



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

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Annual General Meeting Minutes
21 October 2019: 1829 to 2007 hours

COMMITEE PRESENT:

Phillip Rennison (Chair)
Maureen Sirois (1st Vice Chair)
Kathleen Lemire (2nd Vice Chair)
Murray Theriault (Treasurer)
Charles Kerber (Secretary)
Suzie Cloutier (Director - Volunteer Coordinator)
Heather McIntosh (Director - Public Relations)
Kim Perro (Director - Activity Liaison)
Vacant (Director – Social Media)
Vacant (Director - Fundraising)

Rick Brooks (Squadron League Advisor)

Mr Marc Moo Sang (Chief of Staff)
Captain Tim Cooke (Level 5 Officer)

VOLUNTEERS PRESENT:

Danielle Bélanger
Fatema Dhaif
Azza Elhad
Chantal Kennedy
Caroline Lieu
Sophia Munawwar
Kim Petersen
Louis Poisson
Bert Veldman

REGRETS:

Sindhu Nair (Director - Canteen and Retail)
Captain Michelle Bergeron (Commanding Officer)

1. **Introductions and Agenda.** The Chair welcomed everyone to the meeting and introduced the executive members. The Unit Commanding Officer was unavailable and the Chief of Staff (COS) and Level 5 Officer attended in her place. The Chair identified that there were **ten** voting members present; quorum was declared. Sub-items were added to items 3.2 and 3.5 of the agenda. A motion to accept the agenda was raised by Murray Theriault, seconded by Kathleen Lemire; the agenda was **approved and adopted**. The agenda is recorded at Annex A.

2. **Minutes.** The minutes of the annual general meeting were distributed electronically today in advance of the meeting and paper copies were available on the tables prior to the meeting for review. No changes, additions, or deletions were noted. A motion to approve the minutes was raised by Maureen Hamilton-Sirois and seconded by Kim Perro; the minutes were **approved**.

3. **Chair's Report.**

a. New Directors. The Chair reviewed that there were a number of director positions vacant due to losses over the summer; Chantel Kennedy has volunteered for and been accepted for the Director – Fundraising position on the committee. The incumbent Director – Canteen and Retail temporary vacancy has been extended due to health issues with the incumbent; Fatima Dhaif has stepped in as the acting director. The Director – Social Media remains vacant. Separate from the Director Social Media, it was identified again that there is a need for a Web Master; Kim Perro has stated an interest in taking this over in addition to other duties and was thanked by the Chair for her efforts.

b. Points from Monthly Exec Mtg (08 Oct). The Chair passed out a number of copies of the activity sheet for 51 Sqn and identified the fact that there were 3-4 changes per month to this list and he highlighted the changes (in blue) on the list to outline the types of changes being made.

(1) Spring Dinner & Dance vice Silent Auction. Due to the poor return on the fundraising activity, the decision was to place emphasis on the social aspects of the activity in the spring which will focus on fun raffles and remove the former silent auction. The plan is to pair the diner and dance with the Aviation Day. This topic will be an add on to the items discussed below for the YET.

(2) Sqn Sleepover (31Jan). There was a question raised to the cadet staff on the number of cadets that could be reasonably supported for attendance (Friday/Saturday); it was noted that this would be open to all but historically resulted in 60 or so cadets. The event was dropped last year because attendance was only around 40 cadets. The Chair has commented on the intent to have better marketing.

(3) Career Exploration Fair (11Feb). This is new activity at the CASM and will involve an event on a Tuesday night. This activity normally takes the entire open venue area (parade location). The Chair confirmed that the facility will not be available on Tues night; the training night has been moved to 10 Feb.

c. Recent Activities – Lessons Learned

- (1) Provincial AGM (27-29Sept). This event includes several representatives from each Quebec and Ottawa Valley Squadron go to meet for training and discuss issues at the provincial level. A lesson for next year is to make sure that everyone is correctly booked in advance; one cadet had not completed the reservation process and a lot of extra work was needed to get things to work out. It will be necessary to verify the booking confirmation of each attendee, not just accept verbal confirmation. For the first time, there was a joint travel plan with two other Sqns traveling together. This allowed for several joint planning discussions with other Sqns and was as valuable to attendees as was attendance at the meeting; this is recommended as a repeat approach. The Treasurer noted that it was very enjoyable and education and that he attended specialized training. The 1st Vice Chair attended the Chair training and noted that the collaborative work was very valuable; they did many collaborative exercises with scenarios. It was noted that 51 had a very positive name and reputation. The Chair received on behalf of the 51SSC the GOLD circle of excellence award. Mr. Brooks indicated that there is a plaque for the award plate somewhere in the unit.
- (2) Power Familiarization (19 Oct). This activity was intended to be for recruits; we have over 60 new recruits. The word on this event did not get out well to potential attendees. Of those who attended, around 50% were new, and the other members were experienced. There is a follow-on power familiarization next month. There were several no-shows; approximately 8 did not show up. This was a lost opportunity for cadets who may have wanted to attend. The Cadet CIC and Cadet IC are conducting a lesson learned to determine how to better advertise these events. One of the flights had a chance to visit Smith Falls and interact with the glider program. A couple of cadets also demonstrated some learning ability with hands on the controls to get positive contacts.
 - (a) **Action.** Recruit Fight to be targeted for advertising of future participation in flying familiarization as they are the priority participants.

