

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



FROM: Jean-Marc Lanoue
 Executive Director

DATE: August 13, 2008

SUBJECT: RECORD OF PROCEEDINGS (ROP)
 BOG CONFERENCE CALL

Attendees:	Chairperson:	J. Reidulff	President	
		M. Cataford	Past President	
		J. Johnson	First Vice-President	
		G. Fabes	Vice-President	
		B. Robert	Vice-President	
		K.Higgins	Vice-President	
		K. Mann	Governor	
		M. Conway	Governor	absent
		M. Murphy	Governor	absent
		G. Jarvie	Governor	
		B. Burkinshaw	Governor	absent
		T. White	Governor	
		R. Thistle	Governor	
		E. Steffensen	Governor	
		C. Verge	Governor	
	J. Walker	Governor		
	F. Gaboury	DCdts – SSO Air	absent	
	Staff:	Jean-Marc Lanoue	Executive Director	
		Sarah Matresky	Executive Assistant	

	ITEM	ACTION	STATUS
I	ADMINISTRATION		
1.1	President's Remarks	Info	Closed
1.2	New Items for Agenda		
	3.8 Resource Development (added to the existing item)	MARLENE C	
	3.13 Status of vehicles operated by sponsoring committees	Tom W	
	3.14 Update on Air Maintenance course	Chuck V	
1.3	Approval of Agenda		
	Moved by Bob R seconded by Joe J	Carried	
1.4	Approval of Record of Procedures – BOG Meeting ROP June 21, 2008 (attachment)	Carried	
	Moved by Grant F seconded by Ralph T		
1.5	Approval of Action items from July 2008 (attachment)	Carried	
	MOVED BY BOB R SECONDED BY TOM W		
II	BUSINESS ARISING – INFORMATION		
2.1	Grant proposal update		
	The submission has been approved and in complete compliance by DCdts we are expecting our final payment of 280 K within three weeks.	JM Lanoue	Closed

	ITEM	ACTION	STATUS
2.2	Ministerial Directives A meeting with the league ED's is scheduled for Thursday July 14 update to be provided at the next conference call.	Bob/JM	Ongoing
2.3	Financial management improvements (update) As most of you know certain events at the NLHQ have precipitated a certain number of corrective measures. All directions and actions to date are in keeping with our strategic plan goal A11 and objectives. Some of the improvements are: <ul style="list-style-type: none"> • Redesign of chart of accounts in line with the budget and audited reports • Hired a certified bookkeeper on a contractual basis to maintain accounts payable and receivables • Made arrangements with Boyer et Boyer to provide services to input financial data from April 1 to date so that we may produce Q reports • Also B&B are reviewing our various bank accounts with a view to rationalize and reduce the number and bank charges • All checks are signed by the Treasurer and the ED • Credit cards have been returned to ED and used for League purchases where no other method is available or practical <p>Bob R suggested that a line indicating reason for travel be included in the expense form. NLL to action</p>	JM/Bob R	Ongoing
II	BUSINESS ARISING Action		
2.4	CAP update Jan provided information on his recent attendance at the CAP conference. Some highlights: <ul style="list-style-type: none"> • CAP America's best kept secret • Elevator speech concept • Auditors present report at AGM • Wing banker concept • Gold standard audit • National cadet advisory council • Friend raising vs. fund raising • Wreaths across America • School enrichment program • Election process • Drill competition • Cadet officer school 	Jan R	Closed
2.5	PPM update (attachment) Joe and Bob expressed concerns that we will face a back-log of updates to the PPM. JM is investigating the possibility of outsourcing the work. The item will return at the next BOG meeting.	Joe J	Ongoing
III	NEW BUSINESS INFORMATION/ACTION		
3.1	SAM The success of the ACLC is based on relationships. The Advisory Board are currently having a discussion on the cost of travel and the need for their attendance at the SAM. One of the things that the CAP did was provide a streaming video feed over the Internet of their General	Jan R	Ongoing

