



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

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**Annual General Meeting Minutes**  
**26 November 2019: 1833 to 1954 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)  
Kim Perro (Director - Activity Liaison)  
Vacant (Director – Social Media)

Rick Brooks (Squadron League Advisor)  
Sue Grant (Regional League Advisor)

Captain Michelle Bergeron (Commanding Officer)

**VOLUNTEERS PRESENT:**

Haton Aldohon  
Abdoul Ba  
Alain Brûle  
Hala Hassan  
Vivian McMillan  
Sophia Munawwar  
Rosa Maria Navas  
Kim Petersen  
Louis Poisson  
Martin Roy  
Eriia Tooshey

**REGRETS:**

Heather McIntosh (Director - Public Relations)  
Chantal Kennedy (Director - Fundraising)

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1. **Introductions and Agenda.** The Chair welcomed everyone to the meeting and thanked everyone for taking the time to attend what he projected would be a very busy meeting. The Chair identified that there were **nine** voting members present; quorum was declared. Due to the absence of two directors, items 10.3 and 10.5 were recommended to be stricken from the agenda. A motion to accept the agenda was raised by Charles Kerber, seconded by Kathleen Lemire; 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 Maureen Sirois and seconded by Louis Poisson; the minutes were **approved**.

### 3. **Chair's Report.**

- a. Director Vacancies (Director Social Media). Currently this position remains absent and the committee is actively looking for anyone who would be interested in taking on this task; if interested, please contact the Chair. Please note that Maureen Sirois is currently holding this task as an additional duty and can train a new director.
- b. Points from the Monthly Exec Mtg (08 Oct)
  - (1) Updates to the activity calendar (lack of information and support to events not on the calendar (capacity and transparency)). We continue to face challenges in keeping complete and timely data available to all cadets, parents, and committee members, however, recent work has addressed some of the more critical items of information sharing. The schedule changes frequently, however we are happy to announce that Standard First Aid will be offered for the next First-Aid training, and this is an increase in the skills level from the Emergency First-Aid normally offered.
  - (2) Letter from CO to excuse cadets for the Remembrance Day parades. There was a letter produced by the CO. Members of the committee shared personal anecdotes and confirmed that this was a useful item to have for this type of event and Chair confirmed that we will try to do this in each year.
  - (3) Career Aviation Fair / Trg Night change. The Canadian Aviation and Space Museum (CASM) will be hosting a career fair for the aviation community starting Tuesday, 11 February 2020. Due to the display set-up, the normal training night will be moved to Monday, 10 February 2020; this is now reflected in the online calendar. Note that all cadets are encouraged to attend the career fair if they have an interest in the aviation field.
  - (4) Marksmanship coach's last year. This year, our coach will be reaching retirement age. We have a new deputy coach, a past SSC member who has moved over to be a member of the cadet staff. 51 Sqn has had an outstanding program, with national level success and the Chair emphasized the need for good continuity if the program is to continue at this level. The

official replacement for the coach will still need to be determined by the CO.

- (5) Flying Scholarships program testing (18 Jan) / interview (08 Feb). It was confirmed this past weekend that the exams will be the weekend of 18 Jan. Unlike in past years, the interview and exam will be separated, with interviews now being held on 8 February 2020.
- (6) Calypso Planning (13 Jun TBD). In tune with the plan to not have a large year end trip, but rather a number of smaller activities, the CO approved day long activity 13 Jun at the Calypso Waterpark. Planning for this event has started.
- (7) SAJO FTX Approval/Deposit. The SSC has coordinated the use of SAJO (Service animation jeunesse de l'Outaouais) for the spring Field Training Exercise (FTX). It has been confirmed as an approved site the cadet's regional office. The Chair noted that the date for this year's exercise is outside of the dates of Ramadan and is not a conflict. A deposit has been made to reserve the location.
- (8) Orleans Santa's Parade of Lights (30 Nov). This weekend the band will be participating in the parade.

