



AIR CADET LEAGUE OF CANADA

BOG Meeting ROPs

November 15 2013

MEETING INFORMATION

Meeting Date: November 15, 2013

Start Time: 1300-1600

Location: SAM Ottawa, Delta City Centre

Purpose: Scheduled Meeting

ATTENDANCE

Edgar Allain	Present	Darlene LaRoche	Absent
Don Berrill	Present	Lloyd MacIntyre	Present
Chantal Boily	Absent	Keith Mann	Present
Bob Burchinshaw	Present	Gary Pinsent	Present
Don Doern	Present	Ken Higgins	Present
John Scott	Present	Fred Johnsen	Present
Tom Holland	Present		
Tom White	Present		

Sarah Matresky Present Executive Director

Observers: M. Crevier, F. Provencher, J. Gale, M. Evans (guest of IACT in UK), D. Bilcliffe (guest of IACT in UK), Col. Namiesniowski

1. Administration

1.1. President's Opening Remarks – T. White

K. Mann welcomed everyone to the meeting of the Board of Governors on behalf of T. White who would be arriving shortly after his appointment with the Advisory Board. He thanked everyone for their participation.

1.2 New Items for the Agenda

B. Burchinshaw added:

- 3.6 PPM 3.5 Provincial Committees
- 3.7 PPM 3.6.2.1 Responsibilities of SSCs
- 3.8 Definition of the ACL
- 3.9 PPM 3.6.2 SSCs
- 3.10 Proposal to Establish Nat'l Const. as Excl. to the ACL

T. Holland added:

- 3.12 Philosophy

1.3 Approval of the Agenda

MOVED BY: L. MacIntyre

SECONDED: B. Burchinshaw *that the Agenda be approved as amended.*

1.4 Approval of Record of Proceedings – BOG May 15 2013

MOVED BY: L. MacIntyre

SECONDED: F. Johnsen *that the ROPs of September 2013 be approved as presented.*

MOVED BY: K. Higgins

SECONDED: D. Doern *that the ROPs of October 2013 be approved as presented.*



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2. Information

2.1. President's Report – K. Mann for T. White

K. Mann indicated that T. White's full report was included in the meeting book. He discussed a few housekeeping items and added that at the recent EC meeting it was discussed that all signing officers at National provide a credit check. Col. Namiesniowski will also be receiving the letters requesting approval the 75th Anniversary pin on the uniform as well as the Honour Band.

2.2. Executive Directors's Report – S. Matresky

S. Matresky indicated that her report was included in the meeting book. She added that the League's Broker from AON Reed-Stenhouse would making a presentation later in the meeting to discuss managing the League's General Liability Policy and Aviation Policy under one broker to avoid gaps in coverage.

2.3. Finance Committee Report – D. Berrill

D. Berrill indicated that he would be discussing the Cadet Assessment Fee and Staff Functions at tomorrow's Joint Session with the PC Chairs. He added that the Finance Committee will be meeting at the end of the day on Saturday to review all of the budget requests.

T. Holland indicated that he had an item to add to the budget and S. Matresky informed the Board that the ED and Treasurer will be soliciting the membership for budget items/requests in December and January during the annual budget exercise.

3. Business Arising

**Note that the items presented by B. Burchinshaw may not necessarily be in the same order as published on the Agenda.*

3.1 Definition of the Air Cadet League of Canada

B. Burchinshaw presented a proposal to clarify and establish a clear definition of 'What is the Air Cadet League of Canada'. It will be distributed to the BOG electronically for approval and then for onwards transmission to the membership for consideration and approval at the AGM.

3.2 Proposal to Establish the National Constitution as the Only Const. of the ACL

B. Burchinshaw clarified that the National Certificate of Continuance should be the only version to be used by the League at any level. It will be distributed to the BOG electronically for approval and then for onwards transmission to the membership for consideration and approval at the AGM.

MOVED BY: B. Burchinshaw

SECONDED: L. MacIntyre that the Certificate of Continuance be inserted into Section 2.2 of the PPM. Carried

3.3 Code of Ethics

B. Burchinshaw presented a Code of Ethics to replace the Confidentiality Agreement signed by Board members at the AGM in June. It will be distributed to the BOG electronically for approval.

