



51 Canada Aviation and Space Museum Air Cadet Squadron

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Sponsoring Committee Meeting Minutes **Held March 28th, 2017, 6:30pm to 8pm** **At the Canada Aviation and Space Museum**

PRESENT:

Eric-Pascal Bourré (Chair)
Danusia Robaszewski (1st Vice-Chair)
Anne Thibault (2nd Vice-Chair)
Jorge Malisani (Treasurer)
Stéphane Thibault (Secretary)
Anabela Simoes (Director)
Danielle Bélanger (Director)
Sindhu Nair (Director)
Paula Veloso (Volunteers)
Martin Roy (Director)
Kim Priebe (Director)

Maj Warden (CO)

ABSENTS:

Linda Rombough (51 Squadron, League Advisor)
James Kim (Director)
Danielle Delaunais (Director)
WO1 Lauzon (Cadet)

SUBJECT MATTERS

1. Call to Order – Roll Call:

Chair opened the meeting at 6:45pm.

2. Review and Adoption of the agenda:

Proposed and seconded by Anne Thibault and Danielle Bélanger
All in favour to adopt the agenda.

3. Review and Adoption of last meeting minutes:

Proposed and seconded by Sindhu Nair and Anne Thibault
All in favour to adopt the agenda.

4. CO Report:

Maj Warden confirmed that the squadron has approximately 158 cadets.
Final count to be confirmed with DND.

It was announced that Capt Bergeron will meet with Jorge on a monthly basis to discuss expenses and claims for the squadron activities.

Maj Warden announced that, as per the Museum request, the squadron will not be able to use the museum for their cadet night on April 18-25 and May 2. Possible solution is to shift the meetings to Wednesdays. **Something to keep in mind for next year as well.**

Major events in April

- FTX April 28-29-30
- Year-End trip is canceled due to budget not permitting. The cadets will instead have a day trip to Calypso on June 10 (date to be confirmed). The payments will be reimbursed to parents.

Maj Warden has expressed a concern over mail pick-up since France Hurley is away for the next 3 weeks. Jorge has volunteered to go pick-up the mail possibly on a fulltime basis.

5. Chair Reports:

5.1 Screening

Members that have not been screened yet are: James Kim, Danielle Delaunais,
As for Stéphane Thibault, Jorge Malisani, and Paula Veloso paperwork completed and will be sent to the league shortly.

5.2. Training location for 2017/2018, still searching of new locations for Marksmanship and for the Music Band. One option would be the Baseball stadium for the Marksmanship and a nearby school for Music Band (a possible location is Queen Elisabeth School on St-Laurent Blvd).

5.3. Upcoming event

Tag Day March 31 – 6pm to April 2nd 5:30pm

Mandatory activity. All cadets are expected to do one shift.

Cadets and Parent volunteers registration for the event, links are listed on the website and sent by email.

Danusia to speak with Maria Granados about items to give out at the St-Laurent location.

A kiosk will be provided by St-Laurent Shopping Center and we are to bring our flag and banner.

5.4. Photo night

April 4

Squadron to pay \$250.00 for sitting fee.

5.5. Provincial Effective Speaking Competition

Saturday, Apr 8, 2017 TBD

Provincial Marksmanship Competition

Saturday, Apr 8 and 9, 2017

Valcartier, QC

Maj Warden confirmed that no one is going from Squadron 51.

5.6. Cadet Bowling Competition

Sat, April 8, 2:30pm to 4:30pm

Walkley Bowling Centre, 2092 Walkley Rd, Ottawa, ON K1G 3V3, Canada (map)

742 Sqn hosted inter-squadron bowling tournament.
2 teams of 5-6 cadets with each team consisting of at least 2 junior cadets, and 2 female cadets.
Appropriate civilian attire.

5.7. Training Drill Competition

Tue, April 11, 6:00pm to 9:30pm
Canada Aviation and Space Museum, Aviation Parkway, Ottawa, ON, Canada ([map](#))
Drill Competition between flights.

5.8. Flying Familiarisation

Sat, April 15, 8am to 12pm
Rockcliffe Airport, 1495 Sir George-Étienne Cartier Pkwy, Ottawa, ON K1K 4Y5, Canada Flying Familiarisation Day for deserving cadets.
OIC is 2Lt Wood.

5.9. First Aid Training

Sat, April 22, 8am to 4pm
Canada Aviation and Space Museum, 11 Aviation Pkwy, Ottawa, ON K1K 2X5, Canada
Emergency First Aid Course.
Classroom B (Silver Dart)
Appropriate civilian attire.
Participants are to bring their lunch.
OIC is 2Lt Tai

5.10. FTX

Fri, April 28 6pm to Sun, April 30, 4pm
Camp Cadou
Field Training Exercise (FTX)
Danusia will be main contact between sponsoring committee and squadron for supplies needed for FTX.

6. Treasurer report

6.1 End of year trip
The board of directors have voted to cancel the year-end trip due to budget constraints. The squadron will instead have a day trip at the Calypso water park on June 10.
Proposed and seconded by Danielle Bélanger and Anabella Simoes
All in favour to adopt the agenda.

6.2 DND reimbursement form T135 has been sent, new budget to be created

6.3 FTX payment for the camp required. The camp costs approx. \$2500.00 which is to be reimbursed by DND 100%.

6.4 Jorge has shared an idea of obtaining a money back card from either Lowe's, Rona or Home Depot. Stephane has volunteered to look into it.

7. Director Reports

Sub-committee members:

7.1. Canteen (Danielle Bélanger reported that we are making an average of \$125.00 per night.
Proposed to increase and announce the prices of canteen either, now for the rest of this year or begin next September.

7.2.Inventory

7.3.No Decision on who will be on the sub-committee to create and maintain the 51 inventory (storage unit, marksmanship, insurable inventory, and other items funded by the Parent Committee...) Director needed. **This will be looked at a later date.**

7.4.Clothing Order received and an extra order has been submitted.

7.5.Fundraising: Danusia Robaszewski (Review script to ask for donations and future sponsorship will be need) Next event is the ACR.

7.6.Screening (Danielle Bélanger)
Danielle was not present for this part of the meeting.

7.7.Event planning and communication (ACR, Walkathon for September 2017, Tag day location database, 2017 Celebrations) (In need of a director)

8. New Business

8.1 Partnership: Danusia Robaszewski - Baseball team
Danusia gave a quick debrief of her meeting with the Ottawa Champions baseball team and the possible activities that we can do together.
Danusia is creating a tag day database.

9. Round Table

10. Next Meeting:

Next meeting schedule for April 25th, 2017 at 6:30pm.
Eric-Pascal Bourré motioned to adjourn meeting at 8:08pm and all in favour.