c. Recent Activities – Lessons Learned

- (1) Sports Night Waiver process (12 Nov). Two weeks ago, we conducted a sports night at Flying Squirrel where waivers had to be completed. Participation was very good, but the waiver process was not well organized. It was noted by the SSC attendees that it would be better to produce the waivers in advance to streamline the process. There were coordination issues with names (multi-names families) and a change in the waiver that contributed to the delays. It was noted that the cadets had a good time at Flying Squirrel.
- (2) Air Studies Flying Program (16-17 Nov). The local flight training event was cancelled because the regional support unit put on a flying event the same weekend. Currently we have another air studies flying event scheduled for next month.
- (3) Walk-a-thon Pizza Rewards Dinner (19 Nov). Flight #2, as announced, had the top donations and they had their reward dinner. There will be a similar event to thank cadets in May after the tag day for the high performing flight.

d. Action Items

- (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. Unfortunately, the PR Director is not available this evening. There has been dialogue between the

Dir and Trg O and they will be starting to train this Thursday for the effective speaking; this is for the same night as the Air Studies programme. Cadets will be working towards a Sqn event for the speakers and a comedy event for the cadets at the Christmas Dinner and Dance. Some of the cadets may be delivering a comedy routine. This item remains **open**.

- (3) (Sep19 - 10.5) Media relations profile; cadet involvement. No action was able to be taken on this item. It has been **deferred** to the following meeting.
- (4) (Sep19 - 11.2) Educational flying through the SSC for the air studies program. This has been deferred the November flight, but will follow through into December. There is likely to be a regionally supported flying day 01 December; The Training Officer will be collecting names of interest this evening just in case. The Air Studies program is focused on trg and selecting the right cadets as we can only have 6 glider and 5 power candidates out of the current 10 glider and 5 power candidates in the program. This item is postponed into the new year and remains **open**.
- (5) (Oct19 3.5) Communications improvements with cadets. While some work has been done to improve communications, no specific work plan is available. This item has been **deferred** to the following meeting.

e. Towplane Engine Special Contribution. There is a provincial level motion for all Sqn's to contribute to the ACL. This is in addition to the \$75 annual levee per cadet paid by each Sqn; that amount includes the regular overhauls which were not anticipate. This levee is for a second overhaul this year and would include an addition of \$7.5 from each cadet for this out of cycle process; each of the 94 Sqn's in the province has a vote. The Chair confirms that we have the funds. Maureen Sirois will represent the 51 SSC at the meeting and has all the necessary information to represent us.

f. Discussion and Miscellaneous

- (1) Marksmanship location as an ongoing challenge. We are looking at several locations for potential sources. We are currently using CFS Leitrim for training, we have used the Eastview Legion, and Rick Brooks and Philip Rennison are looking at other locations while Maureen Sirois was looking at the Jack Pursell Community Centre as well as a location at another location with an Army Cadet Corps. Two army cadets (located in the Walkley Ave area) are willing to share space dependent on other air cadet units that want to also use the locations; the 1<sup>st</sup> Vice Chair has the contacts and is following up on this. Nothing further has been heard on the Jack Purcell Community Centre.
- (2) Drill Team locations as an ongoing challenge. This activity has also posed a challenge with using CFS Leitrim. A lot of hard work, especially by Kim Perro and Kathleen Lemire, found a potential location, but gym was too small; we now have space at Garneau Ecole Secondaire which will be trialed this week for first time.

- g. Inventory (with special consideration of Marksmanship). A 10-year audit was conducted for marksmanship, and we are now finalizing the inventory sheet. A verification of all inventory will be conducted to validate that all items exist.
  - (1) **Action Item.** Marksmanship Inventory. Chair and Treasurer will follow up with the marksmanship coach to verify the final inventory.
- h. Discussions. No other discussion points were raised.

