

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



**FROM:** Jean Mignault  
 Executive Director

**DATE:** 12 April 2005

**SUBJECT:** RECORD OF DECISIONS  
 BOG CONFERENCE CALL 9 APR 05

<b>Attendees:</b>	Chairperson:	G. Albert	President
		B. Wolfe	Past President
		L. Bourgeois	First Vice-President
		M. Cataford	Vice-President
		C. Hawkins	Vice-President
		J. Johnson	Vice-President, Absent
		LCol M. Bourduas	SSO Air, DCdts
		B. Burchinshaw	Governor
		B. Bondarevich	Governor, Absent
		R. Dionne	Governor, Absent
		Stan Harry	Governor
		P. Martin	Governor, Absent
		R. Mercer	Governor
		E. Murray	Governor, Absent - Resigned
		W. Paisley	Governor
M. Wedge	Governor, Absent		
T. White	Governor		
	<b>Staff:</b>	J. Mignault	Executive Director
		M. Chassé	Spec. Projects & Admin Coord.

	ITEM	ACTION	STATUS
<b>I</b>	<b>ADMINISTRATION</b>		
<b>1.1</b>	<b>President's Remarks</b> A general welcome was extended. Guy Albert welcomed everyone on the call and thanked them for sparing some of their personal time on a Saturday.	<b>Info</b>	<b>Closed</b>
<b>1.2</b>	<b>New Items for Agenda</b> 3.7 ACL National Website, G. Albert	<b>Added</b>	<b>N/A</b>
<b>1.3</b>	<b>Approval of Agenda</b> <b>MOTION:</b> Moved/seconded by G. Albert / C. Hawkins that the Agenda be approved. <b>Carried 9/0/0</b>	<b>N/A</b>	<b>N/A</b>
<b>1.4</b>	<b>Approval of Record of Decisions 12 Mar 2005</b> L. Bourgeois noted that clarifications were required for items 3.1 and 3.5. After brief discussion, all agreed that since these items were again on this call's Agenda, that they be clarified as the items are tabled and discussed. <b>MOTION:</b> Moved/seconded by C. Hawkins / J. Johnson that the Record of Decisions for the Executive Committee teleconference of Mar 12 2005 be approved as distributed. <b>Carried 9/0/0</b>	<b>N/A</b>	<b>Closed</b>

	ITEM	ACTION	STATUS
<b>II</b>	<b>BUSINESS ARISING - INFORMATION</b>		
<b>2.1</b>	<p><b>National Fund Raising campaign</b>  J. Mignault presented Fund Raising results to Feb. 28, 2005.  <b>Revenues:</b> Cadet Donation - totals Year-to-Date 05 \$83,374, YTD 04 \$86,063, Plan 05 \$92,000. National Member Travel Fund Donations - totals Year-to-Date 05 \$54,887, YTD 04 \$40,602, Plan 05 \$32,500.  <b>Expenses:</b> Members Travel Claims reimbursed YTD 05 \$53,125, YTD 04 \$37,589, Plan 05 \$29,000. Fund Raising Expenses YTD 05 \$10,463, YTD 04 \$16,245, Plan 05 \$22,500.  Air Force Association mailing – returns to March 31, 2005:  <b>Donations:</b> \$15,905  <b># of donations:</b> 284  <b>Average donation:</b> \$56.00  J. Mignault concluded by stating that he expected a shortfall for Cadet donations in 2004/05 of \$8,600.</p>	N/A	N/A
<b>2.2</b>	<p><b>IACEA 2006 Conference – Quebec City</b>  The contract with the Fairmount Chateau Frontenac has been signed and a \$2,000 deposit paid to the Hotel. J. Mignault and C. Fauvelle were offered little flexibility with the allocation of regular and deluxe suites. At the present time, we have block-booked 40 rooms and are waiting to confirm the rooms for the Host Committee Host reception, meeting rooms and also the Closing Dinner. Members of the Quebec Committee met on March 20, 2005 to discuss guest program and meals. M. Cataford updated the BOG members of progress to plan, which included visits to the Quebec Legislature, where one of the meals would be hosted and also other aspects of the tour, meeting and spousal programs. IACEA Committee to check on the amount of the Guest and Delegate Registration Fee which is possibly capped at \$300US. L. Bourgeois noted that he needed a cost estimate of the various events and venues, for upcoming meetings with aviation and aerospace companies for financial support.</p>	<b>ACLHQ and IACEAE 2006 Conference Planning Committee</b>	Pending
<b>2.3</b>	<p><b>Cadet Training Parameters Meeting- Ottawa April 18 05</b>  J. Mignault noted that this meeting is scheduled for April 18, 2005 in Ottawa. This follows on to the November 2004 Cadet Training Parameters Update letter from the Vice Chief. Four League members will thus review with the Program Development Team at DCdts, the Air Cadet training Program with a view of assessing the strengths and weaknesses of the current program and also what needs to be changed, modified, enhanced, dropped, etc. A new training program for Air Cadets is planned for implementation in 2007; this is the opportunity to offer the League's perspective as to the direction taken by the DCdts Program Management team. J. Mignault, G. Albert, C. Hawkins and L. Bourgeois will represent the League at this meeting. M. Bourduas noted that this would also be an ideal time to bring forward issues, plans and concerns with respect to current and future CSTC summer training.</p>	<b>J. Mignault M. Bourduas G. Albert L. Bourgeois C. Hawkins</b>	Pending

