



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

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www.51aircadets.ca



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**Committee Monthly Meeting Minutes**  
**18 February 2020: 1832 to 1932 hours**

**COMMITTEE PRESENT:**

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

Rick Brooks (Squadron League Advisor)

Captain Michelle Bergeron (Commanding Officer)

**VOLUNTEERS PRESENT:**

Abdoul Ba  
Ezza Elhad  
Hala Hassan  
Caroline Lieu  
Kim Perro  
Kim Petersen  
Louis Poisson  
Bert Veldman

**REGRETS:**

Sue Grant (Regional League Advisor)

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1. **Introductions and Agenda.** The Chair welcomed everyone to the meeting. The Chair identified that there were **seven** (7) voting members present of the eight (8) current directors;

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 January 2020 general meeting were distributed electronically in advance and a paper copy was available at the entry for review prior to the meeting. No changes, additions, or deletions were noted. A motion to approve the minutes was raised by Bert Veldman, seconded by Murray Theriault; the minutes were **approved**.

3. **Chair's Report.**

a. Points from Monthly Exec Mtg (11 Feb).

- (1) Summary of Summer Scholarship Interviews (08Feb). Three members of the SSC participated in the scholarship interviews: Phil Rennison, Maureen Sirois, and Charles Kerber. There were approximately 50 cadets who attended the interviews from within the region for the three courses: power flying scholarship, gliding scholarship, and the Air Cadet International Exchange. The interview was the final part of an evaluation which was based on the composite results of written exam (power and gliding only), a file review, and the interview.
- (2) Meeting with the Regional Coordinator, Regional Cadet Support Unit (RCSU) J3, and Air Elemental Advisor.
  - (a) Retroactive MCP Refunds. Monies that we are due back from DND is going to be processed to allow us to maximize our claims for this year. The CO has been working hard to catch up all possibly missed payments. There is a possibility that we will not only maximize our claim, but possibly benefit from claims that are not used by other squadrons if funds remain.
- (3) Tag Day Coord. This fundraising activity will be coming up in May. One of our volunteers has already engaged a number of locations for contracts to authorize our presence at the locations. There are three locations already signed and seven more in progress.
- (4) Future Directors. There will be two executive members not returning next year, however there is a core group continuing and a good start can be made to develop people for next year's committee. People interested in being a member of the committee can approach the current members to help them better understand the positions available.

b. Lesson Learned.

- (1) Skating on the Canal (15 Feb). There was a bit of a surprise for the event as the skate rental place was not in open and the alternate location was closed for the morning that we were there; it has been noted that this year has not been normal for the canal schedule as other locations along the canal were still closed. The 1<sup>st</sup> Vice Chair had to drive to Dows Lake for

rentals with all the sizes and return with the skates. All cadets, but one, were able to skate however they all had a late start.

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

- (1) (Sep19 - 8.4) Website Management / Upgrade. No action was able to be taken on this item. It has been **deferred** to the following meeting.
- (2) (Sep19 - 10.5) Media relations profile; cadet involvement. There will be a course upcoming for training cadet correspondents who will be able to assist in managing the content of the various social media sites. This item will remain **open**.
- (3) (Sep19 - 11.2) Educational flying through the SSC for the air studies program. The senior air studies program has finished for the year without any dedicated training or flying time being executed due to frequent cancellations. With the junior air studies program starting, it was decided to leave this item **open**.
- (4) (Nov19 3.6) Marksmanship Inventory. No recent activity. This item remains **open**.
- (5) (Nov19 8.1) Dymon Storage Community Give Back Program. Treasured has attempted to contact Dymon but has not been able to have a live conversation with them and therefore this item will remain **open**.
- (6) (Dec19 3.4) Training brief. This item will be actioned prior to tag day; no action at this time, **deferred**.
- (7) (Dec19 9) Effective speaking. The Director - Public Relations director has coordinated her portion of this activity and the squadron competition has been completed. WO II Sirois will be the unit representative. We will be briefed on lessons learned later. This item is **closed**.
- (8) (Jan20 8) PYPDO online training. The intention is for all adult volunteers to complete this training in the future. Kim Perro was noted as being the only one who has successfully completed the full training package to date; the Chair has expressed his thanks to her for her outstanding dedication and the inputs she has provided.

