



51 Canada Aviation and Space Museum Air Cadet Squadron

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Committee Meeting Minutes **19 March 2019: 1833 to 1920 hours**

COMMITTEE PRESENT:

Phillip Rennison (Chair)
Maureen Hamilton-Sirois (1st Vice Chair & Director – Social Media)
Murray Theriault (2nd Vice Chair)
Charles Kerber (Secretary)
Suzie Cloutier (Director - Volunteer Coordinator)
Kathleen Lemire (Director – Activity Liaison)

Rick Brooks (Squadron League Advisor)
Captain Michelle Bergeron (Commanding Officer)

VOLUNTEERS PRESENT:

Abdoul Ba
Azza Elhad
Sherry Hobbs
Sophia Munawwar
Kim Perro
Louis Poisson
Bert Veldman

REGRETS:

James Farrell (Treasurer)
Hala Hassan (Director - Fundraising)
Sindhu Nair (Director - Canteen and Retail)
François Trépanier (Director - Public Relations)
Marie Christine Lalonde (Regional League Coordinator)
Warrant Officer First Class Zoë Mitchell (Cadet Squadron Commander)

1. **Introductions.** Suzie Cloutier (Director - Volunteer Coordinator) introduced Abdoul Ba as a new volunteer to the Squadron Sponsoring Committee (SSC).

2. **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.

3. **Review of Last Minutes.** The minutes of the meeting were distributed electronically in advance. It was noted that the following corrections are required prior to publishing:

- name misspelled of Emilia Toushek; and
- title needs to be changed from executive to regular “Committee meeting”

4. Motion to adopt, inclusive of the two items of change in para 3, by Bert Veldman, second, by Kathleen Lemire, no objections; approved.

5. **Chair’s Report.** The chair welcomed new members and commented that we were approaching a busy portion of the year.

- Last Executive Meeting (16 Mar). 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 were discussed:
 - i. National Summer Camp Result. The executive reviewed the results of the national boards’ selection. 51 Squadron was successful in having cadets on the power scholarship (1), gliding program (2), and advanced airport operations course (1). A total of five additional cadets met the selection standard and are on stand-by for any openings.
 - ii. Annual Ceremonial Review (ACR) (11 Jun). MGen Frances Allen has been confirmed as the Reviewing Officer (RO) for the ACR.
- Lessons Learned from last month’s activities
 - i. Cadet Swim Night (26 Feb). The event was very well attended; the SSC had estimated 70 cadets would attend, however 116 did attend. It was observed that the wave pool and slide were not open for that evening; lesson, the SSC can coordinate this for future events on a night when the desirable services are available. It was also observed that the cost per cadet was very reasonable; lesson, keep this activity in the plan, and adjust the budget for the larger numbers.
- Upcoming Sqn Activities which are coordinated by the Chair
 - i. Sqn Senior’s Mess Dinner (22 Mar). There was a significant effort to confirm the attendance of cadets at the event, however, all cadets have

now been confirmed. It was noted that there are a few personnel still pending pay and it is expected that they will be paying tonight.

- ii. Year End Trip (YET) (08-09 Jun). Some minor changes were made to the schedule, specifically with the Canadian Space Agency who will be opening their site for a larger activity, which will include a VTC with an astronaut in Houston. Available transportation is being reviewed from multiple vendors and should be completed by the end of this month. The SSC is still taking cadet names until next week (26 Mar). Deposit remains \$50 for cadets; staff are not required to pay. The CO was asked by the Chair to remind staff to sign-up and commit as soon as they can.
- Discussion and Miscellaneous
 - i. Cadet Volunteer Cards. The league has sent out a number of cards for newly certified volunteers. The Chair passed the cards to Suzie Cloutier (Director - Volunteer Coordinator); she will record the card numbers and expiry dates for SSC tracking.

6. **1st Vice Chair's Report.**

- Spaghetti Dinner and Auction Planning (11 May). The dates have changed to 11 May 19; the food provider and venue are all confirmed. The committee is still seeking donations to the auction. The unit will have flight led auction baskets for the event as well, but this had not been posted to the unit yet. Suzie asked for an explanation of the "Why" of the canvassing to provide to volunteers. Suzie proposed mass email with reminder for year end trip and request for donations from parents. Question was raised about who can attend; it was confirmed that it is family friendly, but we have to cap the event at 220 persons due to hall fire regulations.
 - i. **Action Item**. Chair will provide, via 2nd vice chair, the letter for explanation for sponsors fundraising impact.
 - ii. **Action Item**. Chair agreed to make mass email with reminder to parents/guardians about the yearend trip and also to request them to seek sponsors/donations to the spaghetti dinner.
- Clothing Orders. Marksmanship orders have been completed. The order for the drill team went in this week. The 1st Vice Chair showed an example of the merchandise.

