



AIR CADET LEAGUE OF CANADA

BOG Meeting ROPs

08 September 2015

MEETING INFORMATION

Meeting Date: 08 September 2015

Start Time: 1900 hrs EDT

Teleconference

ATTENDANCE

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

Sarah Matresky

1. Administration

1.1. President's Opening Remarks – D. Doern

D. Doern thanked everyone for their participation and for their flexibility with regards to the date change. He indicate that they have a quorum and therefore can proceed with 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: D. LaRoche that *the Agenda be approved as presented.*

CARRIED

1.4. Approval of the ROPs JUN 2015 – D. Doern

MOVED BY: D. LaRoche

SECONDED: J. Elias that *the JUN 2015 ROPs be approved as presented.*

CARRIED

2. Information / New Business

2.1 President's Report – D. Doern

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

- Attended several CSTC graduations; participated as reviewing officer at Albert Head.
- Attended Civil Air Patrol Annual Conference in Orlando, FLA. CAP is interested in a greater affinity with cadets in Canada.
- Will travel to Seoul, Korea for the IACEA conference on 09 SEP 15.
- Coming up: Battle of Britain, BCPC AGM, MB PC AGM.

D. Doern added that he also attended the farewell banquet for the IACE Exchange in Calgary in August and apologized to D. LaRoche for the oversight.

2.2 Executive Director's Report – S. Matresky

S. Matresky indicated that her report was circulated as part of the supporting material. It included the following points:

- Summary of meeting between the Colonel and the three League Executive Directors on 30 JUL 15
- Details on the wrap up of summer awards (CFTAs, CASARA, WestJet, Canadore etc.)
- Accommodations meeting with Non-public property folks (WRT 66 Lisgar) was postponed. 1 yr. remaining on the lease.
- SAM registration has been circulated. AGM minutes were distributed
- Insurance claims being processed for summer incidents
- Attended Cadet Program Costing Working Group info brief. WG set to first week of October with Leagues.

S. Matresky to clarify for BOG the acronyms SEVEC and SME.



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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:

- Work continues on investment portfolio. Motion required to confirm revised investment policy as approved by the EC.
- Financial Statements have been distributed. League is in good shape.
- Cash Flow Statement has been distributed. League is running high cash balances because a) 75th Anniversary Investments were cashed for distribution and b) receipt of operating grant. We will begin to push through substantial cash very soon.
- ACC9 Status update was given. There are four squadrons they are pursuing for severe delinquency.
- He is preparing a paper for circulation to the PC Chairs detailing the thought process for the proposed 2015-16 Budget.
- Finance Sub-Committee reviewing expenditures of National Office budget and will provide a report in the near future.
- QOV glider insurance money will be returned and the glider wreck purchased as new National Glider.
- A loan was provided to NWO in the amount of \$13,800 so that monies borrowed by the PC from two squadrons may be returned. Due to concerns with the file, the EC has directed that the NWO-PC finances for YE 2014 and YE 2015 be audited to ensure compliance. The PC has not yet complied with the request.

D. Berrill added that NWO questioned why National wanted to conduct an audit. Reminders for the request have been sent out to the NWO treasurer and PC Chair. G. Johnston indicated that it is concerning that the provincial committee did not yet comply with the request and submit their financials for review. It was decided that an email will be sent to the provincial committee informing them that they will have until 18 SEP 15 to comply, otherwise further action will be taken (put on supervision).

Discussion ensued about the potential risk to the League with the QOV PC and the alleged actions taken by their current Board related to the formation of a private flying club and a foundation as well as the purchase of glider C-GCSK. J. Elias indicated that future National gliders should not be sold at less than \$19k as considerable funds have been put in towards making it airworthy.

MOVED BY: D. Berrill

SECONDED: D. LaRoche that *the meeting proceed 'In-Camera'*

CARRIED

MOVED BY: D. Berrill

SECONDED: D. LaRoche that *the meeting 'In-Camera' session be concluded*

CARRIED

MOVED BY: D. Berrill

SECONDED: J. Hunter that *the finance report be accepted as presented*

CARRIED

3 Committee Reports

3.1 Staff Management Committee – D. Doern

D. Doern's report was circulated as part of the supporting material. Members of the Staff Management Committee met in Ottawa mid-July to discuss staffing requirements and staff availability with respect to the 75th Anniversary Gala in November. As a result a proposal was presented to the EC to contract the services of S. Lawson for a period of 5 months to assist with activities.

