



# AIR CADET LEAGUE OF CANADA

## EC MEETING ROPs August 20, 2014

### MEETING INFORMATION

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**Meeting Date:** August 20 2014

**Start Time:** 1900hrs

### ATTENDANCE

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Edgar Allain	Present	Keith Mann	Present
Don Berrill	Present	Tom White	Present
Don Doern	Present		
Fred Johnsen	Present		
Kevin Robinson Chair of Chairs	Present		
Brent Wolfe, Advisory Board	Present		
Sarah Matresky	Present		

### 1. Administration

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#### 1.1 Opening Remarks – T. White

K. Mann welcomed all members of the Executive Committee on the call.

#### 1.2 New Items for Agenda – T. White

E. Allain added 4.7 Flying Committee Report to the Agenda

#### 1.3 Approval of Agenda – T. White

**Moved By:** T. White

**Seconded By:** D. Doern that the Agenda be approved as amended.

Carried

### 2. Information

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#### 2.1 President's Report – K. Mann

K. Mann indicated that he recently attended the IACE Exchange farewell dinner in Calgary and the ABPC did an excellent job hosting again this year. He also attended the Civil Air Patrol Conference last week.

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

S. Matresky reported that she attended the IACE farewell dinner in Calgary in early August and indicated that the event was a success. She also attended the Trenton Cadet Summer Training Graduation Parade last week with Sitarka. The SAM registration will be circulated in a few weeks and other items S. Matresky would like to cover are included in the evening's agenda.

#### 2.3 Finance Report – D. Berrill

D. Berrill submitted a written report that touched on the following points:

- League in good shape financially
- Full payment of DND grant received
- E. Wiesner is now Vice Chair of Finance Committee
- Explanation of OPC Investment Policy and proposal of adoption by National
- Highlights on Financial Statements
- NRG Staff position and way ahead
- Restricted Funding
- Calculation of supervision requirements for DND budget
- ACC9's – Status update
- PTACC Charity Status – National Office to help



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#### 2.4 PC Chair's Report – K. Robinson

K. Robinson indicated that the Provincial Chairs have a scheduled teleconference next week and he will report back to the Board at the next meeting of the BoG.

### 3. Business Arising

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#### 3.1 Governance & C2 Update – K. Mann

K. Mann reported that he has set up a meeting on Friday morning with Colonel N. S. Matresky indicated that she circulated her report on the meeting she had with the three EDs and the Colonel last week and she read out some additional points made by the Army Cadet League. She stressed the importance of communication between the Commander/D Commander of Cadets and the Presidents as the EDs are not the decision makers. Discussion ensued on the chain of command displayed on the chart provided in the supporting material.

K. Mann indicated that the letter re: Governance to the VCDS had not been delivered to date. The EC indicated that it is pertinent for the President to follow through with the motion made by the Board of Governors at the last meeting -*MOTION: Once the letter is completed, it will be taken to the VCDS by the President along with the other two League Presidents. The Executive Director, unless authorized by the President, is directed to only explain to him the points presented in the letter.*

#### 3.2 Internal Governance – EC & BoG – K. Mann

D. Doern indicated that our structure does not match that of the military's and it makes for difficult communication. K. Mann approached D. Doern and T. Taborowski and B. Burchinshaw to define the terms of reference for the EC and BoG to work towards refining our internal governance structure. E. Allain commented that we must not become so descriptive in our terms to the point that we are inflexible. Discussion ensued.

#### 3.3 CPMB – Business Plan FY 15-16 Meeting D Cdts – D. Berrill & S. Matresky

D. Berrill indicated that he would like to represent the ACLC along with the ED at the Cadet Program Management Board Meeting on 26 August. The purpose of this specific meeting is to discuss the program's Business Plan (BP) for FY 15/16 and provide decision support/advice to D Cdts & JCR who is responsible for submitting the BP to the VCDS by mid-Sep. At the meeting D. Berrill would be able to determine where the ACLC can assist in alleviating funding pressures within the Cadet Program. The EC supported the proposal and there were no objections to D. Berrill attending the meeting with the ED.

#### 3.4 Working Group Reports – S. Matresky

S. Matresky indicated that she solicited reports from the League reps participating in the Renewal working groups. The reports were consolidated and attached to the EC supporting material for the call. S. Matresky added that she would prepare a spreadsheet listing the working groups and their status/reports in time for the next teleconference in September.

#### 3.5 75th Anniversary – Major Events Discussion – K. Mann

D. Berrill indicated that he was looking at the full costs for the 75th Anniversary activities so that the BoG can make a decision on which activity (Honour Band or Parade) to follow through with for the celebration in 2016. K. Robinson indicated that he would advise the committee.

#### 3.6 PTACC- AGM Invoice Payment Request – K. Mann

K. Mann indicated that he contacted K. Todd by phone earlier this month to personally explain the reason why their request was denied to have National absorb the cost of one of the PTACC invoices for Effective Speaking. He added that there are no hard feelings and the issue has been resolved.



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### 4. New Business

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#### 4.1 Maximum Number of Directors to 16 on Form 4031– S. Matresky

S. Matresky explained that she recently contacted the League's lawyer when it appeared the League had one too many Directors under the new Bylaws according to the form that was filled out during the League's application for a certificate of continuance. B. Burchinshaw of the PPBLC committee was consulted as well and his interpretation is that the ACLC does not exceed the maximum number of Directors because the Immediate Past President (who was formerly an ex-officio under the old bylaws) is not considered to be a Director under the new bylaws. S. Matresky indicated that the EC needs to decide whether or not we increase the number on the form to 16 or if we accept B. Burchinshaw's interpretation of the Immediate Past President under the new laws. The consensus was to increase the number to 16 to be cautious.

