



AIR CADET LEAGUE OF CANADA

EC MEETING ROPs

December 10, 2014

MEETING INFORMATION

Meeting Date: 10 December 2014

Start Time: 1900hrs

ATTENDANCE

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

1. Administration

1.1 Opening Remarks – K. Mann

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

1.2 New Items for Agenda – K. Mann

- 3.5 Extra night SAM
- 3.6 Office Closure
- 4.9 Staff Sick Days

1.3 Approval of Agenda – K. Mann

Moved By: D. Doern

Seconded By: E. Allain that the Agenda be approved as amended.

Carried

2. Information

2.1 President's Report – K. Mann

K. Mann indicated that since the SAM was only two weeks ago and he has been out of town for the last week, he has nothing further to report at this time.

2.2 Executive Director's Report – S. Matresky

S. Matresky reported on the following items:

- Cleaned the storage space and moved to a smaller unit. Used CRA guidelines to determine what to shred/keep. New unit is half the price.
- Working on SAM minutes – should be available shortly
- Working with W. Hough to improve letter writing campaign. A second mailing will be sent out in January as it was determined that not enough letters were sent out with the first campaign. Considering the addition of a 'Countdown to 75th calendar' in the envelopes
- Attended Wreaths Across Canada ceremony at the National Military Cemetery in Ottawa with D. Doern. Beautiful Event.
- Met with E. Allain in the office to discuss Fun Run, Aviation Committee and updating the SPU.
- SAM Survey results are trickling in. We have received a total of 36 responses to date.
- Great NRG meeting earlier today
- Staff Xmas lunch will take place on December 18th.



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2.3 Finance Report – D. Berrill

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

- Reported that the letter writing campaign was being reviewed as S. Matresky indicated
- Financials were reviewed

2.4 PC Chair's Report – K. Robinson

No report- K. Robinson was absent from the call.

3. Business Arising

3.1 NCC Update & Wreaths Across Canada – D. Doern/ S. Matresky

D. Doern reported that he traveled to Ottawa to attend the NCC, Wreaths Across Canada as well as an intimate dinner with the VCDS and the other two League Presidents on behalf of K. Mann. He said that the wreath ceremony was unique, well attended and that the organization was looking to expand to more venues for next year. The NCC was an interesting meeting (K. Mann participated by telephone) with a re-hash of projects that were underway such as Renewal and those that were wrapping up such as the Cadet Program Update. It was also discussed that the Minister's Office has signed off on Command and Control which will be complete by 2015 and in full operation by 2016. D. Doern added that on the topic of Supervision, Admiral Bennett noted that the legal ramifications will be reviewed because what is in place does not work for the cadet world. She was also firm that the Cadet Program is 'free'.

S. Matresky added that the Renewal presentation consumed three quarters of the time allotted and therefore the issue of Governance and Positive Youth Development were not discussed. A teleconference will be scheduled in the coming days to wrap up the agenda.

3.2 Insurance Policy Abuse Coverage – S. Matresky

S. Matresky reported that she finally received the policy wording comparison chart from the broker outlining both the Commercial General Liability Policy vs. the Sexual Misconduct Liability Policy. She was also successful in getting an extension on the quote from October for the Executive Committee to consider. Discussion ensued about the difference between silent coverage and explicit coverage.

Moved By: D. Berrill

Seconded By: T. White that the Sexual Misconduct Liability Policy be purchased in the amount of a limit of 1 million dollars each victim; annual aggregate of 1 million dollars; \$50k deductible and a premium of \$11,345.
Carried

3.3 Discussion: 75th Anniversary Event Funding – D. Berrill

Prior to the call, D. Berrill circulated the following information by email:

- In regards to funding these events – we briefly discussed some formulas to utilize ACLN funding in support of 75th Anniversary activities across the country as follows (all are approximates based adjusted to fit as you requested)–*
1. **\$5k** of funding used in support of the 2015 kickoff event at the SAM / balance from the NRG budget of that day;
 2. **\$10k** of funding in support of supplementary activities to the 75th at the 2016 AGM in BC;
 3. **\$5k** of funding used in support of the 2016 SAM closing events.
 4. **\$12k** in funding to be used in support of the Poster winning cadets to travel wherever their special event might be.
 5. **\$30k** of funding used in support of the "Celebration" activity – whenever it is.
 6. **\$100k** of funding used in support of the PC activities for AIR CADET WEEK;
 7. **\$30k** of funding used in support of the FUN RUN activity.
 8. **\$18k** for event advertising.

E. Allain reviewed the document he circulated for the 75th Anniversary Fun Run with projections and preliminary estimates for the event based on the experience in New Brunswick.

Moved By: D. Berrill

Seconded By: D. Doern that the 75th Anniversary funding be approved as presented.
Carried



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3.4/3.5 Length of the Semi-Annual Meeting/Extra Night – K. Mann

K. Mann indicated that the duration of the Semi-Annual meeting is not long enough to conduct the business of the League. There was a consensus that we were rushing through agenda items and more time should be allowed for everyone to participate in the workshops. Some improvement is needed in the order in which events occur and it was noted that the BOG meeting should take place at the very end of the conference to allow for all of the committees to assemble prior to any decisions by the Board. D. Doern provided an excellent outline prior to the call and it was agreed upon that more committees should meet on the Thursday evening as most members have already arrived. In view of the gala taking place next year, the Awards banquet will not take place Friday evening and in exchange, members will have dinner on their own. The Board of Governors will meet after the Joint Session Saturday morning. Travel days will remain Thursday and Sunday, but extra rooms will be rented for Saturday evening to allow for member participation at the gala. S. Matresky will send out a draft outline of the changes to the EC prior to signing the contract with the hotel for next year. Discussion ensued about allowing members to arrive early and stay late under special circumstances and it was decided that a note should accompany the notice of meeting indicating that anything outside of the prescribed travel dates needs prior approval.

