

RECORD OF DECISIONS

76th ANNUAL GENERAL MEETING

AIR CADET LEAGUE OF CANADA



17-20 JUNE 2015
Edmonton, AB

Record of Decisions

74TH ANNUAL GENERAL MEETING OF THE AIR CADET LEAGUE OF CANADA
MARRIOTT RIVER CREE RESORT
EDMONTON, AB
20 JUNE 2015

AGENDA

1. ADMINISTRATION

- 1.1 Welcome and Opening Remarks by the President
- 1.2 Moment of Silence
- 1.3 Introduction of Delegates and Guests
- 1.4 Confirm Notice of Meeting
- 1.5 Call to Order – Review Agenda
- 1.6 Motion to approve non-voting members at Meeting
- 1.7 New Items for Agenda
- 1.8 Approval of the Agenda
- 1.9 Approval of the Record of Decisions of the 2014 Annual General Meeting

2. INFORMATION

- 2.1 Appointment of Parliamentarian
- 2.2 Gala Celebration
- 2.3 RCAFA Presentation
- 2.4 Civil Air Patrol Presentation

3. BUSINESS ARISING

- 3.1 Report of the Finance Committee
- 3.2 Approval of the Financial Statements for 2014 / 2015
- 3.3 Approval of Budget for 2015 / 2016
- 3.4 Approval of the Auditors for the Fiscal Year 2015 / 2016

4. NEW BUSINESS

- 4.1 Location of Future Meetings

5. ELECTIONS

5. Report of the Nominating Committee
- 5.2 Elections

6. RECEIVING REPORTS

- 6.1 Report of the National President
- 6.2 Report of the Executive Director
- 6.3 Report of the Director of Cadets
- 6.4 Report of the Provincial Chairpersons Committee
- 6.5 Report of the Advisory Board
- 6.6 Report of the Honours and Awards Committee
- 6.7 Report of the Scholarships Committee
- 6.8 Report of the Aviation Committee
- 6.9 Report of the NRG / LIP Committee
- 6.10 Report of the National Selections Committee
- 6.11 Report of the Communications Committee
- 6.12 Report of the Music Committee
- 6.13 Report of the Effective Speaking Committee
- 6.14 Report of the Policy, Procedure and Bylaws Committee
- 6.15 Report of the IACE Committee
- 6.16 Report of the 75th Anniversary Committee

7. CONCLUSION

- 7.1 Date and Time of Next Meeting (*SAM November 20-21, 2015 – Ottawa*)
- 7.2 Good and Welfare of the Air Cadet League (AGM 2016 – Richmond, BC)
- 7.3 Reminder - Presidents Banquet
- 7.4 Adjournment

I ADMINISTRATION

March on of the flags; anthems

1.1 WELCOME BY THE NATIONAL PRESIDENT

National President Keith Mann welcomed everyone to the 74th Annual General Meeting of the ACL. He thanked the flag party comprised of local Air Cadets.

1.2 MOMENT OF SILENCE

A moment of silence was observed in honour of all Air Cadets, Air Cadet League volunteers, Canadian Forces Members and friends of Air Cadets who had passed away since our last Meeting, as well as friends, colleagues and family members who are ill at the present time.

In particular, we remember:

- [Maj. \(ret\) Bruce Marr](#) – Former Commander of the Central Ontario Gliding Centre
- [Mr. Chris Redfern](#) – OPC Governor

1.3 INTRODUCTION OF THE HEAD TABLE

Col. Dan Leclair –Northeast Region Commander of Civil Air Patrol
Keith Mann – National President
Sarah Matresky - Executive Director (ACLC)
Don Doern – National 1st VP
Col. Conrad Namiesniowski – D Cdts & JCR

Parliamentarian: Bob Burchinshaw

MILITARY GUESTS

Maj. Simon Caron Air Cadet Coordinator, DCdts, Ottawa, ON
LCol Trevor Campbell National Air Ops Officer
Maj Darin Little Nat'l Tech Auth (Air)

INTRODUCTION OF MEMBERS

Advisory Board
Board of Governors
Provincial Delegates
National Office Employees

1.4 CONFIRM NOTICE OF MEETING

The Executive Director Sarah Matresky confirmed that the Notice of Meeting was duly circulated in February 2015, that there is a Quorum, and this gathering was a properly Constituted meeting of the Air Cadet League of Canada.

1.5 CALL TO ORDER

The President called the 74th Annual General Meeting to order.
Bob Burchinshaw explained the voting card procedure and the procedure for those acting as proxies.

1.6 MOTION TO APPROVE NON-VOTING MEMBERS AT MEETING

MOTION: Moved by G. Boudreau/P. Barabey that all non-voting members who signed the list be permitted to attend the meeting. **CARRIED**

1.7 NEW ITEMS FOR THE AGENDA

2.2 Gala Celebration D. Berrill

1.8 APPROVAL OF THE AGENDA

MOTION: Moved by L. MacIntyre/M. Bineau that the Agenda be approved as amended.

CARRIED

1.9 APPROVAL OF THE RECORD OF DECISIONS OF THE PREVIOUS AGM – AGM 2014, WHITEHORSE, YT

MOTION: Moved by G. Albert/D. Hayden that the 2014 AGM minutes be approved as presented.

CARRIED

II INFORMATION

2.1 Gala Celebration – D. Berrill

D. Berrill gave a PowerPoint presentation about the 75th Anniversary kick-off celebration set to take place at the Canadian Aviation and Space Museum in Ottawa on the Saturday evening during the SAM. Information about sponsorship was given along with ticket prices and details of the evening's events.

2.2 Cadet Three Year Renewal Plan – D. Berrill

D. Berrill summarized a slide show presentation given at the PC Chairs and BOG meeting which covered the following points:

- There are six key thrusts as part of the top level action plan: address and respond to 5 yr. Renewal Plan implementation, assist to support Renewal (WG etc.), negotiate new MOU with DND with help of a FT person, identify and develop associated action plans, increase support, build alliances.
- Summary moving forward: Agreement in principle with the initial 3 year ACL plan; goal to finalize budget and secure resources and staff as soon as reasonably possible; ad hoc committee on governance to guide initiative on behalf of BOG.

2.3 Royal Canadian Air Force Association Presentation – T. Chester

T. Chester, President of the Royal Canadian Air Force Association gave a presentation on the organization's vision, mission and objectives and its relationship with the Air Cadet League. T. Chester summarized the RCAFA's recent work and the benefits and support it provides to Air Cadets across the country. He encouraged all League members to get involved with the RCAFA and contribute to Air Force Magazine any articles and photos relating to Air Cadets. The RCAFA is proud to provide many awards to Air Cadets through its trust fund and they look forward to a continued relationship with the Air Cadet League.

2.4 Presentation of the Civil Air Patrol – Col. Dan LeClair

Col. D. LeClair passed along greetings from BGen. Vazquez and thanked the Air Cadet League for the invitation to the AGM. He added that he sees many similarities in the two organizations and he can draw many comparisons in the challenges faced by the two. Col. LeClair said that he takes many of the ideas discussed at the League's meetings back to the Civil Air Patrol. He thanked K. Mann and K. Robinson for their hospitality during his stay and presented a plaque to the National President.

III BUSINESS ARISING

3.1 REPORT OF THE FINANCE COMMITTEE

D. Berrill highlighted a few of the unique items in the budget relating to the 75th anniversary and the transfer of funds from reserves as planned. He added that he, E. Wiesner and S. Matresky reviewed the insurances at length when preparing the budget for this year and the summarized the challenges that occurred with the improper quotes received from the insurance company in January. An explanation was provided for the acquisition and subsequent cancellation of additional sexual abuse coverage under the CGL policy (broker reconsidered the recommendation of this additional coverage). D. Berrill explained the purpose of the rainy day and contingency funds along with several other notable items for the anniversary celebrations.

3.1 REPORT OF THE FINANCE COMMITTEE - Continued

D. Berrill added that important discussions need to take place between the BOG and PC Chairs about supporting cadet activities to determine the level of support the League is willing to provide so that it can be budgeted accordingly. A sub-committee led by P. Barabey was also struck by the committee to review the National budget and propose changes should it feel the money is not being spent as it should be. K. Mann acknowledged the excellent work of D. Berrill and S. Matresky in managing the League's finances.

3.2 APPROVAL OF THE FINANCIAL STATEMENTS FOR 2014/2015

D. Berrill reported that of the \$49k budgeted from reserves for the 2014/15 year, only \$29k was used thanks to good management. He gave further details about financing the 75th anniversary and the prepaid items, along with information on the trust account balances. There were no further questions from the membership.

MOTION: Moved by D. Berrill/B. Wolfe that the audited financial statements for FY 2014-15 be approved as presented. **CARRIED**

3.3 APPROVAL OF BUDGET FOR 2015/16

D. Berrill covered this item under 3.1. He indicated that he would seek approval for the budget for the 15/16 year only as the committee wishes to review the Cadet Assessment Fee at the Semi-Annual meeting. A Special Meeting will be held at that time to approve the subsequent two years of the budget.

MOTION: Moved by D. Berrill/C. Hawkins that the budget for the fiscal year 2015/16 be approved as presented. **CARRIED**

3.4 APPROVAL OF THE AUDITORS FOR THE FISCAL YEAR 2015/2016

MOTION: Moved by D. Berrill/D. LaRoche that the firm Andrews and Co. be approved for FY 2015/16. **CARRIED**

IV NEW BUSINESS

4.1 LOCATION OF FUTURE MEETINGS

Richmond, BC 2016
Winnipeg, MB 2017
Montreal, QC 2018
NFLD, 2019
SASK, 2020

V ELECTIONS

5.1 REPORT OF THE NOMINATING COMMITTEE

J. Reidulff referred to the NFP act and explained the process for accepting nominations from the floor prior to lunch. When the meeting resumed, J. Reidulff reported that there were no nominations received from the floor and therefore the slate has been declared as passed. K. Mann thanked retiring Governors L. MacIntyre and T. Holland for their service and offered congratulations to those newly elected.

VI RECEIVING OF REPORTS

6.1 REPORT OF THE NATIONAL PRESIDENT

K. Mann indicated that his report is included in the meeting book. He spoke to the Cadet Renewal Plan and the challenges faced by the stakeholders. He is confident that the efforts will result in a better product and he thanked the military for including the League in the process. K. Mann also referred to the *Volunteer Contributions in Support of the Cadet Program Report* that was produced earlier in the year and how it has become an essential tool in communicating the efforts and value of the ACL's contribution to the cadet program. He thanked those who assisted in producing the report and added that he thought the results were truly outstanding when you consider how many hours are put in by the volunteers. He concluded by saying that it was a great honour to serve as the National President.

6.2 REPORT OF THE EXECUTIVE DIRECTOR

S. Matresky referred to her report included in the meeting book. She drew particular attention to the insurance report on certificates generated for cadet activities and the high rate of error when squadrons complete the request forms, resulting in higher administrative fees from the broker. She added that the insurance workshop held at the meeting was conducted in an effort to improve the application process and further information on how to complete the forms correctly will be made available on the National website.

S. Matresky reported that an Executive Directors' meeting was held Wednesday evening. Topic of discussion included insurance, 75th anniversary items and administrative procedures.

She concluded by encouraging the membership to submit feedback on the meetings and ideas for workshops that they in which they wish to participate at the SAM.

6.3 REPORT OF THE DIRECTOR OF CADETS

C. Namiesniowski conducted a PowerPoint presentation which outlined the following:

Current Initiatives

- New Governance Model
- Stand up of the National Cadet and JCR Support Group
- Information Management and Technology
- St. George's Medal for cadets
- Uniform Update – new uniforms for CSTCs
- Infrastructure Changes

Current Issues for Air Cadets

- International Exchanges (hosting moving from Alberta to Maritimes)
- Staffing of Key ACGP Positions: RCA Ops, Maintenance, long term solutions
- PPS Contract – currently at the \$3M limit for the program (including insurance charges)
- Increase in Cost per Cadet will result in reduced # of billets
- CTC Billets – allocation review launched in Apr., Gimli contract resolved, new buildings
- Contract for AATC – renewed contract with Canadore
- 75th Anniversary – busses & staff for Leadership Symposium, pins on uniform

Cadet and JCR Renewal

- Overall – making progress, achieving results and milestones
- Achievements include: new Governance Model; new Formation; Outreach training package; Army FTU's; fitness funding \$30/cadet; staff reductions 50 FT and 23 FTE
- Progress being made on the following: O&E Review; Outreach Strategy; Growth Plans, Selections; Public Affairs Strategy.

Projects Starting in 2015

- Review of Program Administration
- Review of Internal Communications
- Review of Cadet Awards and Recognition
- Review of Program Flexibility
- Program Alignment with DND/CAF

Expenditures by Capability

- Expenditure are down slightly from last year in the areas of adventure training, and command and support and up slightly for local training.

Questions / Comment Period

Q. M. Ozirny commented that the Music Program has been dwindling over the years, which has been proven to be a valuable part of the program as squadrons offering music as part of their training have higher rates of retention. He feels the time has come to rejuvenate the music component of the cadet program and as such asks what is being done to ensure its sustainability and growth.

A. C. Namiesniowski indicated that when he visits CSTCs and local unit across Canada it is clear that the program is alive and well and it is a good showcase of the cadet program. He added that cadet bands regularly fill in when resources for CAF bands are not available. The staff in Ottawa recognizes the importance of the music program and continues to push it as an optional program. Priorities need to be further defined where it relates to 'optional' programs and they must overcome the challenge of finding suitable instructors.

Q. K. Robinson asked if the Drill and Ceremonial component of the summer training courses are being looked at as they appear to be watered down considerably from what they were several years ago.

A. C. Namiesniowski commented that the question was out of his expertise as it is a 'training and delivery' question. He added that as part of Renewal summer programs and other areas of training are being revamped and rewritten. Maj. Caron will look into it.

Q. J. Scott indicated that he was confused by a slide dealing with the Power Pilot Scholarship program and asked if the Treasury Board put the \$3M cap in place. He asked why the \$3M envelope now includes the insurance and wanted to know where the 250 PPS Scholarship number came from. Why can the rental costs not be moved out of the envelope and the scholarships be based on 1% of the cadet population rather than a fixed 250? J. Scott would like to find out what can be done to change this.

A. C. Namiesniowski replied that yes, the cap was put in place by the Treasury Board and includes the PPS Scholarships and what DND pays the Leagues for aviation insurance. He added that he asked the same questions when he started in the position last year and that the limit is also written into the MOU. The objective is to maximize the number of cadets on GPS and PPS within the cap. The Colonel said that he did not have the documents in front of him, but the question was asked and they are doing their best to work within the limitations of the agreement.

