



51 Canada Aviation and Space Museum Air Cadet Squadron

532 Montreal Rd., Suite 235
Ottawa ON K1K 4R4

613.742.5151
www.51aircadets.ca



Sponsoring Committee Meeting Minutes March 20, 2018, 1830 to 2000 hours

SSC Present

Phillip Rennison
Huseina Tai
Rick Brook's
Maj Warden
WO1 Rombough
Danielle Belanger
James Farrell
Laurie Trepanier
Fatima Dhaif
Jeff Tengg

Parents Present

Suzie Cloutier
François Trépanier
Shannan Dunne
Erin Ahern

Guests

Pierre Forgues

Absent

Stéphane
Anne Thibault
Sindhu Nair
Kadiatou Sao

1. Introduction by CO of Mr. Pierre Forgues – Executive Director of the Air Cadets
2. Agenda revisions – proposal by Phillip for additions – no additions – agenda adopted
3. Minutes – adopted

4. COs update

- a. Marksmanship team competed. Team is good. Three teams were registered to compete. 15 cadet teams competed in total. Two of 51 Sqn teams placed first and second. Three cadets also assisted and participated in the 'participation category'. CO explained the gold, silver and bronze pins on the cadets' uniform for marksmanship, biathlon and effectiveness speaking. At least one team (possibly two) will be advancing to the Provincial competition in Valcartier in a couple of weeks.
- b. Familiarization flying approved for upcoming weekend at Rockcliffe Flying Club.
- c. CO's parade next week, as well as Sqn photos. SSC and parents are invited to have photos taken.
- d. 395 Sqn from Edmonton also coming for a visit next week.
- e. Busy times ahead: Tag Days, Spag Dinner/Auction, Sr Cdts Mess Dinner, FTX, ACR, etc.
- f. Summer Camp update – exams and interviews in Feb – Still have not received notification for all. As they come in, they are informing the cadets. Sqn did better than average. For non-national courses, they have not yet heard what will be offered. Last several years, have offered course to all cadets that have asked. Language an issue for the camps.

5. Cadet Commander Report

- a. regarding Christmas diner feeds, 6 out of 10 are now off the strength of the sqn. The others either have said they paid or will have to pay. All those still in the sqn will pay the fees owed.
- b. Tag days, those that need to sign up early will need access to the Eventbrite on the website. Requested Eventbrite be available; Phillip reported identified cadets have already been informed.

6. League Report – Regional speaking completion was rescheduled to be held on 8 Apr at the museum. Email will be out with the info. Looking for 2 parent volunteers to assist.

7. Treasurer Report – Went to the bank and cleaned up the list of who can sign for the SSC. March financial transactions provided. DND provided funds (\$6,145.89) for reimbursements – unsure what it is for at this time. There are also deposits for various items. Expenses listed. Budget tracker- received \$100 for sponsors for yearend trip. Collected \$7K from cadets also for year in trip. Account balances almost at \$50K. Phillip provided info on the issue of the band pipes and drums instructor fees. Sqn band lead to investigate options to source volunteer instructor for the Highland band portion of the band program – to be resolved before start of next year. Funds for the laptop for the treasurer was approved previously and laptop will be purchased.

8. Reports

- a. **Vulnerable Sector Screening** – some members outstanding and awaiting for an interview. These people we not in attendance this evening.
- b. **SSC Members** – Nothing to report.
- c. **Volunteers** - Nothing to report.
- d. **Inventory** – will have to capture the inventory of the SSC that is in storage. 2-3 SSC Volunteers for the inventory taking required. Inform Phillip. Sqn will also redo the DND inventory. Good opportunity to bring back any materials that is held at individuals' homes. Band equipment is not in storage and will need to be inventoried – passed to Band lead. This needs to be done so that it can be recorded for insurance purposes.
- e. **Canteen** – still getting donations. Doing about \$160 on popcorn nights. Recommend that the canteen have extra stock next week due to visiting Sqn.
- f. **Clothing/Name tags** – nothing to report

9. Chairs and Vice Chairs reports
 - a. **Tag Day** – 8 locations, with set times over the three days. These are broken into 8 shifts over the 8 locations. Total of 61 shifts where cadets will be working. Less locations than in November. Some new locations and some core locations. Some in back pocket for next tag day. Saturday tagging is extended to have a fourth shift. SSC members can handle money and can supervise. Level 4, 5, 6 cadets can supervise (primarily Sgts and above). Parents can also sign up for a three-hour shift. All shifts are built in Eventbrite. All cadets will need to sign up for a shift. Those that did not do fundraising for Walk-a-Thon and the last tag day will have first choice – so that they will have the maximum options to choose from. Area managers' duties are to give out empty cans and take the full cans at shift change; make sure supervisors show up; help with emergencies. Local supervisors (senior cadet/parents) will receive a package to tell them what they are supposed to do.
 - b. **Senior Cadet Mess Dinner** – 27 April – deadline 18 April. Location is booked. Chicken or vegetarian meal. Sign-up starts tonight. Treasurer will do the collection for the secretary. Level 4 and above; SSC and Staff. Over 70 persons if all attend. Guest of honor confirmed – retired female Capt/CF188 pilot. Three guests to be invited – Linda (past ACL Rep, past-chair 51SSC), Regional coordinator – Marie-Christine Lalonde, and Maj Brennan (Regional DND coordinator). Cost is \$10 for 51 Sqn attendees. OPI on the Cadet side still to be determined. Number of cadets involved in various functions throughout the dinner. Air Force protocol. Band Coordinator was approached to have musicians for the dinner.
 - c. **Spaghetti Dinner** – 20 April for the event. Three course meal, spaghetti, salad, roll, dessert. We will need to have a few volunteers to help serve. Tickets printed and passed to the Treasurer - \$10 – funds will go towards the year end trip (YET). Ask for all cadets who signed up for YET to attend and sell two other tickets. Silent auction will be held as well. List of items donated circulated. All SSC members asked to get items – museum passes, baseball, vouchers for buffet, flight in bi-plane, gift certificates, etc. Will start the silent auction early at the Sqn training nights before the actual event night. Small music group that will come to play for free. Suzie to share a silent auction form template to be completed by SSC members for their respective donations acquired, and she volunteered to provide baskets for the 7 cadet-sourced donations (one per flight).
 - d. **Year End Trip** – Numbers currently – 26 female, 59 male, 8 staff, still open to screened members. 108 seats – CO decision, not to open to parents. Some items bought ahead of time, e.g. - Canada Wonderland tickets. Will get into the Trenton Museum. Previously allocated \$10 for meal at Wonderland, but discount voucher is \$15 (tax incl). Minor adjustment to overall cost estimate required.
10. Next meeting is 17 Apr 18
11. Adjournment: 1959 hours