

RECORD OF DECISIONS

ANNUAL GENERAL MEETING AIR CADET LEAGUE OF CANADA



**9 – 11 JUNE 2005
CALGARY, ALBERTA**



Record of Decisions

**63rd ANNUAL GENERAL MEETING OF THE AIR CADET LEAGUE OF CANADA
HELD AT THE BLACKFOOT INN
CALGARY, ALBERTA
9 – 11 JUNE 2005**

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ATTENDEES

Chairperson:	Guy Albert	President
Parliamentarian:	Joe Johnson	Vice-President
	Lionel Bourgeois	First Vice-President
	Brent Wolfe	Past President
	Michel Cataford	Vice-President
	Craig Hawkins	Vice-President
	Robert G. Dale	Honorary President
	James McKeachie	Honorary Treasurer
	Bob Bondarevich	Governor
	Bob Burchinshaw	Governor
	Roger Dionne	Governor
	Stan Harry	Governor
	Rhodie Mercer	Governor
	William Paisley	Governor
	Thomas White	Governor
	Robert Mercer	Honorary Director, BC
	James Ash	Advisory Board
	W.C.F. Beattie	Advisory Board
	Irene R. Doty	Advisory Board
	Harold Fowler	Advisory Board
	Don Gladney	Advisory Board
	J. R. Goudie	Advisory Board
	David D. Hayden	Advisory Board
	Ron Ilko	Advisory Board
	Leonard G. Jenks	Advisory Board
	Walter Mildren	Advisory Board
	Cec Palmer	Advisory Board
	Robert Parsons	Advisory Board
	Peter Prescott	Advisory Board
	Ed Statham	Chairperson, NB
	Ralph Thistle	Chairperson, ON
	Tom Beda	Chairperson, NW ON
	Ed deCaux	Chairperson, MB
	Ernie Callow	Chairperson, SK
	Keith Mann	Chairperson, AB
	Geoffrey Johnston	Chairperson, BC
	Charles Bowen	Director, AB
	Joan Cameron	Director, NW ON
	Dick Donaldson	Director, ON
	George Evans	Director, MB
	Grant Fabes	Director, QC
	Danny Gosse	Director, PE
	Jack Henwood	Director, BC
	R. Hockridge	Director, AB
	Thomas Holland	Director, BC
	Stan Horton	Director, BC

Dennis MacNeil	Director, NB	
Jim Mullins	Director, NS	
Lois Steele	Director, SK	
Eric Stephensen	Director, AB	
Douglass Sutherland	Director, BC	
Chuck Verge	Director, ON	
Ron Aumonier	Delegate, BC	
Betty Batchelor	Delegate, BC	
Bev Burke	Delegate, AB	
Carol Cox	Delegate, AB	
Penny Doern	Delegate, BC	
Gail Elgbert	Delegate, BC	
Jerry Elais	Delegate, ON	
Ross Hamilton	Delegate, AB	
Gladys Jarvie	Delegate, BC	
Darlene Laroche	Delegate, AB	
Zinovia McQuitty	Delegate, AB	
Pierre Renaud	Delegate, QC	
Linda Spouler	Delegate, BC	
David S. Brown	Executive Director, ON	
Bob Robert	Associate Executive Director, ON	
Leone Sutherland	Executive Secretary, BC	
Col Robert Perron	Director Cadets, NDHQ	
LCol Michel Bourduas	Director, Air Cadets, NDHQ	
Maj Al Wardle	National Cadet Air Operations Officer, NDHQ	
Maj John Cooper	National Technical Authority, NDHQ	
Maj Pierre Giroux	National Air Cadet Coordinator, NDHQ	
Cap Andrea Onchulenko	Air Cadet Program Development, NDHQ	
Sgt Laura Penney	537 RCACS	Effective Speaking Finalist, NL
WOI Kim Harrie	529 RCACS	Effective Speaking Finalist, NS
WOII Sarah Blue	327 RCACS	Effective Speaking Finalist, PE
FSgt Patrick Bourgoin	161 RCACS	Effective Speaking Finalist, NB
WOII Anthony Lainesse	632 RCACS	Effective Speaking Finalist, QC
FSgt Amber Blackwell	337 RCACS	Effective Speaking Finalist, ON
FSgt Jessica Kantymir	66 RCACS	Effective Speaking Finalist, NWON
Sgt J.D. Cole	263 RCACS	Effective Speaking Finalist, MB
FSgt Jessica Cannon	675 RCACS	Effective Speaking Finalist, SK
Sgt Sangeeta Jain	604 RCACS	Effective Speaking Finalist, AB
Sgt Benjamin Linkewich	828 RCACS	Effective Speaking Finalist, BC
Jean Mignault	Executive Director, ACLHQ	
Chantal Fauvelle-Erdogan	Secretary-Treasurer, ACLHQ	
Laureen Nickerson	Secretary, ACLHQ	

A Colour/Flag Party formed of Air Cadets from the Calgary area marched in the colours shortly before the beginning of the 64th Annual General Meeting of the Air Cadet League of Canada. Chairperson Guy Albert opened the meeting at 09:00 hours.

I ADMINISTRATION

1.1 WELCOME BY THE NATIONAL PRESIDENT

A general welcome was extended. Thanks were expressed to the Alberta Provincial Committee for their hospitality and great hosting of the meeting.

1.2 INTRODUCTION OF GUESTS AND DELEGATES

Members of the Head Table, Board of Governors, Advisory Board and Special Guests - MGen Dwight Wheless, National Commander of the United States Air Force Civil Air Patrol (USAF CAP), Mr. Terry Whitty, Executive Director of the Army Cadet League of Canada and Mr. Pierre Yans, National Vice President, Navy League of Canada, were introduced. Each 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:

- Roy G. McMinn of North Vancouver.
- Walter J. McCarthy, of Toronto who donated us the Bonanza airplane
- Dan Dillon, Ontario Provincial Committee
- Former Air Cadet and Snowbird Pilot, Capt. Miles Selby
- Charlie Konvalinka, Past President, Air Cadet League of Canada
- Michael Channer, former Air Cadet from Ottawa who died in a flying accident in Africa
- Air Commodore Len Birchall, Honorary Director, Kingston, ON

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 64th Annual General Meeting to order. The Agenda was reviewed.

1.5a REPORT OF THE PARLIAMENTARIAN

J. Johnson reported that 50 National Directors, six (6) proxies and 13 Advisory Board members were present.

1.6 NEW ITEMS FOR AGENDA

No new items were added to the Agenda.

1.7 APPROVAL OF THE AGENDA

MOTION: Moved / seconded by P. Prescott / L.G. Jenks that the Agenda be approved as amended.
Carried

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

MOTION: Moved / seconded by B. Wolfe / B. Bondarevich that the Record of Decisions of the previous Annual General Meeting be approved as distributed. **Carried**

II BUSINESS ARISING

2.1 Liability Insurance for Cadet Civilian Instructors (CIs)

At our SAM of 2003 Col. Bourduas and Mr. Daniel Gervais, confirmed that Civilian Instructors are contractors who are not deemed to be Servants of the Crown and as such may not be covered for liability and disability insurance purposes. As they are also not included in the Air Cadet League insurance policies, there may be a gap in coverage for these individuals. Col Perron noted that he would discuss this issue during his comments and presentation.

2.2 Ontario Provincial Committee Request to film video clips in Cadet Summer Training Centres (CSTC) in Eastern Region

The former Executive Director for the Ontario Provincial Committee (OPC) Mr. Bob Robert noted that they were unable to obtain permission to film Air Cadet National Courses in the summer of 2004 in Eastern Region. B. Robert requested that permission be granted through the Directorate of Cadets in Ottawa, for the summer of 2005. B. Robert noted that while this was an ongoing project, the OPC did not have any budgeted funds to do out-of-Province filming in the summer of 2005, but would appreciate if the region could provide video clips to the OPC (i.e. video of summer training in the summer of 2005). The purpose of the video is to be displayed on the Website and on CD to the Cadets, Squadrons, parents and CIC to assist in selecting which courses cadets might be interested in attending.

Bob Robert also noted an oversight in the ROD for the November 2004 Semi Annual Meeting in Ottawa. B. Robert enquired if the Minutes of the SAM 2004 would be reviewed at this meeting? National President G. Albert noted that yes indeed the meeting for the 2004 would be reviewed.

2.3 Insurance Summaries on the National ACL Website

The Air Cadet League insurance policy summaries are not available on the National Website of the Air Cadet League of Canada. These summaries are very useful and should be placed in the Members' Section of the Website. This will be discussed at the AGM by the Insurance Committee for action after the AGM.

The Chairman of the National Insurance Committee, Joe Johnson noted that this was indeed the case and that this was mostly due to the lack of staff at the National Office. This impacts on our ability to maintain the Website and the Policy and Procedures up-to-date. J. Johnson noted that this was in the hands of the Executive Director and was hopeful that this situation could be rectified before the end of the year.

2.4 Review of National Policy on Investing Surplus Funds

The Advisory Board requested that given the increasing number of League Investments and Trust Fund Investments, that the National Finance Committee conducts a review of national investment practices with a view of maximizing return on investments while minimizing risks. This review is currently in progress and was discussed by the National Finance Committee at the Annual Meeting.

Chairman of the National Finance Committee Craig Hawkins noted that all investments (Trust and League Surplus funds) are now invested in Guaranteed Investment Certificates (GIC's), while these are very safe, they do provide low rates of return. C. Hawkins noted that the real issue is that there are no policies and guidelines to deal with investments. As

such, there are no standards to compare to compare or benchmark investment returns. The Committee will thus develop some policies and guidelines to assist with establishing some protocols for our investments. C. Hawkins noted that he was hopeful that the Committee would have a proposal for the Semi Annual Meeting (SAM) in Ottawa in the fall of 2005. C. Hawkins noted that most of the investments were from Trust Funds, for which the principal must be secured and protected and require very low risk investments such as GIC's.

2.5 Recruiting and Retention Survey Update

The National Recruiting and Retention Committee was tasked with preparing a survey to identify why so many cadets were leaving during their first year. This survey was to be distributed to all of the Squadrons in order to examine the causes of this attrition. As we did not receive a report from this Committee for the AGM, this item needs to be re-tasked to the 2005/06 Recruiting and Retention Committee for action.

There were no further discussions on this item. G. Albert noted that this would have to be reassigned again in the coming year.

2.6 Approval of the Joint Responsibility Matrix and the MOU with DND

The Joint Responsibility Matrix and MOU were discussed at the SAGM with a view of finalizing outstanding points for J.R. Goudie to address in his negotiations and discussions with DND. This is on the Agenda for discussion at the AGM in Calgary and an update has been provided by J. R. Goudie in your Meeting Books.

There were no further discussions on this item. President G. Albert noted that B. Goudie would also address the members on this topic later during this meeting.

2.7 Air Cadet Long Service Medal

T. White noted that the Army Cadet Long Service Medal has been well received and a very good tool for cadet recruitment and retention. As such, T. White requested that the Honours and Awards Committee approve, design and implement policy guidelines to award this medal to Air Cadets. This will be discussed by the Honours and Awards Committee at the AGM in Calgary.

G. Albert noted that the Honours and Awards Committee had discussed this medal during their meeting and would be reporting on this, later during the meeting.

2.8 DCdts Preparation of a Parental Information Package

In the Good and Welfare portion of the previous meeting, discussions were held with respect to DCDTS developing a parental information package. While this may well be an item in progress with the Directorate of Cadets, the members would appreciate an update as to the status of this initiative.

L. Bourgeois noted that the intent was not for DCdts and his staff would do everything but that there would be some cooperation and support from the ACL's PR and Image Committee. As such, L. Bourgeois will task M. Wedge (Chairperson of the Public Relations and Image Committee). Col. Perron noted that he would address this issue in his comments.

2.8a Supplementary - Comments on the Minutes of the Nov. 2004 Semi Annual Meeting (SAM)

President G. Albert noted that the Board of Governors (BOG) had previously approved the Record of Decisions (ROD) and Minutes of the 2004 SAM. G. Albert then asked B. Robert if he had any concerns with these minutes. B. Robert noted that indeed there had been a discussion at the very end of the SAM where First VP L. Bourgeois asked the members and Provincial Committee Chairs in attendance as to whether the Provinces should continue to support the Army Cadet League Déry Branch Funding Proposal/Initiative. B.

Robert noted that to the best of his recollection, nine (9) of ten (10) PC Chairs were in agreement to continue supporting this initiative. B. Robert noted that the PC Chairs wished that the National President bring this message forward to the National Cadet Council (NCC) Meeting in December 2004. B. Robert noted that he did not recall seeing these comments in the ROD for the SAM 2004 Meeting. G. Albert noted that he was not sure, but that this point had brought up with the Vice Chief of Defence Staff during the December 2004 NCC Meeting. G. Albert reemphasized the League's position vis-à-vis the Déry initiative; that is, that the League continues to support it, but is concerned with the negative impact that this could have on the Air Cadet Program as a whole. L. Bourgeois noted that this is correct and that the Air and Navy Leagues are also both supportive as long as there is no impact on the Cadet program. The ACL would prefer if the additional funding was to be obtained through "new money" (i.e. in other government agencies and/or departments), versus the existing DCdts Budget. B. Robert asked the National President G. Albert if it would be possible to restate the minutes of the 2004 SAM. G. Albert answered in the affirmative.

Col. R. Perron clarified that it is **not in fact** the Vice Chief of the Defence Staff, the Department of National, and/or the Vice's staff (DCdts) that are engaged in the pursuit of additional funds, but the President and other members of the Army Cadet League of Canada.

III RECEIVING REPORTS

3.1 National President Presented by Guy Albert

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

This report highlighted:

- G. Albert noted the staffing issues in the office. While the departure of S. Clark in January 2005 was difficult, the remaining staff did their best to ensure the essential business of the League at National, proceeded with as few interruptions as possible. This was a large challenge for the office staff, which remained focused on serving our primary customers, i.e. the cadets and the League volunteers;
- The MOU and Matrix also were major items which kept J. R. Goudie and the BOG very busy throughout the year; and
- G. Albert closed by stating that the remainder of his annual report was included on Page 22 of the Meeting Book.

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:

- J. Mignault noted that his report was included in pages 24 to 32 of the Meeting Book;
- J. Mignault apologized that to the Francophone members in attendance for not providing French copies of the President's and Executive Director's reports in the Meeting Book. He noted that he had not received the translations in time for inclusion in the meeting book and would reissue an updated version with the French Reports after the AGM; and
- In closing J. Mignault noted once again the staffing problems which occurred after the departure of our Chief Administration Officer S. Clark in January 2005. He

noted that he hired another former air cadet from New Brunswick in April 2005, Mr., Marc Chassé, but unfortunately Marc had left a little after two months to pursue a new career opportunity with the National Research Council in Ottawa. J. Mignault noted that hiring a replacement employee and an additional employee immediately upon his return to the office after the AGM, would be on top of his priority list. He also noted that depending on what happened with Member Registration and Screening and the requirements in the new MOU, that this could also (later on down the road) require an additional resource, as the requirements for setting up a national database with a record for all volunteers, would be a monumental task, i.e. probably beyond what can be accomplished even after adding a fifth employee in the late summer.

3.3 DIRECTOR OF CADETS Presented by Col R. Perron

This report highlighted:

Presentation outline:

- a. Background information;
- b. Director's issues;
- c. Current Air Cadet program;
- d. Cadet program update;
- e. Way ahead
- f. Questions

A slide-by-slide presentation has been attached as Appendix A.

Col. Perron introduced himself to the audience; he noted that this was his third meeting. He invited the audience to ask questions and noted that he would do his best to answer them all. A copy of the DCdts PowerPoint Presentation had been included in all of the meeting attendee's packages.

- The Last 12 months:
 - DCdts has been very busy in the last 12 months. Col. Perron noted that the **National Office Grant** increases for the three Leagues have been approved - \$250K to \$330K. He also noted that a new reporting process imposed by Treasury Board has been implemented. The three Leagues and DCdts have been working on this process. Col. Perron noted that this has not been an easy process and that they were the first to obtain a Grant Increase after the new requirements of Parliament.
 - Col. Perron noted that while finalizing a **new contract for staff cadets** (which indemnifies the staff cadets) sounded easy, it was in effect a very time consuming exercise. The effect of the change is that staff cadets are now indemnified for their actions versus, in the past where as contractors they could have been liable for their actions. He noted that he is attempting to achieve the same for Civilian Instructors.
 - **Responsibility matrix**, Col. Perron noted that a near final **Draft MOU** has been issued for comments. He felt that we are close to signing the MOU and there are some issues remaining on the table mainly with respect to volunteers. He noted that he was responsible to the Government to ensure that all volunteers are screened to an acceptable minimum level.
 - Col. Perron then discussed the **End of Year 2004/05 Annual Report**. This is a large task and Col. Perron noted that this is a responsibility of the finance resources at NDHQ. The following are summary reports for fiscal years 2004/05 and 2203/04.

- **2004/05 Budget:** Personnel \$101.8M (M=Millions), Operating = \$65.6M, Grants = \$1.0M, Capital = \$5M, Total Budget = \$173.4M.
- **2003/04 Budget:** Personnel \$97.6M, Operating = \$67.0, Grants = \$0.9M, Capital = \$3.4M, Total Budget = \$168.9M.
- Col. Perron commented on the **Cadet Program Parameters**, he noted that this comes from an eight page document which documents the Vision, Mission and Outcomes of the Cadet program. This is the tool used by the Program developers as they work through the redesign of the Cadet Program to ensure they remain focused and on track with their efforts. This was approved by the Vice Chief at the NCC Meeting of May 25, 2005. The Leagues comments and input have been taken into consideration in this document, and for those which were not, an explanation was provided as to why! Colonel Perron closed this item by assuring the attendees that the Leagues would continue to be consulted throughout the remainder of the process.
- Col. Perron noted that **CIC Training and Occupation Specifications** was an area under his responsibility. He noted that the Directorate was centralizing control over the development and coordination of training of CIC Officers at the national level. He also noted that they were in process of recognizing the CIC as a separate distinct and proper military occupation within DND.
- Col. Perron commented on the **2004/05 Budget** only by noting that the DCdts Budget increased from \$168.9M to \$173.4M. Most of the increase was attributable to a pay increase. He also noted that he was expecting some budget cuts in the future and would address this later in his presentation. For 2003/04, he noted that total spending (for 03/04) was \$168.9M and addressed a slide detailing the allocation of the Cadet Budget by element (Sea, Army and Air). He noted that the amounts included staff salaries. The slide noted the % of the Budget allocation by element versus the population % by element. He noted that he is not concerned as long as the budgetary allocations are within 1.5% variation of the population by element.

The slide illustrated the following:

Element	% of Budget	% of Population
Sea	20.7%	18.6%
Army	36.4%	36.6%
Air	42.9%	44.8%

- The slide illustrated that the Air Cadet population increased 1.1% in 2003 versus 2002 but decreased 0.6% in 2004 versus 2003. Based on this slide, Col. Perron noted that he had advised the Navy League, based on the 1.5% tolerance rule noted above, DCdts was spending too much on Sea Cadets, at the expense of Air cadets. The Col. noted that this was important when developing new programs and also noted that he was aware that there could be more or less flexibility within the three programs to absorb/deal with budgetary adjustments. At this time, this is only a heads-up to the Navy League. As they are more or less already over-funded, this needs to be taken into account in program development and in any proposed new initiatives. This slide also highlights that while the perception may be that the flying program is the most expensive program, and DCdts spend more money on Air Cadets, this is not necessarily true.
- **Cadet retention** – the next slide highlighted an interesting perspective on our ability to attract and retain cadets in the program. The slide showed that from 1997 to 2004, the youth population in Canada increased 3.8%, while the total population of cadets increased 9.0%. In the same period, the population of Air Cadets increased 6.6%, the lowest of the three Leagues. The highest increases in proportionate population were with the Sea Cadets (11% growth). This illustrates that the cadet movement has held its own versus the increase

of youth population. On average, out of 100 youth in Canada between the ages of 12 and 18, two (2) belong to the cadet program.

- **Allocation of Budgeted Funds between Local Headquarters (LHQ) and Summer Training.** Col. Perron presented a slide which demonstrated that the allocation of funds for summer camps was outpacing all other areas of cost pressures (LHQ training, CIC training, Organization (overhead), capital and Information Technology). DCdts are in process of stabilizing the spending for summer camps, not necessarily by cutting the number of camps and camp billets, but to do the job more efficiently. There were some savings from closing some summer camps (Lac Sébastien (CFB Bagotville) and Qu'Appelle Sea Cadet Camp). The objective is **to return** CSTC savings to LHQ training. Col. Perron also noted that the Information Management and Technology Budgets are lean and efficient when compared to DND as a whole. The Director has begun an all-encompassing review of their IT infrastructure to ensure they are as lean and efficient as possible.
- **Cadet Program Update** – DCdts continue to move forward with this program. Four (4) Air Cadet League representatives met with the Program Update team in the spring to review all aspects and activities of the Cadet program (LHQ and summer training). The consultation of the three Leagues will hopefully help with delivering a program that both partners believe and agree the cadets need and want. Col. Perron encouraged the Leagues to remain involved in this process.
- **Economic Review Exercise** – The Director of Cadets noted that this was an initiative implemented by Prime Minister Paul Martin. Initial requests were for a \$10M across the board cut in budgets, of which DND was to account of \$500M in savings. DND came back to the Prime Minister with proposed cuts in the range of \$200M. The Cadet budget was not touched in the first budgetary cut request. DND however still has been asked to make up the other \$300M. There is a review in place at the current to identify these savings; again the Cadet Budget has been protected. Col. Perron did note however that while he would not be touched by the budget cuts, there will be some indirect impacts. Any closure to a base and/or supply base will impact local units. While next year's operating budget will be increased, the overall total budget (i.e. minus the allocation for salary increases) is actually shrinking slightly. DCdts thus expects an operating budget cut of \$215,500 and another \$177,000 for Information Technology.
- **Taking Care of the CIC's** – Col. Perron noted that it is very important to take care of the 7,000 personnel involved with training cadets. He noted that this was an ongoing initiative and that the Occupational Assessment had been completed in May 2005. The Occupation Specifications (OS) was approved in November 20 04. Training for LHQ positions is under development. The OS Implementation Phase (OSIP) is expected to begin soon. Col. Perron noted that all of these changes would impact the CIC's, actually in a positive manner.
- **CIC Training Organizational Review** – Col. Perron noted that this should have no impact on the League. The new national organization will begin in September 2005. After Sept. 1, there will be one national standard in application in each Region. This should help in improving the consistency, quality and efficiency of the delivery of CIC training. There will also be savings from having one set of training manuals, one set of courses guides, etc.
- **Cadet League Grants** – Col. Perron noted that this had been a long and difficult process. DCdts has been working with Treasury Board on the development of new requirements for Government of Canada grants to outside organizations. The criteria will be now apply to the entire the Grant amount, the allocation is thus zero based, and the full \$330K of the Grant is now subject to review and assessment by the new Treasury Board guidelines.

- **Infrastructure reduction** – Col. Perron repeated the comments on the closure of the Lac Sébastien Air Cadet Summer Training Centre, the Qu'Appelle Sea Cadet Training Centre and in the near future the Cap Chat Army Cadet Summer Training Centre. Annualized savings from closure of the Cap Chat Camp are estimated at \$800 - \$900K each year. This would free up for these additional finds for the remainder of the cadet Budget. Col. Perron hopes to close the Cap Chat camp at the end of the summer 2005. Col. Perron noted another possible change, this is the Penhold Air Cadet Summer Training whose five (5) year lease has expired, Col. Perron noted that they have received two other expressions of interest to staff and structure this camp. This will force DND to issue a Request for Proposal (RFP) and analyze the competing bids with a view of accepting the best proposal for the cadets. This could thus mean that the camp may be relocated at a different site than Penhold. DND is looking for a five year lease with a five year renewal or 10 years in total. Col Perron noted that they had recently completed an infrastructure review of all camps to identify areas requiring capital funds to identify major issues and problems. The other purpose off the review is an assessment of the camp capacities. Col. Perron noted that after closing the Cap Chat Camp, most camps would be at near their theoretical maximum capacity. This will leave the minimum of 13,500 camp beds (not including Staff Cadets) to accommodate the full 23,000 summer camp billets. All of the camps will be assessed in the summer of 2005 to ensure that the actual capacity is at 13,500 beds. R. Perron noted that he would not fund additional capital projects if the existing capacity is above the maximum required, i.e. 13,500 beds. The objective is to put more money in the cadet program and less on infrastructure.

Question

Irene Doty asked where the other two competing sites for the Penhold Camp were?

Response

Col. Perron responded that one site is in North West Ontario, one in Manitoba, and the other in Penhold. Col. Perron could not identify the organizations wishing to provide a bid?

Geoffrey Johnston Chairperson of the BC Provincial Committee asked whether the national Grant of \$330K, comes from the DCdts Budget? He also asked if the \$250 prior to the increase came from the DCdts or someone else's budget? G. Johnston then asked if the Déry initiative was successful, that the same regulations and controls would be required as it is for the national office grant?

Col. Perron answered that the whole \$330K does indeed come from the DCdts budgets. He noted that the change was not with the actual amounts but rather that in the past the \$250K of the Grant was basically provided with very few strings attached. Now the new Treasury Board Policy/Regulations requires a much stricter control process over the total funds received by the Grantee.

Col. Perron confirmed that indeed any funds including the Déry initiative would indeed be subject to the Treasury Board Policy and Guidelines.

PART II – DCDTS PRESENTATION – LCOL Mike Bourduas – Senior Staff Officer (SSO) Air

Col. Bourduas noted that this was his second AGM and he was glad to be able to attend the meeting again this year. He noted that on Page 34 of the AGM Meeting, J. Mignault inserted the questions and answers posed to the Director of Cadets before the June 11, 2005 Annual General Meeting. Col Bourduas highlighted in particular **Question 2** -

Scholarship Applications (DND 2226's) and privacy issues. Col. Bourduas noted that a final answer was not available before going to press with the Meeting Book. He noted that this issues was being addressed by adding to the form a signature block for the parent authorizing the release of the information on the document to the Air Cadet League for review of Summer Training Applications.

The Colonel then presented a slide which showed the number of cadets (effective strength at the ACR in June 2004). The slide showed a total cadet population of 24,467 in the six (6) Regions.

Col Bourduas then showed a slide which contains the number of summer camp billets the Year 2005 by Region – a total of 10,000 in the six Regions + 68 on IACE and 45 on the Oshkosh Exchange. This is about 40% of all Air Cadets attending Summer Camp.

The next slide showed the number of incoming and outgoing cadets and escorts for the 2005 Exchange:

- **Australia** – 6 cadets + 1 escort
- **Belgium** – 2 cadets
- **France** – 3 cadets
- **Hong Kong** – 2 cadets + 1 escort
- **The Netherlands** – 4 cadets
- **New Zealand** – 2 cadets + 1 escort
- **Singapore** – 4 cadets + 1 escort
- **Sweden** – 2 cadets
- **Turkey** – 3 cadets
- **United Kingdom** – 18 cadets + 2 escorts
- **United States** – 22 cadets + 2 escorts

- **Total:**
- Sending - 68 cadets, 8 escorts
- Receiving - 64 cadets

He noted that the UK has reduced the numbers in 2004 versus 2005 by six (6). Many countries do not have great flexibility in accepting even one more cadet. The issue is not really related to the local hosting of the additional cadet, but the high cost of the airfare to send a cadet to Canada. Col. Bourduas noted that they were successful in reallocating five (5) of the 6 positions with other countries, a net loss or reduction of one over the previous year. Australia, the Netherlands and Turkey each agreed to exchange **one** more cadet, the other **two** going to the USA.

The next slide identified the number of glider and powered (tow aeroplane) flights for the year 2004. Total glider flights were 52,197 flights (9,085 hours) while there were 41,674 powered flights (6,948 hours). The 10 year averages were 9,443 hours for glider and 7,046 hours for the tow planes. Private pilot scholarship hours in 2005 were 250 X 48 hours = 12,000 hours.