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

- a. Regional Cadet Coordinating Committee Meeting (20 Nov). The 1<sup>st</sup> Vice Chair was at the 1<sup>st</sup> meeting for this year. In attendance was projected to be the CO, an SSC member, and the cadet commander for each Sqn in the region; 51 had full representation and our Cadet Commander, who was the only cadet comd present, spoke on her successes from the program. The meeting revolved mostly on sharing best practices and discussing events towards which we can work towards as well as inter sqn opportunities. It was very informative, and others were impressed by how 51 Sqn conducts its affairs. There was a lot of discussion about fund raising within the group. The Excalibur Games will occur again, with a possible inter region movie night at Cineplex. Inter sqn bowling and archery tag is also being investigated. Cross elemental training was being looked at to provide other opportunities for cadet development.
- b. Legion bookings
  - (1) 14 Dec Holiday Gift Exchange/Dinner/Dance. This activity is in place, and we are just finalizing food orders; Kathleen Lemire is coordinating. The current plan is for a cost of \$5/cadet and \$10 for each other attendee. It was agreed that the SSC will start collecting tonight; payment cut off will be one week prior to the dinner. This event will include food, a live band, and a gift exchange; tickets will be limited and are first come first serve. Several helpers have volunteered, but we will need more; this will be advertised for volunteers in advance. Event starts at 6 PM and runs to 11 PM.
  - (2) 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. Discussions have been held with new a company, and staff are looking at new products; we expect to have new ideas by January 2020. The new company has been very good at suggesting options; we will move from discussions to pricing once options have been considered. The SSC is looking to improve quality of our wearable items but with the goal to keep the prices reasonable. Additionally, we are considering the move from the former provider due to slow responsiveness and average quality. It is planned that at the next meeting we will have a presentation. Team wear will start with the drill team. Non team specific items are to specifically be considered. The chair is looking for any pre-Christmas options for generic Sqn wear.

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. Order has been completed and is in the mail; it should be received quickly. With the new supplier, the price was good and we will verify the quality on receipt.

(2) Gym (TBD 24 Apr). On review, all high schools are booked. It was noted that it has been very difficult to find the space for this size of group. The Rideau Rockcliff Community Resource Centre was recommended as a potential location by the CO.

(3) Laser Quest (30 Apr). This is a late year activity and the 2<sup>nd</sup> Chair is still working on this.

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

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

a. Monthly Finance Update. The treasurer reviewed all transactions, noting that the months has been busy with payments; a report is available at Annex B. There were three unreconciled cheques pending, which is not outside of normal, however it is noted that one is the large ACL annual levee. There were also some issues with cheques; however, we now have the right cheques.

b. CRA and ACL Paperwork Update. These were both submitted several weeks ago.

c. GST Claim Submission. This has not been done yet as the treasurer is still catching up on activities post vacation. Rick Brooks has indicated that we can have assistance.

d. Donations. Hala brought in a donation from Cowan for \$750 and another parent submitted an application, and the Sqn has been awarded, a donation from Rogers for a \$2500 community grants and donations. At present, the cheque has not been received.

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

7. **Secretary's Report.**

a. Correspondence. There were no significant items of correspondence to discuss.

b. Lessons Learned – 2019-2020 Walk-a-thon. A file review of all the donations will be conducted to start to make tax receipts and to verify outstanding cadets. We have had some significant donations arrive however there has been a new maximum donation of \$701.05; the cadet will be presented a flight certificate. It was expected that all cadets on strength would fund raise up to \$100; there was no cut off date for receipt of funds. Following questions from Martin Roy it was

noted that the CO has an updated a list for cadets who have missed donations. It was requested that we better understand how many cadets did not participate; we are looking for percentages for attendance per year. Cadets who do not participate are anticipated to need to participate more on the tag days. \$16,100 raised last year, but the number of cadets who participated last year needs to be confirmed. On the subject of fund raising, the Chair mentioned that there was a registration fee at some units, particularly in BC; we specifically have not looked at this option,

- c. Discussion and Miscellaneous. No other discussion points were raised.

