



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

532 Montreal Rd., Suite 235
Ottawa ON K1K 4R4
613.742.5151
www.51aircadets.ca



Committee Monthly Meeting Minutes
21 January 2020: 1837 to 2008 hours

COMMITTEE PRESENT:

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

Rick Brooks (Squadron League Advisor)

Captain Tim Cooke (for Commanding Officer)

VOLUNTEERS PRESENT:

Caroline Lieu
Lucille Morgan
Louis Poisson
Bert Veldman

REGRETS:

Sue Grant (Regional League Advisor)

1. **Introductions and Agenda.** The Chair welcomed everyone to the meeting and thanked everyone for taking the time to attend tonight's meeting XXXXXXXXXXXXXXXX. The Chair identified that there were **five** voting members present of 8 on paper ; quorum was declared. The following amendments were made; removal of items 3.2.6 and 6.2. A motion to accept the agenda was raised **by Murray, seconded by Maureen**; the agenda was **approved and adopted as amended**. The agenda is recorded at Annex A.

2. **Minutes.** The minutes of the annual general meeting were distributed electronically in advance and a paper copy was available at the entry for review prior to the meeting. No changes, additions, or deletions were noted. A motion to approve the minutes was raised by **Maureen**, **seconded by Heather**; the minutes were **approved**.

3. **Chair's Report.**

- a. Director Vacancies (Directors activity, XXXXXXXX, Social Media). XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX. Please see the Chair, or any member of the executive to share your interest.
- b. Points from Monthly Exec Mtg (14 Jan).
 - (1) Flying Program. 26 Feb has been requested for the program, pending approval from RCSU.
 - (2) Power Flying Options.
 - (3) Practice Interviews. Kathleen is assisting as first interviews tonight. Murray and Kathleen will be supporting over the next two sessions. Chair, Secy, and 1st Vice Chair will be participating in the Regional Interviews.
 - (4) Regional Winter FTX. Question to CO about the transportation plan. There is nothing confirmed from region on funding, so we are on our own to fund. If there is not a sufficient number available, minimum 15 cadets to make it viable. In the past we have not had more than 10, but will confirm with Trg O to check this week if we have final numbers. For booking a bus, we will decide by next Tuesday; book Wednesday morning. Chair confirmed that CO will confirm with the other Squadrons if we will share the bus access.
 - (5) Effective Speaking Program. This is still not on the calendar and we are three weeks out. Lt Ching has been in contact with the cadets and they have been working on speeches. There are approximately half a dozen participants. Chair has asked that the date and location be advertised to allow parents to attend.
 - (6) Career Fair. Chair has been in discussion with the CASM and the regional coordinator, however, there is a concern that there may be difficulty in holding the events if there is continuing strike action which will impact the attendance of schools. We are ready to work with them as needed. May move schedule to the normal Tuesday if the answer arrives quickly.
 - (7) Sports Night. This has been reserved and paid for. Standing by for confirmation of any sports equipment.
- c. Recent Activities.
 - (1) Swim Night. Despite on parental complaint for timings of having to leave the building, the overall activity was very positive. There was an accurate

account of the cadets, off by one, which allowed good planning. It was noted that insurance should have been provided for this.

d. 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. Awaiting information Xxxxxxxxxx. It has been **deferred** to the following meeting.
- (3) (Sep19 - 11.2) Educational flying through the SSC for the air studies program. Air studies flying has not occurred this fall, however the flying will now be used for familiarization flying. There may be opportunities for selected. Xxxxxxxxxx, it was decided to leave this item **open**.
- (4) (Nov19 3.6) Marksmanship Inventory. Thanks to Heather M for her work on the inventory. This has helped in the discussions on new capital procurement. The coach is reimplementing a sign out process to ensure that full accounting is included. This item remains **open**.
- (5) (Nov19 8.1) Dymon Storage Community Give Back Program. Treasured has attempted to get ahold of, but unable to follow up..... and will remain **open**.
- (6) First aid. 01 March. Close as venue chosen for CASM.
- (7) Training brief. Remain open
- (8) Effective speaking. Remains over pending times location and calendar updates.

e. Discussion and Miscellaneous

- (1) RMC letters of Reference. Approached for letters was asked, CO can think of two, Xxxxxxxxx. Chair was interested in what this unit was doing in support of the applications. It is a good to know.

