



AIR CADET LEAGUE OF CANADA

EC MEETING ROPs

13 April, 2016

MEETING INFORMATION

Meeting Date: 13 April 2016
Start Time: 1900hrs
Teleconference

ATTENDANCE

Don Berrill	Present	Keith Mann	Present
Marcel Bineau	Absent	Merv Ozirny	Present
Don Doern	Present	Ernest Wiesner	Present
Sarah Matresky	Present		

1. ADMINISTRATION

1.1 President's Opening Remarks – D. Doern

D. Doern welcomed everyone to the call.

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: M. Ozirny

Seconded By: E. Wiesner

Carried

1.4 Approval of the ROPs: Extraordinary Meeting 10 Feb 16– D. Doern

M. Ozirny indicated that the statement made under 2.5.3 to dissolve the Music Committee was inaccurate and asked that it be restated. He explained that he asked 'what the sense was in having a Music Committee if it was not being utilized and suggested that something be done to motivate the committee.'

Moved By: K. Mann

Seconded By: D. Berrill that the ROPs be approved as amended.

Carried

2. INFORMATION

2.1 President's Report – D. Doern

D. Doern reported that the items he wished to cover will be addressed later in the agenda.

2.1.1 Staff Management Committee Report – D. Doern

D. Doern made note that a Staff Management Committee Meeting was held on 25 Feb 16. The HR Manuals were approved at the last BOG meeting and all new employee contracts were signed on 01 April 16.

2.1.2 PPBLC Report – D. Doern

- D. Doern indicated that he is working with B. Burchinshaw on some of the items on today's agenda. B. Burchinshaw was unable to speak to the items on the call as he is having surgery today.



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2.2 ED Report – S. Matresky

S. Matresky prepared a written report that was circulated as part of the supporting material and included the following information:

- Update on office status – negotiations are underway for new space and she is hoping to start discussion on a tenant's agreement soon.
- Working on arrangements for Hospitality Suite for AGM as the current suite would set the League over budget.
- Deadline for AGM reports is 15 April 16
- Audit week – Slow going due to misallocation of items by former bookkeeper. Issues with tax receipting.
- Working with lawyer re: Aéroclub draft letter
- Change of Command for Col. Namiesniowski to take place 13 June 16. Col. Proteau to start mid-July.
- Reorganization of Ottawa Air Cadet Units under Central Region. Item to be discussed at the next CPMB.

2.3 1st VP's Report – D. Berrill

2.3.1 Provincial Chairperson's Report – D. Berrill

D. Berrill reported that there is nothing further to report at this time. A teleconference with the PC Chairs will be scheduled sometime in May.

2.3.2 Communications Report – D. Berrill

Report to follow by email in the coming days.

2.4 VP's Report – D. Berrill

2.4.1 Finance Committee Report – D. Berrill

D. Berrill prepared a written report with the following information:

- In the process of doing our year-end review.
- 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.
- Notes and comments made from the 'Actual vs. Budget statement' and 'Comparative Income Statement'
- Comments from the 'Comparative Balance Sheet' were deferred until the final entries from the Auditor are made.

D. Berrill added that a teleconference is scheduled for 18 April 16 to address the budget; online banking and debit cards; ACC9 status; and financial accountability at the PC and SSC levels.

Moved By: D. Berrill

Seconded By: M. Ozirny that the Finance report be received as presented.

Carried

2.4.2 National Resource Generation Committee Report – 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.
- Dawn Patrol Breakfast – Follow up meetings conducted with contacts made at the event.
- 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.

Moved By: E. Wiesner

Seconded By: D. Berrill that the NRG report be received as presented.

Carried



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2.4.3 League Industry Partnerships Committee Report – E. Wiesner

E. Wiesner noted that T. Taborowski will be stepping in to chair the League Industry Partnerships Committee now that Governor J. Scott has resigned from the organization. E. Wiesner noted that the committee has been working on an exciting opportunity with Air Canada Jazz to potentially provide employment and training opportunities to 12-24 PPS graduates a year. An MOA is forecasted to be signed at the AGM.

Moved By: D. Berrill

Seconded By: M. Ozirny that the LIP report be received as presented.

Carried

2.5 VP's Report – M. Bineau (regrets)

2.5.1 Aviation Committee Report – M. Bineau

D. Berrill noted that the report for aviation submitted by M. Bineau had not yet been reviewed by the Aviation Committee Chair, J. Hunter, and the committee itself. Members of the EC did not feel qualified to receive the document without the guidance of the Aviation Chair.

Moved By: D. Berrill

Seconded By: K. Mann that the report be directed to the Aviation Committee for action and that the committee advise on furtherance at the next BOG meeting.

Carried

2.5.2 IACE Committee Report – M. Bineau (regrets)

As M. Bineau sent his regrets, this item was tabled until the next meeting.

2.5.3 Music Committee Report – M. Bineau (regrets)

As M. Bineau sent his regrets, this item was tabled until the next meeting.

2.5.4 Effective Speaking Committee Report – M. Bineau (regrets)

It was noted that there was nothing further to report at this time.

2.6 VP's Report – M. Ozirny

2.6.1 Members' Committee Report – M. Ozirny

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

- Data analysis of training and orientation requirements will be completed in April with a presentation to follow in May.
- A high level summary of the data will be shared with the PC Chairs at their next meeting
- There are no contentious issues at this time.

2.6.2 Air Cadet Committee Report – M. Ozirny

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

- No outstanding issues from Chair
- Looking for confirmation that the Merger, Amalgamation and Closure paper was sent to DND.

