



AIR CADET LEAGUE OF CANADA

BOG Meeting ROPs

14 January 2015

MEETING INFORMATION

Meeting Date: 14 January 2015

Start Time: 1900

End Time: 2217

Location: Teleconference

Purpose: Scheduled BOG Meeting

ATTENDANCE

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

Sarah Matresky Present Executive Director

Kevin Robinson Absent, Chair of Chairs

Brent Wolfe Present, Advisory Board

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: T. White

SECONDED: H. Viita *that the Agenda be approved as presented.*

CARRIED

1.4 Approval of Record of Proceedings – BOG NOV 2014

MOVED BY: M. Ozirny

SECONDED: E. Wiesner *that the ROPs including the electronic vote of December be approved as presented.*

CARRIED



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2. Information

2.1. President's Report – K. Mann

K. Mann indicated that he, D. Doern and S. Matresky participated in the NCC meeting at the beginning of December and made the following points:

- The NCC was an interesting meeting (K. Mann participated by telephone) with a re-hash of projects that were underway such as Renewal and those that were wrapping up such as the Cadet Program Update.
- It was also discussed that the Minister's Office has signed off on Command and Control which will be complete by 2015 and in full operation by 2016.
- D. Doern added that on the topic of Supervision, Admiral Bennett noted that the legal ramifications will be reviewed because what is in place does not work for the cadet world. She was also firm that the Cadet Program is 'free'.
- S. Matresky added that the Renewal presentation consumed three quarters of the time allotted and therefore the issue of Governance and Positive Youth Development was discussed in a follow up call.

2.2. Executive Director's Report – S. Matresky

S. Matresky indicated that her report was circulated with the meeting material which contained the following points:

- *New updates have been made to the Renewal portion of the Cadets.ca website*
- *We can expect to see many documents pertaining to Renewal being emailed to us all at once as the VCDS ok'd much of the backlog sent up the chain before the holidays.*
- *The Facebook webpages about the cadet program 'The Truth About Cadets', 'Cadets Around the World' are escalating. It was discussed at the NCC how the matter will be handled. Army ED was personally attacked on the site as well as their primary supporter and his business. The donor has taken legal action.*
- *CO of Barrie Squadron was arrested for child pornography. All media and public inquiries are to be forwarded to the D Cdt's PA Cell.*
- *Former Fundraising probationary employee Dave Shaw took his life shortly before the holidays.*
- *Abuse Coverage was purchased as per EC motion*
- *Contract signed for SAM 2015 at Lord Elgin*
- *CPMB Meeting to take place 13 JAN 15 and D. Berrill to give ACC9 League Contribution presentation*
- *The Cadet Leagues are not required to complete the Ontario Accessibility Survey as we have less than (20) employees and we are federally regulated. This was a follow up item from November SAM where a policy was approved 'just in case'.*
- *AGM registration will be sent out in February. Work continues on finance committee's direction that a policy on booking travel should be written and that it should be taken into consideration allotting a specific amount per traveller in next year's budget.*

2.3. Finance Committee Report –D. Berrill

D. Berrill indicated that his report was included in the meeting material. He highlighted the following points:

- Finance Committee continues to work on the investment portfolio. Statements are included in the meeting material and all bank proposals for investment options should be received by the end of the month.
- We continue to operate within our budget parameters. He listed variance items and forecasts a small surplus
- Potential cash flow shortage in May/June depending on funds. Reserves and credit line available if necessary.
- ACC9's – reports for 2014 trickling in. Outstanding 2013 files are being reviewed and collected
- ACC9 Data report extraction was presented and well received at CPMB meeting
- Budget was reviewed and staff salary line needs to be approved so employees can determine their contributions for RRSPs for 2015-16.
- Noted that ACLN Assessment needs to be reviewed shortly

MOVED BY: D. Berrill

SECONDED: T. White to accept the salary lines noted in the draft budget report submitted at the 14 Jan 15 BOG meeting (\$308,189).