	ITEM	ACTION	STATUS
2.4	<p><b>National Office Operating Grant Increase</b></p> <p>J. Mignault noted that the 3 Leagues have been negotiating for an increase in the National Grant from \$250K to \$330K for the last two+ years. As a result of the Sponsorship scandal, all grant applications received by Treasury Board will now be subject to new <b>yearly</b> reporting requirements by the recipients of the Grant. There were several reviews of the attached documents (Grant Arrangement document in PDF format and the GRANT RECIPIENT'S ANNUAL REPORT - PERFORMANCE MEASUREMENT TEMPLATE, in MS Word format). These two documents will now regulate the criteria for the receipt of the grant and also annual reporting of Performance Measurement criteria. This is to ensure that the National HQ of the League is effectively utilizing the funds in support of the Air cadet program and also that we are adhering the "<b>spending limits</b>" with respect to what has been defined as "<b>eligible expenditures</b>". This will definitely add an additional administrative burden for us, but in the end, we had no choice. We received the \$80,000 for fiscal year 2004/05 on April 5, 2005. This amount will be reflected in the annual financial statements and report of 2004/05. J. Mignault foresees no problems on the annual reporting of the full \$330K for eligible expenditures. In addition the National HQ will receive in 05/06 an additional \$50K for the rent of the office and for telecommunications services. These will be billed to the League by PWGSC effective April 1, 2005.</p>	J. Mignault	Ongoing
2.5	<p><b>Army Cadet League AGM</b></p> <p>The Army Cadet League of Canada's AGM was held April 8 – 10, 2005 at the Lord Elgin Hotel, in Ottawa. J. Mignault noted that he would be attending the President's Awards reception on Saturday, April 9, 2005. G. Albert requested that he brings greetings to the Army League and also requested confirmation of the Army League member's position with respect to the Indemnification clause in the MOU/Draft Matrix Partnership discussions.</p>	J. Mignault	Complete
2.6	<p><b>Public Relations Plan 05/06</b></p> <p>The Public Relations Plan for 05/06 was prepared by Public Image and Relations Chair Mr. Mike Wedge and approved in January 2005. J. Mignault circulated it to the PC Chairs for their teleconference of March 20, 2005. No comments from the PC Chairs had been received by J. Mignault prior to this BOG teleconference. The Plan has now been translated and needs to be placed on the National website. J. Mignault will have this done in the next two weeks.</p>	J. Mignault	Pending
2.7	<p><b>ACL/DND MOU 3 League Presidents teleconference</b></p> <p>G. Albert requested a teleconference with the three League Presidents soon after the March 2005 Executive Committee teleconference. The main Agenda items were:</p> <ol style="list-style-type: none"> <li>1. The position of the three Leagues with respect to the ACL indemnification request in the DND/Leagues MOU Partnership discussions. Specifically what had been discussed</li> </ol>		

