51 Canada Aviation and Space Museum Air Cadet Squadron  
2024 Annual General Meeting

short line

May 28th, 2024

Canada Aviation and Space Museum

11 Aviation Parkway

Ottawa, ON K1G 5A3

# Agenda

1. Introduction, welcoming all members
2. Presenting duties of the committee
3. Financial statements, report of the director
4. Elections
5. Any Other Business

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# 1. Minutes of the AGM

Opening at 18:46 on May 28th, 2024. Mrs. Morisset welcomes and thanks everyone for joining the 2024 AGM.

Present at the AGM:

Veronique Morisset: Member of the Provinvial Administrative Council

Lynn Sénécal: Counselor for Responding Squadron Committees

Kathleen Lemire, Chair person

Teresa Tolhurst, Treasurer

Heather McIntosh

Karine Belhache

Jacquie Vandenberg

Attending online:

Clifford Fernandes

Ernesto Caceres

Sherry Hobbs

Rashmi Fernandes

Mrs. Morisset informs that the goal of this AGM is to review the financial statements, elect new members or reelect members in the committee. We need 5-11 elected members in any Cadet sponsoring committee.

# 2. Duties of committee members

Mrs. Lemire, Chair person, reminds members of the roles of each position in the executive.

The Chair, has a management role, ensures communication and coordination between all members of the committee.

The Vice Chair shadows the Chair to ensure that all duties are done.

The Treasurer is responsible for financial statements, paying bills, balancing books, pay any tax (due on June 30th).

The Secretary takes notes and helps with paperwork, write minutes.

We have not had a Second Vice Chair in this committee.

The Sponsoring Committee is generally responsible for matters related to financing cadet projects, booking facilities for events, raising funds, doing marketing campaigns to promote Air Cadet activities and enhance the experience of cadets at 51 Squadron.

# 3. Financial statements

Teresa Tolhurst, Treasurer, presents financial statements.

In our budget, we had budgeted for an income of $54.000 but we have only received about $36.000 (not including reimbursement for the recent spring FTX). Revenue is approximately $17.500 short of what was expected.

However, $51.000 was budgeted for expenses and we have spent about $39.500 so far.

After the FTX, we have a balance of about $3000 (before reimbursement for FTX related expenses).

In conclusion, we have a healthy budget.

For all details, see the 2024 Financial statement emitted by the Treasurer.

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# 4. Elections

Mrs Morisset dissolves the committee for the purpose of the meeting and we can proceed with elections.

**Chair:** Heather McIntosh nominates Kathleen Lemire, seconded by Teresa Tolhurst, **Kathleen Lemire** accepts the responsibility. Everyone is in favour.

**Treasurer:** Heather McIntosh nominates Teresa Tolhurst, seconded by Kathleen Lemire, **Teresa Tolhurst** accepts the responsibility. Everyone is in favour.

**Vice Chair:** Kathleen Lemire nominates Heather McIntosh, seconded by Jacquie Vandenberg, **Heather McIntosh** accepts the responsibility. Everyone is in favour.

**Secretary**: Kathleen Lemire nominates Karine Belhache, seconded by Heather McIntosh, **Karine Belhache** accepts the responsibility. Everyone is in favour.

**Director of Volunteers**: Kathleen Lemire nominates Jacquie Vandenberg, seconded by Teresa Tolhurst, **Jacquie Vandenberg** accepts the responsibility. Everyone is in favour.

**Director of Facilities:** Kathleen Lemire nominates Ernesto Caceres, seconded by Heather McIntosh, **Ernesto Caceres** accepts the responsibility. Everyone is in favour.

**Director of Retail:** Kathleen Lemire nominates Sherry Hobbs, seconded by Heather McIntosh, **Sherry Hobbs** accepts the responsibility. Everyone is in favour.

Elected members then sign the Members Commitment form as well as a waiver to consent to the distribution of images.

# 5. Any Other Business

Teresa Tolhurst, Treasurer, asks another question. How many members can be allowed to sign cheques?

Mrs Morisset informs the committee that we can have up to 3 signatories on the bank account. Any 2 of the 3 signatories can sign cheques.

Mrs Morisset and Mrs Lemire thank all participating members, in person or online.

The 2024 AGM is adjourned at 19:05.