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

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

- a. Spring Dinner & Dance (25 Apr, post-Aviation Day). 25 Apr was the original date, and the legion availability became an issue, so it had been changed to 11 Apr, however we have a new location and are now back to our original date. The International Brotherhood of Electrical Workers (IBEW) centre has been looked at as the new facility and it was identified as having the ability to have a maximum of 220 persons. The IBEW location includes the use of the kitchen

facilities. We are just finalising the deconfliction of bands, caterers, and cadets for the activity.

- b. Squadron Wear Report. The 1<sup>st</sup> Vice Chair has established very good relations the new company and we will be accepting orders tonight and for several weeks. An example of the design of the produces is available and will be on display this evening.
- c. Circle of Excellence Review. We did review every point on the list and we have several items to complete as the training year moves forward. We are on track to meet gold again.
- d. Discussion and Miscellaneous. No other discussion points were raised.

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

- a. Heathy Food Options. This initiative, raised by the CO, has been going well. One parent has been helping to get donations from groups. Costco is currently in advanced discussions on monthly donations.
- b. Laser Quest (30 Apr). No action since the fall.
- c. Calypso Planning (13 Jun). An email went out today and we are now starting the planning for this end of year activity.
- d. Discussion and Miscellaneous. No other discussion points were raised.

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

- a. Monthly Finance Update. Currently there are two outstanding cheques to be cashed with a total value around \$500. On appositive note, we have started to receive some reimbursements from DND and our bank balance remains over \$60K. The Chair noted that there have been no surprises and that we are on track.
- b. Discussion and Miscellaneous. No other discussion points were raised.

**7. Secretary's Report.**

- a. Walk-a-thon tax receipts. It was passed on that all persons who provided email addresses have received their electronic tax receipts. Physical copies had started to be issued last week and will again be available for pick up this week and next. Any receipts not picked up will be mailed.
- b. Discussion and Miscellaneous. No other discussion points were raised.

**8. League Report.**

- a. January Advisor Meeting. The regional academic bursary for post secondary education, valued at \$500 is available for cadets to apply to. This year, the group has decided to increase the number of awards by introducing a \$300 and \$200 bursary for the 2<sup>nd</sup> and 3<sup>rd</sup> place applicants. There was an email sent to the chairs

to solicit for nominations; it is a very straightforward application form. The CO asked that the link to the form be forwarded for the next update letter.

- b. League Interviews. The league meeting has been postponed although there is still an intent to have this at the Legion; we do not have a response on the availability of the Legion. As this is not a 51 SSC item, the Chair has asked that the 1<sup>st</sup> Vice Chair relook at Legion availability but to send the contact info directly to Sue Grant to allow her to directly coordinate this.
- c. Regional Effective Speaking. Noted that this event will be at the CASM, however, it is not a local SSC responsibility.
- d. Interview Boards. Mr Brooks described that there was a new process used this year, with questions given to the cadets 30 minutes in advance to allow them to prepare, that is much more similar to the interview process that is used in the business world. Generally, the quality of the questions was seen as better this year and additionally was deemed to be more relevant. There were some 51 Squadron members late to arrive due to a miscommunication of locations to the cadets; the boards accounted for the delays and these cadets were given the same time to prepare as others.
- e. Changes coming to league personnel. Mr Brooks is now double hatted with 5 and 51 Squadrons as the League Regional advisor to each Squadron.
- f. New Squadrons in Ottawa. Mr Brooks has indicated that there is a rumour that there will be two new squadrons, one east end and one west end, which will be French language units. This initiative has some truth, and the creation is being spearheaded by DND, while the league is aware. Mr Brooks noted however that this represents a lot of work that will need to be done, so there is no expectation of a new squadron being in place by September of this year. There is more to follow on this; right now, any specific plans are rumour.
- g. Discussion and Miscellaneous. No other discussion points were raised.

