



51 Canada Aviation and Space Museum Air Cadet Squadron

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Committee Meeting Minutes **23 April 2019: 1835 to 1951 hours**

COMMITTEE PRESENT:

Phillip Rennison (Chair)
Maureen Hamilton-Sirois (1st Vice Chair & Director – Social Media)
Murray Theriault (2nd Vice Chair)
James Farrell (Treasurer)
Charles Kerber (Secretary)
Suzie Cloutier (Director - Volunteer Coordinator)
Hala Hassan (Director - Fundraising)
Kathleen Lemire (Director – Activity Liaison)
Sindhu Nair (Director - Canteen and Retail)
François Trépanier (Director - Public Relations)

Rick Brooks (Squadron League Advisor)
Captain Michelle Bergeron (Commanding Officer)

VOLUNTEERS PRESENT:

Azza Elhad
Kim Perro
Bert Veldman

REGRETS:

Marie Christine Lalonde (Regional League Coordinator)
Warrant Officer First Class Zoë Mitchell (Cadet Squadron Commander)

1. **Introductions.** The Chair welcomed everyone to the meeting. It was noted that there will be a drill competition this evening for all the cadets that will be immediately after the regular meeting. It was noted that we have a busy schedule to address this evening.

2. **Agenda.** The agenda was distributed to the membership for review. A change to the agenda was put forward to move the review of the minutes of the last meeting to the end of

the meeting. The revised agenda is recorded at Annex A. A motion to accept the revised agenda was raised by Kathleen Lemire, seconded by James Farrell; agenda was **approved as revised and adopted**. The Chair noted that the committee had quorum.

3. **Chair's Report.**

- Last Executive Meeting (09 Apr). The following items were discussed at the last executive meeting and were brought forward:
 - i. Squadron Drill Competition and Reward Activity. The drill team competition will be held this evening. Following this event, on Thursday evening (25 Apr) there will be a laser tag event that will be the reward for the winning flight. There is a minor conflict that had been raised with the marksmanship training; it was noted that there will be very minimal number who would not be available because of this.
 - ii. Year End Trip (YET) (08-09 Jun). The Chair noted that Kim Perro was a great assistance for arranging busses and for general coordination. The schedule and budget were presented to the executive committee and discussed. The trip will be able to be managed within the original \$15,000 budget, and will, it appears be under budget. Most bookings are complete and there are only a few minor administrative bookings to complete; the only major item to complete is the group booking at La Ronde. There are still some spaces available for cadets to sign up; there will be no impact to price if there is less than a full bus. The YET is on track, on schedule, and on budget.
 - Permission Form. This year there is a more detailed permission form that will be used. This is due to the restricted access of some locations that needs to be arranged in advance. This form was produced by the 2nd Vice Chair who will be collecting the completed forms.
 - iii. Annual Ceremonial Review (ACR) (11 Jun). The ACR is on track for participation, but the final coordination of SSC supported elements still lacks an organizer. Kathleen Lemire volunteered to coordinate the activity and Charles Kerber volunteered to assist.
- Lessons Learned from last month's activities
 - i. Senior Mess Dinner (22 Mar). The dinner went well, and all were having a good time; people would have liked the event to go longer. There was some concern about the number of cadets that did not attend, unexpectedly. Some had last minute cancellations which were passed to the CO. The absence will cause the SSC to recalculate some expenses due

to commitments that had been pre-ordered. The Chair has placed all lessons on the file for next year's dinner.