Accidents in 2003 – Glider = 7, tow aircraft = 0 and on Power Scholarship = 1
Accidents in 2004 – Glider = 1, tow aircraft = 0 and on Power Scholarship = 1
Last 10 years average – Glider = 2, tow airplanes = 1, Power Scholarship = 1

The Colonel commented on the peak in the increase in glider accidents in 2003, he noted that this was simply the result of a bad year; that additional controls had been implemented to overcome this situation, and the results were very positive as there was only one accident in 2004. He noted that a Standards and Evaluations Team has been implemented out of Winnipeg to monitor and oversee the program. He noted that there were three

incidents so far in 2005 and the Colonel hopes that this would be the end of these for the remainder of the year.

The next slides highlighted six other comments for discussion under the general heading the **Way Ahead** and were addressed to the audience **by Colonel Perron**. The Colonel noted that these were some of the items that the Directorate is busy working on at the current time.

- **CIC Occupation Specification Implementation Plan** – the Colonel noted that this was one of his highest priorities at the current time and that like most organizations; he has a duty to look after those who are managing and delivering the program. He noted that taking care of the personnel comes first and all else falls in place very nicely thereafter. The CIC is the biggest group of officers in the CF, there are 7,000 staff involved in the program and the Directorate and it is essential to get the support of these resources.
- **New CIC Training Organization – Sep 05** – a new system is planned for rollout in the fall of 2005. While there has been much effort expended in revamping CIC training, the Directorate expects some initial adjustments and growing pains. The Colonel is confident that this new system will be a better and more efficient system for the future.
- **Cadet Program Update – MACRO Level – Dec 05** – This is a huge project which the Leagues have been involved with. Like most new projects and initiatives, it is a constant challenge to prevent “scope creep” and adhering to budgetary allocations. While there are many good and innovative ideas out there, the challenge remains staying within the current budget while keeping the new program interesting, innovative and most importantly affordable. The Colonel insisted that by consulting with all constituents in the program, he is optimistic of rolling out a better program that will better meet the needs of the cadets.
- **FORTRESS (database) in Sep 05** – Col. Perron noted that this is a computerized database for cadet and CIC Officer personal information. It will help automate some of the manual record keeping of the past. The system will also help eliminate much of the redundancy resulting from collecting many paper records.
- **Review Management & Use of Civilian Instructor** – Col. Perron noted that this is another priority for the Directorate next year. The focus of this initiative is to review how CI's are utilized in the cadet training program. Treasury Board recognizes them as contractors, as they have signed a contract to provide a service. The problem with CI's is that as they are recognized as contractors who are accountable for their own actions, to the point that in cases of a legal action they may be held responsible for their own actions and may have to cover personal legal expenses. The Director would like the DND Risk Management Committee and Treasury Board to treat CI's as staff cadets. This would mean that if successful, the CI's would get some of the benefits of military members such as indemnification and other benefits such as expenditure reimbursement for certain items. The goal would be to have them recognized as youth employees for DND. The current contract with CI's only covers the delivery of “instructions” the CI's cannot engage in any other activities such as monitoring and supervision. The DCdts Legal Advisor will work with the Directorate to move this issue forward.

The Colonel closed with a few comments on CI's as noted immediately above and addressed Bob Robert on the OPC request to film a cadet training video in Air Cadet Summer Training Centres. He noted that he had already addressed this issue with the DND Public Affairs Office who will cooperate with OPC on this film once they have identified their requirements, they will assist.

Col. Perron then addressed the Parent Information Guide. A Draft Guide is now in progress, it has been prepared through the Public Affairs Office. It has been in progress for the last six months. The document has been paired down to eight (8) pages from 30 and will be presented to the Leagues later for their suggestions and requested content. Two versions are envisaged – a short version to be published in a brochure and a long version to be placed on the Website. The information will of course be made available in both official languages.

Commitment for volunteers – the Colonel noted that the Directorate has a duty and a standard of care that will require that all volunteers are screened up to and including a CPIC Check for everyone. The goal is to ensure all volunteers are on lists for use by the CO have been screened to the level required for screening by DCdts and Treasury Board. This will thus ensure accountabilities are assigned when something does not go quite as Planned! The Colonel noted that his information will be useful in the future when allocations of summer training cadet billets will be based on each League's pro-rata share of the cadet population. Therefore Leagues whose cadet populations decrease will lose camp billets at the expense of another League. With the inclusion of staff cadets, 47% of cadets will get the chance to go to a CSTC in the summer of 2005.

End of DCdts Presentation.

National President Guy Albert acknowledged the arrival at the meeting of Past President Cecil Palmer. He welcomed Cecil to the meeting and invited him to join us for the remainder of the meeting. The meeting was adjourned for a few minutes for coffee break.

PRESENTATION OF OTHER REPORTS AFTER THE BREAK

After the break, L. Bourgeois noted that a member information sheet had been distributed and he asked everyone in attendance to complete these forms and return them to the headquarters staff for preparation of the Director's Book.

Committee Involvement - He also asked the members in attendance to advise head office of all changes of email and other address information. L. Bourgeois also noted that his goal this year, was to have each new member to ***have a job*** and be involved with at least one committee.

L. Bourgeois then commented on the member registration declaration portion of the form, he noted that this section must also be completed as required per the Policy and Procedures Manual – Member Registration and Screening. He then noted that the league and the DND Legal Advisor are currently discussing a partial exemption for the CPIC requirement, i.e. for those who have already been screened - a grand-father clause for those already registered.

Question/Comment

W. Paisley noted that several members were not present at the meeting and would thus not be able to complete the membership update form?

Response

L. Bourgeois answered that he was indeed aware of this and that the form would have to be sent to those absent from the meeting electronically after the AGM.

Geoffrey Johnston asked Col. Perron a question on Civilian Instructors. Specifically he requested confirmation as to what would happen if a CI involved in accident, were sued by injured parties and/or third parties, would they be on their own to assume their legal defense?

Col. Perron answered that in a case like this, he would try to ensure that he covers the person. However he feels that the Justice lawyers would not support his case. They would note that he is a contractor and as he is paid to render a service and is thereby accountable for his

Question/Comments

Response

actions. Geoff Johnston noted that this is a problem as the CI's are not covered by the League's insurance policies and in BC there are several CI's involved in the Flying Program, who are not aware of this exposure.

Col. Perron noted that the CI's must be instructed in their contractual rights and obligations during their negotiations with the RCSU's and/or through the CO's of the Gliding Schools. The Col. noted that fortunately there had been no such claims to date. He also noted that in such a case, and providing the CI was complying with the requirements of his contract, DND would as much as they legally can, support the CI involved in a lawsuit. He also noted that in most probabilities, the Dept. of National Defence would also be named as co-defendant on such a suit. G. Johnston noted that while he understood this, he is not sure all of the CI's do. Col. Perron agreed and reiterated that the Department would most likely support him/her unless he had been grossly negligent and/or in complete disregard of the rules and regulations. G. Johnston noted that he understood this and that a CI could very well win his/her case, but end up with huge legal bills. Col. Perron responded by noting that he understood this, that the risk had to be managed. The solution was not canceling all CI contracts but rather examining the risk and exposure now and in the past and by working with the DND Risk Management Committee, the DND Legal Advisor and Treasury Board to identify a solution and changes in the regulations in the next year.

B. Goudie noted that in his experience and during his years in Government, the same types of issues would arise, i.e. where independent contractors were often engaged to perform a service and/or complete a job. The delineating factor however resides with the fact that there is often a "direct reporting relationship" between the contractor and the one requesting the services. When such a relationship exists, the contractor is in effect in an "employee relationship" as he/she cannot complete the contract

Col. Perron responded by noting that he basically agreed but would have to go and make a plea on behalf of the CI to the Dept. of Justice. Col. Perron acknowledged that the CI could incur legal costs in the meantime. He noted that he is attempting to modify the CI's contract to include a notice that **the CI**, like the staff cadet, is indeed a DND employee and that he is acting on behalf of the Department. This is not included in the current CI contract and Col. Perron noted that he is working hard on having

Question/Comments

without the direct involvement of the "requestor of the services". J.R. Goudie thus noted that in his opinion most of the CI's would thus be in a similar relationship with DND.

Response

this included.

An unspecified League member asked a direct question to Col. Perron during the coffee break. The question was – If the cadet population increases from the current 55,000 cadets to 65,000; will the number of cadets eligible for summer camps increase accordingly?

Col. Perron answered that **no** the number of cadets summer camp billets would not be increased. He noted that the 23,600 approved billets right now already are budgeted for a cadet population of 70,000 cadets. In other words, there are already more cadets attending camp than there should be according to the formula.

L. Bourgeois – With respect to the Air Technical Training courses, for which it is progressively more expensive and more difficult to find qualified instructors; L. Bourgeois asked if it would be feasible for the League to assist with the identification of other potential organizations and/or institutions which could offer to deliver the technical courses during the summer? L. Bourgeois noted that it is important to work together to identify other ways to "keep the air in air cadets", i.e. by leveraging the expertise of aeronautical associations and institutions to assist them in also addressing their skilled worker shortage problems through potential sponsorship, and/or partnership opportunities with air cadets.

Col Perron responded that with respect to the new cadet training program, the limited resources assigned to this task at DCdts were currently in the process of reviewing the input obtained through consultation with the Leagues in late April 2005, with a view of prioritizing the top 12 to 15 major areas of focus for the new cadet program (more than 100 activities were discussed and reviewed for the LHQ and Summer training programs during the meeting). DCdts issued a Summary of these meetings discussions and consultation a week before the AGM. DCdts noted that they had indeed requested assistance of the League in seeking external service providers/organizations able to assist in "challenging areas" in the future. He noted that if we are indeed able to identify other venues or means to deliver more effectively and/or economically certain aspects of training "now done in-house", that he would (in partnership with the League) explore the feasibility of pursuing these alternatives. He thus requested our support in reviewing alternatives on the "civilian side" while his staff will examine the more challenging areas on the "military side" in order to identify the best way to effectively deliver the new program. Col. Peron's staff is ready and willing to review any business proposals for the purpose of preparing a business case. Off-the-shelf solutions will be supported 100%, provided it fits within the parameters of the new program. For the long term, these off the shelf solutions are much more feasible, than the current model of begging the regular military chain for instructors, facilities and equipment, i.e. at a time

Question/Comments

Response

when the CF's own resources are inadequate to meet regular operational requirements.

It is not possible any more for the commanders of operational units to liberate key staff to go instruct at a Cadet Summer Training Centre.

Michel Cataford asked Col. Perron to clarify an earlier comment on the effect or impact of adjusting summer camp billets in proportion to the shifts (up or down) of the elemental cadet population, i.e. would a reduction in the number (or percentage) of air cadets automatically mean a loss of camp billets, in favour of army and/or sea cadets?

Col. Perron responded that indeed if the proportion of air cadets which currently stands at 44.8% were reduced to say 40%, we would indeed not have 10,000 camp billets, but an undetermined smaller number. The number of summer camp billets has to be allocated proportionately to the cadet population. The total number of camp billets has been capped and cannot be exceeded. He indicated that within courses he may have some flexibility, for example if forced to reduce by x number of cadets because of a decline in numbers, he would not necessarily cut into the 250 Power Pilot Scholarships, but he would need to adjust other national courses accordingly.

M. Cataford then asked if the three Leagues increased the total cadet population by 5,000 cadets, would the number of camp billets be adjusted in proportion to this growth?

Col. Perron answered NO. He noted that Treasury Board has allocated money for up to 70,000 cadets and recognizes that for **non-local** activities, there is a maximum of 23,600 cadets. Until there are more than 70,000 cadets, DCdts cannot request any additional funding. The CF has even capped the maximum number of cadets in the summer period at any one time to 13,500 cadets maximum is all CSTC's. The infrastructure in place is to maintain 13,500 beds.

K. Mann requested clarification as to (from DND's perspective) which League members will need to be screened after implementation of the new MOU?

Col. Perron noted that while the discussions for the MOU are still incomplete, DCdts will be obligated to ensure that any adult coming in contact with youth, within a government sponsored program, will have to be screened to the level required by Treasury Board. This includes all the military personnel and other all other public service employees which are/will be screened through the CF Enhanced Reliability program. This will leave only the volunteers which DCdts had offered to screen all of these, the Leagues

Question/Comments

Response

came back and said that responsibility for the volunteers rests with the leagues and the Leagues would accept the responsibility of screening all of their volunteers, i.e. to the minimum Treasury Board standard. This will include a Canadian Police Information Centre (CPIC) check. DCdts will thus request that the three Leagues indeed comply with the Treasury Board requirements and have all of their volunteers screened. He noted that Civilian instructors will be screened by DND as they are contracted to supply services to DND and not the Leagues. DCdts noted that they are aiming to ensure the enforcement of this new policy in June 2006.

K. Mann then asked if the National Policy and Screening process would need to change?

G. Albert noted that there would be no major changes to the process, as the existing process was fine as is, with the exception that we will now need to supplement it with a formal CPIC check. G. Albert then noted that several committees such as BC, SK and PEI were already doing a CPIC for all of their volunteers; it was then just a matter of making this part and parcel of the national requirement and policy. G. Albert noted that C. Hawkins had been tasked by the Executive Committee with the responsibility of examining current processes with a view of aligning our existing process to the requirements of Treasury Board.

C. Hawkins thanked the Colonel for clarifying succinctly the "road ahead" with respect to screening and the requirements to modify the current process. He then asked about a form that volunteers would sign which would extend them the status of a "government volunteer/servant of the Crown"? He asked Col. Perron to shed light on this form? C. Hawkins asked where the form would come from. Finally C. Hawkins asked the length of time before an individual has to be renewed/re-screened i.e. every three, four or more years?

Col. Perron explained that they are attempting to have volunteers classified as a volunteer **for the Crown**. Treasury Board has a position that it will cover, defend and indemnify its volunteers if necessary. The form itself will be prepared in consultation with the DCdts Legal Adviser and the Directorate. The signed form will ensure volunteers will be recognized as a Crown volunteer. Col. Perron responded that five years was a reasonable period before an individual can/has to be re-assessed for screening!

Question/Comments

Jim Ash noted that it is well understood that our members and volunteers belong to the Air Cadet League of Canada while there are others who are not League volunteers but work with and support the Royal Canadian Air Cadets. The former are rarely if ever, in unsupervised contact with youth, other than the occasional times where they may be asked to be a reviewing officer or a member of a reviewing party at a cadet Squadron. As such, since there is no contact, why is a CPIC necessary?

Response

Col. Perron responded that these people will not be required to have a CPIC. The Col. reiterated that his mandate and commitment to the Government of Canada, is to ensure that all volunteers who will come in direct contact with cadets are screened. Guests, VIP's or guest lecturers will not need to be screened, but if the individuals will escort cadets, and/or work with cadets when they are deemed to be on cadet duty, these persons will have to be screened.

The Colonel then noted that the same applied to the Sponsor representatives who show up at the Squadron once per year for annual parade and/or for the presentation of funds, awards, etc., these **are guests** that do not need to be screened and/or receive a CPIC.

The Colonel closed his comments by noting general guidelines to the Cadet Parameters Program Development team include four key criteria: activities must be fun, challenging, safe, and well organized. Any activity that does not meet any of these three criteria is to be slated for elimination.

President Guy Albert thanked Col. Perron for his interesting and engaging presentation and his straight forward no-nonsense answers to the questions posed by members in attendance. He noted that he began his mandate as President one year ago with a visit to the Greenwood CSTC and noted firsthand the Colonels dedication and commitment to the program by the way he addressed questions to the cadets during this visit, i.e. through direct questions that are focused on how they (the cadets) are being treated and how they are enjoying what they are doing at the time.

3.4 BOARD OF GOVERNORS

Presented by G. Albert

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

G. Albert noted that the BOG Meeting June 9, 2005 was lengthy and extended well into the evening. He noted that one of the concerns of the Board was hiring new staff at the national headquarters. The Board recommended that the Executive Director hire two new employees as soon as possible after the AGM. The League will make a presentation during the President's Dinner to the Royal Canadian Legion (RCL) in recognition of their outstanding support for the RCL Air Cadet of the Year. The Board continues to discuss the issue of member registration screening and recognizes DND's request to screen and complete a CPIC check for all of those adults who will be in close contact with cadets. This process is ongoing and will require more work by the committee to identify our needs, commitment and implement a new national standardized process before June 2006.

With respect to the Cadet Training Parameters response, a report summarizing the discussions of the April 2005 meeting has just been received before the AGM, The BOG and Training Committee will continue to work with DCdts to ensure the timely delivery of the new cadet training program in 2007. The proposed Cadet theme for 2005/06 will be proposed to the National Cadet Council in December 2005, the ACL will propose to the Vice Chief and the other two Leagues the following theme – Developing Canada's Future Leaders. The current year theme is Cadets Remember.

G. Albert noted that the BOG was grateful to the BC PC, Major Al Wardle, the National Air Operations Officer and also to Major John Copper, National Technical Authority for the recent approval of the Wilga as the new tow aircraft in BC. Past President Jim Ash and his Committee continue to work very diligently with moving the development of the new Bylaws forward, this remains an area that requires much effort and the BOG is monitoring the progress of this project on a regular basis. As noted earlier by Col. Perron, the BOG will assist to determine alternate methods for delivering the technical training course through alliances with private and public sector institutions that are already in the business of teaching these programs as part of their regular curriculum. The BOG will refer reasonable proposals to DCdts for their review and assessment. G. Albert noted that incoming President L. Bourgeois will focus on improving communications with League members and Committees in the next year with a view to hopefully having everyone aware of all that is going on in the League.

The report/minutes of the Advisory Board Meeting have been attached as Appendix B.

**3.5 Advisory Board
Presented by Jim Ash**

J. Ash greeted all members in attendance and noted that he had Chaired the Advisory Board (AB) Meeting on behalf of R. Ilko who was absent during the meeting of June 10, 2005. He noted that the meeting was well attended with 15 or 16 Past Presidents in attendance. J. Ash thanked everyone for participating. The AB noted a concern with the change of date for this year's AGM, highlighting the fact that while there had been plenty of notice, this impacted certain member's plans. The AB noted the contribution and support of WestJet and stated their desire to see WestJet adopted as the official carrier for the ACL. B. Goudie briefed the AB of the MOU and all of the progress to date. The AB discussed the staffing situation in the office and thanked the staff for the difficult times since the departure of S. Clark. They noted a need for the BOG and Executive Committee (EC) to develop necessary processes to ensure that the departure of one key employee again in future does not negatively impact the office, as was the case last time. J. Ash noted that he presented an update on the Bylaws to the AB and noted that the changes envisaged were well received and supported by the AB. The Bylaws committee will meet again at the SAM to continue with the ongoing work of the committee. The goal is to have new Bylaws ready for the next AGM in 2006.

**3.6 Strategic Planning Committee
Presented by _____**

No reports were presented for the Strategic Planning Committee. The Committee has not been active in 2004/05.

**3.7 Member Registration and Screening Committee
Presented by _____**

While this Committee had been somewhat active in 2004/05, Chairperson Eric Murray resigned in the spring of 2005. Consequently no reports were received for this Committee and no reports or comments were made during the Annual General Meeting.

3.8 League/DND Partnership
Presented by J. R. Goudie

Bob Goudie noted that unless there were serious concerns, he felt that there was no need to go in-depth with the issue of volunteers as this had been covered in some depth by Col. Perron. Bob noted that he would comment on the process required to give effect to the Recruiting and Management of the volunteers, i.e. for what is going to be required in changes to the current process. The only major change required will be the inclusion of a CPIC for all volunteers who will come in contact with the cadets and/or working with the cadets, i.e. for when they are deemed to be on "Cadet Duty" as defined in the MOU. Cadet Duty is defined in the MOU and means any sanctioned event by the Squadrons, i.e. training activity, a weekend activity, bush survival, flying/gliding, fund raising which involves the cadets and where the Squadron staff may require the assistance from volunteers (members of the sponsoring committee, parents or others that might be recruited to perform a function such as driving the cadets to and from the activity) who will need to be screened including a CPIC Check.

Discussions at the Working Group with the DCdts Legal Advisor, Lili Ste-Marie indicated that our existing system is adequate, i.e. with the addition of the CPIC. The DCdts Legal Advisor will have to request the DND Risk Management Committee, to approve our process (with the addition of the CPIC) as being adequate to meet the requirements. As such the plan is to discuss this document today and if all are in agreement, Bob Goudie is prepared to make a Motion which would allow the National President with the authority to sign the MOU. Bob Goudie noted that the Working Group is meeting again on June 21, 2005 to review the decisions taken at the AGM. This may be the last meeting of the Working Group (the Army and Navy have approved the MOU in principle and are ready to sign it). After this meeting, the Vice-Chief will send the Matrix and MOU for final approval. The Working Group hopes that the final documents can be signed at the National Cadet Council Meeting in December 2005.

The intended date of the June 2006 implementation is to allow the Leagues time to adjust their policies and procedures for the volunteers. This will also include time to allow the Sponsoring Committees (SC) to adjust to the new procedures and also for the Leagues to educate the volunteers and SC's on the changes. J.R. Goudie anticipates that each Sponsoring Committee will now need more volunteers than they have had in the past, especially if they will help while cadets are on active duty. The SC will provide a list of volunteers i.e. "the approved list" to the CO. These individuals will have been screened and have had a CPIC check and will be those officially available to assist the CO at the Squadron level. The SC Chair or a designate will have to update the list from time to time to accommodate those volunteers who come and go.

J. R. Goudie noted that the database issue has not yet been resolved; the BOG has not resolved this yet, but agree that a national database is probably a better system and also more likely to be effective as a control mechanism. The advantage of national lists is that there a central oversight and registry of those not deemed suitable to work with youth. In addition the Committee will review the requirements for filing the member registration and screening forms, i.e. secure storage at a central site, at the Provincial Committee Office or whatever! As noted earlier, the League is attempting to have a grandfathering clause approved, so that those who are currently screened, would be grandfathered (i.e. if a volunteer was screened three years ago, he/she has two years to go in the current five (5) year system). At the end of these two years (and if grandfathered) the person would need to be re-screened or at the very least have another CPIC check. This item has been discussed but not yet finalized.

Question/Comment

R. Ilko asked for clarification if the SC does not exercise due diligence and places names on the list of volunteers, is the League liable if something goes wrong and would the insurance policy protect the League in the

Response

J. R. Goudie answered that from a liability perspective the League would most likely be legally responsible and accountable for this. J. R. Goudie was not sure of the answer in terms of the

Question/Comment

event of a lawsuit or other claim?

Will a CPIC check done through one's involvement in another organization be acceptable for our purposes (**R. Ilko**)?

R. Ilko noted that in some cases, like in Edmonton for example, if one pays for a CPIC it can get done quite quickly, whereas if you wait for the free service it may take several weeks! Will there be some instructions and/or a package available for the SC to help them in making the request for a CPIC, who to call and contact, rules for the CPIC, etc.?

In closing, **R. Ilko** noted that he had been following all of the work done by Bob Goudie over the last few years and the extra amount of effort by Bob in promptly distributing draft documents, answering questions and addressing issues, etc. Ron Ilko commended Bob on a job well done!

Tom Holland noted that he had just had a CPIC done in his home community in BC. The check was done by the local Police force for a fee, i.e. \$10. He also noted that in BC, it is more expensive to have the CPIC check in a community other than your own. He also noted that in BC a volunteer working for nine volunteer organizations needs to provide nine CPIC checks.

Tom White noted that he had also just obtained a CPIC in New Brunswick. He copied his CPIC and distributed it to a few organizations with no obvious problems from having provided a copy.

Response

liability insurance policy.

J.R. Goudie noted that providing the CPIC was original and not more than five years old, it should be fine. Col. Perron noted that there is only one national standard and system and agreed that if it is not more than 5 years old, it should be quite acceptable.

G. Albert noted that the Registration and Screening has been tasked with preparing a training and introductory package to assist with implementation of the new Policy. G. Albert noted that the Committee will attempt to put together a generic package, but noted that the rules and regulations vary from City to City and from Province to Province. He also noted that the Committee would attempt to see if it would be possible to approach the authorities to have CPIC done free of charge or at a very nominal cost.

Everyone in the room recognized Bob's efforts through a round of applause!

J.R. Goudie noted that he expected that this would be a common thread across the country whereas the smaller the community the better the probability of having a CPIC check done quickly and at no cost, while this would be the opposite in large urban centres.

L. Bourgeois noted that he would be the one responsible for ultimately sign the MOU in December, 2005. He noted that at the current time, there were no outstanding problems and/or issues which would prevent him from ratifying the MOU, as is. In the meantime he noted that if there are any red flags in the near future, he would be prepared to send to consult everyone for their final input. He also noted that there were also two prior areas of concern from the

Question/Comment

Response

Members:

- 1) Indemnification of the League
- 2) Volunteer screening

With respect to indemnification this area will be addressed by the DCdts Legal Advisor who will submit this as a request to Treasury Board (TB), i.e. with the appropriate TB committees, but that this will require subsequent Cabinet approvals and would likely take time to resolve. L. Bourgeois noted that if the application is successful, this would reduce the exposure for the League as the volunteers would in effect become Volunteers of the Crown, and would be subject to legal services & support and so on.

With respect to Volunteer Screening, L. Bourgeois hopes that he is hopeful that we will settle on one process only, i.e. that all League members and volunteers are screened to the same level and have all had a CPIC check. He noted that the Navy and Army Leagues have adopted a "Drivers Log" for occasional drivers of cadets. These are parents and other volunteers who would only pick up and drop off cadets for an activity but would not otherwise be involved with cadets when they are on "active cadet duty". The drivers log noted that the log contains the dates of travel, driver name, driver's license and insurance information, locations driven, name of cadet passengers. L. Bourgeois noted that C. Hawkins Committee should ensure the use of the Drivers' Log is reviewed for possible adoption.

In closing **J. R Goudie** then noted that only one other concern had been brought to his attention. This point deals with the definition of a "SPONSOR" in the draft MOU. He noted that at this point in time, the parties have agreed to disagree on this definition. The solution to this dilemma is to require a future change and amendment to the Queen's Regulations and Orders, i.e. once both the League and DND have come to an agreement.

MOTION: Moved /seconded J. R. Goudie / C. Hawkins – being that there are no more comments or questions on the issue, that incoming President L. Bourgeois be authorized in principle, to sign the MOU at the next NCC meeting in Nov./Dec. 2005, i.e. subject to all subsequent issues and concerns being satisfactorily addressed in the final draft of the MOU, on behalf of the ACLC. **CARRIED.**

**3.9 National Honours and Awards Committee
Presented by Brent Wolfe**

B. Wolfe noted that several topics were discussed in long committee meetings on Thursday and Friday. The Committee reviewed all of the applications received for the Air Commodore Len and Kaye Birchall and Robert G. and Mary Dale scholarships. They also discussed the process itself and how it could be improved in the future. He noted that the process in this first iteration of the process, that some adjustments are required as the process of copies all forms and documents by the staff at National and mailing them to the Committee members had been very tedious and too time consuming. Another sub-committee will be created to do some preliminary reviews and assessments of the applications before the full committee meeting at the AGM. In addition the Committee will be adjusting the submission date from June 1, 2006 to May 15, 2006. Anything post-marked after this date will not be accepted. The names of the winners were:

- The Bob and Mary Dale Scholarship – Alexander Dyck of Saskatchewan
- The Len and Kaye Birchall Scholarship – Farar Khan of Alberta
-

With respect to the various Air Cadet League Awards (i.e. the Certificates of Honour, Merit and Recognition) B. Wolfe has also created a smaller sub-committee of the H&A Committee to review the nominations before the AGM. It is hoped that this would help streamline the process at the AGM. B. Wolfe also thanked L. Jenks for all of his help and support to this committee. He also reminded all of the members in attendance that nominations for Awards can and should indeed be made throughout the year. All Awards nominations for presentation at the AGM are due on February 28 of each year. B. Wolfe reminded everyone to ensure that this deadline is adhered to in order for the committee to have everything ready for the Annual Meeting.