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

- a. Past Activities.
  - (1) Regional Winter FTX. This activity was cancelled due to extreme temperatures; this is routine for events with temperatures at -25C or colder. It will not be rescheduled this year.
  - (2) Provincial Biathlon results. The provincial competition happened this weekend and we have no cadets proceeding to nationals as a competitor. We had one 3<sup>rd</sup> place finisher who will go as a cadet coach to the nationals.
  - (3) Squadron Effective Speaking Competition. WOII Sirois won the unit competition and will represent the Squadron at the region.
  - (4) Skating on the Canal. This was previously discussed; nothing further added.

b. Upcoming Activities.

- (1) Music Level Testing (22Feb). This event is supposed to happen this weekend. The Band Officer has kept the cadets directly informed. The schedule is not published yet.
- (2) Sports Night at SuperDome (25 Feb). The Operations Order was just received from the OPI tonight. The event will be fun and challenging and is the first official sports night that is not fitness testing focused. There will be obstacle course and staff will be participating. The CO stated that there cadets with fitness instruction qualifications will be employed to run this event.
- (3) Merit Review Boards (03, 10 Mar). Kim Perro will be the SSC board member to sit on the boards; this avoids any conflict of interest with other members of the committee who have cadets potentially competing. A Captain from outside the organisation will also be participating as an impartial observer. There are 14 senior cadets who will be interviewed; the CO noted that there are some participating in the interviews for experience as they do not meet all requirements for promotion yet. There is an intention to promote selected cadets at the end of March. The CO indicated that Mr Moo Sang will be the coordinator for the boards.
- (4) Marksmanship Zone Competition (14 Mar). The team is getting ready and the competition will be held in Rockland.
- (5) Squadron Sleepover (13 Mar). The Operations Order is coming soon. This event was not done last year. There will be movies and life size war games to make it dynamic and interesting. This will be a Friday night, optional activity, open to everyone. Marksmanship members were noted as not staying overnight due to competition schedules. The CO noted that all are welcome to attend the evening even if not staying overnight; this is particularly relevant to the younger cadets.

c. Past Issues.

- (1) Flying Familiarization (Jan and Feb). To date we have had no luck using the dates intended for the flying program. Flights have been cancelled due to weather, aircraft issues, and/or non approval of the events in time for flying. The CO is working with Chair to have two dates in March.
- (2) Staff Identification. All staff will be issued a means of identifying themselves, using a name tag, so that it is clear to parents which other adults should be with the cadets.
- (3) Lost forms (verification/medical). Several forms containing sensitive personal information were thought to have been potentially lost. The issues traces to slow administrative processes. Files were mailed out and receipt of the sent information was not clear. For example, a medical form must be sent to RCSU, with back and forth emails to confirm who needs to provide

details. RCSU medical staff are very picky and there is specific details and supplemental forms that need to be addressed. It often appears that the forms are misplaced, but they are often just in progress for a very long time. The Administration Officer will start a document tracking spreadsheet to maintain better control of the documents. The CO is working to eliminate multiple request for forms which are just slow to be processed.

- (4) Aviation scholarship exam; Results compared with last year. The Co indicated that this year the Squadron has a revamped program with new leadership. Significantly better marks were obtained by the cadets that past years; some cadet scores were in the 90%'s. The Junior ground school is starting in the next week with this new, successful program.
- (5) Staff Interactions with cadets - Firm, Fair and Friendly. The CO introduced that standing philosophy that the cadet staff have a policy to be Firm, Fair, and Friendly. She clarified that there is a need for clear boundaries, requiring a firm approach, and there have been cadets that have refused to work with the unit, requiring specific efforts to instill in the cadets the needed attention to rules while having a good experience. A question was asked about how "fair" is applied. The answer from the CO is that "fair" indicated that there are consistent approaches taken to how each cadet is treated.
- (6) Marksmanship. Ongoing. Still being worked on and no further information was provided.