3.2 Policy Procedure and Bylaw Committee Committee – D. Doern

D. Doern indicated that B. Burchinshaw (regrets) has been working on preparing revised TORs for the EC and PC Chairs which are required in conjunction with the newly implemented operational format of the National League.

3.3 Provincial Chairs' Committee - F. Johnsen

F. Johnsen indicated that the reports provided by the provinces were circulated as part of the supporting material. An upcoming item on the Agenda for the Semi-Annual meeting will be assuring that the PCs know their responsibilities and their accountabilities. F. Johnsen has attempted to contact all PCs for the report, however, he was unsuccessful in reaching anyone from NWO. He added that he has the committee's TORs and he will bring them to the SAM for the committee's review. K. Todd asked that J. Nicol be kept in the loop as the representative for PTACC.



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3.4 Communications Committee – T. Taborowski

T. Taborowski circulated a report with the supporting material with an outline of activities to date. There are several projects being worked on by the committee including lending support to the 75th celebrations, Gala and Leadership Symposium. Plans are in place to develop communications plans and establish a communications matrix. J. Scott has been brought on as Vice-Chair. D. Doern congratulated T. Taborowski on his initiatives including the one encouraging members to post their PC AGM pictures on social media.

3.5 National Resource Generation Committee – E. Wiesner (regrets)

D. Berrill reported on behalf of E. Wiesner (regrets). Gala plans are moving along well. Bouchard and Hunter are confirmed guests for the Leadership Symposium. The former Snowbirds CO and the RCAF Commander should be in attendance at the Gala. A silent auction will take place as well. Discussion ensued about an invitation to George Canyon and it was decided that he would not be pursued (great if he can make it, but it is fine if he cannot). Senator Joe Day will also be in attendance. D. Berrill asked S. Matresky to send a copy of the draft letter for the fundraising campaign for D. Berrill and E. Wiesner's approval prior to distribution at the end of September.

3.6 League Industry Partnerships Sub-Committee – J. Scott (regrets)

J. Scott (regrets) circulated a report as part of the supporting material which contained the following information:

- Thanked National Office staff for their assistance with the CFTA awards this summer.
- Gave an overview of the challenges faced with the revision to the process for the CFTA program. Despite best efforts on the League's part, RCAOpsOs seem to remain 'in charge' of the cadet results and it is their impression that 'they' choose the award recipients.
- There remains a lack of understanding about how and why the awards are dispersed.
- All awards were presented to top PPS graduates at Wings parades. Two cadets chose to use the funds for university. A total of 21 awards were awarded this year.
- More work to be done for 2016 and J. Scott needs 2-3 members of the BOG/AB to become an integral part of the LIP group.

J. Scott also provided a summary and update on the RCAF Association matters in his report:

- He was appointed to the position of VP of Support Policy on their National Executive
- RCAFA Medals of Excellence were presented at PPS graduations this summer. He credited T. White and D. Vokey with facilitating presentations in the Atlantic Region.
- Provided other details on medal logistics and issues to be resolved.

J. Scott also included a report on the Advanced Aviation Technology Course and the Aircraft Maintenance and Air Operations:

- Attended the graduation ceremony at Canadore College to present awards.
- Medals and financial awards from ANAVETS and RCAFA were presented to deserving cadets
- Aviation Industry is approaching a critical future – many are retiring and it is thanks to programs such as the ones offered at Canadore that cadets may wish to pursue careers in the field.