CARRIED

MOVED BY: D. Berrill

SECONDED: J. Scott that the discussion item submitted in the Finance Committee Report (Supplemental Power Flying Awards) be deferred to the LIP, Aviation, and Honours and Awards Committees.

CARRIED

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2.3 Finance Committee Report –D. Berrill (continued)

MOVED BY: D. Berrill

SECONDED: T. White *that the Financial Reports be approved as presented.*

CARRIED

MOVED BY: D. Berrill

SECONDED: T. Holland *that the entire report be approved as presented.*

CARRIED

2.4 Chair of Chairs Committee Report –K. Robinson

K. Robinson sent his regrets.

2.5 Advisory Board Report –B. Wolfe

B. Wolfe indicated that the Honours and Awards committee circulated a notice to the membership to submit nominations for ACL National Awards. Submission deadline is 15 Mar 15.

The Nominating Committee has almost completed their work on the 2015-16 slate for consideration at the AGM. They are ahead of schedule this year as the interview process went smoothly.

3. Business Arising

3.1 Discussion Paper on the ACL Policy Making Process – B. Burchinshaw

B. Burchinshaw thanked everyone for their feedback and participation in the discussions that took place at the Semi-Annual Meeting. He gave an overview of the proposed revisions to the document and indicated that a recurring question that he often receives pertains to 'who speaks for the League'. He clarified that the discussion paper proposes that where DND is concerned, it will be the ED or the President (as Chair of the EC) empowered by the BOG that will speak on behalf of the BOG. However, the ED will be restricted to only commenting on League approved policy and procedure.

There are two aspects to the discussion paper: one represents a major shift in responsibilities to the EC and the second is a major change to the policy decision making process whereby the AB and PC Chairs will be fully engaged.

MOTION: That the discussion paper be approved by the BOG for onwards consideration by the membership at the AGM.

MOVED BY: B. Burchinshaw

SECONDED: E. Allain

CARRIED

ACTION: B. Burchinshaw

3.2 ACL Who Are We – K. Mann

K. Mann indicated that there were concerns raised about representation of League members at parades, graduations and official events. The cadets do not appear to be informed about the role and responsibilities of the Air Cadet League. Discussion ensued and E. Allain indicated that it is important that League representatives are recognized and involved in the events not merely invited to attend.

3.3 Awards – Release and Indemnity – J. Scott

J. Scott indicated that the form circulated to the BOG for consideration was put in place by the OPC for private scholarships and that further discussion with the Aviation Committee is needed before a decision to implement can be reached.

MOTION: That the form be reviewed for consideration by the Aviation Committee with further discussion to be engaged.

MOVED BY: J. Scott

SECONDED: D. LaRoche

CARRIED

ACTION: E. Allain



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3.4 Addressing Harassment Complaints: Follow-up – K. Mann

K. Mann gave an overview of the ongoing harassment complaint that began in Quebec and Ottawa Valley and the latest events since the SAM. K. Mann indicated that he spoke with a professional mediator to discuss the case. Mediation was offered to both parties and one has refused to participate in a mediation session. Discussion ensued on how to resolve the issue, H. Viita indicated that a national policy should be in place for conflict resolution. It was concluded that a resolution in writing is essential to bring the matter to a close.

ACTION: K. Mann

3.5 Supervision Discussion- CATO Revised – D. Berrill

D. Berrill indicated that further to the paper he prepared and circulated to the BOG on Supervision, the amended CATO released before the holidays appears to address the concerns and therefore this item can be closed. D. LaRoche indicated that she had some comments forthcoming on the Supervision CATO that was circulated by DND for review. S. Matresky will include them in the compilation of responses to be submitted to DND in advance of the 15 JAN 15 deadline.

