



51 Canada Aviation and Space Museum Air Cadet Squadron

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Committee Meeting Minutes 19 February 2019: 1832 to 1939 hours

COMMITTEE PRESENT:

Phillip Rennison (Chair)
Maureen Hamilton-Sirois (1st Vice Chair and 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)
Warrant Officer First Class Zoë Mitchell (Cadet Squadron Commander)

VOLUNTEERS PRESENT:

Kim Perro
Louis Poisson
Kadiatou Sao
Emilia Toushek
Bert Veldman

REGRETS:

Marie Christine Lalonde (Regional League Coordinator)

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1. **Agenda.** The agenda is recorded at Annex A. No changes or additions were proposed to the agenda and the agenda was approved as presented and adopted. Secretary noted to the chair that the committee had quorum.

2. **Review of Last Minutes.** The minutes of the meeting were distributed electronically in advance. No changes were noted.

3. **Chair`s Report.**

- Last Executive Meeting (16 Feb 19). The last executive meeting was moved from its regular night due to scheduling issues with the executive membership and was hosted at the home of the Chair. The following items arose:
 - i. Effective Speaking Competition. There was a need for a volunteer this weekend to fill the role of timer to come in to help with the contest.
 - ii. Facility Availability. Next week (26 Feb 19) we do not have the CASM and could not gain access for the Wednesday night due to another conflict; therefore we will be conducting a swimming night next week.
 - iii. Seniors Mess Dinner. A cadet will be the Vice President of the Mess Committee and will be assisting in the organizing of the dinner. The location and meal has been set at the RCAF Officers Mess. A string quartet and piper have been arranged. A guest of honour has been selected who is a Major-General and is a former air cadet. A \$10 deposit will be needed for attendance at the event; an exception is the guest of honour who will be covered by the committee.
 - iv. Field Training Exercise (FTX). The Chair asked the CO if there was a clarification on the equipment needed from the SSC inventory. The CO indicated that there is no requirement identified at this time. The Chair is looking for a volunteer to coordinate support to the event; traditionally this was for food purchasing and pick-up from storage of inventory items in advance of the FTX.
 - v. Year End Trip (YET). Last years was a 3 day event, moving through Toronto to Niagara Fall, while this year will be a busy 2 day activity to Montreal. The general outline is as follows:
 - Saturday. There will be a visit to Mirabel Airport to see the L3 maintenance facility for F-18's and the air traffic control tower; the visitors will be split in two groups to make it manageable. The afternoon will be St Hubert, 438 (Tactical Helicopter) Sqn and the Canadian Space Agency. It is then planned that the cadets will attend the planetarium in the evening.
 - Sunday. La Ronde full day.
 - Note that we will limit to 100 cadets with a \$50 non-refundable deposit. Selection will be prioritized based on participation in fund raising.

- Chair is looking for two people to volunteer to coordinate the activity.
- vi. Annual Ceremonial Review. The Chair is looking to arrange the Commander of the RCAF to attend as the Reviewing Officer; formal letter being sent. We are looking for volunteers to plan the reception foods and coordinate the preparation. It is going to be an evening event and we will be looking at finger foods.
- vii. Squadron Clothing Orders. 1st Vice Chair will be working to coordinate the clothing orders with three groups: band, marksmanship, and the unit general clothing. Order taking will be in starting in two weeks (not swimming night).
- viii. Squadron pins. We have run into a difficulty with the ability to put the words on the pin which is delaying procurement. Chair will review options with the executive.
 - **Secretarial Note:** Following the meeting it was determined that a unilingual English version will be produced to allow the pin wording to be legible.
- ix. Tag Day Tags. The Chair has found an alternate approach to tag day tags, using business cards on a string, which is used by another cadet squadron and provides a cost effective, but customized, advertising of the Squadron. Following discussion it was agreed to proceed with this approach.
- Lesson Learned from last month's activities. Last week we cancelled the regular training due to weather. We have had a number of cancellations that eliminated opportunities for the cadets to practice for interviews and effective speaking.
 - i. National Camp Interviews. It was observed that the cadet's general knowledge is below average. Simple points such as the knowledge of the Air Cadet League, the Regional Cadet Support Unit, and level I and II knowledge is missing. This was a general observation, present across all cadet units, but it was particularly evident with 51 Sqn.
 - ii. Air Studies Program. Feedback provided indicates that the program was not well structured and the Squadron is not generating and sending as many cadets to the exams and interviews. The CO noted that there was no interest in the flying program beyond those who had applied; there is a general absence of interest in the aviation program.