D. Berrill referred to the Privy Council order and added that they are looking at the numbers to find efficiencies (some flying centers operate at a 40% difference).

Q. B. Robert indicated that a number of squadrons are organizing trips to Europe (particularly to Vimy). He gave an example of one squadron planning a trip in 2017 and asked why the trips are only being approved for a travel period of seven days rather than the proposed length of 10-14 days.

A. C. Namiesniowski replied that these trips are a challenge. With paid CIC's as escorts, their wages come out of the cadet program envelope and 14-day trips cannot be supported. The objectives of the trips need to be examined to determine the value and excursions to Vimy have the potential to get out of control. Demands need to come in early; need to be realistic and should not be a set up for disappointment.

6.4 REPORT OF THE PROVINCIAL CHAIRPERSONS COMMITTEE

K. Robinson reported that the PC Chairs had a productive meeting yesterday. No motions were made but D. Berrill gave a presentation and the committee participated in some good discussions. The Chairs agreed in principle to the three-year plan presented and the six 'key-thrusts'. D. Doern gave a presentation to the Chairs on the League's new organizational structure. The committee also supported the concept of a finance sub-committee to review expenditures and increase in the Cadet Assessment fee as they recognize the financial challenges faced by the League. Apprenticeship programs were also discussed.

6.5 REPORT OF THE ADVISORY BOARD

B. Wolfe indicated that the Advisory Board had two very full days starting with some housekeeping items within the group. The sub committees will present their own specific reports. D. Doern met with them to discuss the Advisory Board's role within the new organizational structure and J. Scott briefed the group on the status of the League Industry Partnerships to provide a better understanding of the process. They were very impressed with J. Scott's efforts to date and recommend that the EC and the membership lend their support to his initiative.

B. Wolfe added that the Advisory Board had difficulty attending other committee meetings due to their busy agenda. When they did attend other meetings, they felt uncomfortable and were sometimes unwelcome. The Advisory Board is willing to assist but is facing challenges to engage. They invited S. Matresky to meet with the AB to give them an update on the state of the League's affairs. K. Mann encouraged the past presidents to engage and participate where possible and added that they are always welcome at meetings. The new Advisory Board chair will be K. Mann as per the new Org Structure.

6.6 REPORT OF THE HONOURS AND AWARDS COMMITTEE

B. Robert reported that the H & A committee processed 52 nomination applications for adult leadership awards – an increase in volume from the year previous. Dale and Birchall scholarships were also processed and he added that due to lower interest rates, the Young Citizen's Foundation Scholarship of \$5,000 is now the flagship educational award. The procedures and application process for the Continuation Flying awards has been completely overhauled under the direction of J. Scott and this particular award will remain with the LIP Committee. The National Office will continue to process PTAA applications and Honours and Awards will continue to oversee the adult leadership awards and educational scholarships. Vice-Chair T. White will work with the National Office to track the issuance of the Volunteer Service Medal, bars and rosettes with the use of a database to be proactive for presentation to national members. The committee also reviewed criteria for the Legion medal.

6.7 REPORT OF THE SCHOLARSHIPS COMMITTEE

G. Albert reported that the committee received 142 scholarship applications – same as the year previous. He thanked the staff at the National office for seeing to all the paperwork and also gave thanks to the members on the committee. A total of 59 applications were received from ON; BC 23; QOV 15; NB 11; NS 10; MB 8; PE 7; AB 5; SK 3.

6.8 REPORT OF THE AVIATION COMMITTEE

J. Scott referred his report in the meeting book and noted a correction to the status of the aircraft in Northwest region (it has not yet been returned to Gimli). He asked that the membership make use of the Air Force Magazine by contributing articles, photos and announcements, as appreciation needs to be shown to the RCAFA for their support to the League.

The committee had a very active meeting over the course of two days to discuss the heavy agenda. J. Scott gave further details on the CFTA awards and hopes that the recipients can be announced at the wings graduation parades at the end of the summer. Information was provided on the shift in billets for the GPS course primarily in Central region and the reasoning behind the shift.

J. Scott reported that the National glider was sold and as such it will need to be replaced. He added that approximately 50,000 glider flights are conducted each year, which amounts to a terrific safety record. DND gave a presentation on statistics and other logistics at their meeting and a status on the equipment in the queue at K & L Soaring was provided. As well, J. Scott noted that K & L has complained about the volume of equipment being held there and the need to arrange for proper storage in a facility as the assets are not being properly protected. At this time, PC should not put together a plan for a 10% extension on powered aircraft. Further details can be found in the committee meeting minutes..

6.9 REPORT OF THE NRG / LIP COMMITTEE

E. Wiesner provided an update on the NRG and the creation of the Gala event, which has taken up most of the committee's time to ensure its success. The intent of the event is to be a kick-off celebration and to increase the League's profile. He added that the policy on Donor Recognition has been revised to close a few gaps. An application has been submitted to the World War Commemorations Fund to seek support for the Leadership Symposium in the fall. The application has made it to the second round for consideration. D. Berrill gave details on the Gala specific items, table sponsorship and ticket information.

J. Scott gave a report on the League Industry Partnership sub-committee and thanked the RCAFA for their generous contributions. He added that his report and summary of further contributions provided by other industry partners can be found on page 62 of the meeting book.

6.10 REPORT OF THE NATIONAL SELECTIONS COMMITTEE

M. Ozirny reported that the committee had a well-attended meeting and he thanked Maj. Caron for the presentation he gave at the session. He summarized that there were 210 applications for the 72 IACE spots; 510 applications for 250 PPS spots (71 more than the year previous) and GPS saw 810 applications for the 293 spots available. Other detail on increases and decreases to the number of billets for the various courses were also given. Scoring forms and standardizations were discussed at the meeting along with exam dates for GPS and PPS courses.

6.11 REPORT OF THE COMMUNICATIONS COMMITTEE

H. Viita indicated that the committee had a good, well-represented meeting. The committee's primary focus has been the upcoming 75th celebration and a contact list is being created to assist with the distribution of information relating to the anniversary. She emphasized the important function of the Communications Committee to relay the important details for the activities and initiatives laid out for the coming year. They are looking at developing a number of communications tools to assist.

6.12 REPORT OF THE MUSIC COMMITTEE

M. Ozirny reported that the incoming chair would be G. Johnston. He encouraged all provinces to have a representative on the committee as they are expecting things to get kick-started within the next year and adds that there are exciting things ahead for the music program. That being said, he indicated that the committee is beginning to feel redundant, as there has not been a great deal of money injected into the music program in the last number of years. He asked for support to keep the committee and the music program in the forefront.

6.13 REPORT OF THE EFFECTIVE SPEAKING COMMITTEE

D. LaRoche was pleased to advise the membership that her committee had a robust meeting full of discussion and comment. They are working to assist local members in conducting local competitions and she thanked R. Petrowsky for the PowerPoint presentation he delivered during the meeting. The tool will be available to everyone in September along with a workbook created by the BCPC. The mandate of the committee has been to facilitate the local and provincial competitions as much as possible. D. LaRoche explained some of the new procedures used during Thursday night's competition and added that all cadets will receive a video of the event on CD. Topics for the 2015-16 competition will be available on the website shortly.

6.14 REPORT OF THE POLICY, PROCEDURE AND BYLAWS COMMITTEE

B. Burchinshaw reported that his committee had a productive meeting and explained that he put together proposal to revise the procedure for the PPM submissions as he will be retiring as a Governor in 2016. B. Burchinshaw will take the next 12 months to work with a successor to oversee the Policy Manual and he added that the revision in the PPM update procedure was discussed on Thursday at AGM. The implementation in accordance with a procedure proposed by HQ Staff and then approved by the BOG at the AGM in 2016 is still in place. The National Office will take over the staff function of revising and updating the document which will be overseen by a Governor/Advisory Board member.

6.15 REPORT OF THE IACE COMMITTEE

L. MacIntyre indicated that there is a change to the report published in the meeting book in that Governor J. Scott will replace E. Allain as the escort to the UK this summer. The meeting was very productive with 28 members in attendance and involved finalizing particulars for the exchange this year in Alberta and planning the details for the exchange to transfer to the Maritimes in 2016. He thanked all of those involved in supporting the exchange, in particular, Maj. Caron, D. LaRoche, J. Woodford, and P. Dowling. K. Mann congratulated L. MacIntyre on an outstanding job well done and thanked him for his service as he steps down as Governor this evening.

6.16 REPORT OF THE 75TH ANNIVERSARY COMMITTEE

K. Mann gave a presentation on the 75th Anniversary Celebration and began by thanking P. Doern and D. Doern for organizing the logistics behind the distribution of the 55,000 anniversary pins to members and squadrons. Cadets will commence wearing the pins in September on the uniforms and they are awaiting details on how they will be worn. Celebrations will commence at the start of the 2015-16 training year and will continue throughout the 2016 calendar year.

C. Hawkins provided details on the Cadet Leadership Symposium taking place in November and informed the membership how the Provincial Committee will go about selecting cadets and arranging for travel to the event in Ottawa.

VII CONCLUSION

7.1 DATE AND TIME OF NEXT MEETING

SAM November 20-22 at Lord Elgin Hotel, Ottawa

7.2 GOOD AND WELFARE OF THE AIR CADET LEAGUE OF CANADA

Nothing further

7.3 REMINDERS

Housekeeping items and announcements related to the evening's Banquet.

7.4 ADJOURNMENT

There being no further business the meeting adjourned at 1540



PRESENTATIONS AND COMMITTEE PROCEEDINGS



ANNEX A

D CDTs GROUP ADDRESS POWERPOINT

Air Cadet League of Canada
Annual General Meeting

20 June 2015




Col C.R. Namiesniowski,
Deputy Commander
National Cadet and Junior Canadian Rangers Support Group

Canada


Agenda

- Intro
- Current initiatives
- Current issues for Air cadets
- Renewal Sitrep
- Finances




Current initiatives

- New Governance Model
- Stand up of the National Cadet and Junior Canadian Rangers Support Group (NATL CJCR SP GP)
 - Intra Capability Component Transfer (ICCT)
 - Transfer of Command Authority (TOCA) and Initial Operational Capability (IOC) 1st Apr 2015
 - O&E Review (Plan approval expected end of Aug)
 - Full Operational Capability (FOC) 1st Apr 2016
 - D Cds & JCR Status
- Information Management /Information Technology (IM/IT)
- St-Georges Medal for Cadets
- Uniform update – new Pt Shorts for CTCs
- ADM (IE) Infrastructure Management changes




Current issues for Air Cadets

- International exchanges
 - Hosting in Alberta this summer, prepare to host in the Maritimes starting in 2016
- Staffing of Key ACGP Positions
 - Central RCA Ops O filled; temporary solution for Atlantic RCA Ops O
 - Maintenance/TAA staffing
 - Long term solutions are being sought
- PPS Contract
 - Current limit is \$3M, including ACL charges (for insurance). We have reached that limit
 - Any increase in Cost per Cadet will mean a reduction in Billets
- CTC Billets
 - CFTC Comox infrastructure – temporary solution until new building is available
 - CFTC Gimli – contracting issue resolved
 - CTC Billet Allocation Review launched in April 15
- Contract - Advanced Aviation Technology Courses
 - Contract awarded to Canadore College for 1 Year + 5 one-year options
- 75th Anniversary
 - Leadership Symposium: Staff & ground transportation to be provided as agreed at CPMC
 - Authority to wear the pin on the Air Cadet Uniform



Cadet and JCR Renewal

- Overall - making progress, achieving results and milestones
- Things we have achieved:
 - New Governance Model being implemented
 - Stand up of the National Cadet and Junior Canadian Rangers Support Group
 - An adult staff and volunteers training package on Youth Development and Program Outreach
 - 19,000 sets of Army Cadet FTU introduced
 - Additional fitness & sports funding - \$30/cadet
 - Staffing reduced 50 full-time & 23 full-time equivalent



Cadet and JCR Renewal

- Things we are progressing:
 - Organization & Establishment Review
 - Outreach Strategy
 - National Public Affairs Strategy
 - Cadet and JCR Growth Plans
 - Program Support Models & Program Costing
 - Developing a Customer Service Framework
 - Simplifying Course Registrations & Selections



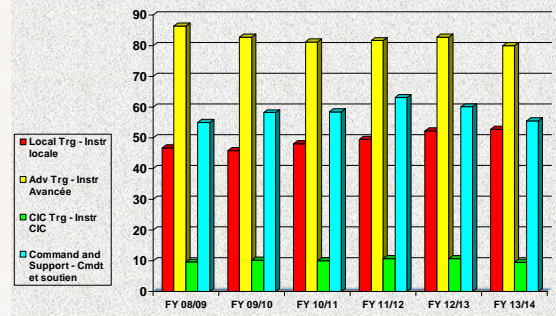
Cadet and JCR Renewal

- Things we are starting in 2015:
 - Review of Program Administration
 - Review of Internal Communications Approach
 - Review of Cadet Rewards & Recognition
 - Review on Program Flexibility
 - Program Alignment with GoC and DND/CAF



7

EXPENDITURES BY CAPABILITY / DÉPENSES PAR CAPACITÉ



8

QUESTIONS



9



ANNEX B

ADVISORY BOARD



Advisory Board Record of Decisions

Chairperson: Brent Wolfe

Attendees*

L. Jenks	J. Reidulff	G. Cuerrier	R. Ilko
T. White	M. Goldack	R. Goudie	J. McKeachie
D. Hayden	B. Robert	G. Albert	

*Members may not have been in attendance during all parts of the meeting due to commitments on other committees.

Guests

D. Doern (First Vice)
J. Scott (Governor)

1. Administration

- 1.1 Welcome and Opening Remarks
The Chair welcomed all members to the meeting. He noted that some members were involved in other meetings and would be joining the AB meeting as their schedules allowed. He also noted that the agenda schedule would be flexible to allow various topics to be discussed with specific members were present.
- 1.2 Additions to the Agenda:
The following items were added to the agenda:
 - 3.3 Insurance costs of the Gliding Program (G. Cuerrier)
 - 3.4 Impact of Staff Shortages on Gliding Program (B. Robert)
- 1.3 Approval of the Agenda
Moved by Bob Robert, seconded by David Hayden to approve the Agenda as amended. Carried.
- 1.4 Approval of the ROD / Minutes of the Last Meeting (November 2014)
The minutes of the meeting at the June AGM were approved as circulated.