- ii. Regional Air Cadets Squadron Dinner. Based on our positive experiences, the Chair has been asked to organize a mess dinner for the Ottawa Region Air Cadet units, for which seven personnel will be invited from each unit. This will be held on 20 Sep 19.
- Squadron Sponsoring Committee (SSC) Elections (28 May). The election for the next year's committee will be coming up at the end of May. This will be a special meeting, and will be the third scheduled meeting in May following the executive and regular meetings. For people who have an interest in volunteering in, or being nominated for, a position, they should approach any member of the executive who will pass names to the Chair.
 - i. Positions. All the committee members, 11 positions minimum, will once again be open for election. There is no automatic carry over of people to positions; in theory there could be a completely new committee. The Squadron League Advisor has requested advertising to all parents a minimum of two (2) weeks in advance of this election.
 - Discussion and Miscellaneous
 - i. Squadron Pins. The Chair indicated that the pins we ordered are now in. The Chair produced an example and passed it around to the committee for review. As the budget is healthy, the Chair had proposed that we offer a complementary pin to each member of the Sqn who attend the ACR.
 - **Action Item**. A proposal will be raised, by the Chair, for the next meeting, to have a pin issued to each cadet and Squadron staff member who attends the ACR at no cost to the individual.
 - ii. Band Items. There were three drums that were provided to our maintenance provider; these were assessed as beyond economical repair. Two drums that can be used for parts will be sold, as credit, to our maintenance provider, lowering our bill for next year's maintenance. The third drum is able to be converted to a suitable Pipes & Drums set, and it will be deferred for later discussions following a survey of possible cadet program additions.
 - iii. Online Survey. The use of Survey Monkey will be trialed as a means of implementing any new program requirements such as Pipes & Drums, Remote Control Aircraft Flying, or other programming that cadets may be interested in. The executive will come up with a questionnaire, which will be vetted by the Commanding Officer (CO), and then submit to the cadet population. The results of the survey will be binned into common themes

of interest; final themes may then be follow-up with a second decision survey to verify and refine the cadet's interests.

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

- Spaghetti Dinner and Auction Planning (11 May). Suzie Cloutier and Maureen Hamilton-Sirois reviewed all items in storage and have found all the required items for the dinner less a few minor items. There will be a need for items, such as entry stamps, to be purchased in the next weeks. To support the evening, there will be some tasks handed out in the next week. In answer to a question, the set-up of the event will start at 16:00 hrs, but has not been confirmed by the Legion. There continue to be items coming in for donations to the raffle baskets, with the next two weeks remaining available for submissions; tracking of donators has been in place. Additionally, a reminder will be sent to local politicians on the first week of May to confirm those who may be official visitors.
- Clothing Orders Report. Clothing orders have been going well and only a few reorders had to be made; overall satisfaction has been reported. Reorders are slower than anticipated, but are progressing. We may source a different provider for the YET clothing (principally caps for cadets who will be attending the trip).

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

- Silent Auction Planning (11 May). We are still collecting donations. A number of the committee members have been able to source gifts from community businesses. The Chair has indicated that there is a possibility of flying club services being donated, but they will only be approached after their public flying promotion this weekend is completed.
- Use of Survey Monkey. The executive team will be working on this activity as discussed above. The maximum response rate is 100 on a free trial.
 - i. **Action Item**. The 2nd Vice Chair will research the cost of a survey monkey membership and report to the executive committee.

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

- Monthly Finance Update. There were no significant items to update on the budget expenses. The only item of interest has been an outstanding cheque for the band at the Mess Dinner; The Chair indicated the band finances at the school are slow and this delay is not a concern. Two other uncashed cheques are routine items that are pre-payment for upcoming expenses which will be cashed later.

- Handout Cards. The Treasurers design was approved by the executive, and 10,000 cards were produced; a sample card was given out for review to each committee member. The CO has asked for some to use during the *Women in Flight* event this weekend; the SSC was happy to support.
- Inventory Report.
 - i. Added Items. Nothing to report for additions.
- Budget Amendment Proposal: Flying Program. There is a recommendation for flight training books to be added to the SSC supported study material for any cadet attempting to write the flight exams; this recommendation will cover this study material. Additionally, due to limited flying on one of our previous flying days, due to weather, a surplus of funds is available which can be rerolled to allow a spring flying day, however, it is insufficient for a full day of flying.
 - i. **Proposal**. A proposal for a change to the flying and flying training program, increasing the funding envelope up by an additional \$750, to permit a full day of flying and the additional study material. Motion by Maureen Hamilton-Sirois 1st Vice Chair, second by Murray Theriault 2nd Vice Chair. The Chair noted that there were additional savings in the budget from the 2nd marksmanship coach travel being unnecessary and under spending on the Field Training Exercise (FTX). **Voted and Carried**.

7. **Secretary's Report.**

- Correspondence. There were no significant correspondence this past month. A number of large packages arrived over the past months and had been delivered to the Sqn or the SSC.

