



51 Canada Aviation and Space Museum Air Cadet Squadron

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Squadron Sponsoring Committee Meeting Minutes 18 August 2018: 1730 to 2100 hours

PRESENT:

Phillip Rennison (Chair)
Shane Levesque (1st Vice Chair)
Charles Kerber (Secretary)
Suzie Cloutier (Volunteer Coordinator)
Maureen Sirois (Social Media Director)
Emilia Toushek (Deputy Treasurer)
Kathleen Lemire (Deputy Canteen and Retail Director)

OTHER PARENTS PRESENT:

Nil

ABSENT:

Rick Brooks (ACL Advisor)
Huseina Tai (Treasurer)
Erin Ahern (Public Relations Director)
James Farrell (Fundraising Director)
Sindhu Nair (Canteen and Retail Director)
Jeff Tengg (Activity Liaison Director)
Hala Hassan (Deputy Fundraising Director)
Carmen Larsen (Deputy Social media Director)
Laurie Trepanier (Deputy Activity Liaison Director)
Kadiatou Sao (Deputy Volunteer Coordinator)

1. No agenda was created for the August Executive Committee Meeting. This meeting is intended to be an introduction to the year and due to summer activities not all members were available. Minutes are retained to capture the discussions and a number of action items for investigation.

2. **Introduction/Opening.** Mr Rennison, 51 SSC Chair, welcomed everyone and outlined the intention of the meeting. The goal, in preparation for the new cadet year, is to get to know each other better, answer common questions for new committee members, and make some collaborative plans for the upcoming events. There was only one principle topic this meeting

and due to the incomplete attendance of members at this event, no firm assignments were delegated at this time for action items:

- a. **Partnership Training Review.** Several members of the 51 SSC attended the Regional Air Cadet League 2018 Partnership Training. Mr Rennison provided an overview of the training to the group for the benefit of the members who had not been able to attend the training. Key items were: the partnership between the military and the league, the goals of the programme (citizenship, leadership, physical fitness, interest in CAF and aviation), vulnerable sector screening, the cadet training program and days allocated, optional programmes, and finances. As a result of the extensive discussions, numerous action items arose.
 - i. **Action Item.** Committee to research the option to boost participation in the spring regional sports and activities event in Gatineau: Excalibur Cadet Games (51 RCACS had planned to attend last year, but we withdrew last year due to the numbers of cadets available).
 - ii. **Action Item.** Committee to assess the ability to have a weekly parent rep to address the role and responsibilities of parents/guardians and to explain volunteer opportunities. The opportunity to provide a table or a sign (clear visual presence) to direct parents would be positive.
 - iii. **Action Item.** Committee to assess the opportunity to conduct a second parents briefing in January to supplement the September SSC introduction briefing given as part of the formal recruiting brief.
 - iv. **Action Item.** Committee to assess the option to have a hand-out for new cadets to bring home for parents to explain the parents/guardians responsibilities, how to find information, and to outline opportunities for participation. This should also be placed on the unit website.
 - v. **Action Item.** Committee to provide a communications plan and look for improvements in the communications plan to the parents.
 - vi. **Action Item.** Committee to assess the possibility, in conjunction with the Squadron staff, of focusing recruiting to one time per month.
 - vii. **Action Item.** Committee to research the possibility of drone operating and training, including possibility of moving to Transport Canada certification; this should be done in concert with the provincial and national league. An example was provided of this being used as an ability to retain younger cadets.
 - viii. **Action Item.** Committee to look at cadet journalism options for how to give non-aviation options for interests and to provide additional, relevant, information into the cadet activities.

- ix. **Note.** Concern about the duration of the programme with the nights resulting in cadets getting home at 22:00 or later should be looked at. Do we need three periods each night or can it be changed to two longer periods.
- x. **Note.** There is a desire from multiple parental members to encourage more stability of the structure of the Sqn to allow the cadets to build leadership and affiliation within flights and sections; it was noted that there were frequent changes between flights to manage retention and recruitment changes.
- xi. **Note.** There was a need to review the band as an organisation for consistency and unity of the membership similar to the above Sqn structure.
- xii. **Secretarial Notes.** These Items will be raised in the first full committee meeting as per para 5 below.

3. **Notes on Committee Membership.** Due to the move of one of the cadets to another unit, the 2nd Vice Chair has resigned and the position is now vacant.

- a. **Action Item.** The Chair will seek nomination at the next full meeting of the committee.

4. **New Business.** In the absence of a formal agenda, the following new business was raised at this meeting:

- a. **Welcome Back BBQ.** The 51 RCACS welcome back BBQ will be held Tuesday, 4 September 2018, at the Canadian Aviation and Space Museum. A discussion about delinking recruiting night and the BBQ was held, but it was determined that we will proceed as currently planned given the CO direction. Future consideration of delinking will need to be discussed.