2. Business Arising

- 2.1 Advisory Board Members on Other League Committees
Support in principle was expressed about participation in other League Committees. However, there were some concerns raised about the impact this participation would have on the deliberation and duties of the Advisory Board (as witnessed by the absence of some members at this meeting). The Chair was directed to speak with the National President to seek clarification on the role that AB members would have on these committees.

The Chair has since confirmed that the role of the AB member on any committee was to be as active a participant as the member wished to be.

Item: Closed

2.2 Duties of non-Past Presidents as Honorary Associates

It was suggested that an Honorary Associate / Officer be approached to host a teleconference with the other Honorary Associates to determine their feelings about continuing in their roles, and to identify specific activities / tasks that they could be active in support of either the League or the Air Cadet program.

No action has taken place on this portfolio.

Item: Open

2.3 New governance Model

The Committee reviewed the latest version of the League governance model. While there was strong support in principle for the model there were still some minor suggestions related to the duties, responsibilities and reporting chains of the Advisory Board, Nominating Committee and Honours and Awards Committee that required clarification

Action: The First Vice President will make the changes prior to the final version being issued.

Item: Closed

3. New Business

3.1 Honours and Awards Committee Report

Refer to minutes of the National HAC

3.2 Nominations Committee Report

The Chair updated the members on recent changes to the nomination slate that had been required to fill late vacancies.

The Committee as a Whole also discussed succession plans for the immediate future.

Refer to the report of the Nominations Committee for additional information.

4. Conclusion

4.1 Good and Welfare

4.2 Closing Remarks

The Chair thanked everyone for their input throughout their participation in the various committees through the year.

4.3 Next Meeting: November 19, 2015 in Ottawa at the Semi Annual General Meeting



ANNEX C

HONOURS AND AWARDS



Honours and Awards Committee Meeting Record of Decisions

Chairperson: Bob Robert
Vice-Chairperson: Tom White
Secretary: Craig Hawkins

In Attendance:

Guy Albert	Gilles Cuerrier	Max Goldack
Bob Goudie	David Hayden	Craig Hawkins
Ron Ilco	Len Jenks	Jim McKeachie
Jan Reidulff	Bob Robert	Brent Wolfe
Tom White		

Guests: Governor John Scott

1. Administration

- 1.1 Welcome and Opening Remarks
The Chair welcomed all members of the Advisory Board to the HAC meeting and thanked them for their on-going involvement during the year. He confirmed that C. Hawkins had volunteered to remain as secretary and that T. White would take over as Chair of the Honours and Awards Committee in June 2016.
- 1.2 Additions to the Agenda
There were no additions to the agenda
- 1.3 Approval of the Agenda
Moved by R. Ilco, seconded by D. Hayden to accept the agenda as circulated. Carried.
- 1.4 Approval of the ROD / Minutes of the Last Meeting (November 2014)
There were no amendments to the ROD of the SAM 2014. Moved by J. Reidulff, seconded by B. Goudie to accept the ROD as published. Carried.

2. Business Arising

- 2.1 Updates on AGM 2015 Awards Nominations (Chair)
A total of 52 nominations were received this year, up from 41 last year. The awards were in seven categories. Approved awards by type:
Two Medals of Honour; one Director of the Year; One Officer of the Year; two Presidential Citations; six Certificates of Honour; fifteen Certificates of Merit; and, twenty five Certificates of Recognition.

There were two presidential Certificates with Presidential Letters. These are considered separate awards. And they have a different submission deadlines – May 1st.

All awards were approved although some were in different categories than the original nominations.

Approved awards by Source of Nominations:

NLPC – 4	NSPC – 2	PEIPC – 2	NBPC – 3	QOVPC – 7
OPC – 7	NWOPC – 4	MPC – 8	SKPC – 3	APC – 7
BCPC – 2	PanT – 0	National – 3		

A total of 10 awards will be presented at the AGM (including one in absentia). The remaining will be presented by an appropriate senior (national) member at the provincial AGM in the fall.

For Info: Item closed

2.2 Report by National Scholarships Committee (Irene Doty)

The report on the Scholarship Committee was presented by Guy Albert.

Please refer to the report in the AGM Blue Book on page 81. This year a total of 142 applications were received for the three scholarships. The winners will be announced at the AGM Banquet.

The scholarship applicants came from the following Provincial Committees:

NLPC – 1	NSPC – 9	PEIPC – 7	NBPC – 11	QOVPC – 15
OPC – 59*		MPC – 9	SKPC – 3	ABPC – 5
BCPC – 23	PanT – 0			

* Includes both OPC and NWO candidates.

The amounts for the three post-secondary scholarships are as follows:

Young Citizen's Scholarship: \$5000

Birchall Scholarship: \$3000

Dale Scholarship: \$1500

Following the presentation the issue of the declining monetary value of the Dale and Birchall scholarships was discussed. The Committee did not recommend approaching the donors to "top up" the scholarships to their original levels by using some of the principal in the trust account. This is in accordance with the wishes of the donors when the trust accounts were originally established.

It was recommended that the Board of Governors be asked to "top up" the amount of the Dale and Birchall Scholarships to the nearest \$500 in the future.

2.3 ACL LSM Master List and Presentation Protocol and Costs Assumption (Chair)

The National Office, with Vice Chair Tom White, has the task of tracking the LSMs (and Bars & Rosettes) awarded and due, so as to be proactive for presentation at AGMs and SAMs to National Members, taken to mean Governors, Advisory Board Members, Honoraries and PC Chairs only. Others are the responsibilities of PCs to track and decide on occasions to present. BOG at a recent meeting (14 January) approved the policy as just described, and that National presentations be gratis and PCs and local presentations be at the PC cost, PC and SSC cost or the recipients' cost.

For Info: Item closed

2.4 Service Pins (Chair)

Following consultation with the National Office, it proceeded to order and carry catalogued bilingual League Volunteer Pins (Not 'RCAirCadet' pins) with a 5-year denomination at the low end and 70-year denomination at the high end. The Office will continue to offer the 'RCAirCadet' pins in the catalogue, indicating that there is a limited supply with some years missing and there is no reordering - directing the purchaser to the 'League' pins. A Newsletter insert or article will announce the League Volunteers Service Pins availability and their purpose - i.e. to reward the

service of the recipients to the Air Cadet Movement. The bulk of the recipients will be League members (for sure SSC members), but also CIC, CIs, COs' volunteers, staff and even others (e.g. a Sponsor's Liaison person or a squadron's webmaster and such). To note that qualifying service years can be interrupted and the count resumed later. The League Volunteer Pins became available in the ACL web catalogue on April 1st.

For Info: Item closed

2.5 Order of St George Medal Proposal Update (Chair)

At its March meeting, the CCO Natl HAC voted in favour of accepting the Order of St George medal to be awarded every summer to the top staff cadet at each cadet training centre. Because most CTCs have been recognizing their top staff cadets' exceptional performance with trophies scholarships and CO's commendations it will take time to ensure a smooth introduction of the new award. Deputy Commander Cadets & JCR Support Group (ex-DCdts & JCR) is planning to launch the new award (the Order of St George Medal) for the summer of 2016.

For Info: Item closed

2.6 LIP Initiatives (John Scott: LIP Chair)

Governor John Scott outlined the process being used this year for the allocation of the Continuation Flying Training Awards. He described this as a "Beta" test with the goal of getting the funds into the hands of the recipients in time for them to continue flying in the fall (the current process did not make the funds available until the following spring). Governor Scott also made it clear that he and the LIP initiatives have only focused on this aspect of the various MOUs: there has been no involvement with other areas of the program such as music, athletics etc.

Following a discussion with the National Honours and Awards Committee, Governor Scott acknowledged that the CASARA Foundation award would return to the selection process developed by the HAC for the summer of 2016: it was determined that trying to return the selection process to its original format at this time would only cause confusion among the cadets.

The National Honours and Awards Committee thanked Governor Scott for addressing their concerns and clarifying the specific focus of the LIP initiative and indicated that they will continue to work closely with the LIP Committee in the future in the area of honours and awards.

2.7 Earning of Air Cadet Service Medals (Chair)

Per the PPM, the ACSM is earned on a calendar basis, i.e. if a cadet enrolled on December 1st 2011, s/he earns the medal on December 1st 2015, and the same anniversary each successive year for bars. FORTRESS is being updated to automatically calculate when a cadet is eligible to receive the ACSM. An article on this was published in the Winter Newsletter.

For Info: Item closed

3 New Business

3.1 YCF Scholarship Update (Academic Scholarship Committee Chair)

This item was addressed during the Scholarship Committee report (see Item 2.2)

3.2 Air Cadet LS Medals Rosettes & Bars Mountings (Craig Hawkins)

An article appears in the Spring Newsletter (June 2015) outlining the recommended method of removing bars / rosettes from the ACSM and the VSM and adding the second

For Info: Item closed

3.3& 3.4 Special 75th Certificates for Squadrons (Chair)

A sample of a special certificate that will be issued to squadrons that were formed in 1941 will be issued as part of the 75th Anniversary Celebrations was shown. A second sample certificate to be presented to former cadets of distinction who are recognized at the 75th Gala Dinner and current cadets who will participate in the Leadership Symposium was also shown.

For Info: Item closed

3.5 ACL Membership: Serving CF Members
(Ref By-laws article 3.02 last para)

The ACL Certificate of Honour is only accessible to League Members. IAW ACL by-law 3.02 'Conditions of Membership', last paragraph, "*Serving Members of the CF involved in the program and cadets are not eligible for membership.*" "*Involved in the Program*" is taken to mean CF members assigned to staff DCadets, RCSU, CTCs, Schools, Detachment positions and RAirOps/RGS staffs are not eligible. Others, often just parents of cadets are eligible to join the League, particularly at the local / SSC level.

For future reference, a military member, who is also a member of a local SSC, would have a certificate presented using their civilian title (Mr. or Mrs, Dr. etc) rather than their military rank.

For Info: Item closed

3.6 Medal of Honour Subcommittee (Len Jenks)

The Committee reviewed the size and composition of the Medal of Honour subcommittee. At the present time, it was not felt necessary to limit the number of members on the subcommittee. Doing so (in the future) would require a change to the PPM.

The Committee also considered the option of limiting the number of Medal of Honour recipients. Again, it was not felt necessary to make any changes to the current PPM. Any changes (in the future) would require a change to the PPM. Item closed

3.7 Simultaneous Awards (Chair)

The PPM suggests in articles 4.1.5 (policy) Certificate of Honour, 4.1.6 (policy) Certificate of Merit, and 5.7.1(policy) Officer of the Year, that these Certificates may be issued alone or in conjunction with other awards. How can / does that happen?

During the discussion, it was determined that a Certificate of Honour could be presented in conjunction with the Director of the Year to the same individual. This was due to the fact that the same individual (a League member) could be nominated by different individuals. The Director of the Year is primarily nominated by the President (with the assist of the Immediate Past President and the First Vice President), possibly in consultation with the National Honours and Awards Committee.

A similar scenario could occur with the Officer of the Year and the Certificate of Recognition: these two awards could be presented to the same (military) individual if separate nominations were received.

It was determined that both of these scenarios, while possible, were highly unlikely. There was not change required in the current policy. Item closed

3.8 Royal Canadian Legion Cadet Medal of Excellence (Craig H)

The PPM description of the RCL Cadet Medal of Excellence is not quite aligned with the Legion's own description of the requirements. (see the link below) The PPM should be changed to accurately reflect the Legion's requirements for this medal and should include a link directly to the Legion's website. The relevant CATO also needs to be checked.

<http://www.on.legion.ca/remembrance/youth-programs/cadet-medal-of-excellence>.

Action: C. Hawkins

3.9 Sub-committees Composition

Final confirmation on the sub-committee composition will occur at the Semi Annual Meeting in Ottawa.

Academic Scholarships – Irene Doty, Guy Albert, Gilles Cuerrier, Bob Goudie, Ron Ilko.
Sennheiser / CASARA Foundation / WestJet – TBD

Long & McQuade Music Award for Excellence – Chair HAC, Chair Music Committee,
Chair LIP.

Presidential Certificates with Presidential Letter– Craig Hawkins, Don Doern and Tom White.

Certificates of Recognition – Ron Ilko, Brent Wolfe, Guy Albert, David Hayden.

Certificates of Merit – Max Goldack, Jan Reidulff, Jim Ash, Bob Parsons.

Certificates of Honour – Len Jenks, Don Gladney, Fred Hopkinson.

Officer of the Year – Gilles Cuerrier, Don Gladney, Ron Ilko

Director of the Year - Bob Robert, Don Doern, Fred Johnsen, Keith Mann.

Presidential Citations – The Chair HAC, The President, the 1st Vice President and the
Immediate Past President.

Medal of Honour – Bob Robert (Chair HAC), with the the holders of medals of Honour as
members (Currently: Bob Robert, Jim McKeachie, Len Jenks, Bob Goudie, Irene Doty, Fred
Hopkinson and Don Gladney).

4 Conclusion

4.1 Good and Welfare

There were no additional items under this section

4.2 Closing Remarks

The Chair again thanked members for their input during the meeting and their active
involvement during the year.

4.3 Date of Next Meeting:

20 November 2015 at the Semi Annual Meeting in Ottawa

09 July 2015



ANNEX D

AVIATION COMMITTEE



AIR CADET LEAGUE OF CANADA NATIONAL AVIATION COMMITTEE

NATIONAL AVIATION COMMITTEE MEETING ANNUAL GENERAL MEETING

EDMONTON JUNE 2015

Attendees: Pierre Barabey, QOV, Dave Vokey, PEI, Bill Fowler, PEI, Jerry Elias, ON, Greg Merrill, ON, Dale Crouch, PanTerritorial, LCol Trevor Campbell, NCA Ops O, , Maj Chris Toth, DNCA OpsO, Maj Darrin Little, NTA, Jim Mullins, NS, Rhonda Barraclough, AB, Mike Campbell, SK, Mark Brickwood, MN, Marcel Bineau, QOV, Chris Tuck, BC.

1. ADMINISTRATION

- a) The Acting Chair opened the meeting at 1830 on 17 June welcoming the attendees. The Chair explained that the division of meetings was required because of the hours available to complete the proposed agenda. The Chair asked each attendee to introduce him or herself.
- b) Appointment of Secretary/Note taker. No offers were made therefore the A/Chair undertook the responsibility.
- c) Additions to Agenda: Two additional items added to the agenda: Developing a Strategic Plan for PC Aviation Committees and Insurance values of League Aviation assets.
- d) Approval of Agenda: It was moved by Jim Mullins, seconded by Bill Fowler to accept the agenda as amended.