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

a. Legion bookings

- (1) 25 Apr Spring Dinner & Dance (post-Aviation Day). Good to go. There will be a sub-committee as last year. Will likely use the same provider, to see if he will also do it at cost. Interflight competition with theme over a few weeks as raffle prizes (no pay). Themed event with roaring 20's with band coming back. Also will do a food drive to give back to the local region to support the community. Will be using a \$5 registration which is returned if bring in a donation.
- (2)

- b. Clothing Order. Met with provider, very excited to proceed. There will be teamwear, sqn wear (shorts, sports wear, ball caps), and canteen items (buffs, tags, bags, woollen hats). There will be general merchandise. It will be a 51 Sqn logo and has an embroidered look and feel. There will be a prototype of the logo coming shortly. It will be on everything – one stream of logo merchandise. Hope is to be taking orders over a three-week, bulk order, early February.
 - c. Discussion and Miscellaneous. Circle of excellence review. 1st vice Chair will convene a meeting in the next weeks. This is a rating program to assess how we perform (Gold, Silver, Bronze). The last two years has been Gold and we are doing a checklist to make sure we are where we want to be.
5. **2nd Vice Chair's Report**. Reported by Chair as 2nd V with interviews.
- a. Sports Facilities for Squadron Use
 - (1) Beaver Tail coupons. Pending final price so that we can fund this immediately.
 - (2) Laser Quest (30 Apr). NSTR.
 - (3) Calypso. NSTR.
 - b. Discussion and Miscellaneous. No other discussion points were raised.
6. **Treasurers Report**. The treasurer reported:
- a. Monthly Finance Update. Overall there is still one more cheque that is not reflected for the Trg O from Nov 19; Treasurer asked that the CO ask that she inquire. Missing one cheque for a transport Canada fee, which was not updated to the list due to the date for the report cut off. Bank balance ~\$65,000.
 - b. GST Claim Submission. GST claim submission was done with Mr Brooks and has been sent into CRA; \$3837.
 - c. Mid Year Financial Update. Note that there was a budget tracker and an line by line change list provided. Over the past months there was an audit and update from the staff program managers on the real and estimated expenses. CAN BE FOUND AT ANNEX XXXXXXXX. Chair provided a review of each item as indicated on the notes for each line. General summary is \$75-3 in increases and \$8173 in decreases to the bank, with a reduced income of \$3930. This was noted as a healthy spend rate by the Secretary given our unusually large bank balance which was funds not being spent on the cadets. Motion to accept by Charles, second by Murray, approved.
 - d. Discussion and Miscellaneous. NSTR
7. **Secretary's Report**.
- a. Correspondence. NSTR. Pending updates to access list, delayed. Question on the receipt from walk-a-thon in mail?

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

8. **League Report.**

- (1) Provincial Meeting (XXXX). Meeting for advisors next week..
- (2) Upcoming boards and interviews. Discussed preior.
- (3) Changes to Summer Camps.
 - (a) GT. The GT will be reduced to 1 week, allowing more cadets possibly. There will also be a trial of a GT day camp program vice a go away. This may or may not succeed but our region is involved.
 - (b) Consolidating the music program. Consolidating to one location near Valcartier. It is not clear if there will be less spaces, but it will provide a greater level of staff.
- (4) Online training of staff/voll xxxxx. PYPDO. This was brought to our attention by a parent volunteers from biathlon. This came out in 2015, but due to turn overs, it was not passed down. This week, the regional coordinator will be advising all the volunteers to aim to do this. This will be required to be completed within 6 months. Volunteer coord will track the details. Cadets receive a modified version of this as part of their training.
 - (a) **Action Item**. This is to be completed by all SSC volunteers.

9. **Commanding Officer Report.** The following was discussed:

a. CO's update on Topics related to Training.

- (1) Aviation Day. 25th, Capt Granados is ... 412 Sqn tour confirmed. LM tour is being looked at. Vintage Wings is confirmed. Still looking at the schedule; option 1 is 8 h 00 – 4:30. Requesting that lunch to be provided. Option 2, 12 h 00, 412 Sqn and Vintage Wings, reduced by 4 hrs. Open to level I and II (70 cadets and 7 staff). Two busses needed. CO will share rough draft with Chair. VTC 29th with LM to confirm.
- (2) Merit Review Board. WO II, some time in April. Awaiting for all practice interviews to be completed. Likely APr
- (3) Summer Camp Application. CI Limeux(sp) is getting ready to start presentation for all summer courses. Applications due date is not fully published, but CO will confirm some of the information and forward to the Chair.
- (4) Staff Cadet Applications. Staff cadets applications have been opened; they are a lot simpler.