## 8. **League Report.**

### a. Upcoming Regional Partnership Training / Meetings

- (1) Bi-annual Regional Meeting (CO, Chairs, Region - 23 Nov). This meeting occurs 2x/year, including all 10 sqn in region with an SSC executive member, unit advisor, a Cadet Staff member, and regional staff who go over the large problem areas and budgets for region (e.g. effective speak, chairman's award). Focus of this meeting was on the upcoming provincial special aviation meeting. There were several ideas on fundraising also addressed. A good idea is that the Sqn's start using a "Remind" App for informing parents and cadets; ideal for last min changes, but not everyone has a smart phone. Storage cost best practices were also discussed; it was raised that there was a rebate for Dymon Storage.
  - (a) **Action Item**. 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.
- (2) Provincial Meeting (30 Nov). This is a special meeting and there will be votes at the special meeting (in Nicolet QC); proxy is not permitted, a SSC member must attend or the Sqn loses the chance to vote on the following subjects.
  - (a) Costs associated with the aircraft maintenance. Our towplanes belong to the provincial level; six aircraft are maintained with a cycle of maintenance of one aircraft per year. This year there is a need for \$45,000 to overhaul an engine; the cost is proposed to be shared by all 94 Quebec and Ottawa Valley Squadrons as an extraordinary one-time fee.
  - (b) Proportional Voting. Another key topic is proportional voting; a concern is that units with more cadets, with more monies paid for assessments, have the same vote as smaller units (change proposal to pro-rate to effective cost of membership, charge evenly to each Sqn for the quota, or eliminate the annual assessment).

- b. Annual General Meeting (AGM). Yesterday the CO's received a directive from the Regional Cadet Support Unit for the AGM. CO's are not auth for pay officers

to attend nor provide reimbursements of expenses. Additionally, no uniforms may be worn during the AGM, less at the mess diner; committees are expected to be paying all expenses. The Chair confirmed that this was already budgeted for by the 51 SSC. The Chair raised the question about cadet uniforms and benefits. Mr Brooks advised that we are planning to allow cadets in uniform but there is a review in progress.

## 9. **Commanding Officer Report.**

### a. Past Activities

- (1) Poppy Sales (25-26 Oct, 01-03 Nov, 08-10 Nov). The Legion was perceived to have been unable to support at the level that had been expected; it was perceived that by end of third weekend the activities went smoothly. The CO indicated that next year we will be requesting the committee for collection support as cadet staff cannot collect fund. Mr Roy noted that there are concerns about dwindling control of the cadets over the last few years. Specifically, after the first weekend this should have been addressed but it was not resolved to satisfaction. Three parents provided several examples of poor supervision and the need to have parents unexpectedly remain on the site; also, the noted a lack of cadet response/support for sites. The CO recognized the problem. All shifts starting at the same time did not work to coord; this was noted on weekend one and not fixed.
- (2) Gliding Day (02 Nov). This event was cancelled for weather related issues. Air Ops scheduled the recent power flying activity to compensate for this cancellation.
- (3) 51 Sqn Remembrance Parade (05 Nov). The parade at the CASM was well attended and executed.
- (4) Remembrance Day Parade (11 Nov). Approximately 40 cadets participated at the Legion Remembrance Day parade. Attendance at a national ceremony at the War Memorial was limited to handful of cadets, plus some additional cadets attending at Beachwood. Next year we will streamline the participation of cadets and will focus on the legion parade prior to committing to the other events. A significant limitation for coordination was limits with staff members who have jobs that do not have day off.
- (5) Ottawa's Help Santa Toy Parade (16 Nov). This was the downtown Christmas parade and is different from the one this weekend. Both parades will have the band in attendance. For this weekend's parade, three air units, one army, and one sea unit will be formed to provide a tri-service band.
- (6) Regional Power Familiarization (16 Nov). As discussed above, this replaced the gliding day 02 November.