7. **2nd Vice Chair's Report.**

- Silent Auction Planning (11 May). This event is part of the spaghetti dinner event (above). Campaigning for donations has been good, with many businesses being approached as potential sponsors. To date there have been a number of rejections, however there remain several positive and possible businesses.

- Books. Chair indicated that a large number of books have been donated to the Squadron from a collector of aviation, and aviation history, material. It was proposed that a selection of these books may make good auction items.

8. Secretary's Report.

- Correspondence. There were no significant correspondence this past month.
- Regional Excalibur games (06-07 Apr). The Secretary indicated that the Regional Excalibur games were not advertised on the Sqn website and that all other area cadet units had a very active advertising presence for this event. The Secretary volunteered to work on planning for 51 Sqn attendance if the Sqn had difficulty assigning staff. The CO indicated that she had directed staff to coordinate this and it would start advertising tonight.

9. League Report.

- Insurance. Insurance for the SSC and 51 Sqn in general was discussed. The Chair asked specifically about the liability insurance. The Secretary indicate that this was completed for the band location. It was necessary to also complete this for the parade location at the Canadian Aviation and Space Museum (CASM); the Secretary will process an insurance slip for the next Federal Fiscal Year for the CASM.
- Annual Ceremonial Review - League Representative. Mr Murray Crispen will attend the ACR.

10. Commanding Officer Report. The CO reported.

- Past Activities.
 - i. Marksmanship, 3 teams competed, but she had not received the results yet. Traditionally 51 Sqn does well.
 - ii. Biathlon is done for the year; WO2 Roy placed well at the nationals. All awards will be presented next week.
- National Camps. Four national summer camps have been assigned, and while a standby is possible, only one was granted last year.
- Other Summer Camps. For other summer camps, the list of cadets has been sent in, but it will be a month or more until results back on selection.
- New Officers. Capt Massicotte (Army) who is a regular force officer at CFS Leitrim will be volunteering with another two officers, a Lieutenant and a Captain, who will be coming over to assist with training the cadets.

- Social Media. The Chair questioned the policy and the options permit for social media and the official policy. 1st Vice Chair indicated that Lt Granados is overseeing the Facebook and Instagram. Chair is looking for the official cadet policy document.
- Events and OPI's. The Chair looking for OPIs to be identified by the CO as the Cadet lead for activities which are upcoming. For tag day there is also drill competition and CO indicated that the Training Officer is working on the assignment of people to tasks. The drill team will have advance notice to sign up for the tag day so that they can sign up for the non-competition day.
- Jr Air Studies. Chair asked about progress on this; the CO is awaiting details, however, she expects the program to start in two weeks. The Jr Air Studies is held on Thursdays. The Sr Air Studies is done in the fall and Jr Air Studies is done in the spring.

11. **Cadet Commanders Report.** Absent.

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

- **Canteen & Retail Director.** Not available. It was identified that the SSC would need to put out bow ties tonight. Kathleen will be running the canteen tonight. The canteen is well stocked, with many voluntary donations; there is no need for additional drop donations to the canteen;
 - i. **Action.** Chair will remove the request for donations for the canteen due to sufficient stock at this time.
- **Fundraising Director.** Not available. Chair briefed that the permission forms are in for tag day and it was noted that 7 of 10 insurance certificates are complete. There will be, in total, 67 shifts for tag day; tracking will be using Eventbrite, which will be open in a week for a 1 month sign up period. Chair urged, strenuously, that everyone commit one day to share the load for the cadets.
- **Volunteer Coordination Director.** Nothing to report.
- **Public Relations Director.** Not available. Suzie has asked François Trépanier to get invitations out to VIPs for the upcoming Spaghetti dinner. The Chair noted that for the mess dinner and ACR will have specific invitations for major sponsors and other VIPs.
- **Social Media Director.** Nothing further to report.
- **Activity Director.** Reviewed upcoming activities.
 - i. Eastern Cadet Music Festival (23-24 Mar). Date changed to include the addition of the 22nd to allow proper transportation.

- ii. First-Air Course (30-31 Mar). Two separate 1 day courses. Blankets or mats, if the SSC holds any, will be requested from storage. Cadets will provide their own lunch; no SSC support required. If not enough cadets for two days, the program will run the Saturday only.
- iii. Provincial Marksmanship Comp (12-14 Apr). Likely will be away from Ottawa; no support from the SSC is anticipated.

13. **Treasurers Report.** Treasurer unavailable.