ITEM	ACTION	STATUS
<p>and agreed on this issue at the December 7, 2004 National Cadet Council Meeting and a general consensus of the three Leagues before ratifying the MOU;</p> <p>2. Volunteer Screening: DND has offered/will mandate the screening of all volunteers who are working with cadets through their Enhanced Reliability screening process. If this process is approved and DND screens volunteers, these volunteers would be possibly eligible for the protection and indemnification by the Crown.</p> <p>3. The new requirements for the National Grant (as per # 2.4 above).</p> <p>4. The three Leagues position on signing off on CIC officer career management forms (appointments, promotions, demotions, etc.).</p> <p>With respect to #1 above there was no unanimous agreement on the indemnification issue. The ACL noted that they still felt that this was a key point for the Air Cadet League. The Navy noted that this was not a significant item for them and that they were prepared to sign-off on the MOU without the clause. The Army League noted that they were going to discuss this at their April 8-9 AGM and that they were not yet ready to commit to this as a must have before ratification of the MOU.</p> <p>For #2, all three Leagues agreed that they still had concerns with the concept of all volunteers around and/or working with cadets needing to be screened by DND, i.e. through the Enhanced Reliability process. All 3 League Presidents agreed that this would be very difficult and costly to implement. This issue will be deferred until a meeting with the DCdts lawyer who will meet to review and assess the 3 League screening processes on April 12, 2005.</p> <p>For #3, the 3 League Executive Directors noted that the criteria in the Grant Arrangement were more onerous, but workable. In addition all agreed that the performance measurement template is currently a "working living draft" which we will hopefully be able to modify and adapt through the initial implementation process.</p> <p>For #4, T. Whitty and D. Thomas noted that this had not been discussed for a long time in the Partnership/MOU/Matrix discussions. The Navy and Army Leagues noted that they felt a need to remain involved with the local staffing decisions, as recruiting was and still is a League responsibility and also to ensure some input over appointments at the local level. J. Mignault will confirm to the Director of Cadets that this is the National position of the League as discussed in the last two year's Annual and/or Semi-Annual Meetings.</p>	<p><b>Executive Committee ACL HQ B. Goudie</b></p>	<p><b>Ongoing</b></p>
<p><b>2.8 Air Cadet League Long Service Medal</b></p> <p>J. Mignault was tasked to follow-up with the Honours and Awards Committee the status of this proposed medal in the previous Executive Committee teleconference of March 12, 2005. This item remains outstanding. B. Wolfe noted that he would reinvigorate this process with the Honours and Awards Committee (medal design and ribbon and criteria for granting the medal). J. Mignault will follow up with Army Cadet League with respect to their implementation successes, failures, costs, issues and concerns and so on.</p>	<p><b>B. Wolfe H&amp;A Committee J. Mignault</b></p>	<p><b>Ongoing</b></p>