c. Upcoming Activities

- (1) NCO Training Day (30 Nov). This activity is just for 51 Sqn, and specifically for seniors. This will be followed by participation with an escape room event as a team building activity.
- (2) Power Familiarization Flights (01 Dec). This event will run during the afternoon pending approval from the RCSU Air Ops.
- (3) Kinball Competition (08 Dec). Interunit activity with a limit of two teams of 4-9 cadets. 51 Sqn has two teams signed up.

d. Program Updates

- (1) Marksmanship. The marksmanship program is continuing but having difficulties. The CO has met with the Army Corps CO from CFS Leitrim and the facility coordinators; the corps and facility coordinators have been nonresponsive. The CO had proposed a joint marksmanship venture to support the relationship and help advance the programs.
- (2) Band. The band program is going very well. We have one cadet in the highland pipes and drums training day that the region conducted. Band has been stable and is conducting its training on regular nights.
- (3) Drill Team. Despite an issue with the location trialed last week, the drill team is happy with the location that has been selected and is now moving forward. The team has signed up for this year's competition.
- (4) Biathlon. The program is advancing well and has completed the first patrol race. The patrol race was executed; we won two silver team medals which will be announced this evening.
- (5) Air Studies. This year the Sqn has moved forward with a new program: a complete rework has been supported with staff support from Lt Wood and CI Leblanc. Due to limits for the number of candidates we can put forward, we will be starting exams to narrow down names for applicants who can go forward. The Training Officer is organizing practice boards and interviews as per the directive on the board composition. The Trg O will be asking the SSC for support. This has been done in the past, however it was dropped last year. Rick Brooks noted that there will be questions about the ACL and there are study booklets. He emphasized that there has been unnecessary issues with the failures to be able to answer ACL questions; however, it was noted that this will be an all new format this year. It was noted that cadets will be throwing away easy points for the league questions, e.g. what does sponsor committee do (Facilities, Finance, Fairness, Fundraising).
- (6) Duke of Edinburgh. The program is ongoing. Will have an award presented this evening.
- (7) Effective Speaking. This was discussed previously [para 3.d.(2)].

10. **Committee Reports.** The following committee reports were presented:
- a. **Canteen & Retail Director.** Kathleen noted improving and new staff getting better.
    - (1) Inventory. Non-perishable items are now accounted for. Kathleen Lemire has provided additional details to the Chair.
  - b. **Fundraising Director.** This was provided through the executive staff. FlipGive, a web service, was mentioned for shopping through retailers which gives monies back to charities (this was noted as similar to ebates). The site provides monies back to the group. For example, 20% comes back from Indigo gift cards; if you shop online and can use the app; it transfers monies to the SSC. Kathleen Lemire has the code, and this can be shared.
    - (1) **Action Item.** Distribute Fundraising Site. Online donations site FlipGive is to be sent out to the families of the cadets.
  - c. **Public Relations Director.** Nothing Significant to Report.
  - d. **Volunteer Coordination Director.** Two new parents (Chantal and Lucille) were presented by the Director. The Chair highlighted the important role of the director position to reach out to the membership and coordinate people.
  - e. **Social Media Director.** The Chair informed the membership that the director had to resign and that the 1<sup>st</sup> Vice Chair is keeping the Facebook portion currently running. Instagram however continues to be a gap issue. Cadet participation needs to be revisited.
    - (1) **Action [Addition to Action Item Sep19 10.5].** 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.
  - f. **Activity Director.** Reviewed upcoming activities.
    - (1) NCO Trg Day. This activity will be followed by participation in an Escape Room on Bank Street as a team building activity. Transportation and meals are being arranged for the cadets.
  - g. Miscellaneous. CO reported the normal parade night will be moved from Tuesday to Monday, 09 December and that there will be no CO's parade in December. Additionally, there will be a closure of the museum the week 6 January due to a shut down of the museum that week; all weekly activities will be cancelled or relocated.

