



51 Canada Aviation and Space Museum Air Cadet Squadron

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Executive Committee Meeting Minutes **22 January 2019: 1835 to 1951 hours**

COMMITTEE PRESENT:

Phillip Rennison (Chair) via VTC
Maureen Hamilton-Sirois (1st Vice Chair and Director – Social Media)
James Farrell (Treasurer)
Charles Kerber (Secretary)
Suzie Cloutier (Director - Volunteer Coordinator)
Hala Hassan (Director - Fundraising)

Rick Brook's (Squadron League Advisor)
Captain Michelle Bergeron (Commanding Officer)

VOLUNTEERS PRESENT:

Twilight Beltran
Azza Elhad
Sophia Munawwar
Murray Theriault
François Trépanier
Bert Veldman

REGRETS:

Marie Christine Lalonde (Regional League Coordinator)
Kathleen Lemire (Director – Activity Liaison)
Sindhu Nair (Director - Canteen and Retail)

VACANT:

2nd Vice Chair
Director - Public Relations

1. **Agenda.** The agenda is recorded at Annex A. Secretary noted to the chair that the committee had quorum. No changes or additions were proposed to the agenda and the agenda was approved as presented. Motion to accept was by James Farrell and seconded by Hala Hassan; no opposed, adopted.

2. **Review of Last Minutes.** The minutes of the meeting were distributed electronically in advance and copies were distributed in hard copy at the start of the meeting for discussion. No changes were noted. Motion to adopt was by Hala Hassan and Bert Veldman, no opposed; adopted.

3. **Appointment of changes of existing Committee Members.** The 1st Vice Chair identified that herself and Ms Kathleen Lemire were appointed internally on the committee to the positions of 1st Vice Chair and Director – Activity Liaison respectively. A committee member, Huseina Tai, has not been able to participate and has not responded to the Chair.

- **Action.** Chair will contact Huseina Tai to determine her continued membership.

4. **Election of new members.** Mr Brook's addressed the committee on the election of new members. It was clarified that the committee requires a minimum of 11 positions, but can have an unlimited number of volunteers. Committee members will be voted into specific positions in-camera by the committee. Nomination of additional members of the committee were as follows:

- Murray Theriault was nominated by Charles Kerber and he accepted the nomination; the nomination was accepted by the committee.
- François Trépanier was nominated by Phillip Rennison and he accepted the nomination; the nomination was accepted by the committee.
- Sophia Munawwar self nominated; the nomination was accepted by the committee.

5. **Chair's Report.**

- Last Executive Meeting (5 Jan 19). The last executive meeting was moved due to scheduling issues with the executive membership.
- Budget Review. A discussion was held on current budget and the process to review and update the information to address mid-year observations. There were a number of submission for changes that are addressed in the mid-year budget review.
- Tag Day. A change in the Tag Day schedule was discussed, and the executive assessed that the schedule could move from a three day, Friday – Sunday, to a two day, Saturday – Sunday only, schedule. This was passed to the Director – Fundraising for adoption.

- End of year trip. The Chair had proposed a plan for a potential end of year trip, but noted that there was a still and outstanding need for Sqn leadership input to lead the coordination and verify that the plan would meet the training requirements;
- Lesson Learned from last month's activities. The only squadron activity was a day of familiarization flying. The unavailability of the scheduled aircraft on the Saturday necessitated rapid re-planning, and as a result, 9 cadets successfully flew on the Sunday.

6. **Treasurers Report.** Treasurer reported on the monthly changes, which are included in Annex B. Additionally, there were some outstanding items of inventory that needed to be counted and assessed for inventory value; specifically, there was an addition of percussions sticks and band instruments. All financial entries are now up to date; all cheques are tracked and had been cleared over the past month.

- Reconciliation of old year accounts. Reconciliation from the former year shows that \$15,000 was not addressed, which allows closure of outstanding items.
 - i. **Action.** Treasurer is to speak with the Squadron League Advisor to clarify the accounting process.
- Treasurer's disclosure of outstanding personal claims. The treasurer also has a small value of items that will be claimed later in the year, in place of running a petty cash; total is approximately \$30 to date.
- Outstanding claims. The Chair noted that we are still awaiting some claims from the marksmanship team as well as some administration items, including postage fees. The aforementioned familiarization flying, as well as a plaque for the visiting MP, will also be claimed by the Chair.

