



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

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Annual General Meeting Minutes
24 September 2019: 1832 to 2022 hours

COMMITEE PRESENT:

Phillip Rennison (Chair)
Maureen Hamilton-Sirois (1st Vice Chair & Director – Social Media)
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 - Fundraising)

Rick Brooks (Squadron League Advisor)

Mr Marc Moo Sang (Chief of Staff)
Maria Granados (Training Officer)

VOLUNTEERS PRESENT:

Louis Poisson
Moise Sanon
Chantal Kennedy
Sherry Hobbs
Sophia Munawwar
Abdoul Ba
Lucille Morgan
Azza Elhad

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. It was highlighted that the Squadron Officers will be delayed from attending the meeting due to new recruits. The Chair identified that there were **nine** voting members present; quorum was declared. 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 in advance and paper copies were available on the desks prior to the meeting for review. No changes, additions, or deletions were noted. A motion to approve the minutes was raised by Murray Theriault and seconded by Maureen Hamilton-Sirois; the minutes were **approved**.

3. **Chair's Report.**

- a. Coop Program. The Chair commended the meeting by reminding former members announcing to new members that there is an opportunity to have cadets granted high school credits for activities within the air cadet program. The key point raised was that any cadets looking to take advantage of this must register early. More information is available from the executive.
- b. Points from SSC Directors Kickoff Mtg (25 Aug). The Chair used the opportunity to address all the members of the committee to highlight several key items from the inaugural executive meeting.
 - (1) Overview of successes from 2018-2019. Some of the key items the successes of the program over the past year included:
 - (a) Marksmanship – National level success;
 - (b) Biathlon – The SSC heavily invested in equipment and we had national level success;
 - (c) Music Program – The SSC heavily invested in new instruments which lowered operating costs (rentals);
 - (d) Drill Team – Newly introduced last year and completed their 1st competition;
 - (e) Air Studies – Invested in a library of study books;
 - (f) Familiarization Flying - Went from 2 days to 6 (over 80 cadets flown);
 - (g) Year End Trip (YET) at half cost as year prior (from \$32k to \$15k);
 - (h) Started reimbursing national camp fees to cadets;
 - (i) Successful survey – thought on expanding to meet cadet needs;
 - (j) Doubled number of screened volunteers;

- (k) Team clothing procurement enhanced;
- (l) Cadets official attendance at the airshow;
- (m) New prize incentives for best flight (Walkathon, both Tag Day, Drill Comp);
- (n) End of year gift – Sqn Pin, provided to all cadets in attendance;
- (o) YET gift – Sqn hats cadets, golf shirt to staff;
- (p) End of year prizes – familiarization flights from the Rockcliffe Flying Club; and
- (q) 51 Squadron moved from no “Circle of Excellence Award” placing at the end of 2017 to Gold Award end 2018 with the expectation of being able to obtain the same end 2019 Annual.

(2) Past Activities – Lessons Learned.

- (a) This year it was observed that there will be more support required for the effective speaking program, canteen food products, Sqn clothing and other Sqn paraphernalia (as a year round activity);
- (b) The program will need to expand to meet cadet needs. A survey identified interests in: more sports and a highland band;
- (c) Improvements are needed in inventory tracking;
- (d) A need to tighten the budgeting process between the SSC and Sqn staff and with RCSU (did not get \$5 of 31k expected from DND); and
- (e) SSC will need to do some more work to entice more staff to work within 51 Sqn.

c. Roles and Responsibilities of the SSC. The Chair overviewed the composition of the SSC and the key difference between the SSC and the Squadrons Staff. The SSC “sponsors” which includes a wide range of resourcing while the staff deliver the program.

d. Director Position Vacancies. The Chair highlighted the vacancies in the positions of Director – Social Media and Director – Fundraising, and a temporary vacancy for the Director – Canteen and Retail. People can speak with any member of the executive for information or to volunteer for a position.

e. Recent Activities – Lessons Learned

- (1) Recruit Briefing. New parents briefed on recruit night by 1st Vice Chair.

(2) Air Cadet League Dinner. Inaugural Ottawa Valley dinner (which includes 10 Sqns) was held with members from each of the SSCs, Unit COs, and senior cadets. We will be working with other Sqns on a regular basis and this was an excellent opportunity where we built bonds. The Chair indicated that it was a great evening. Rick Brooks raised a thank-you to Phillip Rennison for organizing the mess dinner and excellent work on its execution.

f. Inventory Report. The Chair thanked Kim Perro and Louis Poisson for their excellent work with the inventory this summer. Rick Brooks inquired about insurance, to which the Chair responded that insurance submissions were moved up to July and had been submitted. The Chair noted that there may be a small number of administration items missing and that there was a need to still complete a full review of the marksmanship inventory; these points were passed to the Sqn Officers.

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

a. Squadron Banner for next year. The 1st Vice Chair indicated that this initiative had paused over the summer but is still a work in progress. A few options for a customized look and information has been looked at which includes some pictures which have been short listed for possible inclusion.

b. Social Media. Due to resignation of Director, the 1st Vice Chair has taken over the process. She expressed her thanks for all the pictures submitted from people who attend activities as she cannot be at each activity herself. It was noted that sharing of information has been exceptionally good to date.