ACTION: S. Matresky – Done 15/01/15

3.6 75th Anniversary Committee Update – K. Mann

K. Mann summarized the discussions that took place during the recent 75th Anniversary Committee's teleconference. The committee continues their work on the poster contest, pins, swag items for the celebration and the development of an alumni database. Other deliberations included the details of major events planned such as the Leadership Symposium and the Gala to launch the festivities in November of 2015. Financial details for each of these activities were reviewed. To summarize:

- 1) \$5k of funding used in support of the 2015 kickoff event at the SAM / balance from the NRGC budget of that day;
- 2) \$10k of funding in support of supplementary activities to the 75th at the 2016 AGM in BC;
- 3) \$5k of funding used in support of the 2016 SAM closing events.
- 4) \$12k in funding to be used in support of the Poster winning cadets to travel wherever their special event might be.
- 5) \$30k of funding used in support of the "Celebration" activity – whenever it is.
- 6) \$100k of funding used in support of the PC activities for AIR CADET WEEK;
- 7) \$30k of funding used in support of the FUN RUN activity.
- 8) \$18k for event advertising

MOTION: That the BOG authorizes the Finance Committee to spend funds in this manner.

MOVED BY: D. Berrill

SECONDED: M. Ozirny

CARRIED (1 opposed)

3.7 Fun Run Update – E. Allain

E. Allain gave an update on the Fun Run and his work with W. Hough and the Running Room. He indicated that further to the financial breakdown, it is important to note that the cost is, to some degree, proportional to the number of race sites. He has been in touch with the National Running Events coordinator and gave details with regards to online registration and fees, cadet and community involvement and t-shirts for the participants.

4. New Business

4.1 NRGC Event – SAM 2015 – E. Wiesner and D. Berrill

D. Berrill and E. Wiesner gave an overview of the NRGC Gala to take place at the Canadian Aviation and Space Museum in November of 2015 (Saturday evening of SAM). The event's purpose is to serve as a kickoff event for the anniversary; a networking opportunity; and to highlight the engagement of the ACL in the success of the Air element of the CCO. Details were given on the event itself; supervision, planning and decision making; event costing and other items of consideration. D. Berrill gave an example of a list of tasks to be accomplished to carry out the event outlined in a supporting document. Rough costing for the NRGC Gala was also discussed.



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4.2 Amendments to Policy Section 3.7.3 – Financial Statements – B. Burchinshaw

B. Burchinshaw reported that changes were submitted to amend section 3.7.3 to align and update the tasks of collecting and reviewing the ACC9's at the National level.

MOTION: That the amendments to policy section 3.7.3 be approved as presented.

MOVED BY: B. Burchinshaw

SECONDED: D. LaRoche

CARRIED

ACTION: PPBLC

4.3 Service Pins for Adult Volunteers – B. Wolfe

B. Wolfe indicated that the following recommendations are being made by the Honours and Awards Committee for consideration and approval by the BOG:

- The HAC strongly endorses the continued use of Service Pins in 5 year increments, to be used to recognize the service of both League and non-League personnel. Provincial Committees should be able to continue to purchase these pins from the national at a reasonable price and as such recommends to continue making service pins available through the National Office.
- That presentation of medals/bars/rosettes be initiated by the League rather than the volunteer for principle National members (BOG, AB, PC Chairs – not PC Delegates) a list from National will be presented to HAC Chair for presentation at the coming successive SAM and AGM.
- It is recommended that the medals/bars/rosettes be free for recipients and included in the National budget. PCs should cover the cost of medals (purchased through National) for their members.

MOTION: That the pins continue to be made available through the National Office and that the protocol for responsibility to present and for the costing responsibility to approved as presented.

MOVED BY: D. LaRoche

SECONDED: D. Berrill

CARRIED

ACTION: To Be Added to Budget for FY 15-16

4.4 E-Voting – 'Reply-All' – J. Scott

Upon further consideration J. Scott indicated that he wished to have this item withdrawn from the agenda.

4.5 Draft Budget: First Look – D. Berrill

This item was covered under 2.4 Finance Report

4.6 Approval of Staff Salaries Line of Budget – D. Berrill

This item was covered under 2.4 Finance Report

4.7 Proposal to Meet with Army and Navy ECs Prior to Phase II – K. Mann

K. Mann indicated that he is in discussions with the Army and Navy to organize a face-to-face meeting to discuss important upcoming issues that will arise in the second phase of Renewal. The in-person EC meeting that took place last March with the participation of the other two elements was beneficial and he hopes that a similar meeting can be organized again this year. More information to come.