2. APPROVAL OF ROD, BUSINESS ARISING, UPDATES

- a) The A/Chair asked for and received the acceptance of SAM Committee Report as amended (regarding the return of gliders from K & L as yet incomplete) in the Meeting Book.
- b) The A/Chair asked for and received acceptance of AGM 2014 ROD as published in the meeting book.
- c) Business Arising Conference Call April 2015
 - i) Increase in weight carrying capability was deferred to Major Little's report.
 - ii) Continuation Flying Scholarships: The A/Chair gave a short update on the process being undertaken this year. He confirmed that it is a beta test and will be evaluated for its effectiveness. Some discussion ensued regarding items such as ageing out, university, aviation related courses, degrees and changes to the P & PM. As this process belongs to LIP Committee, the report was primarily for information.
 - iii) RGCS staff manning 2015 summer program: Major Toth reviewed the numbers for the summer gliding program. Trenton is reduced due to airfield conflicts and inability to provide safe effective operations. 72 cadets plus 10 will be the



AIR CADET LEAGUE OF CANADA NATIONAL AVIATION COMMITTEE

Ontario allocation. Major Little explained that although Atlantic has encountered maintenance problems the tow aircraft are ready to conduct the training with no loss of positions.

- iv) Sale of glider or power assets was discussed. Jerry Elias mentioned the Purchase/Sale agreement that has been in place for the last number of years clearly covers the correct procedures for the procurement and disposal of assets. A copy is available on line. A/Chair suggested that a singular process be established (review document) that National Office can use as a 'check list' that would follow specific process including DND concurrence and be in compliance with MOU.

Action: Chair/National Office

- v) Recess of the meeting was called at 1930.
- vi) The meeting was reconvened on 18 June 2015 at 0900 with the follow addition of attendees: Greg Boudreau, Joan Cameron, Keith Mann, Col Dan Leclair, Peter Garton, Jim Hunter, Diana Bray, Fred Johnsen.

3. NEW BUSINESS

- a) A/NCAOpsO – Update on ACGP Report submitted 2013 Major Toth presented his report to the Committee. He covered a wide range of items listed under the new business. Specifically, statistics are improving from numbers from the previous three years. There is a robust Flight Safety program and particular attention is paid to E category events. Although they are mostly minor event they provide insight through analysis to what might be a trend. Occurrence rates for gliders in the last year 29/10000 gliders. This basis is used rather than the 45,000+ flights. The same statistic base is used for Tow aircraft that was 104/10000 hours. He raised the point that all parties must be aware of the impact how modern communications (iPhones, twitter, etc) can be to our detriment as persons 'on sight can quickly capture photos and stream them before even the report has been made to DND or National. He produced a photo of C-FTGN where although it was minor and no injury it made coverage in local paper. He stressed that improved communications at the national and the PC offices regarding accident/incident situations is required. Chris Tuck identified a Checklist for the communications process is followed by BCPC. Maj Little advised that this will be reviewed. To follow up Jim Hunter commented on the necessity for a fixed National protocol for incident/accident reporting.

Action: Chair/National Office



AIR CADET LEAGUE OF CANADA NATIONAL AVIATION COMMITTEE

- b) National Technical Authority Report: Major Darrin Little identified the fact that there are only two persons in the Technical Authority office, Major Little and CWO Camile Guerin. He discussed primary functions and aims of the maintenance/technical authority. The current fleet includes 78 gliders, 33 tow a/c (of which there are 4 types) plus winches. Lengthy discussion about the K & L Soaring repair times. K & L currently uses 'our' jig to repair wings, etc. The question came up "Can the league come forth with the funds to build one or even two jigs rather than wait for K & L to transfer the jig back to our ownership. The jigs could possibly be built at the same Montreal firm that manufactured the first one. The cost would be approximately \$50K. Maj Little will investigate the possibility of manufacture of two jigs and they could be placed in Eastern and North Western. A question regarding the possibility of increasing the weight limitation by 40 lbs. There are many aspects regarding the increased weight desire versus what are the component weight such as skin covering, radios, cadet or instructor weight factors. Maj Little stated that the study regarding this weight problem should be done by end of July. He advised that cost of approvals might be as \$200k for the fleet. He then followed up commenting on post accident responsibilities. It was suggested that RCOs ensure that local EMS/CFR (especially volunteer units) are provided with opportunities to familiarize them with 'what to do, or not when encountering a glider/power aircraft accident. Do no harm. A point was raised about further procurement as there is currently no 'spare glider. Why are we not looking for a new glider? Can we not have one in mothballs? At the February NCA Ops meeting the point was raised regarding the storage of the many glider parts at K & L. Greg Merrill will investigate the glider parts at K & L and report back regarding storage unit.

Action Items: Chair/Finance/Maj Little/Greg Merrill

- c) Planning for 'Future of Aviation Program': . The VCDS report provided by Major Toth has received many comments. Maj Toth stated that this is alignment with 'force generation' and it is a survey. When established, League and DND to work together to resolve.

Action: Chair/DND

- d) CATO-52-07 Annex B Helicopter Opportunity flights: CATO 52-07 covers a number of matters on familiarization flying in League non-owned. Flying in certain aircraft, float planes, night or piston powered helicopters.

Pierre Barabey discussed the Gala flight day for 1000 cadets 72 cadets to fly but the Draft was then issued contrary to the piston helicopters.



AIR CADET LEAGUE OF CANADA NATIONAL AVIATION COMMITTEE

Why is this fair and do the statistics support the decision? DND is asked to review the statistics that have supported the decision regarding the change to Annex B of the CATO.

Action: Chair/DND

- e) Requesting a 10% extension: A question from Pierre Barabey regarding the approval of 10% extension on power aircraft engines. Maj Little commented that there are many considerations regarding the approval of extensions and that they are authorized for specific reasons. Manufacturers published Time Between Overhauls can be even in question. He cautioned that PCs not to program for an extension. Every event is reviewed through the readiness review process. Operational control of the aircraft is the RCO responsibility.
- f) CRCO 1821 and CATO 52-007 What is the League doing to improve Opportunity Flights? (Oshawa 151 Sqn). Chair brought attention to the Non-owned Familiarization in power aircraft process established in consort with the RCO in Ontario. Ted Gilbank's presentation shall be sent to all PC Aviation Chairs.

Action: Chair

g) CONCLUSION

- i) The A/Chair asked if there were any further items for the Good and Welfare of the ACLC. None heard.
- ii) Closing Remarks (AChair) The Chair thanked all the persons attending for their participation and he advised that he would be stepping down from this position
- iii) No future dates for Conference Call were made.
- iv) The meeting adjourned at 1200.



ANNEX E

IACE COMMITTEE

**2015 ANNUAL GENERAL MEETING
IACE COMMITTEE MEETING
RECORD OF DECISIONS – JUNE 18, 2015**

Members / Observers In Attendance

28 members / observers took part in the meeting with a confirmed number of IACE Committee members to form a quorum.
See end of document for attendee listing.

AGENDA

1. Administration

- 1.1 Opening Remarks by Chairperson - Lloyd welcomed everyone to the meeting
- 1.2 Introduction of Members, Guests and Observers – Round table introductions were done.
- 1.3 Confirm Notice of Meeting - done
- 1.4 Call to Order - Review Agenda
- 1.5 New Items for the Agenda - nil
- 1.6 Approval of the Agenda – D. LaRoche moved approval of the agenda. P. Dowling Seconded. CARRIED

2. Information

- 2.1 Lloyd noted a change was to be made to the submitted IACE Committee report in the AGM Meeting Book where John Scott would now be the escort officer to the UK rather than Edgar Allain.

3. Business Arising

- 3.1 2015 Canadian Cadets / Escort Officers to Foreign Countries – Update

Major Caron provided the following update of cadets / escort officers travelling to other countries:

IACE 2015 – Canadian Cadets/Escort Officers abroad:

We are sending 71 Cadets and 6 Escort Officers (EO) to 12 different countries. The numbers are broken down as follows:

- a. Australia: 6 cadets and 1 EO;
- b. Belgium: 3 cadets;
- c. China: 3 cadets and 1 EO;
- d. France: 4 cadets;
- e. Hong Kong: 4 cadets;
- f. Netherlands: 5 cadets;
- g. New Zealand: 3 cadets;
- h. South Korea: 2 cadets and 1 EO;
- i. Switzerland: 2 cadets;
- j. Turkey: 10 cadets and 1 EO;
- k. United Kingdom: 24 cadets and 2 EOs; and
- l. United States: 5 cadets.

For 2016, the intent will be to keep our numbers the same. However, we are dependent of other countries capacities as well. The cost of airfare has skyrocketed and the IACE budget is not being increased, so we do not have a lot of room to maneuver.

- 3.2 2015 Number of Foreign Cadets / Escort Officers to Canada – Update

IACE 2015 – Foreign Cadets/Escort Officers (provided by Major Caron):

We were to host 70 Cadets and 7 EOs from 12 different countries. For various reasons, we are now hosting 68 Cadets and 7 EOs from 12 different countries. The current numbers are broken down as follow:

- a. Australia: 6 cadets and 1 EO;
- b. Belgium: 2 cadets and 1 EO;
- c. China: 3 cadets and 1 EO;

- d. France: 4 cadets;
- e. Hong Kong: 2 cadets;
- f. Netherlands: 5 cadets;
- g. New Zealand: 2 cadets and 1 EO;
- h. South Korea: 3 cadets;
- i. Switzerland: 2 cadets;
- j. Turkey: 11 cadets;
- k. United Kingdom: 24 cadets and 2 EOs; and
- l. United States: 4 cadets and 1 EO.

It is quite possible that the numbers will continue to decrease very slightly (by 1 or 2 cadets) as last minutes withdrawals may happen. Some countries will not replace cadets who withdraw at the last minute (Airfare too high). This happens every year.

- 3.3 2015 Canadian Host Family Status (Edmonton & Calgary) - Update provided by Darlene LaRoche
In Calgary all host families are in place and there are 4 spare billets available if needed. Host families in Edmonton are still a concern at this time as this is the first year host families are required in this city. So far there are 28 billets in place for cadets and 1 for escort officers. There are still 40 cadet billets and 6 escort billets needed. There is a surplus in the budget for this year so \$15K could be put toward commercial accommodations, transportation, activities and meals, if there is a shortfall of host families.

Action item – Major Caron is to check on whether foreign cadets would be allowed to go power flying while staying in Canada, and if there would be coverage under cadet insurance. Is there an insurance risk to them in doing this activity?

- 3.4 2015 IACE In-Canada Alberta Itinerary / Content Review – Update provided by Major Caron
The detailed itinerary reviewed at the 2014 SAM is still the same and was not reviewed again. There are less rooms required due to 2 less cadets coming from Hong Kong. Fort McLeod was also added to the itinerary.
Total cost of the 2015 IACE in-Canada trip is presently at \$89,869, with \$62,477 (69.5%) being paid by DND and \$27,391 (30.5%) being paid by ACL.

- 3.5 2016 IACE In-Canada Maritime Itinerary / Content Review - Update
Paul Dowling from NB presented the 2016 IACE itinerary plan for the three Maritime provinces. It was the same presentation that was done at the SAM. There is still some discussion to be held surrounding where the cadets would sleep on their first night in PEI. Major Caron would like to have the IACE hosting move to another location every three years to keep the program dynamic and prevent burnout from volunteers and host families. The Maritimes are hosting in 2016, 2017, and 2018. Other provinces are encouraged to submit proposals for hosting after 2018.

Action items – Darlene LaRoche is to forward testimonials of the host family experiences from the Alberta tour to the Maritime committee. A copy of the Maritime tour power point presentation is to be copied by Josee Woodford onto 15 USB sticks that Major Caron will take with him to the IACE planning meeting in September in South Korea to leave with the exchange countries.

- 3.6 2016 International Air Cadet Exchange Association (IACEA) – Planning Meeting
Lloyd MacIntyre explained that the Planning Meeting will be held in Ottawa where 22 countries will be hosted by the ACL. Only 12 countries will exchange with Canada.

4. **New Business**

4.1 IACE Committee Chairperson

Lloyd MacIntyre is stepping down after 10 years on the Committee, with the last six years as the Committee Chairperson. The new Chairperson will be Hille Viita who has a lot of experience with the IACE program and the Committee. Lloyd presented Hille with the IACEA pen and lapel pin.

Major Caron expressed his thanks to Lloyd for his devotion and energy to the Committee over the years, noting how Lloyd's hard work, dedication and leadership helped to change the delivery of the program.

5. Conclusion

- 5.1 Good and Welfare of the Air Cadet League of Canada - Nil
- 5.2 Closing remarks – Lloyd thanked everyone that served on the Committee that helped him during his term as Chair.
- 5.3 Date and time of next meeting – 2015 SAM in Ottawa
- 5.4 Adjournment

Attendees

Committee Members in Attendance

Lloyd McIntyre
Darlene LaRoche
Hille Viita
Paul Dowling
Kevin Robinson
Major Simon Caron
Merv Ozirny

Observers

Richard Petrowsky
Fred Johnson
Sue Madden
Pete Garton
John Scott
Jamie Nicol
Gene Bell
Bob Dolyniuk
Dan Kehoe
Christine Welch
Mike Boyle
Gail Elgert
Dave Vokey
Penny Doern
Serge Philibert
Ilona Turra
LCol. Trevor Campbell
Patrick Shea
Don Doern
Josée Woodford
Capt. Cher Lindley-Scott



ANNEX F

NATIONAL RESOURCE GENERATION COMMITTEE

National Resource Generation Committee Record of Decisions



Chairperson: Ernest Wiesner

Attendees:

In Attendance:

NAME	AFFILIATION
Don Berrill	Vice-Chair, ACLN Tres
Sarah Matresky	ACLN ED
Wendy Hough	ACLN, Fundraiser (by phone)
Ron Rique	(BC)
Doug Slowski	(BC)
John Scott	Governor
Kevin Robinson	(AB)
Edwina Thompson	(ON)
Fred Johnsen	Vice-President
Mike Boyle	(ON)
Carol Cox	(AB)
Michel Crevier	(QOV)
Dan Kehoe	(NS)

1. ADMINISTRATION

1.1 Welcome and Opening Remarks

The Chair welcomed everyone to the NRGC meeting.

1.2 Appointment of Note Taker

S. Matresky agreed to take notes

1.3 Additions to the Agenda

No additions

1.4 Approval of the Agenda

Moved by M. Boyle/D. Slowski to accept the Agenda as presented. Carried.