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

a. Selection of sports facilities for Squadron use and Sports Night (10 Sep). Athletic testing is done at the CASM but is not suitable for sports. The SSC is trying to accommodate up to 150 cadets for a sports night. So far Flying Squirrel is the best fit. University of Ottawa can only accommodate in us late Nov or later and would include some outdoor space which can be difficult to work with in Nov; a spring option is more likely. It was discussed that several dome options exist which as well are being investigated. Flying Squirrel is one option which will likely be used early in the year and they appear to be able to offer a 50% cost reduction for this type of group. Chair indicated that there were a number of swimming options, including 24 March, and one Jan swim night (wave pool); possibly 6 or 8 Jan. An option to split the Sqn to address the difficulties in selecting a single site was discussed and the Squadron staff indicated that this would now be alright. Additionally, the 24 Nov option was supported for Flying Squirrel. Finally, the SSC will try to book an Escape Room activity 30 Nov to support the NCO Training day. For a regular sports program, Saturday night sports activities are likely the best option. The Chair highlighted that the sports nights will be in addition to the regular training program and is a positive way to demonstrate that we listened to the survey results from the cadets.

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

- a. Monthly Finance Update. The new treasurer highlighted the ACC9 which is the tracking system used by all air cadet units for their SSC's. It was noted that all but one cheque has been processed and cleared. While this is normally a monthly report, this report covered the summer period as well from 01 Jul 19. Additional details are available at Annex B.

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 which is distributed.
- 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) Planning Progress and Participation. The planning has progressed, and all the participant groups have provided estimated numbers of attendees which have been passed to the cooking staff. Special thanks go to Kathleen Lemire for agreeing to lead the serving team, Kim Perro for agreeing to lead the cooking team, and Louis Poisson for volunteering to be the lead cook.
 - (2) Fundraising goals and anticipated expenses. The goal of the walk-a-thon is to raise \$16,500 this year, which is \$1000 more than last year due to the growth in cadets within the unit. Expenses should be lower this year due to reduced NCC fees for trail usage and a three-way split, in place of a two-way split, from last year. Total expenses are estimated to be well below \$1000.
 - (3) Volunteer Requirements. A formal call for volunteers to work at various points of the event will be called for later this week. Volunteers will be coming from all three units, and 75 Sqn staff have arranged permission for a Ottawa Police Service vehicle to be present.

8. **League Report.**

- a. Regional Representation and summer changes. Mr Rick Brooks introduced himself and his role as the regional representative for local air cadet squadrons to the Air Cadet League. He noted that there have been a number of changes this summer in regional and league staff which have caused changes in some of the normal activities.
- b. Regional Partnership Training. The training was earlier in the summer unusual due to turnovers unexpected. Attendance from 51 Sqn was excellent.
- c. Future Regular Meeting. Mr Brooks was unable to state when a regular meeting will be running as new staff settle into place.
- d. Change to summer training Selection process. The senior level courses (power flight scholarship, glider flight scholarship, aircraft maintenance, international

exchange, etc...) will be changing the way that they are selected. An interview, and for flying course an exam and interview, were used in past. Only international exchange and flying (power and glider) scholarships will be interviewed now. This significantly streamlines the process. However, it was noted that 51 Sqn has performed disproportionately poor at selecting qualified flying candidates over the past year in particular. We are underproducing people to be able to take advantage of the scholarship opportunities.

- e. Annual General Meeting (AGM). Yesterday the CO's received directive from RCSU 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 planned 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.
- f. Squadron Website. Mr Brooks confirmed that he had control of the 51 Squadron website. The committee owns the website and at some time it will be a responsibility of the committee to take on all management of the site; Mr Brooks can train people to manage the current site. During the meeting, multiple people expressed potential interested in taking on this activiy. Rick noted that it needs to be updated. Secretary noted the email addresses the site is modified.
 - (1) **Action**. 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.

9. **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 Maria Granados, the Squadron Training Officer.

a. Past Activities

- (1) Summer Training - attendance and successes. 51 Sqn was offered 53 slots on courses this past summer, of which 49 were successfully filled with cadets.
- (2) Staff positions and awards. 51 Sqn filled four staff cadet positions this past summer. Two of our cadets, WO1 Roy and WO2 Hashim, were selected to be senior group leaders and as a result of a selection process, were chosen as best staff cadet this summer and were awarded the St Georges Medal. It has been a very impressive performance by 51 Sqn cadets.
- (3) Welcome back / first training night (03/10 Sep). 17 new cadets arrived on the first night back (03 Sep) and we also had an influx of new 22 new cadets on the recruiting night (10 Sep). Including the most recent arrivals, we now are up to 49 new recruits. It was highlighted that some will not return, this is normal, and we have already seen that some have not been seen again after the first night.

- (4) NCO Training Day (07 Sep). This event was very well attended but due to timings, we had some staff missed. The event prepared the cadets seniors for the training year and discussed conflict resolution, communications, and best practices.
- (5) Gliding Familiarization (08 Sep). Cancelled due to weather; unfortunately, 2019 has been a bad weather year in both the spring and fall. It appears that we should have a back-fill day, but it is unclear when it will be.
- (6) Recruit Night Lessons Learned (10 Sep). While we tried a single night to inspire more people to come in for a specific information session, it did not significantly change any of the pattern from the past years.
- (7) Battle of Britain Parade (15 Sep). One officer and 17 cadets attended.
- (8) Arbaska Laflèche Lessons Learned (21 Sep). While there was a potential for 60 pers, only 44 attended. Minimal pictures taken, but a positive experience seemed to be had by participants. Media coordination should be better in future.