**Moved By:** D. Berrill

**Seconded By:** F. Johnsen that the EC recommend to the BoG to recommend to the Members a change to Form 4031 to allow the Immediate Past President to be considered a Director - increasing the number to 16 on Form 4031.

Carried

#### 4.2 Insurance Policy – Abuse Coverage– S. Matresky

S. Matresky reported that we were advised recently by our current insurer of the following information when discussing Abuse coverage under the Commercial General Liability versus a separate Abuse policy.

*"Basically what was mentioned is that yes there is a silent abuse coverage under your Commercial General Liability policy however this does not offer defence coverage for the person accused of the crime. Under a separate Abuse policy this defence coverage would be covered. As mentioned Everest Insurance does offer a separate Abuse policy and if you wish we could obtain a quotation for you, of course being a separate policy would mean an additional premium."*

The EC thought that the coverage would be worth it depending on premiums. S. Matresky to consult with T. Taborowski (an outside insurance broker for advice) and will bring the recommendation to the Board during the meeting on September 10 for decision.

#### 4.3 Fundraising Specialist: Termination and Way Ahead – D. Berrill /S. Matresky

D. Berrill reported that D. Shaw was released earlier this month. He and S. Matresky had been monitoring his progress and his quality of work, and unfortunately they found that he was not suitable for the task they hired him for. He added that they will cover what needs to be done in the short term and they are planning to go back out to the marketplace for a new person, but focusing a bit more on someone with more "enthusiastic" talents. They are aware of a number of other organizations such as the ACLC that are experiencing the same difficulty in finding capable fundraising specialists.

#### 4.4 ACC Data Mining – D. Berrill

D. Berrill indicated that he is looking to extract some data from the ACC9's to define the actual League contributions to the CCO. He would like to utilize some volunteer and staff assistance to extract appropriate data from YE2013 and YE2012 ACC-9's to support our position and would appreciate the EC's approval in this endeavor to be able to back the League's position with hard facts. He estimates that the project should take about 80 hours and can be accomplished with the help of staff or paid temporary help.

**Moved By:** D. Berrill

**Seconded By:** T. White

That the Finance Committee may use up to 80 hours of paid time to carry out the ACC9 data mining project to present data to DND.  
Carried

#### 4.5 EC Travel - PC AGM – S. Matresky

S. Matresky referred to the attachment in the supporting material and asked the EC Members to confirm their availability as representatives at the PC AGMs. She added that she is now looking for someone to attend the Quebec and Ottawa Valley meeting as some of the EC members' availability has changed. There is always a challenge with the coordination of these meetings as they all fall on the same dates. D. Berrill indicated that he would attend the QOV conference October 3-5 2014. T. White agreed to be the representative at the NB meeting; E. Allain agreed to represent at PEI and NWO and the remainder was unchanged.



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#### 4.6 ACL Financial Policy – D. Berrill

D. Berrill reported that the current ACLC National Investment policy is overly conservative and does not meet our requirement to provide the appropriate returns on investment one would expect from an organization of our makeup. He added that he was intimately involved in the creation of the OPC Policy, which has been successful and recommends that National adopt the same.

**Moved By:** D. Berrill

**Seconded By:** T. White

That EC recommend to the BoG to adopt the proposed ACLC National Investment Policy at the next meeting.  
Carried

#### 4.7 Flying Committee Update – E. Allain

E. Allain reported that the Flying Committee had a great meeting with LCol. Hone and Maj. Little at the AGM and discussions were very good. He added that LCol. Hone was essentially receiving the briefing on the League's recommendations for the Future of the Flying Committee (Paper written and submitted last Fall) for the first time at the AGM. Maj. Little indicated that he misunderstood the information in the report as it was explained to him by his superiors. E. Allain indicated that he is seeking the EC's blessing when it comes to communicating information about this subject with DND as he would like to be intimately involved as so that the proper message is received.

#### 4.8 ACL Supervision Discussion Paper – D. Berrill

D. Berrill indicated that he has been reflecting on what the true question is that the League should be addressing when it comes to supervision and the incredible costs DND is incurring to meet their requirements. He is of the opinion that the Air Cadet League in concert with the Navy and Army Cadet Leagues should be addressing this issue politically to the Chair of the Treasury Board (while quietly keeping DND informed) and added that there may be other legal opinions that would support the concept of unpaid volunteers being held responsible in supervising young people as long as they agree to do so. He sought the EC's support to move forward on this item and asked that the President broach the subject with the other League Presidents and carry this over as an agenda item for the next BOG meeting. K. Mann stressed the importance of keeping DND informed during the process.

## 5. Conclusion

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#### 5.1 Reports of the Vice Presidents/Advisory Board

D. Doern reported that he participated as the League rep on the IACE Exchange to the United States and it was a great success. He will give a full report at the next BoG meeting. F. Johnsen reported that he suffered a stroke but he is on the road to recovery. T. White indicated that an Aide Memoire should be sent to the RCSUs as the CSTC in Debert did not give appropriate acknowledgement to the League at the graduation parade. Discussion ensued about representation at events and how to communicate the information. B. Wolfe indicated that the AB is available to sit in on working groups and committees as needed. He will be at the IACEA conference in September and C. Hawkins will represent the AB at the next meeting.

#### 5.2 Good and Welfare of the ACL – All

E. Allain gave an update on the Fun Run taking place in September with new locations added in New Brunswick. The idea is to expand to a National event over the next couple of years.

#### 5.3 Next Meeting – K. Mann

BoG Call September 10 at 1900 Eastern

#### 5.4 Motion to Adjourn Meeting – K. Mann

There being no further business the meeting adjourned at 2136