2. APPROVAL OF PREVIOUS MEETING ROP, BUSINESS ARISING & UPDATES

2.1 Approval of the SAM 2014 Committee Report

E. Wiesner gave an overview of the details of the report. He provided information pertaining to the Charter Night event and the letter writing campaign. He added that the NRGC has made some progress with the Charter Night, however, it continues to take up a great deal of time and resources. K. Robinson enquired about a reciprocal advertising arrangement with industry partners. D. Slowski asked that the LIP committee keep the NRGC members apprised of the success/progress with industry solicitation.

Moved by D. Berrill/K. Robinson to accept the Report as presented. Carried.

2.2 Approval of the AGM 2014 ROP

Moved by D. Berrill/D. Slowski to accept the ROPs as presented. Carried.

2.3 Business Arising & Updates from AGM 2014 (Chair)

Covered under item 2.1

3. NEW BUSINESS

3.1 Fundraising Specialist's Report

W. Hough (participating by phone) gave an overview of activities and accomplishments to date. She added that she recently applied for funding for the Cadet Leadership Symposium through the World War Commemorations Fund and she is awaiting their decision. They have asked for banking information, which is a good sign of positive news to come.

3.2 75th Anniversary Discussion

3.2.1, 2, 3 Sponsorship Opportunities, Kit Shop, Support Activities

S. Matresky indicated that the National Office purchased some 75th items for sale in the catalogue. There was no specific budget for these items and as such they will be a part of the budget set aside annually for catalogue merchandise. Items will be ready for sale in the fall and golf shirts will be available for pre-order at that time as well. Discussion ensued about the 75th committee meeting (chair and vice chair not present at NRGc meeting), the posters, pins and activities set to take place in the coming year. The Charter Night event will be the kick-off for the year-long celebrations.

3.3 NRGc Activities Report

3.3.1 Letter Writing Campaign

W. Hough reported that the NRGc will be hanging their cap on the 75th letter writing campaign. She has made arrangements with the College of Professional Pilots to solicit their members for donations and alumni enrollment. Another follow up mailing will take place in February for a second ask. W. Hough was also successful in soliciting flying clubs in the Edmonton area for sponsorship for the AGM.

3.3.2 Web and Social Media Campaign

W. Hough reported that the social media campaign ads are ready and the material is set to go for the launch. 'Form-site' will be used and information has been prepared to begin creating the online forms. Design work for the campaign will be pro-bono.

3.3.3 Alumni Program

W. Hough indicated that this information is the same as above. Alumni depends on the number of people involved in social media campaign. Discussion ensued about the possibility of striking a sub-committee for this item.

3.4 NRGc Gala Event (Charter Night) at the SAM

D. Berrill gave a rundown of the event. Tables can be sponsored for \$1500 and will offset the costs for the Leadership Symposium. D. Berrill indicated that there is a list circulating to identify exceptional people who were former Air Cadets. The names will be compiled during the AGM on Friday and Saturday and the membership will have the opportunity to vote on the Top 10. Rick Mercer has been invited to be the Master of Ceremonies for the event. Walt Natynczyk has also been invited to be the guest of honour. Tickets will be sold on the National Office's website at the beginning of July.

3.5 LIP Sub Committee Report

J. Scott was in the process of reviewing all of the LIP agreements in place and drafting new understandings with each of the partner organizations.

J. Scott has been successful in obtaining additional funds for FAMIL Scholarships and he has had some verbal commitments for sponsorship of the Gala in November. The GIC for 27k has been cashed to be awarded this fiscal year. The Continuation Flying Award (FAMIL) has been revamped. Information will be sent to the flying schools and applications are sent to the National Office for selection by the Aviation Committee Chair. Award will go directly to the flying schools and will be pro-rata by population. There will be no more invoicing through ATAC. The PPM has been revised as well as the application form. He added that this awards procedure is the 'beta' version for now and that any further changes to this award will be made by the chair of the aviation committee. Funds that are not used by 31 May will be returned to the League. CAE has contributed \$10k, and Air Jazz has also made a contribution again this year. The RCAFA has made a one-time 'top-up' of \$2700 for this year. The total amount for awards for this year is approximately \$55k.

Moved by D. Berrill / E. Thompson that the LIP report be accepted as presented. Carried.

3.6 ACL Foundation Report and Discussion

An update on the Foundation was given. It is uncertain as to whether or not they have completed all of the necessary paperwork to receive their Certificate of Continuance under the new Act. The Foundation is expecting a donation of approximately \$100k in the near future to be directed to cadets in MB. Plan is to eventually transfer the educational trusts to the Foundation. Current participants in the Foundation include M. Goldack and B. Mason. E. Wiesner or D. Berrill to volunteer to sit on the Board along with M. Boyle. D. Berrill to advise Foundation.

4. CONCLUSION

4.1 Good and Welfare

K. Robinson indicated that Alberta will be hosting the National Soaring Competition and there are plans to expand the MOU. RCAFA 700 wing has also come forward to support.

BC will be celebrating its end of fleet renewal at an event to be held on June 27th.

4.2 Closing Remarks

Reminders: Exceptional People list, tickets etc.

4.3 Next Meeting

Conference call in the near future.

4.4 Adjournment



ANNEX G

BOARD OF GOVERNORS



AIR CADET LEAGUE OF CANADA

BOG Meeting ROPs

19 June 2015

MEETING INFORMATION

Meeting Date: 19 June 2015

Start Time: 1900

Location: Marriott, Edmonton

Purpose: Scheduled BOG Meeting

ATTENDANCE

Don Berrill	Present	Tom Taborowski	Present
Bob Burchinshaw	Present	Lloyd MacIntyre	Present
Don Doern	Present	Keith Mann	Present
Tom Holland	Absent	Merv Ozirny	Present
Darlene LaRoche	Present	John Scott	Present
G. Johnston	Present	Tom White	Absent
F. Johnsen	Present	Ernie Wiesner	Present
		Hille Viita	Present

Sarah Matresky Present Executive Director

Guests: LCol. LeClaire (Civil Air Patrol), Jim Hunter (SK), Marcel Bineau (QOV), LCol. Campbell (DCdts), Maj. Caron (DCdts)

1. Administration

1.1. President's Opening Remarks – K. Mann

K. Mann welcomed and thanked everyone for their participation.

1.2 New Items for the Agenda

There were no new items for the Agenda

1.3 Approval of the Agenda

MOVED BY: B. Burchinshaw

SECONDED: D. Berrill *that the Agenda be approved as presented.*

CARRIED

1.4 Approval of Record of Proceedings – BOG MAY 2015

MOVED BY: L. MacIntyre

SECONDED: D. LaRoche *that the ROPs be approved as presented.*

CARRIED

2. Information

2.1. President's Report – K. Mann

K. Mann indicated that he had nothing further to add to his report in the meeting book and proceeded to thank all of the Governors for their work over the course of the year.

2.2 Executive Director's Report – S. Matresky

S. Matresky indicated that she had nothing further to add to her report in the meeting book.



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2.3 Finance Report – D. Berrill

D. Berrill reported the changes to the budget relating to the cancellation of the Sexual Abuse Coverage. It was confirmed in writing by the insurer and a rebate is expected in the coming weeks. He added that a Special Meeting of Members will take place at the SAM to approve years 2 & 3 of the budget at that time. The motion to be made at the AGM on Saturday will be to approve the budget for one year with the other two years to be sorted out at the Semi-Annual meeting. There is a need to increase the assessment fee for the coming years to continue to meet financial obligations. D. Berrill also gave an update on the status of the ACC9's and added that five squadrons have not reported for 2009.

2 Business Arising

3.1 Resignation of E. Allain – K. Mann

K. Mann provided the Board with further details relating to the resignation of Vice-President E. Allain in May.

3.2 Follow-Up: Revision in the PPM Update Procedure – B. Burchinshaw

B. Burchinshaw referred to his proposal to revise the procedure for the PPM submissions. He will be retiring as a Governor in 2016 and will take the next 12 months to work with a successor to oversee the Policy Manual. He added that the revision in the PPM update procedure was discussed on Thursday at AGM and the meeting was productive. The implementation in accordance with a procedure proposed by HQ Staff and then approved by the BOG at the AGM in 2016 is still in place. The National Office will take over the staff function of revising and updating the document which will be overseen by a Governor/Advisory Board member.

3.3 Conflict Resolution Policy (QOV Harassment Issue) – K. Mann

K. Mann provided follow up information on this ongoing issue indicating that there is nothing currently in place nationally. M. Ozirny reviewed the OPC policy and said that it encroaches slightly on discrimination. Other changes are cosmetic. "Intimidation" should read "Intimidation". Discrimination section should be removed. M. Ozirny feels that the section providing details about the person being harassed is adequately defined but would recommend that a stand-alone document be created that specifically addresses harassment as these issues should be dealt with separately. K. Mann will work with M. Ozirny to draft a proposal based on the OPC document, which will be expanded and referred to as the "Harassment and Discrimination Policy". M. Ozirny noted however, that he does not feel that he is the right individual to write the new document and believes that the duty with DND should also be considered.

L. MacIntyre added that the QOV issue came into being because there is currently no resolution process in place and as such the issue escalated.

ACTION: K. Mann & M. Ozirny to work on proposal.

3.4 Organization Chart – D. Doern

D. Doern presented the changes to the National Operations Group Chart. Names of the individuals serving in the various positions will be added and the document will be redistributed. Some modifications were also made to the lines of reporting.

3.5 Outreach Strategy Update – D. Berrill

D. Berrill presented the slides provided by DND as a summary on the Working Group Initiative. The purpose of the initiative is to "Provide direction on the conduct of enhancing public awareness, outreach, and partnerships for the benefit of the Cadet and JCR Programs". The strategy and plan have been created and DND is awaiting for leadership to decide the way ahead. There are six goals of the outreach strategy (enhance outreach and public awareness, enhance existing relationships etc.) The next steps will be to create tool kits, provide additional resources, identify new partners, and leverage under-utilized existing structures among other things. D. Berrill indicated that there are apprehensions that the military is encroaching on the League's work, but during his participation at the CPMB meeting in May, most of the ACL's concerns were addressed and this working group will continue to be monitored closely. S. Matresky added that this working group was put in place to respond to required areas of improvement identified by the CRS report. Although the Air Cadet League is making great strides in developing partnerships, the Army and Navy have not made the same headway.



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3.6 PC Chairs' Discussion Items – D. Berrill

D. Berrill referred to his email of 23 May 15 that was circulated to the BOG as part of the supporting material. He prepared a slide show presentation which covered the following points:

- There are six key thrusts as part of the top level action plan: address and respond to 5 yr Renewal Plan implementation, assist to support Renewal (WG etc.), negotiate new MOU with DND with help of a FT person, identify and develop associated action plans, increase support, build alliances.
- Summary moving forward: Agreement in principle with the initial 3 year ACL plan; goal to finalize budget and secure resources and staff as soon as reasonably possible; ad hoc committee on governance to guide initiative on behalf of BOG.

The BOG was supportive of the presentation and D. LaRoche added that the League has no choice in the matter – this is the something that needs to be accomplished.

3 New Business

4.1 Report of the Select Committee on Screening – G. Johnston

G. Johnston gave an overview of the report and indicated that the purpose of this Select Committee was to examine how the Air Cadet League's Screening and Registration program is constituted; whether it meets existing legal and insurance requirements; whether it is being followed to the required degree; and whether the League is providing adequate oversight. As requested by DND, the Committee also considered the potential for out-sourcing portions of the Screening Program, as well as suggesting terms of reference for a permanent Standing Committee on Screening and Registration.

The committee made the following recommendations:

1. Request an annual budget line item for independent legal advice (not DND or JAG lawyers) on Screening.
2. Review Sexual Misconduct Liability policies annually.
3. Implement policy 3.2.7 (National oversight of the Screening program by random annual audit), and develop a concurrent audit and review program for the PCs to administer.
4. Make the wearing of screening photo-ID mandatory for all members at all events.
5. Eliminate the national database in favour of provincial databases where possible; attempt to integrate those provinces which cannot maintain their own databases with PCs; make standardized records mandatory.
6. Standardized records storage; investigate the potential for electronic/cloud storage.
7. Eliminate screening for DND and other organizations; eliminate transfers between Leagues.
8. Re-write the National Handbook.
9. Institute a permanent Standing Committee on Screening and Registration.

The select committee concluded that the Screening and Registration program is in good shape, thanks to the dedicated people administering it. They added that there is always room for improvement, and they hope that the study will in some way contribute to that. K. Mann thanked G. Johnston and his team for conducting the study and producing the report.

4.2 Terms of Reference for the Screening Committee – G. Johnston

G. Johnston presented the proposed TORs with an amendment: that the Chair be a Governor and members of the committee must be National Voting Members. G. Johnston will circulate a revised copy.

MOVED BY: G. Johnston

SECONDED: F. Johnsen that *the TORs be approved with the amendment.*

CARRIED

MOVED BY: G. Johnston

SECONDED: D. Berrill that *Registration and Screening Committee be changed from a 'select committee' to a 'standing committee'*

CARRIED

ACTION: G. Johnston



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4.3 New Governors Elect Travel Expenses Paid by National – T. Holland

T. Holland (regrets) indicated in his email that he would like to see the AGM travel expenses paid by National for members who have been nominated to sit on the BOG. Discussion ensued about what would be done should the slate of nominees be challenged and the individuals attending are not elected. As the board was divided on their position, the Governors voted by a show of hands.

MOVED BY: T. Holland

SECONDED: ???? that Air Cadet League National cover the cost of travel to the AGM for Governors elect.

DEFEATED 4/7

4.4 Retiring Governors' Travel Expenses Paid by National – T. Holland

T. Holland (regrets) indicated in his email that he would like to see expenses for travel to the AGM for outgoing Governors be paid by National. S. Matresky said that as long as they are sitting as a Governor at the AGM in question, their expenses are covered by National and therefore no further action is required on this agenda item.

Discussion ensued about the Nominating Committee's process for selecting candidates for the BOG. S. Matresky indicated that the Advisory Board reported early in the year that the committee had completed its work well ahead of schedule, however, the slate of nominees was still received at the 11th hour. The office then had to scramble to verify if the candidates were eligible for nomination (screening complete). She also noted that one individual nominated indicated to her their surprise to see that their name was included on the slate and they would have made arrangements to attend the meeting had they known in advance that they were nominated. S. Matresky gathers that those who are nominated are not given a courtesy call advising them that their name has been put forth for consideration. Nominees learn only that they have been considered when the meeting material is distributed. There does not appear to be a process for the nominee to officially 'accept' the nomination.