11. **Chair Summary.** The Chair reinforced the need for volunteers and highlighted Social Media, Fundraising, and an interim Canteen Directors, with the potential need for a webmaster. We are looking to spread the work out amongst all available volunteers.

13. **Next Meeting.** The general meeting was closed at 19:54 hours. The next meetings are scheduled as follows.

- a. **Executive Committee Meeting:** *Monday, 09 December 2019*, at 18h30 to be held at the Canadian Aviation and Space Museum.
- b. **General Meeting:** *Tuesday, 17 December 2019*, 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

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Written by

Approved / Rejected

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Charles Kerber  
Secretary

Date

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Phillip Rennison  
Chair

Date

## Agenda

### 51 Squadron Sponsoring Committee 26 November 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 21 October 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 Updates to the activity calendar (lack of information and support to events not on the calendar (capacity and transparency) 3.2.2 Letter from CO to excuse cadets for the Remembrance Day parades 3.2.3 Career Aviation Fair / Trg Night change 3.2.4 Marksmanship coach’s last year 3.2.5 Flying Scholarships program testing (18 Jan) / interview (08 Feb) 3.2.6 Calypso Planning (13 Jun TBD) 3.2.7 SAJO FTX Approval/Deposit 3.2.8 Orleans Santa’s Parade (30 Nov) 3.3 Recent Activities – Lessons Learned 3.3.1 Sports Night Waiver process (12 Nov) 3.3.2 Air Studies Flying Program (16-17 Nov) 3.3.3 Walk-a-thon Pizza Rewards Dinner (19 Nov) 3.4 Action Items 3.4.1 (Sep19 - 8.4) Website Management / Upgrade 3.4.2 (Sep19 - 10.4) Future effective speaking program 3.4.3 (Sep19 - 10.5) Media relations profile; cadet involvement 3.4.4 (Sep19 - 11.2) Educational flying through the SSC for the air studies program 3.4.5 (Oct19 3.5) Communications improvements with cadets 3.5 Towplane Engine Special Contribution 3.6 Discussion and Miscellaneous 3.6.1 Marksmanship location as an ongoing challenge 3.6.2 Drill Team locations as an ongoing challenge 3.6.3 Inventory (with special consideration of Marksmanship)	Phillip Rennison
4. 1 <sup>st</sup> Vice Chair’s Report 4.1 Regional Cadet Coordinating Committee Meeting (20Nov) 4.2 Legion bookings 4.2.1 14 Dec Holiday Gift Exchange/Dinner/Dance 4.2.2 25 Apr Spring Dinner & Dance (post-Aviation Day) 4.3 Clothing Order 4.4 Discussion and Miscellaneous	Maureen Hamilton