3.4 Probation of Squadron Sponsoring Committees

B. Burchinshaw presented the proposed PPM insertion for section 3.6.3 and 3.6.3.1 to the BOG for consideration. It will be distributed to the BOG electronically for approval. D. Berrill indicated that he did not agree with the current wording and believes that it could be expressed in a clearer manner. Discussion ensued about sponsorship and authority.

3.5 PPM Insertion – 3.6.2 SSCs

B. Burchinshaw presented the proposed policy insertion for SSCs. It will be distributed to the BOG electronically for approval.

3.6 PPM Insertion – 3.6.2.1 Responsibilities of SSCs

B. Burchinshaw presented the proposed policy insertion for SSCs. It will be distributed to the BOG electronically for approval.



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3.7 PPM Insertion – 3.5 Provincial Committees

B. Burchinshaw presented the proposed policy insertion for Provincial Committees. It will be distributed to the BOG electronically for approval.

3.8 Supplementary Operating Policies

B. Burchinshaw presented the proposed policy for insertion in the PPM. It will be distributed to the BOG electronically for approval. He added that the document is the outcome of a review of each article in the old national bylaws to determine if it should be deleted or revised, if necessary and transferred to the PPM as an Operating Policy. If an article does not appear in the document it has been deleted, which means it has been dealt with in the new bylaws or is already in the PPM.

3.9 DRAFT – New League Constitution

B. Burchinshaw presented the new draft Constitution. It will be distributed to the BOG electronically for approval and then for onwards transmission to the membership for consideration and approval at the AGM.

3.10 Volunteer Governors Handbook

B. Burchinshaw presented the Volunteer Governors Handbook and it will be distributed to the BOG electronically for approval. He added that the document is intended to facilitate the understanding of what is expected of a volunteer Governor. It contains information that would be of immediate interest to a new Governor. All Governors are encouraged to familiarize themselves with the Bylaws and the National Policy and Procedure Manual (PPM) as a matter of relevance to their volunteer position and/or as a Committee member.

MOVED BY: B. Burchinshaw

SECONDED: L. MacIntyre that the Volunteer Handbook “information that every Governor should know” be circulated subject to corrections of spelling errors. Carried

3.11 Cadet Clothing Budget

T. White indicated that this item was covered in the DND address earlier in the day and the Board had no further questions.

3.12 Philosophy

T. Holland indicated that with all of the new changes outlined above, the Philosophy statement previously found on the League’s website and in the PPM needs to be revised. T. Holland to work with B. Burchinshaw on a new draft.

4. New Business

4.1 Insurance Presentation AON

R. Bercier, Vice-President of AON Reed-Stenhouse and the League’s broker for the General Liability insurance portfolio gave a presentation to the BOG about possible gaps in coverage due to the League using separate brokers for its Aviation Insurance. R. Bercier indicated that shopping around a larger combined account could also result in deeper discounts for the League and would result in better risk management. S. Matresky advised the BOG that currently, gliders being towed by vehicles are covered under two different policies managed by two different brokers and there is a concern that the activity may not be adequately covered. She added that there is a mediation session (glider accident 2006 lawsuit) scheduled for January 15 and the BOG needs to carefully consider if the League should change brokers before or after this session should they decide to merge the insurance.

MOVED BY: L. MacIntyre

SECONDED: K. Mann that the ACL combine its insurance under one broker, AON, as soon as possible.

8 for, 0 against, 2 abstentions, chair - no vote. Carried. (This motion was made in order to have this done prior to mediation Jan 15, 2014)



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4.2 Aviation Committee Report

J. Elias reported on the meeting with D/Cdts held on Oct 28th in Ottawa

5. Conclusion

5.1 Reports of the Vice-Presidents

Nothing further

5.2 Good and Welfare of the Air Cadet League

Nothing further

5.3 Date and Time of the Next Meeting:

January 2014 – Teleconference

Motion to Adjourn made by D. Berrill

Closed Meeting of Governors – Saturday November 16 2013 (10 minutes)

MOVED BY: K. Mann

SECONDED: D. Berrill that Hille Viita be appointed interim member of the BOG. Carried.

Ms. Viita accepted the appointment. She was introduced to the BOG and was given a warm welcome.