

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

FROM: Kimberley Smallshaw
Executive Assistant

DATE: 31 January 2006

SUBJECT: RECORD OF DECISIONS
BOG CONFERENCE CALL 21 JAN 2006



Attendees: Chairperson: L. Bourgeois President
G. Albert Past President
C. Hawkins First Vice-President
J. Johnson Vice-President
R. Mercer Vice-President
B. Robert Governor
G. Fabes Governor
R. Dionne Governor
W. Paisley Governor
M. Wedge Governor
B. Burchinshaw Governor
S. Harry Governor
LCol M. Bourduas SSO Air, DCdts
R. Thistle Chair of PC Chairs, Absent

Staff: J. Mignault Executive Director
K. Smallshaw Executive Assistant
S. Putinski Administration Officer (PR and Media)

ITEM	ACTION	STATUS
I ADMINISTRATION		
1.1 President's Remarks A general welcome was extended. L. Bourgeois welcomed everyone on the call and for sparing some of their personal time on a Saturday.	Info	Closed
1.2 New Items for Agenda No new items were added.	N/A	N/A
1.3 Approval of Agenda MOTION: Moved/seconded by G. Fabes / S. Harry that the Agenda be approved. Carried 12/0/0	N/A	N/A
1.4 Approval of Record of Decisions 17 Nov 2005 BOG - Semi Annual Meeting and 17 Dec 2005 EC Teleconference. The minutes/ROD for the Nov. 17, 2005 Semi Annual (Ottawa, ON) BOG Meeting were approved. Moved/seconded by B. Robert / C. Hawkins Carried 12/0/0 17 Dec 2005 EC Teleconference minutes: discussion ensued as to whether or not the BOG should be approving this since it is an EC teleconference meeting. Decided that this was not the forum to approve these minutes.	N/A	Closed

	ITEM	ACTION	STATUS
II	BUSINESS ARISING - INFORMATION		
2.1	<p>Honours & Awards – Air Cadet Service Medal</p> <p>J. Mignault reported that he/staff shipped the additional 10% remaining to the Provincial Committee Chairs. Provincial Chairs are to report their additional requirements as we can begin to fill those requests. More will be sent to New Brunswick. Québec and New Brunswick should now have enough for their requirements. G. Albert raised an issue in regards to the process for former cadets. Many former cadets do not have the ability to receive the supporting material as their CO/Sponsor is no longer around, or they have moved out of region themselves and/or have no possible way of gathering such supporting materials. G. Albert stated that the original recommendation was that former cadets sent in their application to the National Office. Amending the form will take place. Form will now clearly identify that if it is not possible to attain such information/supporting material, to send the form in and provide the information that they are able to. This will ensure a clearer process as well. L. Bourgeois asked that the committee submit a new form and make further recommendations. J. Mignault closed the conversation with the fact that these were all good points and that the process for former cadets will be based more on trust and faith.</p>	<p>H&A Committee & National Office</p>	<p>Pending</p>
2.2	<p>Selections 2006</p> <p>Selections information has been disseminated. B. Robert voiced the concern that there seemed to be changes in the process and that these changes came late again this year. BOG needs to decide on process and stick to it. B. Robert provided the example of “cadet who joins at 14 years old can no longer complete level 1 and 2 in the same cadet training year unless they join <i>prior</i> to 31 Oct. He stated that this changed once again as it used to be 31 Jan. B. Robert voiced that these changes cannot occur once the training year has started. Concern was noted. L. Bourgeois requested clarification on what occurred with the 2006 ATC exam. J. Mignault stated that R. Thistle sent in the exam. We did not vet through it as we took it that all would be okay given experience level and expertise. An officer in Alberta had noted that there were problems with some of the answers along with issues in the wording of some questions. It was asked as to whether or not we would have a second exam and have those cadets who already wrote the exam complete a re-write. It was deemed that this is not fair for those cadets and seeing that it is already difficult to load this course that the exam for 2006 would be cancelled. J. Mignault advised that cadets would all receive a mark of 25/25 for the exam so that they all are on the same playing field with minimal mathematical calculations as the marking would then still remain out of 100. J. Mignault reported that D. Hayden approved the cancellation. L. Bourgeois requested that this clarification be sent to BOG so that all were made aware.</p>	<p>J. Mignault & K. Smallshaw</p>	<p>Pending</p>
2.3	<p>MOU/PARTNERSHIP TEAM</p> <p>The MOU with DND was signed at the National Cadet Council (NCC) Meeting of Dec. 1, 2005. All 3 League President’s signed. This is currently on hold until 23 January 2006. After the Federal election, the process for Public Relations and Training will begin.</p>	<p>J. Mignault L. Bourgeois</p>	<p>Pending</p>

2.4 Member Registration and Screening

C. Hawkins sent out Provincial coordinators handbook and Sponsoring Committee handbook. Feedback is coming. C. Hawkins reported that the committee would convene in about 2-3 weeks via teleconference, to discuss and plan next steps. D. Berrill is in the process of working with K. Smallshaw for the database. C. Hawkins reported that BOG members would essentially become the “*guinea pigs*” in testing it out. C. Hawkins is hoping that we can roll this out in April with some training. C. Hawkins stressed that time will be provided to the Provincial Committee Chairs to allow them to enter in their old members and then run with it.