B. Wolfe then announced the winner of the Royal Canadian Legion Air Cadet of the Year is cadet Daniko Jekanovick of Ontario. He also noted that the deadline for the applications by the Provincial Committees remains June 1st, as there are few applications. He also noted that each PC Chair should nominate at least one cadet from each Province. The Cadet must be nominated by the PC Chairperson of each person. In addition, in order for the applicant to be considered, he/she must still be eligible for membership on/or before the actual National Remembrance Day ceremonies in Ottawa. He noted that one applicant for this Award had been rejected, because the particular cadet ages out in October 2005.

In closing B. Wolfe noted that the Committee had discussed the Cadet Long Service Medal. The Committee has indicated that they have authorized the creation of a smaller committee to expedite the development and introduction of the medal as soon as possible. He requested that two members of the PC Chairs Committee come forward and join this ad-hoc committee (one of the two members being the Chair of Chairs) along with the National President, the Chair of the H&A Committee and also an existing member of the H&A Committee. B. Wolfe noted that he has been discussing some of the design and policy decisions with the Army Cadet League representative in Regina (who worked on the design and implementation of this medal for Army Cadets). He noted that the committee would certainly work with her in finalizing this medal for Air Cadets. Details of the process will be communicated with the members as the committee deliberations proceed into the summer and fall of 2005 with a full report expected at the SAM in November 2005.

Question/Comment

Tom White suggested that when the Committee plans the design of the medal, that consideration be given to designing a miniature version of the medal and ribbon and having both ribbons available for purchase in cases where an individual may wish to acquire a shadow box or other suitable presentation box for the medal.

Grant Fabes enquired as to whether tentative implementation dates had been set and also whether the National or Provincial level has would be paying for the medal?

Response

Recommendation to the committee, no response needed.

B. Wolfe responded that an implementation had not yet been agreed upon by the Committee but the production and launch of this initiative was definitely high priority for the Committee and the BOG.

B. Wolfe also indicated that J. Mignault has expressed concerns of funding the cost of the entire first order and also the fact that National doesn't want to carry large quantities of stock on hand. The initial plans were for the National to acquire the medal and ship them with an invoice (cost + shipping + taxes) to the Provincial Committees. The PC Chairs would of course be free to decide who will absorb the cost of the medal, i.e. whether to pass on the cost to the Sponsoring Committee or not.

**3.10 National Fund Raising Committee
Presented by Bob Bondarevich**

Bob Bondarevich welcomed the opportunity to advise the members in attendance of the activities of the committee over the last year. He noted that the Committee is facing challenges associated with the departure of the CAO Steven Clark in January 2005. This impacted the staff at National, i.e. to the point where the annual spring fund raising appeal has been delayed until late summer or early fall 2005. However, the staff and the Committee carried forward despite the staffing changes. Bob noted that his report has been included on page 42 of the book and that he would only comment on the highlights:

- The committee continues to recognize the importance of an integrated fund raising plan and strategy. The Committee will continue to review and align its strategies with this plan as it looks at the path for the future;
- The organization at the national level continues to face challenges on the availability of sufficient funds to carry out its activities and mandate. This results in a lack of funds dedicated specifically for new initiatives such as the Air Cadet Long Service medal;
- B. Bondarevich noted that while the Head Office staff expends an important amount of effort and expense for the annual and follow-up direct mail appeal campaigns, actual returns approximate 1% of the total mailed in both campaigns. Therefore, for the most part we not generating new revenue streams and/or attracting other donor support for our cause. As such, Bob Bondarevich believes that we need to review how and how much direct fund raising through direct mail is being done by the headquarters staff;
- Bob Bondarevich publicly acknowledged the support and donations of large donors received in the past year for Awards for Air Cadets: Air Commodore Len and Mrs.

Kaye Mitchell, Mr. and Mrs. Robert G, Dale, Mr. George Mitchell, Mr. Walter McCarthy, Commissionaire Frank Kobe and the Canadian Business Aviation Association. All of the members applauded these individuals.

Bob Bondarevich than thanked everyone over the last few days for their support for a new fundraising program that he his proposing. The Committee's proposal is called the "Air Cadet League Sustainable Marketing Plan. It is another way of funding the needs of the headquarters now and in the future in a new way, i.e. not by charging assessment fees but by developing and expanding our current catalogue with new "branded" specialty products which would be of high appeal to the air cadets. This initiative has potential, as we believe that there is a high level of interest for **quality** branded products. The committee believes that our logos have intrinsic and real market value and appeal. We must ensure that the logos and other Air Cadet League trademarks are duly registered and its commercial use carefully approved and controlled by us. The idea is to sell League authentic approved League/Royal Canadian Air Cadet clothing items, collectibles and other memorabilia which are unique and not available elsewhere. There are a myriad of possibilities for products which we are hoping to develop in a future marketing plan.

The Committee would also like to explore product offerings at Cadet Summer Training Centres. While it is too early to predict, a successful implementation of an integrated strategic plan can produce results which are beyond the needs of the national office, at which point it is quite conceivable that the surpluses can be shared with the Provincial Committees or in some other process to be determined later. Bob noted that this program can only work if the Provincial Committees and the Sponsoring Committees truly support and endorse this program. There is thus a need to at least move ahead with a coordinated plan and implement with a positive "winning" attitude.

3.11 National Flying Committee Presented by William Paisley

William (Bill) Paisley noted that his report was included in the meeting book. Bill noted the excellent participation and reports of the Air Operations Officer, Major Al Wardle and National Technical Authority Major John Cooper. Bill covered highlights of the National Flying Committee:

- There were 3 accidents (so far) and 17 incidents this year;
- DND presented the results of previous accident reports and recommendations, these will be noted in the Committee Meeting Minutes;
- Eastern Region has acquired an L19 tow airplane and Alberta acquired one new Schweitzer 2-33 Glider. This brings the total of aircraft and gliders in the fleet to 104;
- Major Wardle also briefed the committee and noted that DND has agreed with the acquisition of the **Wilga** tow airplane by the BC Provincial Committee;
- Major Cooper reported that in the last fiscal year, he was able to acquire an \$45,000 of funds for the SIRP program (now fully funded by DND);
- The staff of the National Technical Authority have undertaken three (3) studies:
 - On the supportability of the L19 engine;
 - On the supportability of the L19 airframe; and
 - On comparing the Operations and Maintenance and total costs of the L19 versus the Wilga, over a 10 year period.

Major Cooper's analysis reveals that the L19's can safely be operated for at least the next years and possibly longer. At the present the time this is a reasonable estimate. The costs of operating the Wilga versus the L19 are similar; therefore DND concluded that there were no technical reasons not to allow the addition of the Wilga as an approved aircraft in the ACGP, subject to three conditions/issues. These are: completion of an implementation plan, that the purchase plan include some items and modifications to the airplane that were deemed essential and also securing access to equipment, publications and training and

technical manuals which should be provided as part of the purchase price by the Canadian supplier. DND is waiting on the BC Committee to close the loop on these three items prior to the actual purchase of the new airplane.

The process for the acquisition of aircraft and other aviation assets as presented at the Semi Annual meeting of November 2005 has been approved by the Board of Governors and Executive Committee. This process will be formalized as part of the service contract for the maintenance of the fleet. Finally, W. Paisley noted that there is a need for a statement of requirements for the purchase of new tow aircraft. A draft has been prepared by Major Wardle and has been presented to the committee during the meeting. This draft will be distributed for comments by all of the members of the National Flying Committee. Bill noted that since there is at least a 10 year period before a new tow airplane acquisition plan is implemented, as such those Provincial Committees that are using the L19 must begin to plan their financial resources for an eventual replacement of the L19. The Committee also reviewed the adequacy of the aviation liability and hull coverage for the fleet and deemed it to be satisfactory at the current time. B. Paisley thanked DND for all of their assistance and support of the Air Cadet Gliding and Flying Program in the last year, particularly Majors Wardle and Cooper.

3.12 National Public Relations and Image Committee
Presented by Guy Albert for Mike Wedge

G. Albert noted that M/. Wedge was unable to attend the meeting due to an illness. G. Albert noted that Mike Wedge had been very busy during the year and had done a very good job of managing this committee throughout the last year. He noted that Mike was very helpful with the preparation of press releases, presentations and speeches for the President and so on. A recent document prepared by this Committee addresses processed to deal with "crisis management" and other forms of bad press and emergencies. Mike was also busy during the past year with preparing the League's Annual Public Affairs Plan and also other documents such as "Managing Relationships with Members of Parliament" and so on.

3.13 Policies and Procedures Committee
Presented by Joe Johnson

J. Johnson noted that his report has been included in the meeting book. Joe noted that his committee has reviewed many draft CATO's and he thanked everyone who provided input and feed back in the draft CATO's during the year. J. Johnson noted that lack of regular updates of the National Website has also impacted the Policy and Procedures Manual (P&P) which is out of date and needs a fair amount of work. The Committee Chair noted that he was hopeful that with the addition of new staff, the P&P Manual can be updated before the end of the year.

3.14 Nominating Committee Report
Presented by Jim Ash

J. Ash noted that the Nominating Committee Slate for 2005/06 had not been included in the Meeting Books. The list, as developed by the Nominating Committee was distributed to the members in attendance. J. Ash commented on the list that would be posted during the lunch hour prior to the election. He noted that the first part of the list is for the National Directors which contained 44 names. These names were submitted/recommended by each Provincial Committee (PC) Chair in advance of the meeting to the Chairperson of the Nominations Committee. He read the quotas and the names of each Provincial Committee Director nominee, as per the Policy and Procedures Manual. He then read the names of the Board of Governors, the Honorary Officers, Honorary Directors and Honorary Life Members. **MOTION:** moved/seconded Jim Ash / C. Hawkins that the Report of the Nominating Committee be accepted. **Carried.**

Jim Ash noted that the Report of the Nominating Committee in accordance with established procedures would be posted during the lunch hour with the elections on the proposed slate deferred until the afternoon session. The proposed slate of the Nominating Committee has been attached at Appendix E.

3.15 National Selections Committee

Presented by David Hayden

David Hayden noted that all of the changes recommended by the National Selections Committee in the previous year have been implemented. D. Hayden then noted that the resignation of S. Clark in January 2005 did indeed cause some challenges for the remaining staff with respect to selecting cadets for national courses. D. Hayden reassured everyone that the changes implemented by the Executive Director did not in any way negatively impact the process at the local and provincial committee level. It did not take away any power or control in the way the Provincial Committees selected their cadets. The changes were made to simplify and speed up the process for the benefit of the cadet and to ensure the Selections for 2005 were completed on time. The Committee hopes that we can continue to improve the process in the future. D. Hayden thanked Major Giroux and his staff for their assistance and support throughout the selections process in the spring and early summer. He noted his appreciation for being kept informed and for being consulted on the changes and noted that while the experience of last year's selections was difficult for the staff of the headquarters, there was a positive side to this, as we also identified opportunities for further improvements and enhancements in the future. D. Hayden noted that the changes had to be done quickly and that while not everything can be brought to the committee level "in a crunch", the staff did do a credible job of managing to complete most of the selections files before the end of April 2005.

3.16 Employee Benefits Committee

Presented by Guy Albert

G. Albert noted that this Committee was chaired by F. Hopkinson. Other members of the Committee were C. Hawkins, Lionel Bourgeois and G. Albert. F. Hopkinson completed a benchmark analysis of the employee positions with a view of comparing our salary and benefits programs and policies to other similar organizations generally and in Ottawa. Employee job descriptions were reviewed and modified, performance appraisals were completed and appropriate salary adjustments were implemented on April 1, 2005. The Committee feels that ACLC salary administration and benefits policies are fair and competitive and representative of the conditions of the Ottawa labour market. G. Albert thanked F. Hopkinson and the other committee members for their assistance and support during the year.

3.17 National Training Committee

Presented by Tom White

Tom White noted that the report of the Training Committee is included on Page 50 of the Meeting Book. As an update, he noted that the Report of the April 18, 2005 meeting on the Cadet Training Parameters Update had just been received. The Committee had not had a chance to review this report in full yet. T. White noted that this report can be made available to those who request it through the national headquarters and/or through Tom White.

Question/Comment	Response
K. Mann noted a concern with optional training, specifically two Squadrons in Alberta in which cadets wishing to participate had to be 17 years of age. There seems to be an issue where while younger cadets as young as 12 years of age can go for glider and power familiarization flights, cadets under the age of 17 cannot participate in CASARA	T. White noted requested that K. Mann send him his concern in writing and/or by email, he would bring this issue up with Captain Andrea Onchulenko at the Directorate of Cadets to see if it may be possible to find a solution. T. White noted that he was aware of this situation as it had arisen also in New Brunswick.

Question/Comment

training. It is unfortunate as because of this rule, the two squadrons involved had to cancel their involvement for a lack of a sufficient number of participants who are at least 17 years of age.

Response

L. Bourgeois noted that he will distribute the Cadet Training Parameters report to the Training Committee members and also to anyone else requesting a copy. L. Bourgeois noted that the Training Parameters Report and Committee are only addressing mandatory optional training and that as a result, this had not been discussed at the April 18, 2005 Committee meeting. Tom White commented that CASARA is an Air Search and Rescue organization that organizes searches by air for individuals that are lost. T. White feels that this is a good optional training program for a squadron as it adds to keeping the "Air in Air Cadets".

Col Perron noted that while they (DCdts) are the ones mainly involved with the changes in the new cadet program, he invited all members in attendance to ensure that if there are optional training opportunities that are not being considered or reviewed or even know to the Committee, to please come forward and share this with DND. The Director believes that no stones should be left unturned and if there are great programs which have not been considered, the DND Cadet Training Parameters staff is very interested on being informed so they can review it as a potential addition or enhancement to the training program for air cadets of tomorrow.

W. Paisley noted that a few years ago, he had conducted a survey of optional training across the country. He noted that there was a wide variety of optional training programs being carried out across Canada, this included such things as babysitting to computers and many others. B. Paisley noted that he was not sure if he still had a copy of his report or not.

Col. Perron thanked Bill for his comment and advised that this was our opportunity to let DCdts know what is being done out there in terms of optional program to ensure that when the new program is launched in two years, there are no surprises and complaints because certain good ideas and initiatives were not included. Col. Perron noted that the cadet program is not update frequently and he reiterated his request not to miss the opportunity to bring the good ideas and successful programs forward for consideration.

**3.18 Recruiting and Retention Committee
Presented by _____**

No reports were presented for the Recruiting and Retention Committee. The Committee has not been active in 2004/05.

3.19 Provincial Chairpersons Committee

Presented by Dennis MacNeil

D. MacNeil noted that the PC Chair's report and has been included in the Meeting Book. He noted that two issues were identified in the PC Chair Meetings of June 9/10, 2005. The first issue was reiterated and relates to the fact the PO Chairs feel very as full participating members of the League and appreciate being consulted for major/important decisions.

Dennis MacNeil then commented on some of the other issues brought to the BOG before the AGM. He noted that an answer had been provided for each, these points were:

Issue/concern for the Board of Governors

Response/Reply

1) Approval of the new **Wilga** tow plane as requested by the British Columbia Provincial Committee.

The BOG responded that DND had indeed confirmed that the Committee can indeed proceed ahead with the purchase.

2) The Legal Defence fund needs more discussion as to the insurance wording, registered volunteers and clarification on expenditures.

The BOG responded that when the Legal Defense Fund was established, the criteria and conditions for its use were established, should the additions and/or changes ever be requested, the BOG will indeed listen and consider these changes with a view of adopting them if they are deemed practical and relevant.

3) As for the MOU, we (the PC Chairs) decided that we did not want to screen the CO's volunteers, period.

The PC Chairs agree with the MOU position that the League will have to screen all volunteers whereas DND will screened all CIC officers and civilian instructors.

4) The long service medal was discussed and it was decided that we want our own medal, and we would recognize past service in other squadrons and corps.

The BOG responded that the Honours and Awards Committee is moving ahead with approval, design and distribution of the medal as soon as possible. An update will be provided at the SAM.

5) There was talk about going to one League for all three elements and we said a flat no.

The BOG responded that there were no such plans or discussions.

6) With respect to the Fund Raising Committee proposal for an integrated fund raising strategy, the PC Chairs commented that they would support this initiative and the committee.

The BOG supports this initiative also and agree that while in its very early stages, everyone must provide their full support for this to work, and the PC Chairs have confirmed their support also.

7) We are still waiting for the Chair of Chairs to be included on the BOG conference calls as per the invitation of the President at the SAM.

The BOG have agreed to invite the PC Chairs and/or his/her designate on conference calls beginning in July 2005.

8) Some Provinces seem to be having problems collecting the continuation flying grants as National is not sending the money quick enough. We need the National office to

The BOG responded that the National office sends the money in early December and must adhere to the rules imposed by the donor of the Funds.

Issue/concern for the Board of Governors
clarify procedure.

Response/Reply

In the case of the Air Force Association Awards, National must send the funds to a member of a local Wing, i.e. in close proximity of the recipient. This is because the AFAC have asked that a member of their organization present the cheque to the cadets. This has caused national a lot of problems, as the cheques occasionally take a long time to be awarded and are sometimes "stale dated" and a replacement cheque will be issued. Much of this is beyond the control of National. The BOG agrees however that National will communicate in advance how each category of award will be distributed.

9) There has been some discussion about the PR program being passed by the BOG without PC chairs input, and I can only assume that there will be more discussion at the AGM.

The BOG confirmed that this was indeed not the case and that the PC Chairs had been given several opportunities to respond and provide input to the PR Committee Chair.

10) The PC Chair noted that they had expressed their concerns about the National Selections Procedures changes implemented by the Executive Director without consultation by the PC Chairs Committee.

The BOG noted that the changes were not implemented without their consent. J. Mignault had first cleared his request with the National Selections Committee Chair David Hayden, National President Guy Albert and the remainder of the BOG. The BOG also noted that the changes did not have any negative impact at the Provincial and local level and were essential because of the staffing problem at National.

Dennis closed by noting that he had been very pleased to serve as National PC Committee Chair for the last three (3) years. D. MacLean noted that he felt that the organization seemed to be more tightly knit today as it was three years ago and was very thankful of the support received over the last three years. He then introduced the new Chairperson of the Chairs Committee, Mr. Ralph Thistle of Ontario. Dennis wished the best of luck in his new role and noted that he would personally look forward to continue serving the organization. National President Guy Albert thanked Dennis for his contribution and led the audience in a hand of applause.

**3.20 National Effective Speaking Competition Committee
Presented by Chuck Verge**

C. Verge noted that he was pleased to report on behalf of the Committee Chair Roger Dionne, a summary of their meeting:

- The Committee extends sincere thanks to Harold Fowler for his work with WestJet, i.e. in securing free return trip passes for the cadets and one parent to attend the Annual Effective Speaking Competition and for the transportation for the League members travel to the Annual and Semi-Annual Meetings;
- WestJet will sponsor the Effective Speaking Competition through to 2010;

- The cadets who attended this year's Effective Speaking Competition were all asked to write a letter of thanks to WestJet;
- Eligibility for the National Effective Speaking Competition to compete again at the National finals – the Committee decided that a National Winner cannot ever compete again at the National finals. The rules on the National Website will thus need to be amended to clearly state this fact;
- With respect to the same issue at the provincial level, the Committee has agreed to request agreement from the BOG for the application of the same rule at the Provincial level, The Board of Governors concurred with this recommendation. Thus a Provincial finalists cannot as well compete again at a subsequent provincial final;
- The application form will require some minor changes, these will be communicated to the HQ staff to change on the National Website later in the summer;
- The five topics for the prepared speeches added the previous five (5) for the 2006 Competition will be:
 - My favourite aircraft;
 - Mars and its future;
 - A famous pilot;
 - The role of the Air Cadet League of Canada; and
 - Developing Canada's Future Leaders.

These five topics plus those for the 2005 competition will be supplemented by five more at next year's AGM, This will bring the total to fifteen which will be used on a rotating basis over three years for the conceivable future.

- In addition the Committee proposed a list of impromptu speech topics for the future and would share these with the Provincial Coordinators when needed;
- The Committee noted that not all PC Chairs ensured that the Cadet biographies and background information documents were not prepared and submitted to the Host Provincial Committee representatives. This information is required to assist with the assignment of the cadets with their billeting with host families. Next year, the Host Committee Chair will liaise directly with the competing cadet's Provincial Committee Coordinators directly to obtain the information (they will be requested to copy National with the information). Provincial Committees will once again be reminded that National needs to be advised of the Provincial Winner, no later than May 1 of each year; and
- It is important to remember that for security reasons, the cadets and their parent/guardian and/or escort, must make the air reservation bookings directly with WestJet. Once these arrangements are made, they should advise their Provincial Effective Speaking coordinators, so they in turn, can advise National with the information (dates, flight numbers, etc.). National usually passes this information to the representatives of the host committee to arrange transportation and so on.

3.21 International Air Cadet Exchange Committee Presented by Michel Cataford

Michel Cataford noted that the report included in the Meeting Book was the report for the International Air Cadet Exchange Committee (i.e., for those cadets going overseas and the incoming cadets hosted by National while in Ottawa, and the Ontario and Quebec Provincial Committees). M. Cataford noted that one portion of his report was omitted from the meeting book and this related to the IACEA 2006 Conference which we will be hosting in Quebec City, from August 27 to 31, 2006. The Conference will be held at the Château Laurier, in Quebec City. The Committee has met during the AGM to review the hosting program and also to review the budget and required corporate support and sponsorships for part or all of the Conference estimated costs. M. Cataford noted that Past President Brent Wolfe had been elected as Vice President of the Association in Brisbane in September 2004. He also noted that incoming President Lionel Bourgeois would attend this

years Conference in Brussels and would personally extend an invitation to all of the delegates for the Quebec City Conference in 2006.

With respect to the IACE 2004 M. Cataford reiterated that the report was included in the meeting book and that he had nothing to add with respect to this report unless there were questions from the members. He closed in noting that for the first time this year, DCdts were going to hire a staff cadet to work with the two Canadian Escort officers, Major Michel Lefort from Eastern Region and Capt. Simon Caron from DCdts HQ in Ottawa.

3.22 Education Credits Committee

Presented by Craig Hawkins

G. Fabes noted that the Committee report was included in the meeting book. He noted that he would not read the report and noted that it basically contained an update as to where each Province stands with respect to Education Credits for cadets. It also provides a list of online resources that provincial committees can access to assist with their committee work. G. Fabes thanked all of the PC Chairs and their committee representatives whose support was invaluable and much appreciated. The committee met during the AGM and is very pleased with the progress made in two Provinces, mainly Quebec and New Brunswick. G. Fabes noted that the committee needs the continued support of the PC Chairs provide resources and updates in each Province. The committee has also requested that for the Provinces which are granting credits to cadets, that this be added to the Squadron Visit Questionnaire. This is deemed essential by the Committee in their assessment of the numbers of cadets benefiting and the numbers of credits earned and granted. The Committee also reviewed the status of the MOU with Canadian Aviation and Maintenance Council (CAMC). CAMC does have good materials for post-secondary educational opportunities and programs for careers in aerospace.

Comments/Questions

L. Jenks noted that in British Columbia, as a comment and encouragement to other PC's, the BC Education Ministry released a report indicating that 1,710 cadets have received education credits as of 2004. This number is expected to increase as of September 2005, as education credits will be awarded to cadets in Grade 10. In addition, 95 air cadets also received education credits for the Gold and Silver levels of the Duke of Edinburgh Award. In the fall, it is expected that the same will be granted for the Bronze level of the Duke of Edinburgh Award.

Response

Nil.

3.23 Insurance Committee Report

Presented by Joe Johnson

Joe Johnson noted that a comprehensive report has been included in the meeting book. He noted that the report had been prepared by the Executive Director and also that the day-to-day insurance and risk management is effectively done by the Executive Director Jean Mignault and the Secretary Treasurer Chantal Fauvelle. He reiterated that the PC Chairs and all of the other members need to ensure that the Squadrons are requesting their certificates after the renewal of the cadet insurance policies in early August and not upon their return for a new training year in September. This causes real problems for both the National Headquarters and the Insurance Broker who issue the certificates.

The Committee met on June 9, 2005 to discuss minor issues with the committee, mainly preparing and completing summaries of all of the insurance policies for the Website. The Committee has agreed to place the summaries in the Members Section, a secured section of the Website. This is to ensure some confidentiality on the nature and extent of the

coverages, and also to make sure that no one is interpreting policy language on their own, i.e. without proper interpretation by the **Insurer**, who as issuers of the Policy, can provide final interpretation of the policy language and confirm the coverages available.

3.24 IACEA 2006 Quebec City Conference

Presented by M. Cataford

M. Cataford effectively presented this report with the International Air Cadet Exchange Committee report at # 3.21 above.

3.25 National Finance Committee

Presented by Craig Hawkins

C. Hawkins noted that the Finance Committee met on June 9, 2005. The meeting lasted approximately one hour and was well attended. The challenge facing the Finance Committee will be the development of an investment strategy and policies for the investment of League surplus funds and also Trust funds for various awards and scholarships. The national office has traditionally exercised this role by investing mainly in safe Guaranteed Investment Certificates. They have not been provided with strategies, policies and guidelines to assist them with this task. C. Hawkins note however that they had done a credible job, as they have always been able to invest with financial instruments which typically provided better returns than most investments commercially available. The Finance Committee has a responsibility to develop policies in this area and it intends to complete this task over the next year.

The Finance Committee report has been included in the meeting book and does contain a small error. The error consists of an understatement of the rate of return of ACC9's. The rate reported in early May 2005 (when the report was prepared for the meeting book) was 62%, but has now been updated to 74%. This is an improvement, but is still lower than it has been in the last three years. C. Hawkins was also very pleased to have received from various PC Chairs, 35 more ACC9's during the weekend of the AGM. He also noted that he was pleased to note that some of these reports go back as far as 1999 or six years ago. At least, with some patience some of the delinquent Squadrons have rectified somewhat the lack of compliance.

As there were no questions VP C. Hawkins proceeded with the approval of the financial statements and auditor's report. There were no questions on the Financial Statements and Auditor's report.

MOTION: Moved/Seconded C. Hawkins / Brent Wolfe that the Financial Statements and Auditors Report be accepted as presented. **Carried**

C. Hawkins then asked for a motion for the approval of the Budget for the 2005/06 fiscal year. The Budget had been included in members meeting packages. He noted that the Budget had prepared the Budget and is anticipating a small operating surplus for the year.

MOTION: Moved/Seconded C. Hawkins / Peter Prescott that the Budget for the 2005/06 fiscal year, as presented, be approved. **Carried**

C. Hawkins then proceeded with a motion to reappoint the Chartered Accountant firm of Boyer and Boyer of Ottawa, Ontario, as auditors for fiscal year 2005/06.

MOTION: Moved/Seconded C. Hawkins / L. G. Jenks that the firm of Boyer and Boyer, be reappointed as Auditors for the Air Cadet League of Canada, for fiscal year 2005/06. **Carried.**

C. Hawkins closed his report by thanking all of the PC Chairs and members for their patience and support in the last three years. He noted the key role of the Finance Committee within the League and the accountability for financial reporting at all levels of the League.

3.26 ACL Ad Hoc Committee on Insurance & Legal Defense Funding

Presented by Lionel Bourgeois

L. Bourgeois noted that this report was included on page 65 of the meeting book. L. Bourgeois noted that this report had been circulated to everyone in January of 2005. He noted that the Fund now had a balance in excess of \$100,000 which is the maximum level of the Fund at the current time. Most of these funds have been invested in GIC's with a small balance in a bank account for legal fees and claims \$1,000 deductibles. The fund will sit at this level and no claims will be made to replenish it until the fund reaches \$80,000. L. Bourgeois also recommended that all PC's also establish within their own local budgeting process, their own mini Legal Defense Fund; i.e. to supplement the National Fund if it goes to less than \$85,000 as noted above and to possibly cover unforeseen contingencies at the Provincial level.

MOTION: Moved/seconded L. Bourgeois / C. Hawkins that the Air Cadet League accept the proposal on funding and expending the amounts in the Legal Defense Fund for legal fees, payment of claims deductibles and so on, i.e. as proposed in the January 2005 proposal. **Carried.**

3.27 Approval of the Financial Statements for 2004/05

Presented by Craig Hawkins

C. Hawkins moved the approval of the Financial Statements and Auditor's report at item # 3.25, Report of the National Finance Committee above.