ITEM	ACTION	STATUS
<p><b>2.9 Year of the Veteran Pin</b>  J. Mignault has ordered 63,000 pins for all cadets of the three services. Permission has already been granted by DCDts to wear the pin.. J. Mignault agreed with the BOG and with Col. Bourduas, that the best means to distribute these pins to the local Squadrons across Canada, was to distribute it through the military net. B. Burchinshaw noted that this was the best option as many PC's budgets were already stretched and this would impose another cost burden on the PC's. Veteran's Affairs are delighted that the theme for 2005 for cadets is "Cadets Remembers", as such the pins will be provided by DVA <b>free of charge</b>. DCdts will issue instructions with how and where the pin is to be worn (although this is now addressed in the newly revised Clothing CATO). J. Mignault noted that he was unable to obtain free pins for volunteers but would ensure that pins in excess of those required for the cadets would be redistributed to the Leagues for their volunteers.</p>	<p><b>DCdts J. Mignault</b></p>	<p><b>Pending</b></p>
<p><b>2.10 ACL Wreath for Remembrance Day</b>  J. Mignault has spoken to S. Clark at the Royal Canadian Legion to obtain permission for the Air Cadet of the Year to lay a Wreath during the National Remembrance Day Ceremonies in Ottawa. S. Clark noted that such requests must be submitted to the Dominion Secretary in writing. Discussion ensued on this item, i.e. as to whether this Wreath would be presented by a League member and a cadet (i.e. a cadet other than the RCL Air Cadet of the Year which is already selected as a member of the Vice Regal party). Consensus was reached that this was a League Wreath and it should be presented on behalf of the Air Cadet League by <b>a member</b> (all three Leagues would be invited to present together for "the Leagues"). J. Mignault will thus submit a written request to the President and Dominion Secretary of the RCL for a League member to lay a Wreath on behalf of the ACLC during the National Remembrance Day ceremonies.</p>	<p><b>J. Mignault</b></p>	<p><b>Pending</b></p>
<p><b>II BUSINESS ARISING - ACTION</b></p>		
<p><b>2.11 Selections 2005 Process</b>  J. Mignault, M. Chassé and a local volunteer have been working with the Selections files for Quebec, Manitoba and Saskatchewan. The process has been difficult and onerous as there is no documentation of the procedure at the National HQ. The selections were in the past done 100% by the previous CAO. We did note several areas for improvement in the process, i.e. with the Selections database and also the processes over <b>post-release</b> of Selections results and also changes (additions, deletions and so on).  J. Mignault has noted that there are many improvements which need to be contemplated to improve the process and also to make things better for the individual at the "tail-end of the process", <b>i.e. the cadet!</b>  As such, these are a few of the recommendations for immediate implementation (i.e. on a one-year trial basis):  1) The National Selections process remains basically unchanged, we will continue to review, approve and adjudicate (if necessary) most PC selections files;  2) Several enhancements will be made to the database circulated for the data entry process, such as drop down lists</p>		

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<p>for Provinces, Regions, course names, etc. – many items which must be typed manually in the current system;</p> <p>3) The role of the National Selections Committee will continue to be --&gt; reviewing the files and selecting the cadets as in the past;</p> <p>4) We will not however be keeping the “<b>selections file follow-up</b>” and “<b>file completion processes</b>” at National HQ, as we have done it in the past. This includes receiving, filing and remailing hundreds of faxes of missing documents, following up with the PC’s and Regions, missing documents and so on. This will be done by the Regional Air Training Coordinators in each Region for all national courses except for Glider and Power Scholarships; these will be handled by the Regional Cadet Air Operations Officers and their staff. The main reason for this change is the fact that in the past, handling this “process” accounted for hundreds of hours of staff time at the ACL HQ, which in my mind was not “valued added”. On top of that, while the CAO handled all of these tasks in the past, the Training Officers and Air Operations Officers were actually the ones handling the physical changes, course loadings, notification of the replacement cadets, providing travel orders, etc. They were in effect <b>the ones</b> who were already completing 90% of the activities related to a documented change initiated in our office!</p> <p>5) The consequence of the change at # 4 above also means that the selection of the <b>Spares and Replacements</b> for those who cancel or withdraw from a CSTC course will also be done at the level of the Regional Air Training Officers and Air Operations Officers. Therefore, the lists of spares will be strictly controlled to prevent some of the issues of the past, i.e. when cadets were told that they were selected for a course, when in fact they were not. J. Mignault and M. Chassé are working with the Air Cadet Program Coordinator at DCdts in preparing the instructions and the processes to be followed when filling a vacant position.</p> <p>6) This process will <b>not apply</b> to IACE selection files, as there are only 68 cadet files, we will continue to manage these files at National.</p> <p>7) A process will be developed whereby all changes will be communicated in the Regions to the PC’s and also to National. This is essential, we will need to ensure our database continues to reflect those who actually were loaded and attended each National CSTC course.</p> <p>8) We will monitor the process closely with the PC Selections Coordinators to ensure that selections changes are effected properly and are in line with previously communicated procedures. We will of course remain vigilant to ensure the process is both transparent and objective. We will address any issues and concerns as they arise and will modify any process and procedure which will be identified as not functioning as intended.</p> <p>J. Mignault and P. Giroux to communicate these changes to the field ASAP. The Selections Committee, the PC’s and the PC Selections coordinators will monitor the changes with a view of discussing any issues and problems at the AGM in Calgary. These changes were discussed and accepted by the BOG and also by D. Hayden Chair of the National Selections Committee.</p>	<p>J. Mignault M. Chassé P. Giroux</p>	<p>Pending</p>

