

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

FROM: Jean-Marc Lanoue
Executive Director

DATE: 18 MARCH 2008

SUBJECT: RECORD OF PROCEEDINGS (ROP)
BOG CONFERENCE CALL 08 MARCH, 2008



Attendees:	Chairperson:	M. Cataford	President
		C. Hawkins	Past President
		J. Reidulff	First Vice-President
		J. Johnson	Vice-President,
		G. Fabes	Vice-President
		B. Robert	Vice-President
		K. Mann	Governor, Absent
		M. Conway	Governor, Absent
		M. Murphy	Governor, Absent
		R. Dionne	Governor, Absent
		B. Paisley	Governor
		B. Burkinshaw	Governor
		T. White	Governor, Absent
		R. Thistle	Governor, Absent
		K. Higgins	Governor
		C. Verge	Governor
		G. Johnston	Chair, PC Chairs
		F. Gaboury	DCdts – SSO Air
	Staff:	J. Mignault	Executive Director
		J.M. Lanoue	Incoming Executive Director
		S. Putinski	Exec. Assistant (Comm. & Media)

ITEM		ACTION	STATUS
I	ADMINISTRATION		
1.1	President's Remarks J. Reidulff welcomed everyone on the call including new ED Jean-Marc Lanoue. M. Cataford gave a quick update about his health and thanked everyone for their support and kind words.	Info	Closed
1.2	New Items for Agenda 3.5 Standing vs. Select Committees	N/A	N/A
1.3	Approval of Agenda MOTION: Moved/seconded by B. Robert G. Fabes / that the Agenda is approved as amended. Carried 15/0/0	N/A	N/A

	ITEM	ACTION	STATUS
1.4	APPROVAL OF RECORD OF PROCEEDINGS (ROP) 19/JAN/08 B. Paisley clarified that the correct term for the form in 2.12 (pg.5) is ACC12 Form B. B. Robert noted that B. Paisley seconded the motion for article 3.5, which needs to be recorded. B. Robert asked for an update on the translation of the Vision / Mission Statement and the status of the new mileage rates. S. Putinski confirmed that both will be done next week. MOTION: Moved/ Seconded by B. Paisley / B. Robert that the ROP of the 19 Jan 08 BOG Meeting be approved as amended. Carried 15/0/0	J. REIDULFF	Closed
II	BUSINESS ARISING - INFORMATION		
2.1	NATIONAL SELECTIONS 2008 J. Mignault reported that a few of the IACE files are late, but the committees assured him that they would arrive on Monday. S. Putinski, J-M Lanoue and J. Mignault will be overseeing the Selections process for this year.	J. MIGNAULT S. PUTINSKI	Pending
2.2	AGM 2008 & EFFECTIVE SPEAKING COMPETITION G. Fabes reported that he intends to update the registration forms for this year, speak to J. Mignault, and have the package sent out just after Easter – a few weeks earlier than last year. There are only two spaces left in the block of rooms at the hotel. G. Fabes sent out reminder emails for those who have not yet registered. F. Gaboury asked if the Director of Cadets will be invited to the AGM. J. Mignault confirmed. Discussion of scheduling ensued.	G. FABES	Pending
2.3	LONG-TERM STRATEGIC PLAN B. Robert announced that the process is on schedule. He has developed and timed objectives for the 33 goals, which have been assigned to committees or individuals. The package is under review by the committee members and in early April the results will be shared with the ACL at large through the appropriate channels. The EC committee will be presented with the plan in May for approval followed by a formal presentation at the AGM to the BOG for final approval. A summary of the goals were given.	B. ROBERT	Pending
2.4	REPLACEMENT OF THE EXECUTIVE DIRECTOR J. Reidulff explained that J-M Lanoue will start working officially for the League as the new Executive Director on March 17 th 2008. J. Mignault will be with the League until April 30 th , 2008 and has been busy training the new staff. J-M Lanoue added that he is enjoying the position so far, the staff has been receptive, and his computer and email are set up. He requested a copy of the Strategic Plan when it becomes available.	J. REIDULFF J-M LANOUE	Pending
2.5	THE CANADIAN CENTENNIAL OF FLIGHT J. Mignault reported that T. White provided him with a plan for the video contest, but J. Mignault suggests that the submission deadline should be moved ahead to the fall as a spring deadline would not give the cadets a sufficient amount of time to produce a video. S. Putinski is working with T. White to compile a list of rules and guidelines for the contest.	T. WHITE J. MIGNAULT	Pending