d. Action Items

- (1) (Sep19 - 8.4) Website Management / Upgrade. This was covered by the chair, recognizing that the site needs to be updated; Kim Perro will be taking this task on. A web designer has been selected with input from another Sqn webpage, however the page that we were looking at is not in line with some of our preferred options. Several other examples are being explored as samples of best practices. The Chair directed Kim Perro to proceed slowly and to: prepare a solid plan, present the plan for review and feedback, seek general consensus, and then implement the new site over the summer to be ready for next fall. Mr Brooks, as the current administrator, will be able to provide metrics from the current site for information on the usage of specific pages on our current site. **Remain open.**

- (2) (Sep19 - 9.3.1) Year End Trip (YET) vs Calendar Additions. Decision was reached not to hold a YET but rather do a number of smaller effort activities, fun events, that are less intense planning tasks for staff and cadets. These will be lower cost but need to be reallocated within the budget including: Arbraska Lafleche, Flying Squirrel, Laser Quest, and an Escape Room. The year end final activity will be at the Calypso Water Park as had been discussed at the last executive meeting. **Closed**.
- (3) (Sep19 - 9.4) Cadet familiarization flying program; glider/power. Was discussed at several meetings, see prior meeting for other details. The results of the review is that this was a one time incident caused by paper work processing timelines. This year we may be able to reattempt to have this with a recent pilot scholarship cadet. We may also have a cadet with the qualification to bring cadets up as well in the glider program. The cost of flying was discussed: there is a 30 hour Pilot-in Command requirement and it is very hard to pay for this for many 'winged' cadets; this is a recognized barrier that the Chair is working on with the region as well. It was noted that this qualification is not very common but has a very strong impact on the unit. **Closed**.
- (4) (Sep19 - 10.4) Future effective speaking program. This topic demonstrated several fundamental gaps in the understanding of the program requirements and the committee was unable to investigate this further due to time constraints. **Deferred** to next month
- (5) (Sep19 - 10.5) Media relations profile: cadet involvement. This topic was not able to be investigated fully and the committee was unable to investigate this further due to time constraints. **Deferred** to next month
- (6) (Sep19 - 11.2) Educational flying through the SSC for the air studies program. The CO has indicated a preference for a qualified flight instructor to provide this type of flight. Research for this is ongoing. Concurrently there has been a change in the air studies team, and this is anticipated to allow for significant improvement in the ground school program. The goal remains to improve the quality of cadets applying to the scholarship programs. **Deferred** to next month

e. Discussion and Miscellaneous

- (1) Webpage Calendar Update. The Chair expressed our thanks to Mr Marc Moo Sang for his efforts to keep items on the calendar as up to date as possible. It was noted however, that there is a need to update activities on the current calendar entries as there is incorrect information on the site. Re-synchronizing the calendar is needed.
 - (a) **Secretarial Note**: A second staff member (the Training Officer) now also has access rights to update the calendar.
- (2) Newsletter Publication. There was an offer from the Chair to have the committee take the update of portions of the newsletter on as a joint

activity between the SSC, cadet reporters, and Sqn. The newsletter has not been going out for the past month; Mr Moo Sang indicated that this letter was only intended to go out for things not found in other locations on the website and other locations. The Chair noted that the only things now lacking being displayed seems to be successes, promotions, and awards. Mr Moo Sang indicated that he is open to cadets helping out however it was noted that the SSC seems to be looking for more of a journal than a supplemental newsletter. The Secretary indicated that a more dynamic website would allow the sunsetting of the newsletter concept. Additionally, Suzie Cloutier indicated that there would be options to collaborate using Google Docs to collaboratively produce the current product. To support the finding of information generally, Facebook posts are now being directed to the main web page to allow users to browse information directly.

(a) **Action.** 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.

(3) Marksmanship Location. Our current use of CFS Leitrim is not practical due to the availability of the facility; we are looking for a stable location. Mr Brooks has recommended looking at several locations (German Club , NDMC, etc.) and the Chair is seeking other options but noted that the schools do not allow weapons. Daniel Belanger has expressed her interest in being an assistant coach, which the Chair noted while indicating that he is looking to see if others are interested as well.