3.7 Aviation Committee – J. Hunter

Minutes from the AGM were circulated as part of the supporting material for reference. J. Hunter gave an update on the glider from Quebec and the ongoing issues between DND and the QOV about its repair. There are questions surrounding the interpretation of the ACGP guidelines and J. Hunter is confident that the ACLC is interpreting them correctly, but it needs to be clarified what is meant by 'the Air Cadet Gliding Program'. QOV's position is that this 15th glider is not needed as they already have the required 12 + 2 in SIRP. The intention is to have Quebec take back what they put into the glider from the insurance claim and return the rest to the ACGP. The EC requested QOV to forward the resolution made by the PC after the meeting of 19 Aug 15. The plan is to have National purchase the glider from QOV and use the funds from the 'National Glider Purchase' budget item to have it repaired. J. Hunter added that the wreckage was sent to K&L by DND without the League's authorization. J. Elias provided some clarification on the Purchase and Disposal agreement that the League signed with DND two years ago. J. Hunter will engage the committee to determine where glider will be stored and look into having a Canadian manufacturer do the repairs. J. Elias will continue to serve as the National Procurement Coordinator. J. Hunter will be the one point of contact with DND on the glider issue until it is resolved.



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3.8 IACE Committee – H. Viita (regrets)

Minutes from the AGM meeting were circulated as part of the supporting material. Details included the number of cadets on exchange and the in-Canada itinerary for Alberta and the 2016 itinerary for the exchange in the Maritimes. D. Doern added that he will be travelling to South Korea for the IACEA conference next week.

3.9 Music Committee – G. Johnston

G. Johnston wanted to follow up on a few items that were brought to the Board at the AGM in June. He noted that H. Mar was tasked with speaking with Gen. Manson to see if he would be willing to serve as a music patron. Participants on the call did not have any further news on the item. G. Johnston asked for a status update on reinstating the musical instrument loan program in Northwest region. D. Doern indicated that the item is still pending as it has not yet been discussed with the Colonel.

G. Johnston said that moving forward, the Music Committee will focus on ways the League can support the music program within the new Cadet Program Renewal structure. Once the aims of the committee are clearly defined they will begin looking at potential sponsors.

3.10 Effective Speaking Committee – D. LaRoche

D. LaRoche reported that the topics for the 2016 competition are now on the national website. A detailed table regarding Time Faults for the Prepared Speech and the Impromptu speech has replaced the information that was in the manual on the website. The timing issue will be discussed further at the committee's upcoming teleconference.

3.11 National Members Committee – K. Todd

K. Todd circulated a report as part of the supporting material. The purpose is to outline a vision and plan for the National Members Committee for 2015-16, which supports the mandate of the committee as defined in the PPM and aligns with the overall direction of the League. The report included details for the following plan activities: Vision for the Committee; Achieving the Committee Vision; Committee Size and Membership. K. Todd added that the committee is looking at ways that they can assist other committees.

3.12 Air Cadet Committee – J. Elias

J. Elias reported that he was unable to find a list of former membership of the committee.

- TORs have been reviewed by the Committee Chair
- Chair believes that some of the responsibilities are covered under the responsibilities of the Screening Committee
- First task is to populate the committee with members to action items in the TORs
- It may be necessary to recommend to the BOG that this committee be disbanded and duties reassigned

3.13 Selections Committee Report – M. Ozirny (regrets)

M. Ozirny prepared a written report with the following information:

- TORs have been reviewed by the Committee Chair
- Due to summer training activities, there has been no activity with the committee over this time period
- Form and materials will be reviewed at the SAM in an effort to make the process more efficient.
- In the fall the committee will be ramping up to receive applications for 2016

3.14 Registration and Screening Committee Report – G. Johnston

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

- TORs were accepted by the BOG in June with an amendment to the composition (members from the PCs would also be National Voting Members to raise the stature of the committee.
- TORs have not yet been inserted in the PPM as action proposals need to be submitted for BOG approval and implementation.
- Chair anticipates that the recommendations made in the Screening report at the AGM will be difficult to implement as some of the recommendations for change are quite controversial.

3.15 Advisory Committee Report – K. Mann

K. Mann nothing further to report at this time.



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4 Business Arising

4.1 ATAC Tradeshow Participation – M. Bineau

M. Bineau indicated that an email was circulated to the BOG clarifying J. Scott's agenda item. The intent is to have twelve cadets from the Montreal area participate in the upcoming ATAC tradeshow. M. Bineau will contact W. Gouveia and the QOV to make arrangements. He does not believe that there are any costs involved for this initiative.