- Upcoming Squadron activities.
 - i. Skating (23 Feb). There is a need for two parent volunteers for the activity. This year we will be providing a Beavertail/hot chocolate and rental skates if need.
 - ii. Swimming (26 Feb). As addressed above, the regular Tues night (26 Feb 19) will be a sports night at the pool.
 - iii. Familiarization Flying (02 Mar). Level I are the priority to get the experience. Chair has spoken to the Level I instructor to push to register participants, up to 30 cadets, and this will be held at the Rockcliffe Flying Club.
 - iv. Eastern Region Music Festival (23-24 Mar). This event will be the day after the mess dinner. The band program leaders from another squadron indicated that the departure may be later which would allow mess dinner events to be attended.
 - **Secretarial Note.** It was confirmed that 51 Sqn cadets would need to travel the Friday and would miss the Senior Mess Dinner.

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

- Spaghetti Dinner Planning. There will be a sub-committee meeting next week; location TBA. If you would like to participate, add your name to Suzie. This is a spaghetti dinner fundraiser, afterwards silent auction and fundraiser and a band will be on location. Date is 05 May 2019. 2nd Vice Chair and Burt will be approaching some businesses and organisations for support. Suzie asked if we can put in a request for parents to identify sponsors.

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

- Potential Marksmanship / Sports Location. We have been pursuing opportunities with the St. Laurent Academy; at this time, attempts to contact them have not been responded to. An alternate contact has been identified which we will be trying to contact.

6. **Treasurers Report.** Treasurer reported on the monthly changes, which are included in Annex B. We have just over \$48K in bank with minimal cheques outstanding to cash. Only planned expenses have occurred this month; no unexpected / un-forecast costs incurred.

- Improvements to Information Management / Storage. Previously all treasurer activity had to be performed and stored on the committee provided computer. A solution leveraging a "My drive cloud" has been implemented to allow the treasurer to work on data, via the Treasurers account, from multiple devices/locations. This allows back-up, flexibility, and security against loss of data.

- Monthly Finance Update. See above.
- Inventory Report – added items. There were no changes to report.
- Miscellaneous. With the Regional Cadet Support Unit (RCSU) there are a number of items (credits) that we can apply for; over the past year it had not been clear what was being deposited by the RCSU when we had made claims. We now have a clear process for tracking claims outstanding, what has been accepted/paid, and what we are.
 - i. **Chair note**. The SSC has been reimbursed \$24K of the potential \$35K we have been expecting in our budget. The funding from RCSU is linked to the activities we actually execute, factoring the number of actual participants; this determines approvable reimbursements. This does not always match what was planned. We have 6 weeks of the financial year remaining to complete claims.

7. **Secretary's Report**. There were no significant correspondences for the SSC. Secretary noted that a couple of missed meeting minutes have now been posted to the 51 Squadron site.

8. **League Report**. There were no significant issues brought forward from the league.

- Effective Speaking. For the regional event, the league needs the name from 51 Sqn tonight; the CO promised it would be forthcoming tonight.
- National Finance Committee. A request has been pushed to Rick for the development of a new ACC9, the financial reporting tool. A request moved forward to the league to use 51 as the test subject for the new tool.

9. **Commanding Officer Report**. The CO reported that we are playing catch up due to the loss of two training nights. An apology was given for the late cancellation last week, but was identified as a result of the weather changing at the last moment.