8. **League Report.**

- Upcoming League Vacancies. The Regional Coordinator position is now vacated and there will be elections this Saturday, 27 April 2019, for three personnel. The Sqn will be represented with the Chair (Phillip Rennison), 2nd Vice Chair (Murray Theriault), and the Squadron Training Officer (Captain Broeders) in Rockland. The Squadron League Advisor (Rick Brooks) will attend, but will arrive late due to a conflicting appointment with a Naval Cadet Organisation.
- Tow planes for the Gliding Program. The current fleet of six (6) tow planes is due for overall replacement and are owned by the Region. A study is ongoing on the way ahead on how replacement or funding will work. There are three courses of action that are being reviewed, but will be presented to the executive.
 - i. Special Committee Meeting. The Chair attended a virtual meeting for this activity, and is a member of the aviation sub-committee on this topic. This will not be resolved in the next couple weeks.

9. **Commanding Officer Report.** The CO reported.

- Past Activities.
 - i. Two day's of First-Aid courses, one day each course, were run for the first time and were conducted with a 100% success rate. Cadets will receive their badges at an upcoming parade.
 - ii. The Junior Air Studies program officially started 18 Apr, due to issues with scheduling on the originally planned start date 11 Apr.
 - iii. Marksmanship will have one team going to the nationals, out of the three provincial level teams we were able to generate, and will possibly be supported by some senior cadets to act as staff at the event.
 - iv. In the recent Excalibur game, the Squadron won three Bronze medals, despite having poor attendance at this event in the past. This is a significant improvement from past results.
- Field Training Exercises (FTX). For this year's FTX, the Squadron will be using the lands at Canadian Forces Stations (CFS) Leitrim. To aid in travel, the Squadron may possibly be provided with a bus from the CASM to the CFS Leitrim site; an allowance for drop off at the site will also be made. The only large cost for the Squadron at this site will be portable toilets. There are some reviews being done for cadet attendance now as the rules have changed for those with epi-pens, as the FTX must be within a specified access distance to a Hospital Site; CO will confirm.
- Annual Ceremonial Review (ACR). The last cadet parade will be 23 May. This is a change from past years approach to the sequence of events; normally the final parade was held after the ACR. By holding the final parade before, many small presentation can be completed and promotions can be done in advance. Capt Broeders will be producing the Operations Order that will be used.
 - i. **Action Item.** The CO, via the Training Officer, will provide a copy of the ACR Operations Order to allow the SSC to prepare support.
- Summer Training. Numbers of offerings for summer camps was very low, with ¼ of squadrons personnel offered positions. Any offers not accepted will be reviewed internally to the Squadron for redistribution prior to returning them to the regional authority. The Chair has requested that the exact numbers of camps offered be reviewed for discussions.
 - i. **Action Item.** The CO to provide a list of all summer training provided to 51 Squadron Cadets for awareness of the committee.
- Tag Day Staff. There will be two tag day cadet officers assigned for the weekend to ensure all regulations are adhered to for the Squadron.

- Inventory return. The Chair inquired into several unused items which need to be returned to DND supply. CO indicated need to schedule returns with staff and will follow up on this item.
 - i. **Action Item**. The CO to coordinate a timing for inventory returns.
- Marksmanship inventory. Chair was unable to complete an inventory of the marksmanship items due to a schedule change affecting availability of equipment in one consolidated location. An attempt will be made to follow-up on the inventory check after the national marksmanship completion.
- Familiarization Flight. Originally planned for 18 May, this is the May long weekend and it was identified that this may be a challenge for scheduling of the flying. The Chair asked for authority to permit a cadet to provide familiarization flights to other cadets. A question was asked about the cadets' experience and hours; the Chair responded that the cadet has, or will have by that time, all the requisite qualifications and hours as required by the League. **CO Approved conditionally** on provision of verification of the RCSU(E) Air Ops requirements being met.
 - i. **Action Item**. The Chair will review and report on the qualifications and CATO requirements for cadet pilots for familiarization flying.
- Gliding (23 May). The Chair was looking to confirm dates and coordinator for when this event will be held. The CO indicated significant coordination issues with the gliding program has resulted in no clarification of that date at this time.
 - i. **Action Item**. The CO to provide a list of all summer training provided to 51 Squadron Cadets for awareness of the committee.
- Girls Take Flight. Four cadets will accompany the CO for this event this weekend. The CO is looking for additional Air Cadet marketing pamphlets.