7. **Presentation of the Budget mid-year update.** The mid-year budget was presented in slides and can be found at annex C. It was noted that we are at the halfway mark of the year with approximately 50% of expenses and revenues having been experienced, which is on track. The overall annual difference in revenue and expenses have closed to being overspent by \$7,690, which is supportable with the large account holdings of the SSC, to \$6,525 with mid-year adjustments. There were no questions on the proposals. Motion to accept the budget was raised by Phillip Rennison, seconded by Charles Kerber; no objections, approved.

- **Note:** The Squadron League Advisor passed on an observation that as a not-for-profit charity, we would enter another category of reporting if the SSC surpasses \$100,000 in revenue / expenses.
 - i. **Action.** Treasurer to assess what needs to be changed/adopted, and the impact to the committee, if we approach the \$100,000 mark.

- **Note:** GST rebate claims were presented in a final slide of the presentation and was a brief discussion point from the chair; as the value is uncertain to be claimed this year, it is not in the budget.

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

9. **League Report.** It was commented that the SSC was very effective at managing events and had a very active program; generally seen as better than average.

- Comments on membership and committee. It was observed that, generally, any time more than 20% of parents involved are involved in a SSC would be outstanding, so we are doing well and should not be discouraged. The 51 SSC is good but there are a number of activities coming up that will require additional volunteer support.
- Activity Update. Following up on the level of activities, it was confirmed that the Chair will provide all members additional details in a later email.
- National Camps Interviews. National Exams and interviews will be held at Ridgemont High School, including: glider and power exams/interviews and interviews for senior camps (advanced aviation, international exchange).
- Effective Speaking. The regional effective speaking competition will be held at the Canadian Aviation and Space Museum, 24 Feb 19.

10. **Commanding Officer Report.** The CO reported that the lists for non-national courses is not out yet, so 51 will not yet advertise to avoid any false hopes. A number of other upcoming events were addressed:

- Regional biathlon. This is the next Sqn event and is coming up this weekend, with approximately 20 cadets participating.
- Social Media. 51 Sqn will be sending 2 cadets for the social media course; 51 Sqn has one trained cadet and wants to develop additional qualified personnel. It was noted that one Sqn officer is an instructor on this course.
- Winter FTX. The next Field Training Exercise (FTX) for senior cadets (Level III and up) is approaching 15-17 Feb 19. This is an optional, multi-unit, activity.
- Squadron Effective Speaking. Prior to the regional contest, 51 Sqn will hold its local contest 12 Feb 19. There was a request for a committee member, who does not have a cadet in the competition, to be a judge. Local training is being coordinated by Lt Granados.
 - i. François Trépanier has volunteered for the judging.

- Excalibur games. Tentatively scheduled for 06-07 Apr, this is a regional athletics competition; nothing is confirmed for locations and/or costs. This event has had poor attendance in the past years, however, the CO is pushing for greater involvement this year.

11. **Cadet Commanders Report.** Nil

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

- **Canteen & Retail Director.** No report today.
- **Fundraising Director.** Still contacting the different stores for approvals for Tag Days; we have 6 locations now. Some could not do Friday, which is no longer an issue.
- **Volunteer Coordination Director.** Volunteer coordinator indicated two new persons working through the approval process who were in attendance today. One aged out cadet has expressed interest in supporting the sponsoring committee; there may be a need to work with the individual. Total list is over 30 screened; this is one of the best screened units in the region.
- **Public Relations Director.** This position will be filled at today's meeting; there was no report.
- **Social Media Director.** A number of activities were attended and photos were posted. A number of outdoor activities were photographed by the organisations themselves and photos will be provided to the director. The addition of trained, and qualified, cadets will allow proper additions to the program. There is a clear need to be youth safe, which requires that the Sqn follows a number of guidelines for the use of social media. Overall usage has increased. A Sqn Instagram page has not officially been created, however, one account was selected to be officially adopted; other cadet created Instagram accounts will be directed to be discontinued via the Sqn CO.
- **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. For reference, a number of activities were identified:
 - i. Regional Biathlon Competition: 26-27 Jan
 - ii. Squadron Effective Speaking Competition: 12 Feb
 - iii. Regional Winter FTX: 15-17 Feb (note this is the provincial Biathlon weekend in Valcartier)
 - iv. Regional Effective Speaking Contest: 24 Feb
 - v. Power Familiarization Flights: 02 Mar

13. **Formation of a subcommittee for Spaghetti dinner.** The 1st Vice Chair, with Suzie Cloutier, have put forward proposed dates to the legion and are organising the silent auction. Dates requested are for a Friday evening, however, the organisers are prepared for a Saturday option (as an alternate). The potential food service contract was discussed; there are some issues with cost and the potential distance to providers. There is a need for more volunteers.

