



# AIR CADET LEAGUE OF CANADA

## BOG Meeting ROPs

18 May 2016

### MEETING INFORMATION

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**Meeting Date:** 18 May 2016

**Start Time:** 1900 hrs EST

**Teleconference**

### ATTENDANCE

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

Sarah Matresky, Executive Director

### 1. Administration

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#### 1.1. President's Opening Remarks – D. Doern

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

#### 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:** J. Hunter

**SECONDED:** M. Bineau that *the Agenda be approved as presented.*

**CARRIED**

#### 1.4. Approval of the ROPs 09 Mar 16 – D. Doern

**MOVED BY:** K. Todd

**SECONDED:** D. LaRoche that *the MAR 2016 ROPs be approved as presented.*

**CARRIED**

### 2. Information / New Business

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#### 2.1 Auditor's Report – T. Malleau

T. Malleau, the League's Auditor, presented the Financial Statements for FY15-16. He indicated that all was in order and that everything was done in accordance with Canadian generally accepted accounting principles. Highlights of the statements are as follows:

There were a couple of fluctuations this year, primarily due to the 75th Anniversary events. This year the Air Cadet League finished with a \$142k deficiency, which was significantly different from last year, but expected as money from reserves for the 75th was being used for this year. Breakdown on 75th expenditures and the fund is detailed in Note 15. Details given on payables to trust funds (money will be moved FY17). Accounts payable and liabilities are right on par for this year; deferred revenue (no significant changes); T. Malleau added that management and the treasurer did an excellent job of matching budgetary items to the actual expenditures.

**MOVED BY:** D. Berrill

**SECONDED:** D. LaRoche that *the Financial Statements for FY 2015-16 be approved as presented for onwards transmission to the membership for consideration.*

**CARRIED**



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### 2.1 President's Report – D. Doern

D. Doern reported on the following:

- Plans are in the works for the AGM. His report will be circulated shortly with the material for the meeting.
- He attended several mess dinners and ACRs in the last few weeks.

### 2.2 Executive Director's Report – S. Matresky

S. Matresky reported on the following points:

- Conrad described the recent Region HQ CO and CWO Conference as the most productive ever. We three League EDs each provided an update on challenges and successes and sat in on a presentation regarding the state of Cadet Renewal.
- We raised the issue of our government sponsored phones here at 66 Lisgar and how we would like to see them moved over to the new facility. Conrad supports the idea and has asked us to work on the project with his SO.
- We were deemed compliant in our grant application to receive the first \$100k installment which arrived earlier this week.
- Attended a NYSA meeting in early May. CEOs from all major youth orgs there. Great discussions about youth caucus and being a sounding board for them.
- Conrad met with the NED of the Duke of Edinburgh Award Programme – the D of E plans to increase the costs associated with their scheme and will look to the CAF to cover the costs – no one is clear how costs are covered from community to community at present but we could see fees go from \$5.00 to \$25.00 – the CAF is concerned it could turn into a significant budget item; one they are not prepared for.
- While we were advised that the Air Cadet Sqns in Ottawa that are part of Eastern Region would be moved to Central Region it would now appear the topic has been tabled and will next be studied. There are close to 1000 Air Cadets in Ottawa and the resources allocated and, funds they raise and pay in the form of assessments is considerable.
- The CAF Ombudsman continues to analyze the whole business of how we insure Cadets under the general accident and liability heading. We had expected to discuss insurance issues as part of the MOU review but based on the update I got from last Tuesday's meeting (I was away) now it would appear the Cadet Formation may take "immediate" action and secure general accident and liability coverage as they do for the JCR. While we would see a significant saving as the ACL premium is around \$30K we have some bigger picture holistic concerns; issues I thought we would cover as part of the aforementioned MOU review. Conrad reports that we would still insure things like, contents, volunteers, and look after our D&O. We were asked to provide each of our insurance policies on a priority basis. Based on the value of the contract it will have to go out through the PWGS system and, we will have to consider the possibility the National Office Operating Grants could be reduced accordingly. I recommend we keep this "close hold" for the time being as it remains a work in progress.
- Conrad's last day in the office will be the 27<sup>th</sup> of May – there is a farewell luncheon in the making and we will be included – we will organize an appropriate departure gift.
- The next CPMB will take place on the 24<sup>th</sup> of May.
- Shipping for AGM will be May 31st so if you need anything printed by the office, we need to know right away before the boxes go out. Meeting book and voting material will go out end of next week.
- Office closed Monday for Victoria day

H. Viita asked that S. Matresky continue to monitor the issue of the QOV squadrons moving to Central region and report back as required. S. Matresky agreed to do so. D. LaRoche asked about the catalogue procedure once it is outsourced. S. Matresky indicated that it would be best to continue to visit the League site and be redirected.