3.28 Approval of the Budget for 2005/06

Presented by C. Hawkins

C. Hawkins moved the approval of the 2005/06 Budget at item # 3.25, Report of the National Finance Committee above.

3.29 Approval of the Auditors for the Fiscal Year 2005/06

Presented by C. Hawkins

C. Hawkins moved the approval of the auditors for the 2005/06 fiscal year at item # 3.25, Report of the National Finance Committee above.

3.30 Report on the Open Forum

Presented by G. Albert

G. Albert noted that the Open Forum consisted of three sessions:

- National Selections Procedures/Workshop as it happens at National – presented by J. Mignault
- Volunteer Screening – presented by M. Cataford
- Effective Communications Discussion Interaction (within the League) – presented by L. Bourgeois

Session I:

J. Mignault gave an overview of the process for the verification, processing and data entry of the cadet's applications for national courses. The session included an interactive hands-on workshop where all those in attendance got to do the verification of a "real cadet" application with a view of verifying the contents, applying the rules for each course and documenting any deficiencies or obvious problems with the application. Those very familiar with the process were requested not to participate *too actively* as the purpose of the first portion was to illustrate that the verification of a file does require some time and effort (especially for new staff or those who are not experienced in Selections). Overall, most of the participants got the point, and agreed that indeed this was a task that does require a lot of attention and time. This of course is to ensure that the right cadets are in their proper position on the merit list.

The second portion of this exercised involved a volunteer from the audience entering the actual application for the same cadet in the National Selections Access Database. Again the participants got a feel for the amount of effort required in either doing the actual data

entry and/or verifying the data imported from the Provincial Committee's own database. J. Mignault closed the session by demonstrating how the Committee would work to introduce an easier to use and more user friendly version of the database for the 2006 Selections. This session seemed to be well appreciated and members in attendance got an appreciation perhaps for the first time, of the huge task that Selections represents, especially for **one lone staff person** at National!

Session II:

L. Bourgeois facilitated the second session on Communications with an emphasis that there is a real need to improve the channels of communication both internally and also in some cases with the external world. L. Bourgeois noted that today, the medium of choice for communications, is the computer – i.e. email and the Website! Unfortunately this makes it very difficult for anyone wishing to get involved and that doesn't have a computer, to really participate as actively as he/she could or would if they had a computer. L. Bourgeois noted that there is a need to improve the communications through the use of email and also the Website. L. Bourgeois noted that there is a need to ensure the Website is kept up-to-date, i.e. more than has been the case in the past. L. Bourgeois interacted with the members for their ideas and input and closed the session by encouraging everyone to acknowledge all emails when requested to do so, by advising the National headquarters and other members of email and other coordinate changes and also to ensure each member participates actively on at least one committee.

Session III:

M. Cataford and **Bob Goudie** conducted a short session on Member Registration and Screening. They covered the anticipated changes from the implementation of the MOU later this year and commented on the need to ensure all members and other volunteers having contact with cadets when they are deemed to be an "active cadet duty" will need to be fully screened and have successfully passed a CPIC check. They noted that there would be no more CO's volunteers and that each Sponsoring Committee Chair would need to produce for the Squadron staff, a list of screened volunteers from which to draw from. The general consensus seemed to be that this was an essential League responsibility. The PC Chairs expressed a concern on the increased cost of the enhanced screening program. L. Bourgeois noted that the League had discussed with the Vice-Chief at the last NCC teleconference and noted that the Vice Chief indicated at the time that he would see how DND could assist, but this assistance was never defined and no commitments were made or noted.

3.31 Elections

Presented by Jim Ash

Jim Ash noted that no additional nominations were made. He noted that he wished to move the election with separate motions:

MOTION: Moved/Seconded Jim Ash / David Hayden that the slate of 44 National members/directors as submitted by the Provincial Committees, be declared "elected".

Carried

MOTION: Moved/Seconded Jim Ash / Brent Wolfe that the 16 names as noted on the Nominating Committee slate, be declared "elected" to their positions.

Carried

MOTION: Moved/Seconded Jim Ash / Bob Bondarevich that the slate of Honorary Directors and Officers as presented in the Nominating Committee slate, be declared elected.

Carried

Jim Ash noted that all of the elected members would receive from National an invoice for \$50 for membership fees and a tax receipt for said fee.

IV NEW BUSINESS

4.1 Air Cadet CIC Officers wearing CADPAT Camouflage clothing – NL

NL – Maurice Murphy – CIC Officers wearing CADPAT Combat clothing. Not appropriate in line with spring incident with Air Cadets in Saint John, NB.

L. Bourgeois noted that he had discussed with the Chief of Air Staff LGen Steve Lucas and that the only CIC officers who are entitled to wear the CADPAT is only authorized to be worn by the Army CIC officers. The older combat clothing is available to all of the other CIC officers (Navy and Air) in the regular supply system for wear when appropriate – in the bush. L. Bourgeois noted that for Regular and Reserve Force personnel, the CADPAT was the uniform of the day when on duty at a base. The only way at the present an Air Force member from an Army member is that the stripes for ranks for the Air Force are blue versus green for the Army.

Question/Comment

Response

LCol M. Bourduas noted that DCdts had responded to the NFLD query on page 35 of the meeting book. He noted that if Air CIC officers are wearing CADPAT, they have most likely purchased a facsimile or copy version of the combat clothing and reaffirmed that CADPAT is indeed not on the scale of issue for Air CIC officers.

N/A

4.2 QC - National Selections: Results of Pilot Project to date and Procedure for 2006 national selections.

G. Fabes noted that the Quebec Committee was inquiring as to the results of the pilot project and future plans with respect to the process and procedure for the 2006 Selections.

J. Mignault noted that the staff had been away from the office for almost one week and were not aware of any problems and/or concerns arising since the time the staff left the office. J. Mignault noted that from his perspective, the process seemed to be working quite well, in that the email system for missing selections documents and selections changes with cadets on the spares list, was working quite well. J. Mignault noted that through the established process, he had not been advised of problems and/or concerns where PC Chairs and Provincial National Selections coordinators were not kept in the loop! J. Mignault concluded that based on this, the change was so far, an unqualified success.

J. Mignault noted that for 2006, it was still a bit early to commit on any changes for next year and that he had to work with the National Committee Chairs and committee members across the country on the process for 2006.

4.3 QC - 5 year long-service Medal: Characteristics of medal and ribbon, Date of Approval, Date of availability, Cost, Rules for granting, Distribution, Who pays!

G. Albert noted that this issue has been addressed by the appointment of a smaller select committee of the National Honours and Awards Committee. He noted that this committee would meet in short order after the AGM to ensure the timely implementation of the Air Cadet Long Service Medal. Jim Ash noted as a point of order, that the BOG and Executive Committee must approve and ratify the creation of this sub-committee. L. Bourgeois noted that this was on the Agenda for his BOG Meeting of June 12, 2005.

4.4 National – Approval of the MOU, ratification and communications to the field with respect to the implementation of the new Matrix. Also impact potential changes on the League's Member Registration and Screening Policy and Process.

G. Albert noted that the direction to the membership was adequately confirmed by the previous motion made by Bob Goudie. G. Albert also noted that the members and Provincial Chairs now have a heads-up as to what is required after the MOU has been

ratified and signed. G. Albert noted that this change would undoubtedly bring about some changes on the constitution and even bylaws of national and provincial committees and also some policy and procedures at all levels of the League.

4.5 Locations of next Annual General Meetings:

2006 RICHMOND, BRITISH COLUMBIA (June 15 – 17, 2006)

2007 MANITOBA, WINNIPEG (date not fixed yet)

2008 QUEBEC

2009 NEWFOUNDLAND AND LABRADOR

2010 SASKATCHEWAN

2011 NEW BRUNSWICK (Subject to discussion and approval at the NB PC Annual Meeting)

V CONCLUSION

5.1 Presentation/Comments – Airforce Association of Canada – representative if in attendance.

As there was no one in attendance from the Air Force Association of Canada, no presentations and/or comments were thus made.

5.2 Date and time of next meeting

The **Semi-Annual Meeting** will be held in Ottawa, at the **Hampton Inn**, November 17 – 19, 2005.

5.3 Good and Welfare of the Air Cadet League

J. R. Bob Goudie noted that the Policy and Procedures was out of date and in need of some work. He then noted that the original author of the P&P Manual was in attendance at the meeting and proceeded to introduce and recognize Honorary Director Bob Mortimer. All applauded Bob Mortimer for his hard work and dedication. National President G. Albert noted this accomplishment especially in light of the fact that Bob created a/the manual essentially from scratch with nothing in pre-existence.

G. Albert noted that the reception after the President's Dinner would be in the basement of the Hotel, i.e. Sundance I and II lower level. President Albert invited all those members and guests to visit the room after the Dinner.

L. Bourgeois noted that he had received 56 member information forms and committee assignments. He noted that most people had identified which Committee they wanted to work with during the coming year. He encouraged all those interested in serving on the various committees to contact the committee chairs and indicate their desire to become an active committee participant. He noted the names of those volunteering of the various committees including:

- The Bylaws Committee, Chaired by Jim Ash
- The Education and High School Credits Committee, Chaired by Grant Fabes
- The Effective Speaking Competition Committee, Chaired by Roger Dionne
- The IACE Committee and IACEA 2006 Quebec City Conference Committee, Chaired by M. Cataford
- The Insurance Committee, Chaired by Joe Johnson
- The Partnership Working Group / Strategic Planning Committee, Chaired by J. R. Goudie
- The Policy and Procedures Committee, Chaired by Joe Johnson
- The Public Relations and Image Committee, Chaired by Mike Wedge
- The Recruiting and Retention Committee, Chaired by Jan Reidulff
- The National Selections Committee, Chaired by Dave Hayden
- The National Training Committee, Chaired by Tom White

- National Registration and Screening, Chaired by Craig Hawkins
- National Flying Committee, Chaired by William Paisley
- The National Fund Raising Committee, Chaired by Bob Bondarevich
- The National Finance Committee, Chaired by Bob Robert
- Honours and Awards, Chaired by Guy Albert
- Nominations Committee, Chaired by Brent Wolfe

L. Bourgeois noted that he was chairing his first Board of Governors on Sunday morning June 12, 2005, at 0800 hours for about one hour. He urged as many Governors who could attend to do so. The meeting was held in the lower level, Dakota room.

G. Albert noted that the reception for the President's Dinner was in the Heritage Room at 1800 and Dinner at 1900 in the Ballroom.

J. Mignault thanked everyone for their patience over the weekend as the staff had worked really hard getting ready for the meeting at the last minute. He also requested a little bit of help from 2 -3 members shortly before the dinner to help complete the set-up of the tables for the President's Dinner.

K. Mann requested two seconds from members to determine the interest for those planning to go gliding at the Netook Gliding Centre. He noted that no one had advised him of their intent to participate and was planning on canceling the event. He also introduced the member of the AB PC who would assist with shuttles to the airport as early as 0500 hours on Sunday, June 13, 2005. **G. Albert** again thanked the Alberta PC Chair and all of their members and volunteers who assisted in making this a very successful AGM. All of the members responded with a hand of applause.

Irene Doty again spoke to everyone in attendance. She noted the presence of many women at this year's AGM and recognized their contribution to the League and for attending the meeting. Irene then read an email that she had received and noted as inspiring. She noted that the message originated in New Zealand. It was called the ***Train of Life*** and read:

*Some folks ride the train of life, looking out the rear
Watching miles of life roll by, and marking every year
They sit in sad remembrance of wasted days gone by
And curse their life for what it was, and hang their head and cry
But I don't concern myself with that, I took a different bent
I look forward to what life holds, and not what has been spent
So strap me to the engine, as securely as I can be
I want to be out on the front, to see what I can see
I want to feel the winds of change blowing in my face
I want to see what life unfolds, as I move from place to place
I want to see what is coming up, not looking at the past
Life is too short for yesterdays, it moves along too fast
So if the ride gets bumpy, while you are looking back
Go up front and you may find your life has jumped the track
It's all right to remember, that's part of history
But up front is where it's happening, there's so much mystery!*

5.4 Adjournment

There being no further business, the Chairperson adjourned the meeting.

MOTION: Moved / Seconded P. Prescott / M. Cataford that the 2005 Annual General Meeting be adjourned. **Carried.**

5.5 Presentation – 632 Orleans Phoenix – Year in Review Video

J. Mignault presented a 29 minute video produced by the Sponsoring Committee of 632 Phoenix Telesat Air Cadet Squadron in Orleans, ON. The video highlighted many of the activities at the Squadron in the last year.

**Presentation by the BC Provincial Committee – AGM 2006, Richmond, BC
Douglass Sutherland and Tom Holland**

In addition the representatives of the BC Provincial Committee presented a short video presentation on the AGM for 2006 in Richmond, BC (June 15 -17, 2006). They also distributed an information package to all in attendance at the meeting and noted that they were eager to host the next Annual General Meeting of the Air Cadet League of Canada.



Guy Albert, National President



Jean Mignault, Executive Director

**PRESENTATION
TO AIR CADET LEAGUE
ANNUAL GENERAL MEETING
JUNE 2005**

**Colonel Robert Perron
Director Cadets
Directeur - Cadets**



Outline

- **LAST 12 MONTHS**
- **CURRENT AIR CADET PROGRAM**
- **CADET PROGRAM UPDATE**
- **DIRECTOR'S ISSUES**
- **STATUS OF VOLUNTEERS**
- **WAY AHEAD**
- **QUESTIONS**

Last 12 Months

- **National Office League Grant - 250 K to 330K**
- **New contract for staff cadets**
 - Indemnify the staff cadets
- **Responsibility Matrix**
 - Draft MOU
- **End of Year Report 03/04**
- **Cadet Program Parameters**
- **CIC Trg and Occupation Specifications**

End of Year Stats

DND Cadet Program 04/05

<u>Personnel</u>	101,783 (K)
<u>Operating</u>	65,639 (K)
<u>Grants</u>	990 (K)
<u>Capital</u>	4,968 (K)
<u>Total</u>	<u>\$173,380 (K)</u>

Details not yet available

End of Year Stats

DND Cadet Program 03/04

<u>Personnel</u>	97,559 (K)
<u>Operating</u>	67,182 (K)
<u>Grants</u>	750 (K)
<u>Capital</u>	3,423 (K)
<u>Total</u>	<u>\$168,914 (K)</u>

Stats for Apr 03 - Mar 04 (Plus Jun 04 Population)

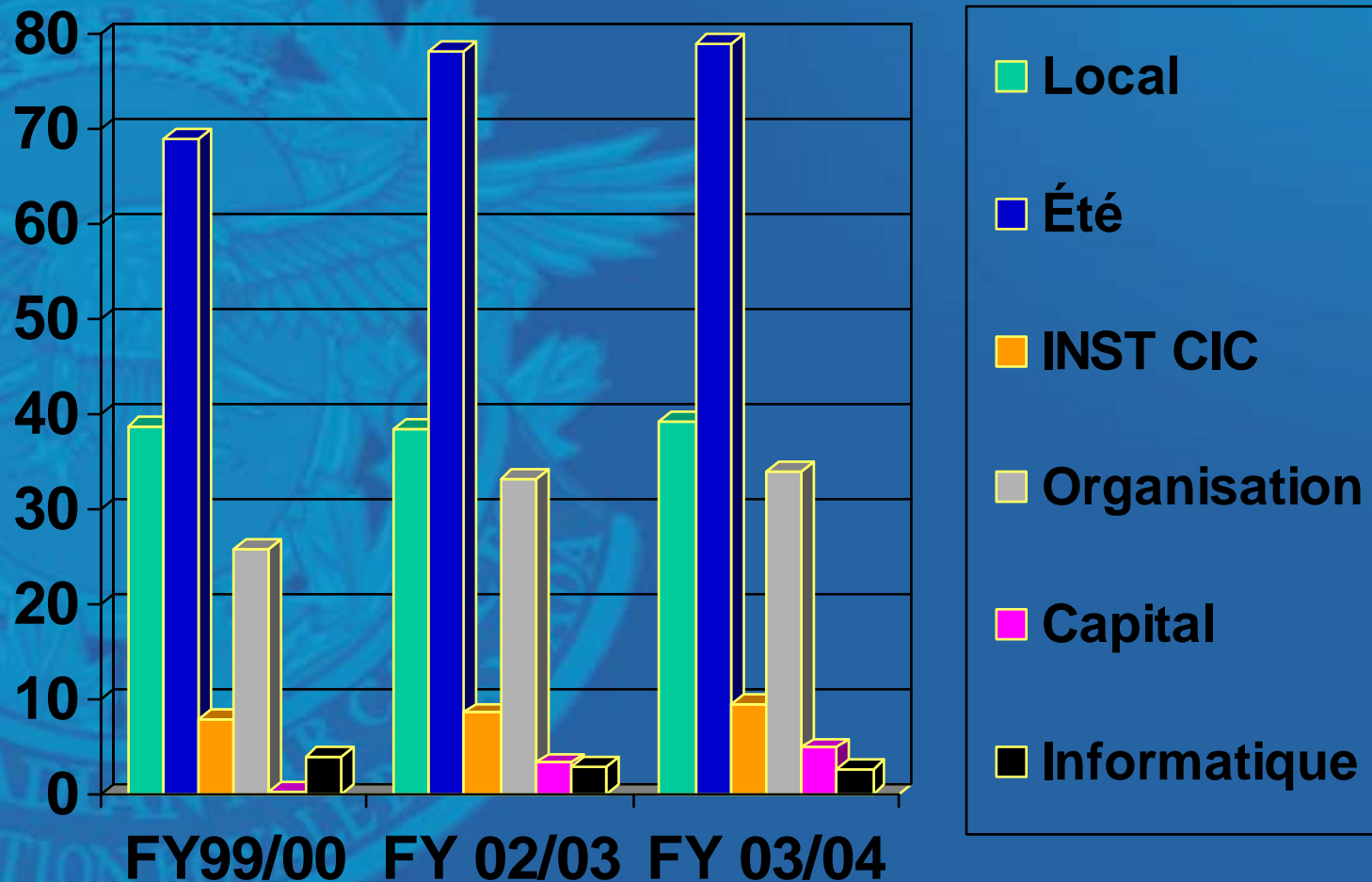
	\$ M 03-04	% \$ 03-04	Population (Parade State)		
			% (Jun 03)	Jun 03	Jun 04
Sea	35.1	<u>20.7</u>	<u>18.6</u>	10,248 (+0.6%)	10,344 (+0.9%)
Army	61.4	<u>36.4</u>	<u>36.6</u>	20,112 (+3.2%)	19,934 (-0.9%)
Air	72.4	<u>42.9</u>	<u>44.8</u>	24,622 (+1.1%)	24,467 (-0.6%)
Total	168.9			54,982 (+1.8%)	54,745 (-0.4%)

Des statistiques sur la jeunesse

Statistiques Canada	1997	2004	%
Jeunes 12-18 ans	2,846,390	2,955,360	+3.8%
Total des cadets	50,231	54,745	+9.0%
Cadets de l'air	22,957	24,467	+6.6%

Le mouvement attire 1.85% des jeunes éligibles

Entraînement local et été



Cadet Programme Update

First Principles

- **Connectivity (LHQ and CSTC)**
- **Flexibility (Elemental Flavour + institutionalize a finite number of choices)**
- **Sustainability**

Director's Issues

- **Economic Review Committee Exercise**
 - So far, Cadet Program has been shielded
 - Likely to be at least indirect impact to CP
- **Minister's Advisory Committee on Administrative Efficiencies**
 - Aiming for \$200 Millions for Department
 - \$ 215,500 to Cadet Program Operating Budget
- **Information Management Reduction**
 - \$177,000 reduction to Cadet Program IM/IT

ISSUE- Taking Care of the CICs

- **CIC MOS**
 - Occupation Analysis completed in May 01
 - Occupation Specifications (OS) approved Nov 04
 - Training for LHQ positions under development
 - OS Implementation Phase (OSIP) to begin soon
- **CIC Training Organizational Review**
 - One national training standard
 - Originally approved by VCDS in Mar 04
 - Modifications approved in Oct 04
 - Scheduled to stand-up on 1 Sep 05

Other Issues

- **Leagues Grant Increase**
 - Implement the verification process
- **Infrastructure Reduction**
 - Last year of operation: Lac Sebastien (2003), Qu'Appelle (2004), Cap-Chat (2005)
- **Infrastructure Review**

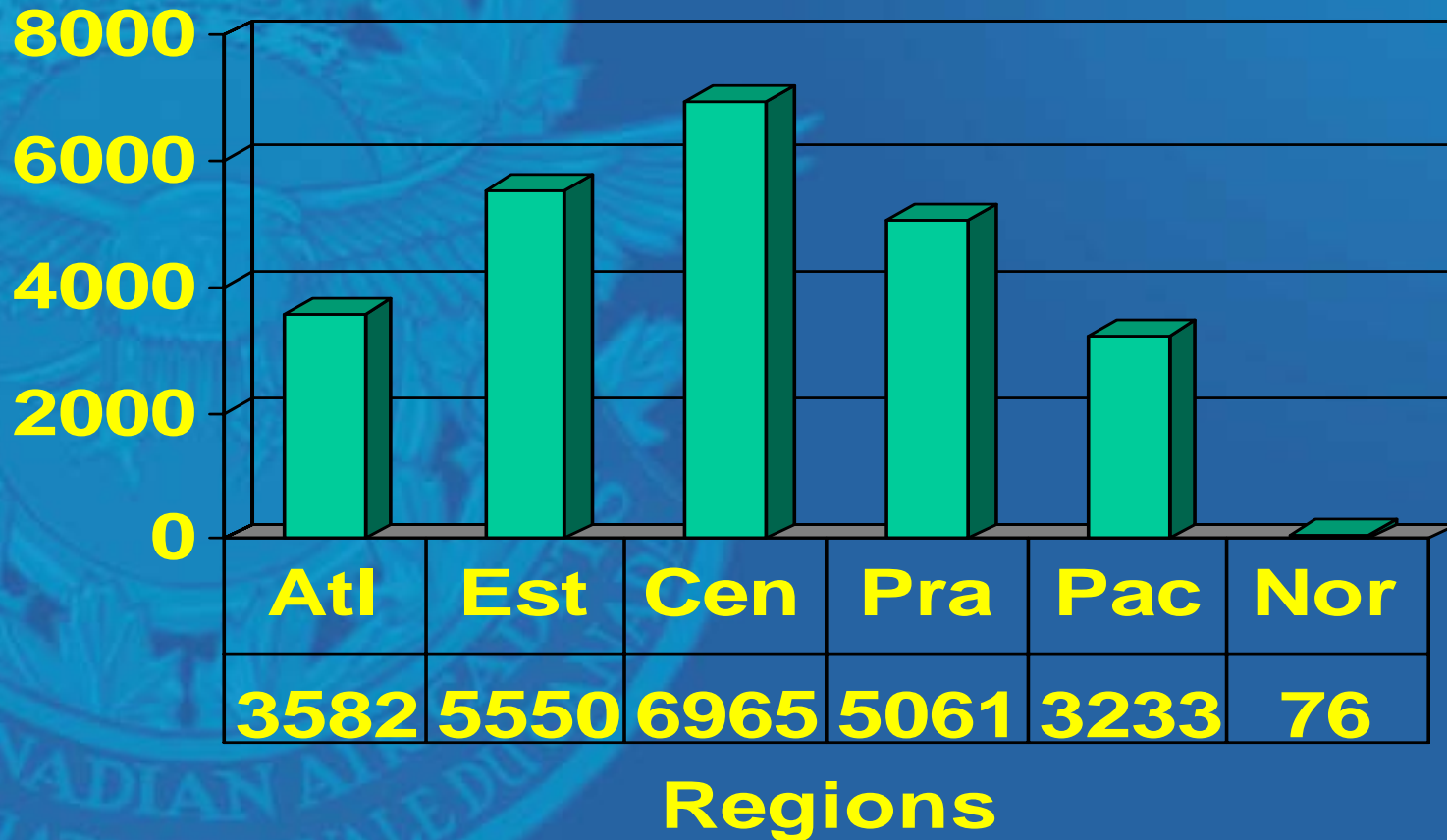


SSO Air

LCol Mike Bourduas

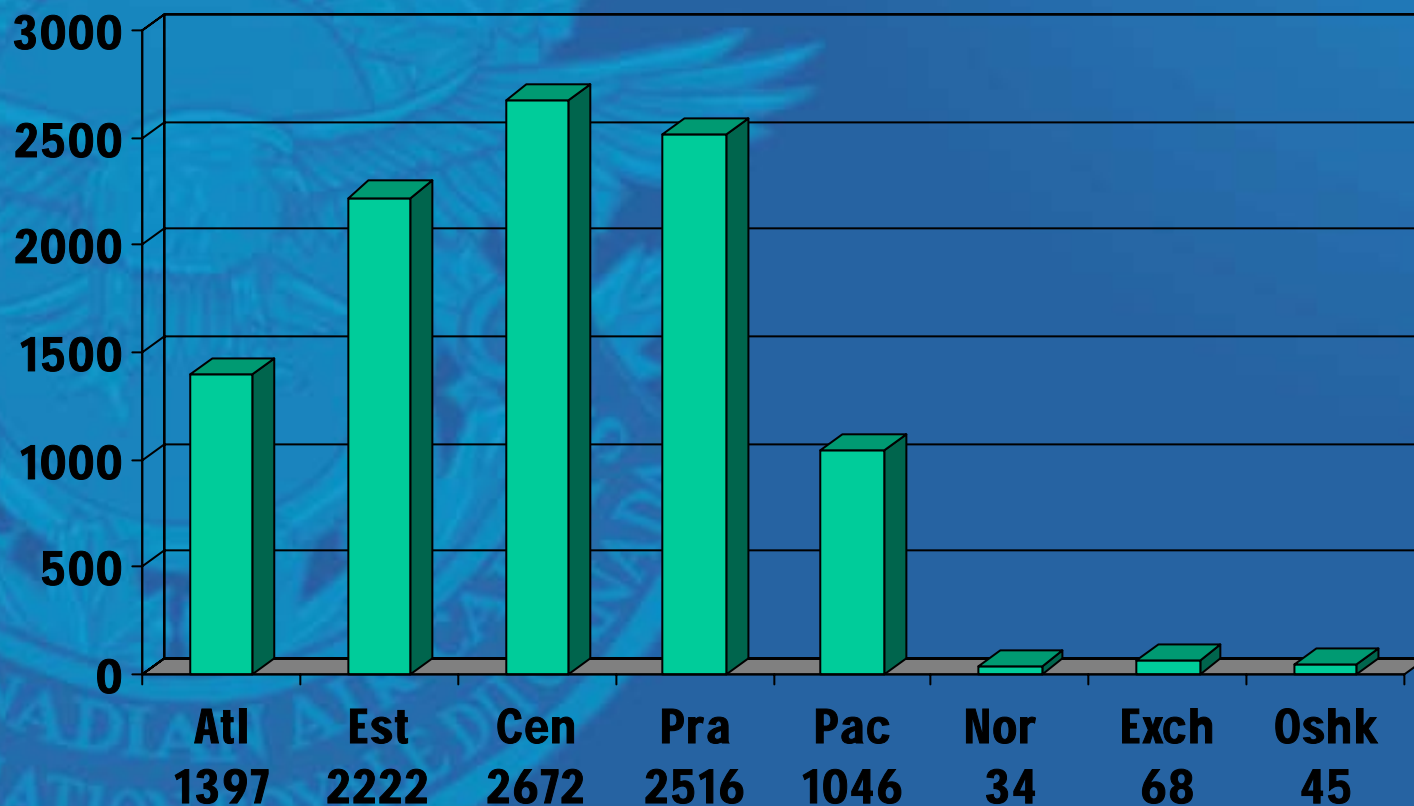
A few numbers...