- Monthly Finance Update. Unavailable.
 - i. **Secretarial Note.** A copy of the monthly report was provided electronically to the Secretary post-meeting and is attached at Annex B.
- Inventory Report – added items. No report.
- Comment from Executive Committee. The Chair noted the monies were collected for clothing orders and the Year End Trip which need to be transferred to the Treasurer, or Chair for delivery to Treasurer. The goal is to ensure monies are deposited tomorrow.
 - i. **Secretarial Note.** Monies were transferred to the treasurer at the end of the night and then forwarded to the Treasurer. All monies were double counted, two individuals independently counted, during transfer for accounting transparency.
- Comment from Executive Committee. Special thanks to Mr Rick Brooks for doing a lot of behind the scenes work to preparer and submit CRA HST rebates, going back four (4) years due to “less than ideal” accounting in the past. The SSC has received \$12,192.05 in rebates as a result of this work.

14. **Next Meeting.** The general meeting was closed at 1920 hours. The next meetings are scheduled as follows:

- Cadet Commanders / CO Parade. Tuesday, 19 April
- **Executive Committee:** Tuesday, 09 April 2019, at 1830 hrs to be held at the Canadian Aviation and Space Museum.
- **Committee Meeting:** Tuesday, 23 April 2019, at 1830 hrs to be held at the Canadian Aviation and Space Museum.

Annexes

Annex A Meeting Agenda

Annex B Financial Report

Annex C Meeting Attendance Sheet

Written by

Approved / Rejected

Charles Kerber
Secretary

Date

Phillip Rennison
Chair

Date

Agenda

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

| Item | Speakers |
|--|---------------------------|
| 1. | |
| 1.1 Call to Order and Approval of Agenda (1min) | Phillip Rennison |
| 2. Approval of Minutes – 19 February 2019 (1min) | Phillip Rennison |
| 3. Chair's Reports (25min) 3.1 Points from Monthly Exec Mtg (16 Feb) 3.1.1 National Summer Camp Results 3.1.2 Annual Ceremonial Review (ACR) (11 Jun) 3.2 Lessons Learned from last month's activities 3.2.1 Cadet Swim Night (26 Feb) 3.3 Upcoming Sqn Activities (Chair coordinated) 3.3.1 Sqn Senior's Mess Dinner (22 Mar) 3.3.2 Year End Trip (YET) (08-09 Jun) 3.4 Discussion and Miscellaneous | Phillip Rennison |
| 4. 1 st Vice Chair's Report (3 min) 4.1 Spaghetti Dinner and Auction Planning (11 May) 4.2 Discussion and Miscellaneous | Maureen Hamilton-Sirois |
| 5. 2 nd Vice Chair's Report (1 min) 5.1 Silent Auction Planning (04 May) 5.2 Discussion and Miscellaneous | Murray Theriault |
| 6. Treasurer's Report (5min) 6.1 Monthly Finance Update 6.1.1 Impact of GST Rebate Cheques 6.2 Inventory Report – added items 6.3 Discussion and Miscellaneous | James Farrell |
| 7. Secretary's Report (2 min) 7.1 Correspondence 7.2 Regional Excalibur Games (06-07 Apr) ¹ 7.3 Discussion and Miscellaneous | Charles Kerber |
| 8. League Report (1min) 8.1 Discussion and Miscellaneous | Rick Brooks |
| 9. CO's Report (10min) 9.1 Past Activities 9.2 Upcoming Activities 9.3 Summer Training 9.4 Discussion and Miscellaneous | Captain Michelle Bergeron |
| 10. Cadet Squadron Commanders Report (1min) 10.1 Discussion and Miscellaneous | WO1 Zoë Mitchell |
| 11. Committee Reports (1-2min each) | |

¹ Does not show on cadet on-line calendar

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|---|--|
| 11.1 Canteen & Retail Director 11.2 Fundraising Director 11.2.1 Spring Tag Day (27-28 Apr) 11.3 Volunteer Coordination Director 11.4 Public Relations Director 11.5 Social Media Director 11.6 Activity Director 11.6.1 Eastern Cadet Music Festival (23-24 Mar) 11.6.2 First-Air Course (30-31 Mar) 11.6.3 Provincial Marksmanship Comp (12-14 Apr) | Sindhu Nair Hala Hassan Suzie Cloutier François Trépanier Maureen Hamilton-Sirois Kathleen Lemire |
| 12. Next meeting time, date and location 12.1 Executive – 09 Apr 12.2 Regular – 23 Apr | Charles Kerber |
| 13. Adjournment | Phillip Rennison |

Annex B to
51 Squadron Sponsoring Committee Meeting
19 March 2019

Financial Report

51 Canada Aviation and Space Museum Air

Monthly Financial Transactions for:

Mar 2019

| | | | Total Month's Revenue | Total Month's Expenses |
|-------------------|--|-----------|--------------------------|---------------------------|
| | | | \$ 20,063.03 | \$ 9,068.98 |
| Ref # or Chq # | Details | Date | Revenue | Expenditure |
| 46 | YET e-transfer (20190305102719662667 - Kalina Dunne Farrell) | 05-Mar-19 | \$ 50.00 | |
| 47 | Mess Dinner e-transfer (20190305103907662131 - Maj Drennan Lyle) | 05-Mar-19 | \$ 50.00 | |
| 48 | CDT-135-828 [Biathlon Equipment, Air Show] | 08-Mar-19 | \$ 2,920.19 | |
| 49 | Squadron Wear - Cheque Deposit | 08-Mar-19 | \$ 90.00 | |
| 50 | Squadron Wear - Cash | 08-Mar-19 | \$ 447.00 | |
| 51 | YET - Cheque Deposit | 08-Mar-19 | \$ 200.00 | |
| 52 | YET - Cash | 08-Mar-19 | \$ 800.00 | |
| 53 | Mess Dinner - Cheque Deposit | 08-Mar-19 | \$ 20.00 | |
| 54 | Mess Dinner - Cash | 08-Mar-19 | \$ 190.00 | |
| 55 | Christmas Dinner cash deposit | 08-Mar-19 | \$ 10.00 | |
| 56 | Cheque Deposit - GSTs | 08-Mar-19 | \$ 12,192.05 | |
| 57 | Walk-a-thon - Cheque Deposit | 08-Mar-19 | \$ 600.19 | |
| 58 | CDT-135-587 [Squadron Storage] | 19-Mar-19 | \$ 2,483.60 | |
| 59 | Mess Dinner e-transfer (20190320112127662036 - James Farrell) | 20-Mar-19 | \$ 10.00 | |
| 120 | ACL - Payment #2 of 2 - postdated for \$6300 | 07-Mar-19 | | \$ 6,300.00 |
| 147 | Regional Archery Competition - 75 Barrhaven Sqd | 08-Mar-19 | | \$ 50.00 |
| 158 | Dymon Rental Fees - Dymon Storage | 04-Mar-19 | | \$ 343.52 |
| 159 | Flying Program and Swimming - Phillip Rennison | 06-Mar-19 | | \$ 1,265.18 |
| 160 | Ink, stamps, paper, mailing - Emily Ching | 07-Mar-19 | | \$ 216.59 |
| 161 | Pizza for Marksmanship - LT(N) Harquail | 07-Mar-19 | | \$ 66.11 |
| 162 | Rental of 3 skates - Maureen Hamilton | 15-Mar-19 | | \$ 66.00 |
| 163 | Rental of 2 skates - Murray Theriault | 18-Mar-19 | | \$ 44.00 |
| 164 | Shooting Jackets - Capt J. Olson | 15-Mar-19 | | \$ 717.58 |

Annex C to
51 Squadron Sponsoring Committee Meeting
19 March 2019

Meeting Attendance Sheet

Attendance

51 Squadron Sponsoring Committee
19 March 2019 meeting

Canadian Aviation and Space Museum



| Attendee | Signature |
|---|----------------|
| Phillip Rennison (Chair) | |
| Maureen Hamilton-Sirois (1 st Vice Chair & Dir – Social Media) | PRESENT: ck |
| Murray Theriault (2 nd Vice Chair) | M. Theriault |
| James Farrell (Treasurer) | |
| Charles Kerber (Secretary) | |
| François Trépanier (Director - Public Relations) | |
| Suzie Cloutier (Director - Volunteer Coordinator) | Suzie Cloutier |
| Hala Hassan (Director - Fundraising) | |
| Sindhu Nair (Director - Canteen and Retail) | |
| Kathleen Lemire (Director – Activity liaison) | Kathleen |
| Marie Christine Lalonde (Regional League Coordinator) | |
| Rick Brooks (Squadron League Advisor) | |
| Twilight Beltran | |
| Sue Blackie | |
| Kim Perro | |
| Louis Poisson | Louis Poisson |
| Danusia Robaszewski | |
| Francois Roussel | |
| Kadiatou Sao | |
| Emilia <i>TOUSHER</i> | PRESENT: ck |
| Bert Veldman | B.V. |
| Milgo Yusuf | |
| | |
| Captain Michel Burgeron (Commanding Officer) | |
| Major Marc Moo Sang (Deputy Commanding Officer) | |
| Warrant Officer 1st Class Zoë Mitchell (Cadet Squadron Commander) | |
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