d. Summer Training and Staff Cadet Application Process. Some of the deadlines are now passed, specifically staff cadets and scholarship applicants. Some deadlines are coming up next for national camps. This year there will be 1, 2, 3, and 6 week courses this year. New this year, there will be a one-week local course for general training. Overall, 51 will be entitled to 62 positions for regular camps; this directive just came out on Friday, so details are still under review. Two weeks ago, CI Lemieux held a camp fair for all the camps and there was a list from each cadet to indicate their interests in the courses; this was to be signed by the parents. The Squadron will prioritize the courses based on these lists. A question was asked if there were cadets who missed the night and if so, were they able to get the forms; the CO has indicated that these are available from the Squadron web site.

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

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

- a. **Canteen & Retail Director.** Going well and we are actively moving forward with the healthy food program including yogurt and other healthy foods.
- b. **Fundraising Director.** No current director. The Chair reiterated our progress for tag day planning.

- c. **Volunteer Coordination Director.** Nothing significant to report. There are a couple of names to now be processed, but no new clearances.
- d. **Public Relations Director.** Heather McIntosh had hoped to get two celebrity judges for the effective speaking; however, we were unsuccessful. The winner of our effective speaking contest will be on a radio show this Saturday morning to talk about the effective speaking program and the cadet program.
- e. **Social Media Director.** No current director. Nothing significant to report.
- f. **Activity Director.** Reviewed upcoming activities on the list. The Chair noted that this list is continually refined throughout the year.

11. **Additional Item: National League Office.** Mr Rick Brooks mentioned a new finance program was going to be implemented from the national office, where he also has a leading role in its role-out. There is a request to have 51 SSC trial the new program. At this point the Treasurer, Murray Theriault, tried to run from the room.

12. **Final Comments.** The Chair identified some statistics for the cadets of 51 Squadron. He noted that there were just for your awareness to show our health and diversity; Mr Brooks was interested in the attendance statistics. There was a question on other foods which could be considered for the canteen; this will be followed by the 2<sup>nd</sup> Vice Chair. The CO also noted that she would like to review locations for tag day and the Chair agreed to send the proposed list immediately. The 1<sup>st</sup> Vice Chair highlighted the need for members of the current and next committee(s) and the willingness of members to explain these tasks in advance to demystify the roles; elections will be 19 May 2020.

- a. **Action Item.** Tag Day Locations. Chair to provide list of tag day locations to the CO for her review and comments.



14. **Next Meeting.** The general meeting was closed at 19:32 hours. The next meetings are scheduled as follows.

- a. **Executive Committee Meeting:** Weekend of 08 March 2020, at a location TBA by the Chair; will work around March Breaks.
  - (1) **Secretarial Note.** The Executive meeting was moved to a virtual platform due to COVID-19 gathering restrictions.
- b. **General Meeting:** Tuesday, 24 March 2020, at 18h30 to be held at the Canadian Aviation and Space Museum.
  - (1) **Secretarial Note.** The General meeting was unable to be held due to COVID-19 gathering restrictions.