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2.6	HONOURS AND AWARDS J. Mignault translated and distributed a document on behalf of L. Bourgeois reminding League members that the deadline for nominations is approaching.	J. MIGNAULT	Pending
2.7	AIR CADET ASSOCIATION B. Burchinshaw thanked the members of the BOG for their input and summarized his findings over the past few weeks. He added that currently serving cadets and CIC officers will be removed from the potential list of members. As well, hosting companies would take care of the membership to alleviate some of the work required by the HQ staff. Another report will be provided next teleconference and at the AGM.	B. BURCHINSHAW	Pending
2.8	PPM UPDATE S. Putinski reported that the corrections to the French word version of the PPM have been completed and should be posted to the website in the next couple of weeks. It was decided the completion of the French version (which will be in line with the English version currently on the web) will be called "Phase 1". The deadline for completion of Phase 1 will be the end of March. At that time, it will be determined when the new amendments should be completed. Discussion ensued about getting S. Putinski some assistance for future updates.	S. PUTINSKI	Pending
II	BUSINESS ARISING - ACTION		
2.9	APPROVAL OF 2007/2008 BUDGET & QIII REPORT B. Robert noted that the QIII report is for the end of December and with three weeks to the end of the fiscal year, it leaves little time to make adjustments for revenues and expenditures. The League will have to wait for the auditor's report to see how the year went, but B. Robert believes that the League is within the anticipated deficit. It was also noted that the documents should read '2007' and not '2006'. B. Robert stated that the BOG received a proposed budget for provisional approval until final approval at the AGM. There is a more realistic figure for donations (\$65,000), the numbers for the 2008 AGM are tighter, and a better reflection of the staff costs is given. There is a projected surplus of \$3000. MOTION: Moved/ Seconded by B. Robert / J. Johnson that the budget be provisionally approved for the fiscal year 2008/2009. Carried 15/0/0	B. ROBERT	Pending
2.10	PIN FOR EFFECTIVE SPEAKING CADETS J. Mignault said that a design has been forwarded and the National Office needs some direction as to which design will be used. F. Gaboury interjected and said that DND approves everything that goes on the uniform the committee who makes the decision will not be active until May, therefore the approval will not be made official in time for the AGM. He has not received a request from the ACL to date. Production should be withheld. It was discussed that the winners of the squadron ES Competitions would receive a bronze pin, the regional winners a silver pin and provincial winners a gold pin at the AGM. T. White to prepare a proposal to be sent to	J. MIGNAULT FOR T. WHITE	Pending

	ITEM	ACTION	STATUS
	DCdts. requesting approval for a pin to be worn on the uniform of cadets who have been winners at various stages of the Effective Speaking Competition.		
2.11	MOU WITH CAE Inc. G. Fabes confirmed that the MOU was signed by the ACL president January 30 th . He is meeting with CAE this week to finalize the press release and to confirm who the contact people will be at the Montreal, Toronto and Vancouver training centres. He will forward the info to the Chairs to send to the squadrons in those areas. A formal signing ceremony will take place on the Saturday at the AGM, S. Putinski will assist.	G. FABES	Pending
III	NEW BUSINESS		
3.1	REPLACEMENT OF ADMINISTRATIVE ASSISTANT J. Mignault confirmed that Joan Gray was hired for the position. L. Nickerson will train Joan until L. Nickerson's departure in two weeks. An announcement concerning the staffing changes was distributed.	J. MIGNAULT	Closed
3.2	RENEWAL OF AVIATION INSURANCE POLICIES MARCH 1ST J. Mignault reported that there was a premium reduction for this year's policy because of good market conditions, statistics and the program's safety record. There was also a 4% reduction to the non-owned aircraft policy. The exchange of cheques will begin in April.	J. MIGNAULT	Closed
3.3	INSURANCE DEFINITIONS ON UNPAID CI'S J. Mignault said that the insurance company has returned the definitions and he does not agree with all of them. He added that the ACL can make suggestions to change the wording however it is the insurance company that writes the policy in the end. B. Robert added that endorsement #2 is inaccurate and not to the ACL's advantage and needs to be corrected. Discussion ensued about definitions. J. Mignault for action: how casual volunteers are covered under current policy. B. Robert and W. Paisley withdrew their motion about amendments to endorsement #2. F. Gaboury added that a draft CATO will be sent out next week.	J. MIGNAULT	Pending
3.4	COMMITTEE TERMS OF REFERENCE CHANGES (TRAINING COMM. & RECRUITING COMM.) J. Reidulff said that the committee structure is under review by the Strategic Planning committee so he suggests that no changes are made to the terms of reference until the committee's work is done. K. Higgins agreed to defer suggestions by himself and T. White until the fall.	K. HIGGINS	Pending
3.5	COMMITTEE TERMS OF REFERENCE CHANGES -STANDING VS. SELECT COMMITTEE J. Johnson defined a 'standing' vs. 'select committee' referring to the PPM. Discussion ensued about what is and is not a select committee and when and if it should be changed in the manual and on the website etc. MOTION: Moved/ Seconded by J. Johnson / G. Fabes that the status of the Training, Recruiting and Effective Speaking be changed to 'Standing' rather than 'Select' in the PPM. Carried 15/0/0	J. JOHNSON	Pending

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IV	CONCLUSION		CLOSED
4.1	REPORTS OF THE VICE PRESIDENTS The Vice-Presidents had nothing to add.		
4.2	COMMENTS FROM DCDTS. F. Gaboury continues to work with Canadore College to develop the Aircraft Maintenance course. Selections for these courses are for the 15-16 age group. The flying committee is looking at a strategic view of the gliding program and is looking at acquiring more winches to complement the fleet.		
4.3	GOOD AND WELFARE OF THE LEAGUE There was nothing to add at this time.		
4.4	DATE AND TIME OF NEXT MEETING The next BOG meeting will take place May 3 rd at 12:00 EST.		