b. Upcoming Activities

- (1) Field Training Exercise (FTX) (04-06 Oct). Minimal supplies were requested for the upcoming FTX, however very limited regional support was available due to the number of units conducting a FTX during the same period. There will be additional expenses that will need SSC support. For example, there were only 42 sleeping bags available, no tents, and no air mattresses. Moving to a later date will not resolve this as delaying the time will cause more competition for resources; we will not be able to change the date. 51 Sqn SSC is fortunate that we own much of the needed supplies. Chair discussed the supplies and confirmed that all available resources will be provided.

c. Year End Trip Comments and observations

- (1) 2020 YET Planning. The CO has investigated an alternative option to a YET by conducting something local which will allow greater participation. An Aviation Day, leveraging the facilities near to us for visits within Ottawa and other activities within the area that will be with minimal costs was given as a general guideline; costs would be principally related to busses. Concern was raised by the Sqn staff that there would be no budget to support a larger activity this year; the Chair countered that budget was not an issue. The absence of a larger trip approach generated several points of concern; a specific question on the rationale for not following the large-small approach previously mapped out was raised by the Secretary. Mr Brooks raised the point the YET was a motivation for fundraising throughout the year.
 - (a) **Action.** Chair and committee representatives are to reopen the discussion on the YET and express the concerns raised by the SSC

about its cancellation and the Sqn staff's capacity to support this activity.

- d. Familiarization Flying – Cadet Qualifications (April Action Item). Near the end of last year's program, one of the cadets had met the qualifications outlined by the league, after having completed the power scholarship and further raising his qualifications privately, to be able to conduct flights for the members of the Sqn. The cadet did not, in the end, receive authority to conduct flights. The Chair asked why it fell through despite the efforts of the cadet and SSC members to process the required documentation.

- (1) **Action.** Chair to follow-up with the Trg O and CO to clarify the process for qualifying cadets to support the SSC-sponsored familiarization flying program so as to enable lessons learned from last spring which will support planning for future opportunities.

10. **Committee Reports.** The Chair indicated that the Director Canteen is temporarily away for medical reasons, however the 1st Vice Chair is currently running it but requires volunteers. Chair reminded everyone that there are regular needs for volunteers with weekly or special events and that we welcome all parents to participate. The following committees reported to the executive meeting:

- a. **Canteen & Retail Director.** Nothing significant to report.
- b. **Fundraising Director.** Due to personal reason, the Director - Fundraising had to step down; the SSC is looking for a volunteer to step forward.
- c. **Volunteer Coordination Director.** Two new parents (Chantal and Lucille) are here. The Chair highlighted the important role of this position to reach out to the membership and coordinate people.
- d. **Public Relations Director.**
 - (1) **580 CFRA Interview.** Heather and her daughter (FCpl Sydney McIntosh) did a Sunday Morning interview; a 6-7 min interview spot on the radio which promoted the Sqn. In particular the Sqn website was mentioned as a good reference for the public during the interview.
 - (2) **CTV Team of the Week.** There is an option for fundraising through presenting our athletics programs through the CTV 'Team of the Week' which could allow for uniformed cadets to be on TV.
 - (3) **Comedy Night.** This is being explored as an opportunity to add other interesting activities to the program and possibly link to building confidence for public speaking.
 - (4) **Public Speaking.** The Chair raised a question about the Sqn's current public speaking program. The TrgO, Capt Granados was running the effective speaking program last year however she is looking to pass the torch to others. The COS noted that effective speaking has had a positive effect for participant members and that this summer, our cadets who were

awarded for outstanding staff contribution was in part for bringing the public speaking concept to summer camps. The Chair noted that the public speaking was a point of interest raised by cadets in this year's survey.

- (a) **Action.** 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.
- e. **Social Media Director.** The Chair informed the membership that the director had to resign and that the 1st 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.** 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) Welcome Back BBQ. This activity went well. Suzie Cloutier raised an observation on the use of, and access to, tables and provided a recommendation for Walkathon to coordinate in advance with the CASM. Lesson was learned on the storage of the BBQ as it was damaged during storage and move; thanks were expressed to Louis Poisson for repair.
 - (2) Arbaska Laflèche. Meal prep is a lesson from the event; it turned out well, but it was late arriving. There were no seconds for any cadets, but it was not a critical issue; 44 cadets attended.
 - (3) Army Run. Was a lot of fun and all participants had a good time and all. Use of the speaker from the parade for recorded music during break is a good idea for the future. Remind all cadets to bring water. Roughly 40 cadets participated in total, of which only a part was 51 Sqn. Needs to be pushed prior to the end of the year. Other lesson was the coord with the event for registration was late; 3 weeks prior with discounts 3 weeks prior was not effective; Need to coord with engagement staff well in advance to get them engaged. TrgO was pushing for participation and looking for an option for 51 Sqn wicking shirts to participate more. Looking for more kit and squadron wear. Talk to the canteen people (Canteen and retail) is the group to lead this.

11. **Chair Summary.** The Chair reinforced the need for volunteers and highlighter Social Medial, 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.

12. **New Budget.** The draft budget was distributed to the attending members for review and can be found at annex D. The Chair explained how the revenues and expenses are matched to the program plan and events list (snapshot of events list can be found at Annex E; evergreen document). The bottom line is that we are planning for \$89,940 in expenses and \$89,466 in revenues. An ink amendment was noted for \$400 for support to events for the Sqn top flight to line 5330 which now totals \$8400. Most of this is recurrent activities based on past years.

