



AIR CADET LEAGUE OF CANADA

BOG Meeting ROPs

17 JUN 2016

MEETING INFORMATION

Meeting Date: 17 JUN 2016
Start Time: 0930 hrs PDT
Richmond, BC

ATTENDANCE

| | | | |
|-----------------|---------------|-----------------------------|-----------------|
| Don Doern | Keith Mann | Don Berrill | Merv Ozirny |
| Darlene LaRoche | Jim Hunter | Marcel Bineau | Bob Burchinshaw |
| Jerry Elias | Hille Viita | Thomas Taborowski (regrets) | Ken Todd |
| | Ernie Wiesner | Geoffrey Johnston | |

Sarah Matresky, Executive Director

Observers: C. Baxter; L. Jenks; T. White; M. Goldack; C. Welch, E. Martinez

1. Administration

1.1. President's Opening Remarks – D. Doern

D. Doern thanked everyone for their participation and welcomed everyone to the meeting in Richmond BC.

1.2. New Items for the Agenda – D. Doern

There were no new items for the Agenda.

1.3. Approval of the Agenda – D. Doern

MOVED BY: D. LaRoche

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

CARRIED

1.4. Approval of the ROPs 18 May 16 – D. Doern

MOVED BY: K. Todd

SECONDED: M. Ozirny that *the MAY 2016 ROPs be approved as presented.*

CARRIED

2. Information / New Business

2.1 President's Report – D. Doern

D. Doern noted that his report was on page 7 of the meeting book and that he had nothing further to add at this time.

2.2 Executive Director's Report – S. Matresky

S. Matresky indicated that her report was on page 11 of the meeting book at that she had nothing further to add at this time.

2.3 Finance Report– D. Berrill

D. Berrill indicated that his report was circulated as part of the supporting material. He gave an overview of the recent teleconference with the CRA noting the following from the minutes of the meeting:

Currently there over 200 internal divisions that is operating under the national and provincial bodies. Some of these ID's hold title to property although they are not incorporated. Further most of the registered sponsoring committees conduct fundraising as their sole activity and in many cases support non-qualified donees. A large number of these sponsoring committees are revoked for failure to file on a regular basis.

CRA recommends that the sponsoring committees and squadrons that are designated as internal divisions under the national and provincial bodies be amalgamated to form one entity under each provincial committee. The sponsoring committees would continue to exist but only as a component of the provincial committee. That is the sponsoring committees and provincial body would become a single entity. The amalgamated entity would retain the BN of the

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existing provincial body. An the RR accounts of the existing SSCs and squadrons would be closed and would no longer exist on the CRA charities listing website.

D. Berrill further explained that he has discussed this item with the Finance Committee and the PC Chairs and they agree in principle that an amalgamation as suggested by the CRA is the most efficient model moving forward. S. Matresky will notify the CRA of the League's acceptance and will follow up with the CRA on the questions brought forward by the membership. S. Matresky to send out RCMA #'s to PCs electronically.

MOVED BY: D. Berrill

SECONDED: K. Mann that *the BOG agrees in principle with the proposal by the CRA to adopt the amalgamated model as it is the most efficient, and proceed to move forward with the CRA recommendation.*

CARRIED

2.4 Advisory Council Report – K. Mann

K. Mann noted that there was nothing further to report at this time, but a more formal report of the proceedings at the AGM will take place at Saturday's meeting.

2.5 E-Vote Results – Screening Cards AGM/SAM – D. Doern

D. Doern noted for the record that the following motion was passed on 26 May 16:

"In light of recent information regarding registration and screening cards, I move that the Board will exempt participants in the 2016 AGM in BC and the 2016 SAM in Ottawa from the requirement to wear and display these cards at all functions of the SAM and the AGM. This exemption does not extend to any other activities beyond these specific events. It also does not in any way exempt anyone from the requirement to hold a valid screening and registration card with the Air Cadet League of Canada."

