundraising Site	<b>Closed</b>
	Distribute Fundraising Site. Online donations site FlipGive is to be sent out to the families of the cadets.	
Dec19 3.2.5	First-aid training Venue for January 2020	<b>New</b>
	The Chair will coordinate with the OPI to clarify if there is a location available for the conduct of the first-aid training; possible option of the CASM was recommended.	
Dec 19 3.4	Institute briefings to cadets in advance of tag days or related events	<b>New</b>
	The Activity Director is to investigate the possibility for staff to conduct a briefing prior to any future public events to clarify the expectations and process to address problems.	
Dec 19 9	Clarification of effective speaking training location	<b>New</b>
	The Chair asked Heather McIntosh to work with Lt Ching confirm the location of the effective speaking training.	

\* Identification number is based on the month of the action item, the year of the action item and the agenda item it corresponds to. If there is more than one action item, a hyphen (-) with sequential number is used. E.g. Sep19 8.4 References the September 2019 meeting agenda item 8.4.