14. **Next Meeting.** The general meeting was closed at 1951 hours. The next meetings are scheduled as follows:

- **Executive Committee:** Tuesday, 12 February 2019, at 1830 hours to be held at the Canadian Aviation and Space Museum.
- **Committee Meeting:** Tuesday, 19 February 2019, at 18h30 to be held at the Canadian Aviation and Space Museum.

15. **In Camera – Committee Election.** As addressed in paragraph 4 above, the committee has three spaces for committee members as executives/directors:

- **Murray Theriault:** Acclaimed and appointed as the 2nd Vice Chair
- **François Trépanier:** Acclaimed as the Director – Public Relations
- **Sophia Munawwar:** Acclaimed as director without portfolio at this time
- **Action Item.** New members of the executive, 2nd Vice Chair and 1st Vice Chair, will need to be added to the signing authorities.

Annexes

Annex A Meeting Agenda

Annex B Financial Report

Annex C Budget Report Presentation

Annex D Meeting Attendance Sheet (scan)

Written by

Approved / Rejected

Charles Kerber
Secretary

Date

Phillip Rennison
Chair

Date

Agenda

**51 Squadron Sponsoring Committee
January 22, 2019 meeting
1900 to 2000 hrs
(Canadian Aviation and Space Museum)**

Item	Speakers
1. Call to Order and Approval of Agenda (1min)	Maureen Hamilton-Sirois
2. Approval of Minutes – December 18, 2018 (1min)	Maureen Hamilton-Sirois
3. Appointment changes of existing Committee members (1 min) 3.1 1 st Vice-Chair: Maureen Hamilton-Sirois 3.2 Director – Activity Liaison: Kathleen Lemire	Maureen Hamilton-Sirois
4. Election of new members to the Committee (5min)	Rick Brook's
5. Chair's Reports (3min) 5.1 Points from Monthly Exec Mtg (05Jan) 5.1.1 Change in Tag Day Schedule (27-28Apr) 5.2 Lessons Learned from last month's activities (12Jan) 5.3 Miscellaneous	Phillip Rennison (via VTC)
6. Treasurer's Report (5min) 6.1 Inventory Report 6.2 Monthly Finance Update 6.3 Miscellaneous	James Farrell
7. Presentation of Budget mid-year Update (20min) 7.1 Additional and changed expenses 7.2 Additional and changed income 7.3 Proposal / Discussion/ Questions 7.4 Vote on Revised Budget	Phillip Rennison
8. Secretary's Report (1min) 8.1 Correspondence 8.2 Miscellaneous	Charles Kerber
9. League Report (1min) 9.1 Comments on Committee membership and activities 9.2 Miscellaneous	Rick Brook's
10. CO's Report (10min) 10.1 Past Activities 10.2 Upcoming Activities 10.3 National Summer Training Selections (02Feb) 10.4 Regional Summer Training Nominations 10.5 Miscellaneous	Captain Michelle Bergeron
11. Cadet Squadron Commanders Report (1min)	WO1 Zoë Mitchell
12. Committee Reports (1min each) 12.1 Canteen & Retail Director 12.2 Fundraising Director 12.3 Volunteer Coordination Director 12.4 Public Relations Director 12.5 Social Media Director 12.6 Activity Director	Sindhu Nair Hala Hassan Suzie Cloutier Vacant / TBD Maureen Hamilton-Sirois Kathleen Lemire

12.6.1 Regional Biathlon Competition: 26-27 Jan 12.6.2 Squadron Eff. Speaking Competition: 12 Feb 12.6.3 Regional Winter FTX: 15-17 Feb 12.6.4 Regional Effective Speaking Contest: 24 Feb 12.6.5 Power Familiarization Flights: 02 Mar	
13. Formation of sub-committee for Silent Auction / Spaghetti Dinner (3min)	Maureen Hamilton-Sirois
14. Next meeting time, date and location (1min) 14.1 Executive – 12 Feb 19 14.2 Regular – 19 Feb 19	Charles Kerber
15. Adjournment	Maureen Hamilton-Sirois

Annex B to

51 Squadron Sponsoring Committee Special Topic Committee Meeting
22 January 2019

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)	\$ -	\$ -	\$ -

Annex C to

51 Squadron Sponsoring Committee Special Topic Committee Meeting
22 January 2019

Budget Report Presentation

51 SSC Budget Review

Jan 2019
(mid-year)

Start Year Forecast Budget

- Expenses \$89,990
- Revenues \$82,300
- Agreed upon to run a deficit budget based on large amount of carry-over (\$30k+) from previous SSC
- **Delta** of -\$7690

