

RECORD OF DECISIONS



ANNUAL GENERAL MEETING AIR CADET LEAGUE OF CANADA

**19 – 21 JUNE 2003
THUNDER BAY, ONTARIO**



Record of Decisions

62nd ANNUAL GENERAL MEETING OF THE AIR CADET LEAGUE OF CANADA
HELD AT THE VICTORIA INN
THUNDER BAY, ONTARIO
19 – 21 JUNE 2003

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ATTENDEES:

Chairperson:	James R. Ash	President
Parliamentarian:	Joe Johnson	Governor
	Brent Wolfe	First Vice-President
	Gilles Cuerrier	Past President
	Guy Albert	Vice-President
	Lionel Bourgeois	Vice-President
	Craig Hawkins	Vice-President
	Robert G. Dale	Honorary President
	Charles Allain	Governor
	Douglas E. Betts	Governor
	Beverley Burke	Governor
	Michel Cataford	Governor
	Robert Clarke	Governor
	Joe Johnson	Governor
	Rhodie Mercer	Governor
	Eric Murray	Governor
	Ron Patton	Governor
	Jan Reidulff	Governor
	Leonard G. Jenks	Advisory Board
	W.C.F. Beattie	Advisory Board
	Irene R. Doty	Advisory Board
	J.R. Goudie	Advisory Board
	David Hayden	Advisory Board
	Fred Hopkinson	Advisory Board
	Ron Ilko	Advisory Board
	Leonard G. Jenks	Advisory Board
	James McKeachie	Advisory Board
	Robert Parsons	Advisory Board
	Peter P. Prescott	Advisory Board
	Maurice Murphy	Chairperson, NF
	John Walker	Chairperson, NS
	Dennis MacNeil	Chairperson, NB
	Dale Laybolt	Chairperson, PE
	Edmond Lanthier	Chairperson, QC and Ottawa Valley
	William Paisley	Chairperson, ON
	Tom Beda	Chairperson, NW ON
	Edward de Caux	Chairperson, MB
	Lois Steele	Chairperson, SK
	Bob Bondarevich	Chairperson, AB
	Geoffrey Johnston	Chairperson, BC
	Earl Lantz	Director, NS
	James Mullins	Director, NS
	Robert Pelletier	Director, NB
	Roger Dionne	Director, QC
	Dick Donaldson	Director, ON
	Michael McGrattan	Director, ON
	Joan Cameron	Director, NW ON
	George Evans	Director, MB

Ernie Callow	Director, SK	
Charlie Bowen	Director, AB	
Keith Mann	Director, AB	
Neil Olson	Director, AB	
Stan Harry	Director, BC	
Jack Henwood	Director, BC	
Thomas G. Holland	Director, BC	
Stan Horton	Director, BC	
Douglass E. Sutherland	Director, BC	
Cornelia Hatcher	Delegate, NS	
Jack Hatcher	Delegate, NS	
Grant Fabes	Delegate, QC	
André Millot	Delegate, QC	
Ralph Thistle	Delegate, ON	
Charles Verge	Delegate, ON	
Ron Aumonier	Delegate, BC	
Gladys Jarvie	Delegate, BC	
John Scott	Executive Director, ON	
Bob Robert	Associate Executive Director, ON	
Leone Sutherland	Executive Secretary, BC	
LCol François Gaboury	A/DCdts and Director, Air Cadets, NDHQ	
Cdr Murray Wylie	Commanding Officer, RCSU(A)	
LCol Cliff Seibel	National Technical Authority, NDHQ	
Maj Al Wardle	National Cadet Air Operations Officer, NDHQ	
Maj Pierre Giroux	National Air Coordinator, NDHQ	
LCdr Peter Kay	Training Program Development, NDHQ	
Capt Andrea Onchulenko	Air Cadet Training Program Development, NDHQ	
RAdm Ray Zuliani	Chief of Reserves and Cadets	
MGen R. Bastien	Assistant Chief of the Air Staff	
Col Al Allenback	Executive Director, US Civil Air Patrol	
John Davidson	President, CASARA	
Kevin Psutka	President and CEO, COPA	
Dana Dawson	Fund Raising Consultant	
WOII Adrian Brett	837 RCACS	Effective Speaking Finalist, NF
FSgt Kyle Buott	18 RCACS	Effective Speaking Finalist, NS
Sgt Marie Josée Royer	53 RCACS	Effective Speaking Finalist, PE
WOI Stephanie LeBlanc	333 RCACS	Effective Speaking Finalist, NB
WOI David Lang	690 RCACS	Effective Speaking Finalist, QC
FSgt Jacob LeBlanc	892 RCACS	Effective Speaking Finalist, ON
WOII Christie Haskell	66 RCACS	Effective Speaking Finalist, NW ON
Sgt Kirian DHillon	170 RCACS	Effective Speaking Finalist, MB
Cpl Viany Mysore	702 RCACS	Effective Speaking Finalist, SK
Cpl Saraj Sasges	504 RCACS	Effective Speaking Finalist, AB
LAC Sundas Shamsi	637 RCACS	Effective Speaking Finalist, BC
Jean Mignault	Executive Director, ACLHQ	
Steven Clark	Chief Administrative Officer, ACLHQ	
Chantal Fauvelle-Erdogan	Secretary-Treasurer, ACLHQ	

The Chairperson opened the meeting at 0910 hours.

I ADMINISTRATION

1.1 WELCOME BY THE NATIONAL PRESIDENT

A general welcome was extended. Thanks were expressed to the Northwestern Ontario Committee for their hosting of the meeting.

1.2 INTRODUCTION OF GUESTS AND DELEGATES

Members of the Head Table, Board of Governors, Advisory Board and Guests were introduced. The Provincial Committee Chairperson introduced their delegation.

1.3 MOMENT OF SILENCE

A moment of silence was observed in honour of all Air Cadets, Air Cadet League volunteers, Canadian Forces members and friends of Air Cadets who had passed away since our last meeting (including Percy Davis, June Gladney, Bill Batchelor, Air Cadet Nigel Lowendoth) as well as those who are ill at the present time.

1.4 CONFIRM NOTICE OF MEETING

The Executive Director confirmed that the Notice of Meeting was duly circulated and that this gathering was a properly constituted meeting of the Air Cadet League of Canada.

1.5 CALL TO ORDER – REVIEW AGENDA

The Chairperson called the 62nd Annual General Meeting to order. The Agenda was reviewed.

1.6 NEW ITEMS FOR AGENDA

The issue of ACL uniforms was added.

1.7 APPROVAL OF THE AGENDA

MOTION: Moved / seconded by C. Hawkins / L. Jenks that the Agenda be approved as amended. **Carried**

L. Bourgeois presented the Dress Report immediately as decisions could affect dress for the remainder of the meeting.

1.7A DRESS COMMITTEE

Presented by L. Bourgeois

The full report of the Dress Committee has been included in the AGM Book of Annual Reports. (This report was presented early as the result of a planned motion could cause immediate changes.)

The recommendation for an optional, standard dress for the ACL on the national level was outlined:

Winter dress:

- navy blue blazer with crest
- white shirt
- grey pants/skirt
- black shoes/socks
- distinctive national tie/ladies bow
- hat is optional – AFAC wedge with the ACL crest

Summer dress:

- short-sleeve white shirt / female blouse with embroidered ACL crest
- optional Tilley hat in the summer

MOTION: Moved / seconded by C. Hawkins / D. Hayden that the recommendations of the dress committee be accepted. **Carried**

Note: This motion did not approve a hat.

W. Paisley suggested that the ACL should have a distinctive hat. While preferred, the cost currently prohibits this.

MOTION: Moved / seconded by L. Bourgeois / C. Hawkins that the design of the proposed new tie be approved and be made available as an optional item of wear by members of the Air Cadet League of Canada. **Carried**

1.8 APPROVAL OF THE RECORD OF DECISIONS OF THE PREVIOUS ANNUAL GENERAL MEETING

MOTION: Moved / seconded by R. Goudie / P. Prescott that the Record of Decisions of the previous Annual General Meeting be approved as distributed. **Carried**

II BUSINESS ARISING

It was confirmed that all business arising from the previous meeting had been addressed.

III RECEIVING REPORTS

3.1 NATIONAL PRESIDENT Presented by J. Ash

The full report of the National President has been included in the AGM Book of Annual Reports.

This report highlighted:

- the Partnership Working Group and the commitment of the VCDS to resolve issues and enhance the positive relationship with the ACL
- the exceptional committee work of Bob Goudie (Partnership Working Group), Gilles Cuerrier (Honours and Awards) and David Hayden (Selections);
- the benefits of the committee system;
- the dedication of our military partners

3.2 EXECUTIVE DIRECTOR

Presented by J. Mignault

The full report of the Executive Director has been included in the AGM Book of Annual Reports.

This report highlighted:

- the involvement of cadets and the ACL in the centennial of flight celebrations;
- financial performance of the ACL, including results from the National Fund Raising campaign and catalogue sales;
- League HQ operating grant increase request;
- legal fees incurred in potential lawsuits; and,
- insurance management.

3.3 DIRECTOR OF CADETS

Presented by LCol F. Gaboury

The departure of Col Ambler as DCdts was announced. The improved partnership was noted, strengthened through the formation of the National Cadet Council Working Group.