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

a. Legion Booking. The 1st Vice Chair indicated that she has met the new Legion President, Leo Bedard. She has confirmed the holiday booking and that the Legion President has also already accepted the March Mess Dinner invitation. The President was very happy to see the cadets at the event this past weekend.

(1) 14 Dec Holiday Gift Exchange/Dinner/Dance. Planning for this event is well under way and the band has been booked already; the band has had some changes from prior events and appears to have grown in talent. Volunteers are being sought for the event. Meal planning is progressing and the 1st Vice Chair is searching for best prices to meet our preferences; subcommittee to be formed and meet in near future.

(2) 25 Apr Spring Dinner & Dance (post-Aviation Day). The food service that was used last year for a similar event was very favourable and will be re-approached for this year. We are removing the silent auction portion, as discussed by the Chair [in Section 3b(1)], but will continue with the raffle of baskets for the cadets.

b. Clothing Order. Planning for this is yet to start but there are some discussions ongoing on options for this year. While purchases were done with minimal issues last year, there may be a new option for a provider and this is being explored.

Additionally, to team or once-per-year items, there may be other merchandise that can be sold on a more permeant basis; options for caps, tee-shirts, multi-season jackets, etc. are being researched.

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

- a. Sports Facilities for Squadron Activities. The 2nd Vice Chair has been looking at a variety of options for sports activities for the unit. Currently the following are likely activities to meet the needs of the Sqn:

- (1) Flying Squirrel (12 Nov);
- (2) Swimming (07 Jan);
- (3) Gym (24 March); and
- (4) Laser Quest (30 Apr).

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

- a. Monthly Finance Update. The Treasurer was very content with the health of the current bank account as we have had a lot of deposits, with many big deposits following the walk-a-thon, while simultaneously having limited expenses. Current balance in the account is \$86,455.91.
- b. Submissions Due. Our Canada Revenue Agency (CRA) and Air Cadet League (ACL) paperwork is still pending, however both are nearly complete. The walk-a-thon invoice for some cost sharing is still pending final attendance numbers from units; 632 Sqn is the outstanding unit. Also, the GST claim is outstanding and should be posted in Nov.
- c. Temporary Absence. The Treasurer will be away for several weeks; the Secretary will be the Acting Treasurer and will have the cheque book for urgent payments.

7. **Secretary's Report.**

- a. Correspondence. There was no significant item of correspondence to discuss however it was noted that we receive several items of ad-mail were received. Four puzzles, a 51 Squadron pen, and other samples were shown.
- b. Lessons Learned – 2019-2020 Walk-a-thon. The 2019-2020 walk-a-thon was held in conjunction with 75 and 632 Sqn's Saturday, 28 September. This year also represented a return to the route to the East of the CASM.
- (1) Initial Lessons. Despite the rain prior to the start of the walk, the event was executed with minimal issues. Significant volunteers were available from each participating unit; good inter-unit teamwork was noted. Special thanks were expressed to Kim Perro for coordinating the cooking at the end of the event, and key coordination from Maureen Sirois and Kathleen Lemire for food orders and server coordination respectively.

- (2) Fundraising goals and anticipated expenses. The goal of the walk-a-thon is to raise \$16,500 this year, and to date over \$10,000 had been collected, with collection continuing for another few weeks. Winning cadets had donations up to a total of \$400 for the top cadet. It is unclear if we will meet the total expected amount and the Chair has sent details on non-contributing cadets to the Sqn staff for their follow-up. It is expected that all cadets seek pledges/donations to enable the program. This is irrespective of actual participation in the walk or not.

8. **Committee Reports.** The Chair moved this item up in the schedule from item 10 to 8. The following committees reported to the executive meeting:

- a. **Canteen & Retail Director.** There is a need to make a deposit, and there is an interest in bringing out new books from the donated collection to be sold as fundraising. The Chair also indicated the need for the air studies material to be made available now that the program is starting; this will be put out as of next week.
- b. **Fundraising Director.** Planning for tag days is in progress. Chantel Kennedy, the new Director, introduced herself. She is looking at options for fundraising opportunities, such as coffee from Bridgehead as a promotional activity. She is pursuing businesses for direct support and highlighted past success from Giant Tiger with other organisations.
- c. **Volunteer Coordination Director.** The Volunteer Coordinator noted the addition of a couple new members. One is a past air cadet and has stated that she is glad her son has become involved and wants him to have the same experience. The Chair noted that this is the reason we are here and that this is a good reminder of the positive work that the program provides.
- d. **Public Relations Director.**
 - (1) **Effective Speaking.** There is a discussion on hand over of the effective speaking program and the role of the SSC. There was an option provided to use Yuck Yucks as a fundraising opportunity; this would involve hosting approximately 5 cadet performers and the SSC would be expected to fill the location (fits 50-60 audience). Effective speaking options were discussed; an opportunity to practice in a shop was provide as this would provide an open working location to practice in. The method of blending the comedy, as an introduction to comfort of public speaking, and the formal speaking program was attempted to be linked. This will be tabled to a separate discussion. **Action item remains open.**
 - (2) **Team of the Week.** We have been re-entered for biathlon and marksmanship to this program. We may need to collect past material and make a video for this submission as a means to open the door to the program; most teams have promotional videos to promote their skills.
- e. **Social Media Director.** As this position is vacant, there was nothing significant to report.