Effective Strength: 24,467 (ACR 04)



Summer Training 05

Vacancy Alocations: 10,000 Cadets



International Exchanges 05

- Australia – 6 cadets +1 escort
- Belgium – 2 cadets
- France – 3 cadets
- Hong Kong – 2 cadets +1 escort
- The Netherlands – 4 cadets
- New Zealand – 2 cadets +1 escort
- Singapore – 4 cadets +1 escort
- Sweden – 2 cadets
- Turkey – 3 cadets
- United Kingdom – 18 cadets +2 escorts
- United States – 22 cadets +2 escorts
- Total:
 - Sending 68 cadets, 8 escorts
 - Receiving 64 cadets

Cadet Flying Program

	Flights 04	Hours 04	10 Yrs Avg	Accidents		
				03	04	Last 10Y
Glider	52,197	9,085	9,443	7	1	2
Tow Planes	41.674	6,948	7,046	0	0	1
Power Scholarship	N/A	250x48	12,000	1	1	1

Way Ahead

- **CIC Occupation Specification Implementation Plan**
- **New CIC Training Organization – Sep 05**
- **Cadet Program Update – MACRO Level – Dec 05**
- **FORTRESS (database) in Sep 05**
- **Review Management & Use of Civilian Instructor**
- **A very ambitious year ahead !**

Questions

Vision: An organization that is relevant, credible and proactive that provides enviable Youth Development Programs that prepare today's youth in becoming Canada's leaders of tomorrow **through a set of fun, challenging, well organized and safe activities.**



APPENDIX B

ADVISORY BOARD
Thursday, June 9, 2005 – 1715 hours

Meeting Chaired by: Jim Ash for Ron Ilko

Attended by:

**Bill Beattie
Robert G. Dale
Irene R. Doty
Harold Fowler
Donald Gladney
Bob Goudie
David Hayden
Leonard G. Jenks
James McKeachie
Walter Mildren
Cec. Palmer
Robert Parsons
Peter Prescott**

1. J. Ash greeted all members in attendance and noted that he had Chaired the Advisory Board (AB) Meeting on behalf of R. Ilko who was absent during the meeting of June 10, 2005. He noted that the meeting was well attended with 15 or 16 Past Presidents in attendance. J. Ash thanked everyone for participating.
2. The AB noted a concern with the change of date for this year's AGM, highlighting the fact that while there had been plenty of notice, this impacted certain member's plans.
3. The AB noted the contribution and support of WestJet and stated their desire to see WestJet adopted as the official carrier for the ACL.
4. B. Goudie briefed the AB of the MOU and all of the progress to date.
5. The AB discussed the staffing situation in the office and thanked the staff for the difficult times since the departure of S. Clark. They noted a need for the BOG and Executive Committee (EC) to develop necessary processes to ensure that the departure of one key employee again in future does not negatively impact the office, as was the case last time.
6. J. Ash noted that he presented an update on the Bylaws to the AB and noted that the changes envisaged were well received and supported by the AB. The Bylaws committee will meet again at the SAM to continue with the ongoing work of the committee. The goal is to have new Bylaws ready for the next AGM in 2006.

Board of Governors
Thursday, 9 June 2005



APPENDIX C

ATTENDEES:

Chairperson:	G. Albert	President
Members:	B. Wolfe	Past President
	L. Bourgeois	First Vice-President
	C. Hawkins	Vice-President
	M. Cataford	Vice-President
	J. Johnson	Vice-President
	B. Bondarevich	Governor
	B. Burchinshaw	Governor
	R. Dionne	Governor
	S. Harry	Governor
	R. Mercer	Governor
	W. Paisley	Governor
	T. White	Governor
Staff:	J. Mignault	Executive Director
	C. Fauvelle	Secretary-Treasurer
	L. Nickerson	Secretary
Absent:	P. Martin	Governor
	M. Wedge	Governor

The Chairperson opened the meeting at 1500 hours.

I ADMINISTRATION

1.1 Opening Remarks by Chairperson

A general welcome was extended. G. Albert welcomed everyone and noted that Eric Murray had resigned in the spring of 2005 and that M. Wedge had recently been hospitalized but was recovering well. G. Albert also extended sincere thanks to the Alberta Provincial for the excellent job in hosting the 2005 Annual General Meeting of the Air Cadet League of Canada.

1.2 Call for New Agenda Items

The following items were added to the Agenda by the National President G. Albert:

- 3.11 West Jet support for the Effective Speaking Competition;
- 3.12 Hiring Summer Student at the national headquarters;
- 3.13 By Laws revisions and next steps; and
- 3.14 Effective Speaking Competition.
- 3.15 Issues and Concerns of the Provincial Committee Chairs

1.3 Approval of the Agenda

MOTION: Moved/seconded by J. Johnson / M. Cataford that the Agenda be approved as amended.
Carried 12/0/0

- 1.4 **Approval of the Record of Decisions – 27 Nov 04**
MOTION: Moved/seconded by S. Harry / C. Hawkins that the Record of Decisions of the Board of Governors Meeting held 27 Nov 2004 be approved as distributed.
Carried 12/0/0
- 1.5 **Approval of the Record of Decisions –**
Joint Session of Governors and Provincial Committee Chairpersons – 27 Nov 04
MOTION: Moved/seconded by B. Paisley / B. Bondarevich that the Record of Decisions of the Joint Session of Governors and Provincial Committee Chairpersons held 27 Nov 2004 be approved as distributed.
Carried 12/0/0
- 1.6 **Approval of the Record of Decisions – 14 May 05**
MOTION: Moved/seconded by L. Bourgeois / M. Cataford that the Record of Decisions of the Executive Committee Meeting held 14 May 2005 be approved as distributed.
Carried 12/0/0
- 1.7 **Ratify the Acts of the Executive Committee**
MOTION: Moved/seconded by J. Johnson / M. Cataford that the acts of the Executive Committee be ratified.
Carried 12/0/0

II BUSINESS ARISING

Information

- 2.1 **National Cadet Council teleconference May 25 05**
Discussion: J. Mignault presented a summary of the major items discussed at during the May 25, 2005 NCC teleconference. These included: the Joint Responsibility Matrix, the National Office Grant increase, the Army Cadet League Provincial Branch Funding Proposal (Déry initiative), Recruiting and Retention (cadets), Cadet Training Program Parameters, Cadet Theme for 2005/06 and extension of the period for which the cadets will be wearing the Year of the Veteran Pin, i.e. until June 30, 2006. L. Bourgeois noted that at the NCC Meeting of May 25, 2005, the Vice Chief observed that the Cadet population was not growing. The Vice Chief requested that if the Leagues had any concerns and/or even recommendations to address, that these should be provided to the Director of Cadets for review and further discussions.
Recommendation: The Cadet Theme for the 2006/07 program year should be discussed ahead of time and approved by DND and the three Leagues at the November 2006 National Cadet Council meeting. The Board of Governors continues to endorse the need for an indemnification clause in the Responsibility Matrix and is satisfied that DND has at least begun the process with Treasury Board. The ACL continues to support the Army Cadet League Provincial Branch Funding proposal but insists that any funds must be “from new budgeted funds” and must not come from existing funds for the cadet program.
Action: That the ACL provide the Director of Cadets with a copy of the Recruiting and Retention Committee Study conducted in 2002.
- 2.2 **Air Cadet League Long Service Medal**
The Honours and Awards Committee (H&A) have received the necessary information from the Army Cadet League with respect to the implementation of this program. G. Albert noted that the Committee was working on this and is supportive of this type of medal for Air Cadets. T. White noted that the program has been very successful for the Army Cadet League in New Brunswick; in fact he noted that many former cadets had been buying the medal and the NB League sold-out of its initial shipment of medals.

Recommendation: The H&A Committee is working on this and will bring forward a recommendation for continued development at the Annual Meeting of June 11, 2005. The Committee needs to ensure that the Provincial Committee (PC) Chairs are in agreement and ready to fund this program. Initial start-up costs are expected to be in the range of \$20,000 and \$8,000 - \$10,000 thereafter.

Action: The H&A Committee must finalize all of the details for the medal including design, costing, criteria, etc. The Board of Governors agrees that the cost of the medals should be billed back to the Squadron Sponsoring Committees by the PC's.

2.3 Year of the Veteran Pins

J. Mignault noted that at least 30,000 pins had been received and that Distribution by DND had begun in Central Region.

Recommendation: That the pins be distributed by DCdts through the Regional Cadet Support Units as soon as they are received.

Action: Pending. Expected to be completed in the summer of 2005.

2.4 ACL Wreath for Remembrance Day

Discussion: J. Mignault noted that he still needed to write a letter to the Royal Canadian Legion requesting that a Wreath be laid by a member of the ACL at the National Remembrance Day Ceremonies in Ottawa. J. Mignault noted that the three Leagues need to submit a joint request.

Recommendation: J. Mignault to meet with the Army and Navy League for the submission of a joint request to the Royal Canadian Legion.

Action: Pending.

2.5 Registered Pension Plan Investment Review

J. Mignault explained that there are two (2) Pension Plans in place. The first one is a Defined Benefit Plan for the employees hired and in place prior to 1999 and for the remaining employees hired and/or on staff after 1999/2000. The old plan has three employees in it, it is fully funded and has been frozen since 1999. The only annuitant at the present time is former Executive Director R. Logan. This plan is administered by the Mutual Life Insurance Company and as such is subject to bi-annual reviews as required by the Ontario Pension Commission. The League's actuary conducted this Review in 2004 and noted that for the first time ever, estimated actuarial liabilities in the plan exceeded assets in the plan, resulting in an estimated deficit of approximately \$28,000. This deficit is now being funded out of the League's operating budget and must be repaid over the next seven (7) years. We reimbursed more than \$5,800 in 2004/05. J. Mignault explained that even with the plan being frozen, the actuarial fees are still high and must be paid (every two years) – usually out of the plan assets. In addition, J. Mignault noted that we will continue to be exposed to these actuarial deficits as long as we do not purchase an annuity for the three employees in the plan. The actuary has committed to advising the League if and when the time comes that the surplus in the Plan is large enough to purchase the annuity. In the meantime, we will have to continue operating with a view of making up deficits periodically as they arise. J. Mignault noted that for employees on staff after 1999, there is a self-directed RRSP Plan which is optional and where the employer matches the employee's contribution up to a maximum of 8%, this is included in the annual report with salaries and benefits. J. Johnson noted that the frozen defined benefits plan is administered by an independent insurance company and has a fairly well diversified portfolio – mainly GIC's and mutual funds. J. Mignault will finalize after the AGM the review of the investments in the pension plan with a view of maximizing the returns without incurring undue additional risk.

Recommendation: J. Mignault to confirm the accuracy and fairness of the actuarial review fees for the last review of the Pension Plan and also the planned changes in the investment mix as noted above.

Action: Pending.

2.6 Selections 2005

J. Mignault noted that the National Course Selections were finished and the final lists (Ontario) were released on Thursday May 5, 2005. The process was very lengthy and time consuming. J. Mignault had everyone in the office assist with the Selections for almost an entire week. The staff also had to work many hours of overtime to complete the files. In addition, Francine Germain from the Quebec office came to the office to assist us for four days. Her help was greatly appreciated. J. Mignault has concluded that this task simply cannot be completed by one person alone in a reasonable timeframe for the cadets to get their results fairly quickly. The entire process needs an in-depth review as this has caused us to be very late with all of our work. The process of having the Air Training Officers and Air Operations Officers finalize the missing information in the files and the management of the Spares list after the results are announced has not been popular with the PC Chairs. The reality is that we would simply not have been able to accomplish this additional task this year. J. Mignault noted that he would conduct an interactive Workshop on Selections during the Open Forum at the AGM. The objective of the session is to familiarize participants on the very detailed work and just how much effort is really required “behind the scenes” to make this happen.

Discussion: G. Albert noted that he agreed with the change and that there was also an added benefit from the cadets and parents point of view, i.e. where those who are spares and/or pending, were finding out earlier much earlier if they could attend camp or not!

Recommendation: J. Mignault will complete a post-mortem assessment of the Selections process this year with a view of identifying the shortfalls and the problems we encountered and also will make recommendations for the future of Selections – i.e. in terms of how the process is handled in the National office. In addition, the National Selections Committee will meet by conference call in July and August to review the process for next year, with a view of improving the response times to the benefit of the cadets and also for those who will at the Provincial Committee level, complete the files and the database to be sent to the national office.

Action: Pending

2.7 National Fund Raising Campaign

B. Bondarevich noted that the Fund Raising Committee Annual Report has been included in the Meeting Books and that he did not intend to comment on it further unless there were questions by the BOG members in attendance at the meeting. He noted that he has been working on a new program for fund raising which is a new strategy designed to help generate new sources of revenues. The strategy involves marketing new unique products. Most committee members at the Fund Raising committee meeting agreed that this was a great new novel idea. The strategy involves marketing products featuring the League's logo for squadrons and the cadets themselves. This initiative should be simple and of low cost to the League. The Committee would seek to seek the interest of a few companies willing to work with us in designing these new “branded products” for sale to all of the cadet squadrons across Canada. Products would be unique, interesting and attractive to the cadets. The products would appeal to the cadet's sense of collecting, memorabilia, souvenirs and a historical collection of items/products/documents designed to record and document the cadet's progress or career. The products will be of value to the “customer” while providing a good profit.

Recommendation: Ensure the PC Chairs are on board, will support the initiative and convince the local sponsoring committees that this initiative does not compete with their local fund raising strategies and programs. J. Mignault to check if the League and Royal Canadian Air Cadet crests and logos are duly registered and copyrighted for exclusive use of the League. This is to ensure we can control who uses these crests and logos and also pay appropriate fees for their use if deemed required and/or if royalties can be justified in certain cases.

Action: Pending

2.8 Partnership Team Working Group/Indemnification of the League

J. R. Goudie noted that he had distributed ahead of the meeting an update memo outlining some of the changes and update of the last Partnership Team meeting. Lili Ste-Marie (the Dept. of Justice lawyer on the matrix/partnership) was supposed to attend the meeting to discuss issues and concerns of the members, with respect to the Partnership team discussions and the Matrix, but was unable to attend to a death in the family. J. R. Goudie noted that the two remaining issues had to do with the definition of a volunteer and also screening. J. R. Goudie reemphasised that the ACL has decided that the League wishes to **attract, recruit, screen and manage** all volunteers. Discussions ensued on the impact on the League (budget, number of volunteers needed, etc.) i.e. with respect to the cost of attracting and screening volunteers at the local sponsoring committee level. B. Goudie noted that DND was insistent on ensuring that all volunteers who are contact with cadets that are deemed to be on “cadet duty” must be fully screened and also have had a CPIC Police check. J. R. Goudie noted that the MOU defined cadet duty as any time the cadets show up at any activity, i.e. for training at the LHQ and any other time that they are used for activities such as fund raising and so on. J. R. Goudie noted that anyone involved and around cadets must have a CPIC, the exception would be for those that are simply used as drivers, and only doing a “pick-up and drop-off” function would not be deemed “volunteers” and would not have to be screened. J. R. Goudie and L. Bourgeois noted that the Navy and Army League would be using a drivers log to record those acting as drivers [i.e. as a permanent record of the drivers credentials (license and insurance)]. An additional requirement of the local sponsoring committees will be to maintain “lists of approved” volunteers. This list would be used by the League and the squadron staff when they need to request the help of volunteers. In addition this would satisfy the League’s insurance requirement to document those people which it has authorized to assist and who by extension would be eligible for protection under the League’s Commercial General Liability Insurance Policy. There would no longer be CO’s volunteers, any such persons would be screened by one or members of the local sponsoring committee. All screened League members/volunteers who will be screened (and have had a CPIC Police check) and are subsequently authorized to work with cadets will also sign a form which will in effect make them “approved volunteers” for purposes of providing indemnification by the Government of Canada for volunteers. Discussions ensued as to whether the screening forms and process would continue to be done at the local/provincial level or as part of a centralized process through the national office. L. Bourgeois and B. Goudie noted that the Army and Navy Leagues have agreed to centralize the maintenance of the documents and will create a list of screened volunteers (and a centralized database of all applicants and screened members) would be issued with a valid ID card for all volunteers who have successfully passed the screening process. Concerns were expressed that the Implementation of the Photo ID system would be very costly, inefficient and very time consuming. J. R. Goudie noted that discussions were ongoing for the grandfathering of members who are already screened. This has not been finalized at this time. The League would also have to decide if the volunteers would have to pay for the CPIC Check themselves or if it would be paid and absorbed by the Squadron Sponsoring Committee. J. R. Goudie also noted some discussions with DND with respect to the definition of a Sponsor, which is being interpreted right now as is, i.e. as defined currently the in the Queens Regulations and Regulations Cadets (QR Cadets). The issue rests with the fact that the QR&O’s noted that the Sponsor is approved by the Chief of Defence Staff. Another issue rests with the strict legal interpretation of QR Cadets as “the law” versus guidelines for the roles and responsibilities and directives for the cadet program.

Recommendation: J. R. Goudie requested that the Board provide him with further direction and instructions for finalizing the MOU and Matrix. Specific points included:

- Accepting revised MOU Section 5.2.3
- Having one screening process for all volunteers and League members, or
- Having only Sponsoring Committee members and volunteers involved with cadet duty activities subject to enhanced screening with a CPIC, and all other League members and volunteers subject only to the current process
- Requiring applicants to pay for CPIC or have League cover cost
- Maintaining a national database of all approved volunteers and those rejected
- Issue an identification badge to everyone screened with a CPIC

Action: Pending.

2.9 Review of Financial Results for Fiscal Year 2004/05

C. Hawkins noted that the Budget for 2005/06 had been included in the Members Meeting packages. There were no questions or issues with the Budget. C. Hawkins noted also that the Auditors had advised of increased audit fees over the next few years. This is due to the fact that there is now a need for additional audit work and testing required, this comes as a result of the Enron scandal in the USA. J. Mignault also noted that the auditors had to prepare other reports for DND commenting/certifying compliance to the new Grant Arrangement. R. Dionne enquired as to the reason for the large increase in the salary budget. C. Hawkins noted that this was because of our plans to hire a fifth employee in the new fiscal year. He also noted that while this was a large increase, this was one of the reasons for requesting additional funding from DND – i.e. the \$80,000 increase in the National Operating Grant. J. Mignault provided a few comments on the financial statements and his comments focused on items of significant change over the previous year. J. Mignault noted that while we had positive results catalogue sales were down versus previous year and while donations were slightly less than the previous year but we did not achieve the yearly target. J. Mignault explained some of the reasons for this. G. Albert noted that with respect to Pilot Flying Trying Achievement Awards from the AFAC Trust, these awards do not have to be used necessarily for actual flying time but can be used at the discretion of the recipient. Most if not all other awards on the other hand were intended to be used for flying as designated by the donors of the Trust.

Recommendation: None.

Action: N/A complete.

2.10 Review of Budget for 2005/06

The Budget was approved by the BOG during the February 2005 BOG teleconference. There were no major questions and/or concerns with the Budget other than the larger than usual increase in salaries which is due to the addition of a fifth employee in fiscal year 2005/06.

Recommendation: None.

Action: N/A complete.

III NEW BUSINESS

3.1 Hiring new office staff at National Headquarters

J. Mignault reconfirmed that the plans were to hire a fifth employee in the year and also a replacement for M. Chassé. J. Mignault reiterated that the addition of a fifth employee was a condition of the \$80,000 Operating Grant Increase from DND and that we would begin the recruitment process immediately upon our return to the office after the Annual General Meeting.

Recommendation: Hire two new staff members as soon as possible after the AGM.

Action: Pending.

3.2 Presentation to the Royal Canadian Legion

J. Mignault noted he had brought a really nice plaque for presentation to the Royal Canadian Legion at the President's Dinner. The plaque is to thank and recognize the

Legion for their **Air Cadet of the Year** initiative. T. White noted that in NB, they recognized all of the RCL Branches in New Brunswick who sponsored an Air Cadet Squadron during the Squadron Annual Ceremonial Reviews (ACR). G. Albert noted that in the future when the National President and/or Executive Committee Members visit Squadrons for their ACR, that they consider presenting a plaque to Sponsors such as Legions, AFAC Wings, Lions Clubs, other service clubs etc.

Recommendation: Present the Plaque to the RCL Representative at the President's Dinner of June 11, 2005.

Action: Completed during the President's Dinner

3.3 Member Registration and Screening

J. Mignault noted that a spring meeting with the DCdts lawyer/legal adviser, Lili Ste Marie, B. Goudie and J. Mignault presented the Air Cadet League of Canada's Policy on Member Registration and Screening for volunteers. The purpose of the meeting was for DND to assess the adequacy of the ACL Screening process versus the one adopted by DND – i.e. the Enhanced Reliability Check.

Lili Ste-Marie agreed that our process was acceptable except for:

- 1) We must perform a CPIC check on all League volunteers, i.e. for those working with cadets when they are deemed to be on "cadet duty";
- 2) We do not do a financial check on everyone, according to Miss Ste Marie this is OK for most volunteers except those handling money and doing fund raising.

The fact that we do not have a national database containing all of the names of screened volunteers was discussed and a response to be confirmed at a later date.

At the Partnership meeting of May 21, 2005, B. Goudie confirmed that we would kindly turn down DND's invitation to screen volunteers and that the League would screen all volunteers. This needs to be discussed at the BOG Meeting and with all members to ensure everyone agrees. As noted at 2.1 above the Vice Chief's offer to screen all volunteers still stands. In addition, the Vice stated at the meeting that DND felt that the Army and Navy Leagues process of creating a national database to record all "screened volunteers" and the issuance of an identification card were positive steps that he deemed required in order to ensure a complete process and the exercise of adequate/reasonable "due diligence". The Vice also offered to review the burden placed on the Leagues for such additional processes and offered to look at assisting with increased funding if deemed required.

Issues to discuss include:

- 1) Do we want to screen all volunteers at our cost and decline DND's offer to do it?
- 2) Are we prepared to screen everyone?
- 3) Do we have all of the money to CPIC everyone?
- 4) Do we intend to create a central database?
- 5) Are we prepared to hire the appropriate resources to receive and enter all of the forms at National?
- 6) Do we have the people and the resources to ensure all of the screening is done in all 458 squadrons?
- 7) Who is going to follow-up with all 458 Squadrons for their forms and ensure all of the forms are sent to National for verification and data entry (files completed, interviews and reference checks are done, etc.);
- 8) Will we have the right people doing the screening?
- 9) Will the legal advisor to the Vice Chief allow grandfathering of existing League members for the CPIC check, or will a CPIC be required for everyone?

G. Albert noted that members seem to agree that screening is a responsibility of the League. L. Bourgeois noted that this was an important issue, that the three Leagues have similar screening processes and consider using one database and also ensure that we provide clear direction and the materials and tools to the Provinces and local sponsoring committees to ensure that the job is done properly all of the time. B. Bondarevich noted that some of the members in attendance at the meeting requested that the BOG provide uniformity and consistency in one **standard** national process. G. Albert noted that while there is one minimum standard and process in the Policy and Procedures Manual now, many PC's have tailored the process to their suit their own needs and that cannot continue once a new process is in place in the near future. C. Hawkins noted that his review will also include a review of best practices in place in each Province to be used as a model for a new national model. C. Hawkins noted that there may be no need to reinvent the wheel and in some cases, such as Saskatchewan only need to make minor modifications in order to achieve the new minimum standard. In addition we need standards for storing, securing and destruction of confidential records and also the database used to secure personal information. T. White suggested that the letter requesting the CPIC check going to the various Police forces be standardized across the country. J. Mignault noted that ideally all three Leagues should have a common screening process for all three Leagues. C. Hawkins did not agree and suggested that the forms and process do not to be exactly the same as long as the three Leagues obtain the same data for the common database. Discussions continued and a note was made that the new Bylaws will have a clause whereby all League members will need to be screened. C. Cataford noted that with the new process all volunteers would need to be League members. Discussion ensued and the consensus was that all volunteers would not necessarily have to join and be a member of the League. However, both would need to be screened to the same degree, if they wish to volunteer to work with Air Cadets. An occasional volunteer such as a parent who will simply drive cadets to an event and would not be in their presence when they are deemed to "not be on cadet duty", would not be a League member, but may have to sign the "driver's log" as a record of their involvement with their activity.

Recommendation: C. Hawkins will chair the Member Registration and Screening Committee and will immediately canvass all of the local sponsoring committees with a view of obtaining an overview and understanding of the current process in all PC's across Canada. In addition, he will canvass all of the PC's to obtain an approximate number of volunteers that are actually screened, how many have received a CPIC check with a view of negotiating with the DND legal advisor for a "grand-fathering clause" for members who have already been screened. J.R. Goudie will need a response to his questions before the next MOU/Partnership team meeting in late summer/early fall. Refer to bulleted list at item 2.8 above.

Action: Pending.

3.4 Issues Management Protocol

Discussion of draft protocol - this document establishes a protocol for League management of issues. It sets out the framework to be followed for communication to internal and external audiences. While the protocol focuses on issue management, it may also be used in the event of a crisis. Mike Wedge prepared this document as a User Guide to deal with "crisis situations". L. Bourgeois noted the excellent work M. Wedge had been doing throughout the year and noted that M. Wedge needed a member on the PR and Image Committee in each Province and also a co-chair for the committee.

Recommendation: Since Mike was ill and could not attend the AGM, this item will be deferred to a subsequent BOG and/or Executive Committee teleconference.

Action: Include in Agenda either for July 2005 Executive Committee teleconference and/or the August 2005 Board of Governors teleconference.

3.5 Cadet Training Parameters Response DCdts May 6 05

This document was prepared by the Military as a follow up to a meeting held in Cornwall in 2002. Fortunately Jean Mignault and Craig Hawkins attended the Cornwall meeting and were able to provide background information prior to the review. The document was circulated for review and comment, and the committee prepared a report for League attendees. The final report to the Military was previously circulated. A follow up meeting was held in Ottawa on April 18th 2005 and was attended by President Guy Albert, VP's Lionel Bourgeois, Craig Hawkins and Exec Dir Jean Mignault. All of the background information and committee notes were provided to them. Results of that meeting were however received shortly before the AGM. These will be circulated separately at a later date.

G. Albert updated the members on the April 18, 2005 meeting and explained how the one day session and what items were reviewed with respect to the air cadet training program/syllabus at this meeting. G. Albert explained that all areas of LHQ and Summer Training were reviewed, discussed and assessed by each League participant on a scale of 1 to 5, one (1) being unimportant and five (5) as crucial/very high priority to the success of the training program. Also each aspect of the training was assessed against the three to assess the suitability of what exists now, what needs to be enhanced/expanded and/or removed from the program. G. Albert noted as an example physical fitness, that as one of the three aims of the program, we (collective we League/DND) were not doing justice to this aim with the existing curriculum/program. G. Albert noted that not all of the League members in attendance were in complete agreement with each point discussed, but for the most part, were able to arrive at a general consensus. J. Mignault noted that for the most part the program is not program, but that there are several areas which require attention. J. Mignault also noted that members should not expect a radical redesign of the cadet program when it is released for implementation in 2007.

Recommendation: None.

Action: Circulate the DCdts Cadet Training Parameters response and meeting summary for the April 18, 2005 meeting.

3.6 Cadet Theme for 2005/06

During the May 25, 2005 teleconference with the three League Presidents, Vice Presidents and Executive Directors, the Vice Chief asked the Leagues for a recommendation on a theme for the cadet training year 2005/06.

L. Bourgeois proposed: **“Working together as partners in developing Canada’s future leaders.”** It should be noted that the rationale for the theme would be that the Matrix would be accepted and signed and the partners in the cadet program in the process of implementing the new agreement. This was approved in principle by DND and the three Leagues and DND at this meeting.

Recommendation: Discussions ensued on the theme and the BOG members in attendance finally settled on “Developing Canada’s Future Leaders”. G. Albert noted that the committee would have to work on creating a suitable French version for this revised theme.

Action: Ensure that the members are aware of the new to assist with the development of a new theme each year and advise DND and the other two Leagues of our modifications to this year’s theme.

3.7 Approval of the Wilga in the ACGP

J. Mignault noted that the following email was received from LCol M. Bourduas with respect to accepting the Wilga (i.e. selected as a new model of tow airplanes by the BC Provincial Committee) on the Air Cadet Gliding Program (ACGZP) Contract.