- a. **New Addition this year.** Proposal was put forward by the Chair that the flying scholarship would benefit from the use of Air Studies Familiarization Flights as a reward and to instruct students for the preparation of the exams and course. Mr Brooks again highlighted that only 3 cadets showed from 51 Sqn for the scholarships successfully even though this unit could support up to 12 cadets. The TrgO indicated that she is looking for a new approach to the instruction of the Air Studies program and is considering an option for potential augmentation staff. This topic was identified as a primary concern for the TrgO and SSC; the need is clear that we must collectively pique the interest of cadets in the air program. Mr Brooks further proposed that we investigate options to see if there is still a Carleton University simulator and to look to 742 Sqn success as an example of how the program could run.
 - (1) **Action.** 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.
 - (2) **Action.** The SSC is looking to assess the proposed changes for formalised curriculum and delivery of the Air Studies program leading to National Exams with the aim to ensure that we do not lose any opportunities to improve the program. Follow up on mention of new staff to deliver weekly program
- b. **Annual Assessment.** Mr Brooks raised an observation that there are 184 cadets for baseline fees and should be reflected in line's 5090 and 5100. RCSU number for last year from the league is not based on the DND assessment number. The revised line was ink amended to \$13,800.
- c. **Only one day tagging events.** Two major fund raisers are normally conducted by the Sqn; the walk-a-thon and tagging. This year it was proposed to only conduct a single tagging activity, in place of the normal two due to the health of the account. All other major expenditures reviewed without significant comment.
- d. **Motion to adopt the budget.** The motion to adopt the budget with the above-mentioned ink amendments was nominated by Murray Theriault second by Louis Poisson. Vote was taken, none opposed, **passed**.

13. **Next Meeting.** The general meeting was closed at 08:22 hours. The next meetings are scheduled as follows.

- a. **Executive Committee Meeting:** Tuesday, 15 October 2019, at 18h30 to be held at the Canadian Aviation and Space Museum.
- b. **General Meeting:** *Monday*, 21 October 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 2019-2020 Proposed Budget
 Annex E 2019-2020 Activity Plan

Written by

Approved / Rejected

Charles Kerber
 Secretary

Date

Phillip Rennison
 Chair

Date

Annex A to
 51 Squadron Sponsoring Committee Meeting
 24 September 2019

Agenda

**51 Squadron Sponsoring Committee
 24 September 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 - Annual General Meeting (AGM) 28 May 2019	Phillip Rennison
3. Chair's Reports 3.1 Points from SSC Directors Kick-off Mtg (25 August) 3.1.1 Overview of successes from 2018-2019 3.1.2 Lessons Observed from 2018-2019 3.1.3 Roles and responsibilities of the Squadron Sponsoring Committee (SSC) and parents 3.1.4 Director Position Vacancies(x2) 3.1.5 Overview of the general rhythm of activities 3.2 Points from Monthly Exec Mtg (17 September) 3.3 Recent Activities – Lessons Learned 3.3.1 First Training Night & Recruit Presentations (10 Sep) 3.3.2 Arbaska Laflèche Lessons Learned (21 Sep) 3.4 Army Run 3.5 Ottawa Valley Region ACL Mess Dinner 3.6 Inventory Report 3.7 Discussion and Miscellaneous	Phillip Rennison
4. 1 st Vice Chair's Report 4.1 Squadron Banner 4.2 Discussion and Miscellaneous	Maureen Hamilton
5. 2 nd Vice Chair's Report 5.1 Selection of sports facilities for Squadron use 5.2 Discussion and Miscellaneous	Kathleen Lemire
6. Treasurer's Report 6.1 Monthly Finance Update 6.2 Discussion and Miscellaneous	Murray Theriault
7. Secretary's Report 7.1 Correspondence and Distribution 7.2 2019-2020 Walk-a-thon 7.2.1 Planning Progress and Participation 7.2.2 Fundraising goals and anticipated expenses 7.2.3 Volunteer Requirements 7.3 Discussion and Miscellaneous	Charles Kerber
8. League Report 8.1 Regional representation and summer changes 8.2 Recent/Past Regional Partnership Training \ Meetings 8.3 Upcoming Regional Partnership Training \ Meetings 8.4 Discussion and Miscellaneous	Rick Brooks
9. CO's Report	

<ul style="list-style-type: none"> 9.1 Past Activities <ul style="list-style-type: none"> 9.1.1 Summer Training - attendance and successes 9.1.2 Staff positions - filled and awards 9.1.3 Welcome back / first training night (03 Sep) 9.1.4 NCO Training Day (07 Sep) 9.1.5 Gliding Familiarization (08 Sep) 9.1.6 Recruit Night Lessons Learned (10 Sep) 9.1.7 Battle of Britain Parade (15 Sep) 9.1.8 Arbaska Laflèche Lessons Learned (21 Sep) 9.2 Upcoming Activities <ul style="list-style-type: none"> 9.2.1 Field Training Exercise (FTX) (04-06 Oct) 9.3 Year End Trip Comments and observations <ul style="list-style-type: none"> 9.3.1 2020 YET Planning 9.4 Familiarization Flying – Cadet Qualifications (April Action Item) 9.5 Discussion and Miscellaneous 	Captain Michelle Bergeron
<ul style="list-style-type: none"> 10. Committee Reports <ul style="list-style-type: none"> 10.1 Canteen & Retail Director <ul style="list-style-type: none"> 10.1.1 Clothing Order 10.2 Fundraising Director 10.3 Volunteer Coordination Director 10.4 Public Relations Director <ul style="list-style-type: none"> 10.4.1 580 CFRA Interview 10.5 Social Media Director 10.6 Activity Director <ul style="list-style-type: none"> 10.6.1 Lessons Learned from Welcome Back BBQ 	<p>Sindhu Nair</p> <p>Phillip Rennison Suzie Cloutier Heather McIntosh</p> <p>Maureen Hamilton Kim Perro</p>
<ul style="list-style-type: none"> 11. Presentation of the 2019-2020 Training Year budget <ul style="list-style-type: none"> 11.1 Review of 2018-2019 Budget 11.2 Planned Expenses 11.3 Planned Revenue 11.4 Discussion of any Amendment Proposals 11.5 Approval of the Budget 	Murray Theriault
<ul style="list-style-type: none"> 12. Next meeting time, date and location <ul style="list-style-type: none"> 12.1 Executive – 15 October 2019 12.2 General Meeting – 21 October 2019* 	Charles Kerber
13. Adjournment	Phillip Rennison