The BOG will recommend to the Nominating Committee that they improve their practices; provide the information to the office sooner (so that they can determine if the individual is eligible to stand for nomination); and provide some selection criteria to be approved by the board.

ACTION: President

4.5 Addressing the DND/Leagues Relationship to CCO Renewal – D. Berrill

D. Berrill circulated a report in an effort to propose a way forward for the ACL to take this once in a lifetime opportunity to potentially re-write the book on how it operates with DND. Until now the League has been reluctant to use all of its tools to attain the Air Cadet Program it wants for youth, and its volunteers. D. Berrill emphasized that if we are not going to be the partner we should be in the arrangement, then that should be communicated. He argues strongly that the League provides incredible resources and support to the CCO that DND has yet to measure. We need to understand that we cannot, and will not be able to, operate in a vacuum.

Committee Reports

K. Mann indicated that since the committee reports will be presented tomorrow during the General Assembly, he asks that the Chairs present only items in need of a decision by the Board at this time.

5.1 Staff Management Committee Report

K. Mann reported that the closed meeting of the Staff Management Committee went very well. Among other things a proposed Human Resources handbook was discussed and once it has been finalized, it will be presented to the BOG for approval.

5.2 Aviation Report – J. Scott

J. Scott indicated that there will be an amendment circulated to the report provided in the meeting book.



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5.3 Effective Speaking Report – D. LaRoche

D. LaRoche made the following motions:

MOVED BY: D. LaRoche

SECONDED: J. Scott *that a change be made to rule #45 in the Effective Speaking Competition to read 'Cadets will be separated from those yet to compete.'*

CARRIED

MOVED BY: D. LaRoche

SECONDED: D. Berrill *that the Effective Speaking Competition topics for 2015-16 be approved as presented.*

CARRIED

5.4 NRG Committee Report

E. Wiesner indicated that there were no items requiring Board approval at this time.

5.5 Music Committee Report

M. Ozirny made the following motions:

MOVED BY: M. Ozirny

SECONDED: G. Johnston *that the Air Cadet League of Canada appoint a Music Patron*

Amendment:

"That the music committee recommend to the BOG that the music patron be forwarded for approval"

WITHDRAWN

MOVED BY: M. Ozirny

SECONDED: G. Johnston *that the Music Committee propose to the BOG a Music Patron for BOG approval (approve recommended appointments)"*

CARRIED

MOVED BY: M. Ozirny

SECONDED: (not seconded) *that the ACL President write to DCdts to reinstate the music loan program for Northwest Region"*

WITHDRAWN – S. Matresky to broach the subject with Colonel N.

5.6 Communications Committee Report

H. Viita indicated that there were no items requiring Board approval at this time.

5.7 National Selections Committee Report

M. Ozirny made the following motion:

MOVED BY: M. Ozirny

SECONDED: L. MacIntyre *that the CO's letter of recommendation for IACE will no longer be required to simplify the process.*

CARRIED

5.8 IACE Committee Report

L. MacIntyre indicated for the Board's information that the IACE program for 2016 will take place in Charlottetown.

5.9 Members' Committee Report

Meeting cancelled – T. Holland sent his regrets.

5.10 75th Anniversary Committee Report

K. Mann indicated that there were no items requiring Board approval at this time.

6 Conclusion

6.1 Reports of the Vice-Presidents

Discussion ensued about music being made part of the mandatory training program. It was suggested that the Music Committee collaborate with the LIP sub-committee to support their music objectives.

6.2 Good and Welfare of the Air Cadet League

Nothing further

6.3 Date and Time of the Next Meeting: Teleconference September 09 2015

JUNE 2015



ANNEX H

PROVINCIAL CHAIRS COMMITTEE

2015 Annual General Meeting

Provincial Chairs Committee Meeting

June 19, 2015

In attendance: Kevin Robinson Chair, Don Berrill, Jamie Nicol, Dave Vokey, Bill Fowler, Greg Merrill, Bill Cumming, Mike Boyle, Diana Bray, Bob Hedges, Joan Cameron, Serge Philibert, Richard Valiquette, Pierre Barabey, Carol Cox, Sid Thompson, Edwina Thompson, Jean-Anne Milton-Binczac, Christine Welch, Ronald Rique, Joan Gray, Rhonda Barraclough, Doug Slowski, Stan Monkman, Greg Boudreau, Paul Dowling, Sue Madden, Bob Dolyniuk, David Lamb, Michel Crevier, Jim Mullins.

ADMINISTRATION

1.1 Opening Remarks by Chairperson: Kevin Robinson

1.2 Call for new Agenda Items: 7 items were added

1.3 Diana Bray motioned to accept amended agenda, Pierre Barabey seconded. **Motion passed.**

1.4 Approval of minutes of Semi-Annual Meeting: defer to SAM 2015

BUSINESS ARISING

2.1 Organization Chart Annex A (Page 75)

Don Doern spoke about the new organizational chart and explained how it will work.

The Executive Committee will deal with the day to day operations: (President, Vice-Presidents and ED)

All committees are to report to the E/C and must be a Governor.

Fred Johnsen will become the Chair Of Chairs for provincial Chairs, will meet by telephone conference on a monthly basis or more if required. He has been asked to deal with issues within a 30 day period.

The new chart will be e-mailed to all of you once approved with the names of Governor on each committee. We will be trying to establish ties with PC's and try to work as one.

"Creeks rise and canoes sink" / need to start at square one.

We, the PC Chairs support the concept of the organizational chart as proposed by Don Doern.

2.2 Discussion Paper Annex B

A quick review was given by Chair Kevin Robinson on how changes will be implemented. went over a Kevin will send each of you a copy of the letter from Don Berrill in response to DND's proposals.

2.3 National Assessment increase

An open dialogue took place and the PC chairs were asked to give it some serious thought. An increase to \$10 per cadet is back on the table after the 2015-16 year. However one Chair remarked that it was announced last year that there would be no change for the next 3 years.

Jim Mullins then suggested that a little extra every year will hurt less than a large amount all at once and suggested we bite the bullet now.

The Chairs were also informed that DND must lessen their support due to cuts in their department.

2.4 75th Anniversary

The GALA needs support from all PC's. We are expected to obtain sponsorships and buy tables for colleagues/family or friends.

PC Chairs support a financial sub-committee to be formed and to review proposed budget for the next fiscal year to recognize financial challenges that need to be faced. Bring recommendations to the SAM.

We need to change our mind set, become pro-active instead of reactive.

NEW BUSINESS

3.1 Air Cadet League Renewal

Don Berrill sits on the Cadet Board on behalf of ACL. Cadet Forces Renewal-how will we respond to changes. A power Point presentation followed.

3.2 It's time for us to LEAD- Partnerships should be joined, other leagues aren't as committed.

We need to survive and prosper- a real partnership.

Ad Hoc for BOG: Don B., Tom T, Bob B, Hille V and Geoffrey J.

Don Berrill will provide us with the response sent to DND.

Goals and objectives to Strategic Plan- after Renewal-address MOU

Don mentioned that ACC9's submissions are improving.

The ACL Foundation is struggling, they have no manpower and the NRGC is working on providing a niche for the Foundation. Put it out to all PC advisory boards searching for members to join the Foundation.

3.3 Volunteer Program in BC

Trevor Sandwell and Ron Rique presented a work experience program working with Industry Partners for the past five years.

It has proven to be a tremendous success for cadets to get their volunteer hours to graduate. They are the conduit between the student and the industry but the cadet gets a quick link to the program. This is facilitated through the school board. PC Chairs may contact Ron Rique if they need any help in setting up such a program in their provinces.

3.4 PC offices issues

Pierre Barabey reported that many PC offices work out of DND buildings and receive services such as phone cost, but that in 2017 they will have to vacate and find their own space. He was asking if National would help to defray these costs in the new spaces. The consensus was no and that they should fundraise or invest to cover those costs.

3.5 Public Service Announcements

- Media needs to know what our programs are
- Consistent requirements across the country
- Consistent message from National

CONCLUSION

4.1 Good and Welfare of the Air Cadet League

Sue Madden will be the Provincial coordinator for the Fun Raiser (formally Fun Run)

She will help with the workshop later this morning and hopes many of you will attend and take part in this amazing event to raise funds for your province.

4.2 Closing Remarks

Kevin thanked us for our support over the past two years. ALBERTA hopes you have a great time at the Host Committee event this afternoon and it was a pleasure to host this year.

4.3 Date and Time of Next Meeting

November 19-21 at the SAM in Ottawa

4.4 Adjournment

Meeting adjourned at 10:15 a.m.

Minutes submitted by Joan Gray, National Office Staff



ANNEX I

NATIONAL SELECTIONS COMMITTEE

NATIONAL SELECTIONS COMMITTEE
MEETING MINUTES
Thursday, JUNE 18 2015

CHAIR: Merv Ozirny, (SAM report on page 69)

Attendees:

Thomas Sand, Alberta/VChair APC	Mike Boyle - Ontario Delegate
Dale Crouch-Pan Territorial PC	Ron Rique, BC Provincial (President)
Christine Welch (1 st Vice President)-BC	Ilona Turra (CAO)-BC
Gail Elgert (NSTC Director)-BC	Gene Bell, Nova Scotia 1 st VP
Paul Dowling, New Brunswick ED	Lloyd MacIntyre, Governor
Josee Woodford, ACLC Staff	Serge Philibert,
Bob Dolyniuk, MB Vice Chair MPC	Richard Petrowsky, SK Exec Director
Michel Crevier, QOV	
Absent: NFLD/L	
N.W.O	
P.E.I	

Introductions

1) Administration

- 1.1** Opening remarks and welcome to the meeting by Merv Ozirny, Chair.
- 1.2** Call for new agenda items:
Addition of agenda item – 3.9 Weight of the Scoring distribution on marking sheets
- 1.3** Approval of Agenda as presented with additions:
MOTION Motion to approve the agenda, Bob Dolyniuk (MPC), seconded by Gail Elgert, all in favour, non opposed, carried.
- 1.4.** Motion to adopt minutes of Sam Meeting motioned by Bob Dolyniuk seconded by Tom Sand(AB).
All in favour none opposed/ carried

2. Business Arising

2.1 Merv Ozirny

CO' Letter of Recommendation for IACE: At the SAM meeting in November 2014 the removal of CO's Letter of recommendation was discussed and the decision to remove this letter from the NSTC application package was made. No further discussion is required.

3. NEW BUSINESS

3.1 Cdts & JCR 4-5 Report to National Selection Committee members

Prepared by Major Simon Caron

Revised 3 June 2015

National Selections 2015:

3.2 A total of 2436 National Courses applications were submitted to the Regional level. Please note that this does not represent 2436 different cadets, as most cadets submit multiple applications. This is an increase of 503 applications from 2014, and closer to our number of applications from 2013 (2505). The numbers are broken down as follow:

- a. IACE: 210 applications (for 71 billets), 30 more than 2014;
- b. PPS: 519 applications (for 250 billets), 71 more than 2014;

- c. GPS: 810 applications (for 293 billets), 198 more than 2014;
- d. AATC-AO: 264 applications (for 60 billets), 60 more than 2014;
- e. AATC-AM: 375 applications (for 60 billets), 82 more than 2014; and
- f. AASC: 258 applications (for 60 billets), 62 more than 2014.

3.3 The numbers are back to the usual participation level we are used to. Last year's reduction could be explained by the various lists submitted; a larger number of cadets who didn't meet the criteria were just not put forward compared to the year before. The number of applications provided may be misleading: some have been deleted before submission at the provincial level, as they were over the allocated quotas of applicants.

National Selections 2016:

3.4 The National Billets for the 2016 National Courses are as follow:

- a. IACE: 71 billets, but maybe a little less;
- b. PPS: 245 billets;
- c. GPS: 300 billets;
- d. AATC-AO: 60 billets;
- e. AATC-AM: 60 billets; and
- f. AASC: 60 billets.

3.5 The Oshkosh Trip has been suspended since 2014, as you are already aware. Funds for this activity have been redistributed to finance other initiatives.

Continuous improvements – Selection Process through Fortress:

3.6 The selection process through Fortress is still going well. If you have any suggestions to improve the selection process, please feel free to let me know.

Documents to be submitted with application packages

3.7 As you recall at the SAM, this committee approved the removal of the course reports for all course applications and the CO's report from the IACE file. CATO 51-01 has since been amended to reflect this change. The course reports will be replaced by a separate sheet to include all RTUs and course failures.

If you have any questions, feel free to contact the undersigned.

JGS Caron
Major
National Air Cadet Coordinator

Questions and answer period

Q 1 Richard Petrowsky: Could an outside sponsor provide funding for scholarship courses?
Addressed by Maj Caron

Major Caron: DND's contract with ATAC is not the only one to have a part in this; there are other factors which includes billeting/ food, etc... There are too many variable costs to be able to accept sponsorship for Scholarship Courses. A program costing working group has just been launched at DND. This group will be reviewing the costs of each scholarship... a complete review will be conducted.

No further questions, report complete – Maj Caron left meeting early due to another meeting he was to attend.

3.8 National Selections Scoring Form

Gail Elgert/ BC Delegate

3.8.1 Question from Gail Elgert-BC NSTC Director: how do other provinces breakdown the scoring on the forms

Manitoba – does a pre board, reviews school marks, exam marks, cadet file and Pre-assess from the file. At the interview, the board has specific questions, etc

Question from Gail Elgert (BC): How long does the interview process take in other Provinces?

On average 15 -20 minutes for each board was the general consensus.

Manitoba: Bob Dolyniuk gave overview of how Manitoba conducts their interviews for IACE/PPS/GPS only. All interviews are completed in one day for the entire province.

BC – Gail Elgert (BC) gave an overview of how BC's interview process:

BC holds interview boards on several weekends in February, the League members and military partners travel to the cadets throughout the province. Interviews are conducted using an interview book with specific instructions detailed for the interview board members and questions which are course specific.

Maritimes/ Quebec Ottawa Valley:

Cadets write exams and board on the same day in the first week of February. 20 minutes of Interview boards.

ACTION:

Ilona Turra (BC CAO) will create a distribution list and send information to a Drop box for everyone to access.

Sharing of the scoring breakdown among attendees will be done and then reviewed at the SAM in 2015.

3.9 National Interview Questions Bank

Confidentiality of questions was addressed by Christine W (BC).