This report highlighted:

a. Air Cadet Week

- 22 – 28 September 2003
- Distribution of a poster to every squadron
- Other plans include bringing the Air Force closer to Air Cadets through on-line quizzes, web chats with Air Force personnel, and CF wing organized activities

b. MOA

- DCdts now pays aircraft insurance costs and SIRP costs rather than paying rental rates for flying hours used during summer months

c. Increase in ACL Grant

- VCDS concurred with an \$80K increase, to be approved by Treasury Board

d. ANAVETs Medal

- 14 medals are now available for Air Cadets

e. SARS

- IACE exchanges have been cancelled with Singapore, Hong Kong and Japan due to SARS; numbers exchanged with other countries were increased to offset this reduction;
- The host Canadian programme has been amended to avoid a Toronto city visit

f. Technical Training Course

- problem finding staff
- moved location from Borden to Blackdown Army Cadet STC
- the future of this course will be reviewed by Capt A. Onchulenko

g. ATC Course Instructors

- instructors were needed and the ACL assisted with finding personnel

Col Ambler extended his personal thanks to Jim Ash and offered continued support to incoming President Brent Wolfe.

Questions were fielded:

Question	Response
Bob Goudie: Any thought given to having the Prime Minister declare Air Cadet week and having an Air Cadet present?	No, but perhaps this could be explored for next year.

Question	Response
Ron Ilko: Questioned why all three Leagues were receiving the same grant.	Functions are still the same regardless of the number of cadets each has. Treasury Board recommended that the request be the same for each League.

3.4 BOARD OF GOVERNORS Presented by J. Ash

The Record of Decisions for the Annual Meeting of the Board of Governors has been attached as Appendix C.

Other issues highlighted included:

- request for a precise definition of a member. This shall be dealt with through the revision of the by-laws;
- the differentiation between a League volunteer and civilian instructor for insurance purposes. It was clarified that civilians working for the CO are not the responsibility of the ACL;
- the future of the committee's structure, goals and objectives. This is a work in progress.

MOTION: Moved / seconded by D. MacNeil / R. Ilko that the acts of the Board of Governors for the past year be ratified. **Carried**

3.4A BY-LAWS COMMITTEE Presented by R. Mercer

Issues highlighted included:

- current by-laws requiring updating/amendment due to existing contradictions and gaps;
- a By-Laws Committee has been formed: J. Ash (Chair), J. Johnson, R. Ilko, R. Mercer;
- this is a 2-4 year project;
- changes will be required as work progresses. Recommended for immediate resolution involves the function of the Past Presidents:

RECOMMENDATION: It is recommended that the following positions and functions be re-aligned as follows:

Immediate Past President becomes Chair of the Honours and Awards Committee. He/She shall remain committed to the Executive Committee and Board of Governors.

Past President once removed becomes Chair of the Nominating Committee (no change).

Past President twice removed becomes Chair of the Advisory Board.

A 30-day Notice of Motion shall be sent to all members for an electronic vote on the recommended amendments.

NOTICE OF MOTION: Moved / seconded by R. Mercer / P. Prescott that a Notice of Motion for a change in the Air Cadet League's by-laws will follow in 30 days for an electronic vote. **Carried**

3.5 **ADVISORY BOARD** **Presented by G. Cuerrier**

This report highlighted:

- the request that Honorary Members be invited to all Annual and Semi-Annual Meetings;
- thanks were extended to our military partners for their involvement in reviving Air Cadet week;
- the recommendation that the National Effective Speaking contest winner participate in the President's Dinner and present their winning speech

3.6 **STRATEGIC PLANNING COMMITTEE** **Presented by L. Bourgeois**

No report was included in the AGM Book of Annual Reports due to the on-going work of the NCC-WG (Partnership) and ensuing By-Law amendments.

This report highlighted:

- new MOA;
- re-affirmation of the gliding program;
- stabilization of the financial management at ACLHQ
- on-going screening

Future strategic issues include:

- responsibility matrix developed through the NCC-WG (Partnership);
- ACL liability through the signing for recruitment, promotions, appointments;
- new MOAs between all Leagues and DND to specify responsibilities;
- requirement for joint, coordinated PR plan between the ACL and DCdts;
- imperfect returns expected from the facilities survey. The ACL must sit with DCdts to interpret results and identify future action;
- the liability issue of COs volunteers and who is responsible to screen;
- by-law revisions

Question

J. Johnson:

Question of COs volunteers has already been clarified – it is a DND responsibility.

Response

LCol F. Gaboury concurred and noted that a new CATO is being developed to ensure proper screening of COs volunteers.

D. MacNeil:

Queried the indemnity proposal re: signing of DND forms

This form (DND574) is being reviewed.

3.7 MEMBER REGISTRATION AND SCREENING COMMITTEE

Presented by E. Murray

The full report of the Member Registration and Screening Committee has been included in the AGM Book of Annual Reports.

This report highlighted:

- development of a tri-League form;
- development of a template letter for rejected candidates.

Question

E. Lanthier:

Ambiguity of some questions

Response

E. Murray noted legal advice is being sought. R. Patton explained that the key is in the interview and the skill of the interviewer to comprehend the integrity of responses.

LCol F. Gaboury echoed the VCDS's concern about the sharing of information with the screening of ACL members and existing and potential CIC Officers. A legal response regarding the creation of a "blacklist" shall follow. For CIC officers, the Provo Marshall recommended an Enhanced Reliability Check, which would uncover any name changes or re-locations.

3.8 LEAGUE / DND PARTNERSHIP COMMITTEE

Presented by R. Goudie

The Chairperson extended the thanks of all ACL members to Bob Goudie for his superior work on this committee.

The full report of the League / DND Partnership Committee has been included in the AGM Book of Annual Reports.

This report highlighted the matrix of roles and responsibilities of the two partners

- expect draft to be ready for approval at the NCC in November 2003;
- liability is a main focus of the matrix;
- Department of Justice has advised that their responsibility is to the Crown and there is no plan to indemnify the Leagues. This could happen, however, if the matrix was recognized as government policy;
- discussion on the funding issue has been suspended for now;
- issue of provincial funding is at a standstill as there is no support for new money;
- the approved matrix will lead to necessary amendments to QR&O (Cadets) and ACL by-laws;
- A new process/system re: signing DND forms will be developed. This new system must identify what the signature blocks will be replaced with to ensure that the Leagues retain their input. The ACL needs to confirm their position in the interim.

MOTION: Moved / seconded by B. Wolfe / I. Doty that the ACL continue to sign DND forms pending the institution of a new system. **Carried 55/3/0**

Question

J. Ash

How does the draft matrix receive approval?

Response

A copy will be distributed to each Provincial Committee, Governors, National Directors and legal counsel. It will be recommended to the NCC for final approval in November 2003.

B. Robert

The Partnership Working Group had 30+ recommendations. He suggested that it would be beneficial for each Provincial Committee to receive regular updates on the status of each one.

That report has been shelved and is not the guide for the current discussions although some points have been brought forward.

B. Robert

Expressed disappointment with the lack of progress with PC funding.

This issue has MND and VCDS support, but it must come from a source outside existing DND or DCdts budgets.

3.9 NATIONAL HONOURS AND AWARDS COMMITTEE

Presented by G. Cuerrier

The full report of the Honours and Awards Committee has been included in the AGM Book of Annual Reports.

This report highlighted:

- Queen's Jubilee Medal: thanks were extended to each Provincial Committee for their recommendations and to L.G. Jenks for providing substantiation for all recipients;
- ACL Honours: 35 submissions were received. Recommendations from the local level must be encouraged. A minimum of two Sponsor Chairs and COs should be recommended annually;
- Nationally presented certificates should be laminated;
- Officer of the Year: this new award will be bestowed for the first time this year. It was noted that CIC and CF members are eligible.

In response to a query from W. Paisley, Officer of the Year nominations need not go through the Region but directly to the National Honours and Awards Committee. Consultation by this committee with the appropriate RCSU could then follow, as required.

Eligibility for the various awards was reviewed:

League Members	Certificate of Merit
	Certificate of Honour
Military Members	Certificate of Recognition
	Officer of the Year

3.10 NATIONAL FUND RAISING COMMITTEE

Presented by C. Allain

The full report of the National Fund Raising Committee has been included in the AGM Book of Annual Reports.

This report highlighted:

- new fund raising management software purchased;
- eroding donor base;
- a National Fund Raising Study;
 - purpose: to assess the feasibility of long-term fund raising initiatives;
 - objectives: consult with Provincial Committees, members, donors to assess the market for new initiatives;
 - to determine readiness for profitable long-term fund raising;
 - to identify strategies and budget implications;
 - to provide a critical path for success;

- investigate three sources of revenue: corporate, individual, service clubs/foundations;
- include integrated approach to fund raising with Provincial and Local Committees;
- circulation of the proposal by end-summer for a decision at the 2003 SAM for direction; and
- funding of the 6-8 month study (\$30-40K) will be sought.

Question	Response
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L. Bourgeois Study needs to determine impact on existing provincial and local level fund raising.	Agreed.
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A. Allenback US CAP has recently developed a corporate partnership. He consented to share this information.	Welcomed, with thanks.
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J. Mignault extended thanks to Honorary Director Ron Button for his exceptional efforts and success in securing a recent donation of \$70K.

3.11 NATIONAL FLYING COMMITTEE

Presented by L. Bourgeois

The full report of the National Flying Committee has been included in the AGM Book of Annual Reports.