* **Note:** This week the Cadet night will be a **Monday** due to availability of the CASM

Annex B to
 51 Squadron Sponsoring Committee Meeting
 24 September 2019

Financial Report


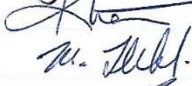

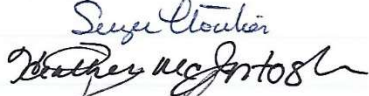
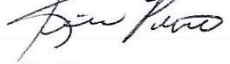
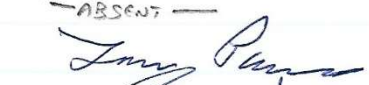

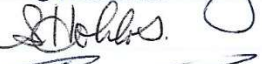


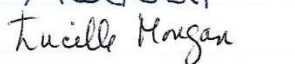









51		Canada Aviation and Space			Monthly Financial Transactions for:		Jan	2019	Pick the month/year for transactions: ↓
		Present Bank Balance:	\$69,166.63	Total Month's Revenue	Total Month's Expenses				
				\$ 4,093.17	\$ 5,600.33				
Ref # or Chq #	Details	Date	Revenue	Expenditure	Month				
1	8 69018E+21	25-Jul-19	\$ 513.71		Jul-19				
2	Interest	31-Jul-19	\$ 6.01		Jul-19				
3	8690177009387776000063	02-Aug-19	\$ 489.47		Aug-19				
4	8690177009402776000045	09-Aug-19	\$ 329.49		Aug-19				
5	United Way	30-Aug-19	\$ 1,220.85		Aug-19				
6	Interest	31-Aug-19	\$ 6.11		Aug-19				
7	Cheque Deposit	09-Sep-19	\$ 240.01		Sep-19				
8	8690177009486776000047	19-Sep-19	\$ 1,287.52		Sep-19				
206	Murray Theriault - Medium Cube & Dymon Storage	29-Aug-19		\$ 1,109.02	Aug-19				
ET001	Musicare - Instrumunt repairs	03-Sep-19		\$ 1,579.35	Sep-19				
207	Dumouchel Meats - Welcome back BBQ	07-Sep-19		\$ 229.50	Sep-19				
208	Dymon Storage - Oct - Nov - Dec	07-Sep-19		\$ 1,101.72	Sep-19				
209	Maureen Hamilton - Welcome back BBQ Supplies	07-Sep-19		\$ 154.99	Sep-19				
N/A	Alterna - Cheques order	13-Sep-19		\$ 140.94	Sep-19				
210	Murray Theriault - Medium Cube & Abraska Laflesch	17-Sep-19		\$ 648.56	Sep-19				
211	Roxborough Bus Lines - Gliding Cancellation fee	17-Sep-19		\$ 125.00	Sep-19				
ET002	Ottawa Regional Treasurer - Mess Dinner	21-Sep-19		\$ 511.25	Sep-19				

Secretarial Note: This report covers not only the proceeding month, but the summer period.

Annex C to
51 Squadron Sponsoring Committee Meeting
19 March 2019

Meeting Attendance Sheet

24 Sep 19 : 51 SQUADRON SPONSORING COMMITTEE

PHILLIP RENNISON	
MAUREEN SIROIS	
KATHLEEN LEMIRE	
MURRAY THERIAULT	
CHARLES KERBEL	
SUZIE CLOUTIER	
HEATHER MCINTOSH	
KIM PERRO	
SIBDA NAIR	
Louis Poisson	
Moise Saman	
CHANTAL KENNEDY.	
Sherry Hobbs	
RICK BROOKS	
Sophia Munawwar	
Suzie Abdoul Ba.	
Lucille Morgan	
Azza ELhad	
Capt Maria Granados	
MARC MOO SANG	