The comments from Col. Bourduas have been copied below:

Gents,

The studies regarding the L19 and engine supportability have been completed and are attached for your info. Please note that due to proprietary rights of some studies, these cannot be distributed outside DND and the Air Cadet League. Essentially, the studies conclude that the L19 and engine are supportable at least for the next 10 years. In comparing O and M costs of the L19 and the Wilga 2000, the study found the two to be comparable. Therefore, while there are no good technical reasons to change to the Wilga, there are no technical objections to doing so either.

From the operational perspective, the BCPC and RCA Ops O have presented the requirements for the Wilga in various forms. Therefore we are prepared to accept the Wilga under contract should the BCPC pursue the purchase and if certain issues are resolved. These are outlined in the letter (attached) that will be in the mail next Monday.

I want to recognize the work of Maj. John Cooper and CWO Mercier on these studies, and acknowledge the work of other contributors as well. While a lot of work has been done to date, a lot more work lies ahead to ensure the cadets are well served by this decision and the ones to follow.

Regards,

Michel (Mike) Bourduas
LCol
DCdts 2/Coord - D Cad 2/Coord

B. Paisley noted that the DND Technical Authority Officer Maj. John Cooper had completed a sustainability study for the airframe and the engine on the L19. His analysis showed that over a 10 year life cycle, the operating costs for the Wilga were no higher than the L-19 and as such there were no reasons why DND could agree and/or oppose the BC Committee from acquiring and placing into service the Wilga, subject to the following:

- The development and implementation plan for replacing the L-19's in BC;
- The purchase agreement should include would include certain changes and modifications agreed to with the Air Operations Officer and the manufacturers;
- The purchase price some documentation, training and publications and that this be discussed with DND to ensure they are included; and
- The BC PC must continue to communicate developments in the purchase and sale agreement to ensure the final aircraft meets the requirements operational and flight safety standards.

B. Paisley noted the contribution of Major John Cooper and his staff in helping move this issue forward.

Recommendation: BC Committee to proceed ahead with the purchase of the aircraft, and also to ensure with national that the aircraft is appropriately insured and added to the ACGP contract.

Action: Pending.

3.8 Revision of Air Cadet League By-laws and next steps

J. Ash noted that he had previous to the AGM circulated revised DRAFT by-laws to the members of the BOG. He noted that his committee (13 members in attendance) were meeting and as expected the process of reviewing the changes is very slow and tedious but the feedback of the members in attendance was invaluable. J. Ash noted that he was more concerned with content than form. He noted that the process is important as both

Treasury Board (who approve funding of the National Operating Grant of \$380,000) and Industry Canada have a vested interest in ensuring the By-laws accurately reflect the mandate and objects of the corporation. For example the aims of the organization now will be updated to reflect the fact that the League is very actively involved in fund raising. In addition the By-laws will now reflect the provisions for financial control versus financial management as the management aspect has more to do with the day to day functions of the staff at Head Office. This revision includes such areas functions and accountabilities of the staff and the members of the Board and Executive, this will include cheque signing authorities, numbers of singers, etc. The document will also refer to all the required documents for good corporate governance starting with the Constitution and By-laws. Another important area is membership, who can be a member, the conditions for admission, the types and classes of members and so on. The committee envisions two types of members – National and Provincial/Local (to include local members) with the Provincial Committees accountable and in control of the conditions of membership at the provincial/local level. The Provinces will continue to nominate their candidates for National membership as they see fit. However the committee members seem to indicate a preference for these national director **nominees** to be elected at the various Provincial AGMs. While not finalized, the Provincial Committees could/would have the discretion of appointing and electing their slate of national directors effective immediately or they could alternatively elect to appoint them at the next National AGM (June of the next calendar year). Thus some members could have terms of service from Sept./Oct. to Sept./Oct. of the next year or June – June as is currently the case. Provincial Committees could also decide to add to the Agenda of their spring semi-annual meetings the election of next year's national directors. Board of Governor members are deemed supernumerary and are not part of the number of directors a Provincial Committee is entitled as per the formula amount (no change). The number of members on the BOZG is to remain at 15 with the 16th being the immediate Past President. Honorary Directors, life members and Members at large will not be entitled to vote. Membership dues will be waived and members encouraged to make a donation in-lieu of fees. The BOG at its discretion may elect however to call for annual membership dues, subject to ratification by the members. The committee also discussed imposing a seven advance notice for a national director change immediately before the AGM, although proxies would also be accepted for those duly elected members who are unable to attend the meeting. J. Ash noted that the committee would reconvene to continue their deliberations during the Friday Open Forum.

Recommendation: None, the committee is still working on draft revisions of the by-laws.

Action: Pending.

3.9 Technical Training Courses – alternate services delivery

There are some mid to long term issues with the ongoing maintenance of the Technical Training Courses offered at CFB Borden for Air Cadets. Mainly with respect to availability of up-to-date equipment, facilities, personnel and also curriculum materials that have not been updated in many years. Vice President Craig Hawkins has undertaken some discussions with Canadore College to see if it may be possible to at least review the feasibility of having the course provided by the College (mainly aircraft servicing – although other opportunities and alternate sites could exist for the photography and electronics courses. These are preliminary discussions only and there are no guarantees of DND continuing to fund these courses and/or for the courses to survive future reviews and assessments of the value of these courses given the limited number of participants!

C. Hawkins noted that he had spoken to Dan Caron, the Dean of Technical College at Canadore College. While C. Hawkins had not yet had a chance to engage in-depth on this issue, Mr. Caron did indicate a high level of initial interest in the idea.

Recommendation: C. Hawkins visit the College, meet with the Dean and discuss the possibility of partnering with the College for the Aircraft servicing portion of the Air Cadet Technical course. C. Hawkins would then ask the people at DND to contact the College

with a view of entering into discussions designed to rejuvenate the Technical Training Course which is undergoing a few challenges at the current time. In addition C. Hawkins noted that Confederation College in Thunder Bay may also be another institution which is potentially interested in helping out. J. Johnson indicated however that the College in Thunder Bay may in fact reconsider their position with respect to their and that this was in no way, a sure thing! C. Hawkins is looking at alternatives for the development of one Centre of Excellence, potentially for Anglophone cadets with one to follow later for Francophone cadets (mainly in Quebec). B. Paisley noted that the Canadian Aviation Maintenance Council could assist with this type of initiative. The ACLC remains committed to this course as there are currently many career opportunities and a lack of technical expertise in the aviation and aerospace maintenance and design sectors.

Recommendation: C. Hawkins to continue his enquiries and discussions with one or more of the colleges in Ontario with a view of arranging a proposed business model from a possible proposal to DCdts.

Action: Pending.

3.10 Internal Communications/email/committees, etc.

First Vice President Lionel Bourgeois has expressed a concern that while the means of individual and mass communications are better than ever, there are still many cases where our failure to communicate effectively are obvious. L. Bourgeois has thus asked that BOG members be prepared to discuss this at the AGM and propose some new ideas to improve this in the future.

L. Bourgeois noted that he hopes to improve communications within the League at the Open Forum, in particular with email. He noted that his concerns were twofold:

- Email communications, ensuring everyone receives the information disseminated through email, forwarding and responding to emails, storage and backups of documents; and
- Communications within and with select and standing committees. In his opinion, the effectiveness of committees is hampered by the inability of the committee members to meet and communicate effectively. As such, each Committee needs a Chair, a Vice-Chair and a Secretary to back-up the chair and to ensure the information is effectively communicated to all members of the committees. L. Bourgeois noted that he will ask each Committee Chair ensure they obtain the commitment of at least one committee to act as Secretary. He noted that in particular with the broadcast messages on CATO's, there are very comments from the members and little to acknowledgement that the members even received the information.

L. Bourgeois noted that perhaps we should reinforce the use of the Discussion Groups in the Members Section of the Website. In the case of comments and feedback on the CATO's, members could use the Discussion forums to post comments.

Recommendation: None, members will be at least be encouraged to acknowledge that they have received various documents, i.e. those that will be deemed important over the next year.

Action: None.

3.11 WestJet Sponsorship Agreement – Carrier of Choice for League Meetings and Sponsorship of the Effective Speaking Competition.

G. Albert received a formal agreement from WestJet for the President's signature. It contains many clauses where WestJet clarifies its expectations for the sponsorship. This included posting the WestJet banner at our meetings, advertising WestJet as sponsors of the Effective Speaking Competition, a receipt for the value of the 20 donated flights.

Recommendation: The BOG will ask WestJet to clarify their request for a receipt through Past President Harold Fowler and also to advise them that we have agreed to fly the WestJet banner at our Annual and Semi-Annual Meetings.

Action: J. Mignault to check with H. Fowler on finalizing their draft agreement and receipt.

3.12 Hiring Summer Student

J. Mignault noted that he had received confirmation from Employment and Immigration Canada that the requested funding to hire a summer student had been accepted. He noted that the project funding covers almost 90% of the salary paid and the funded project period is for nine (9) weeks, beginning on July 4, 2005. J. Mignault noted that the student would create a database for all national course selections from the earliest years to 1993 when existing computerized databases for selections were put in place and also with the national database for fund raising.

Recommendation: N/A none.

Action: J. Mignault to work with the Canada Student Employment Student Center to hire a student after the AGM.

3.13 By-laws revisions and next steps

This item has been addressed in the minutes at item 3.8.

Recommendation: N/A, none.

Action: N/A, none.

3.14 Effective Speaking Competition

R. Dionne noted that the name of the contest is now changed to competition. He noted that the committee meeting deliberations and decisions of last year were never documented and circulated. One of the changes is the elimination of the three year rule where a candidate whether he/she won the competition or not could compete for another three years has been eliminated. The national winner can never compete again. Another issue is the fact that some from Provinces do not want their provincial winner to compete again and not only the national winner. R. Dionne believes that there should be one set of rules but they should be able to decide for themselves the eligibility requirement. G. Albert noted that the National Committee can control the application of the national rules whereas the Provinces can/could decide their own national eligibility, but noted that the a motion was required to resolve the issue.

Recommendation: Discussion ensued and the BOG decided therefore made the following Motion:

MOTION: Moved/seconded by R. Dionne / L. Bourgeois that the rules and regulations of the Effective Speaking Competition be followed as they are defined/outlined in the Policy and Procedures Manual.

Carried 12/0/0

R. Dionne then recommended the following topics for next year's competition:

- My favourite pilot;
- My favourite aircraft
- Mars and its future
- The role of the Air Cadet League of Canada
- Canada's greatest asset

The committee decided to have 5 subjects each year for a three year cycle and them re-circulate them on the fourth year.

Action: G. Albert asked R. Dionne to canvass the Effective Speaking Committee to see if they would agree to substitute one of next year's topics for next year's them, i.e. "developing Canada's future leaders". He noted that if the Committee agreed, this would be a good topic for the competition, but that if not approved, the existing five topics were fine.

3.16 Issues and Concerns of the Provincial Committee Chairs

- **Pilot Training Achievement Awards** – the PC Chairs noted that all of these Awards should be discretionary and not necessarily be used for actual flying similar to the change communicated by Honorary Director Ron Button for the Air Force Association Awards.

Recommendation: Discussion ensued and G. Albert agreed to take this issue to the Honours and Awards Committee for resolution.

Action: Pending

- **Copyright and registering the ACL and RCL logos.** The Fund Raising Committee and J. Mignault would investigate the legal and/or procedural requirements to oversee securing the rights to our “trademarked crests and logos”.

Recommendation: Contact the specific authorities and enquire on the process to register our trade names and logos.

Action: Pending.

- **Changes in the National Selections process – Policy change without consultation of the PC Chair.**

J. Mignault noted that the changes were in fact a **procedural change** impacting mainly national, which while it was made without consultation of the PC Chairs, was essential in order to ensure the completion of the process in time for the April 30, 2005 deadline. C. Hawkins enquired as to the nature of the changes. J. Mignault noted that basically there were four (4):

- The National Selections process would effectively end with the release of the results through DND and the Leagues as usual;
- The National office would not follow on missing documents and incomplete files. Instead the responsibility to locate and obtain the missing information was basically transferred to the DND Air Cadet Training Officers in the field for all National Selections files except Power and Glider Pilot Scholarship. The Air Operations Officers and/or their staff were assigned this task;
- The National office did not manage the spares and replacements lists, these were again devolved to the DND Air Cadet Training Officers and the Air Operations Officers; and
- The national HQ would no longer issue a letter to the cadet advising him of his selection on a national and/or his position on the Spares list.

These changes worked well. The PC Chairs and their Selections Committee reps were kept informed of the status of the incomplete selections files and also of the many inevitable changes that occurred as the summer training session approached. J. Mignault noted he had obtained the concurrence of the National President, the Chair of the National Selections Committee, Mr. David Hayden and also the BOG. J. Mignault added that to the best of his ability these changes had minimal impact on the Provinces, that there were no major problems with the process and that the cadets were advised much sooner of a status change from spare to selected when another cadet decided to withdraw from a course. M, Cataford and T, White reiterated that in order to retain some control and ownership over the process, we need to be careful as to which responsibilities we hand over to the military, as our members still firmly believe in the fact that we have an important role to play in the National Selections process. Much discussion ensued on the process at the local, provincial and national level, with a concluding agreement that

we will continue to be involved with national selections while at the same time working together to simplify and improve the process.

Recommendation: That the National Selections Committee review the process once again for the 2005/06 selections with a view of improving the process for the benefit of the cadets.

Action: The Chair of the National Selections Committee through the Executive Director will organize a teleconference to implement changes and improve the process for the next round of Selections.

- **Air Cadet Long Service Medal:** The BOG recognized that a motion will be needed to ensure that these medals are designed, manufactured and processes and criteria are developed to ensure the effective distribution of the medals once they are produced.

Recommendation: Follow up with the Honours and Awards Committee to make the process is moving ahead.

Action: Pending.

- **Late receipt of Pilot Training Achievement Awards:** The PC Chairs noted in their comments that some of these Awards take a long time before they are finally given to the recipients. C. Fauvelle that this was mainly a problem with the Awards of the Air Force Association (AFAC). The cheques do not go directly to the cadet or to his/her Squadron but to an Air Force Association representative in the area for presentation at a suitable time. This is a request of the AFAC to ensure some visibility by their members and Association in the actual presentation of the awards.

Recommendation: The Executive Director should talk to the AFAC and with Ron Button to see if it would be quicker and easier to send the cheque directly to the Squadron CO with a note to immediately contact a local AFAC representative or Wing for the presentation of the Award.

Action: Pending.

IV CONCLUSION

4.1 Good and Welfare of the Air Cadet League

No Good and Welfare of the League items were discussed.

4.2 Closing Remarks

The National President thanked everyone for their active participation and hard work in the last year.

4.3 Date and Time of Next Meeting

Incoming President L. Bourgeois noted that there would be a first meeting of the BOG on Sunday, June 12, 2005 at 08:00 hours in the Nakoda room. T. White noted that he would be unable to attend due to an early flight.

4.4 Adjournment

There being no further business, the Chairperson adjourned the meeting.

Board of Governors/Provincial Chairs Meeting
Thursday, 9 June 2005 1700 hours



APPENDIX D

ATTENDEES:

Chairperson:	G. Albert	President
Members:	B. Wolfe	Past President
	L. Bourgeois	First Vice-President
	C. Hawkins	Vice-President
	M. Cataford	Vice-President
	J. Johnson	Vice-President
	B. Bondarevich	Governor
	B. Burchinshaw	Governor
	R. Dionne	Governor
	S. Harry	Governor
	R. Mercer	Governor
	W. Paisley	Governor
	T. White	Governor

PC Chairs:	D. MacNeil – NB - Chair of Chairs
	D. Gladney – NL for Maurice Murphy
	J. Mullins – NS – for John Walker
	D. Gosse – PE – for Bruce Davison
	E. Statham – NB
	P. Renaud – QC – for Edmond Lanthier
	R. Thistle – ON
	T. Beda – NW ON
	E. deCaux – MB
	E. Callow – SK
	K. Mann – AB
	G. Sutherland – BC
	B. Mackay – NWT/YK/NVT – Absent

The PC Chairs were also accompanied their Vice Chairs at the meetings.
Names omitted for brevity.

Staff:	J. Mignault	Executive Director
	C. Fauvelle	Secretary-Treasurer
	L. Nickerson	Secretary
Absent:	P. Martin	Governor
	M. Wedge	Governor

The Chairperson opened the Dinner/Meeting at 1700 hours. The purpose for the Dinner/Meeting is for the Provincial Chairs and their assistants to meet in an informal setting to discuss issues and concerns that have arisen in their earlier meeting and/or to bring new issues to the table.

I ADMINISTRATION

1.1 Opening Remarks by Chairperson

A general welcome was extended. G. Albert welcomed everyone to the Dinner and hoped the meeting would bring forward items which require discussion or perhaps a solution prior to the AGM on Saturday. G. Albert noted that there was no formal Agenda for this meeting and he extended a general invitation for all those in attendance to bring issues to the table for discussion

1.2 Call for Items for discussion

1.2.1 Dennis MacNeil – D. MacNeil noted that the initial points for consideration by the Board at their meeting had been included in the Annual Report of the PC Chair in the AGM Meeting Book, He noted the following new items:

- The PC Chair requested that the request of the Air Force Association Pilot Training Achievement Awards funds be used for the use as the recipient sees fit, i.e. such as gasoline, books, etc. In other the cadet would not necessarily have to use the money for actual flying;
- The PC Chairs provided their **agreement in principle** to the proposal of the Chair of the National Fund Raising Committee for the implementation of a new program of Specialty ACL Branded Products available in the national cadet catalogue, i.e. for sale to the cadets, Sponsoring committees and so on. The Chairs also requested that the BOG conduct a process for registering the Air Cadet names and logos as trademarks and also research the implementation of licensing these products for sale exclusively through approved channels of distribution with a view of sharing profits with the National and Provincial levels of the League. This would include royalties and license fees for commercial use of the logos and crests;
- The PC Chairs noted that they feel that the organization has a moral and political obligation to consult the PC Chairs for all decisions impacting them, i.e. in context of the active delivery of the cadet program. The PC Chairs feel that they should work in partnership with the national level to continually develop the program, thus their opinion and input must sought in the adoption of any changes, to do otherwise would set up the organization for possible impending failure;
- The above point related to the changes requested and implemented by Executive Director J., Mignault for National Selections in the spring of 2005. D. MacNeil that while the PC Chairs understood the necessity for the change but would have welcomed previous discussion and input. They disagreed with the fact that changes were made without consultation late into the finalization of the National Selections process;
- The PC Chairs believe that the Air Cadet Long Service Medal should be implemented as soon as possible as this was a very good success for the Army Cadets. G. Albert noted that the Honiurs and Awards Committee; and
- D. MacNeil noted in closing that the new PC Chair of Chairs would be Ralph Thistle of the Ontario Provincial Committee. G. Albert thanked D. MacNeil for all his service to the PC's and the League as whole. He also noted that the PC Chairs was an important and also that it was a critical link with the Chairs.

- 1.2.2 **G. Albert** – Guy noted that the BOG also had issues and items for discussion with all of the PC Chairs and their assistants. One of these is the Screening process which may need to be further amplified and fine tuned as a result of signing the new MOU and Matrix. G. Albert noted that J. R. Goudie had made a lengthy presentation to the BOG before the evening dinner/meeting, but that the opportunities to discuss this in detail had not been possible and would require additional time later. G. Albert noted that the focus of the discussions with DND focused on a centralized database of duly Registered and Screened members and also a process which is to include a local screening process which will include a Canadian Police Information Centre (CPIC) check for all volunteers. G. Albert noted that there may be some support from DND with respect to assisting with additional costs imposed in implementing a full screening process. He noted that this was not final and only the result of preliminary discussions. G. Albert also noted that the existing screening process satisfies most of DND's requirements except for the mandatory CPIC check. G. Albert noted that CO's volunteers would no longer exist and that everyone working with and around air cadets while they are deemed to be on "active duty" would need to be fully screened.

L. Steele noted that Saskatchewan had made great progress with their Provincial Screening process and program. She explained that:

- She noted that their members were divided into three tiers or levels - level three were accredited fully screened and CPCI'd members, level II were also screened with a CPIC check but had not had a credit check unless they were involved with handling funds. She also noted that all of their Treasurers were all bonded through a Provincial Agency at a low cost – i.e. \$20 per year. This is used in lieu of a credit check. Finally Level I members fill in a form, but are not screened; they cannot be left alone with cadets. In addition the PC has established a list of approved volunteers at the local level. The officers know that all level II and III volunteers can assist the Squadron staff and also drive cadets. The screening process is five (5) years, which are renewed for another five years. E. Callow the PC Chair noted that the PC has a database of all of their volunteers. C. Hawkins noted that the SK PC may be a ready made role model, and enquired who paid for the CPIC. L. Steele noted that in most cases the RCMP were not charging for a CPIC, but this is changing – some are now paying \$5 to \$35 to conduct a CPIC, the fee being absorbed by the Sponsoring Committee.

G. Albert thanked L. Steele and E. Callow for their comments on the progress of their member registration screening process. R. Dionne and L. Bourgeois requested that the SK PC send their information to the new Chair of the Member Registration and Screening Committee, Mr. Craig Hawkins. E. Statham noted that in smaller Provinces there are few or no human resources, that the new revised process was reasonable for the administration by mainly a volunteer member base! G. Albert noted the immense responsibility of accepting to screen all volunteers and that there would be much pressure by the Squadron staff for approved and screened volunteers. G. Albert noted that the League's responsibility would be to screen all volunteers working at the Squadron level. L. Bourgeois noted that in future, there would be Squadron staff screened by DND and volunteers screened by the League. L. Steele noted the case of guest lecturers, who may or may not be screened. This is an area that needs to be clarified.

1.3 **Conclusion**

The meeting wrapped up with Screening, i.e. all of the members in attendance appear to agree that **screening all volunteers** is a League responsibility and that much work is needed to ensure the process once it begins, is done right all of the time. G. Albert closed the meeting and thanked all those in attendance for their interest and participation.



APPENDIX E

NOMINATING COMMITTEE SLATE
2005 – 2006

AIR CADET LEAGUE OF CANADA – 2005 NOMINATIONS

DIRECTORS (44) (PROVINCIAL NOMINEES)

NL (3)	Maurice Murphy
	Bob Drummond
	Melvin Pike
NS (3)	John Walker
	Jim Mullins
	Boyd Taylor
PEI (2)	Bruce Davison
	Danny Gosse
NB (2)	Ed Statham
	Dennis McNeill
QC (6)	Edmond Lanthier
	André Millot
	François Cimon
	Denis Turgeon
	Pierre Renaud
	Georges Ostiguy
BC (5)	Geoffrey Johnston
	Doug Sutherland
	Tom Holland
	Jack Henwood
	Stan Horton

ON (7)	Ralph Thistle
	Bill Cumming
	Don Berrill
	Chuck Verge
	Lynette Mercado
	Dick Donaldson
	Jerry Elias
NWO (2)	Tom Beda
	Joan Cameron
MB (3)	Ed deCaux
	George Evans
	Garry Bolton
SK (3)	Ernie Callow
	Jim Spencer
	Bob Wheatley
AB (4)	Keith Mann
	Eric Steffensen
	Ron Hockridge
	Darlene LaRoche
Y,T, N. (2)	Bruce McKay
	John Carter

BOARD OF GOVERNORS (16)

President	Lionel Bourgeois
1 st Vice	Craig Hawkins
Vice Pres.	Michel Cataford
Vice Pres.	Joe Johnson
Vice Pres.	Rhodie Mercer
Past Pres.	Guy Albert

Members of the BOG	
Bill Paisley	Mike Wedge
Roger Dionne	Tom White
Stan Harry	Bob Robert
Bob Bondarevich	Jan Reidulff
Bob Burchinshaw	Grant Fabes

HONOURARY OFFICERS

Honourary President	Robert G. Dale, DSO, DFC, CD
Honourary Treasurer	James McKeachie
Honourary Secretary	André Dumas
Honourary Solicitor	Stewart Clyne, QC
Honourary Life Member	Arthur Macdonald
Honourary Life Member	Richard Logan

HONOURARY DIRECTORS

The Honourable Lincoln Alexander, OC, CC, K St. J, O Ont, QC
Brigadier General (Ret.) William Buckham, CD
Brigadier General (Ret.) Ronald Button, CD
Lieutenant General (Ret.) David N. Kinsman
Major General (Ret.) Robert L. Mortimer, CD
Major General (Ret.) John A. Stewart, CD
Mr. Herbert Henry Spear
Mrs. Kathleen Birchall



PROVINCIAL CHAIRPERSONS COMMITTEE
Thursday, June 9, 2005 – 1300 and 1830 hours

APPENDIX F

No report received.

This is what the PC Chair reported during the meeting:

Provincial Chairpersons Committee
Presented by Dennis MacNeil

D. MacNeil noted that the PC Chair's report and has been included in the Meeting Book. He noted that two issues were identified in the PC Chair Meetings of June 9/10, 2005. The first issue was reiterated and relates to the fact the PO Chairs feel very as full participating members of the League and appreciate being consulted for major/important decisions.

Dennis MacNeil then commented on some of the other issues brought to the BOG before the AGM. He noted that an answer had been provided for each, these points were:

Issue/concern for the Board of Governors

Response/Reply

1) Approval of the new **Wilga** tow plane as requested by the British Columbia Provincial Committee.

The BOG responded that DND had indeed confirmed that the Committee can indeed proceed ahead with the purchase.

2) The Legal Defence fund needs more discussion as to the insurance wording, registered volunteers and clarification on expenditures.

The BOG responded that when the Legal Defense Fund was established, the criteria and conditions for its use were established, should the additions and/or changes ever be requested, the BOG will indeed listen and consider these changes with a view of adopting them if they are deemed practical and relevant.

3) As for the MOU, we (the PC Chairs) decided that we did not want to screen the CO's volunteers, period.

The PC Chairs agree with the MOU position that the League will have to screen all volunteers whereas DND will screened all CIC officers and civilian instructors.

4) The long service medal was discussed and it was decided that we want our own medal, and we would recognize past service in other squadrons and corps.

The BOG responded that the Honours and Awards Committee is moving ahead with approval, design and distribution of the medal as soon as possible. An update will be provided at the SAM.

5) There was talk about going to one League for all three elements and we said a flat no.

The BOG responded that there were no such plans or discussions.

6) With respect to the Fund Raising Committee proposal for an integrated fund raising strategy, the PC Chairs commented

The BOG supports this initiative also and agree that while in its very early stages, everyone must provide their full support



that they would support this initiative and the committee.

for this to work, and the PC Chairs have confirmed their support also.

7) We are still waiting for the Chair of Chairs to be included on the BOG conference calls as per the invitation of the President at the SAM.

The BOG have agreed to invite the PC Chairs and/or his/her designate on conference calls beginning in July 2005.

8) Some Provinces seem to be having problems collecting the continuation flying grants as National is not sending the money quick enough. We need the National office to

The BOG responded that the National office sends the money in early December and must adhere to the rules imposed by the donor of the Funds.

Issue/concern for the Board of Governors
clarify procedure.

Response/Reply

In the case of the Air Force Association Awards, National must send the funds to a member of a local Wing, i.e. in close proximity of the recipient. This is because the AFAC have asked that a member of their organization present the cheque to the cadets. This has caused national a lot of problems, as the cheques occasionally take a long time to be awarded and are sometimes "stale dated" and a replacement cheque will be issued. Much of this is beyond the control of National. The BOG agrees however that National will communicate in advance how each category of award will be distributed.

9) There has been some discussion about the PR program being passed by the BOG without PC chairs input, and I can only assume that there will be more discussion at the AGM.

The BOG confirmed that this was indeed not the case and that the PC Chairs had been given several opportunities to respond and provide input to the PR Committee Chair.

10) The PC Chair noted that they had expressed their concerns about the National Selections Procedures changes implemented by the Executive Director without consultation by the PC Chairs Committee.