4.2 Select Committee on Screening – G. Johnston

G. Johnston noted that while the Screening report was presented at the AGM and the TORs accepted, the recommendations made by the select committee still require approval from the BOG. Discussion ensued about the nine items submitted for improvement to the program. The following motions were made:

MOVED BY: G. Johnston

SECONDED: D. Berrill that *recommendations 1, 2, 3, 4, 6, 8 in the report be approved*

CARRIED

MOVED BY: G. Johnston

SECONDED: K. Todd that *recommendations 5, 7 in the report be looked into further and reviewed by independently by legal counsel.*

CARRIED

ACTION: G. Johnston

4.3 DND Program Metrics – D. Berrill

D. Berrill indicated that a copy of DND's Draft Programs Metrics document was circulated as part of the supporting material. He added that there are a lot of pieces that will no longer be reported now that the Annual Youth Stats Report will no longer be produced. D. Berrill added that he wishes to be the League's representative at the Program Costing Working Group meeting and will keep close watch on this item with the support of the Ad Hoc Committee on Governance.

5 New Business

5.1 Renaming of the Advisory Board – B. Burchinshaw (regrets)

B. Burchinshaw provided a written proposal to rename the Advisory Board to the Advisory Council as the NFP Act only allows an organization to have one official 'Board'. Allowing the term 'Board' to be attached to the Advisory group would place the League in a possible illegal position vis a vis the CNCA as they are not the true Directors of the corporation. B. Burchinshaw included the following motion with his proposal:

MOVED BY: B. Burchinshaw

SECONDED: J. Elias that *the title of the Standing Committee of Past Presidents currently known as the 'Advisory Board' be revised to 'Advisory Council' and that all references in the Bylaws and PPM be so changed accordingly.*

CARRIED

5.2 Air Cadet Motto – S. Matresky / T. Taborowski

T. Taborowski indicated that he will communicate with B. Burchinshaw to have more information on the history of the League's Motto included in the Policy and Procedures Manual.

ACTION: T. Taborowski



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5.3 PPBLC Documents for Approval – B. Burchinshaw (regrets)

B. Burchinshaw submitted the amended Terms of Reference for Policy, Procedure and Bylaws Committee for Board approval along with a revised procedure as per the meeting at the AGM, for PPM Update Requirements.

MOVED BY: B. Burchinshaw

SECONDED: D. Berrill that *the revised procedure for PPM Update Requirements be approved as presented.*

CARRIED

MOVED BY: B. Burchinshaw

SECONDED: J. Elias that *Terms of Reference for the Policy, Procedure and Bylaws Committee be approved as presented.*

CARRIED

5.4 TORs Executive Committee – D. Doern/ B. Burchinshaw (regrets)

D. Doern reported the revised Terms of Reference for the Executive Committee were circulated for consideration and now reflect the new National Operations Group structure.

MOVED BY: B. Burchinshaw

SECONDED: D. LaRoche that *the revised TORs for the EC be approved as presented.*

CARRIED

5.5 Members Committee Vision & Plan – K. Todd

Further to the information provided under item 3.11. The following motions were made:

MOVED BY: T. Taborowski

SECONDED: D. Berrill that *the BOG agree to the proposal in principle.*

CARRIED

MOVED BY: K. Todd

SECONDED: F. Johnsen that *The Board of Governors of the Air Cadet League of Canada supports and endorses the National Members Committee Vision and Plan to deliver the identified improvements in the 2015-16 period, for the benefit of Provincial Committees and stakeholders and the vitality of the Air Cadet Program.*

CARRIED

5.6 Foundation Investment Policy for Adoption – D. Berrill / S. Matresky

As indicated in the Finance Committee report, a copy of the ACL Foundation Investment Policy has been circulated for consideration. Once passed, the Finance Committee will be able to complete its investment portfolio in the manner intended.

MOVED BY: D. Berrill

SECONDED: J. Hunter that *investment policy be approved as presented*

CARRIED

5.7 AHCG and the Revised Renewal Process – D. Berrill

D. Berrill indicated that the Ad Hoc Committee on Governance will be taking a proactive stance when it comes to the Renewal Process and he will be talking to the current AHCG members about the Program Costing Working Group, the Memorandum of Understanding with DND and Screening.

6. CONCLUSION

6.1 Closing Remarks – 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

21 Nov 15 – SAM