- (5) Mess Dinner Planning. Capt Changtin and Lt are coordinating. They have secured someone from CJOC potentially as a GoH. There is a need to coord with the SSC for sponsors. Chair wants to get the invitations out this month, with the letters signed within two weeks.
 - (6) Marksmanship Location Booking. IBEW location is being worked and is looking with Uplands for doing a plan for Thursday nights with that unit. Trial basis to see if this works.
 - (7) New Date for cancelled First Aid Training. 29 Feb – 01 Mar now at CASM.
- b. Program. All are ongoing and first comp is this weekend biathlon.
- (1) Band. Festival is towards end of March Break.
 - (2) Drill. One
 - (3) Air Studies. Aiming 2nd week Feb for jr AS. Want to get wings cadets to assist in instruction.
 - (4) DoE. CI Hurley, still can sign up.
 - (5) Effective Speaking. Lt Ching, as above. Awaiting details, but CASM is booked since new year.
 - (6) Sports Night. Nutritionist coming prior to the day, but looking to have an itemized canteen list, but also looking for February to be a healthy month and to improve canteen holdings.

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

- a. **Canteen & Retail Director.** Going well but looking for new items for the canteen. 1st Vice Chair will bring samples in.
- b. **Fundraising Director.** No current, Chair has a plan for the tag day planning.
- c. **Volunteer Coordination Director.** Absence, however, nothing significant to report.
- d. **Public Relations Director.**
 - (1) Effective Speaking. The PRD has left this open to the coord.
 - (2) “Team of the Week”. This has moved on, finished for the year. There are options for things up and coming. Close.
 - (3) Recognition of support. When people had supported us, there was a question if there is an option to invite them to Cos parade. Chair said absolutely and we can invite media for recognition.

- e. **Social Media Director.** NSTR. Small change to how we post with link to the internet site directly. We are encouraging people to go on line and check it out. Motivational quotes were commented on as appositive item.
- f. **Activity Director.** Reviewed upcoming activities and noted that there was a list available eof all planned events..
 - (1) Biathlon. Secy supporting
 - (2) Flying. This weekend
 - (3) Interviews. Asdf
 - (4) Speaking. No change expected.
 - (5) Skating day. Skating rental available from SSC. No cost to cadets.
 - (6) Power flying.
 - (7) Regional comp.
 - (8) Sports night.

11. **Next Meeting.** The general meeting was closed at 20:08 hours. The next meetings are scheduled as follows.

- a. **Executive Committee Meeting:** *Monday*, 10 February 2020, at 18h30 to be held at the Canadian Aviation and Space Museum.
- b. **General Meeting:** *Tuesday*, 18 February 2020, at 18h30 to be held at the Canadian Aviation and Space Museum.

12. **Final Comments.** 51 Sqn won the regional bowling.

Annexes

- Annex A Meeting Agenda
- Annex B Financial Report
- Annex C Meeting Attendance Sheet
- Annex D Open Action Items

Written by

Approved / Rejected

Charles Kerber
Secretary

Date

Phillip Rennison
Chair

Date

Agenda

51 Squadron Sponsoring Committee 17 December 2019 Committee Meeting 1830 to 2000 hrs (Multi-purpose Room)

Item	Speaker(s)
1. Call to Order and Approval of Agenda	Phillip Rennison
2. Approval of Minutes – Meeting of 26 November 2019	Phillip Rennison
3. Chair’s Reports 3.1 Director Vacancies (Director Social Media) 3.2 Points from Monthly Exec Mtg (08 Oct) 3.2.1 Discussion on relations between SSC and Cadet Staff 3.2.2 Recognition of limits for commitment levels 3.2.3 Insurance requirements (Legion, Parades, etc...) 3.2.4 Inter Squadron events: 3.2.4.1 Kinball was well received (addressed in section 9) 3.2.4.2 Archery Tag and Bowling options being considered 3.2.5 Standard First-Aid: moved a weekend, conflict with review board dates 3.2.6 SSC staff on upcoming merit boards for promotions 3.2.7 Holiday Dinner / Dance Planning (Discussed in section 4) 3.2.8 Flying Scholarship exams and interviews 3.2.9 Updates to access lists (Dymon and UPS) (Discussed in Section 7) 3.2.10 Discussion of Poppy Sales Issues 3.2.11 Reviewed Action Items 3.2.12 Presentation by Martin Roy on parent support 3.2.13 Interviews with Sue Grant – Regional League Advisor 3.3 Action Items 3.3.1 (Sep19 - 8.4) Website Management / Upgrade 3.3.2 (Sep19 - 10.4) Future effective speaking program 3.3.3 (Sep19 - 10.5) Media relations profile; cadet involvement 3.3.4 (Sep19 - 11.2) Educational flying through the SSC for the air studies program 3.3.5 (Oct19 3.5) Communications improvements with cadets 3.3.6 (Nov19 3.6) Marksmanship Inventory 3.3.7 (Nov19 8.1) Dymon Storage Community Give Back Program (Discussed in section 6) 3.3.8 (Nov19 10.3) Distribute Fundraising Site (Discussed in section 5) 3.4 Discussion and Miscellaneous	Phillip Rennison
4. 1 st Vice Chair’s Report 4.1 Lessons Learned: Holiday Dinner and Dance 4.2 Legion bookings 4.2.1 25 Apr Spring Dinner&Dance (post-Aviation Day) 4.3 Clothing Order 4.4 Discussion and Miscellaneous	Maureen Hamilton
5. 2 nd Vice Chair’s Report	Kathleen Lemire