— ABSENT —

— UNAVAILABLE TO SIGN —

Annex D to
51 Squadron Sponsoring Committee Meeting
24 September 2019

2019-2020 Proposed Budget

Expense Items		column.				
ACC Description	ACC-9 ID	Expenses	Details (examples)	Budget (this year)	Actuals (this year)	Difference (red - over) (black - under)
Administration & Operating Expenses	5010 1(a)	Administration & Office Supplies	Admin Supplies Paper Toner	\$ 1,000.00	\$ 29.99	\$970.01
	5020 1(b)	Ofc Equipmt, Computers, Software, etc.	Laptop (\$700) Printer (\$300)	\$ 1,000.00	\$ -	\$1,000.00
	5030 1(c)	Sqn Quarters Rental and/or Mortgage Costs (incl Mortgage Interest)	Dymon Storage (12x \$325)	\$ 3,900.00	\$ 2,210.74	\$1,689.26
	5040 1(d)	Sqn Quarters Expenditures - Maintenance, Repairs, Expansion, etc	Supply shelving Repairs	\$ 50.00	\$ -	\$50.00
	5050 1(e)	Utilities/Telephone/Internet/ PO Box Rental	Post Office (\$325) Website (\$440) Postage (\$100)	\$ 865.00	\$ 27.69	\$837.31
	5060 1(f)	Committee/Staff AGM & Mtg Attendance	Adult (4x \$305) Cadet (2x \$175) Travel Meals (12x \$15)	\$ 1,750.00	\$ -	\$1,750.00
	5070 1(g)	Committee/Staff Accoutrements and other such	Volunteer Nametags (\$100) Sqn Pins (\$1,000)	\$ 1,100.00	\$ -	\$1,100.00
	5080 1(h)	Recruiting, PR, Publicity, Image, Parents Handbooks and such	Banners (2x \$300)	\$ 600.00	\$ -	\$600.00
	5090 1(i)	Annual Provincial Committee Assessment	184 cadets @ \$75 ea	\$ 13,800.00	\$ -	\$13,800.00
	5100 1(j)	Air Group, Air Wing Dues and such	Flying Program Assessment 184 cadets @ \$15 ea	\$ 2,760.00	\$ -	\$2,760.00
	5110 1(k)	Bank Charges, Fees, Cheques Printing, Investment Charges, etc.	Monthly Bank Fees (\$0) eTransfer fees (\$50) Replacement Cheques (\$145)	\$ 195.00	\$ 164.69	\$30.31
	5120 1(l)	open Cat - insert name in Exp Jrnal disponible - insérez le titre dans le Journal Expense			\$ -	\$0.00
Squadron/Cadet Activities Expenses	5310 2(a)	DND ASR Supported Trg/Activities Outlays	FTX Lietrim (\$1000) TBD (\$4000) o Fall o Spring	\$ 5,000.00	\$ 610.20	\$4,389.80

	5320 2(b)	Band Equipment, Accessories, Maintenance & Music Program	Concert (total \$6400) o Maintenance (\$1500) o Consumables (\$500) o Training Supplies (\$400) o Instruction (\$2000) o New Instruments (\$2000) Highland (total \$2000) o Maintenance (\$100) o Consumables (\$250) o Training Supplies (\$250) o Instruction (\$700) o New Instruments (\$700) Rentals (\$400) Repairs (\$200) Meals (\$150)	\$ 9,150.00	\$ 1,619.44	\$7,530.56
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	5330 2(c)	Sports & Phys Ed Related Activities	Swimming (2x \$300) Canal Skating & food (\$400) Indoor Sport (2x \$3500) Sq n Drill Competition (\$400)	\$ 8,400.00	\$ 895.50	\$7,504.50
	5340 2(d)	Flying and Gliding related outlays	Initial Famil Flts (3x \$1200) Air Studies Famil Flts (3x \$1000) Academic Supplies (\$300)	\$ 6,900.00	\$ 450.76	\$6,449.24
	5350 2(e)	Training Equipment, Manuals & Durable Supplies	FTX Equipment/Supplies (\$1000)	\$ 1,000.00	\$ 510.00	\$490.00
	5360 2(f)	Other Non-DND Supported Trg/Activities Outlays	YET (\$0) Airshow incl lunch (\$0) Regional Mess Dinner (10x \$50) TriSrvc Mess Dinner (10x \$15)	\$ 650.00	\$ -	\$650.00
	5370 2(g)	Sq n level Insurance	Insurance through League	\$ 550.00	\$ -	\$550.00
	5380 2(h)	Volunteer Registration & Screening Costs	Police Checks		\$ -	\$0.00
	5390 2(i)	Honours & Awards, Including Prizes, Bursaries, Grants, etc.	Annual Trophy costs Engraving costs Scholarships	\$ 800.00	\$ -	\$800.00
	5400 2(j)	Annual Ceremonial Review	Food	\$ 150.00	\$ -	\$150.00
	5410 2(k)	Cadet Banquets and Special Events	Welcome BBQ (\$425) Holiday Dinner/Dance (\$1500) Snr Mess Dinner (\$4000)	\$ 5,925.00	\$ 384.49	\$5,540.51
	5420 2(l)	Cadet and Ceremonial Accoutrement (name tags, flags, etc)	Drill Team (\$230) o Lanyard Cord (\$80) o Meals (\$150) Medals (\$200) Nametags (\$600)	\$ 1,030.00	\$ -	\$1,030.00
	5430 2(m)	Biathlon	Ski/Binding/Poles (3x \$350) Ski Bags (5x \$50) Consumables (\$250) Repairs (\$200) Membership Fees (\$75) Meals (\$150)	\$ 1,975.00	\$ 25.36	\$1,949.64