#### Annexes

Annex A Meeting Agenda

Annex B Financial Report & Mid-year Financial Change Proposals

Annex C Meeting Attendance Sheet

Annex D Open Action Items

Annex E 51 Air Cadet Squadron Statistics

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Written by

Approved / Rejected

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Charles Kerber  
Secretary

Date

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Phillip Rennison  
Chair

Date

Annex A to  
 51 Squadron Sponsoring Committee Meeting  
 18 February 2020

## Agenda

**51 Squadron Sponsoring Committee  
 18 February 2020 Committee Meeting  
 1830 to 2000 hrs (Multi-purpose Room)**

Item	Speaker(s)
1. Call to Order and Approval of Agenda	Phillip Rennison
2. Approval of Minutes – 21 January 2020	Phillip Rennison
3. Chair's Reports 3.1 Points from Monthly Exec Mtg (11Feb) 3.1.1 Summary of Summer Scholarship Interviews (08Feb) 3.1.2 Mtg with Regional Coord, RCSU J3, Elemental Advisor 3.1.2.1 Retroactive MCP Refunds 3.1.3 Tag Day Coord 3.1.4 Future Directors 3.2 Lessons Learned from last month's activities 3.2.1 Skating on the Canal (15 Feb) 3.3 Action Items Review 3.4 Discussion and Miscellaneous	Phillip Rennison
4. 1 <sup>st</sup> Vice Chair's Report 4.1 Spring Dinner & Dance Planning 4.2 Squadron Wear Report 4.3 Circle of Excellence Review 4.4 Discussion and Miscellaneous	Maureen Hamilton
5. 2 <sup>nd</sup> Vice Chair's Report 5.1 Healthy Food Options 5.2 Laser Quest (30 Apr) 5.3 Calypso Planning (13 Jun) 5.4 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 Walk-a-thon tax receipts 7.2 Discussion and Miscellaneous	Charles Kerber
8. League Report 8.1 January Advisor Mtg 8.2 League perspective of Summer Camp Interviews 8.3 Changes coming to league personnel 8.4 New Sqns in Ottawa 8.5 Discussion and Miscellaneous	Rick Brooks

<p>9. CO's Report</p> <p>9.1 Past Activities</p> <p>9.1.1 Regional Winter FTX</p> <p>9.1.2 Provincial Biathlon results</p> <p>9.1.3 Squadron Effective Speaking Competition</p> <p>9.1.4 Skating on the Canal</p> <p>9.2 Upcoming Activities</p> <p>9.2.1 Music Level Testing (22Feb)</p> <p>9.2.2 Sports Night at SuperDome (25 Feb)</p> <p>9.2.3 Merit Review Boards (03, 10 Mar)</p> <p>9.2.4 Marksmanship Zone Competition (14 Mar)</p> <p>9.2.5 Squadron Sleepover (13 Mar)</p> <p>9.3 Past Issues</p> <p>9.3.1 Flying Famil (Jan and Feb)</p> <p>9.3.2 Staff Identification</p> <p>9.3.3 Lost forms (verification/medical)</p> <p>9.3.4 Aviation Scholarship Exam Results, compared with last year</p> <p>9.3.5 Staff Interactions with cadets - Firm, Fair and Friendly</p> <p>9.3.6 Marksmanship</p> <p>9.3.6.1 IBEW Venue Bookings</p> <p>9.3.6.2 Shooting Jacket past sign outs/Shooting Mats/Inventory</p> <p>9.3.6.3 Marksmanship Kit Quotes</p> <p>9.4 Summer Training and Staff Cadet Application Process</p> <p>9.5 Discussion and Miscellaneous</p>	<p>Captain Michelle Bergeron</p>
<p>10. Committee Reports</p> <p>10.1 Canteen &amp; Retail Director</p> <p>10.2 Fundraising Director</p> <p>10.3 Volunteer Coordination Director</p> <p>10.4 Public Relations Director</p> <p>10.5 Social Media Director</p> <p>10.6 Activity Director</p>	<p>Fatema Dhaif</p> <p>Suzie Cloutier</p> <p>Heather McIntosh</p>
<p>11. Next meeting time, date and location</p> <p>11.1 Executive – 08 March (timing TBD)</p> <p>11.2 Regular – 24 March</p>	<p>Charles Kerber</p>
<p>12. Adjournment</p>	<p>Phillip Rennison</p>