- f. **Activity Director.** Reviewed upcoming activities.
 - (1) Gliding Day (02 Nov). Bus prepared. No other issues noted.
 - (2) Post-NCO Training Day Activity. There is a need to confirm the numbers of persons and the timings. There is an option in the Byward Market for possible Escape Room activity that will be investigated.

9. **League Report.**

- a. Regional Representation and summer changes. Mr Rick Brooks indicated move by the regional league to commence with a monthly meeting process; tomorrow is first of these and will also have a first of using remote presence technologies to meet.

10. **Commanding Officer Report.** The CO was unable to attend the meeting and was represented by Mr Marc Moo Sang, the Squadron Chief of Staff, and Capt Tim Cooke, the Squadron Level 5 Officer.

- a. General Comments. A wide range of general items were raised as part of general comments. It was indicated that staff had reservations about having a dinner & dance following the Aviation Day; the CO later confirmed the topic is open for discussion. The concept of having a full-day activity at Calypso Water Park is **supported**. There was an indication that there would be general support to other things that were proposed, but they will need to be individually addressed. The CO had also wanted to bring to attention for timings, specifically identifying that changes to timings of activities need to be done well in advance as it made things difficult for certain events, such as the 1 hour earlier start on the last familiarization flying activity. The familiarization flying program was further reviewed for consideration of the type of flying to be performed, familiarization versus air studies training; there was not specific decision noted. Again, it was noted that there may be conflicting information on the roles and processes for the effective speaking programs. Media relations was raised, but not further talked about at this time (see secretarial notes below). The discussion returned to the air studies training flying, and it was decided that the Chair will talk further with Captain Tim Cooke. It was generally agreed that more Sqn gear (clothing) could be looked at with recommendations which included buffs, sunglasses, biathlon wear, and winter FTX clothing.
- b. Coordination. The CO requested to be passed on that all communication on requirements for support from the SSC are to go to the TrgO who already liaises with the OIC of the activity.
- c. Past Activities
 - (1) Field Training Exercise (FTX) (04-06 Oct). 71 level III+ participated and it was noted that this event was well attended. It was further noted that this was enjoyed as a senior-only activity which is beneficial to senior cadet cohesion and team building; it was noted that there is still a desire to

merge with other Sqn members in other events as well as activities with junior cadets.

- (2) The Arbraska Lafleche (21 Sept). Activity was well liked and provided some good training.
- (3) MFRC 'Big Welcome' (06 Oct). 2 cadets were reported as having represented the Sqn well at this event.
- (4) Eastview Legion Ladies Auxiliary Luncheon (19 Oct). Nothing reported.
- (5) Biathlon Patrol Race (19-20 Oct). It was noted that there were several rifle issues which caused difficulties with the execution of the event, however the Sqn did well. We received Jr and Sr girls' silver.
- (6) First-Aid Training (20 Oct). 14 of 18 cadets who had signed up participated. They will be given the badge now rather than wait for official notification of success as the instructor has verbally noted all passed; paperwork to follow within 3 months.

d. Upcoming Activities

- (1) Poppy Sales (25-26 Oct, 01-03 Nov, 08-10 Nov) Poppy sales in support of the Eastview Legion (Branch 462) is starting this weekend. Branch 462 of the Legion has relied on 51 Sqn a lot for these weekend fundraisers and it was noted that our support is significantly higher than other affiliated cadet units; there was not request for SSC supervision or coordination. Capt Tim Cooke will be supporting this event.
- (2) 51 Sqn Remembrance Parade (05 Nov). The Sqn will hold its annual remembrance ceremony on the regular parade night prior to the 11 Nov ceremonies. No major awards or promotions to be done at this time. Parents are still welcome to attend.
- (3) Remembrance Day Parade (11 Nov). This is a mandatory event; however it is noted that this will be a challenge as it is a Monday. Last year 150 cadets attended, and while it is not expected that we will have the same numbers, the CO is still hoping for a good group to turn out. A letter from the CO to cadets or parents is forthcoming – one to as school principals to excuse cadets so they can participate in the event.

e. Program Updates

- (1) Band. It was reported that the band is doing well.
- (2) Drill Team. Drill team has started but we are now looking for secondary location due to Leitrim booking issues; the Leitrim location has not been secured on a weekly basis, it however looks favourable that it will be Thursday nights at the CASM. Suggestions included the Catholic School Board and the Jack Purcell Community Centre; to be followed up by Executive members.