This report highlighted:

- positive safety record;
- review of replacement of tow aircraft. The BCPC proposed a trial with a new Polish airplane. A business plan covering such specifics as costs and areas to be assessed during the trial will be submitted;
- SIRP results. Thanks were passed on to DCdts for the new MOA and the method to SIRP aircraft;
- radio replacement problem – all have been corrected;
- quiet propeller review to proceed in the fall;
- future look at alternate engine options;
- current fleet and future requirements;
- developed a Provincial Committee priority list to purchase gliders, when available:
 1. NW ON
 2. ON
 3. AB
 4. QC
- RCAOpsO Conference will be held in Comox in October

Question	Response
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W. Paisley The ACL, with DND, should develop a statement of requirements for replacement towplanes.	Agreed. BCPC and DND have authored such a document. Future considerations are cost and two-seater versus four-seater. He cautioned, however, that requirements may vary with each Provincial Committee.
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3.11A IACEA 2006 COMMITTEE

Presented by L. Bourgeois

The full report of the IACEA 2006 Committee has been included in the AGM Book of Annual Reports.

This report highlighted:

- location: Château Frontenac, Quebec City (\$199/night);
- date: 27 August – 1 September 2006;
- registration fee: \$300;
- request Governor General host a function at the Citadelle;
- request CO RCSU(E) for hosting and support;
- request rooms at HMCS Montcalm.

3.12 PUBLIC RELATIONS AND IMAGE COMMITTEE

Presented by B. Burke

The full report of the Public Relations and Image Committee has been included in the AGM Book of Annual Reports.

This report highlighted:

- lack of PR this year;
- Altitude is Everything Campaign and the large number of Air Cadet entries;
- PR submissions to Cadence and Airforce Magazines;
- Air Cadet Week

3.13 POLICY AND PROCEDURES COMMITTEE

Presented by J. Johnson

The full report of the Policy and Procedures Committee has been included in the AGM Book of Annual Reports.

This report highlighted:

- correlating comments on the 11 CATO revisions;
- suggested that the incoming committee chairs review the Terms of Reference in the manual and submit amendments/updates as necessary.

3.14 NOMINATING COMMITTEE

Presented by R. Ilko

The proposed slate of Officers, Honorary Personnel, Members, Board of Governors and the Executive Committee for the 2003-2004 term was read and posted. It has been attached as Appendix H. In accordance with established procedures, elections on the proposed slate were deferred until the afternoon session.

3.15 NATIONAL SELECTIONS COMMITTEE

Presented by D. Hayden

The full report of the National Selections Committee has been included in the AGM Book of Annual Reports.

The Record of Decisions for the National Selections Committee has been attached as Appendix A.

3.16 EMPLOYEE COMPENSATION AND BENEFITS COMMITTEE
Presented by J. Ash

This report highlighted:

- annual staff evaluations and on-going review of the benefit program

3.17 TRAINING COMMITTEE
Presented by D. Betts

The full report of the Training Committee has been included in the AGM Book of Annual Reports.

This report highlighted:

- DND has revamped the Air Cadet training program, scheduled for implementation in 2006-2007. He noted the importance of understanding the purpose of the ACL Training Committee and suggested that the ACL has an excellent opportunity to enhance their support of optional activities as part of this new program.

3.18 RECRUITING AND RETENTION COMMITTEE
Presented by J. Reidulff

The full report of the Recruiting Committee has been included in the AGM Book of Annual Reports.

This report highlighted:

- the evaluation grid of the 14 recommendations, specifically;

Recommendation 1: Increase number of adult volunteers working with local squadrons

Comments:

- prepare an orientation package jointly with DND outlining;
- opportunities for adult in the Air Cadet program, time commitment and quality of life issues. Use the time interval for pending CIC officers awaiting enrolment to complete a home study program detailing expectations, roles and responsibilities;
- educational material should always be made available to ACL personnel re: CIC enrolment requirements;
- enrolment delays continues to be a problem. Each Provincial Committee was asked to keep track of specific situations;
- perception not seen improvement in CIC training delivery method;
- apparent reluctance to acknowledge individuals with specific skills and to fulfill certain roles in squadrons;
- CFLC has implemented a successful program recognizing civilian employers for supporting employees' reserve service. This should be extended to CIC personnel. Failing inclusion in this program, it was suggested that one unique to the CIC be developed.

Recommendation 2: Review and revise, on a regular basis, current recruiting resources and distribute this material to all provincial committees and squadrons.

Comments:

- all recruiting resources should emanate from the national level, however, recruiting programs should be delivered on a local basis;

Recommendations 3 and 4: Recruiting Campaigns

Comments:

- there is no problem attracting recruits – the biggest issue is retention

Recommendation 5: Encourage the development and use of squadron websites and/or community-based electronic bulletin boards to provide potential recruits and their families with information about local squadrons

Comments:

- RCSU(C) is developing a template for websites. Clarification from DCdts and ACL re: website standardization initiatives was requested

Recommendation 6: Encourage all squadrons to spend time in the recruiting program informing potential cadets and their parents about the nature of the program.

Comments:

- OPC had prepared an information insert for inclusion in squadron ACRs.

Recommendation 7: Recommend to our military partners that the current Air Cadet Rank Structure be reviewed.

Comments:

- this issue has been closed.

Recommendation 10: The Air Cadet League, through its Squadron Sponsoring Committees, should actively work with senior cadets who are in their final year of the program to help them plan the next step in the "Cadet Career Path".

Comments:

- the Cadet Long Service Medal was endorsed as a retention tool;
- graduating cadets leaving for post-secondary education create a void in available squadron staff in smaller communities. A career planning session should be held to explore opportunities to transfer to a local squadron or enrol in the CIC;
- Question: is there the potential to tie existing scholarships and bursaries to continuing service with the cadet movement? Are cadets going on to fully-funded military education eligible for the education grant? Should the grant be paid to cadets proceeding to ATC training in Cornwall?

Recommendation 11: Review, and where necessary revamp, the current training program for Air Cadets.

Comments:

- DCdts has indicated that this is beyond the scope of the ACL, however, the ACL will be involved with the current review of the cadet program and the implementation in 2006-07

Recommendation 12: Develop and implement a formal Exit Interview to be completed when a cadet leaves the squadron.

Comments:

- OPC has developed such a program, but with limited impact

Recommendation 14: Develop a recognition program for squadrons that have increased their enrolment by 10% on a yearly basis.

Comments:

- a list of such squadrons will be available following the publication of the ANSTATS.

Question

R. Ilko

A growing importance exists for Provincial Committees to get additional new members at all levels. He recommended initiatives be developed to address this.

Response

The orientation package noted in Recommendation 1 would address all areas of voluntarism.

F. Gaboury

As the recruiting responsibility rests with DReserve, LCol Gaboury requested that specific examples of enrolment delays be identified to him.

A review of CIC, their placement within the CF and their training program, will be addressed. Suggestions include awarding credit for certain life skills.

The CFLC mandate is to assist reservists who go on operational deployments. They did not express an interest in assisting CIC officers.

DCdts has developed website standardization for all squadrons (excluding RCSU(C)).

C. Hawkins

Mandate of this committee is to address recruiting and retention of cadets, rather than ACL members. He suggested that this could be added to the Terms of Reference for this committee.

3.19 PROVINCIAL CHAIRPERSONS' COMMITTEE

Presented by D. MacNeil

The full report of the Provincial Chairpersons' Committee has been included in the AGM Book of Annual Reports.

The Record of Decisions for the Provincial Chairpersons Committee has been attached as Appendix B.

3.20 NATIONAL EFFECTIVE SPEAKING CONTEST COMMITTEE
Presented by R. Clarke

This report highlighted:

- review of the Rules and Regulations and selection of topics for the 2004 competition. Also reviewed were the judges comments sheets and application form;
- the search for a sponsor for the competition;
- the monitoring of the use of cadets as emcees.
- feedback to participants (ranking, scores)

Question

Response

C. Bowen

Appropriateness of topic for the
impromptu speech.

This issue was acknowledged and will be
resolved.

3.21 INTERNATIONAL AIR CADET EXCHANGE COMMITTEE
Presented by M. Cataford

This report highlighted:

- the effect of SARS and Middle East tensions on IACE 2003;
- medical insurance and hospitalization coverage of Canadian cadets travelling outside Canada, including Oshkosh participants;
- the difficulties in securing host families to host visiting cadets, noting the UK no longer continue this practice;
- methods to recognize the 120+ host families in Ontario and Quebec;
- the perceived value in an exchange with the US as most cadets have/do travel to the US. The satisfaction level of returning Canadian cadets, however, is among the highest of any other exchange trip. Perhaps a unique, enriched program needs to be established.

3.22 EDUCATION CREDITS
Presented by G. Albert

This report highlighted:

- differing provincial recognition:
 - NL: approved "Challenge for Credits" system
 - NS: no credit system; plans progressing
 - PE: no credit system; proposal underway
 - NB: preliminary meetings held with Department of Education
 - QC: no credit system; plans progressing
 - ON: no credit system; plans progressing
 - MB: can apply for up to two credits
 - SK: can receive one credit for cadet service
 - AB: no credit system; plans progressing
 - BC: most comprehensive system; 250+ cadets have received school credits

Thanks were extended to Leonard G. Jenks for spearheading and developing this program for all cadets.

3.23 INSURANCE COMMITTEE

Presented by R. Patton

The full report of the Insurance Committee has been included in the AGM Book of Annual Reports.

This report highlighted:

- DND forms CF98 and CF2299 (used in claims) and the elimination of the severity and potential length of claim. The ACL shall develop its own form to gather this required information;
- the insurance section contained in the P&P manual is too detailed and constantly changing. This section shall be deleted with any queries referred to ACLHQ;
- liability concerns with CFTA bursaries and private flying/glider scholarships awarded by Sponsoring Committees. D. Schippers is designing a legal paper and release form to accompany such awards;
- the accidental death and dismemberment policy shall be reviewed;
- changes to the policy renewal dates, beneficial to the squadrons and ACL offices;
- travel medical insurance for IACE. A procedure shall be developed to ensure cadets are covered;
- approval of the Insurance Committee's Terms of Reference.