Annex B to  
51 Squadron Sponsoring Committee Meeting  
18 February 2020

**Financial Report**

**51 Canada Aviation and Space Museum Air**  
**Monthly Financial Transactions for:** Feb 2020

		Present Bank Balance:	\$ 61,678.54	Total Month's Revenue	\$ 6,454.52	Total Month's Expenses	\$ 8,278.78
Ref # or Chq #	Details	Date	Revenue	Expenditure			
45	Cash Deposit - Walkathon	21-Jan-20	\$ 105.00				
46	Cheque Deposit - Rogers	21-Jan-20	\$ 2,500.00				
47	Walkathon reimbursement from 632 Squadron	30-Jan-20	\$ 529.03				
48	E-Transfer Donation - Molly MacNeill	31-Jan-20	\$ 150.00				
49	Bank Interest	31-Jan-20	\$ 5.67				
50	DND - Reimbursement	12-Feb-20	\$ 485.00				
51	DND - Reimbursement	14-Feb-20	\$ 2,679.82				
ET004	Argyle Engraving - Nametags	07-Jan-20		\$ 247.76			
USD	USD - Bank Draft - SUIS Target systems	30-Jan-20		\$ 6,601.34			
268	Carole - Derosiers - Admin - Printer Catridge	21-Jan-20		\$ 186.44			
269	France Hurley - Biathlon Supplies & Trail Pass	04-Feb-20		\$ 146.47			
270	Kathleen Lemire - Pizza Night for Air Studies Program	04-Feb-20		\$ 82.22			
271	Maria Granados - Halloween Candy - Training Night	11-Feb-20		\$ 137.77			
272	Beavertails - Skating - Beaver tail and Hot Choc. Coupons	11-Feb-20		\$ 374.60			
273	Marc Moo Sang - Flickr - Annual Website fee - Picture hosting	11-Feb-20		\$ 65.88			
ET005	Tesro - Marksmanship - Shooting gloves	14-Feb-20		\$ 436.30			

Annex C to  
51 Squadron Sponsoring Committee Meeting  
18 February 2020

**Meeting Attendance Sheet**

**Attendance**

51 Squadron Sponsoring Committee  
18 February 2020 Committee Meeting  
(Canadian Aviation and Space Museum: Multi-purpose Room)



Attendee	Signature
Phillip Rennison (Chair)	
Maureen Sirois (1 <sup>st</sup> Vice Chair)	
Kathleen Lemire (2nd Vice Chair)	
Murray Theriault (Treasurer)	
Charles Kerber (Secretary)	
Suzie Cloutier (Director – Volunteer Coordinator)	
Fatema Dhaif (Director – Canteen & Retail)	
(Director – Activity Liaison)	
(Director – Fundraising)	
(Director – Social Media)	
Rick Brooks (Squadron League Advisor)	
Sue Grant (Regional League Advisor)	
Sophia Munawwar	
Sindu Nair	
Kim Petersen	
Louis Poisson	
Bert Veldman	
Heather McIntosh	
Hala Hassan	
Aziza Elhad	
Abdoul Ba	
Kim Perro	
CAROLINE LIFU	
Captain Michelle Bergeron (Commanding Officer)	
Fatema Dhaif	
Warrant Officer 1 <sup>st</sup> Class Megan Roy (Cadet Squadron Commander)	