ACTION: K. Mann



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5. Committee Reports

5.1 Aviation Committee

E. Allain reported that a briefing note was sent to the Aviation Committee for comment on the subject of *“determining the number of glider pilot students required to graduate annually in order to sustain glider familiarization flying and glider instructor requirements. The intent is to provide a new capability in rationalizing the numbers of pilots required to be trained to sustain the Air Cadet Flying Program. Should this research not be done, potential resource rationalization opportunities will not be realized.”* A response was sent today to LCol. Hone with the committee’s thoughts. The committee feels there is a certain amount vagueness to the question, and further analysis will be required and they expect to be engaged in the process. More to report on the subject after the January Air Operations conference.

5.2 Communications Committee

This item was tabled as H. Viita needed to withdraw from the call early to participate in another teleconference.

5.3 Effective Speaking Committee

D. LaRoche reported that the Committee continues their work on Effective Speaking training in effort to assist Squadrons in getting more cadets to participate. A form is being created that would relate only to parents/escorts to complete when attending the AGM to clarify what they can participate in and how to register independently. Work continues on the ES Scoring Sheet.

5.4 League Industry Partnerships Sub-Committee – J. Scott

J. Scott circulated a report by email indicating that the following will be undertaken:

1. A modification to the PPM section 5.8.3 to update current practices. Suggested changes will be submitted to H & A for comment/concurrence.
2. Existing donors, in particular to continuation flying awards, will be contacted by LIP Chair to discuss the way forward.
3. Wendy Hough will develop a ‘Pledge Form’ and submit same to the Committee for consideration
4. Complete review of the current conundrum with ATAC regarding the fund distribution process. Existing method is far too complicated and does not serve the cadet who is the award recipient for their display of excellence.
5. LIP Chair will request the Chair Aviation Committee discuss with participants of the RCAirOps Conference in February as to the timely determination of top cadets who participated in the Power Scholarship program. This will hopefully result in the cadet receiving their award AT the graduation exercise. This will facilitate the continuation flying and progress to the 30 hour PIC time demanded by DND allowing qualified cadets to provide famil flight opportunities. (DNCA Ops O is not required to be involved as DND no longer provides the additional 12 continuation scholarships.)
6. Annually approximately 16 cadets have been considered for awards. This is based upon current funds available and interest rates. Adjustments will be required through the Treasurer to change the flexibility of money allocation as not all award funds are received in a timely manner (please refer to pledge comments).
7. A review is required as to the exact understanding of the motion made at the SAM regarding the \$50K establishment.

5.5 NRCG Committee Report – E. Wiesner

E. Wiesner summarized the following points from his report circulated earlier by email:

- Planning continues on Major Events (Gala, and 75th Activities)
- Core Case work continues quickly in defining League financial needs
- Direct Mail solicitations have gone forward and an expanded mailing will commence shortly
- Web and Social Media campaigns will be reviewed
- ACL Foundation is in a holding pattern.
- Work plan for NRCG included

5.5 Screening and Registration Report – G. Johnston

G. Johnston indicated that this Ad Hoc Committee was stood up to audit our Screening and Registration practices. In November he visited the National Office to review the database and the screening procedure. He remains in communication with J. Woodford, the screening coordinator at the office, and full report will be presented in April with findings and recommendations.



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6. Conclusion

6.1 Reports of the Vice-Presidents

Nothing further

6.2 Good and Welfare of the Air Cadet League

T. White and D. LaRoche gave details about their respective participation in *Wreaths Across America* ceremonies.

Discussion ensued about length of the BOG teleconferences and the need to improve efficiency and duration.

6.3 Date and Time of the Next Meeting:

March 11, 2015 via teleconference.

There being no further business, the meeting adjourned at 2217.