Question

Response

B. Goudie

Queried the type of insurance was required for Canadian IACE participants.

Basic individual travel insurance only is required.

Queried requirement for special coverage for flying or gliding activities overseas.

This would be covered under existing ACL policies.

W. Paisley

Suggested that this issue be dealt with directly by ACLHQ to each IACE cadet.

Not supported, as each Provincial Committee would be better situated to handle this for 2003.

LCol F. Gaboury

DND is responsible to provide emergency medical care with further coverage provided by the cadet's individual provincial health plan. DCdts is investigating providing future travel medical coverage.

D. MacNeil

Requested confirmation of actual insurance coverage for cadets to determine if there are other areas where cadets are not covered.

The current issue is the lack of travel health insurance.

E. Lanthier

Any requirement to produce a certificate before departure and, if so, what type.

No proof of insurance shall be checked prior to departure but it is important that each cadet be properly covered.

3.24 NATIONAL FINANCE COMMITTEE Presented by C. Hawkins

The full report of the National Finance Committee has been included in the AGM Book of Annual Reports.

This report highlighted:

- Volunteer Contribution Study: phase one has been completed. Phase two will commence in summer 2003 to determine final results of ACL contributions to the program;
- ACC9s. The revised version has now been approved and all were encouraged to use it – electronic version is preferred;
- the compliance rate for submission of ACC9s by squadrons is 79.5%. Feedback was requested during the SAM to develop penalties for non-compliance;
- plans to produce Excel books that would enable Squadron Treasurers to automatically transfer data to the spreadsheet.

MOTION: Moved / seconded by C. Hawkins / D. Sutherland that the revised ACC9 (2003) be accepted as the standard version for all Squadron Financial reports, effective immediately. **Carried**

MOTION: Moved / seconded by C. Hawkins / D. Sutherland that the Financial Report ACC9 (2003) be used for a period of five years and that during the 2007-2008 training year, the Finance Committee carry out a planned review of the form and that any changes would be considered for implementation for the 2008 training year. **Defeated 12/46/0**

Question	Response
D. Sutherland Electronic submissions would not include the required signatures.	The ACC9 page with the signatures would be printed, signed and submitted.
C. Allain An audit by the Provincial Committee should be mandatory for squadrons with two years non-compliance with submission of ACC9s.	Noted for consideration.

3.25 APPROVAL OF THE FINANCIAL STATEMENTS FOR 2002-2003

MOTION: Moved / seconded by G. Albert / D. MacNeil that the Financial Statements for 2002-2003 be approved. **Carried**

3.26 APPROVAL OF THE BUDGET FOR 2003-2004

MOTION: Moved / seconded by D. MacNeil / M. McGrattan that the proposed budget for 2003-2004 be approved. **Carried**

3.27 APPROVAL OF THE AUDITORS FOR THE FISCAL YEAR 2003-2004

MOTION: Moved / seconded by C. Hawkins / L.G. Jenks that the Chartered Accounting firm of Boyer and Boyer be appointed as Auditors for the year 2003-2004. **Carried**

3.28 REPORT FROM THE OPEN FORUM **Presented by C. Hawkins**

Three presentations occurred:

- Fund Raising (attached as Appendix D).
- Status of the Air Cadet Summer Courses Review Project (presented by Captain A. Onchulenko. Full presentation attached as Appendix E)
 - 26 courses currently offered
 - seven courses have now been revised
 - four new courses will be trialed in 2003: three- and six-week leadership, ITAC and Introduction to Aerospace courses
 - four courses will be reviewed and revised during summer 2003: Technical Training (Aircraft Servicing, Basic Electronics, Photography) and ATC. Final updates will be available in the fall;
 - specific information on all courses can be provided to assist with education credit work by Provincial Committees;
 - final copies of all course documentation will be available 31 October 2003;
 - questions arose on other issues, which shall be reported on at the 2003 SAM: CIC training, updates on music training, Duke of Edinburgh award scheme and cadet program update project;
- CCRA discussions regarding charitable organization status and incorporation (presented by J. Mignault. Full presentation attached as Appendix F)
 - CCRA has rejected applications from squadrons for charitable status as they had been registering the squadron under their own name and number when it should have been under an incorporated Sponsoring Committee. This affects 270+ squadrons. Discussions have commenced on how to correct this.

3.28A REPORT FROM THE IN-COMING NATIONAL PRESIDENT

B. Wolfe addressed the issue of communications, particularly with the positive results of having the First Vice-President act as liaison with the Provincial Chairs Committee. This responsibility will continue.

3.29 ELECTIONS

No additional nominations or changes had been received. In accordance with published procedures, the nominations were closed.

MOTION: Moved / seconded by R. Ilko / L.G. Jenks that the single slate Nominating Committee report be accepted. **Carried**

IV NEW BUSINESS

4.1 RESOLUTION/MOTION - RANK RELINQUISHMENT

This issue was previously addressed.

4.2 RESOLUTION/MOTION – CIVILIAN INSTRUCTORS FLYING AIR CADET LEAGUE TOW PLANES

This issue was previously addressed.

4.3 RESOLUTION/MOTION - ENROLMENT

This issue was previously addressed.

4.4 LOCATION OF AGMs

Locations of future AGMs were reviewed:

2004 – Truro, Nova Scotia

2005 – Calgary, Alberta

2006 – Richmond, British Columbia

2007 – Manitoba

2008 – Quebec

2009 – Newfoundland and Labrador

4.5 2004 AGM

J. Hatcher welcomed all members to the Best Western Glengarry Conference Centre, Truro, Nova Scotia for 2004. A down-east host function is planned.

Dates: Thursday, 17 June – Sunday, 20 June 2004.

V CONCLUSION

5.1 PRESENTATION – AIRFORCE ASSOCIATION OF CANADA

This item was postponed to another occasion.

5.2 GOOD AND WELFARE OF THE AIR CADET LEAGUE

Message


I. Doty left all members with an inspirational message.

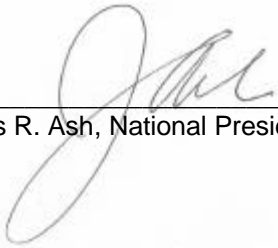
5.3 ADJOURNMENT

There being no further business, the Chairperson adjourned the meeting at 1710 hours.

MOTION: Moved / seconded by P. Prescott / G. Albert that the 2003 Annual General Meeting of the Air Cadet League of Canada be adjourned.


Steven Clark, Chief Administrative Officer


Jean Mignault, Executive Director


James R. Ash, National President

National Selections Committee

Thursday, 19 June 2003



APPENDIX A

ATTENDEES:

Chairperson:	D. Hayden		
Attendees:	ACL	NL	M. Murphy
		NS	-
		PE	G. Albert
			B. Davison
		NB	R. Pelletier
		QC	M. Cataford
			G. Fabes
			A. Millot
		ON	B. Robert
		NWON	J. Cameron
			M. Kantymir
		MB	-
		SK	L. Steele
		AB	K. Mann
			N. Olsen
		BC	J. Henwood
			L. Sutherland
	ACLHQ		S.J. Clark
	DCdts		LCol F. Gaboury
			Maj P. Giroux
			Maj A. Wardle
			Capt A. Onchulenko

I. ADMINISTRATION

1.1 Opening Remarks by Chairperson

D. Hayden welcomed the input from all committee members as well as all observers present. He noted that the current selection process was an excellent, very transparent one but that this committee was reviewing it to determine if improvements could be made. G. Albert was added to the list of committee members.

1.2 Call for New Agenda Items

2.4 Definition of a National Course (B. Robert)

1.3 Approval of Agenda

MOTION: Moved/seconded by B. Robert/G. Albert that the agenda be approved as amended.
Carried

II. BUSINESS ARISING

2.1 Mandatory Provincial Interview Boards for Senior Leaders Course

For standardization, and owing to the importance of the course, it was recommended that Provincial Interview Boards for the Senior Leaders Course be mandatory (currently optional). B. Robert commented on the life skill value of this interview process.

CONSENSUS: It was agreed by all Provincial Committees that the Provincial Interview Boards be formalized as mandatory for all Senior Leaders Course applicants.

Mandatory Interviews: IACE, Flying Scholarship, Glider Scholarship, SLC

Optional Interviews: ATC, Technical Training, Athletic Instructor, Survival Instructor

The ATC exam and study guide were discussed. The study guide was found to be a good information source.

RECOMMENDATION: It was recommended that the study guide be made available earlier.

RECOMMENDATION: It was recommended that ATC applicants attend ground school at their individual squadron as a preparatory measure for the ATC course.

2.2 Development of a Selection Information Package for Air Cadets and Parents

Information for National Summer Training Courses is currently available on-line. DCdts indicated that they are developing a parental section.

ACLHQ agreed to:

- distribute information currently on-line to each PC Committee to determine if additions can be made;
- offer to assist with the development of the parental section;
- include the printed copy of the parental section with the fall selections mailing;
- include the dates of the summer training courses with the fall selections mailing

2.3 Amended Scoring Sheets

Recommended changes to the scoring sheets were discussed. The revised scoring sheet for each course follows.