- Past Activities.
 - i. We have had "Reporting" training done for 2 cadets who will be assisting with the Instagram and Facebook accounts. Social media has a very strict policy on reporting within the cadet program.
 - ii. This past weekend was the regional winter FTX, only 5 of 15 attended; CO will follow-up, but attendees have reported a good time.
 - iii. Tonight effective speaking, two names, 1st and 2nd will be named.
 - iv. Next week is sports night; RCSU has approved a claim to be submitted to compensate.
 - v. We have a 01 Mar deadline for Strathcona and Legion Medals.

- vi. There is a cadet Senior NCO training (for section 2IC and above) for half day which will be held at museum; no support needed from the SSC.
- vii. Explore Aviation Summer Camp. An opportunity exists for applications for these summer events (1 week Jul women, 1 week Aug men); open to students entering grade 10 taking place at NAVCANADA centre at Cornwall with Ottawa and includes tours in Montreal. There is a 08 Mar 19 deadline for applications.

- Summer Camps. The request for positions are coming out, but we do not know the numbers of camps being given. National camps will be announced in late Mar or early Apr.
- Swimming. 1830-2030, not 2100 hrs. Cadets will change and are then free to go home immediately.
- **Secretarial Note**. The following Civilian Instructors have departed 51 Squadron: CI Emard and CI Anderson.

10. **Cadet Commanders Report**. 05 Mar 19 will be the WO exchange from local Cadet Sqn's and 51 Sqn is the host. There will be a number of WO2 and WO1 who will be visiting the unit.

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

- **Canteen & Retail Director**. Nothing new to state. The canteen has not run for three weeks for regular nights. However, a canteen was run during the interviews and exams; it was not well advertised and had limited purchases. It was noted that other squadrons were providing food, including subway delivery;
 - i. **Action**. There is a need to budget for providing foods for the cadets at the annual interviews board day.
- **Fundraising Director**. There are now 10 confirmed locations for Tag Day; Giant Tiger and Marshalls are new. We are grouping sites in groups of 2 for managing, and only one group has locations of any distance from each other. Hours will be 9AM-10PM Saturday and 9AM-6PM Sunday; we will use Event Brite to avoid the confusion of the paper version sign-up that happened on the last tag day. A recommendation was made to have the cadets provided access to a computer on a parade night to allow them to register. The need is to have a 4-6 week registration. For 27-28 Apr, every sponsor committee member is to register for a whole day; this is the Sqn's major fundraiser.
- **Volunteer Coordination Director**. Volunteer coordinator indicated one new person has been added. She has sent several emails for volunteers to support various activities and it was noted that we are approaching a busy season and it is hard to get the numbers of people we are looking for. We have over 25 persons registered with the league as volunteers; this is in addition to the committee members.

- **Public Relations Director.** Director was excused for judging Effective Speaking. No report.
- **Social Media Director.** We are looking to the RCSU Public Relations officer for collaboration and also have been looking at the new standards for social media publishing. Instagram has been selected as an additional closed platform for the cadets, staff, and ex cadets to communicate. Facebook will remain to provide open viewing for all public. Posts every day, or multiple times per day, have been in place; chair said it was *awesome*.
 - i. WO1 Mitchel indicated some concerns with the lack of openness of Instagram due to the cadet interest in advertising. This will be reviewed, but the closed nature will remain for now in line with cadet policy.
- **Activity Director.** This was recently filled and announced at today's meeting. Team clothing is being assessed at this time as something the Sqn will look at supporting for two teams particularly; which crest will be used is a point of discussion and the Chair confirmed it will be the Sqn crest. Team wear will be decided by the teams. A number of upcoming activities were identified:
 - i. Regional Effective Speaking Competition (24 Feb)
 - ii. NCO Half Day Training (03 Mar)
 - iii. Regional Marksmanship Competition (16 Mar)
 - iv. Cadet PhotoNight (07 May)

12. **Next Meeting.** The general meeting was closed at 1939 hours. The next meetings are scheduled as follows:

- **Executive Committee:** Tuesday, 05 March 2019, at 1830 hrs to be held at the Canadian Aviation and Space Museum.
- **Committee Meeting:** Tuesday, 19 March 2019, at 1830 hrs to be held at the Canadian Aviation and Space Museum.