The BOG noted that the changes were not implemented without their consent. J. Mignault had first cleared his request with the National Selections Committee Chair David Hayden, National President Guy Albert and the remainder of the BOG. The BOG also noted that the changes did not have any negative impact at the Provincial and local level and were essential because of the staffing problem at National.



Dennis closed by noting that he had been very pleased to serve as National PC Committee Chair for the last three (3) years. D. MacLean noted that he felt that the organization seemed to be more tightly knit today as it was three years ago and was very thankful of the support received over the last three years. He then introduced the new Chairperson of the Chairs Committee, Mr. Ralph Thistle of Ontario. Dennis wished the best of luck in his new role and noted that he would personally look forward to continue serving the organization. National President Guy Albert thanked Dennis for his contribution and led the audience in a hand of applause.



APPENDIX G

EFFECTIVE SPEAKING COMMITTEE
Thursday, June 9, 2005 – 0900 hours

Minutes for June 9th, 2005
Effective Speaking Competition Committee Meeting
Calgary, Alta.

Present: Roger Dionne QC, Gladys Jarvie BC, Gail Elgert BC, Chuck Verge ON,
George Evans MB, Stan Horton BC, Bob Robert OPC, Joan Cameron NWONT, Charles
Bowen AB, Bob Bondarevich AB, Harold Fowler, Keith Mann AB, Zinovia Robin
MCQuitty AB, Darlene Laroche AB.

I. ADMINISTRATION

- 1.1 Chairperson Roger Dionne welcomed everyone to the 2005 meeting.
- 1.2 Amendments made to Agenda items.
- 1.3 Agenda approved.
- 1.4 Gail Elgert was requested to take minutes for the meeting.

II. BUSINESS ARISING

- 2.1 It was noted that the term "Contest" has not been changed yet to "Competition"
- 2.2 Harold Fowler updated the committee on WestJet's commitment to the Effective Speaking Competition. A contract is now in place with WestJet until 2010 to provide complimentary roundtrip airfare for one cadet participant and one parent or chaperone from each Province / Territory to attend the National Effective Speaking Competition.

A request will be made to the cadet competitors to send letters of appreciation to WestJet for their generous support of the Effective Speaking program. The Provincial Effective Speaking Coordinators should also follow up with their cadet competitors to ensure the letters are taken care of. The letters should be sent to

WESTJET
5055 – 11th Street, N.E. Calgary AB T2E 8N4
ATTN: Marketing – Sponsorships Department

Questions arose as to whether arrangements for flights with WestJet for the cadets and chaperones could go through the Provincial Effective Speaking Coordinators.

Harold Fowler advised that WestJet can only make the arrangements for flights directly with the cadet and parent/chaperone due to flight regulations. Suggested that the cadet competitor and parent / chaperone be instructed that once arrangements have been made with WestJet that they then forward the travel information, preferably via E-mail, to their Provincial Effective Speaking Coordinator.

- 2.3 Cadets are to travel in uniform.
- 2.4 Names of the cadet competitors for the National Effective Speaking Competition Shall be submitted to the Ottawa Air Cadet League Office, not later than May 1st of the year of competition.
- 2.5 Gladys Jarvie requested a review of the decision regarding the return of Provincial winners to the Effective Speaking Competition. At the present time it is only the National winner that cannot return to compete. Discussion on whether the competition should return to the previous ruling that a Provincial winner had to wait three years before returning to compete. After lengthy discussion, the new rule shall remain in place – Winners of Provincial Effective Speaking Competitions may return to compete in next year's competition, however, 1st place winners of the National Effective Speaking Competition cannot return to the competition process.

There was further discussion on whether Provincial Coordinators could implement the previous rule of a three year waiting period on Provincial winners. From this discussion it was requested that Chairperson, Roger Dionne, take this ruling to the Board of Governors to decide whether to allow Provincial Coordinators the ability to implement the three year waiting period on Provincial winners.

III. NEW BUSINESS

3.1 Amendments made to the list of Provincial Coordinators email addresses:

Chuck Verge ON	cverge@sympatico.ca
George Evans MB	gmejen@mts.net
Zinovia Robin McQuitty AB	mcquittyz@aircadetleague.ab.ca
Joan Cameron NWONT	cameronl@tbaytel.net
Charles Bowen AB	chazzbow@canada.com
Darlene LaRoche AB	larochej@telus.net
Keith Mann AB	keithmann@shaw.ca
Gail Elgert BC	gelgert@dccnet.com
Gladys Jarvie BC	gjarvie@shaw.ca

3.2 Review of Judges Comment sheets. It was noted that amendments to the forms and comment sheets as discussed at last year's meeting had not appeared on the National Website. Roger Dionne will check with the League Office to see if Ottawa has received those amendments. Gladys Jarvie provided an updated version of the cadet application form, condensed onto one page, as BC was finding that cadets were not providing all the required information because they hadn't downloaded both pages of the application form from the National Website. Suggestions were made to amend the information required on the application form

- to include the cadet's date of birth,
- to instruct cadets to circle their prepared speech topic
- to omit the cadet's place of birth

Gladys will make those changes and provide the amended form on the BC website.

3.3 A list of Impromptu Topics will be forwarded to the Provincial Coordinator the day before the National Competition, some suggestions were as follows:

- My Best Birthday Ever
- What will I be doing in 2010?
- The value of a toilet seat
- My Hero
- The Origins of the Tooth Fairy
- My Favourite Sport
- Define Beauty
- Your thoughts on Space Flight
- Should driver's licenses be issued at 16?
- What modern convenience could you not live without?

3.4 The list of Topics for Prepared Speeches in the 2006 Effective Speaking Competition are:

- My Favourite Aircraft
- Mars and its Future
- A Famous Pilot
- The Role of the Air Cadet League of Canada
- Canada's Greatest Asset.

Provincial Effective Speaking Coordinators should post these five subjects on their Provincial Websites as soon as possible.

IV. CONCLUSION

- 4.1 The Host Committee indicated that they only received information regarding the cadets in the Effective Speaking Competition from Ottawa about a week prior to their arrival in Calgary, and then it was only the WestJet itinerary with their arrival times. This left them scrambling to arrange appropriate billeting at the last minute as they tried to match cadet competitors with host families with cadets of the same age, and also whether the cadet had allergies to be concerned with. The Host Committee also pointed out it would be most beneficial to have the cadets forward a short biography on themselves and a little info about the community they are from so that they can be introduced to the audience at the competition.
- 4.2 Roger Dionne requested that the Master of Ceremonies, or a representative, address the audience for the National Competition in English and French.
- 4.3 Cadet biographies will be read prior to the Impromptu speeches.
- 4.4 Cadets will remain in the room for the Prepared Speeches.
- 4.5 Chuck Verge will be speaking for Roger Dionne at the Saturday morning meeting. Roger Dionne thanked everyone for attending.
- 4.6 Meeting adjourned at 11:10 AM.



APPENDIX H

IACE 2006 MEETING

Thursday, June 9, 2005 – 1100 hours

IACEA 2006 Committee Meeting

In attendance: Craig Hawkins, Co-chair
Michel Cataford, co-chair
Jean Mignault
LCol Michel Bourduas
Maj Pierre Giroux

1. On opening, the following programme has been confirmed :
 - A. The official dates of the meeting are August 27th to August 31st 2006, in Québec.
 - B. The Chateau Frontenac has been contracted to host the guests and the meetings, as well as the closing dinner.
 - C. The skeleton program is:
 1. Sunday, 27 August: arrival of delegates. Reception in the evening. Greetings by IACEA President and ACL President. We are coordinating and providing transportation from arrival point in Quebec to hotel.
 2. Monday, 28 August: City visit during day, and informal dinner at Ile d'Orléans in evening.
 3. Tuesday, 29 August: visit of Valcartier, gliding activities, and lunch at Officer's mess. Dinner Cruise in the evening.
 4. Wednesday, 30 August: Meeting of IACEA, morning and afternoon. Spousal visit in area. Lunch provided. Own dinner, and evening free.
 5. Thursday, 31 August: Closing session of IACEA in morning. Visit of, and lunch at, the National Assembly. Banquet at Hotel. End of meeting
 6. Friday 1 September: Departure of delegates. Local transportation provided by host committee.
 - D. A committee of local coordinators (league members) will be responsible for each individual event. They met last March and will do so again in the fall.
2. The following items need to be confirmed prior to the next committee meeting at the SAM:
 - A. The level of support to be obtained from Eastern Region. We have a commitment from the Cmdt to that effect, which needs to be confirmed. To date this should be vehicles and drivers for local transportation, Valcartier visit (i.e. gliding, 430ETAH involvement, and provision of lunch). If visitors are to be flown on CF aircraft, proper authorization and allocation of flying hours will need to be obtained.
 - B. Implication of G.G. in hosting reception and/or dinner on the Thursday.
 - C. ACL presence at the meeting. Traditionally, the President is the only league member whose expenses for attendance at IACEA meetings are under league responsibility. It would be desirable for the following ACL members to attend: 2006 President (Hawkins), then past President Bourgeois, IACEA V-P Brent Wolfe, V-P M. Cataford, and E.D. Jean Mignault. It has been confirmed that no secretarial support is required for the meeting.
 - D. Funding by ACLC. Lionel Bourgeois has agreed to contact Boeing of Canada President to ask for sole sponsoring of event, approximately \$30K. Alternatively, multiple sponsors will be sought.

3. Other items that need to be resolved before the meeting are:
 - Involvement of cadets. They could be invited to participate in various duties, such as colour party, and band at the banquet, as well as assisting in the arrival and departure of guests.
 - Banquet requirements: guest list, protocol, M.C.'ing. It was confirmed that dress for the closing dinner would be limited to business suit and equivalent for ladies.
 - Photo/video and P.R. coverage of the event.
 - Gifts to delegates. It was agreed that persons for whom an attendance fee was paid would receive a gift. The nature of the gift needs to be defined.
 - Registration arrangements for delegates and payment of fee. Use of Internet credit card method through our web site appears to be more logical.
4. President Bourgeois will attend the Brussels in September 2005, as is Maj Pierre Giroux on behalf of the C.F. He will bring the information package and DVD to be distributed to participants.



APPENDIX I

EDUCATION & HIGH SCHOOL CREDITS MEETING
Thursday, June 9, 2005 – 0830 hours

In Attendance:

Grant Fabes – Chair (QC)
Guy Albert (PE)
Len Jenks (BC)
Darlene LaRoche (AB)
Zinonia (Robin) McQuitty (AB)
Tom White – Vice-Chair and Secretary (NB)

1: Administration

Meeting called to order at 08:40 hours.

2: Business Arising from 2004 SAM

Grant Fabes reviewed tasks as discussed at the SAM (Ottawa 2004), and the CAMC information booklet, supplied by Wayne Gouveia, which was forwarded to all squadrons in January.

Darlene LaRoche suggested a link from National web-site to CAMC site.

Wayne Gouveia has prepared a draft MOU and forwarded it to Jean Mignault. Marlene Conway is also involved, and there is some delay due, among other things, to personnel changes at ACL HQ.

Len Jenks cautioned on involvement and roll of the Committee. He suggested that Fred Hopkinson be part of this group. He stated that we were now into two aspects – Education Credits and Technical Training. Grant responded that it was agreed at the 2004 SAM that the second aspect of the Committee would be compiling and providing a resource bank of post secondary aerospace/aviation educational and career opportunities, in order to provide this information to cadets.

3: New Business

Grant reviewed action of provinces re: credits, and spoke on progress in Quebec, where they must deal with the individual school boards. Some recent moves look positive and the Q/OV PC is preparing a standardized application form for credits. Presently, they are working with one English and one French School Board.

Len suggested that when using forms, provide only DND personal evaluation reports and certificates as issued to cadets.

Grant recommended that we ask on Squadron Visit Reports: Does your squadron receive education credits/ in order to gather statistics on the number of cadets involved.

4: Conclusion

Grant summed up the meeting and requested that Provincial Committees provide him with updates on any new information on education credits, and on post-secondary career/educational opportunities.

It is necessary that PC's inform chair of outstanding issues and, if necessary, a follow-up meeting will be held at the SAM.

Meeting adjourned at 09:20 hours.

Attachment – Notes provided by Darlene LaRoche 2005 National AGM Notes

Education and High School Credits Meeting - June 9, 2005 - Grant Fabes - Chairman

Business Arising from SAM

- Committee looking at post-secondary opportunities that exist in each province
- CAMC - has covered the majority of colleges, university etc.
- working on a national website
- Partnership with CAMC (Wayne Gouveia)
- MOU between CAMC and League - once it is signed then they can move forward
- CAMC has posters which they could supply each squadron with
- draft MOU prior to Xmas but as Steven has gone it has not been worked on currently a work in progress
- Fred Hopkins working on it - Marlene Conway in his office

Education Credits

- using the BC model - Ministry of Education has a code system
- in Quebec each school board is dealing with = more work
- Grant has met with Montreal English School Board
- Army League has met with Quebec City French Boards
- the English board favoured but still must get approval
- they will inform the principals so if the cadet presents the form the principal can give the credits
- ****Policy has to state that learning can take place outside of a classroom*****
- 1710 accumulative air land and sea cadets have received credits in BC
- Duke of Edinburgh program also given credit as in level 10, 20 30 – bronze, silver, gold levels
- Private pilot license also given credit
- need to generate conversation regarding credits at squadron level

Darlene LaRoche



APPENDIX J

HONOURS & AWARDS MEETING

Thursday, June 9, 2005 – 1300 hours

General

The H&A awards committee really did not have much to truly report as the Scholarships seemed to occupy most of our meeting and then some. However here are some of the brief highlights:

Scholarships

- After many long hours with our first run of the two scholarships the winners were chosen. Several changes were decided upon for next year:
 1. Only one application will be developed for next year.
 2. A smaller committee was developed to go through the applications and would then report their decisions to the entire committee. This should provide a much faster and more decisive result.

Cadet of the Year

- A smaller committee was formed to deal with next years applications and then report to the main committee.
- It was observed that some CO's were making application for their Cadets. This will not be accepted as the applications must come from the provincial office.

Medal of Honour

- A review of the award and who will preside over the decision making was discussed. A review of the Policies and Procedures will be conducted by J. Ash and L. Jenks.

H&A Committee Chair

- Lengthy discussion was held as to who should chair this committee. Each year the Past Pres. enters that responsibility with the least experience of all on the committee. Further discussion will occur at the SAM to see if there is a need to adjust the lineup of Chairs to come.

Long Service Medal

- It was a vote of 100% in favour of having a Long Service medal developed for the Air Cadets. This was to be reported back to the BofG, so they could strike a committee to proceed with developing this medal.

Cert of Honour, Merit, Recognition, Pres Citation, Officer of the Year

- All these award nominations will continue to be sent to Len Jenks who will report to the whole committee with the tabulated lists for their final approval.

Brent Wolfe
H&A Chair



INSURANCE MEETING
Thursday, June 9, 2005 – 0800 hours

APPENDIX K

1. Chair Joe Johnson called the meeting to order at 0800 hrs. He welcomed the surprisingly large turnout of 13 members.
2. The agenda was approved as printed.
3. Doug Sutherland (BC) was appointed Vice Chair of the committee. Danny Gosse (PEI) volunteered to be a member of the committee.
4. Doug Sutherland who was collating all of the League insurance policies pointed out that he did not have a copy of the AD&D policy summary. Jean Mignault agreed to send it to him. Upon receipt, he would complete the summaries which would be web-ready to post on our website. A discussion took place on how long it has taken in the past to get items and updates posted on the site, and that would have to change. The size of the document window on the site was also discussed and it was agreed that it was too small and needed to be changed. Jean would look into it.
5. A discussion took place regarding from where the deductible would come when a claim was received. It was generally agreed that it should come from the Legal Defence Fund, not from our general account. That was why the fund was created.
6. It was discussed and agreed that only a brief reference to the coverages available be posted on the public site with the details of the policies being reserved for the 'Members Only' section.
7. With respect to Liability Insurance Certificates required in September by squadrons, Jean Mignault stressed the need to have requests come in early after August 1st so as to avoid a deluge of them in September which would overload our staff and the broker. We had the policy anniversaries changed specifically for that reason. The Provincial Chairs should send out a reminder to all squadrons in early August. It was suggested that a template could be created by HQ so that they could easily run one off for a squadron.
8. The meeting was closed at 0850 hrs.



APPENDIX L

NATIONAL FINANCE COMMITTEE MEETING
Thursday, June 9, 2005 – 0900 hours

Members in Attendance:

C. Hawkins	Y
Stan Harry	Y
D. Sutherland	Y
Jean Mignault	Y
J. Henwood	Y
R. Thistle	Y

Other Guests/New Members : T. Beda

Item 1 :Review of the Minutes from June 2004 and November 2004

Copy of minutes included in the information folder

Motion to accept minutes as published: Stan, Seconded Tom Beda

Army Cadet League Proposal:

Army is pushing ahead, not receiving a lot of support from NCC is it comes from within the cadet account. Air Cadet League position is in support of the VCDS position.

Increase in the grant:

50K for rent, telephones, photocopying etc. This is in response to cover donation in kind that we have been receiving from the military. This could have an impact on provincial committees in QPC and Toronto

80K for increased personnel has been approved. Hiring to start in July.

Item 2 :Business Arising from the Minutes

2.1 ACC 9 Update

- update on rate of returns for YE 31 Aug 2004 included in folder
- update on rate of returns for YE 31 Aug 2003 included in folder

Note the decrease in the rate of return. One problem is that there are no incentives for compliance. BC includes compliance as part of their performance evaluation system for SSC. This has become competitive and a source of pride to get them in. Incorporation of all BC SSC's is also a legal requirement. Also in-service to help new SSCs use the accounting systems. (BC will send a copy of the performance appraisal form to be included in the minutes)

In Ontario there is a financial incentive (saving of \$2.00 per cadet on assessment) if all required forms (including the ACC 9) are submitted on time.

Need to make sure that the monthly updates are sent out to all PC Chairs, Advisory Group and Finance Committee members.

2.2 Information Brochures

- copy of each including the information folder

A copy of the brochure was distributed to all provincial chairs and national directors in their registration package. This can be duplicated as required. There is also a web-based version that should be put up on the national web site

(Action: Office Staff)

2.3 Report on ACL Investments

- Summary of the current investments, along with pertinent information included in the information folder.

The committee had an opened discussion related to the current investments. Discussion included, but was not limited to the following points :

- protection of the principal should be an overriding concern.
- amount not to exceed \$60K per institution
- maximum rate of interest at the lowest acceptable risk
- no risk vs. moderate risk
- length of investment vehicle term (1 year, two years etc)
- what does the provincial and/or trustees act say?
- simple interest vs. compounded interest (all investments are now simple interest) for the trust funds. Could consider other types of interest for League investments.
- types of institutions that can be used (banks, trust companies)
- bundling of various accounts to get a larger amount of money to invest in a specific institution
- develop a list of established organizations that we can use / invest with
- what is the new rate for CDIC protection per account
- need to get copies of the trust directions for the various trusts
- do we want to set a separate maximum limit for accounts held by the big-five.

Next Steps : Incoming Chair and new Finance Committee will develop an investment policy guideline. Draft available for discussion at the SAM in November.

Item 3 : New Business

3.1 Report on Pension Plan Investments

The Committee received a report from Jean Mignault on the Pension Plan that was set up to cover three staff members (Heather Dion, Dick Logan, Chantal Fauvelle-Erdogan). The auditors have determined that this fund is currently in an actuarial deficit and requires a cash contribution to eliminate the debt. There are no options ... it must be paid. This has been done. All other League employees are covered by a self-directed RRSP plan where the League matches employee contributions up to a maximum of 8%

The fund manager (Manulife) has recommended some changes to the investment mix: additional input has been sought.

Next Steps : Continue to monitor plan.

3.2 Developing Investment Guidelines for ACL Investments

See Item 2.3

The Finance Committee, under the direction of its new Chair, will develop an Investment Guideline for discussion and review at the SAM in November.

3.3 Succession Planning

National Governor Bob Robert has been tasked to Chair the Finance Committee for the upcoming year.

3.4 Budget Review

The Committee reviewed the proposed budget. There were no questions. This will be presented for approval at the AGM.

Item 4 : Other Business

There were no new items or other business.

Next Meeting: November 2005 at SAM in Ottawa



APPENDIX M

NATIONAL FUNDRAISING COMMITTEE MEETING
Thursday, June 9, 2005 – 1000 hours

The following is a recap of what was discussed at the meeting and reported by the Committee Chairs during the Annual Meeting:

National Fundraising Committee
Presented by Bob Bondarevich

Bob Bondarevich welcomed the opportunity to advise the members in attendance of the activities of the committee over the last year. He noted that the Committee is facing challenges associated with the departure of the CAO Steven Clark in January 2005. This impacted the staff at National, i.e. to the point where the annual spring fund raising appeal has been delayed until late summer or early fall 2005. However, the staff and the Committee carried forward despite the staffing changes. Bob noted that his report has been included on page 42 of the book and that he would only comment on the highlights:

- The committee continues to recognize the importance of an integrated fundraising plan and strategy. The Committee will continue to review and align its strategies with this plan as it looks at the path for the future;
- The organization at the national level continues to face challenges on the availability of sufficient funds to carry out its activities and mandate. This results in a lack of funds dedicated specifically for new initiatives such as the Air Cadet Long Service medal;
- B. Bondarevich noted that while the Head Office staff expends an important amount of effort and expense for the annual and follow-up direct mail appeal campaigns, actual returns approximate 1% of the total mailed in both campaigns. Therefore, for the most part we not generating new revenue streams and/or attracting other donor support for our cause. As such, Bob Bondarevich believes that we need to review how and how much direct fundraising through direct mail is being done by the headquarters staff;
- Bob Bondarevich publicly acknowledged the support and donations of large donors received in the past year for Awards for Air Cadets: Air Commodore Len and Mrs. Kaye Mitchell, Mr. and Mrs. Robert G, Dale, Mr. George Mitchell, Mr. Walter McCarthy, Commissionaire Frank Kobe and the Canadian Business Aviation Association. All of the members applauded these individuals.

Bob Bondarevich than thanked everyone over the last few days for their support for a new fundraising program that he his proposing. The Committee's proposal is called the "Air Cadet League Sustainable Marketing Plan. It is another way of funding the needs of the headquarters now and in the future in a new way, i.e. not by charging assessment fees but by developing and expanding our current catalogue with new "branded" specialty products which would be of high appeal to the air cadets. This initiative has potential, as we believe that there is a high level of interest for *quality* branded products. The committee believes that our logos have intrinsic and real market value and appeal. We must ensure that the logos and other Air Cadet League trademarks are duly registered and its commercial use carefully approved and controlled by us. The idea is to sell League authentic approved League/Royal Canadian Air Cadet clothing items, collectibles and other memorabilia which are unique and not available elsewhere. There are a myriad of possibilities for products which we are hoping to develop in a future marketing plan.

The Committee would also like to explore product offerings at Cadet Summer Training Centres. While it is too early to predict, a successful implementation of an integrated strategic plan can produce results which are beyond the needs of the national office, at which point it is quite conceivable that the surpluses can be shared with the Provincial Committees or in some other process to be determined later. Bob noted that this program can only work if the Provincial Committees and the Sponsoring

Committees truly support and endorse this program. There is thus a need to at least move ahead with a coordinated plan and implement with a positive “winning” attitude.



APPENDIX N

FLYING COMMITTEE MEETING
Thursday, June 9, 2005 – 1230 hours

Attendees:

Chairperson:	Bill Paisley, MGen(Ret'd)	ON
Secretary:	Jerry Elias	ON
Members:	Craig Hawkins	ON
	Jack Henwood	BC
	Eric Steffensen	AB
	Lois Steel	SK
	George Evans	MB
	Tom White	NB
	Roger Dionne	QC
	Tom Beda	NWO
	Maj John Cooper	DND/NTA
	Maj Al Wardle	DND/NCA Ops O

Present:	Grant Fabes	QC
	Michel Cataford	BOG/QC
	Joan Cameron	NWO
	Joe Johnson	NWO
	Ross Hamilton	AB
	Stan Harry	BOG/BC
	Ron Aumonier	BC
	Lionel Bourgeois	First VP

Not Represented: PEI, NS, and NF

I. ADMINISTRATION

1.1 Welcome

The Chairman opened the meeting at 1230 hrs and welcomed everyone to the meeting. He expressed his gratitude to those who made the journey to Calgary and then he requested attendees to introduce themselves.

1.2 Approval of Agenda

No new items were added to the agenda. Jack Henwood, BC therefore moved that the agenda be adopted, seconded by Tom Beda, NWO.

Carried

1.3 Approval of the Minutes of the Previous Meeting

The Chairman then asked for approval of the minutes of the flying meetings held at the SAGM in Ottawa, ON. So moved by Eric Steffensen, AB and seconded by Jack Henwood, BC.

Carried

1.4 NCA Ops O's Report

Maj Al Wardle presented the National Cadet Air Operations Officer's (NCA Ops O) report and he covered the following items:

- a. The Flight Safety Stats presented by the NCA Ops O are attached to these minutes. So far this year there has been three accidents, two nose-overs on Scouts and a drogue chute snag on a glider during a winch launch. There were also 14 incident reports so far this year;
- b. Flight Safety reports have been slow to be finalized but you can see the reports on the Air Force website which is: www.airforce.forces.gc.ca/dfs/docs/Reports/fsir_e.asp/ (Sec note, when I tried this site I needed to go the Air Force home page and chose "sites" and there chose "Director of Flight Safety" and then reports. When I did that it gave me the FSIR reports with the above heading but the link did not work.);
- c. Next, Maj Wardle presented the 2005 Provincial and Territorial Selection Quotas of the Flying and Glider Scholarships. A copy of the quotas is attached to these minutes;
- d. The NCA Ops O informed everyone that there would be the addition of two extra Power Flying Scholarships for 2005. These are being provided by outside agencies;
- e. Two more aircraft have been added to the fleet this year. The Quebec Provincial Committee has purchased an L-19 and the Alberta Provincial Committee has bought a glider. This brings the total number of aircraft to 104;
- f. Since the last glider accident on the winch, DND has expressed some concern on the use of the winch. These concerns have not been placed in writing and the NCA Ops O is monitoring the situation; and
- g. A full copy of the presentation is attached to this document.

1.5 National Technical Authority Report

Maj John Cooper presented the National Technical Authority's (NTA) report, a copy of which is attached to these minutes. The main points were:

- a. For 2005, the SIRP funding has been increased to \$8500 per aircraft to the Regions;
- b. DND provided an additional \$45,000 in FY 04/05 for the SIRP. This extra funding was used mainly on aircraft that were going through the SIRP program for the first time and to bring these aircraft up to DND standards;
- c. DND has requested that there be a formalized process for the purchase of new assets by the League. This will most likely be in the form of an MOA. This procedure was fully endorsed by the National Flying Committee;
- d. Maj Cooper has had three studies done in the past six months that covered: L-19 engine replacement; L-19 Airframe life expectancy and L-19 vice Wilga Maintenance Costs. The main points of the reports are: the engines are good for at least the next 10 years; the airframe is good until the year 2010-2015 and the L-19 costs about \$160/flight hour and the Wilga about \$185/flight hour. For the Wilga it did not include a start up cost of around \$20,000. If you wish to see full copies of these reports they may be obtained from the NCA Ops O;
- e. Before any agreement is made on the introduction of a new aircraft to the flying program, an Implementation Plan must be produced and it must be fully agreed upon by DND and the League;

- f. The Chairman of the NFC expressed his concern that each Region should start to plan for the funding of a replacement aircraft now. In 10-20 years down the road it will be too late to start looking for funds or figure out how they will be raised; and
- g. Other items covered by the NTA may be found in his report which is attached.

II. BUSINESS ARISING

2.1 Update on the Wilga by BC

Jack Henwood presented an update on BC's intention to purchase the Wilga aircraft. His main points were:

- a. There were a number of modifications requested by BC on the test aircraft;
- b. The first modified aircraft is expected this fall;
- c. Final cost is not yet known;
- d. BC has identified the funds and is ready to purchase the aircraft; and
- e. BC and DND to produce an implementation plan.