10. **Cadet Commanders Report**. Due to the absence of the Cadet Commander there was no report.

11. **Committee Reports**. The following committees reported to the executive meeting:

- **Canteen & Retail Director**. There is a \$715 deposit ready from the past two month's canteen sales. There were no additional issues to raise.
- **Fundraising Director**. All locations have been contacted for tag days next weekend (27-28 May). All the paperwork and documentation is in place and will be handed out tonight. We are well staffed for the event, with significant participation, but not yet at 100%; the Chair is pressing the community to fill the final positions. We will also be providing lollypops for the cadets to hand out for younger donators; these are not for the cadets to have.

- **Volunteer Coordination Director.** No new names to present, but the Chair identified that there may be some needing screening that arrive tonight as part of the tag day sign-up of new parents.
- **Public Relations Director.** Nothing to report. The Chair will provide a list of public figures that are recommended for the Director to link into.
 - i. **Action Item.** The chair will provide a list of public figures we would like to engage with and will also inquire with other committee members for potential engagement suggestions.
- **Social Media Director.** Nothing to report. It was noted however that it has been difficult to update social media with all the events given the high activity level.
- **Activity Director.** Reviewed upcoming activities.
 - i. Photo Night (07 May). There will be a large group picture of the unit, however, any purchase of the unit photo must be done that evening.

12. **Review of Last Minutes.** The minutes of the meeting were distributed at the start of the meeting. To allow time to review, this item was moved near the end of the meeting. Motion to adopt by Murray Theriault, second by Bert Veldman, no objections; approved.

13. **Next Meeting.** The general meeting was closed at 1951 hours. The next meetings are scheduled as follows:

- **Executive Committee:** Tuesday, 07 May 2019, at 18h30 to be held at the Canadian Aviation and Space Museum.
- **Committee Meeting:** Tuesday, 21 May 2019, at 18h30 to be held at the Canadian Aviation and Space Museum.
- **Election Meeting:** Tues, 28 May 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

Written by

Approved / Rejected

Charles Kerber

Date

Phillip Rennison

Date

Secretary

Chair

Agenda

**51 Squadron Sponsoring Committee
 23 April 2019 Committee Meeting
 1830 to 2000 hrs
 (Canadian Aviation and Space Museum: Multi-purpose Room)**

Item	Speakers
1. Call to Order and Approval of Agenda (1 min)	Phillip Rennison
2. Chair's Reports (15 min) 2.1 Points from Monthly Exec Mtg (09 Apr) 2.1.1 Sqn Drill Comp and Reward Activity (23 & 25 Apr) 2.1.2 Year End Trip (YET) (08-09 Jun) 2.1.3 Annual Ceremonial Review (ACR) (11 Jun) 2.2 Lessons Learned from last month's activities 2.2.1 Senior Mess Dinner (22 Mar) 2.3 SSC Elections	Phillip Rennison
3. Discussion and Miscellaneous	
4. 1 st Vice Chair's Report (3 min) 4.1 Spaghetti Dinner Planning (11 May) 4.2 Clothing Order Report 4.1 Discussion and Miscellaneous	Maureen Hamilton-Sirois
5. 2 nd Vice Chair's Report (2 min) 5.1 Silent Auction Planning (11 May) 5.2 Use of Survey Monkey for additions to next year's Programme 5.3 Discussion and Miscellaneous	Murray Theriault
6. Treasurer's Report (5min) 6.1 Monthly Finance Update 6.2 Inventory Report 6.2.1 Added items 6.2.2 Parts for Sale (Drum) 6.3 Budget proposals for voting: flying program 6.4 Discussion and Miscellaneous	James Farrell
7. Secretary's Report (2min) 7.1 Correspondence 7.2 Discussion and Miscellaneous	Charles Kerber
8. League Report (3min) 8.1 Upcoming League Vacancies 8.2 League Attendance at Upcoming Events 8.3 Discussion and Miscellaneous	Rick Brooks
9. CO's Report (10 min) 9.1 Past Activities 9.1.1 First-Air Course (30-31 Mar) 9.1.2 Start of Junior Air Studies (Thurs, 11 Apr) 9.1.2.1 Issues with start of programme 9.1.3 Provincial Marksmanship Comp (12-14 Apr) 9.2 Upcoming Activities 9.2.1 Spring Gliding Program	Captain Michelle Bergeron