<ul style="list-style-type: none"> 5.1 Sports Facilities for Squadron use <ul style="list-style-type: none"> 5.1.1 Nametag Order 5.1.2 Gym 5.1.3 Laser Quest (30 Apr) 5.2 Discussion and Miscellaneous 	
<ul style="list-style-type: none"> 6. Treasurer's Report <ul style="list-style-type: none"> 6.1 Monthly Finance Update 6.2 CRA and ACL Paperwork Update 6.3 GST Claim Submission 6.4 Discussion and Miscellaneous 	Murray Theriault
<ul style="list-style-type: none"> 7. Secretary's Report <ul style="list-style-type: none"> 7.1 Updates to Access Lists 7.2 Discussion and Miscellaneous 	Charles Kerber
<ul style="list-style-type: none"> 8. League Report <ul style="list-style-type: none"> 8.1 Regional Partnership Training / Meetings <ul style="list-style-type: none"> 8.1.1 Bi-annual Regional Meeting (CO, Chairs, Region - 23 Nov) 8.1.2 Provincial Meeting (30 Nov) 8.2 Discussion and Miscellaneous 	Rick Brooks
<ul style="list-style-type: none"> 9. CO's Report <ul style="list-style-type: none"> 9.1 Observations on the past months activities 9.2 Upcoming Activities <ul style="list-style-type: none"> 9.2.1 Pilot Exams (18 Jan) 9.2.2 Regional Biathlon (01 Feb) 9.3 Program Updates <ul style="list-style-type: none"> 9.3.1 Air Studies 9.3.2 Band 9.3.3 Biathlon 9.3.4 Drill Team 9.3.5 Duke of Edinburgh 9.3.6 Effective Speaking 9.4 Marksmanship 	Captain Tim Cooke (for 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 Inventory update 10.2 Fundraising Director <ul style="list-style-type: none"> 10.2.1 Community Donations 10.2.2 FlipGive Promotion 10.3 Volunteer Coordination Director 10.4 Public Relations Director <ul style="list-style-type: none"> 10.4.1 Effective Speaking Program 10.5 Social Media Director 10.6 Activity Director 10.7 Swimming (07 Jan) 	Fatema Dhaif Chantal Kennedy Suzie Cloutier Heather McIntosh Maureen Hamilton Kim Perro
<ul style="list-style-type: none"> 11. Next meeting time, date and location <ul style="list-style-type: none"> 11.1 Executive – 14 January 2020 12. General Meeting – 21 or 28 January 2019 	Charles Kerber
13. Adjournment	Phillip Rennison