3.5 Office Closure Xmas Holidays – S. Matresky

S. Matresky indicated that the office staff have requested that the office be closed at the end of business day on the 19th reopening January 5th. The position of the Executive Committee was that the office should remain open for business on the 22nd and 23rd and therefore the holiday closure will commence on December 24th and will reopen January 5th.

4. New Business

4.0 NWO Succession Planning – E. Allain

E. Allain reported that when he attended the Northwestern Ontario AGM a motion was made to look into merging with OPC or recruiting new members for NWO as there is a real issue with succession and an aging demographic. New Brunswick is feeling the same pressures. E. Allain recommended that the EC look into this matter further with the help of the Chair of Chairs.

4.1 Requirement – National Chairs to provide reports and direction – D. Berrill

D. Berrill noted that it is amazing how many reports are not included in the meeting book and how many chairs did not submit a report or had nothing to share with the membership since the last conference. He added that no committee chair should be without a report for the book or without an agenda for the meeting. It should be made clear by the EC that if you are a National Committee Chair, you are required to submit a timely report and meet with your committee. Committees of one (1) are unacceptable. D. Doern added that not every committee should be considered a 'Standing Committee' and some should be stood-up only as required. Discussion ensued.

4.2 Governance in 2015-16 (Phase II): Directions for AHCG – D. Berrill

D. Berrill as chair of the Ad Hoc Committee on Governance asked if anyone had any questions or areas of focus for the committee. Additionally, he inquired if there were any areas the EC may want emphasized. The EC had nothing further for the AHCG at this time. D. Berrill indicated that for planning purposes, it will likely be the AHCG committee who will be working on the new Memorandum of Understanding between the three Leagues and the Department of National Defence.

4.3 Governance in 2015-16 (Phase II): Working with the Army and Navy Leagues– D. Berrill

It was discussed whether or not it would be beneficial to meet once again with the Executive Committees of both the Army and Navy Leagues to collect thoughts and views as the Leagues work through the second phase of Renewal and prepare for the drafting of the new MOU. K. Mann will broach the subject with the other two presidents and S. Matresky will speak with the two EDs. The most convenient time to meet would likely be during the Navy and Army AGMs this spring.

4.4 IACE Atlantic Proposal – D. Berrill

This item was deferred until the BOG meeting in January (when the electronic voting is complete).



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4.5 NRG SAM Event 2015 Proposal – D. Berrill

Further to the discussion under 3.4 & 3.5 D. Berrill circulated a skeleton description of the event along with catering contracts and costing for the gala set to take place on the Saturday evening during the 2015 SAM. He added that this event will be in conjunction with the combined aims of celebrating the 75th Anniversary, gathering networking contacts for NRG, partnering and raising the organization's profile. D. Berrill would like the event to focus on successful former Air Cadets and suggested that the Surgeon General (whom he knows personally) would be an ideal former cadet and guest of honour to showcase at the event.

Moved By: D. Berrill

Seconded By: E. Allain to secure the Canadian Aviation & Space Museum for 21 November 2015

Carried

Moved By: D. Berrill

Seconded By: T. White to approve the event moving forward in the manner described, subject to normal ACLN internal policies regarding budgeting, donations and alignment with priorities of other committees.

Carried

4.6 NRG Specific 'Asks' for the Future – D. Berrill

There are three major pathways that the committee is currently working on at this time. The first is to generate a list of 'asks' that National is looking to fund or resource. The second is to clarify the data of League contributions and create a clear and concise document that highlights the League's contributions to the Cadet Program. The third is to draft a basic Core Case for Support which needs to be aligned with the 'asks' that the ACL is looking to pursue. Most of the 'asks' for the next year will be focused around sponsorship for the gala. D. Berrill added that he will be going through all of the advanced training and identifying where the League could be of assistance (example sponsoring additional exchange cadets for the IACE program) and will be seeking further direction from the board on these items. S. Matresky added that the CPMB will be holding a meeting on January 13th 2015.

4.7 CCO Being a Free Program – Email LCdr Hendry – D. Berrill

D. Berrill referred to the email circulated earlier on the subject of fundraising in Central Region and indicated that it is not acceptable for the military to be making statements that the program is 'free' when they do not absorb 100% of the cost for the delivery of the Cadet Program. S. Matresky added that the CPMB will be holding a meeting on January 13th 2015 and this would be an opportune time to present the ACC9 data on support provided by the Air Cadet League. D. Berrill will finalize the report in advance of the CPMB meeting.

4.8 Wings Over Vimy – S. Matresky

S. Matresky circulated a proposal for a documentary produced by Sound Venture Productions for the EC's information. She advised the company that they are initially interested in the project but that they would need to seek support from the DND partners as well. She was surprised to learn that Vintage Wings was not approached to participate. The project, if Sound Venture secures funding is expected to commence April 2015. She will update the Board with the developments.

4.9 Staff Sick Days – K. Mann

K. Mann indicated that she spoke with S. Matresky about an interpretation of sick leave as it appears in the current Employment Agreements for the staff at the National Office. K. Mann asked S. Matresky to prepare a summary of the issue for onwards transmission to the Staff Management Committee for final decision at a later date.

5. Conclusion

5.1 Reports of the Vice Presidents/Advisory Board

T. White gave a summary of his participation at a H.A.R.T. Ceremony the week prior.

5.2 Good and Welfare of the ACL – All

Nothing further

5.3 Next Meeting – K. Mann

BOG Meeting January 14 2015

5.4 Motion to Adjourn Meeting – K. Mann

There being no further business the meeting adjourned at 2122 ET