<ul style="list-style-type: none"> 9.2.2 National Marksmanship Competition (5-10 May) 9.2.3 Field Training Exercise (FTX) (31May-02 Jun) <ul style="list-style-type: none"> 9.2.3.1 FTX Location Change 9.2.4 9.3 Summer Training 9.4 Discussion and Miscellaneous 	
<ul style="list-style-type: none"> 10. Cadet Squadron Commanders Report (2 min) 10.1 Discussion and Miscellaneous 	WO1 Zoë Mitchell
<ul style="list-style-type: none"> 11. Committee Reports (1-2min each) <ul style="list-style-type: none"> 11.1 Canteen & Retail Director 11.2 Fundraising Director <ul style="list-style-type: none"> 11.2.1 Spring Tag Day (27-28 Apr) 11.3 Volunteer Coordination Director 11.4 Public Relations Director 11.5 Social Media Director 11.6 Activity Director <ul style="list-style-type: none"> 11.6.1 Cadet Photo Night (07 May) 11.7 	<ul style="list-style-type: none"> Sindhu Nair Hala Hassan Suzie Cloutier François Trépanier Maureen Hamilton-Sirois Kathleen Lemire
<ul style="list-style-type: none"> 12. Next meeting time, date and location (1 min) <ul style="list-style-type: none"> 12.1 Executive – 07 May 12.2 Regular – 21 May <ul style="list-style-type: none"> 12.2.1 Special Meeting: SSC Elections – 28 May 	Charles Kerber
<ul style="list-style-type: none"> 13. Approval of Minutes – 19 February 2019 (1 min) 	Phillip Rennison
<ul style="list-style-type: none"> 14. Adjournment 	Phillip Rennison

Note: Following the regular meeting there will be a special briefing at 20:30 hrs (8:30 PM) for the Tag day activity.

Annex B to
51 Squadron Sponsoring Committee Meeting
19 March 2019

Financial Report

51 Canada Aviation and Space Museum Air Cadet

Monthly Financial Transactions for:

Apr 2019

			Total Month's Revenue	Total Month's Expenses
			\$ 18,185.87	\$ 7,796.33
Ref # or Chq #	Details	Date	Revenue	Expenditure
59	Mess Dinner e-transfer (20190320112127662036 - James Farrell)	20-Mar-19	\$ 10.00	
60	CDT-135-164 [Marksmanship jackets]	22-Mar-19	\$ 1,167.60	
61	Mess Dinner - Cash	25-Mar-19	\$ 510.00	
62	Squadron Wear - Cheque Deposit	25-Mar-19	\$ 249.00	
63	Squadron Wear - Cash	25-Mar-19	\$ 1,434.00	
64	YET - Cheque Deposit	25-Mar-19	\$ 360.00	
65	Royal Canadian Legion Poppy Trust Fund	25-Mar-19	\$ 12,500.00	
66	YET - Cash	25-Mar-19	\$ 700.00	
67	YET (20190327053554662066 - Mohamed Elhelow)	27-Mar-19	\$ 50.00	
68	YET (20190402124050662859 - Bourré x 3)	2-Apr-19	\$ 150.00	
69	Bank Interest	31-Mar-19	\$ 5.27	
70	YET (20190412050639662071 - ISHIMWE Queren Vica)	12-Apr-19	\$ 50.00	
71	Mess Dinner - Cash	15-Apr-19	\$ 20.00	
72	Squadron Wear - Cash	15-Apr-19	\$ 80.00	
73	YET - Cheque Deposit	15-Apr-19	\$ 200.00	
74	YET - Cash	15-Apr-19	\$ 650.00	
75	Spagatti Dinner (e-transfer: 20190416160705662063)	16-Apr-19	\$ 50.00	
161	Pizza for Marksmanship - LT(N) Harquail	27-Mar-19		\$ 66.11
165	Lisgar Collegiate Institute	26-Mar-19		\$ 200.00
166	Marksmanship Hoodies - The Martial Artist	29-Mar-19		\$ 498.00
167	Mess Dinner 2018, RCAC	11-Apr-19		\$ 2,828.49
168	Mess dinner 2018, Band, Gift - Phillip Rennison	11-Apr-19		\$ 143.27
169	Spaghetti Dinner - Suzie Cloutier	8-Apr-19		\$ 45.51
170	Laundry Detergent, Boot Glue - France Hurley	29-Mar-19		\$ 26.46
171	Misc Treasurer - James Farrell	2-Apr-19		\$ 93.86
172	Electrion, First Aid Training - Capt Michael Broeders	12-Apr-19		\$ 184.33
173	Band (Start Yr Maint, Rental, Consumables) - Musicare	17-Apr-19		\$ 358.04
174	void	17-Apr-19		\$ -
175	Drill Team - The Martial Artist	17-Apr-19		\$ 880.00
176	Power bar, Stamps, Place cards, paper - Emily Ching	11-Apr-19		\$ 99.32
177	Awards (Invoice #10065) - La Ligue des Cadets de l'air	18-Apr-19		\$ 98.48
178	Spaghetti Dinner and Dance (music) - Peter Kokkovas	16-Apr-19		\$ 200.00
179	National Course Fees (medicals) - Olivia Mullington	11-Apr-19		\$ 180.00
180	National Course Fees (medicals) - Sindhu Nair	11-Apr-19		\$ 160.00
181	Marksmanship comp - CI Melissa Lemieux	18-Apr-19		\$ 366.84
e-Transfer	Squadron pins - amplifyit.ca	12-Apr-19		\$ 919.38
182	Drill Comp Reward (Laser Quest), M140.01 (Build Model Rockets) - Capt Michael Broeders	23-Apr-19		\$ 329.49
e-Transfer	Jiffy Photo and Print	23-Apr-19		\$ 118.75