- (3) Biathlon. Nothing reported.
 - (4) Air Studies. 18 attended the first training event. It was noted that of the people attending, only 8 were eligible to compete this summer for flying or gliding scholarships. For the benefit of the group, it was presented that there is a Sr and a Jr program. The senior course aimed at those eligible for the scholarship program, where the cadets will need to be, for glider 16 years old, and for the powered flight scholarship, 17 years old.
- f. **Secretarial Notes**. Several items were passed to the SSC that were not presented during the open meeting:
- (1) Media Relations - Cadet Involvement. Early October, TrgO was appointed Ottawa/Gatineau Zone UPAR and will be liaising with Cadet Correspondents and COs in this zone. Plan has been developed to keep cadets engaged in social media, just waiting on feedback from regional PAO to roll it out.
 - (2) Air Studies. General question was raised, noting that the SSC have copies of From the Ground Up, but none of the staff know where or by whom they are being kept. These are in storage and have since been provided to the instructors to disseminate to students.
11. **Next Meeting**. The next meetings are scheduled as follows.
- a. **Executive Committee Meeting**: Tuesday, 05 November 2019, at 18h30 to be held at the Canadian Aviation and Space Museum.
 - b. **General Meeting**: Tuesday, 26 November 2019, at 18h30 to be held at the Canadian Aviation and Space Museum.
12. **General comments**. Bert Veldman inquired about Poppy Sales. The Cadets Staff indicated that this is being signed up for on paper today; Mr Moo Sang is coordinating. Cadets are to sign up first and the staff is hoping that the cadet's parents will agree to remain on sites to supervise the cadets if needed.
13. **Close**. The general meeting was closed at 2007 hours.

Annexes

Annex A Meeting Agenda
Annex B Financial Report
Annex C Meeting Attendance Sheet
Annex D 2019-2020 Activity Plan

Written by

Approved / Rejected

Charles Kerber Date
Secretary

Phillip Rennison Date
Chair

Agenda

**51 Squadron Sponsoring Committee
 21 October 2019 Committee Meeting
 1830 to 2015 hrs
 (Canadian Aviation and Space Museum: Multi-purpose Room)**

| Item | Speakers |
|---|------------------|
| 1. Call to Order and Approval of Agenda | Phillip Rennison |
| 2. Approval of Minutes – Meeting of 24 September 2019 | Phillip Rennison |
| 3. Chair's Reports 3.1 New Directors 3.2 Points from Monthly Exec Mtg (08 Oct) 3.2.1 Spring Dinner&Dance vice Silent Auction 3.2.2 Sqn Sleepover (31Jan) 3.2.3 Career Exploration Fair (11Feb) 3.3 Recent Activities – Lessons Learned 3.3.1 Provincial AGM (27-29Sept) 3.3.2 Power Familiarization (19 Oct) 3.4 Action Items 3.4.1 (Sep19 - 8.4) Website Management / Upgrade 3.4.2 (Sep19 - 9.3.1) Year End Trip (YET) vs Calendar Additions 3.4.2.1 Arbraska Lafleche 3.4.2.2 Flying Squirrel 3.4.2.3 Laser Quest 3.4.2.4 Escape Room 3.4.2.5 June WaterPark 3.4.3 (Sep19 - 9.4) Cadet familiarization flying program; glider/power 3.4.4 (Sep19 - 10.4) Future effective speaking program 3.4.5 (Sep19 - 10.5) Media relations profile; cadet involvement 3.4.6 (Sep19 - 11.2) Educational flying through the SSC for the air studies program 3.5 Discussion and Miscellaneous 3.5.1 Webpage Calendar Update 3.5.2 Newsletter Publication 3.6 Marksmanship Location | Phillip Rennison |
| 4. 1 st Vice Chair's Report 4.1 Legion bookings 4.1.1 14 Dec Holiday Gift Exchange/Dinner/Dance 4.1.2 25 Apr Spring Dinner&Dance (post-Aviation Day) 4.2 Clothing Order 4.3 Discussion and Miscellaneous | Maureen Hamilton |
| 5. 2 nd Vice Chair's Report 5.1 Sports Facilities for Squadron use 5.1.1 12 Nov Flying Squirrel 5.1.2 07 Jan Swimming 5.1.3 24 Apr Gym TBD 5.1.4 30 Apr Laser Quest 5.2 Discussion and Miscellaneous | Kathleen Lemire |