MOVED BY: D. Berrill

SECONDED: B. Burchinshaw

CARRIED (1 opposed, 1 no response)

3 Business Arising

MOTION: Proceed to Move to an 'In Camera Session'

MOVED BY: D. Berrill

SECONDED: D. LaRoche

CARRIED

3.1 QOV Issue – Status Update – D. Doern

3.2 NWO Issue – Status Update – D. Doern

4.5 Removal of NS Member – D. Doern

MOTION: Proceed to Move to End 'In Camera Session'

MOVED BY: K. Todd

SECONDED: B. Burchinshaw

CARRIED

3.3 New Office Lease – S. Matresky

S. Matresky indicated that comments on the formal lease has been returned to the landlord and is expected to be signed in the coming weeks. Construction is underway and the scheduled access date is 15 July 16.



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3.4 Revision of 3.08 Discipline of Members – B. Burchinshaw

B. Burchinshaw noted that this bylaw has been amended and transmitted onwards for consideration and approval by the membership.

3.5 PPM 4.1.3 Honoraries and Other Associates – B. Burchinshaw

B. Burchinshaw indicated that further to the revisions made at the last meeting, he moved that Associates-at-large be approved to chair National committees.

MOVED BY: B. Burchinshaw

SECONDED: D. LaRoche

CARRIED

4 New Business

4.1 PPM Section 3.9 Bilingualism – B. Burchinshaw

B. Burchinshaw gave an overview of the proposed Policy, Procedure and Guideline for the Air Cadet League's PPM insertion on Bilingualism. The insertion lists the principles based on the Official Languages Act and outlines procedures for Air Cadet League activities.

MOVED BY: B. Burchinshaw

SECONDED: M. Bineau *that the Policy and Procedure Manual insertion 3.9 Bilingualism be approved as presented*

CARRIED

4.2 PPM 2.3.1 SOPs to Bylaws – B. Burchinshaw

B. Burchinshaw reported that it has been determined that some Sections of 2.3.1 Supplementary Operating Policies should be Bylaws and others contain inconsistencies between our Bylaws and the PPM and should be deleted. In order to ensure that they have the same authority as Bylaws he proposed that they be transferred to the Bylaws and the remaining be deleted as described in the material circulated.

Discussion ensued about National's relationship with the Provincial Committees and the issue with a squadron in Alberta not accepting PC authority. M. Ozirny recommended the SSC be allowed to challenge the League and the League pursue the matter. Clauses from the National Articles should be reflected in the SSC's articles. D. Berrill read a letter from the Alberta Chair for information and will ask that the letter be officially released to National.

As this issue could have implications with the CRA initiative it was recommended that agenda items 4.2 be deferred until the 07 September 16 BOG meeting.

MOVED BY: K. Mann

SECONDED: K. Todd *that the proposed agenda item as noted above be deferred until the 07 September 16 meeting.*

CARRIED

4.6 Glider Flight Raffle – D. Berrill

D. Berrill noted that the item was brought to the attention of the Finance committee that glider flights are being raffled off as prizes. Discussion ensued and it was made clear that we have never been able to raffle off glider flights. The flights have always and should always be marketed as a public affairs type item only for special guests and cannot be a lotter type item. No one below a Provincial Committee has authorization to offer these flights. Item closed.

4.7 Working Group Update – D. Berrill

D. Berrill indicated that the Working Groups are moving forward. He thanked all participants for their time and commitment to date. S. Lawson will be giving a briefing on the status of the Working Groups just prior to the AGM meeting on Saturday morning.



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5 Committee Reports

5.1 Screening and Registration Committee – G. Johnston

G. Johnston gave an overview of the 'Next Generation' Screening Plan as follows:

1. Adopt the concept of the Next Generation Screening Plan for the ACL as a National Program
2. Create a permanent ACLN staff position of 'National Screening Manager (NSM)', who will report to the ED.
3. Delegate authority to the NSM to change the requirements for screening documentation upon consultation with the ED, the National Screening and Registration Committee (NSRC) and the Executive Committee.
4. Adopt three levels of screening with the ACL: National, Provincial and Local (SSC).
5. Adopt a third-party developed national screening database including electronic document storage.
6. Approve the new wording for the national, bilingual photo screening card.
7. Adopt extensive new procedures for national and provincial oversight of the screening program
8. Adopt the requirement for quarterly report from the NSM on the national status of screening.
9. Approve and promulgate #4 through #8 by issuance of a new Screening Handbook
10. Confirm that the ACL will only screen people in the ACL system, and will accept no other screening.
11. Confirm a permanent staff position at ACLN headquarters for NSM and budget accordingly.
12. Coordinate the program with annual insurance reviews through a third party.