IACE

General Factor	Score
Attitude, Motivation, Knowledge and Interest in Air Cadets and Extra-Curricular Activities	35
Attitude, Motivation, Knowledge and Interest toward the IACE Program	15
Education	20
General Knowledge about Canada and World Affairs	15
Dress and Deportment	5
Self-Expression	10

Flying and Glider Scholarship

General Factor	Score
Attitude, Motivation, Knowledge and Interest in Air Cadets and Extra-Curricular Activities	20
Attitude, Motivation, Knowledge and Interest toward Subject Matter	20
Education	20
General Knowledge	10
Dress and Deportment	5
Self-Expression	5
Qualifying Exam	20

ATC, SLC, Technical Training, Athletic Instructor

General Factor	Score
Attitude, Motivation, Knowledge and Interest in Air Cadets and Extra-Curricular Activities	35
Attitude, Motivation, Knowledge and Interest toward Subject Matter	30
Education	15
General Knowledge	10
Dress and Deportment	5
Self Expression	5

2.4 Definition of a National Course

The following are deemed to be a national course: IACE, Flying Scholarship, Glider Scholarship, ATC, SLC, Technical Training, Athletic Instructor, Survival Instructor, Rifle, and Space Course. The first seven are selected nationally with the final three selected regionally.

III. NEW BUSINESS

3.1 Courses selected by the National Selection Committee

DCdts has suggested that Senior Leaders, Technical Training and Athletic Instructor Courses could be confirmed at the Region/Provincial Committee level.

CONSENSUS: It was agreed that no change be made to the courses selected/confirmed by the National Selection Committee. DCdts concurred.

3.2 Placing Selection Results On-line

There was no support to having the national course selection results available on-line. The importance of early selection notification was deemed paramount, with the announcement at ACRs being too late.

3.3 The 90/10 Option: Continue or Change Rules

This option was brought in to get wings into squadrons that lacked proper Ground School instruction. Recent observations include cadets who received a Glider Scholarship the previous summer (on their own merit) benefiting from this option. While currently permitted, it was suggested that this was not the intent of this option.

CONSENSUS: It was agreed that if a Flying Scholarship candidate has previously received a Glider Scholarship, including on their own merit, that cadet cannot use the 90/10 option to obtain a Flying Scholarship in subsequent years.

RECOMMENDATION: It was recommended that ACLHQ conduct a review of the 90/10 option, to include the history of the rule, the candidates chosen and the success rate.

3.4 Distribution of Flying/Glider Scholarship

Complaints have been received that urban areas of some provinces receive all scholarships and other areas are left without for years running. The option of region quotas with a province was discussed.

CONSENSUS: It was agreed that this problem could be addressed by the application of the 90/10 option.

3.5 Selection Notification Letters

League HQ currently prepares selection notification letters on behalf of each Provincial Committee.

CONSENSUS: It was agreed that the preparation of these letters shall continue, unless otherwise requested by an individual Provincial Committee.

3.6 PENDING Candidates

Some Provincial Committees permit squadrons to submit application files from cadets that exceed the maximum number of cadets per squadron permitted to apply for ATC, Technical Training, and Athletic Instructor. This results in PENDING candidates for these courses.

CONSENSUS: It was agreed that PENDING candidates will not be permitted for IACE, ATC, Technical Training and Athletic Instructor courses.

This decision does not affect the OPC trial.

3.7 Training Level Requirement re: Enrolment Date and Birthdate

CONSENSUS: It was agreed that a cadet joining at age 13 between February 1st and the start of the next training year (September 1st) and turning 14 in that same period would be considered to have joined at age 14 and may be allowed to accelerate training by combining levels 1 and 2 in the next training year.

IV. CONCLUSION

4.1 Good and Welfare of the Air Cadet League of Canada

B. Robert queried the possibility of reducing SLC quotas and re-assigning the resources elsewhere. DCdts confirmed that there are no plans to reduce SLC quotas.

4.2 Closing Remarks

The Chairperson thanked the members and Provincial Committee representatives for their input.

4.3 Date and Time of Next Meeting

The next meeting shall be held at the 2003 Semi-Annual Meeting, 13-15 November in Ottawa.

4.4 Adjournment

There being no further business, the Chairperson adjourned the meeting at 1200 hours.

Provincial Chairpersons Committee

Thursday, 19 June 2003



APPENDIX B

Chairperson: D. MacNeil

The Chair opened the meeting at 1300.

I ADMINISTRATION

1.1 Comments from the Chair

We are here for the care of and welfare of cadets not to create conflict between partners.

1.2 Call for new agenda items

1.3 Approval of the Agenda

Bill Paisley Tom Beda seconded the agenda be accepted. Carried.

II BUSINESS ARISING

2.1 The Dare initiative requesting a fund increase.

2.2 The signing of documents. Discussed at the NCC and it was returned to the NCC.

2.3 After the NCAG it had been decided. But was a new form would remove the Recommended section of the CF 574/324. This should be raised at the Governors meeting.

2.4 Attraction of CIC officers. Solicit from other provincial chairs their ideas. Jan Redford's report will be forthcoming.

Jim Ash has raised the question of the Effective Speaking being held at AGM because of the cost.

2.5 Maurice Murphy mentioned that the problem interferes with the scheduling of the cadet coming in from the width of the country due to examinations. Requires a lot of effort to get the cadets here both timing and cost. Quebec has good participation but to date no problems have been identified to this regard. Bill P. described the division and also the cadet camp that top cadet winning the week camp would get a by into the provincial competition. Alberta also supports the program and we should be moving forward supporting this program. Video taping the speaking was not accepted. PEI mentioned that the cost to the small League and that billeting is required. Billeting in Maritime is not permitted however, the billeting for NS next year will have to be organized.

2.6 Chair introduced an email from Jim Ash. Get a copy.- is there a better way and/or better time.

- 2.7 Cadet long service medal. Ed Lanthier briefed on a suggested ISM for cadets. The medal would be awarded after 5 years of service. Controlled by the cadet office. Only challenge was about the colour of the ribbon (green). The sixth year would have a clasp/rosette. Partially funded by the League. NS was contrary. Bob B Alberta generally supported the idea. Can this medal be tendered. Quebec expects about \$10 cost but might be lesser if Canada wide. This medal would be good for the 'average' cadet. The guy who doesn't get much. Bill P mentioned a comment about the pins. DCdts stated that the medal will be endorsed by DND. Consideration will be given to being funded by DND. Geoff Johnson supports. Chair questioned the criteria - there is none other than attendance.

This will have to go forward to the B of G for them to review all the factors including cost. Ed Lanthier suggested the cost to Quebec initially would be about \$4500 (based on \$10).

Alberta moves and seconded by M Murphy that this subject be put forward to the B of G to strike a committee to explore and research all the relevant parameters and report back to the Provincial committees. Moved

III NEW BUSINESS

Local issues were mentioned

3.1 Shooting Ranges

Detachment in Alberta issued that licensed shooting ranges are shut down for use by cadets. Alberta have used a shooting range that had cost some \$20,000 but the cadets are not allowed to use even though they are using air rifles. This squadron is disallowed even though it meets all the licensing criteria. This will be reviewed between DCdts and Alberta.

3.2 Criteria for Chair of Chairs.

Bill P suggested that all the provincial chairs have enough to do. What about a past chair of a provincial committee becoming the Chair. Bob B suggested that the next province hosting the AGM that it would be their duty to assume the chair. Dennis will continue for an additional year.

Bill Paisley moved that the provincial committee that is hosting the AGM should provide the secretary for the Chairs Meeting. Seconded by Ed Lanthier. Approved.

3.3 SIRP Reserve Fund

Bill Paisley moved that the Provincial Chairs recommend to the B of G SIRP reserve fund dispersion for any overpayments be paid back in the manner that they have been paid by provinces into the fund since inception. Seconded by Earl Lantz. Approved.

3.4 School Credits

PLAR in NS was attempted as a tri-service approach but there has been limited success. Craig Hawkins to make a presentation on the subject at another Alberta has had limited success. BC has a better lodged system. On the BC website under cadet activities.

3.5 Cadet Age.

Tom Beda noted the loss of cadets in their grade 13 year. Lois Steele stated that senior cadets do come back into the program but usually in urban areas. Some provinces use different rejuvenation processes. Various methods were discussed but nothing was determined.

3.6 Towplane Replacement program (BC)

Geoff Johnson because RCAirOpsO required a new towplane. Prov flying committee discussed the replacement cost specifically the fact that it would cost double the amount. Also the discussion between two and four seater aircraft. It was now a new vs old aircraft that may or may not be at the standard so desired. Ten aircraft were evaluated. Which should be selected. Requirements differ across the country. How do we select the right aircraft. How? What? Where? There is a Polish aircraft that could be considered. There is no consensus amongst the provincial committees as to what aircraft would be suitable. Maj Wardle discussed the many aspects of what the program requires which is wide and varied. The question is more about how the business plan can move forward. There is no SOR. The attempt would be to sustain a commonality within the program. BC is to put forward a business plan and evaluation of the aircraft in the fall including.

3.7 Governors

BC Nomination a rep for B of G. BC does not have a member on the B of G.

3.8 Oshkosh

What is the process of allocation for cadets to go to Oshkosh. Maj Giroux he stated that the selection process was made by him. Comes out of the YIP. 45 cadets aviation based exchange was taken from the spares of the flying or glider scholarship program. The regions were told that the escorts from the region would make the first call. Based upon the power and glider list and it does not jeopardize their scholarship program.

3.9 Selection Board Review Committee

If changes are to be made to the selection board rules review committee then the B of G should go through this committee. Motion by Geoff Johnson. Seconded by Ed Lanthier. Carried.

3.10 Recruiting

Recruiting is a major problem. It has been addressed and Leagues are actively recruiting but we are getting stonewalled at the centers. DCdts will be identifying this problem and will be working to a solution.