| | |
|---|--|
| <p>6. Treasurer's Report</p> <ul style="list-style-type: none"> 6.1 Monthly Finance Update 6.2 CRA and ACL Paperwork Update 6.3 Discussion and Miscellaneous | Murray Theriault |
| <p>7. Secretary's Report</p> <ul style="list-style-type: none"> 7.1 Correspondence 7.2 Walkathon Lessons Learned (28Sept) 7.3 Discussion and Miscellaneous | Charles Kerber |
| <p>8. League Report</p> <ul style="list-style-type: none"> 8.1 Past Regional Meetings - Outcomes 8.2 Upcoming Regional Partnership Training / Meetings 8.3 Discussion and Miscellaneous | Rick Brooks |
| <p>9. CO's Report</p> <ul style="list-style-type: none"> 9.1 Past Activities <ul style="list-style-type: none"> 9.1.1 Field Training Exercise (FTX) (04-06 Oct) 9.1.2 MFRC 'Big Welcome' (06 Oct) 9.1.3 Eastview Legion Ladies Auxiliary Luncheon (19Oct) 9.1.4 Biathlon Patrol Race (19-20 Oct) 9.1.5 First-Aid Training (20 Oct) 9.2 Upcoming Activities <ul style="list-style-type: none"> 9.2.1 Poppy Sales (25-26 Oct, 01-03 Nov, 08-10 Nov) 9.2.2 51 Sqn Remembrance Parade (05 Nov) 9.2.3 Remembrance Day Parade (11 Nov) 9.2.4 Discussion and Miscellaneous 9.3 Program Updates <ul style="list-style-type: none"> 9.3.1 Marksmanship 9.3.2 Band 9.3.3 Drill Team 9.3.4 Biathlon 9.3.5 Air Studies 9.3.6 Duke of Edinburgh 9.4 Effective Speaking | Captain Michelle Bergeron |
| <p>10. Committee Reports</p> <ul style="list-style-type: none"> 10.1 Canteen & Retail Director 10.2 Fundraising Director 10.3 Volunteer Coordination Director 10.4 Public Relations Director <ul style="list-style-type: none"> 10.4.1 Effective Speaking Program 10.4.2 'Team of the Week' 10.5 Social Media Director 10.6 Activity Director <ul style="list-style-type: none"> 10.6.1 Gliding Day (02 Nov) 10.6.2 NCO Training Day (30 Nov) | <p>Fatema Dhaif</p> <p>Chantal Kennedy 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"> 11.1 Executive – 05 November 2019 11.2 General Meeting – 26 November 2019 | Charles Kerber |
| <p>12. Adjournment</p> | Phillip Rennison |

Annex B to
 51 Squadron Sponsoring Committee Meeting
 21 October 2019

Financial Report

51 Canada Aviation and Space

Monthly Financial Transactions for:

Oct 2019

←-----
 Pick the
 month/year
 for
 transactions:
 ↓

| | | | |
|-----------------------|--------------|-----------------------|------------------------|
| Present Bank Balance: | \$ 86,455.91 | Total Month's Revenue | Total Month's Expenses |
| | | \$ 20,150.57 | \$ 2,880.06 |

| Ref # or Chq # | Details | Date | Revenue | Expenditure | Month |
|----------------|---|-----------|-------------|-------------|--------|
| 16 | E-Transfer - Kevin Maclean - Walkathon | 1-Oct-19 | \$ 100.00 | | Oct/19 |
| 17 | Cash Deposit - Walkathon | 2-Oct-19 | \$ 7,485.00 | | Oct/19 |
| 18 | Cheque Deposit - Walkathon | 2-Oct-19 | \$ 1,585.00 | | Oct/19 |
| 19 | Cash Deposit - Walkathon - USD | 2-Oct-19 | \$ 25.67 | | Oct/19 |
| 20 | Cheque Deposit - AGM Shared Travel | 2-Oct-19 | \$ 120.00 | | Oct/19 |
| 21 | DND Reimbursement - June YET + TBD | 3-Oct-19 | \$ 7,353.90 | | Oct/19 |
| 22 | Cash Deposit - Walkathon - Change | 3-Oct-19 | \$ 436.00 | | Oct/19 |
| 23 | Cash Deposit - Regional Mess Dinner Silent Auction Sale | 3-Oct-19 | \$ 150.00 | | Oct/19 |
| 24 | Cheque Deposit - Walkathon | 9-Oct-19 | \$ 250.00 | | Oct/19 |
| 25 | Cash Deposit - Walkathon | 9-Oct-19 | \$ 1,355.00 | | Oct/19 |
| 26 | Cheque Deposit - Walkathon | 17-Oct-19 | \$ 465.00 | | Oct/19 |
| 27 | Cash Deposit - Walkathon | 17-Oct-19 | \$ 825.00 | | Oct/19 |
| 217 | ML Bradley - Arbraska Lafleche - Bus | 1-Oct-19 | | \$ 395.50 | Oct/19 |
| 218 | Dumouchel Meats and Deli - Walkathon BBQ | 1-Oct-19 | | \$ 387.00 | Oct/19 |
| 219 | Murray Theriault - AGM Travel Food | 1-Oct-19 | | \$ 22.86 | Oct/19 |
| 220 | Maureen Hamilton - AGM Travel Food | 1-Oct-19 | | \$ 65.33 | Oct/19 |
| 221 | Charles Kerber - Welcome back BBQ Propane, Walkathon | 1-Oct-19 | | \$ 69.01 | Oct/19 |
| 222 | Kim Perro - Walkathon BBQ - Soda | 1-Oct-19 | | \$ 119.28 | Oct/19 |
| 223 | Flying Squirrel Ottawa - Deposit | 1-Oct-19 | | \$ 500.00 | Oct/19 |
| 224 | Kathleen Lemire - Walkathon BBQ Chips | 1-Oct-19 | | \$ 150.74 | Oct/19 |
| 225 | Charge Back - NSF - Walkathon - Vesna Nevrenchan | 7-Oct-19 | | \$ 20.00 | Oct/19 |
| ET003 | Brazeau Sanitation - Walkathon and FTX portable toilet re | 12-Oct-19 | | \$ 984.35 | Oct/19 |
| N/A | Altema - Cheques order | 17-Oct-19 | | \$ 165.99 | Oct/19 |