	ITEM	ACTION	STATUS
III	<b>NEW BUSINESS</b>		
3.1	<p><b>Financial Results to February 28, 2005</b></p> <p>An Excel Spreadsheet with Income Statement for the 11 months ended February 28, 2005 had been sent separately by email for discussion on the call. J. Mignault commented on the results, more specifically:</p> <ul style="list-style-type: none"> <li>• Comments on the shortfall of Fund Raising and Catalogue sales revenue for 2005 versus 2004;</li> <li>• Impact of \$80K of additional Operating Grant for 2004/05;</li> <li>• Inventory write-off at year-end; and</li> <li>• Other questions as may arise during a review of the report.</li> </ul> <p>While the results for March 2005 have not been reflected in the presented Income Statement, J. Mignault is forecasting an operating surplus for the year, in excess of \$55,000. In addition J. Mignault noted that we will have no problems meeting and exceeding the \$80K of “<b>eligible expenses</b>” for the last three months of the fiscal year. Refer to # 2.4 above which denotes that the ACL must demonstrate this year and next year, that eligible expenditures will at least meet or exceed the amount of the funded Operating Grant (the same applies to the \$80K in the last quarter of the current fiscal year).</p> <p>C. Hawkins enquired if the reason for the planned surplus was attributable to the additional Grant amount. J. Mignault commented that in effect the real cause was the careful management of “eligible expenditures” as defined in the new Grant Arrangement (contract).</p>	<p><b>J. Mignault</b></p>	<p><b>Pending</b></p>
3.2	<p><b>Resignation – Eric Murray</b></p> <p>E. Murray advised the National President by email that he was resigning from the BOG effective immediately. President G. Albert accepted his resignation. E. Murray will continue to work with the NL Committee at the Provincial level. This was discussed during the call. G. Albert suggested that since the AGM is less than 2 months away, a replacement would not be appointed. G. Albert requested J. Mignault send a thank you letter to E. Murray and also obtain a Retiring Governor Plaque to be presented at the next NL Provincial AGM. M. Cataford offered to replace E. Murray as Chair of the Member Registration and Screening in the interim.</p>	<p><b>J. Mignault</b> <b>M. Cataford</b></p>	<p><b>Pending</b></p>
3.3	<p><b>Member Registration &amp; Screening Meeting – DCdts</b></p> <p>As part of the Partnership MOU discussions, the DCdts lawyer has asked to meet to three Leagues to review and assess the adequacy of the Leagues’ Member Registration and Screening processes. This is in line with the concept of the volunteer pool at the Squadron level. The Director of Cadets advised at our November 2004 SAM, that all volunteers working with or near cadets would be screened in the DND Enhanced Reliability process. This process includes a CPIC check and also a credit check.</p>	<p><b>J. Mignault</b> <b>M. Cataford</b></p>	<p><b>Pending</b></p>