3.11 Indemnity Proposal

Has there been any action. DCdts is unaware of this subject. P C Chairs only dinner meeting. Conference call will be Sept 28 at 8 PM AST

IV CONCLUSION

4.1 Adjournment

Motion to adjourn by Maurice Murphy Seconded by Bill Paisley. The meeting adjourned at 1615



Board of Governors

Thursday, 19 June 2003
1500 – 1800 hrs
Carlton I/II

APPENDIX C

ATTENDEES:

Chairperson:	J. Ash	President
Members:	G. Cuerrier	Past President
	G. Albert	Vice-President
	L. Bourgeois	Vice-President
	C. Hawkins	Vice-President
	C. Allain	Governor
	D. Betts	Governor
	B. Burke	Governor
	M. Cataford	Governor
	R. Clarke	Governor
	J. Johnson	Governor
	R. Mercer	Governor
	E. Murray	Governor
	R. Patton	Governor
	J. Reidulff	Governor
Staff:	J. Mignault	Executive Director
	S. Clark	Chief Administrative Officer
Absent:	B. Wolfe	First Vice-President

The Chairperson opened the meeting at 1500 hours.

I ADMINISTRATION

1.1 Opening Remarks by Chairperson

A general welcome was extended. Each committee chair was commended for their work and progress made throughout the year.

1.2 Call for New Agenda Items

One item was added:

3.19 Insurance (R. Patton)

1.3 Approval of the Agenda

MOTION: Moved/seconded by G. Albert / J. Johnson that the Agenda be approved as amended.

Carried 14/0/0

1.4 Approval of the Record of Decisions – 16 Nov 02

MOTION: Moved/seconded by R. Clarke / J. Reidulff that the Record of Decisions of the Board of Governors Meeting held 16 Nov 2002 be approved as distributed. **Carried 14/0/0**

1.5 Approval of the Record of Decisions –

Joint Session of Governors and Provincial Committee Chairpersons – 16 Nov 02

MOTION: Moved/seconded by B. Burke / L. Bourgeois that the Record of Decisions of the Joint Session of Governors and Provincial Committee Chairpersons held 16 Nov 2002 be approved as distributed. **Carried 14/0/0**

1.6 Approval of the Record of Decisions – 21 May 02

MOTION: Moved/seconded by R. Patton / C. Hawkins that the Record of Decisions of the Executive Committee Meeting held 21 May 2002 be approved as distributed. **Carried 4/0/0**

Subsequent to the distribution of this Record of Decisions, the VCDS changed his view regarding cadet involvement in the new Canadian War Museum: historic depiction will be supported.

1.7 Ratify the Acts of the Executive Committee

MOTION: Moved/seconded by J. Johnson / E. Murray that the acts of the Executive Committee be ratified. **Carried 14/0/0**

II BUSINESS ARISING

Information

2.1 Airforce Magazine Proposal

Discussion: The AFAC was receptive to re-instating a two-page supplement on Air Cadets, however, the content must be of interest to their members and readers and the ACL must purchase the two pages. L. Bourgeois stressed the necessity of PC Chair involvement to ensure the steady flow of good articles.

Recommend: These pages be provided at no charge

Action: J. Mignault

2.2 Facilities Survey

Discussion: A survey, conducted by DND to determine potential inequities re: paying for accommodations and the adequacy of facilities for LHQ training, was distributed in late spring 2003. DCdts has now directed the COs to seek Sponsoring Committee assistance in its completion.

Recommend: N/A

Action: Information only

2.3 Meeting with CCRA

Discussion: J. Mignault advised that CCRA is rejecting sponsor applications for squadron charitable status; as a squadron is not a legal entity, it should be the Sponsoring Committee that is registered. Issues to be resolved include the refusal by CCRA to issue a charity number to an incorporated sponsoring committee; continued issuance of registered charity numbers to squadrons; discussions as to the proper method of allocating the charity numbers for entities which are incorporated; and Revenue Quebec's decision to withhold GST refunds to Air Cadet squadrons in Quebec.

Recommend: a. Work towards all levels of the ACL being incorporated. This may result in squadrons needing to re-apply for their number;
b. Requests for charitable numbers not flow through ACLHQ.

Action: J. Mignault to continue meetings with CCRA

2.4 Cadet Long Service Medal

Discussion: The three Leagues in ON and QC are working on a proposal to develop a cadet long service medal for five years of service or more.

Recommend: Deferred to the PC Chairs Committee for recommendation

Action: PC Chairs

Reports

2.5 YT/NT/NU Committee

Discussion: C. Hawkins reported on his review of this committee's operation and the viability of the squadrons. It was noted that RCSU(N) was doing an excellent job but it is feared that they are also running the ACL. Discussion ensued

Recommend: a. A minimum standard must be established for each PC;
b. To be provided, by the SAM: a list of registered and screened members, financial statements, a report on the viability of each squadron, squadron contact person;
c. Explore available funding through Indian and Northern Affairs Canada to bring a PC rep to ACL meetings.

Action: C. Hawkins, C. Allain, YT/NT/NU Committee

2.6 Volunteer Hours Survey

Discussion: Next phase to commence summer 2003: merge the financial data collected from the ACC9s to determine the contributions, including value of volunteer time, made to support the cadet program through non-military sources.

Recommend: N/A

Action: C. Hawkins

III NEW BUSINESS

3.1 Review and Approval of the Annual Auditors Report

Discussion: The report was reviewed; a \$14K surplus was realized. Net reserves stand at \$274K.

MOTION: Moved/seconded by C. Hawkins / M. Cataford that the Annual Auditors report be accepted. **Carried 14/0/0**

MOTION: Moved/seconded by L. Bourgeois / R. Clarke that the surplus SIRP funds be returned to each PC Committee, in a manner similar to the one used to collect the amount in 2002, by 15 August 2003. **Carried 14/0/0**

3.2 Proposal for Renewal of Auditor's Contract

Discussion: J. Mignault has asked the auditors for a proposal for a three-to-five year period after expiry of the current agreement in 2003/04. While not yet received, it is expected that Boyer and Boyer would provide services for a reasonable fee (20% increase).

Recommend: Deferred for decision by the Executive Committee
G. Cuerrier suggested exploring free services

Action: J. Mignault

3.3 Review Budget

Discussion: The budget was reviewed: flat revenue growth, anticipated surplus of \$3K. G. Albert noted the variances in actual expenditures compared with past budgeted figures.

Recommend: a. J. Mignault be given more latitude regarding salaries noting the higher costs and government salaries in the Ottawa area.
b. Actual expenditures for the prior year be included with future budgets

MOTION: Moved/seconded by C. Hawkins / E. Murray that the budget be accepted and approved as presented. **Carried 14/0/0**

3.4 Grant Increase Proposal – VCDS Approval

Discussion: The VCDS has approved an \$80K increase for each of the three Leagues. The request has now been forwarded by DCdts to Treasury Board. If approved, this would bring the annual grant to \$330K, effective FY 2004/05.

Recommend: J. Mignault plans to hire another staff member.

Action: No immediate action pending Treasury Board approval.

3.5 Revised ACC9

Discussion: The revised ACC9 has been approved by the Finance Committee and is recommended for immediate implementation for the next five years. A national training package, accessible through the website, is now planned.

Recommend: Each PC Treasurer is requested to submit their training manual/instructions.

Action: C. Hawkins, PC Treasurers

3.6 Status of Director and Officer Claim

Discussion: This discussion was held in-camera.
Recommend: N/A
Action: N/A

3.7 Status of Sexual Abuse Liability Case

Discussion: A recent letter received infers that this issue is closed.
Recommend: N/A
Action: N/A

3.8 Reimbursement of Surplus SIRP Funds to Provincial Committees

Discussion: This issue was resolved under item 3.1
Recommend: As per item 3.1
Action: As per item 3.1

3.9 100th Anniversary of Flight

Discussion: J. Mignault expressed disappointment with DCdts in their acknowledgement of this milestone. He outlined various products available through ACLHQ to commemorate the 100th anniversary of flight.
Recommend: N/A
Action: All

3.10 AGM 2005 – Location

Discussion: The Blackfoot Inn, Calgary has been selected as the host location. Discussion ensued on the necessity of the Executive/Governors to approve the recommendation of the PC Committee.
Recommend: Recommendations will continue to be approved but need not wait until an AGM.
Action: N/A

3.11 AGM 2006 – Location

Discussion: The Richmond Hotel and Convention Centre, Richmond, has been selected as the host location.
Recommend: N/A
Action: N/A

Future locations are:

2007 – MB
2008 – QC
2009 – NL

3.12 Response to VCDS Insurance and Risk Management Letter – Oct 02

Discussion: The benefits of reminding Squadron Sponsoring Committees of their obligations, of risk management issues and the need to purchase additional insurance for equipment, property and/or other assets not currently insured through existing national League policies were reiterated. It is important that parents realize they are liable for the actions of their children. Debate occurred on how this gets communicated and by whom.

Recommend: This message needs to be added to the Air Cadet Questions and Answers pamphlet, due for review/change this fall.

Action: B. Burke, R. Patton, ACLHQ

3.13 Air Cadet League Service Medal

Discussion: The Honours and Awards Committee recommended that a Long Service Medal not be recognized at the national level but should provinces (other than NB and QC) institute one, it was recommended that one common medal be used. Approval/acceptance by Government House was queried.