Discussion tabled regarding the National Question Bank until resolution regarding the inconsistency of the scoring throughout the provinces can be addressed.

3.10 Pass Mark of GPS/PPS Exam

Gail Elgert (BC) motioned that each PC be given the latitude to set their own 'boarding' mark

Seconded by Tom Sand (AB). Discussion

BC/Alberta/Manitoba/Saskatchewan/Territories/Quebec-Ottawa Valley

Ontario/Newbrunswick/Nova Scotia

Vote called: 4 in favour/ 5 against, motion defeated.

3.11 Reports and comments from Regions and Territories on Selection Process

Atlantic; Nova Scotia went well, no problems, 1st year that all 3 required courses were boarded.

Eastern:	Quebec, excellent process, although there is a variance for when PPS/GPS Exams are written
Central-	No comments
Northwest-	Territories – all interviews were administered by video conference – Worked well
Saskatchewan-	
Alberta-	Tom Sand (AB) stated their process went well/ reviewed Alberta's successes and what his plans are to have the Provincial Committee change for next year.
Manitoba-	everything went well
Pacific-	Gail Elgert (BC) process went well; debrief with military partner was held in April. One of BC's changes will be to remove the narrative format and replace it with a Resume format to include a cover letter.

- 3.12 Suggestions for improvement of selection process:
Written EXAM should be on the same day.... there seems to be a discrepancy with reference to the dates for the PPS/GPS Exams across the country.
Quebec/Ottawa Valley member will take this topic back for discussion to his committee
- Attendees agreed that a "worksheet" workshop should be held at the SAM , participation by those members in attendance
-
- 3.13 Committee Chair circulated the current Provincial Contact sheet and asked for it to be reviewed and amended if the information has changed.
- 3.14 Weight of school marks –
Gail Elgert, BC delegate opened discussion regarding the 20% School marks and the fact that BC finds this portion heavily weighted. Gail suggested changing it from 20% to 15 % and using the addition 5% and weighs the cadet activities, participation; summer camp participation would allow a better overall view of the applicant and their skills.
Discussion
Gail Elgert motioned to reduce the weight of school marks from 20% to 15% using the balance of 5% to recognize credits of cadet activities. Seconded by Tom Sand (AB).
Discussion: Bob suggested reviewing the entire worksheets first and then discuss the topic further at the SAM.
Motion was withdrawn and tabled to SAM.

4. CONCLUSION

- 4.1 Good and welfare of Air Cadet League of Canada
No comments
- 4.2 Round Table/ Closing remarks
BC looking forward to SAM for further discussion
Overall comments regarding this meeting were acknowledged that it was productive.
- 4.3 Date and Time of next meeting – Exact date to be distributed.
SAM - November 2015
- 4.4 Adjournment
Gail Elgert (BC) motioned to adjourn the meeting, time 12 noon. All in favour, meeting adjourned.

Minutes recorded and completed by Ilona Turra, CAO (BC Provincial Committee)



ANNEX J

FINANCE COMMITTEE

National Finance Committee Record of Decisions



Chairperson: Don Berrill

Attendees:

In Attendance:

NAME	AFFILIATION
Don Berrill	Chair NRGCC, ACLN Tres
Ernest Wiesner	Vice Chair, Governor
Sarah Matresky	ACLN ED
Bob Hedges	(NL)
Diana Bray	(NL)
Jim Hunter	(SK)
Kevin Tipper	(SK)
David Lamb	(SK)
Bill Fowler	(PE)
Carol Cox	(AB)
Dale Crouch	(PTACC)
Michel Crevier	(QOV)
Geoffrey Johnston	Governor
Ron Rique	(BC)
Gail Rique	(BC)
Doug Slowski	(BC)
Trevor Sandwell	(BC)
J-A Milton-Binczak	(ON)
Edwina Thompson	(ON)
Sid Thompson	(ON)
Thomas Taborowski	Governor
Greg Boudreau	(NB)
Mike Boyle	(ON)

1. ADMINISTRATION

1.1 Welcome and Opening Remarks

The Chair welcomed everyone the Finance meeting.

1.2 Appointment of Note Taker

S. Matresky agreed to take notes

1.3 Additions to the Agenda

No additions

1.4 Approval of the Agenda

Moved by D. Lamb, seconded by C. Cox to accept the Agenda as presented. Carried.

2. APPROVAL OF PREVIOUS MEETING ROP, BUSINESS ARISING & UPDATES

2.1 Approval of the SAM 2014 ROP

Moved by C. Cox seconded by G. Boudreau to accept the ROPs as presented. Carried.

2.2 Business Arising & Updates from the 2014 SAM ROP (Chair)

- No further business

2.3 Review of Finance Committee Report in AGM 2014 (Chair)

Moved by E. Wiesner seconded by M. Crevier to accept the Report as presented.
Carried.

2.4 Review of FAMIL Scholarships Motion (item 3.12 from SAM ROP) (Chair)

The Chair indicated that this item is no longer relevant as the award process has since been revised and the GIC for 27k has been cashed to be awarded this fiscal year.

3. NEW BUSINESS

3.1 Review of the Financial Status of the ACL

3.1.1 Internal & External Restricted Accounts/Investments

D. Berrill presented the statements and indicated that the Air Cadet League used less reserve funds than originally anticipated.

3.1.2 Cash Flow

D. Berrill presented the cash flow analysis for the next six months. He added that things will be tight for the next month or two as the expenses for the AGM come in and the League awaits the Annual Grant from DND. The insurance is also paid in installments and this assists with keeping the cash flowing. S. Matresky indicated that she received the first \$100k installment of the grant and will be submitting the financial statements after the AGM to obtain the balance.

3.1.3 Investments

D. Berrill and S. Matresky indicated that proposals were received from both DNL and CIBC with regards to the League's investments based on a revised policy that now meets our requirement to provide the appropriate returns on investment one would expect from an organization of our makeup. CIBC offered the best proposal as it included suggestions to improve the current policy (including upper and lower limits on the percentages to be invested). Their rates appear reasonable and CIBC currently manages the Foundation's assets as well.

There were no objections from the participants at the meeting and the proposal was received for information.

3.1.4 Insurances

D. Berrill reported that the insurance brokers provided incorrect estimates for budgeting purposes when approached in January as part of the budgeting exercise. A conference call was held between D. Berrill, E. Wiesener, R. Bercier (broker) and S. Matresky to determine why the estimated premium increase was calculated so inaccurately. R. Bercier confirmed that the assistant who performed the calculation did not consider all factors when making her calculations and as a result the information was significantly lower than the invoice sent to the League. As a result, there were many challenges in creating this year's budget.

S. Matresky explained that in December the League purchased separate abuse coverage insurance ('claims made' type of coverage). R. Bercier was concerned that at the time of purchase, the account manager C. Williams, did not properly explain the

benefits and disadvantages of purchasing a 'Claims Made' type of coverage as it was assumed that the League was already well versed as this is the only type of insurance that may be purchased for directors' and officers' liability coverage. As a result, the BOG moved to revert to the previous insurance arrangement, so that coverage will be in place in the same manner under the CGL as it was prior to the standalone Abuse policy being put in effect. Everything was confirmed in writing by the insurer and credits are being issued in the coming weeks.

3.2 Budget Related Items

3.2.1 Potential Increase in ACLN Assessment for Future Years

D. Berrill gave an overview of the Budget and some upcoming items for consideration. He highlighted what adjustments were made and why. The assessment fee was discussed. P. Barabey noted that it was previously stated that the assessment fee would remain at \$8.00 for a period of three years. D. Berrill indicated that that statement was indeed made, however, should the assessment fee remain at \$8.00, some activities would need to be cut as funds cannot continue to be drawn from reserves. In the future, the League may be called upon to supplement training activities.

It was decided that P. Barabey would lead a sub-committee for the financial review of current expenses. C. Cox and B. Hedges to participate. The PC Chairs will be tasked to submit what they need/don't need. The timeline for the exercise will be for the sub-committee to meet before the Semi-Annual Meeting for final decision on the way forward at the SAM.

The budget for the next two years will be decided upon at a Special Meeting to be held at the Semi-Annual Meeting for approval by the voting membership.

3.2.2 Support of ACL Training at Senior Levels

D. Berrill discussed what the League needs to support and why and added that no formal thought has been given to the direction in which we are headed.

3.3.1 & 2 Review of ACC-9 Status Across the Country

A chart was displayed on the projector to indicate the status of submissions of ACC9s for the last five years. D. Berrill added that they are making good strides across the country and the results have improved greatly from last year. All information is up to date for most PCs by the end of August. D. Berrill will put into practice circulating the Charity Status reports. He added that bank statements of the SSCs should be reviewed by the PCs, but they are not required to be submitted to National.

3.4 Follow up from the Air Cadet League Contributions Report

D. Berrill indicated that the League's Contributions Report was well received in the field and he thanked everyone for their efforts in putting the document together.

3.5 Progress Report – League Industry Partnerships Committee

J. Scott, the sub-committee chair was not present to provide a report, but S. Matresky indicated that J. Scott was in the process of reviewing all of the LIP agreements in place and drafting new understandings with each of the partner organizations. J. Scott has been successful in obtaining additional funds for FAMIL Scholarships and he has had some verbal commitments for sponsorship of the Gala in November.

P. Barabey noted his struggles to obtain funding from an aviation industry partner for a local aviation event after the agreement was renewed with National. W. Hough, P. Barabey and M. Crevier to work through the issue with the assistance of the NRGC Committee.

3.6 Progress Report – National Resource Generation Committee

E. Wiesner gave an overview of the work currently underway by the committee. Details included:

- Planning for NRGC Gala is making progress and the event has reached the stage where decisions and co-ordination of planning becomes necessary in particular with the invitations to distinguished guests' involvement in the various activities of the GALA and Symposium. A sub- committee was struck. Details of the event were given.
- The Governor General has been invited to serve as guest host for the NRGC Gala. Awaiting a response.
- A sponsorship package was produced to support the Symposium cadets
- The annual letter mailing campaign has been completed with a modest response to date. A major gifts campaign soliciting the BOG/EC/AB has also been launched with early indications of support.
- Donor recognition policy has been revised
- W. Hough prepared a grant application to the World War Commemorations Community Fund for the Leadership Symposium. Awaiting word.

E. Wiesner added that W. Hough is quite ill and currently away from the office. They are awaiting her return to continue the good work in progress. Discussion ensued about successful Canadians who were former Air Cadets who could be featured at the Gala event.

3.7 Air Cadet League Foundation

An update on the Foundation was given. It is uncertain as to whether or not they have completed all of the necessary paperwork to receive their Certificate of Continuance under the new Act. The Foundation is expecting a donation of approximately \$100k in the new future. Current participants in the Foundation include M. Goldack and B. Mason. E. Wiesner volunteered to sit on the Board along with M. Boyle. D. Berrill to advise Foundation.

3.8 Goals and Objectives of the Finance Committee Related to the SPU

The SPU was reviewed on the projector and it was decided that item 1.1.1 was to be deleted. It was concluded that the Finance Committee is doing everything they should in relation to the Strategic Plan Update.

4. CONCLUSION

4.1 Good and Welfare

Nothing to report

4.2 Closing Remarks

Nothing Further

4.3 Next Meeting

SAM November 2015

4.4 Adjournment



ANNEX K

EFFECTIVE SPEAKING COMMITTEE

Air Cadet League of Canada 74th Annual General Meeting

Record of Decisions of the Effective Speaking Committee June 18, 2015-06-18

In attendance: Joan Irvine, Paul Dowling, Lloyd MacIntyre, Bob Dolyniuk, Marcel Bineau, Serge Philibert, Jamie Nicol, Gene Bell, Bill Fowler, Bill Cumming, Richard Petrowsky, Joan Gray, Darlene LaRoche

1. Administration
 - 1.1 Welcome and Opening Remarks by the Chair
 - 1.2 Introduction of Delegates and guests
 - 1.3. Chair confirmed Notice of Meeting
 - 1.4 Call to order and review of agenda
 - 1.5 New Agenda Items.
The Chair introduced a new agenda item: a new rule for competitions. It was agreed to place under new business.
 - 1.6 Approval of the agenda was moved by Serge Philibert, seconded by Gene Bell.
- 2 Information
 - 2.1 The Chair introduced a discussion on the use of signs vs timing lights for the competition tonight. Most of the discussion centred on the look of the signs, and how to make it easier for the contestants both in live competition or in video-conferencing competitions. At the end of the discussion it was moved by Jamie Nichol seconded by Bob Dolyniuk, that the sign for 1 minute would have a green circle as its background, the sign for 30 seconds would have a yellow triangle (caution sign) as its background, and the sign for stop (time up) would remain the same. Motion carried.

Further discussion then took place about the use of signs or timing lights for the competition tonight. BC is the only province that uses timing lights, but Joan Gray added that the cadets had been given a choice as to whether they wanted lights or notices, and she provided a list of the cadets with their choices. It was agreed that at the competition, both systems would be set up, so that the contestants could get the signal of their choice.
 - 2.2 Impromptu topics. The Chair asked us all for the impromptu topics that had been used at the provincial competitions, so that she could choose a topic for tonight that was not a duplicate of any that a contestant might have already been asked to speak on. It was also agreed that Joan Gray would amend the forms for reporting provincial winners to include a question on the impromptu topics used at provincial competitions, to make it easier to avoid duplication in the future.
 - 2.3 Discussion arose about how to encourage Cadets to participate more, and the Chair informed the meeting that in Alberta the Air Force Association 783 Wing sponsored the effective speaking program to the tune of a cash prize of \$1,000 for the provincial winners (\$500 for first place, \$300 for second, and \$200 for third). She suggested that other provincial committees reach out to their local Air Force Associations.
 - 2.4 Joan Irvine provided examples of training materials used in BC (a Cadet workbook and a leaders' guide). Discussion ensued about how these documents could be used nationally. Joan would send electronic copies to National, where it would be translated into French, and distributed to the provinces. It was emphasised that this is a living document, under constant revision, and each region could adapt it for local use.
3. Business Arising
 - 3.1 Adult training for competitions. Richard Petrowsky showed a power point presentation that he created and used in Saskatchewan. There were several suggestions for improvement, and he agreed to make changes, then send the document to the Chair and to National for distribution to all

provincial coordinators. Joan Irvine volunteered to send her BC power point document to Richard, so that he could use any material he thought would be useful.