Annexes

Annex A Meeting Agenda

Annex B Financial Report

Written by

Approved / Rejected

Charles Kerber
Secretary

Date

Phillip Rennison
Chair

Date

Agenda**51 Squadron Sponsoring Committee
19 February 2019 Committee Meeting
1830 to 2000 hrs
(Canadian Aviation and Space Museum)**

Item	Speakers
1. Call to Order and Approval of Agenda (1min)	Phillip Rennison
2. Introduction of New Staff (5min) 2.1 Rabbie Rahman (Lvl 3) 2.1 Jordan Fabbro (Lvl 1)	Captain Michelle Bergeron
3. Approval of Minutes – December 18, 2018 (1min)	Phillip Rennison
4. Chair's Reports (25min) 4.1 Points from Monthly Exec Mtg (16 Feb) 4.1.1 Sqn Senior's Mess Dinner (22 Mar) 4.1.2 Field Training Exercise (FTX) (31May-02 Jun) 4.1.3 Year End Trip (YET) (08-09 Jun) 4.1.4 Annual Ceremonial Review (ACR) (11 Jun) 4.1.5 Orders for Pins, Clothing, Tags 4.2 Lessons Learned from last month's activities 4.2.1 National Summer Courses Exams (02 Feb) 4.2.2 Senior Air Studies Program Observations 4.3 Upcoming Sqn Activities 4.3.1 Skating (23Feb) 4.3.2 Swimming (26Feb) 4.3.3 Familiarization Flying (02Mar) 4.3.4 Eastern Region Music Festival (23-24Mar) 4.4 Discussion	Phillip Rennison
5. 1 st Vice Chair's Report (3 min) 5.1 Spaghetti Dinner Planning (04 May) 5.2 Discussion and Miscellaneous	Maureen Hamilton-Sirois
6. 2 nd Vice Chair's Report (1 min) 6.1 Potential Marksmanship/Sports location 6.2 Silent Auction Planning (04 May) 6.3 Discussion and Miscellaneous	Murray Theriault
7. Treasurer's Report (5min) 7.1 Improvements to Information Management / Storage 7.2 Monthly Finance Update 7.3 Inventory Report – added items 7.4 Discussion and Miscellaneous	James Farrell
8. Secretary's Report (2min) 8.1 Correspondence 8.2 Regional Biathlon (26-27 Feb) 8.3 Sports Night Planning Lessons & Discussion 8.4 Discussion and Miscellaneous	Charles Kerber
9. League Report (1min) 9.1 Comments on Committee membership and activities 9.2 Discussion and Miscellaneous	Rick Brooks

<p>10. CO's Report (10min)</p> <ul style="list-style-type: none"> 10.1 Past Activities 10.2 Upcoming Activities 10.3 Summer Training <ul style="list-style-type: none"> 10.3.1 National Selection Announcements 10.3.2 Regional Nomination Process Update 10.4 Discussion and Miscellaneous 	<p>Captain Michelle Bergeron</p>
<p>11. Cadet Squadron Commanders Report (1min)</p> <ul style="list-style-type: none"> 11.1 Discussion and Miscellaneous 	<p>WO1 Zoë Mitchell</p>
<p>12. Committee Reports (1-2min each)</p> <ul style="list-style-type: none"> 12.1 Canteen & Retail Director 12.2 Fundraising Director <ul style="list-style-type: none"> 12.2.1 Spring Tag Day (27-28 Apr) 12.3 Volunteer Coordination Director 12.4 Public Relations Director 12.5 Social Media Director 12.6 Activity Director <ul style="list-style-type: none"> 12.6.1 Regional Effective Speaking Contest (24 Feb) 12.6.2 NCO Half Day Training (03 Mar) 12.6.3 Regional Marksmanship Competition (16 Mar) 12.6.4 Cadet Photo Night (07 May) 	<p>Sindhu Nair Hala Hassan Suzie Cloutier François Trépanier Maureen Hamilton-Sirois Kathleen Lemire</p>
<p>13. Next meeting time, date and location (1min)</p> <ul style="list-style-type: none"> 13.1 Executive – 05 Mar 13.2 Regular – 19 Mar 	<p>Charles Kerber</p>
<p>14. Adjournment</p>	<p>Phillip Rennison</p>