MOVED BY: G. Johnston

SECONDED: D. Berrill *that the concept be adopted as a National Program.*

CARRIED

G. Johnston indicated that he will have the components of item #1 by the next BOG meeting. D. LaRoche confirmed with G. Johnston that current members would be grandfathered into the new system.

5.2 Effective Speaking Committee – D. LaRoche

D. LaRoche noted that it was an excellent competition the night before. The Committee will be making some revisions to some of the rules for consideration on Saturday. She will be working with S. Raolimanohisoa at the office to add timing fault information to the national website along with the eight new topics for the 16-17 year.

5.3 Aviation Committee – J. Hunter

J. Hunter noted that prior to the AGM a meeting was held with Transport Canada with regards to the Parts Certificates. Things are moving ahead in a positive direction. Continuation Flying Training Awards have been difficult to administer and the decision has been to stay with the current practice, but with a delay of three months for better alignment. A presentation was made to the Aviation Committee at the AGM on the subject of self-launched vehicles. He is recommending that the BOG send a letter of support after he forwards the information to the Governors. Discussion ensued and it was determined that it would be best if a presentation was made at the Semi-Annual meeting.

MOTION: To Adjourn due to time constraint and resume at 0800 on Saturday 18 Jun 16 prior to the AGM. Moved by K.Mann/K. Todd

CARRIED

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5.4 International Air Cadet Exchange Committee – H. Viita

H. Viita reported that the IACE committee met on Thursday and plans are in place to host the Foreign Cadets in Atlantic Canada this year. Preparations are also underway for the IACEA Conference hosted by Canada in September in Ottawa. D. Berrill added that he is of the position that the chair of the IACE committee should be the one representing the League at the Association Conference held annually as it needs to be consistent and the Presidential position changes every year.

MOVED BY: D. Berrill

SECONDED: K. Todd *that the chair of the IACE Committee represent Canada at the Association Conference on an annual basis.*

CARRIED

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5.5 Music Committee – G. Johnston

G. Johnston indicated that there is currently no National policy for music enunciated. Discussion ensued and it was decided that the incoming chair, H. Mar would be asked to propose a policy for the committee.

5.6 Members' Committee – K. Todd

K. Todd indicated that his committee continues to remain active of parts of their ongoing initiative. Items have be prioritized and 32 people submitted preferences. Most popular suggestions continue to be onboarding, governance and collaboration. Concrete ideas will be put into action. They are looking at tactics to pull info on what it means to be a new member.

5.7 Air Cadet Committee – J. Elias

J. Elias indicated that his report was on page 53 of the meeting book. There was a large turnout for his meeting with 25 people in attendance. The Air Cadet Committee has been tasked to assist the LIP Committee to work on an MOU with Air Canada Jazz. He also requested info on how the committee could assist the Aviation Committee when it comes to cadet flying scholarships.

5.8 Selections Committee – M. Ozirny

M. Ozirny reported that his committee had a productive meeting that was well attended by the membership. A selections package will be circulated to all of the provinces. M. Ozirny also offered thanks and congratulations to the Screening, Air Cadet, and new chair of the Selections Committee for breathing new air into the program.

5.9 Policy, Procedure and Bylaw Committee – B. Burchinshaw

B. Burchinshaw summarized the PPM submission for procedure moving forward for updating policy in the Manual. He also noted that further to the 18 May 16 meeting to increase the number of members/directors, B. Burchinshaw added a chart with the proposed numerical increments for consideration.

MOVED BY: D. Berrill

SECONDED: J. Elias *that PPM Submissions 3.1.2 and 3.2.2 be approved as presented.*

CARRIED

5.10 Staff Management Committee – D. Doern

D. Doern reported that a meeting for the Staff Management Committee was held on Wednesday and the taskings for the national office staff are currently under review considering the upcoming requirements for league initiatives.

6. CONCLUSION

6.1 Reports of the Vice-Presidents– D. Doern

Nothing further.

6.2 Good and Welfare of the ACL– D. Doern

Nothing further.

6.3 Date and Time of Next Meeting– D. Doern

The next meeting will take place after AGM on Saturday 18 Jun 16 immediately following the general assembly for the newly elected governors.

6.4 Adjournment– D. Doern

There being no further business the meeting was adjourned. Moved by K. Todd.