4. New Business

4.1 Rule change. The Chair introduced discussion to amend rule #45, so that the contestants did not hear each other's prepared speeches, so that they could not be influenced (positively or negatively) by what they heard or saw in the speeches that preceded theirs, nor be under undue pressure from having to perform for their fellow competitors. There was much discussion about the practices in various regions, and also how to make the competition procedure fair for every contestant. Moved by Bob Dolyniuk and seconded by Paul Dowling to amend Rule #45 as follows: "In order to promote a level playing field, the contestants will be sequestered before and after their prepared and impromptu speeches. After their impromptu speeches, the contestants will be separated from those yet to compete." Motion carried.

4.2 Prepared Speech topics for 2016.

The 75th Anniversary of Air Cadets
The Importance of Community Service and Citizenship Activities
100 Years of Women having the Right to Vote
Dress Codes in Public Places
The Importance of Work Ethics
What do you see as Canada's Future?
Why you should become an Organ Donor
My first Flight

Motion carried.

5. Conclusion

- 5.1 Round Table – no suggestions were forthcoming.
- 5.2 Closing Remarks
- 5.3 Date and Time of next meeting – Conference Call in September. Actual date TBD
- 5.4 Adjournment



ANNEX L

COMMUNICATIONS COMMITTEE

2015 Annual Meeting



Communications Committee

2015-06-18

Time: 0800 - 1000 Room: Enoch EF

Attendees:

- Mike Symons -- BC PC
- Terri (Slater) Hinton -- BC PC
- Penny Doern -- BC PC
- Stan Monkman -- AB PC
- Kevin Tipper -- SK PC
- David Lamb -- SK PC
- Vern Toews -- MB PC
- Sid Thompson -- OPC Guest
- Sue Madden -- NB PC
- Dan Kehoe -- NS PC
- Dave Vokey -- PEI PC
- Bob Hedges -- NL PC
- Diana Bray -- NL PC
- Sitraka R. - ACL National Office
- Don Doern -- BCPC & BOG
- Thomas Taborowski -- OPC & BOG
- Chair : Hille Viita -- QOV & BOG

Meeting Minutes

I. ADMINISTRATION

1.1 Opening Remarks by Chairperson

Hille welcomed everyone to the Communications Meeting and in such large numbers. She indicated that the last year has been about rebuilding the communications network, establishing a communications contact in each PC and working on the 75th Anniversary celebration. There is still work to do including building the communications calendar. The Communications Report is in the AGM booklet.

1.2 Call for New Agenda Items

Adding 1.4 – Previous Minutes (Hille)
Adding 2.3.7 – Public Service Announcements (SKPC)
Adding 3.2 – Protocol for gifts (Tom)

1.3 Approval of the Agenda

Stan Monkman moved to accept the Agenda as proposed, and was seconded by Sue Madden.

1.4 Previous Minutes

There was of a review of the previous Action Items from 2014-11-21:

- 2.1 A contact list for Communications has been created. It was circulated for update.
- 2.2 CATO connection, if anyone needs access, please contact Sitraka
- 2.3 The format of the events calendar has been looked at by Hille and Wendy, but need to get a copy of the format circulated to the team.
- 2.5 Wendy has received the copy of the DND Public Affairs Handbook. It was sent to the Communications contact. Hille will re-circulate to the large team here when ROD is sent.
- 2.6 Communication Contacts have been asked to take the lead on helping to track down the Squadron crests for the Poster Project. There are still several Squadrons missing crests.

II. BUSINESS

2.1 Committee Membership and Communications Contact List

Hille indicated that we have a first version of the Contact List, and this has been circulated to the Communication Contacts. OPC indicated that a change was required to theirs. The list was circulated to attendees to capture any updates. The contact list revision will be sent with the ROD.

2.2 Communications Calendar 2015-2016

The Communications Calendar and the format have been discussed by Hille and Wendy. Goal is to get something in a simple and consistent format, and which can be used for communications, news articles and keeping everyone up to date on events across the country.

Action: Communications Chair to outline the draft and forward to Communication contacts to capture some events on the Communications Calendar.

Action: To get an initial listing of events on PC calendars to start. Communication contacts are asked to help with this activity to identify events.

2.3 75th Celebrations – Are you ready?

The 75th Celebrations will be the major focus of events in 2015-2016. A summary of the 75th Celebrations was recently sent to all the Communications contacts. It included a summary of the immediate items the PCs need to be working on.

2.3.1 SWAG - Golf shirts for men and women are available. More items to come and Josée indicated the Shopify ACL website should be ready and available in July for ordering.

2.3.2 September Launch - The kick off of the 75th is September 1, 2015. Cadets can start wearing their pin. We should take advantage of the PR/Communications opportunity. The group discussed perhaps getting a 75th Communique with messaging prepared so can take advantage of; write the copy so can re-use.

2.3.3 Poster Contest - The poster contest winners from the squadrons need to be gathered to PCs, and the PC winners to be selected at their AGM in the fall. Penny indicated the response for the poster contest has not been as good as anticipated.

2.3.4 Poster Project – The poster project is coming along. Mike indicated that we are still missing Squadron crests. For those that will not have a crest the League crest will be used. Sitraka has outlined on the web how to get their crest. Everyone to have crests by December 2015. It was suggested that the poster could also be used for recruiting by add a Squadron's information. We will need to know the number of posters for printing. Mike indicates the PCs are welcome to take their sample PC poster after the AGM meeting finished on Friday.

Action: Communication Contacts in each PC are responsible to follow up with the Squadrons with missing crests.

2.3.5 Events

2.3.5.1 – Cadet Symposium: Planned for the SAM 2015. Each PC has received their quota for number of Cadets, and this number includes the poster winner. PCs are able to select their candidates. There are a total of 40 cadets attending. More information regarding the symposium and its organization will be provided at the 75th Anniversary Committee Meeting.

2.3.5.2 – Fund Run: This will be held June 5, 2016. All PCs are encouraged to participate. Need to identify a Fund Run coordinator by PC, and potential locations. There is a Fund Run workshop being held at the AGM to describe how to organize and manage. Sue Madden from NB PC, who has previously participated in the organization of the run, offered some key success factors and indicated this would be covered in the workshop.

2.3.5.3 – Air Cadet Week: The week is to be celebrated by PCs in the April-May 2016 timeframe. There are set funds available to qualifying PC initiatives. Submissions were received from the various PCs and they will be contacted. Saskatchewan PC indicated they are planning something with the Rough Riders.

2.3.6 Miscellaneous – “Wreaths across Canada” is a good opportunity for PR. ABPC spoke of their success with the program and working with the Civil Air Patrol. This year will be even bigger as another state will join the event. NBPC also described their participation in the Wreaths program. If anyone wants to participate, please contact the local Civil Air Patrol.

2.3.7 Public Service Announcements -- SK PC brought forth the suggestion to consider using PSAs. PSAs could be used for the 75th. Terri shared post the meeting a copy of a BCPC PSA used for recruiting.

2.4 Marketing Tools

2.4.1 Calendar – The calendar was discussed in point 2.2. Once we have a draft, this can be an on-going tool.

2.4.2 PR Kit – Wendy per previous meeting was able to secure a copy of the Public Affairs Handbook. This was sent to the Communications Contacts previously, but will resend to the meeting attendees with the ROD. As for the actual PR Kit, should consider a refresh of the current materials.

2.4.3 Air Cadet League Newsletter – The online Air Cadet League Newsletter is important for communications. Looking to all the PC Communications Contacts to help support with articles

and information submissions. We are also looking for the Communications Calendar to be a starting point for where to find news.

Meanwhile, Sitraka brought forward the opportunity to get articles in the Esprit de Corps Magazine. The magazine is planning to have a section in the magazine devoted to Cadets, and the first issue set to feature the Cadet Corner will be published in August 2015. There was discussion in the group whether it was appropriate to be associated with this magazine which had has some questionable views. Sitraka indicated that DCdts and Capt Nathan James were supporting the participation with the magazine. It was suggested that the BOG be consulted.

Action: Communications Chair to consult with BOG regarding participating with this magazine.

III. NEW BUSINESS

3.1 New Communications Chair

Don Doern announced the new Communications Chair for 2015-2016 will be Thomas Taborowski.

3.2 Protocol for Gifts

Tom Taborowski brought forward the item and asked if there are any standards for this. Currently there is nothing, and the suggestion was to look at creating a standard template for this.

IV. CONCLUSION

4.1 Good and Welfare of the Air Cadet League of Canada

Thank you to everyone one participating in this meeting. There are lots of great ideas. Congratulations to Tom the new Chair.

4.2 Closing Remarks

Communications Contacts are asked to focus on contacting the Squadron missing their crests as soon as possible. Ideally would like to see all the poster complete.

4.3 Date and Time of Next Meeting

Next meeting planned for the SAM 2015.

4.4 Adjournment

Meeting adjourned 09:50 hours.



ANNEX M

75TH ANNIVERSARY



75th Anniversary Committee Record of Decisions

In Attendance:

Committee Members:

K. Mann (Chair)	C. Hawkins (Secretary)	S. Monkman (AB)
P. Doern (BC)	H. Viita (BOG)	P. Barabey (QOV)
H. Marr (MN)	M. Ozirny (BOG)	J. Mullins (NS)
F. Johnsen	M. Symons (BC)	
S. Raoelimanohisoa (National Office)		

Guests

Many!

1 Administration

- 1.1 The Chair welcomed all to the meeting and commented that we were entering the busy phase of our activities with the impending start of the 75th Anniversary Year.
- 1.2 Call for New Agenda Items
There were no additional items for the agenda
- 1.3 Approval of the Agenda / ROD
Moved by P. Barabey, seconded by H. Marr to adopt the agenda as circulated and the ROD from the last teleconference (04 May 2015) as circulated. Approved
- 1.4 Other Administrative Matters
There were no additional items

2. Business Arising

- 2.1 PC Funding Applications Update
M. Ozirny updated the group on the preliminary results of the PC funding applications. Almost all PCs had submitted an application: the Northern Territories indicated that it would not be submitting an application. All applications had received preliminary approval. The next step will be to confirm with the PCs and to request a more detailed application.

Action: M. Ozirny, C. Hawkins

3. New Business

3.1 Leadership Symposium (C. Hawkins)

Plans are well underway for the symposium. The format for the event has been finalized and the plans are well in place for the actual workshop. Next steps include notifying the PCs of the procedures to communicate with their selected cadets, how to make travel arrangements (C. Hawkins), planning the local tours (H. Viita) and confirming the participation of the various guest speakers (H. Marr).

3.2 Major Events:

3.2.1 National Fun Run

The departure of E. Allain has left a gap in the planning phase of the National Fun Run. Sue Madden (NB) has offered to step into the gap as the national coordinator. There will be additional information coming from Sue in the near future. In the meantime, PCs should be appointing a provincial coordinator and setting aside Sunday, June 5, 2016, for maximum participation in this event. Support from the Director of Cadets' office should be forthcoming.

3.2.2 Gala Dinner

Don Berrill briefed the committee on planning for the activities associated with the Gala Celebration Dinner. This event will be held as part of the SAM 2015 and is scheduled for Saturday, November 21 at the Canadian Aviation and Space Museum. The catering company has been booked and the NRCG and W. Hough are seeking out sponsors for tables. The cadets from the Leadership Symposium will be present (representing today's cadets) as well as notable air cadets from the past (representing our history). Don asked that the 75th Anniversary Committee be prepared to do a short presentation to the guests on the planned celebrations for the year. Next steps include finding musicians (cadet units or military) to perform during the evening as well as finalizing a guest list of VIPs. The final list of "Outstanding Air Cadets" will also be finalized.

The Chair extended congratulations to Don and his working group.

3.3 Committee Reports

3.3.1 Poster Contest (P. Doern)

We currently have only five confirmed participating PCs for the contest. All members were urged to get out and encourage their PCs and squadrons to get involved. There is still time to get the posters in and the prize for the winning cadet is a trip to Ottawa for the Leadership Symposium.

3.3.2 PC Banner (T. Holland)

In the absence of T. Holland, the Chair reported that all of the banners have been produced and sent out. J. Mullin outlined some difficulties he had in getting the PC banner for Nova Scotia. However, this seems to be an isolated case.

3.3.3 Pins (P. Doern)

The pins have arrived and have been repackaged for each PC. Some have been distributed to PCs in attendance at the AGM; the remainder will be sent by post. Additional pins can still be ordered from the national office. The pins can be worn by cadets effective September, pending the release of the official CATO from the office of DCadets and Junior Canadian Rangers.

3.3.4 VIP Presentation Pin.

W. Hough is working on a presentation pin (a 75th Anniversary Pin on a printed card) for distribution to individuals by the PC. She is trying to get the lowest possible price (-ie- Free) for the printing costs. Details to follow.

3.3.5 SWAG

After a rough start, we are just about at the point where SWAG items will be available for sale through our on-line Kit Shop. A selection of products has been determined (see separate flyer) and we hope to go live by mid-July.

3.3.6 Stamp Project

The Chair reported that Canada Post has not accepted our proposal for an Anniversary stamp.

3.3.7 Poster Project

Mike Symons reported on the progress on the PC posters and the national poster. He still requires squadron crests from many of the units, as well as a picture (single or montage) from several PCs. Following a period of discussion, it was determined that 30 August 2015 will be the deadline for submissions for both the squadron crests and the PC pictures. After that we will have to go with what we have in order to get the final draft to the printer. Mike is looking for a printing company in Quebec or Ontario to handle the printing of these posters to help keep costs down. Still to be finalized is the cost of the poster (a single price per copy regardless of which province the order comes from) and the process for placing orders through the national office.

3.3.8 Communications

H. Viita has assumed the position of Chair of the Communications Committee. An updated communications contact list will be published shortly. (Secretary's Note: See attachment at end of minutes)

The 75th Anniversary Playbook has been updated. A revised version was used for the presentation to the Support Group of Cadets and Junior Canadian Rangers.

4. Conclusion

4.1 Good and Welfare

4.1.1 A question was asked about the decals that are being produced for the League-owned aircraft: would it be possible to have additional decals produced that could be sold to private aircraft owners who wish to show their support for the cadet program? To be considered. Dave Lambe offered to look into this if a high-resolution copy of the tail decal could be send to him.

4.1.2 The Committee strongly endorsed the use of cadet musicians at the Gala if a suitable group (band, ensemble etc) could be found within a reasonable distance from Ottawa.

4.2 Closing Remarks

The Chair thanked all committee members for their continued work on the many projects that are part of the 75th Anniversary. He also thanked the various provincial representatives who attended today's meeting for their ideas and input.

4.3 Next Meeting: Teleconference on Monday, 10 August at 1900 ET.