Financial Report

51 Canada Aviation and Space

Monthly Financial Transactions for:

Jan 2019

			Total Month's Revenue	Total Month's Expenses
			\$ 14,506.46	\$ 12,374.60
Ref # or Chq #	Details	Date	Revenue	Expenditure
29	Christmas Dinner cash deposit	29-Dec-18	\$ 885.00	
30	Walk-a-thon cash deposit	29-Dec-18	\$ 365.00	
31	Cheque Deposit - corporate donations (\$119.96 from Training F	29-Dec-18	\$ 119.86	
32	Federal Payment CANADA (FTX - Cdt-135-128)	7-Dec-18	\$ 4,557.89	
33	Canteen	29-Dec-18	\$ 841.05	
34	Bank Interest	31-Dec-18	\$ 3.66	
35	Cheque Deposit - corporate donations (#39800004 - NAV Cana	7-Jan-19	\$ 500.00	
36	Federal Payment CANADA (FTX - Cdt-135-132)	10-Jan-19	\$ 7,234.00	
119	The air cadet league of Canada (Quebec and Ottawa valley) - P	20-Dec-18		\$ 6,300.00
128	Treasurer Portable Storage System - James Farrell	7-Jan-19		\$ 128.80
132	Rockcliffe Flying Club - Phillip Rennison (missing HST amount)	13-Dec-18		\$ 129.17
133	Christmas Dinner - Shane Levesque	11-Dec-18		\$ 1,109.82
134	Invoice #13764, #14083, #13925 - Musicare Inc.	9-Jan-19		\$ 140.18
135	Printer and Ink - Emily Ching	4-Dec-18		\$ 79.09
136	Biathlon - France Hurley	11-Dec-18		\$ 119.86
137	Stamps and Christmas Dinner (cakes) - James Farrell	7-Jan-19		\$ 141.26
138	Biathlon - France Hurley	11-Dec-18		\$ 2,850.19
139	Top flight's Walk-a-thon pizza - Kathleen Lemire	6-Dec-18		\$ 123.17
140	Christmas Dinner and Dance (music) - Peter Kokkovas	24-Dec-18		\$ 200.00
141	Tag Day Supplies - Rick Brooks	28-Dec-18		\$ 53.73
142	Drill Team - Melissa Lemieux	16-Jan-19		\$ 215.64
143	Training - Michael Broeders	17-Jan-19		\$ 710.14
144	May's Enterprises - Blue name tags	22-Jan-19		\$ 73.55

Account Balances:	Total	Unreconciled Deposits	Unreconciled Cheques
Alterna	\$ 46,828.95	\$ -	\$ -
TD	\$ -	\$ -	\$ -
available2 (rename)	\$ -	\$ -	\$ -
available3 (rename)	\$ -	\$ -	\$ -
available4 (rename)	\$ -	\$ -	\$ -
Investments (Mutual Funds, etc.)	\$ -	\$ -	\$ -
Investments (GIC, etc.)	\$ -	\$ -	\$ -
available5 (rename)	\$ -	\$ -	\$ -
available6 (rename)	\$ -	\$ -	\$ -
available7 (rename)	\$ -	\$ -	\$ -
available8 (rename)	\$ -	\$ -	\$ -