### 2.3 Finance Report– D. Berrill

D. Berrill indicated that his report was circulated as part of the supporting material. It included the following points:

- Finding a number of misallocation and errors in entries of previous Finance Officer. Shortfalls are being rectified by ED and new temp bookkeeper. Expect to have a clean review of finances at year end. Fortunate to have made staffing changes without further delay.
- Finance Committee met by teleconference on April 18th. Catalogue will be moved to Joe Drouin on consignment.
- Finance Accountability at the PC and SSC level: 'Road to Accountability Handbook' was reviewed.
- Squadron in AB has had a misappropriation of funds take place.
- ACL Contributions report will take place in coming weeks.
- If slate is approved at AGM: E. Wiesner will take over as Treasurer and Finance Committee Chair; T. Taborowski as NRG Chair; E. Martinez as LIP Chair.
- ACC9 Compliance figures were given.

**MOVED BY:** D. Berrill

**SECONDED:** E. Wiesner that *the Finance Report be accepted as presented.*

**CARRIED**

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### 3 Business Arising

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

**MOVED BY:** D. Berrill

**SECONDED:** K. Todd

**CARRIED**

**3.1 QOV Issue – Status Update – D. Doern**

**3.2 NWO Issue – Status Update – D. Doern**

**4.7 Removal of NS Member – D. Doern**

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

**MOVED BY:** K. Todd

**SECONDED:** B. Burchinshaw

**CARRIED**

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#### **3.3 New Office Lease – S. Matresky**

S. Matresky described the new office space that the ACL would share with the other two leagues. She indicated that the space is ideal and available at a lower cost than what they are currently paying. She added that the furniture that was recently donated however will have to be liquidated as the desks will not fit in the new space (too long) and therefore will need to be liquidated. The budget for the move and the additional free rent will cover the cost of furnishing and will be within budget. A LOI has been signed with the approval of the Executive Committee and S. Matresky added that she needs a motion from the Board to officially relocate the National Headquarters of the Air Cadet League. A formal lease is being drafted and will be signed in the coming weeks. Construction is underway and the scheduled access date is 15 July 16.

**MOVED BY:** J. Elias

**SECONDED:** D. LaRoche *That the Air Cadet League of Canada National Headquarters be relocated from 66 Lisgar St., Ottawa to 1505 Laperriere Rd., Ottawa.*

**CARRIED**

#### **3.4 Approval of Budget for Onwards Transmission to Membership – D. Berrill**

D. Berrill asked that the Board approve moving forward with the budget as presented at the 2015 SAM for confirmation at the 2016 AGM.

**MOVED BY:** D. Berrill

**SECONDED:** K. Todd *That the National Budget for 2016-17 + 2 years be approved and transmitted onwards for consideration and approval by the membership.*

**CARRIED**

### 4 New Business

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#### **4.1 Revision of 3.08 Discipline of Members – B. Burchinshaw**

B. Burchinshaw noted one of the shortfalls the League found in its membership discipline section of the bylaws is that there is no immediate action that can be taken in the event that a person goes out of control. As such the lawyers have reviewed the bylaws and submitted some recommendations, which were circulated the previously to the Board. Comments from the Governors were collected and B. Burchinshaw presented the revised draft from the PPBLC. H. Viita noted that to be consistent, the word 'expelled' (and variations thereof) should be replaced with the word 'removed'.

**MOVED BY:** B. Burchinshaw

**SECONDED:** H. Viita *that the revision of National Bylaw 3. 08 'Discipline of Members' be approved as amended and transmitted onwards for consideration and approval by the membership.*

**CARRIED**



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#### 4.2 Official Languages – D. Doern

B. Burchinshaw indicated that he prepared a report on Official Languages that was submitted to the Executive Committee at their last meeting. The intent of the report was to review official language services provided by the NACL to determine if a policy and procedure can be formulated and be published in the PPM. The EC concluded that an expanded official language policy can and should be considered by the BOG and a draft policy developed along the lines of the report by the PPBLC.

**MOVED BY:** B. Burchinshaw

**SECONDED:** H. Viita *that a language policy be developed by the PPBLC for inclusion in the Policies and Procedure Manual.*

**CARRIED**

#### 4.3 Working Group Status Report – D. Berrill

D. Berrill circulated a copy of the ACLN Working Group and MOU Status Report. It provided an update of developments for the WG/MOU groups and processes involving leads and support teams. He expanded on some organization and administration items and reviewed some action items where National will need to determine a lead or involvement for some upcoming working groups starting in the coming weeks. They include: Uniform Modernization; Cyclical Program Guidance; and the Program Sustainability Plan. D. Berrill then gave a summary of the table included in the circulated material outlining the status and activities for each working group along with the issues and actions arising.