2.2 Statement of Requirement

The Chairman suggested that what was needed was a Statement of Requirement (SOR) for a replacement tow aircraft. Maj Wardel indicated that such a document may already exist and he would e-mail it to the Chairmen.

2.3 Update on Aircraft Procurement

Jerry Elias provided an update on the availability of gliders and tow aircraft. At this time, no Province has identified the need for additional assets. Several gliders are still available and if any Province identifies a requirement, they should contact him.

III. NEW BUSINESS

3.1 Scholarship Candidate Failures

Jack Henwood from BC, identified a situation where a cadet who failed the Glider Course had the statement written on his report that "no further flying training recommended" and yet the cadet applied for and was accepted on the Power Scholarship. He wanted to know if any other Province used such a statement? After much discussion, it was recommended that such a statement should not be used on our reports because the course was much too short to warrant a long-term statement of that kind. If the candidate under went flying training at a civilian club and returned with a Glider Pilot's License, that cadet should be eligible to apply for the Power Scholarship as currently stated in ACOs.

3.2 Review of Aircraft Insurance coverage

The insurance coverage on the aircraft was discussed and the decision was made that there was no requirement for the League to ask for an increase in coverage at this time. It is recommended that the coverage remain at \$110,000 for the tow aircraft and at \$15,000 for the glider.

VI. NEXT MEETING

4.1 Next Meeting

The next meeting of the National Flying Committee will take place in Ottawa at the SAGM conference. Telephone calls and e-mails will keep everyone informed in the meantime.

4.2 Adjournment

There being no other business, the meeting was adjourned at 1500 hrs. So moved by Jack Henwood, BC and seconded by Eric Steffensen, AB.

Carried



Bill Paisley
Chairman
National Flying Committee



BY-LAWS COMMITTEE MEETING
Thursday, June 9, 2005 – 0915 hours

APPENDIX O

N/A – The By-laws Committee's work is a "Work in Progress". Only a portion of the new draft bylaws were reviewed by the Committee at the SAM.

The Committee will continue its work mainly by email and will meet again at the Semi Annual Meeting in Ottawa in November 2005.



APPENDIX P

AWARDS LUNCHEON
Friday, June 10, 2005 – 0915 hours

The National Awards Luncheon was held Friday, June 10, 2005.

The following awards and presentations were made:

1. Introduced the National Effective Speaking Competition Winner, WO II Matthew Button, 840 Indian Bay Royal Canadian Air Cadet Squadron, Centreville, Newfoundland. WOII Button was presented with a Keeper Plaque and a \$200 cheque.
2. Presentations to the judges, time keepers and teller for the National Effective Speaking Competition.
3. Presentation to Bev. Burke, host committee coordinator, National Effective Speaking Competition, and to Bob Bondarevich, Keith Mann, Robert Clarke and Susan Clarke and all other Alberta Provincial Committee members who volunteered for this event.
4. Conferring of Certificates of Honour to:
 - a. Grant Fabes, Quebec and Ottawa Valley
 - b. Maurice J. Murphy, Newfoundland and Labrador
 - c. Boyd E. Taylor, Nova Scotia
 - d. Harold Fowler, Alberta
 - e. Wally Mildren, Manitoba
 - f. Leonard G. Jenks, British Columbia
5. Conferring of Certificates of Merit to:
 - a. Pierre Renaud, Quebec and Ottawa Valley
 - b. Roy Young, Nova Scotia
6. Conferring of Certificates of Recognition:
 - a. Nancy Flook, 177 Squadron, Air Canada, Winnipeg, Manitoba
 - b. Sgt. Thomas Kavanagh, Newfoundland and Labrador
 - c. Lt. Douglas Long, Manitoba
 - d. Cap. Gaston Lavoie, Manitoba
 - e. Maj. Pierre McClure, Quebec and Ottawa Valley
 - f. Winston D. Weir, Nova Scotia
 - g. 783 Wing Air Force Association of Canada, Calgary, Alberta
 - h. Ponoka Composite High School, Alberta
 - i. Jane Brasard, North West Ontario
 - j. Jim Milne, North West Ontario
7. Announcement of the following recipients of a Presidential Citation:
 - a. Rhodie Mercer, QC, Newfoundland and Labrador
 - b. Ted Philipchuk, Saskatchewan
 - c. Maj. Lawrence Levesque, New Brunswick
 - d. Mr. Roger E. Morin, New Brunswick
 - e. Cap. Lucien Lacombe, New Brunswick

8. Conferring of the Officer of the Year, Col. Tom Byrne, British Columbia.
9. Recognition to retiring Governors:

Eric Murray, 2004/05, Newfoundland and Labrador
Paul Martin, 2005/05, Quebec and Ottawa Valley
10. Announcement of the Royal Canadian Legion Air Cadet of the Year, WOII Danilo Jokanovic, 23 Optimist Squadron, St. Catherine's, Ontario.
11. Announcement of the Robert and Mary Dale Scholarship, WOII Alexander Dyck, 34 Sabre Royal Canadian Air Cadet Squadron, Regina, Saskatchewan.
12. Announcement of the Air Commodore Len and Katherine Birchall Scholarship, WOII Farhan Khan, 107 Spitfire Royal Canadian Air Cadet Squadron, Saskatoon, Saskatchewan.
13. Special presentation to WestJet for their corporate support in providing airfare for the cadet and one escort to the National Effective Speaking Competition.



APPENDIX Q

**HONOURS AND CITATIONS
JUNE 10, 2005**

2005 Honours & Awards Citations

CERTIFICATE OF HONOUR

Grant Fabes

Grant Fabes has been, and continues to be, an active member of the Executive of the Quebec and Ottawa Valley Provincial Committee. In appreciation for his continued commitment and dedication to the Air Cadet League of Canada and to the Royal Canadian Air Cadets, particularly through his work on the revision, implementation and co-ordination of all elements of the national courses selection process of the Q/OVPC, and through his role as the Chairperson of the provincial and national education committees, the Air Cadet League of Canada takes pleasure in awarding him its Certificate of Honour.

Harold Fowler

Harold Fowler joined the Royal Canadian Air Cadets in 1949 and has been involved in the movement ever since. He served as an Administration, Supply and Training Officer with three Squadrons in Alberta and also as Commanding Officer of 52 Squadron in Calgary in 1966-67. He worked with the Air Cadet League of Canada, Alberta Provincial Committee from 1969 to 1976. He became a national director in 1983 and served as National President in 1989-90. In recognition of his long and dedicated service to Air Cadets and in particular for his efforts in obtaining the corporate support of WestJet for the National Effective Speaking Competition, the Air Cadet League of Canada takes great pleasure in awarding him its Certificate of Honour.

Boyd Taylor

Boyd Taylor has proven himself to be a dedicated and effective participant in the Air Cadet Movement, with his experience ranging from Air Cadet to Commanding Officer to Vice-Chairman of the Nova Scotia Provincial Committee. This has included 20 years with 507 RCACS, and 16 years with the Provincial Committee. Significantly, during the latter period, he served as Chair of the Historical Committee that produced a booklet entitled "History of 507 Squadron RC Air Cadets, Kentville, Nova Scotia: The First 50 Years 1949 – 1999". In recognition of his long and dedicated service in support of Air Cadets, the Air Cadet League of Canada is pleased to award its Certificate of Honour.

Maurice J. Murphy

Maurice Murphy commenced his association with the Air Cadet Movement in 1964. During his cadet career, he progressed to the rank of WO1, he obtained his Private Pilot's Licence, and he participated in the International Air Cadet Exchange. He was also awarded the Sir Leonard Outerbridge Shield, which is indicative of the top Air Cadet in Newfoundland and Labrador. Subsequently, he served as a CIC Officer before joining the Newfoundland and Labrador Provincial Committee. He has made major contributions in the provincial gliding program, and in the compilation of Air Cadet history in Newfoundland and Labrador. He has served as the Provincial Chairperson since 2002. In recognition of his continued excellent work, the Air Cadet League of Canada is pleased to award Maurice Murphy its Certificate of Honour

Wally Mildren – As written by Jean Mignault

Walter A. Mildren was born on the other side of the Pond in 1923. During the 2nd Great World War, Wally served as a Volunteer Reservist with the Royal Air Force, as an Air Observer with #622 Lancaster Squadron and Officer Commanding No. 10 Movement Control Unit Madras, India, through the time of this discharge in 1946. His rank upon discharge was Flight Lieutenant. Wally is a professional engineer. He worked for the City of Winnipeg, the Board of Parks and Recreation and with Manitoba Hydro. He has been involved with the Air Cadet League of Canada and the Royal Canadian Air Cadets since 1947. This includes service as a commanding officer of 3 RCAC Wing. His involvement with the League began at the Provincial Committee level in 1971 where he eventually rose through the

ranks to become National President in 1984. In recognition of his long and dedicated service in support of Air Cadets, the Air Cadet League of Canada is pleased to award its Certificate of Honour.

Wally Mildren – as written by Ed deCaux

Wally Mildren joined the Air Cadet Movement as an instructor with 220 (Red River) Squadron in Winnipeg in 1947 serving, eventually, as Adjutant and Commanding Officer. He was promoted to Squadron Leader in 1952. In 1957 he was appointed CO of No.3 Air Cadet Wing with the rank of Wing Commander; subsequently receiving the Canadian Forces Decoration and clasp and the Centennial Medal. Upon relinquishing the position as CO of the Wing he was appointed to the Executive Committee of the Manitoba Provincial Committee of the Air Cadet League becoming Vice Chairman in 1973 and Chairman from 1975 to 1978. In June of 1978 he was appointed to the National Executive Committee of the Air Cadet League of Canada, was made a Vice President in 1981 and became President in 1984-85. At present he is a member of the National Advisory Board and National Nominating Committee. In 2003 he was awarded the Queen's Golden Jubilee Medal. He is also a member of the Manitoba Advisory Board and is a Life Member of the Air Cadet League of Canada (Manitoba) Inc.

CERTIFICATE OF MERIT

Pierre Renaud

Mr. Renaud because he has been involved in several capacities at the local and provincial levels of the Quebec and Ottawa Valley Provincial Committee before being elected as a Vice-President in 2003. He assumed responsibility for the tutoring of a squadron that had been placed on probation for nine months, and he was also responsible for the training of QPC members. In recognition of his contributions over the past 12 years, Pierre Renaud is awarded the Certificate of Merit.

Roy Young

In recognition for his many years of membership in the Bedford Lion's Club, his role on its Sponsoring Committee for 342 (Bedford Lions) RCACS, and his long-standing service as an NSPC Squadron Director, the Air Cadet League of Canada and the Nova Scotia Provincial Committee wish to award its Certificate of Merit to Mr Roy Young.

CERTIFICATE OF RECOGNITION

Sergeant Thomas Kavanaugh

Sergeant Tom Kavanaugh has served as an ACA(Air) at the Newfoundland Cadet Detachment since 1991. His support of the Newfoundland and Labrador Provincial Committee has been outstanding. His assistance, especially for summer training, has extended far beyond that required of his position, and this has saved much time and effort by the PC. Accordingly the NLPC, and the Air Cadet League of Canada, take great pleasure in awarding him its Certificate of Recognition.

Major Pierre McClure

Major Pierre McClure has served the Air Cadets for the past 30 years; nine years as CIC working at the squadron level, and 21 years as CIC working in Eastern Region. As OEM2 for the last 12 years, he has always cooperated closely with the QPC. He is a person with good ideas; he is a team-player; he is always available; and, he the detailed working of the cadet movement. In acknowledgement of his many years of service in Eastern Region, the Air Cadet League of Canada takes great pleasure in awarding Major Pierre McClure the Certificate of Recognition..

Winston Weir

Winston Weir began his association with 569 RCACS in 1954 as an Air Cadet. After serving in the RCAF from 1961 to 1973, he returned renewed his involvement with 569 Squadron as a Cadet Instructor List Officer. When the Atlantic Region Gliding School located in Debert in 1989, Winston Weir procured the material and did much of the building of the hangar that was presented subsequently to the Nova Scotia Provincial Committee, a facility that remains in use today. As this year marks the 50th Year of his association with 569 RCACS, the Air Cadet League of Canada is highly pleased to present its Certificate of Recognition to him, and to extend its most sincere thanks for his outstanding service to 569 Squadron, and to the Air Cadet Movement in Nova Scotia.

CI Nancy Flook

Nancy Flook first became active in Air Cadets in 1994 when she volunteered to perform office duties with 177 RCACS. In 1996, she joined the Squadron as a Civilian Instructor, with responsibility for Supply, Band, and Awards. Always there for the Squadron, she has performed her duties most admirably. In recognition of her very solid contribution to 177 RCACS, the Air Cadet League of Canada wish to present her with a Certificate of Recognition.

783 Wing, Air Force Association of Canada

For more than 15 years, 783 Calgary Wing of the Air Force Association of Canada has been an integral part of the service and support group for Air Cadet Squadrons in Southern Alberta. Although they are not an “official sponsor” of any one squadron, the Wing has continued to provide outstanding financial support. This support has reached in excess of \$90,000 during the past five years. In addition, Wing members have served as judges and scorekeepers at sporting events, timekeepers and tabulators at Effective Speaking contests, as Board Members at Selection Boards, and they have donated their much time at fund raising events such as bingos, casinos and bottle drives. In recognition of their unstinting and generous support, the Air Cadet League of Canada and its Alberta Provincial Committee are pleased to award a Certificate of Recognition to 783 Wing of the Air Force Association of Canada.

Captain Gaston Lavoie

Captain Gaston Lavoie has served with 677 RCACS in Russell, Manitoba, since 1993, almost all of which has been in the capacity of Commanding Officer. In acknowledgement of his long-standing dedication and enthusiastic support of the Air Cadet Program in Manitoba, and especially his contribution to the community of Russell, the Air Cadet League of Canada is pleased to award him its Certificate of Recognition.

Lieutenant Douglas Long

Lieutenant Douglas Long has served as an Officer with 303 RCACS in The Pas, Manitoba, since February 1997, including the appointment of Commanding Officer since April 1998. He has served the community of The Pas, and the Air Cadet Program, with dedication and distinction, and he is recognized as a mainstay in both. Accordingly, the Air Cadet League of Canada is pleased to award him its Certificate of Recognition.

Ponoka Consolidated High School

The Ponoka Composite High School has accommodated the Alberta Provincial Committee's Annual Selection Boards for the past five years. Situated in a relatively central location in the Province, it has proven to be an ideal location for cadets, officers and Board Members from Lethbridge in the south to Peace River in the north. As numbers and needs have increased, Ponoka CHS has permitted the full use of the school including; 27 classrooms for interviews, cafeteria for orientation and meals, office and staff room for administration and scholarship application review, drama room for our Provincial Effective Speaking contest, library for gathering room for cadets and numerous washrooms and change rooms.

Lead by the caretaking staff, the school has always provided us with early access to the school for us to set up, and they have stayed late for us to facilitate our orientation evening. On many occasions, the staff has set up tables and chairs, as well as assisting us with arranging the rooms for the interviews. The catering staff has always provided exceptional breakfasts and lunches in a very timely fashion for 250 to 300 people, thus helping greatly to keep on the boards to operate smoothly and on schedule.

In recognition of the continued exemplary service and support provided by the staff of the Ponoka Composite High School to the Air Cadet Program in Alberta, the Air Cadet League of Canada and its Alberta Provincial Committee wish to award its Certificate of Recognition.

Jane Brassard

Jane Brassard has been involved with 66 Challenger Squadron for more 32 years. Her primary duties have been maintaining attendance records, and in performing other office tasks. When asking any past cadet what they remember of their days in cadets, the first thing they say is “Mrs. B”. Mrs. Brassard has always there and ready to help in any circumstance. In recognition of her long and faithful service to Air Cadets in Thunder Bay, the Air Cadet League of Canada is pleased to award its Certificate of Recognition

Jim Milne

For some 30 years, Jim Milne has been involved with 66 Challenger Squadron as the Administration Officer. Mr. Milne has also conducted the model building course for most of those years. He is always available when there is something to be done at the squadron. In recognition of his long and dedicated service to Air Cadets in Thunder Bay, the Air Cadet League of Canada is pleased to award its Certificate of Recognition.

OFFICER OF THE YEAR

Lieutenant Colonel Thomas R. Byrne, CD

Following his retirement from the Regular Force in 1989 after 30 years of service, Lieutenant Colonel Tom Byrne continued immediately in the Cadet Instructor Cadre as the Pacific Region Air Operations Officer. During his almost 16 years in this key position, Lieutenant Colonel Byrne clearly demonstrated an unusual dedication and passion for his role, and he literally changed the way that the Air Cadet Gliding Program is delivered in British Columbia, making it the most productive and safest operation in Canada. During his tenure, over 100,000 flights were conducted without a single serious accident, and over 1200 Air Cadets earned their coveted Air Cadet Wings!

Lieutenant Colonel Byrne consistently displayed an outstanding commitment in working closely with the BC Provincial Committee. In order to deliver the Air Cadet Flying Program equally to every squadron, he devoted numerous weekends away from home to attend Provincial Committee and Regional Wing Meetings, as well as public events where his presence would support the promotion of the cadet flying program. Furthermore, he could be relied upon to volunteer as a Reviewing Officer for Annual Ceremonial Reviews, as well as for other special cadet events requiring a respected and professional aviation speaker. His unselfish regard for the growth and development of cadets, and his determination to provide opportunities for both cadets and CIC Officers is recognized throughout the BC Provincial Cadet Organization as one of its greatest strengths. Consequently, he has earned the well-deserved reputation as a role model for CIC Officers and civilian staff.

As his Canadian Forces career comes to its conclusion after more than 45 years of continuous service, with more than one-third of it dedicated directly to the Air Cadet Movement, namely, “Keeping the Air in Air Cadets”, the Air Cadet League of Canada is pleased and proud to present its “Officer of the Year” Award to Lieutenant Colonel Thomas Byrne.

PRESIDENTIAL CITATION

Rhodie Mercer

Rhodie Mercer has been continuously involved in the Newfoundland and Labrador Provincial Committee since 1973. He served as the Vice-Chairman for three years, and as Chairman for two years. He has been a National Director for many years, and he has served on both the Board of Governors and the Executive Committee. In recognition of his continued high-level of performance in support of the Royal Canadian Air Cadets, and the Air Cadet League of Canada, for over 30 years, it is a pleasure to award him a Presidential Citation.

Theodore E. Philipchuk

T.E. (Ted) Philipchuk has had an active and highly productive involvement with Royal Canadian Air Cadets for more than 43 years. After serving as the Commanding Officer of 20 (Assiniboia) Squadron, he joined the Saskatchewan Provincial Committee of the Air Cadet League of Canada in 1963, and he has been a key participant in it ever since. He has served as the Saskatchewan Chairperson for two terms (70-71)(74-75), and he served as the National President (85-86). At all times, he has proved to be an effective administrator, mentor and friend of Air Cadets and the League. In recognition of his long and dedicated service, the Air Cadet League of Canada takes great pleasure in awarding a Presidential Citation to Ted Philipchuk.

Other – Certificate of Honour to be announced and read by Lionel:

Retired Colonel Leonard George Jenks is an active member of the British Columbia Provincial Committee and the Advisory Board of the Air Cadet League of Canada. Len served his country in the Royal Canadian Air Force and then the Canadian Armed Forces for 37 years. He is no stranger to Air Cadets – he served as Staff Officer – Air Cadets in 1978 - 79 and Director of Cadets from 1979 – 1982. Len has been very active in the Air Cadet League of Canada; he worked with both the Saskatchewan and British Columbia Provincial Committees. He has been a National Director since 1994 and was National President in 1999-2000. In appreciation for his continued commitment and dedication to the Air Cadet League of Canada and to the Royal Canadian Air Cadets, particularly for his work with the Advisory Board, the Honours and Awards Committee and the many other associations and charities he works for and supports, the Air Cadet League of Canada takes pleasure in awarding him its Certificate of Honour.



APPENDIX R

PRESIDENT'S DINNER
Saturday, June 11, 2005 – 1900 hours

The Annual Dinner was held on Saturday, 11 June 2005 in the Ballroom of the Blackfoot Inn, Calgary, Alberta.

Highlights of the Dinner included:

1. Address by the Guest of Honour, Lieutenant-General Steve Lucas, Chief of the Air Staff. The Air Cadet League extended a warm welcome to Gen. Lucas and presented a gift in sincere appreciation.
2. Presentation of the Director of the Year scroll to MGen (Retired) William Paisley, CMM, CD.
3. Special Presentation to Mrs. Betty Batchelor in recognition of all of the work and service to Air Cadets by her late husband Bill Batchelor. The message read:

The Air Cadet League of Canada would like to recognize the outstanding contribution and support of former BC Provincial Committee Chairman, the late Bill W. Batchelor. I would thus ask Mrs. Betty Batchelor to please come forward and receive a memorial plaque honouring all of Bill's achievements. Also Betty, thank you for supporting Bill in his Air Cadet Service.

The Citation read:

"IN MEMORIAM"
Presented to
Mrs. Betty Batchelor
For the outstanding contribution and support
that her husband W.J. "Bill" Batchelor
gave to the Air Cadet League of Canada
Calgary, Alberta
June 10, 2005

4. Presentation by MGen Dwight Wheless, National Commander of the United States Air Force Civil Air Patrol, to outgoing President Guy Albert.
5. Presentation to MGen Dwight Wheless on behalf of the Air Cadet League of Canada. MGen Wheless, in his address, invited up to six Air Cadets and one escort officer to attend their Senior Cadet Officer School in the summer of 2005 or 2006.
6. The Air Cadet League was going to present a special token of appreciation to Art Smith, who was National President in 1961/62. Unfortunately, Mr. Smith was not able to attend. All of the members in attendance thus offered their best regards to Art nonetheless.
7. The Air Cadet League of Canada made a formal presentation to Mr. Bob Gray, Dominion Vice President of the Royal Canadian Legion for the Legion's support of the RCL Air Cadet of the Year program. The citation on the Plaque read:

*Presented To
The Royal Canadian Legion
In Sincere Appreciation
For your outstanding support
Of the Royal Canadian Legion Air Cadet of the Year
Calgary, Alberta
June 10, 2005*

8. Bestowing of gifts to outgoing President Guy Albert.
9. Presentation of a gift to Leisa Holmes-Albert.
10. Presentation of the President's Pin to the incoming National President, Lionel Bourgeois and delivery of his acceptance speech.
11. Presentation of gifts of appreciation to the Alberta Provincial Committee, hosts of the 2005 Annual General Meeting.



TO: Board of Governors
c.c. Provincial Chairpersons
Advisory Board
National Directors

FROM: Jean Mignault
Executive Director

DATE: 6 August 2005

SUBJECT: RECORD OF DECISIONS
BOG MEETING 12 JUNE 05

APPENDIX S

Attendees:	Chairperson:	L. Bourgeois	President	
		G. Albert	Past President	
		C. Hawkins	First Vice-President	
		M. Cataford	Vice-President	
		J. Johnson	Vice-President	
		R. Mercer	Vice-President	
		B. Bondarevich	Governor	
		B. Burchinshaw	Governor	
		R. Dionne	Governor	
		G. Fabes	Governor	
		S. Harry	Governor	
		W. Paisley	Governor	
		J. Reidulff	Governor, absent	
		B. Robert	Governor	
		M. Wedge	Governor, absent	
		T. White	Governor, absent	
		K. Mann	PC Chair for R. Thistle, Chair of PC Chairs Committee	
		Staff:	J. Mignault	Executive Director

	ITEM	ACTION	STATUS
I	ADMINISTRATION		
1.1	President's Remarks A general welcome was extended. L. Bourgeois welcomed everyone to the meeting and thanked them for attending this first meeting. L. Bourgeois noted that K. Mann was attending at his invitation, as a representative of the PC Chair R. Thistle.	Info	Closed
1.2	New Items for Agenda L. Bourgeois noted 10 Agenda items for discussion at this meeting, 2 of which deal with staff and would be discussed " off-camera ". He invited PC Chair representative K. Mann to bring forward any Agenda items on behalf of the PC Chairs Committee. The only item added by K. Mann was the inclusion of two (2) PC Chairs on the H&A Committee for the Air Cadet Long Service Medal.	N/A	N/A
1.3	Approval of Agenda N/A – As this was an informal meeting of the BOG for which the Governors had not previously had the opportunity to submit Agenda items, each member in attendance had the opportunity to bring items forward.	N/A	N/A

	ITEM	ACTION	STATUS
II	BUSINESS ARISING - INFORMATION		
2.1	None	N/A	N/A
II	BUSINESS ARISING - ACTION		
2.2	None	N/A	N/A
III	NEW BUSINESS		
3.1	Off Camera Discussion – Staffing Issue Following a discussion, it was moved by Bob Bondarevich, seconded by Stan Harry that the League approve one-time bonus payments to the Head Office staff in recognition of the extra work that they have done during the staff transition period.	N/A	N/A
3.2	Off Camera Discussion – Staffing Issue The BOG recognizes the need to fill the two outstanding positions in the office as quickly as possible. It was decided to include the ability to develop and maintain a website as part of the job descriptions. There may be a need to hire another person to work with the national data base for volunteers. Further discussion of this item will be deferred until more details are available, including any support that may be available from DND.	N/A	N/A
3.3	Committee Assignments The president will send out committee lists to BOG members within a few days. All national directors will be asked to place themselves on at least one committee. Each committee chair will be asked to have both a co/vice-chair as well as a secretary to ensure that communications within the committee and between the committee and the BOG are done in an accurate and timely manner.	L. Bourgeois Committee Chairs	Pending Pending
3.4	Dates of fall PC Meetings & Assignment of President's Representative to meetings The following provincial liaison assignments were made: G. Albert: NS/PEI/NB R. Mercer: NFLD C. Hawkins: NT L. Bouregois: AB/OPC J. Johnson: NW-O/MB/Sk M. Cataford: PQ/BC A member of the EC or BOG will attend all provincial general meetings to represent the President if he is unable to attend the meeting. All members of the BOG were reminded of the two reports that are to be submitted following the provincial AGMs. These forms are available on the national website.	L. Bourgeois	Pending

	ITEM	ACTION	STATUS
	Dates of all provincial AGMs will be available for the next BOG teleconference		
3.5	Air Cadet Long Service Medal An ad-hoc committee consisting of G. Albert (Honours and Awards), Ralph thistle (Provincial Chairs) and Grant Fabes (BOG) will develop the design of the medal and ribbon and report back to the BOG at the next teleconference.		
3.6	Optional Training Survey Update No discussion at this time. The updated report will be circulated to all BOG members prior to the next teleconference.	N/A	N/A
3.7	Recruiting and Retention Survey Update The VCDS has requested an update on the Recruiting and Retention report produced by the League, as well as an update on actions taken by the League to increase overall enrolment in the Air Cadet Program. A copy of the final report produced two years ago has been sent to the ED to be forwarded to the VCDS. B. Robert, T. Beda and W. Paisley will prepare an update on provincial initiatives and follow up on the original report.	J. Reidulff J. Mignault	Pending Complete
3.8	National Website Update It was agreed that there is an urgent need to update the material on the web site and to make sure that new material was appropriately placed. The ED will investigate various options and report back to the BOG at the next teleconference.	J. Mignault	Pending
3.9	Communications with Committees and Email Protocols E- mail protocols were discussed in general terms. More details to follow.	L. Bourgeois	Pending
3.10	Post Meeting Thank You letters and other recognition		
IV	CONCLUSION The President thanked everyone for their support and contributions in the past and expressed confidence in their continued support.	L. Bourgeois	Closed
4.1	Reports from the Vice-Presidents None	N/A	N/A
4.2	Comments from DCdts	N/A	N/A
4.3	Good and Welfare of the League No Good and Welfare of the League items were discussed.	N/A	N/A
4.4	Date and Time of Next Meeting There will be an EC teleconference in mid-July. The next meeting of the Board of Governors shall be held in mid-August, date to be determined. The practice will be alternate between EC conference calls and BOG conference calls.	L. Bourgeois	N/A

ITEM		ACTION	STATUS
4.5	Adjournment There being no further business, the Chairperson adjourned the meeting.	N/A	N/A