S. Matresky confirmed that the Merger, Amalgamation and Closure document was sent to Colonel Namiesniowski at the end of January and he would like to add it to the agenda for the next CPMB meeting to share with a wider audience for discussion.

2.6.3 Selections Committee Report – M. Ozirny

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

- Marking sheets have been sent across the country for review
- Meeting requirements for AGM have been sent to the National Office
- No contentious issues or topics at this time.

Action: S. Matresky to follow up with Colonel, re: Course Reports



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2.6.4 Screening Committee Report – M. Ozirny

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

- Unusually large volume of members asking for replacement cards as a result of now having to display them and as a result the initiative is having the desired beneficial effect.
- Working groups making it difficult to follow procedure and juggle current issues
- Update given on anticipated resolution of the twelve items the committee is working on
- Bi-weekly meetings continue with special efforts to answer questions on changing environment.
- Core group will increase pressure on provinces not fully cooperating to bring them up to standard.
- Insurance audit scheduled for next month.

Moved By: M. Ozirny

Seconded By: D. Berrill that the reports be received as presented.

Carried

2.7 National Advisory Council – K. Mann

2.7.1 Nominating Committee

K. Mann reported that the slate has been prepared and submitted. J. Reidulff will be stepping down from his duties as the Nominating Committee chair.

2.7.2 Honours and Awards

K. Mann noted that the committee has almost finished processing the submissions for the year and will forward them to the National Office.

2.7.3 Scholarship Committee

K. Mann indicated that the deadline for applications was 01 April 2016. S. Matresky noted that despite the deadline being advanced by one month, they still received a record number of applications. K. Mann added that this would be I. Doty's last year as chair of this committee.

Moved By: K. Mann

Seconded By: M. Ozirny that the reports be received as presented.

Carried

3. BUSINESS ARISING

3.1 Employee Contracts E-Vote Results (for the record) – D. Doern

D. Doern reported that on March 09 2016 all votes of the Executive Committee were in favour of the revised Employee Contracts. They were signed by staff at the end of March and took effect on 01 Apr 16.

Carried

3.2 Resignation J. Scott Received/Accepted – D. Doern

D. Doern noted that J. Scott had submitted his letter of resignation effective immediately in March and it has been received and accepted.

3.3 ACL Designation Protocol Document – D. Berrill

D. Berrill noted that the ACLN Negotiations and Decision Making Protocol document is intended to provide an outline of the internal protocol moving forward as it relates to negotiations and the decision-making process with DND in the Cadet Renewal Process. He recommends that the procedure be activated.

Moved By: E. Wiesner

Seconded By: D. Berrill that the Protocol Document be confirmed on how the League makes decisions for Work Groups.

Carried

3.4 Working Group Update – D. Berrill

D. Berrill circulated an update (addressed to the Ad Hoc Committee) on the status of the working groups coordinated by S. Lawson.

Moved By: D. Berrill

Seconded By: E. Wiesner that the report be received by the EC as presented.

Carried



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3.5 Discipline of Members Report– S. Matresky

S. Matresky 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 previous month to the board. B. Burchinshaw collected the requested feedback and provided his own analysis and recommendations in the emails included in the supporting material.

Discussion ensued and the EC concluded that while it is wise for the League to include the suggestions made by the lawyer, they should not be incorporated to the degree suggested. M. Ozirny added that as it is currently written it is quite cumbersome and needs to be reworded in a format that is easy to understand with terms that are clearly defined.

In B. Burchinshaw's absence, S. Matresky agreed to rework the document based on the above. A semi-finished version will be circulated electronically and a final draft will be put forth before the BOG in May.

3.6 Language Policy Review– S. Matresky

S. Matresky outlined the document prepared by B. Burchinshaw. Discussion ensued and the EC agreed with the conclusion of the PPBLC that an expanded official language policy should be considered and a draft developed along the lines of the report.

Moved By: D. Berrill

Seconded By: E. Wiesner a language policy be developed by the PPBLC for inclusion in the Policies and Procedure Manual.

Carried

START OF IN CAMERA SESSION

Moved By: D. Berrill

Seconded By: K. Mann to move to an in-camera session

Carried

3.7 Quebec and Ottawa Valley Provincial Committee Update – D. Berrill

3.8 Northwestern Ontario Provincial Committee Update – D. Berrill

Moved By: D. Berrill

Seconded By: K. Mann to end the in-camera session

Carried

END OF IN CAMERA SESSION

4. NEW BUSINESS

4.1 Policy Recommendations (Associates-at-large, # of Delegates) – 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 By: M. Ozirny that the EC recommend to the BOG to increase in the maximum number of national voting members of the ACLC 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 By: M. Ozirny that the EC recommends to the BOG to consider amending sections 3.2.2 of the PPM to extend the chart to allow for additional delegates based on the cadet population as proposed.



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Carried

5. CONCLUSION

5.1 Closing Remarks – D. Doern

Nothing further

5.2 Good and Welfare of the ACL– D. Doern

B. Burchinshaw is having surgery today and the EC wishes him a speedy recovery. H. Fowler, D. Hayden and J. McKeachie has all been discharged from hospital and are resting at home.

5.3 Date and Time of Next Meeting– D. Doern

S. Matresky noted that the BOG meeting scheduled for 04 May 16 will need to be pushed back to 18 May 16 to allow the auditors some additional time to produce the audited statements.