Actuals as of 03 January 2019 vs Forecast

- | | |
|---------------------------|----------------------------|
| • Expenses | • Revenues |
| • Forecast \$89,990 | • Forecast \$82,300 |
| • Actual \$41,943 | • Actual \$39,393 |
| • Delta \$48,047 | • Delta \$42,907 |
| • Just under half spend | • Just under half received |
| • Normal for time of year | • Anticipating |
| | • 2xTag Days (\$20k) |
| | • Legion donation (\$10k) |
| | • DND Refunds (\$22k) |

Proposed Mid-Year Budget

Expenses

- Previous \$89,990
- New Expenditures \$8040
- Reduced/Revised Estimates -\$3000
- Expense Delta \$5040
- **Revised Estimate \$95030**

- Previous Annual **Delta** of -\$7690

Revenues

- Previous \$82,300
- New Donations \$6205
 - Walkathon above expected
 - Unsolicited/Unforcast
- **Revised Estimate \$88,505**

- Revised Annual **Delta** of -\$6525

Additions to Budget (breakdown)

Plus up

- Biathlon +\$1050
 - Extra capital/equipment purchases
 - (annual total of \$3550)
- Summer Camp Fees +\$965 (1465)
 - Pilot Licensing/ IACE Cclothing
- Walkathon Expenses +400 (1700)
 - Reimbursed by 75Sqn
- Insurance +\$350 (550)
 - underestimated
- Storage Fees +300 (3900)
 - underestimated

New

- Sqn Pins \$1000 (new idea)
- FTX capital purchases \$1000
 - new demand
- Competition Travel \$1000
 - second coach
- Welcome back BBQ \$850 (oversight)
- Glider Bus Fee \$700 (reimbursed)
- Speaker/Mic \$250 (new req't)
- Regional Snr Mess Dinner \$150
 - unforecast

Reductions to Budget (breakdown)

Removed

- Swimming -\$500
 - cancelled

Reduced

- FTX -\$1000
 - Based on actuals
- Academic Supplies -\$250
 - Bulk purchase discount
- Airshow -\$300
 - Lunch not provided
- Marksmanship -\$950
 - Revised Annual Estimate

Proposed Revised Budget until end-yr

- Expenses \$95,030
- Revenues \$88,505
- Revised **Delta** of -\$6525

Final Words

- We are expecting ~\$4000 for last year's GST rebate (submitted annually)
- We are hoping for ~\$8000 for previous two year's GST rebate
- **Neither have been added to Revenue Budget.**
- Should these large inputs actually arrive during our tenure, the SSC will meet to discuss possible options

Annex D to

51 Squadron Sponsoring Committee Special Topic Committee Meeting
22 January 2019

Meeting Attendance Sheet

Attendance

51 Squadron Sponsoring Committee
January 22, 2019 meeting
18h30 to 19h30 hrs
Canadian Aviation and Space Museum



Attendee	Signature
Phillip Rennison (Chair)	✓ <i>Alex via UTC</i>
Maureen Hamilton-Sirois (1 st Vice Chair)	✓ <i>MDMD</i>
Vacant (2 nd Vice Chair)	
James Farroll (Treasurer)	✓ <i>[Signature]</i>
Charles Kerber (Secretary)	✓ <i>[Signature]</i>
Erin Ahern (Director - Public Relations)	
Suzie Cloutier (Director - Volunteer Coordinator)	✓ <i>Suzie Cloutier</i>
Maureen Hamilton-Sirois (Director - Social Media)	
Hala Hassan (Director - Fundraising)	✓ <i>H. Hassan</i>
Sindhu Nair (Director - Canteen and Retail)	
Kathleen Lemire (Director - Activity liaison)	
Vacant (Director - Public Relations)	
Marie Christine Lalonde (Regional League Coordinator)	
Rick Brooks (Squadron League Advisor)	
Twilight Beltran	<i>[Signature]</i>
Sue Blackie	
Danusia Robaszewski	
Francois Roussel	
Murray Theriault	<i>Mr. Theriault</i>
Emilia Toushek	
Hert Veldman	<i>B.V.</i>
Milgo Yusuf	
SOPHIA MUNAWWAR	<i>[Signature]</i>
Captain Michel Burgeron (Commanding Officer)	<i>[Signature]</i>
Major Marc Muo Sang (Deputy Commanding Officer)	
Warrant Officer 1st Class Zoë Mitchell (Cadet Squadron Commander)	