	5440 2(n)	Marksmanship	Electronic Targets (2x \$2500) Shooting Vests (6x \$200) Shooting Gloves (12x \$30) Membership Fees (\$250) Clothing Repairs (\$200) Target Holder Repairs (\$200) Meals (\$150)	\$ 7,460.00	\$ -	\$7,460.00
Fund Raising Expenses	5610 3(a)	Tagging Expenses	Tags/Cards (\$250) Prizes (\$400) Misc (\$100)	\$ 750.00	\$ -	\$750.00
	5620 3(b)	Fund Raising Expenses (excluding Tagging & elsewhere reported)	Walkathon Permits (\$635) Portable Toilets (\$375) BBQ (\$800)	\$ 1,810.00	\$ 1,779.73	\$30.27
	5630 3(c)	Prov Committee Lottery Payments and Expenses	L'Auto Cadet tickets		\$ -	\$0.00
	5640 3(d)	Canteen Supplies Expenses paid (incl thru advances/floats)	Perishable Purchases	\$ 500.00	\$ -	\$500.00
	5650 3(e)	Bingo and/or Casino and/or Break Open Tickets Expenses			\$ -	\$0.00
	5660 3(f)	Spring Spaghetti Dinner	Food/Supplies	\$ 750.00	\$ -	\$750.00
	5670 3(g1)	Top Flight Pizza Dinner Prizes	Walkathon (\$250) Spring Tag Day (\$250)	\$ 500.00	\$ -	\$500.00

	5680 3(g2)	open Cat - insert name in Exp Jrnl disponible - insérez le titre dans le Journal Expense			\$ -	\$0.00
Other Expenses	5810 4(a)	Travel Expenses (not entered elsewhere)	Marksmanship Montreal (2x \$400) Glider Bus Fees (2x \$600) QOV AGM Nicolet (\$400) Arbraska (\$400)	\$ 2,800.00	\$ 1,783.19	\$1,016.81
	5820 4(b)	Sqn Logo Clothing & other Sales items	Canteen non-perishable products: clothing, bags, manuals, polish kits, hair kits, bowties, etc.	\$ 500.00	\$ -	\$500.00
	5830 4(c)	Arbraska LeFleche	Entry Fee (\$1500) Lunch (\$400)	\$ 1,900.00	\$ 620.87	\$1,279.13
	5840 4(d)	National Course Fees	Aviation Medicals (5x \$140) TC Licensing/Exams (3x \$140) IACE Clothing (\$400)	\$ 1,520.00	\$ 140.00	\$1,380.00
	5850 4(e)	Bursaries	Brent Banyard (\$500)	\$ 500.00	\$ -	\$500.00
	5860 4(f)	Sqn Clothing	Main Order (\$2000) Teams (3x \$500)	\$ 3,500.00	\$ -	\$3,500.00
	5870 4(g)	Executive Committee Discretionary	For last minute program-enabling purchases	\$ 1,000.00	\$ -	\$1,000.00
	5880 4(h)	Other Expenses (Must not be Excessive)			\$ -	\$0.00
		Sub-Total	Actuals	\$ 92,040.00	\$ 11,252.65	
					This Year's Budget Expenses	

Income Items						
ACC Description	ACC-9 ID	Income	Details (examples)	Budget (this year)	Actuals (this year)	Difference (red - under, blackover)
Donations, Grants & Other Such Income	4010 1(a)	From Official Sponsor(s)			\$ -	(\$0.00)
	4020 1(b)	From Non-Sponsor Veterans Organizations & their Auxiliaries	Eastview Legion	\$ 12,500.00	\$ -	(\$12,500.00)
	4030 1(c)	From Other Service Clubs (Other than Sponsor)	United Way/NDWCC/GCWCC	\$ 2,000.00	\$ 1,550.86	(\$449.14)
	4040 1(d)	Specific Purpose Non-DND Grants		\$ -	\$ -	(\$0.00)
	4050 1(e)	Bequests and Such	Banyard Memorial	\$ 500.00	\$ -	(\$500.00)
	4060 1(f)	Other Non-Tax Received Donations	Corporate	\$ 2,000.00	\$ -	(\$2,000.00)
	4070 1(g)	Other Tax Received Donations (Only if Registered Charity)			\$ -	(\$0.00)
	4080 1(h)	open Cat - insert name in Rev Jnl disponible - insérez le titre dans le Journal Revenue			\$ -	(\$0.00)
Gaming Fund Raising	4210 2(a)	PC Lottery/ Raffle Sales Income			\$ -	(\$0.00)
	4220 2(b)	PC Lottery/ RaffleShare (ie share received/returned from PC level)			\$ -	(\$0.00)
	4230 2(c)	Sqn Lottery/ Raffle			\$ -	(\$0.00)
	4235 2(d)	Bingo Income			\$ -	(\$0.00)
	4240 2(e)	Casino Income			\$ -	(\$0.00)
	4250 2(f)	BreakOpen Tickets Income			\$ -	(\$0.00)
	4260 2(g)	open Cat - insert name in Rev Jnl disponible - insérez le titre dans le Journal Revenue			\$ -	(\$0.00)
Other Fund Raising Activities	4410 3(a)	Annual Banquet Ticket Sales and Such	Entrance Fees Mess Dinner (\$1000) Dinner (\$1000) Dinner (\$1500)	\$ 3,500.00	\$ -	(\$3,500.00)
	4420 3(b)	Tagging	Fall (\$0) Spring (\$10,000)	\$ 10,000.00	\$ -	(\$10,000.00)