<p>5. 2<sup>nd</sup> Vice Chair's Report</p> <ul style="list-style-type: none"> <li>5.1 Sports Facilities for Squadron use <ul style="list-style-type: none"> <li>5.1.1 Nametag Order</li> <li>5.1.2 Gym (TBD 24 Apr)</li> <li>5.1.3 Laser Quest (30 Apr)</li> </ul> </li> <li>5.2 Discussion and Miscellaneous</li> </ul>	Kathleen Lemire
<p>6. Treasurer's Report</p> <ul style="list-style-type: none"> <li>6.1 Monthly Finance Update</li> <li>6.2 CRA and ACL Paperwork Update</li> <li>6.3 GST Claim Submission</li> <li>6.4 Discussion and Miscellaneous</li> </ul>	Murray Theriault
<p>7. Secretary's Report</p> <ul style="list-style-type: none"> <li>7.1 Correspondence</li> <li>7.2 Walkathon Lessons Learned (28 Sep)</li> <li>7.3 Discussion and Miscellaneous</li> </ul>	Charles Kerber
<p>8. League Report</p> <ul style="list-style-type: none"> <li>8.1 Upcoming Regional Partnership Training / Meetings <ul style="list-style-type: none"> <li>8.1.1 Bi-annual Regional Meeting (CO, Chairs, Region - 23 Nov)</li> <li>8.1.2 Provincial Meeting (30 Nov) <ul style="list-style-type: none"> <li>8.1.2.1 Costs associated with the aircraft maintenance;</li> <li>8.1.2.2 Proportional Voting</li> </ul> </li> </ul> </li> <li>8.2 Discussion and Miscellaneous</li> </ul>	Rick Brooks
<p>9. CO's Report</p> <ul style="list-style-type: none"> <li>9.1 Past Activities <ul style="list-style-type: none"> <li>9.1.1 Poppy Sales (25-26 Oct, 01-03 Nov, 08-10 Nov)</li> <li>9.1.2 Gliding Day (02 Nov)</li> <li>9.1.3 51 Sqn Remembrance Parade (05 Nov)</li> <li>9.1.4 Remembrance Day Parade (11 Nov)</li> <li>9.1.5 Ottawa's Help Santa Toy Parade (16 Nov)</li> <li>9.1.6 Regional Power Familiarization (16 Nov)</li> </ul> </li> <li>9.2 Upcoming Activities <ul style="list-style-type: none"> <li>9.2.1 NCO Training Day (30 Nov)</li> <li>9.2.2 Discussion and Miscellaneous</li> </ul> </li> <li>9.3 Program Updates <ul style="list-style-type: none"> <li>9.3.1 Marksmanship</li> <li>9.3.2 Band</li> <li>9.3.3 Drill Team</li> <li>9.3.4 Biathlon</li> <li>9.3.5 Air Studies</li> <li>9.3.6 Duke of Edinburgh</li> <li>9.3.7 Effective Speaking</li> </ul> </li> </ul>	Captain Michelle Bergeron

<p>10. Committee Reports</p> <ul style="list-style-type: none"> <li>10.1 Canteen &amp; Retail Director</li> <li>10.2 Inventory update</li> <li><del>10.3 Fundraising Director</del> <ul style="list-style-type: none"> <li><del>10.3.1 Community Donations</del></li> <li><del>10.3.2 FlipGive purchasing kickback</del></li> </ul> </li> <li>10.4 Volunteer Coordination Director</li> <li><del>10.5 Public Relations Director</del> <ul style="list-style-type: none"> <li><del>10.5.1 Effective Speaking Program</del></li> <li><del>10.5.2 'Team of the Week'</del></li> </ul> </li> <li>10.6 Social Media Director</li> <li>10.7 Activity Director <ul style="list-style-type: none"> <li>10.7.1 NCO Training Day (30 Nov)</li> <li>10.7.2 Swimming (07 Jan)</li> </ul> </li> </ul>	<p>Fatema Dhaif</p> <p>Chantal Kennedy</p> <p>Suzie Cloutier Heather McIntosh</p> <p>Maureen Hamilton Kim Perro</p>
<p>11. Next meeting time, date and location</p> <ul style="list-style-type: none"> <li>11.1 Executive – 09 December 2019</li> <li>11.2 General Meeting – 17 December 2019</li> </ul>	<p>Charles Kerber</p>
<p>12. Adjournment</p>	<p>Phillip Rennison</p>