Recommend: N/A

Action: N/A

MOTION: Moved/seconded by R. Patton / B. Burke that the proposal for an ACL Long Service medal for its members be referred back to the National Honours and Awards Committee for further study. **Carried 14/0/0**

3.14 Revised Renewal Date for Air Cadet Insurance

Discussion: Advancing the timing of the various Air Cadet insurance policies (Office Contents, Automobile, Commercial and General Liability, D&O Liability and Death and Dismemberment) from 31 August to 31 July was discussed. This would allow an additional 30 days in which to obtain the terms and conditions for renewal before the squadrons re-convene for LHQ training in early September.

Recommend: This issue is to be re-discussed with the League's broker

Action: J. Mignault

3.15 Update and Amend Existing By-Laws

Discussion: The need to update the ACL charter and by-laws was noted, including provisions for terminating/suspending members, appeals and to address a PC Committee in peril.

MOTION: Moved/seconded by R. Mercer / E. Murray that a Select Committee be established to conduct a comprehensive review of ACL by-laws to commence immediately. **Carried 14/0/0**

Discussion: The ACL by-laws, as they pertain to the positions noted below, should be suspended to facilitate the work of the Select Committee:

The Past President should not be Chair of the Advisory Board. The Past President shall chair the Honours and Awards Committee; the Past President once removed will chair the Nominating Committee; the Past President twice-removed will chair the Advisory Board. A two-thirds majority of the members would be required to effect these changes.

MOTION: Moved/seconded by C. Hawkins / L. Bourgeois for a Notice of Motion, whereby in 30 days proposed amendments for the Committee Chairperson positions of the Advisory Board, Nominating Committee and Honours and Awards Committee be distributed for an electronic vote.
Carried 13/1/0

3.16 Tri-League Member Registration and Screening

Discussion: The development of a common tri-League Member Registration and Screening approach and form was discussed. This would allow for a name exchange for persons rejected by a League. Confidentiality and legal issues arose regarding the sharing of such data.
Recommend: This issue will be referred to the Member Registration and Screening Committee.
Action: Member Registration and Screening Committee

3.17 Job Evaluations – ACLHQ Positions

Discussion: League HQ staff positions have not been assessed or re-evaluated for five years.
Recommend: The Employee Benefits Committee should conduct a job evaluation on all existing League HQ positions – skills, competency requirements and salary adjustments.
Action: Employee Benefits Committee

3.18 Member Replacement – BC

Discussion: This matter was previously resolved.
Recommend: N/A
Action: N/A

3.19 Insurance

Discussion: The Policy and Procedures Manual currently details the ACL's insurance policies.

MOTION: Moved/seconded by R. Patton / J. Johnson that the section on Insurance in the ACL Policy and Procedures manual be deleted, be shown as under revision and refer queries to ACLHQ.
Carried 14/0/0

Discussion: ACL and DND insurance covers cadets for emergency treatment only.
Recommend: Provincial Committees must ensure that their cadets participating in IACE 2003 have sufficient additional personal medical insurance coverage. J. Mignault shall develop a travel insurance proposal for future years.
Action: Provincial Committees, J. Mignault

Discussion: Terms of Reference of the Insurance Committee were passed at the 2002 SAM. Additions/revisions have been made. R. Patton has copies for interested individuals.

IV CONCLUSION

4.1 Good and Welfare of the Air Cadet League

- Air Cadet Week:
- To be held 3rd week of September 22 – 26, 2003
 - L. Bourgeois has a copy of the communiqué and poster.
 - The Chief of the Air Staff is recommending support to all units
 - problem: all of this information was disseminated after squadrons had held their ACRs, resulting in poor notification and little planning
 - PR and Image Committee shall address ACL involvement

4.2 Closing Remarks

J. Ash expressed thanks to all members for their support during his term of President.

4.3 Date and Time of Next Meeting

The next meeting of the Board of Governors will be held on 14 November 2003 at the Semi-Annual Meeting, Ottawa.

4.4 Adjournment

There being no further business, the Chairperson adjourned the meeting at 1815 hours.

MOTION: Moved by C. Hawkins that the Board of Governors meeting be adjourned. **Carried 14/0/0**



APPENDIX D

Open Forum

Fundraising Fitness

Friday, 20 June 2003

Presentation by:
Dana Dawson, CFRE
President, DevelopmentPLUS
Fundraising Counsel

Slide 1: The Facts...philanthropy in the new millennium

Charitable Giving in Canada (based on Revenue Canada statistics)

- Total Giving in 1990 - \$3.0 billion (5.5 million tax filers)
- Total Giving in 2001 - \$5.51 billion (5.521 million tax filers)
- 1.32 million Canadians are employed by the charitable sector – 9% of the total number of working Canadians
- Revenues to charities account for 12% of the GNP

Slide 2: 2001 Sources of Support

Total charitable giving...\$10.4 billion contributed (includes all sources: in kind and non-receipted)

- Individuals: \$8.2 billion (79% of all giving)
- Corporations: \$1.2 billion (11%)
- Foundations: \$1.0 billion (10%)

Slide 3: Where the charitable dollar goes...

- Religion: 50%
- Health: 20%
- Social Services: 10%
- Education and Research: 5%
- Arts, Culture and Recreation: 3%
- Philanthropy and Volunteerism: 8%
- Other causes: 4%
- 29% gave to 1 organization
- 71% gave to 2 or more types of organizations
- \$310 to religion vs> \$140 on average to other causes

Slide 4: Number of active Registered Canadian Charities

- 1975 – 28,828
- 1995 – 72,321
- 2000 – 77,446
- 2002 – 78,656
- 2003 – 79,534 (as of June 17, 2003)

Slide 5: Interesting Facts...

- 22 million people (91% of population) made either donations or in-kind gifts
- 19 million people made direct donations
- 41% of donors supported charities through cash boxes (\$100 million)
- Canadians donated 0.7% of their personal income to charities (2000)
- 4% of donors left a bequest
- \$4.9 billion was given by Canadians who responded to direct requests or approached on their own

Slide 6: More Interesting Facts...

- 11% of all Canadians provided half the total dollar value of donations as well as 42% of all volunteer hours
- Larger average donation (\$259 in 2000)
- 73% of all volunteer hours are done by less than 7% of all Canadians
- Volunteers are older, likely to be married, and highly involved religiously – tend to give more
- 62% of all Canadians will contribute to charities in their lifetime
- Canada's youth provide 6% of all donations and 15% of all volunteer hours (2001)

Slide 7: More trends in philanthropy...

- Donors are becoming more demanding
- Larger gifts to fewer causes
- Increase in activity by non-profits
- Greater fundraising diversification; planned giving, endowments, cause related marketing
- Amounts being requested has increased
- Larger capital campaign goals
- 6-8 months to reach decisions
- Building long-term partnerships
- Higher level of sophistication (charities and donors)

Slide 8: Even more trends ...

- Corporations are looking for partnership opportunities, i.e. cause related marketing/sponsorship
- Corporations are seeking a return on their investment. Not always pure philanthropy!
- In larger campaigns, over 70% of gifts are in the range of \$25,000+

Slides 9 – 11: Making an impact ...

21 ways you can make a difference in fundraising...

1. Communicate a strong and effective case for support...make it urgent and compelling!
2. Know your niche market and what you have to offer to donors
3. Meet with past donors and build a relationship, get them involved and more knowledgeable about your needs
4. Your current and past donors and often your strongest supporters...no need to always look outside for the ideal BIG donor
5. Plan ahead for even greater organization challenges and demands...develop a fundraising business and strategic plan
6. Don't re-invent the wheel each year, if it's successful find tune it and it will hold you in good stead for the long term

7. Know your donor constituency and their comfort level for giving. Knowing what interests them, not you!
8. Government cutbacks require new strategies for partnering
9. Donors are seeking greater accountability for their charitable donations...be creative, truthful and forthright!
10. Be accountable for each and every dollar you raise...it's your reputation and future
11. Charities and become more diverse and sophisticated, e.g. capital campaigns not just for certain sectors
12. Co-sponsored events offer less risk
13. Stay ahead of the competition, know what's going on out there
14. (not listed)
15. You need to spend money to make money, but not irresponsibly. Use the 80/20 tax rule
16. Ask and you shall receive!
17. Donors are unlikely to give to operating and less likely to support an operating deficit
18. Do your homework...donor research is your best friend!
19. Learn from the pros and adapt where appropriate
20. Endowments are becoming a popular way to head off future financial challenges
21. **People give to people, not causes!**

Slide 12: Fundraising Sources of Revenue

Annual Programs: Direct mail; telemarketing; gaming; special events; sponsorship; cause related marketing; support operating or special projects
Capital Campaigns: every 8-10 years; special needs not met through annual fundraising, i.e. buildings, research; larger goals; fast paced 12-18 months
Planned Giving: gifts left principally through a will; complex vehicles; you can endow unrestricted bequests
Endowment Campaigns: similar to capital campaigns; continuous fundraising; donor directed; restricted and unrestricted funds; 10 year minimum

Slide 13: Reasonable Cost Guidelines

Solicitation Activity	
Direct Mail (acquisition)	\$1.25 to \$1.50 per \$1.00 raised
Direct Mail (renewal)	\$0.20 to \$0.25 per \$1.00 raised
Membership Associations	\$0.20 to \$0.30 per \$1.00 raised
Activities, benefits, special events	\$0.50 per \$1.00 raise (gross and direct costs only)
Donor clubs and support	
Group organizations	\$0.20 to \$0.30 per \$1.00 raised
Volunteer-led personal solicitation	\$0.10 to \$0.20 per \$1.00 raised
Corporations	\$0.20 per \$1.00 raised
Foundations	\$0.20 per \$1.00 raised
Special projects	\$0.10 to \$0.20 per \$1.00 raised
Capital campaigns	\$0.10 to \$0.20 per \$1.00 raised
Planned giving	\$0.20 to \$0.30 per \$1.00 raised

Slide 14: Thank you for the opportunity to present today and please accept by best wishes for your continued success



APPENDIX E

Open Forum

Air Cadet Training Update

Friday, 20 June 2003

Presentation by:
Captain Angela Onchulenko
DCdts 3-4-6
Air Cadet Program Development

**Slide 1: Air Cadet Summer Courses Review Project
LHQ Initiatives**

Slide 2: What Are We Doing?
A systematic review of all summer training to standardize the courses, develop sound documentation, and build programs based on what we know about youth learning, youth social development, and youth cohort data.