	4430 3(c)	Walkathon	165 cadets @ \$100 each	\$ 16,500.00	\$ 11,306.67	(\$5,193.33)
	4440 3(d)	Sqn Clothing Deposits	see line 5860	\$ 3,500.00	\$ -	(\$3,500.00)
	4450 3(e)	Silent Auctions	Mess Dinners (2x \$250) Spaghetti Dinner (\$2000)	\$ 2,500.00	\$ 150.00	(\$2,350.00)
Miscellaneous	4610 4(a)	GST Rebate (Only if Registered Charity)	for 2018/2019 year	\$ 4,000.00	\$ -	(\$4,000.00)
	4620 4(b)	Money Collected for Activities (e.g. ski trip, yearend trip, etc.)		\$ -	\$ 180.00	\$180.00
	4630 4(c)	Refunds (from School Board and Others)	Other Walkathon Sqns (632 / 75)	\$ 1,200.00	\$ -	(\$1,200.00)
	4640 4(d)	Canteen Proceeds	Perishables	\$ 2,000.00	\$ -	(\$2,000.00)

	4650 4(e)	Sale of Sqn Logo Items, Drill Manuals and Such	Sqn Pins, Aviation Manuals, other non-perishables	\$ 700.00	\$ -	(\$700.00)
	4660 4(f)	Bank and Investment Interest/ Income		\$ 60.00	\$ -	(\$60.00)
	4670 4(g)	YET Deposits	2020 (\$0)		\$ -	(\$0.00)
	4680 4(h)	open Cat - insert name in Rev Jrnl disponible - insérez le titre dans le Journal Revenue			\$ -	(\$0.00)
DND Funding & Recoveries	4810 5(a)	Local Support Allocation - Admin	Training Allocation (Admin, etc.)	\$ 7,980.00	\$ 12,539.36	\$4,559.36
	4820 5(b)	Mandatory Core Program	Aug19-Mar20 (\$13020) Apr20-Jul20 (\$7506)	\$ 20,526.00	\$ -	(\$20,526.00)
	4830 5(c)				\$ -	(\$0.00)
	4840 5(d)	Consumable or other Recoveries from DND			\$ -	(\$0.00)
	4850 5(e)	open Cat - insert name in Rev Jrnl disponible - insérez le titre dans le Journal Revenue			\$ -	(\$0.00)

Sub-Total	Actuals	\$ 89,466.00	\$ 25,726.89
		This Year's Budget Income	

Secretarial Note: Budget updated with ink amendments included and actual expenses incurred up to 17 October 2019.

Annex E to

51 Squadron Sponsoring Committee Meeting
24 September 2019

2019-2020 Activity Plan

Activity	Date
Welcome Back BBQ	3 Sep
NCO Day	7 Sep
Gliding Familiarization (Smith Falls)	8 Sep
Recruit Day	10 Sep
Battle of Britain Parade	15 Sep
League Mess Dinner	20 Sep
Abraska Lafleche	21 Sep
Army Run (Band only)	22 Sep
AGM	28-29 Sep
Walk-a-thon	28 Sep
MFRC 'Big Welcome'	06 Oct
Fall Senior FTX	4-6 Oct
Power Familiarization (Rockcliffe)	19Oct
Eastview Legion Ladies Auxillary Luncheon	19Oct
Biathlon Patrol Race	19-20 Oct
Emergency First Aid Training	20 Oct
Poppy Sales	25 Oct - 10 Nov
Replacement Gliding Familiarization (Smith Falls)	02 Nov
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
Air Studies Familiarization (Rockcliffe)	16/17 Nov
Walkathon Reward Pizza Dinner	19 Nov
Regional Level 5 Workshop	23 Nov
NCO Day / Escape Room TBD	30 Nov
Power Familiarization (Rockcliffe)	14/15 Dec
Holiday Gift Exchange/Dinner/Dance (Eastview Legion)	14 Dec
Orleans Parade of Lights	TBD
Santa Parade	TBD
Standard First Aid Training	11 Jan
Air Studies Familiarization (Rockcliffe)	18/19 Jan
Career Exploration Fair	11 Feb
Swim Night	21 Jan
Squadron Sleepover	31 Jan
Regional National Exams and Interviews	6-19 Jan, TBC
Regional Biathlon Competition	1-2 Feb
National Summer Training Exams/Interviews	TBD
Regional Winter FTX	7-9 Feb
Squadron Effective Speaking Competition	11 Feb
Provincial Biathlon Competition	14-16 Feb
Skating on the Canal	15 Feb
Power Familiarization (Rockcliffe)	15/16 Feb
Regional Effective Speaking Competition	TBD
Marksmanship Zone Competition	7 Mar

Power Familiarization (Rockcliffe)	7/8 Mar
Eastern Region Cadet Music Festival	20-22 Mar
Sports Night (GlowSport TBD)	24 Mar
Mess Dinner (Lvl 3+)	27 Mar
Provincial Effective Speaking Competition	TBD
Excalibur Games	4-5 Apr
NCO Day	11 Apr
Air Studies Familiarization (Rockcliffe)	18/19 Apr
Provincial Marskmanship Competition	17-19 Apr
Aviation Day / Spring Dinner&Dance (Eastview Legion)	25 April
Squadron Drill Competition	28 Apr
Photo Night	28 Apr
Sqn Drill Competition Reward Activity (Laser Quest)	30 Apr
SSC Elections	19 May
Regional Drill Competition	TBD
Music Level Exams	TBD
Battle of Atlantic Ceremony	TBD
National Marskmanship Competition (Ottawa)	TBD
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
Commander's Conference	5-7 June
ACR	2 June
Final CO's Parade / Promotions TBD	9 Jun TBD
Water Park (Calypso/Mont Cascade TBD)	13 June
Summer Training Briefing	16 June

Secretarial Note: Activity list updated up to 15 October 2019.