ITEM	ACTION	STATUS
<p>We continue to maintain that a financial check is only really required for those handling money, doing fundraising and/or otherwise maintaining the books of account. This meeting is scheduled to take place on April 12, 2005. J. Mignault will attend and will prepare a presentation on the ACL's process.</p> <p>J. Mignault will advise the BOG and B. Goudie of the deliberations at this meeting and the impact on the MOU, especially for the areas/sections on volunteers and the required level of screening required.</p>		
<p><b>3.4 Cadet Summer Training Activities Conference</b></p> <p>J. Mignault and M. Chassé will attend the Annual Cadet Summer Activities Conference on April 15, 2005 (Air environment session). The invitation and draft agenda for this meeting have been attached for your information. M. Bourduas also noted that this would be a good opportunity to obtain feedback from the past summer CSTC training and also to bring issues and concerns forward for discussion.</p>	<p><b>J. Mignault</b> <b>M. Chassé</b></p>	<p><b>Pending</b></p>
<p><b>3.5 Addition of new Quebec L-19 to the ACGP Contract</b></p> <p>J. Mignault noted that the QPC have acquired a used Cessna L-19. J. Mignault has recently completed Annex B of the ACGP Contract to add this new airplane to the fleet and ACGP contract. The signed Annex B had not yet been returned by the Director of Cadets at the time of the teleconference. B. Burchinshaw enquired as to whether this airplane had a valid C of A. J. Mignault noted that he felt that indeed it had, as it had been flown from BC to Quebec and had also been added to the National Aviation Insurance Policy. S. Harry enquired if and when DCdts would approve the BC Committee request for approval and purchase of the Wilga. He noted that the "open offer" period was rapidly coming to a close. W. Paisley noted that National Technical Authority rep., Major J. Cooper was still in the process of assessing the impact of this addition to the fleet and had committed to responding as soon as possible.</p>	<p><b>DCdts Air Operations and Technical Authority</b></p>	<p><b>Pending</b></p>
<p><b>3.6 Registered Pension Plan Investment Review</b></p> <p>The actuary for the <i>frozen</i> Defined Benefit Pension Plan has recommended some changes to the investment portfolio of the assets/investments in the plan. J. Mignault has distributed this information to Chair of the Finance Committee VP C. Hawkins and VP Joe Johnson. They will assist J. Mignault with finalizing the review of the investments in the plan with a view of maximizing the returns while at the same time balancing plan administration and other fees.</p>	<p><b>J. Johnson</b> <b>C. Hawkins</b> <b>J. Mignault</b></p>	<p><b>Pending</b></p>
<p><b>3.7 National ACL Website</b></p> <p>G. Albert noted that there was a problem currently with the Website due to the fact that when you elected to enter the site in either French and/or English, a "Pop-Up" window for Catalogue sale items appeared (quite annoyingly!), but the problem is that this causes his Web Browser and PC to freeze. G. Albert asked that the Catalogue Specials be redirected to a less prominent portion of the Website. J. Mignault to follow-up</p>	<p><b>J. Mignault</b></p>	<p><b>Pending</b></p>



	ITEM	ACTION	STATUS
IV	<b>CONCLUSION</b>		
4.1	<p><b>Reports from the Vice-Presidents</b></p> <p>No major items were brought forward for discussion by the Vice Presidents. L. Bourgeois did urge all members to book their airfare for the AGM in Calgary ASAP and also the same for the Hotel as Hotel rooms as the "Block Booking" Section are rapidly being reserved. Members should be advised that there will be another meeting in the Hotel at the same time and that the <u><b>Meeting dates are June 9 to 11, 2005.</b></u></p>	Info	Closed
4.2	<p><b>Comments from DCdts</b></p> <p>LCol Bourduas noted that he had nothing to add. He thanked everyone for being able to participate on the call.</p>	N/A	N/A
4.3	<p><b>Good and Welfare of the League</b></p> <p>L. Bourgeois noted that the Change of Command for the new Chief of the Air Staff LGen Lucas was coming soon (May 16, 2005) and that G. Albert should send letters of thanks and congratulations to both LGen Pennie and Lucas. G. Albert noted that a letter had already been sent to Gen Lucas and requested J. Mignault send one to LGen Pennie.</p>	J. Mignault	Pending
4.4	<p><b>Date and Time of Next Meeting</b></p> <p>The next meeting shall be held on <b>May 12, 2005 at 12 Noon – Eastern time</b>. This will be an <u><b>Executive Committee teleconference</b></u>. Participants have already been provided with the toll-free number for the call and the password to join the call. <u><b>Please note this will be the last teleconference before the AGM in Calgary. Members are advised to review their AGM packages with a view of submitting any BOG and/or AGM Agenda Items and Notices of Motion, Committee Reports, etc.- to National no later than May 25, 2005.</b></u></p>	N/A	N/A
4.5	<p><b>Adjournment</b></p> <p>There being no further business, the Chairperson adjourned the meeting.</p>	N/A	N/A