Annex C to
 51 Squadron Sponsoring Committee Meeting
 21 October 2019

Meeting Attendance Sheet

Attendance

51 Squadron Sponsoring Committee
 21 October 2019 meeting



Canadian Aviation and Space Museum

| Attendee | Signature |
|---|------------------------|
| Phillip Rennison (Chair) | |
| Maureen Siros (1 st Vice Chair) | <i>[Signature]</i> |
| Kathleen Lemire (2 nd Vice Chair) | <i>Kathleen Lemire</i> |
| Murray Theriault (Treasurer) | <i>[Signature]</i> |
| Charles Kerber (Secretary) | <i>[Signature]</i> |
| Heather McIntosh (Director - Public Relations) | <i>[Signature]</i> |
| Suzie Cloutier (Director - Volunteer Coordinator) | <i>Suzie Cloutier</i> |
| Sindhu Nair (Director - Canteen and Retail) | |
| Kim Perro (Director - Activity Liaison) | <i>[Signature]</i> |
| (Director - Social Media) | |
| (Director - Fundraising) | |
| Rick Brooks (Squadron League Advisor) | <i>[Signature]</i> |
| Abdoul Ba | |
| Sophia Munawwar | <i>[Signature]</i> |
| Moise Sanon | |
| Louis Poisson | <i>[Signature]</i> |
| Bert Veldman | <i>[Signature]</i> |
| <i>KIM PETERSEN</i> | <i>[Signature]</i> |
| <i>CHANTAL KENNEDY</i> | <i>[Signature]</i> |
| <i>Fatema Dhaif</i> | <i>[Signature]</i> |
| <i>DANIELLE BÉLANGER</i> | <i>[Signature]</i> |
| <i>CAROLINE LIEU</i> | <i>[Signature]</i> |
| <i>AZZA ELHAD</i> | <i>[Signature]</i> |
| Captain Michel Burgeron (Commanding Officer) | |
| Mr Marc Moo Sang (Chief of Staff) | <i>[Signature]</i> |
| Captain Maria Granados (Training Officer) | <i>CAPTAIN COOKE</i> |
| Warrant Officer 1st Class Zoë Mitchell (Cadet Squadron Commander) | |