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<p>Assembly on Friday and their banquet on Saturday. The Friday General Assembly feed, at one point had 17,000 people logged in!!!</p> <p>Jan suggest that we look into the possibility of using this technology to keep the cost down for future SAM. The info will be forwarded to the AGM committee.</p>		
<p>3.2 Structure for the 21st Century The PC chairs are validating the structures suggested in the document. The information will be included in a model and a costing model will be provided.</p>	Chuck V	Ongoing
<p>3.3 Effective speaking website update Gladys requested that the new topics and the approved changes for the application form be updated on the web. Gladys will send info to Sarah for action. Gladys asked if the Murphy Foundation is still involved in the sponsorship of the Effective Speaking Competition. It is suggested that we establish contact via a multimedia presentation of our accomplishment to see if they are interested in continuing the relationship. Jan will provide contact info to Gladys.</p>	Gladys J	Ongoing
<p>3.4 Recruiting guidelines</p> <p>The attached documents for the consideration of the Exec Committee members? They form part of the Communications Tool Chest being developed by the Recruitment and Retention Committee.</p> <p>Specifically the documents are :</p> <ol style="list-style-type: none"> 1. Writing a Letter to a Service Club etc on behalf of the SSC 2. Making a recruiting presentation to a community organization 3. Orientation of new Volunteers (which should come flooding in if (2) above went well!) 4. Maximizing Results from an Open House <p>All four papers were discussed at the committee meeting at the AGM and were well received by the attendees.</p> <p>In due course, after discussion, it is intended they go to Joe Johnson for consideration for inclusion in the R&P Manual in the guidelines section.</p>	Keith H	
<p>Motion to approve the finalized guidelines by Bob R seconded by Chuck V to be included in the PPM.</p> <p>The document will be forwarded to the translation bureau.</p>		Carried
<p>3.5 Establishment of an editorial Board</p> <p>In view of the vast amount of material being written, referenced or repackaged in connection with the Strategic Plan, should we consider introducing an Editorial Board or Bureau? We should consider an appropriate process to move Strategic Plan items ahead quickly. The volume of work will be a real challenge to keep track of to say nothing of each item going out for comment, suggestions, amendments and recirculation before approval. We have to ensure that matters proceed in a timely manner with target dates being met. Time for translation must also be factored in.</p> <p>Tabled to the next BOG meeting as a general discussion item.</p>	Keith H	

	ITEM	ACTION	STATUS
3.6	Honours and Awards No report ED mistake		
3.7	National flying committee Some delays at the summer flying camps due to weather. Flying training committee meeting in November at Trenton:	Eric	
3.8	Fundraising update Suggested that the resource development and fundraising committees be divided into two committees be referred to the SPU committee chaired by Michel C. Marlene has proposed the preparation and distribution of an "omnibus" survey. Committee suggests that it requires more details of the survey details regarding aims and objectives.	Marlene C.	
3.9	Proposal re Kit Shop ED will explore options for the divestment of the kit shop in line with the SPU goals and objectives. A report and recommendations will be available to the strategic committee by mid-October.	J-M L	
3.10	Official recording of E-motions Include the official recording of emotions as a permanent approval item under new business so that we have a permanent record of our e proceedings. The draft position paper on the process of evoting is deferred to the EC of September 10.	Bob R Joe J	
3.11	Budget process (attachment) Moved by Bob R seconded by Joe J that the proposed budget process be approved.	Bob R	Carried
3.12	Review and assess plan (attachment) Moved by Bob R seconded by Keith M to approve the review and assess plan as presented in this email of 08/08/08.	Bob R	Carried
3.13	Vehicles operated by SSC. Question raised concerning the advisability of having a League policy on the matter of operating 15 passenger vehicles. Currently it seems that the direction comes from the RCSU's we therefore it would be beneficial to have some direction from Dcadets. ED is tasked to ask LCol Gaboury if there exists a national policy governing the use and operation of 15 passenger van to transport cadets.	Tom W	
3.14	Air maintenance course Chuck reports of rave reviews of the program and the facility at Canadore North Bay.	Chuck V	
IV	Conclusion		
4.1	VP Reports Joe J: successful trip with IACE in the UK Grant F: new bursary from CAMC to be presented at the graduation parade at North Bay CAE flight simulator auction proceeds of 309.00 to national fundraising.		

Bob R: attended graduation at Durham flight centre will be at Trenton and Mountain View graduations.
Revenue Canada Charity division is bringing changes to some of the reporting processes focussing on costs related to fundraising.

Ken H: excellent response on SPU
Prepared a waiver for the unanimous approval PC's allowing the use of their web based documents.

Jan R: cadet in Yellowknife will be recommended for cadet medal of honour for quick thinking and bravery in saving two fellow cadets from a fire.

4.2 Good and welfare of the League

Members will be present at many of the upcoming graduations.

NEXT MEETING

OCTOBER 08 AT 1900