Slide 3: What Have We Done So Far?
Basic Course
Introduction to Rifle Coaching Course
Introduction to Instruction Course
Introduction to Physical Education and Recreational Training Course
Athletic Instructor Course
Introduction to Survival Training Course
Survival Instructor Course

Slide 4: What Is New This Summer?
Introduction to Leadership Course
Senior Leaders Course
Introduction to Aerospace Course
Introduction to Aviation Course

Slides 5–7: Introduction to Leadership Course (ITLC)
What Cadet Think...
Need course to be promoted, leadership is instruction, preparation for SLC, some parts of course are challenging, others are easy.

What to Fix...
National standardization, age-appropriate learning, realistic jobs to assume at the LHQ, ample time to develop practical leadership skills, less focus on task procedures, less review of LHQ material.

New Aim

The aim of the Introduction to Leadership Course is to train qualified Level Two cadets to apply basic leadership skills at the Local Headquarters to include:

- a. commanding a flight of cadets in drill;
- b. leading a squad of 6-12 cadets; and
- c. communicating effectively to include:
 - (1) listening,
 - (2) reading, and
 - (3) speaking

The Activities...

Followership skills and team building membership activities, communication skill building activities, leadership projects, drill, sports, tours

Slides 8–11: Senior Leaders Course

What Cadets Think...

Course qualifies them to be Squadron senior cadet, course has become too “slack” – not “hardcore” anymore, teaches a large amount of drill

What to Fix...

Age-appropriate learning, realistic jobs to assume at the LHQ, ample time to develop skills, less focus on small party task procedure, less review of leadership taught at the LHQ.

New Aim

The aim of the Senior Leaders Course is to train qualified Level Four cadets to apply leadership skills at the Local Headquarters and summer training centres to include:

- a. commanding a flight, squadron and wing of cadets in drill;
- b. leading a flight of cadets;
- c. leading a squadron of cadets as a member of a team;
- d. communicating effectively to include:
 - (1) listening
 - (2) reading, and
 - (3) speaking; and
- e. assessing:
 - (1) air cadet uniforms,
 - (2) drill instruction, and
 - (3) classroom instruction

The Activities...

Team building activities, communication skill building activities, drill and classroom instruction manuals, leadership projects, squadron training night simulation, drill, sports, tours

Slides 12–14: Introduction to Aerospace Course (ITASC)

What Cadets Think...

Many cadets don't know anything about the course, or think the course is very academic rather than practical

What to Fix...

Rewrite documents to be in line with new course formats, produce instructional guides and document project guidelines, improve knowledge of course

New Aim

The aim of the Introduction to Aerospace Course is to further develop in the cadet knowledge and skills related to space science. The cadet shall return to the local headquarters with an enhanced awareness of:

- a. theoretical and practical principles of aerospace science; and
- b. the principles of project management

The Activities...

Project based on activities, space mission simulation, rocket building, Cosmodome visit, guest speakers, sports

Slides 15–18: Introduction to Aviation Course (ITAC)

What Cadets Think...

The course is ground school, preparation for gliding and flying courses, course is like school (academic rather than practical)

What to Fix...

National standardization, age-appropriate learning, movement away from ground school repetition, more practical activities and hands-on learning

New Aim

The aim of the Introduction to Aviation Course is to further develop in the cadet knowledge and skills related to aviation. The cadet shall return to the local headquarters with an enhanced awareness of and practical experience with the fundamentals of aviation to include:

- a. aviation subjects in the LHQ mandatory training program;
- b. civilian, military and air cadet aviation opportunities;
- c. aviation history; and
- d. basic airmanship

The Activities...

Tethered aviation ('Round the Pole) activities, meteorology and air navigation practical exercised, instruction in air force history and traditions, radio procedure activities, flight safety briefings, guest speakers, sports

Slide 19: What About Tech and ATC?

The three technical training courses and Air Traffic Control will be reviewed and revised during summer 2003 with a delivery of 31 Oct 03.

Staffing issues will be examined at that time.

Slide 20: Local Headquarters Training Initiatives

While we prepare to move ahead with the Cadet Program Update Project, we are assisting the squadrons by providing them with a revised Training Management Guide.

It will be distributed mid-2004.



Open Forum

CCRA Charity Divisions Meeting

Friday, 20 June 2003

APPENDIX F

Presentation by:
Jean Mignault
Executive Director
Air Cadet League of Canada

Slide 1: Contents
Issues
Meeting
Next Steps

Slide 2: Issues

- Only squadrons who are registering under the squadron name and number receive a registration number
- incorporated Sponsoring Committee applications are rejected
- Revenue Quebec – not issuing refunds to squadrons
- CCRA not familiar with ACL structure
- Legacy process not modified in many years

Slide 3: Meeting with CCRA
Early May 2003

- Confirmed issues
- Explained League structure at all levels
- Explained change to Incorporated Sponsoring Committees in certain provinces and why!
- Requested confirmation of how CCRA system for assigning numbers works – hierarchical roll-up!
- Discussed CCRAS rules and regulations for issuing Charity number
- Discussed next steps
- Met key staff at CCRA Ottawa – Charities Division

Slides 4–5: Next Steps

- Agreed on need for an old and a new process
- Agreed that Registration numbers should be issued to the Sponsoring Committee and not the Squadron (uncertain on how to apply, i.e. straight change or new application!)
- CCRA says that all INCORPORATED applicants get their own unique number
- Agreed that ACL National does not need to be involved in the process
- Old legacy process to be followed for SC applicants who are not incorporated (i.e. they would roll-up to the Provincial (if incorporated) or National if the PC is not incorporated)
- Enforcement of CCRA rules and guidelines – responsibility of applicants (not national!)
- **Conclusion:** much work left to be done and due care needed to protect the organization from arbitrary rulings or Income Tax Act interpretations

National Awards Luncheon

Friday, 20 June 2003



APPENDIX G

The National Awards Luncheon was held Friday, 20 June 2003 with His Worship Kenneth Boshcoff, Mayor of Thunder Bay, as guest speaker.

The following awards were presented:

- a. introduction of the National Effective Speaking Contest winner, WOII Adrian Brett, 837 Northeast Squadron, Springdale, NL, and presentation of trophies and a \$200.00 cheque;
- b. presentations to the judges, timer and teller for the National Effective Speaking Contest;
- c. presentation to Joan Cameron, host committee coordinator, National Effective Speaking Contest;
- d. conferring of Certificates of Honour to:
 - Bob Robert ON
 - George Evans MB

The following recipients were not present and shall have their award presented at their fall Provincial AGM:

- Bud Stewart NB
- Louise Desnoyers QC
- André Doré QC
- William Slaughter QC
- Garry Bolton MB
- David Odell MB
- James Spencer SK
- Hugh Boyd AB

- e. conferring of Certificates of Merit to:
 - Grant Fabes QC

The following recipients were not present and shall have their award presented at their fall Provincial AGM:

- Jack Budgell NL
- Wilson Hoffe NL
- Terry Nelson NL
- John Preston NL
- Ted Frost PE
- Sam Prowse PE
- Lloyd MacIntyre QC
- Melvel Johnston MB
- Robert McCormick MB
- Jack Roberts MB
- Fred Sigurdson MB
- Joana Howard AB

- Darlene Laroche AB
 - Peggy McAllister AB
 - Sandra Shaw AB
 - Patricia Sulek AB
- f. announcement of the following recipients of a Certificate of Recognition, the presentation of which shall be completed during the fall Provincial AGM:
- Captain Douglas Mathias ON
 - Major Richard Sensabaugh ON
 - Captain Andrew Thoms ON
 - Captain Alfred Nielsen MB
 - Captain Marie Pemkowski MB
- g. conferring of the first Officer of the Year Award to:
- Major Peter B. Garton, CD SK



Nominating Committee Slate

2003-2004

APPENDIX H

AIR COMMODORE-IN-CHIEF

His Royal Highness The Prince Philip
Duke of Edinburgh, K.G., K.T., B.B.E., P.C., C.D.

PATRON

Her Excellency The Right Honourable Adrienne Clarkson, C.C., C.M.M., C.D.
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Jim Spencer
Brent Wolfe

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President's Dinner

Saturday, 21 June 2003



APPENDIX J

The Annual Dinner was held Saturday, 21 June 2003. Highlights of this dinner included:

- a. address by the Guest of Honour Major-General Richard Bastien, Assistant Chief of the Air Staff, NDHQ, and presentation of a hand-carved Hawk aircraft model in sincere appreciation;
- b. presentation of the Director of the Year scroll to Douglas E. Betts;
- c. presentation by Colonel Al Allenback, Executive Director of the Civil Air Patrol, US, to outgoing President Jim Ash;
- d. bestowing of gifts to outgoing President Jim Ash;
- e. presentation of gifts to Diane Ash;
- f. presentation of the President's Pin to the new National President, Brent Wolfe and delivery of his acceptance speech.
- g. presentation of gifts of appreciation to the Northwestern Ontario Committee, hosts of AGM 2003.