Annex B to  
 51 Squadron Sponsoring Committee Meeting  
 26 November 2019

**Financial Report**

**51 Canada Aviation and Space Museum Air**

**Monthly Financial Transactions for:**

**Oct 2019**

			Present Bank Balance: \$ 69,346.56	Total Month's Revenue	Total Month's Expenses
				\$ 4,770.55	\$ 21,879.90
Ref # or Chq #	Details	Date	Revenue	Expenditure	
28	Cheque Issue - WRONG cheques delivered	22-Oct-19	\$ 140.94		
29	DND - Reimbursement	30-Oct-19	\$ 2,094.95		
30	Bank Interest	31-Oct-19	\$ 7.21		
31	Cheque Deposit - Walkathon	13-Nov-19	\$ 212.00		
32	Cash Deposit - Walkathon	13-Nov-19	\$ 1,230.00		
33	DND - Reimbursement	15-Nov-19	\$ 520.50		
34	Cash Deposit - Walkathon	26-Nov-19	\$ 564.95		
225	Phillip Rennison - AGM Travel, Famil Flights, & Arbraska Final Payment	21-Oct-19		\$ 3,036.63	
226	Kim Perro - FTX - Food Supplies	21-Oct-19		\$ 102.07	
227	Louis Poison - BBQ Propane Cyls - FTX Glow sticks	21-Oct-19		\$ 111.54	
228	Dave Harquail - FTX food, maps, truck, and gas	21-Oct-19		\$ 306.88	
N/A	Alterna - Cheques order	29-Oct-19		\$ 140.94	
242	Flying Squirrel Ottawa - Final Payment 150+ Cadets & Staff	12-Nov-19		\$ 2,381.50	
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	

Annex C to  
 51 Squadron Sponsoring Committee Meeting  
 26 November 2019

**Meeting Attendance Sheet**

**Attendance**

51 Squadron Sponsoring Committee  
 26 November 2019 meeting

Canadian Aviation and Space Museum



Attendee	Signature
Phillip Rennison (Chair)	
Maureen Sirois (1 <sup>st</sup> Vice Chair)	<i>[Signature]</i>
Kathleen Lemire (2 <sup>nd</sup> Vice Chair)	<i>[Signature]</i>
Murray Theriault (Treasurer)	<i>[Signature]</i>
Charles Kerber (Secretary)	<i>[Signature]</i>
Heather McIntosh (Director - Public Relations)	
Suzie Cloutier (Director - Volunteer Coordinator)	<i>[Signature]</i>
Fatema Dhaif (A/Director - Canteen and Retail)	<i>[Signature]</i>
Chantal Kennedy (Director - Fundraising)	
Kim Perro (Director – Activity Liaison)	<i>[Signature]</i>
(Director – Social Media)	
Rick Brooks (Squadron League Advisor)	
Abdoul Ba	<i>[Signature]</i>
Sophia Munawwar	<i>[Signature]</i>
Sindhu Nair	
Moise Sanon	
Kim Petersen	<i>[Signature]</i>
Louis Poisson	<i>[Signature]</i>
Bert Veldman	
Alain Brûlé	<i>[Signature]</i>
Hatem Aldohon	<i>[Signature]</i>
Emilia Tooshey	<i>[Signature]</i>
Hala Hassan	<i>[Signature]</i>
MARTIN TOY	<i>[Signature]</i>
Captain Michel Bergeron (Commanding Officer)	<i>[Signature]</i>
Mr Marc Moo Sang (Chief of Staff)	
Warrant Officer 1st Class Zoë Mitchell (Cadet Squadron Commander)	





Annex D to  
 51 Squadron Sponsoring Committee Meeting  
 26 November 2019

**Open Action Items**

<b>Item Number*</b>	<b>Description</b>	<b>Status</b>
Sep19 8.4	Website Management / Upgrade	Open, deferred to next meeting
Sep19 10.4	Future effective speaking program	Open
Sep19 10.5	Media relations profile; cadet involvement	Open, deferred to next meeting
Sep19 11.2	Educational flying through the SSC for the air studies program	Open
Oct19 3.5	Communications improvements with cadets	Open, deferred to next meeting
Nov19 3.6	Marksmanship Inventory	New
Nov19 8.1	Dymond Storage Community Give Back program	New
Nov19 10.3	Distribute Fundraising Site	New

- 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