M. Bineau commented on the rebadging of COs from other elements and the concern of purpling. S. Matresky indicated that she would raise the issue at the CPMB meeting taking place next week.

#### 4.4 Policy Recommendations: # of Delegates – D. Berrill

#### 4.5 Policy Recommendations: Associates-at-Large – D. Berrill

D. Berrill summarized his proposal included in the supporting material recommended the following:

- That consideration be given to increasing the maximum number of national voting members of the ACLC from 65 to 85 as the practice is not in line with the current policy.

**MOVED BY:** D. Berrill

**SECONDED:** M. Bineau *that the maximum number of national voting members of the ACLC be increased to 85.*

**CARRIED**

- That consideration be given to extend the chart (# of members based on cadet population) to allow for an additional delegate for every 1000 cadets over 4000 cadets to ensure adequate representation and population of National committees.

**MOVED BY:** D. Berrill

**SECONDED:** M. Bineau *that section 3.2.2 of the PPM be amended after the AGM to extend the chart to allow for additional delegates based on the cadet population as proposed.*

**CARRIED**

#### 4.6 ATM & Online Banking Review PPM 3.7.4 – D. Berrill

D. Berrill reported that the finance committee engaged in a discussion about debit cards, credit cards and online banking where members of the committee shared current practices around the country and whether or not their individual PC would support the idea of online banking. He noted that the suggested changes for section 3.7.4 'Local Level Financial Resources Responsibilities and Accountability' were included in the supporting material and asked that the BOG consider the amendment for the PPM.

**MOVED BY:** D. Berrill

**SECONDED:** J. Elias *that section 3.7.4 of the PPM 'Local Level Financial Resources Responsibilities and Accountability' be amended as proposed*

**CARRIED**



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#### 4.7 Removal of NS Member – D. Doern

Further to the discussion held 'in camera', the Board made the following motion regarding the issue of removal of a member of the Nova Scotia Provincial Committee.

**MOVED BY:** D. Berrill

**SECONDED:** B. Burchinshaw *that the Board of Governors directs the Air Cadet League of Canada Nova Scotia Provincial Committee to restart the clock with the removal of Mr. MacNeil using the National Bylaw 3.08 in dealing with the issue and report back to the National level of the Air Cadet League.*

**CARRIED**

Therefore, under this direction, the NSPC will set aside their original decision and the process will recommence under National Bylaw 3.08. Where written submissions are received in accordance with this section, the NSPC will consider such submissions in arriving at a final decision and shall notify, you the Member and the National level of the Air Cadet League concerning such final decision within a further twenty (20) days from the date of receipt of the submissions.

#### 4.8 Glider Flight Raffle – E. Wiesner

E. Wiesner reported that it has been brought to the attention of the NRG 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. It was agreed that the Aviation Committee will look into this topic further.

#### 4.9 Statement of Investment Policy (League Pension D. Logan) – S. Matresky

S. Matresky reported that the consulting actuary for the League's pension fund contacted her to indicate that they did not have a file copy of the plan's SIPP and even if they did, it would not need to current requirements. A copy of the SIPP must also be filed with the FSCO. The actuary provided a draft SIPP for the board's consideration and S. Matresky recommended its adoption.

**MOVED BY:** E. Wiesner

**SECONDED:** D. Berrill *that the proposed Statement of Investment Policy for the League's Pension Fund as provided by the actuary be adopted as presented.*

**CARRIED**

#### 4.10 Records Retention Policy – S. Matresky

S. Matresky noted that the Advisory Council recommended at the Semi-Annual Meeting that the League adopt a Records Retention Policy. S. Matresky worked with a former OPC member (a lawyer) to develop a draft for consideration by the board. She noted that this policy will be useful when preparing for the upcoming office move.

**MOVED BY:** D. LaRoche

**SECONDED:** K. Todd *that the proposed Records Retention Policy be adopted as presented.*

**CARRIED**

#### 4.11 CPMB Letter – ACL Position Update – D. Doern/D. Berrill

D. Doern reported that as a result of the ACL taking part as an active participant in the Renewal process, the attached letter was drafted and sent to the Colonel as it was felt that some initial items should be communicated and discussed at the CPMB level. A copy of the letter was included in the supporting material for information for the Board. This letter included the following highlights:

1. The new MOU needs to be negotiated individually between each League and DND (not as a single document).
2. The format of the MOU must address the principles of cooperation in delivering the Air Cadet Program and not the specific details of this support which are contained in other publications etc.
3. The ACL will seek to screen and register its own people with no overlapping
4. The MOU must recognize at a higher level the right and obligation of the ACL to raise funds as required to support the program.
5. The ACL and DND are partners in delivering the flying program, a unique and preeminent feature of the RCAC. The responsibilities and contributions of each partner to the flying program will be detailed in various MOAs.