Account Balances:	Total	Unreconciled Deposits	Unreconciled Cheques
Alterna	\$ 72,073.68	\$ -	\$ 518.75
TD	\$ -	\$ -	\$ -
available2 (rename)	\$ -	\$ -	\$ -
available3 (rename)	\$ -	\$ -	\$ -
available4 (rename)	\$ -	\$ -	\$ -
Investments (Mutual Funds, etc.)	\$ -	\$ -	\$ -
Investments (GIC, etc.)	\$ -	\$ -	\$ -
available5 (rename)	\$ -	\$ -	\$ -
available6 (rename)	\$ -	\$ -	\$ -
available7 (rename)	\$ -	\$ -	\$ -
available8 (rename)	\$ -	\$ -	\$ -

Annex C to
 51 Squadron Sponsoring Committee Meeting
 19 March 2019

Meeting Attendance Sheet

Attendance

51 Squadron Sponsoring Committee
 19 March 2019 meeting

Canadian Aviation and Space Museum



Attendee	Signature
Phillip Rennison (Chair)	
Maureen Hamilton-Sirois (1 st Vice Chair & Dir – Social Media)	<i>M. Hamilton-Sirois</i>
Murray Theriault (2 nd Vice Chair)	<i>M. Theriault</i>
James Farrell (Treasurer)	<i>J. Farrell</i>
Charles Kerber (Secretary)	<i>C. Kerber</i>
François Trépanier (Director - Public Relations)	<i>F. Trépanier</i>
Suzie Cloutier (Director - Volunteer Coordinator)	<i>Suzie Cloutier</i>
Hala Hassan (Director - Fundraising)	<i>H. Hassan</i>
Sindhu Nair (Director - Canteen and Retail)	<i>Sindhu Nair</i>
Kathleen Lemire (Director – Activity liaison)	<i>Kathleen Lemire</i>
Marie Christine Lalonde (Regional League Coordinator)	
Rick Brooks (Squadron League Advisor)	<i>Rick Brooks</i>
Abdoul Ba	
Twilight Beltran	
Sue Blackie	
Azza Elhad	<i>Azza Elhad</i>
Sherry Hobbs	
Sophia Munawwar	
Kim Perro	<i>K.P.</i>
Louis Poisson	
Danusia Robaszewski	
Francois Roussel	
Kadiatou Sao	
Emilia	
Bert Veldman	<i>B.V.</i>
Milgo Yusuf	