Annex D to  
51 Squadron Sponsoring Committee Meeting  
18 February 2020

**Open Action Items**

<b>Item Number*</b>	<b>Description</b>	<b>Status</b>
Sep19 8.4	Website Management / Upgrade	<b>Open</b>
	Chair will assess with the league advisor the need for a web site manager (or permanent Director position) and report back at the next meeting.	
Sep19 10.5	Media relations profile; cadet involvement	<b>Open</b>
	Chair to review with the CO the continued designated cadet involvement with the media relations profile. A specific inquiry on the Instagram account is needed.	
Sep19 11.2	Educational flying through the SSC for the air studies program	<b>Open</b>
	Chair to further evaluate the inclusion of educational flying through the SSC for the senior air studies program with the CO. Chair to highlight the strong emphasis the SSC wants to put on reinvigorating activities bolstering the air studies program success and that the SSC has available monies in the budget to support this initiative.	
Oct19 3.5	Communications improvements with cadets	<b>Open</b>
	Follow up by the Chair on options to improve the communication of information to cadets and to integrate this with the plans to renew the website.	
Nov19 3.6	Marksmanship Inventory	<b>Open</b>
	Marksmanship Inventory. Chair and Treasurer will follow up with the marksmanship coach to verify the final inventory.	
Nov19 8.1	Dymon Storage Community Give Back program	<b>Open</b>
	Dymon Storage has a Community Give Back program. This program allows for two months free annual rental to the cadet program. Treasurer is to investigate.	
Dec19 3.2.5	First-aid training Venue for January 2020	<b>Closed</b>
	The Chair will coordinate with the OPI to clarify if there is a location available for the conduct of the first-aid training; possible option of the CASM was recommended.	
Dec19 3.4	Institute briefings to cadets in advance of tag days or related events	<b>Open</b>
	The Activity Director is to investigate the possibility for staff to conduct a briefing prior to any future public events to clarify the expectations and process to address problems.	
Dec19 9	Clarification of effective speaking training location	<b>Closed</b>
	The Chair asked Heather McIntosh to work with Lt Ching confirm the location of the effective speaking training.	
Jan20 8	PYPDO online training	<b>Open</b>
	The Chair directs that the PYPDO online training is to be completed by all SSC volunteers.	
Feb20 Add	Tag Day Locations	<b>New</b>
	Chair to provide list of tag day locations to the CO for her review and comments.	

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



Annex E to  
51 Squadron Sponsoring Committee Meeting  
18 February 2020

## 51 Air Cadet Squadron Statistics

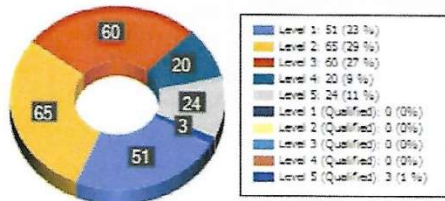
### Summary

Effective strength as of today: 223

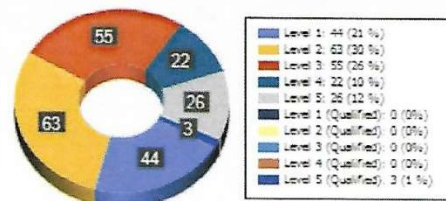
Effective strength 61 days ago: 213

### By Training Program

Today

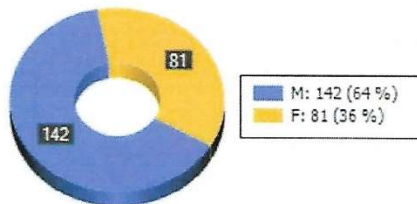


61 days ago

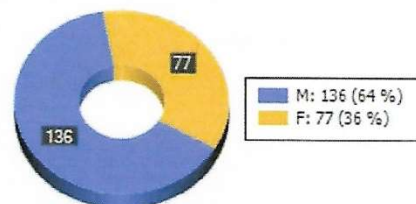


### By Gender

Today

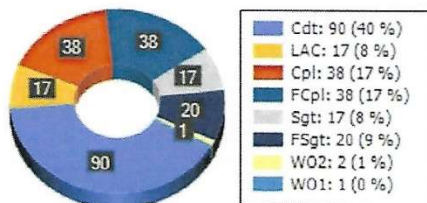


61 days ago

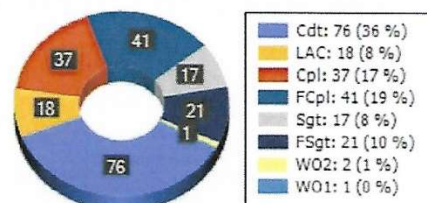


### By Rank

Today



61 days ago



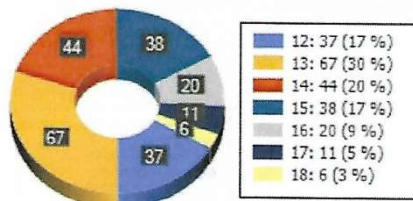
2020-02-12 10:36:13

Capt Michelle Bergeron

1/3

### By Age

Today



61 days ago