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When the letter was received by Colonel Namiesniowski, he requested that a clarification note be issued. D. Doern noted that this letter was also included in the supporting material for the board's information.

### 5 Committee Reports

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#### 5.1 Staff Management Committee – D. Doern

Nothing further.

#### 5.2 Policy Procedure and Bylaw Committee – B. Burchinshaw

B. Burchinshaw noted that he has several submissions in the works that are almost complete for onwards transmission.

#### 5.3 Provincial Chairs' Committee – D. Berrill

D. Berrill provided a written report, noting that the PC Chairs will have a teleconference next week to discuss Cadet Leadership Training; Training Groups; Bylaws & Constitutions; Issues with the Aviation Program and the L-19; Insurance Concerns; Feedback from CPMB letter; Incorporation of SSCs; NWO status update; Screening; Funding Review.

D. Berrill added that a document entitled 'Road to Accountability' prepared by Charity Village will be shared with the PC Chairs for a better understanding of what they are accountable for.

#### 5.4 Communications Committee – T. Taborowski

Nothing further to report at this time.

#### 5.5 National Resource Generation Committee – E. Wiesner

E. Wiesner provided a written report and summarized the following information:

- Alumni Campaign continues to move forward, but initial response was minimal.
- Fun Run – Corporate support being aggressively pursued. Applications for funding have been submitted and they are working on leveraging networking opportunities through business contacts.
- BC AGM Fundraising – ATAC and BC Airport Authorities solicited for support
- Vintage Wings – NRG, Hille, Wendy and Ernie met with CEO to work on collaboration. Series of cross-Canada events set to take place with Yellow Wings.

#### 5.6 League Industry Partnerships Sub-Committee – T. Taborowski

T. Taborowski indicated that the committee is working on a potential MOA with Air Canada Jazz to provide employment and training opportunities to 12-24 cadet PPS graduates each year – which would allow them direct entry into the Air Canada pilot training pool. Currently Air Canada uses the traditional college Aviation course method – and upon evaluation they are interested in utilizing our PPS candidates. They are interested in financially supporting the training of these individuals into their stream.

#### 5.7 Aviation Committee – J. Hunter

J. Hunter referred to the report he submitted for the Annual General Meeting. He summarized the following information:

- Parts Certification Issue- Update on situation. BL Aviation in Montreal has been approved as an AMO to certify L-19 parts moving forward for the L-19s
- Spring and Summer gliding program will continue as per normal
- Replacement of ACGP Flying Assets – Terms of Reference were produced. No progression with sub-committee due to a member resignation.
- MTOW Increase Glider Fleet – significant pushback from members on proposal. Regions will gather information on number of cadets declined due to weight restrictions. Waiting on information for next steps.
- ACGP CTF – In favour of continuing this award, but efficacy will be addressed at AGM.

J. Hunter added that Maj. D. Little has resigned from DND as he has found civilian employment with Lockheed Martin. This is a huge loss for the ACGP due to his significant contributions.

#### 5.8 IACE Committee – H. Viita

H. Viita reported that the International Exchange would take place in 2 months. Planning is underway. They currently have 1/3 of the required beds for billeting and the Atlantic PS are working diligently to get the others filled.

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#### 5.9 Music Committee – G. Johnston

Nothing further to report at this time.

#### 5.10 Effective Speaking Committee – D. LaRoche

D. LaRoche indicated that everyone is looking forward to the National Competition coming up next month in Richmond at the AGM.

#### 5.11 National Members Committee – K. Todd

K. Todd circulated a report as part of the supporting material. He reported that due to other priorities facing the National League as well as in a personal capacity, the data analysis of training and orientation requirements identified by the PCs has not yet been completed and recommended that it be parked at this time.

#### 5.12 Air Cadet Committee – J. Elias

J. Elias reported that the 'Mergers, Amalgamation and Closures' document has been sent to DND for review at the CPMB. The Air Cadet Committee has been asked to assist the LIP committee with the project involving Air Canada/Jazz.

#### 5.13 Selections Committee Report – M. Ozirny (regrets)

M. Ozirny's written report contained the following information: There has been no activity to date since the last report. The Committee will approach LCol. Claveau concerning the situation about not having course reports in time for selections.

#### 5.14 Screening and Registration Committee Report – G. Johnston

G. Johnston prepared a written report with the following information:

- Mr. Grenville Finch-Noyes has begun the insurance audit.
- Bi-weekly meetings continue with PSRCs; next meeting is Thursday.
- Problems have been isolated and administrative issues are being dealt with.
- Working to isolate the liability and he is optimistic on successful resolution of changes.

#### 5.15 Advisory Committee Report – K. Mann

Nothing further to report.

### 6. CONCLUSION

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#### 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 at the AGM on Friday June 17th 2016.