Annex B to
 51 Squadron Sponsoring Committee Meeting
 17 December 2019

Financial Report

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

Dec 2019

			Present Bank Balance:	\$ 67,473.82	Total Month's Revenue	Total Month's Expenses
					\$ 2,971.94	\$ 20,080.07
Ref # or Chq #	Details	Date		Revenue	Expenditure	
34	Cash Deposit - Walkathon	26-Nov-19	\$	564.95		
35	Etransfer - Walkathon	30-Nov-19	\$	200.00		
36	Bank Interest	30-Nov-19	\$	6.99		
37	Cheque Deposit - Cowan - Donation	04-Dec-19	\$	750.00		
38	Cheque Deposit - Walkathon	04-Dec-19	\$	100.00		
39	Cash Deposit - Holiday Dinner	10-Dec-19	\$	1,065.00		
40	Cash Deposit - Holiday Dinner	17-Dec-19	\$	285.00		
243	Roxborough Bus Lines - Invoice # 73617 & 74452 - Gliding Cancel & Famil fly	19-Nov-19			\$ 485.00	
244	Kathleen Lemire - Walkathon - Flight Reward - Pizza	19-Nov-19			\$ 116.39	
245	Air Cadet League - Annual Dues and Property Insurance	19-Nov-19			\$ 14,505.25	
246	Kim Perro - NCO Day - Escape Room	19-Nov-19			\$ 231.97	
247	Mathieu Lemieux - Concert program Supplies - Instruction Books	19-Nov-19			\$ 189.76	
248	Musicare - Equipment Rental & Band Consumables	19-Nov-19			\$ 271.97	
249	SAJO - FTX Deposit	26-Nov-19			\$ 530.00	
250	Murray Theriault - FTX - HotDogs	08-Dec-19			\$ 18.00	
251	Maria Granados - FTX Emergency Vehicle	08-Dec-19			\$ 353.88	
252	France Hurley - Biathlon Supplies -	08-Dec-19			\$ 120.00	
253	Roxborough Bus Lines - Famil - Carp	08-Dec-19			\$ 299.00	
254	A. Manoj - National Course Fee	08-Dec-19			\$ 160.00	
255	Jason Kokkovas - Holiday Dinner - Entertainment	08-Dec-19			\$ 200.00	
256	Kim Perro - NCO Day Supplies	08-Dec-19			\$ 139.42	
257	Louis Poisson - NCO Day Food and Supplies	08-Dec-19			\$ 210.03	
* 258	National Course Fees - Mullington	14-Dec-19			\$ 160.00	
* 259	St Hubert St. Laurent - Holiday Dinner Food	14-Dec-19			\$ 2,089.40	

* CHQUES NUMBERS REVERSED

Annex C to
 51 Squadron Sponsoring Committee Meeting
 17 December 2019

Meeting Attendance Sheet

Attendance

51 Squadron Sponsoring Committee
 17 December 2019 meeting



Canadian Aviation and Space Museum

Attendee	Signature
Phillip Rennison (Chair)	
Maureen Sirois (1 st Vice Chair)	
Kathleen Lemire (2 nd Vice Chair)	<i>Kathleen Lemire</i>
Murray Theriault (Treasurer)	<i>Murray Theriault</i>
Charles Kerber (Secretary)	<i>Charles Kerber</i>
Heather McIntosh (Director - Public Relations)	<i>Heather McIntosh</i>
Suzie Cloutier (Director - Volunteer Coordinator)	<i>Suzie Cloutier</i>
Fatema Dhaif (A/Director - Canteen and Retail)	<i>Fatema Dhaif</i>
Chantal Kennedy (Director - Fundraising)	<i>Chantal Kennedy</i>
Kim Perro (Director – Activity Liaison)	<i>Kim Perro</i>
(Director – Social Media)	
Rick Brooks (Squadron League Advisor)	<i>Rick Brooks</i>
Sue Grant (Regional League Advisor)	
Abdoul Ba	
Sophia Munawwar	
Sindhu Nair	
Moise Sanon	
Kim Petersen	<i>Kim Petersen</i>
Louis Poisson	
Bert Veldman	<i>B.V.</i>
<i>Lucille Mangan</i>	<i>Lucille Mangan</i>
<i>CAPT T. COOKE</i>	
<i>CAROLINE LIEU</i>	<i>Caroline Lieu</i>
Captain Michel Burgeron (Commanding Officer)	
Mr Marc Moo Sang (Chief of Staff)	
Warrant Officer 1st Class Megan Roy (Cadet Squadron Commander)	

Annex D to
51 Squadron Sponsoring Committee Meeting
17 December 2019

Open Action Items

Item Number*	Description	Status
Sep19 8.4	Website Management / Upgrade	Open
	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 10.4	Future effective speaking program	Closed
	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.	
Sep19 10.5	Media relations profile; cadet involvement	Open
	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	Open
	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	Open
	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	Open
	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	Open
	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.	
Nov19 10.3	Distribute Fundraising Site	Closed
	Distribute Fundraising Site. Online donations site FlipGive is to be sent out to the families of the cadets.	
Dec19 3.2.5	First-aid training Venue for January 2020	New
	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.	
Dec 19 3.4	Institute briefings to cadets in advance of tag days or related events	New
	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.	
Dec 19 9	Clarification of effective speaking training location	New
	The Chair asked Heather McIntosch to work with Lt Ching confirm the location of the effective speaking training.	

* 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.