Annex D to

51 Squadron Sponsoring Committee Meeting
21 October 2019

2019-2020 Activity Plan

| Activity | Date | OPI | SSC Support Lead(s) |
|--|--------------------|----------------------------------|---------------------------------|
| Welcome Back BBQ | 3 Sep | TrgO | 1st Vice / Activity Dir |
| NCO Day | 7 Sep | TrgO | n/r |
| Gliding Familiarization (Smith Falls) | 8 Sep | Cancelled Weather | Activity Dir |
| Recruit Day | 10 Sep | RecruitO | 1st Vice |
| Battle of Britain Parade | 15 Sep | Capt Cooke | Chair / 1st Vice |
| League Mess Dinner | 20 Sep | Regional OPI | Chair |
| Abraska Lafleche | 21 Sep | COS | Activity Dir |
| Army Run (Band only) | 22 Sep | BandO | Activity Dir / 2nd Vice |
| AGM | 28-29 Sep | Lt Tai / Cdt Comd | Chair / 1st Vice / Treasurer |
| Walk-a-thon | 28 Sep | COS | Secretary |
| MFRC 'Big Welcome' | 06 Oct | Lt Ching | n/r |
| Fall Senior FTX | 4-6 Oct | Lt Tai / Lt Wood | Activity Dir / 1st Vice |
| Power Familiarization (Rockcliffe) | 19Oct | | Chair |
| Eastview Legion Ladies Auxillary Luncheon | 19Oct | | |
| Biathlon Patrol Race | 19-20 Oct | CI Hurley | |
| Emergency First Aid Training | 20 Oct | COS | |
| Poppy Sales | 25 Oct - 10 Nov | | |
| Replacement Gliding Familiarization (Smith Falls) | 02 Nov | | Activity Dir |
| 51 Sqn Remembrance Parade | 05 Nov | | |
| Wreaths Across Canada | TBD | | |
| Candlelight Ceremony War Museum | TBD | | |
| Gloucester Adult Ctr Remembrance Day | TBD | | |
| Vanier Legion Remembrance Day | 11 Nov | | |
| Sport Night (Flying Squirrel) | 12 Nov | | 2nd Vice |
| Air Studies Familiarization (Rockcliffe) | 16/17 Nov | | Chair |
| Walkathon Reward Pizza Dinner | 19 Nov | Duty Officer | 2nd Vice |
| Regional Level 5 Workshop | 23 Nov | | |
| NCO Day / Escape Room TBD | 30 Nov | | |
| Power Familiarization (Rockcliffe) | 14/15 Dec | | Chair |
| Holiday Gift Exchange/Dinner/Dance (Eastview Legion) | 14 Dec | | 1st Vice / Activity Dir |
| Orleans Parade of Lights | TBD | BandO | |
| Santa Parade | TBD | BandO | |
| Standard First Aid Training | 11 Jan | | |
| Air Studies Familiarization (Rockcliffe) | 18/19 Jan | | Chair |
| Career Exploration Fair | 11 Feb | | |
| Swim Night | 21 Jan | | 2nd Vice |
| Squadron Sleepover | 31 Jan | | |
| Regional National Exams and Interviews | TBD Jan | | Advisor |
| Regional Biathlon Competition | 1-2 Feb | CI Hurley | |
| National Summer Training Exams/Interviews | TBD | | |
| Regional Winter FTX | 7-9 Feb | | |
| Squadron Effective Speaking Competition | 11 Feb | | |
| Provincial Biathlon Competition | 14-16 Feb | CI Hurley | |
| Skating on the Canal | 15 Feb | | |

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|---|---------------------------|----------------------------|---|
| Power Familiarization (Rockcliffe) | 15/16 Feb | | Chair |
| Regional Effective Speaking Competition | TBD | | |
| Marksmanship Zone Competition | 7 Mar | Capt Olson | |
| Power Familiarization (Rockcliffe) | 7/8 Mar | | Chair |
| Eastern Region Cadet Music Festival | 20-22 Mar | BandO | |
| Sports Night (GlowSport TBD) | 24 Mar | | 2nd Vice |
| Mess Dinner (Lvl 3+) | 27 Mar | | Treasurer |
| Provincial Effective Speaking Competition | TBD | | |
| Excalibur Games | 4-5 Apr | | |
| NCO Day | 11 Apr | | |
| Air Studies Familiarization (Rockcliffe) | 18/19 Apr | | Chair |
| Provincial Marksmanship Competition | 17-19 Apr | Capt Olson | |
| Aviation Day / Spring Dinner&Dance (Eastview Legion) | 25 April | | 1st Vice / Activity Dir |
| Squadron Drill Competition | 28 Apr | CI Mel Lemieux | |
| Photo Night | 28 Apr | Cancelled Staff | 2nd Vice |
| Sqn Drill Competition Reward Activity (Laser Quest) | 30 Apr | | 2nd Vice |
| SSC Elections | 19 May | Advisor | Chair |
| Regional Drill Competition | TBD | CI Mel Lemieux | |
| Music Level Exams | TBD | BandO | |
| Battle of Atlantic Ceremony | TBD | | |
| National Marksmanship Competition (Ottawa) | TBD | Capt Olson | |
| Power Familiarization (Air Ops) | Spring TBD | | |
| Gliding Familiarization (Smith Falls) | Spring TBD | | |
| Tag Days | 2-3 May | | |
| Tag Days Reward Pizza Dinner | TBD | | |
| Spring FTX (Service Animation Jeunesse Outaouais, Thurso TBD) | 29 -31 May | | |
| Provincial Band & Drill Competition | TBD | BandO | |
| Commander's Conference | 5-7 June | CO | |
| ACR | 2 June | | |
| Final CO's Parade / Promotions TBD | 9 Jun TBD | | |
| Water Park (Calypso/Mont Cascade TBD) | 13 June | | Activity Dir |
| Summer Training Briefing | 16 June | | |