Question was asked as to whether or not anything further was decided for funding for the CPIC checks. M. Bourduas reported that DCdts is looking at a bunch of different options. These options could be simple, but that they are indeed still wrestling with issues. M. Bourduas stressed and emphasized the need to work on the wording on how the grant money is spent, as some may be under the impression that the increased grant monies was to offset the cost of screening. M. Bourduas reported that they are also looking into the option of DND doing the CPIC checks, but again, nothing has been finalized. They are working with local police and other available options/resources. L. Bourgeois made it clear that this money is not spent at the local level but at the National level. J. Mignault was asked to call lawyer in Québec. J. Mignault advised that this would most likely not be a free call and would cost.

**Ad Hoc
Member
Registration
and Screening
Committee**

Pending

G. Fabes mentioned that C. Hawkins had requested in his e-mail that feedback was to come in mid-February. C. Hawkins informed that he had sent out a revision e-mail asking that feedback be provided no later than the last week of January. G. Fabes reported that when meeting on this they have gone with the mid-February date. C. Hawkins was fine with this.

In terms of translation, C. Hawkins reported that this would wait until all was ironed out and we more or less had a final product as translation is very costly. J. Mignault agreed with this point and projected that for 50 – 60 pages, it will cost in and or around \$5000-\$6000. R. Dionne brought fourth the point that much has already been translated and is on the web. J. Mignault reported that that was indeed a starting point, however, is not the final document and that is what we will continue to work towards. It would then be that final document that is translated.

2.5 CATO Review – Ad Hoc Committee

L. Bourgeois requested that all work done to date be sent to BOG. J. Johnson stated that B. Burchinshaw was under the impression that CATO’s with an Air Cadet League interest would be reviewed. M. Bourduas stated that this would not happen. Discussion continued back and forth between parties. B. Burchinshaw expressed his concern that he and his ad hoc committee were not qualified and/or should be placed in the position to decide which CATO’s should be reviewed and looked at and which ones should not. It was agreed that the BOG would review and examine the list. Feedback would then be provided from the BOG as a whole. C. Hawkins offered that

**S. Harry
B.
Burchinshaw
J. Johnson**

Pending

each CATO be given a weighting:

Priority 1 – Needs Attention Immediately

Priority 2 – Needs attention

Priority 3 – Needs attention later on in the future

L. Bourgeois agreed. C. Hawkins was willing to make a motion. There was some disagreement. J. Mignault decided that we should only be looking at those CATO's that cause issue. B. Robert agreed. M. Bourduas reported that DCdts staff were ordered to review the MOU twice, if they noticed something that may need looking at, they were told to bring it forward. No motion needed, was agreed. J. Mignault agreed that he would wait until the 23 January to post the MOU up on the website and that he would also distribute via e-mail.

2.6 Appointment of new Governor General – Patron of ACL

L. Bourgeois has letter from Governor General. She has agreed to be our Patron. L. Bourgeois wants publicity on this and to invite her to cadet activities. He asked the BOG to think about summer graduations that she could review etc. L. Bourgeois asked S. Putinski to find out what the proper routes were for PR in regards to the Governor General. L. Bourgeois suggested we invite her to be our guest speaker at the AGM, if she is in western Canada in and around that time. Requested that a copy of our invite be sent to BC Provincial Committee as well.

N/A

CLOSED

2.7 DCdts Budget Request for IACEA 2006 Conference

LCol M. Bourduas reported that they are still working on this. A little tricky as the Air Cadet League of Canada is hosting the function, so why should DND aid with funding? They are continuing to try and find a way to help fund it. Also reported that Colonel Perron is seeking approval – but whether or not we get the approval or not is still up in the air. Do not know as of yet.

J. Mignault

Pending

2.8 ACL Aerospace Industry MOU's

These two MOU's (CAHARA and CAMC) were signed at the SAM in Ottawa, during the SAM in November 2005. G. Fabes continues to work with these two organizations. CAMC is prepared to ship the training CD to the Squadrons next week. Thank you letter to be sent to them from L. Bourgeois and G. Fabes.

G. Fabes
National
Office

Pending

2.9 Birchall/Dale Scholarships

Will announce winner at AGM. Discussion on deadline date, which was not on hand at time of call. Will confirm later. G. Albert reminded all that they do not need their acceptance letter to apply, that they would send it in afterwards, as many have not received them yet.

G. Albert

Pending

2.10 IACEA 2006 Conference – Quebec City

L. Bourgeois will continue to coordinate with Capt Tremblay. J. Mignault continues to look for and work on Sponsorship.

J. Mignault

Pending

II BUSINESS ARISING - ACTION

2.11 Communications Plan for DND/League MOU

Draft plan out. Before we post anything, need to compare notes and proceed from there. S. Putinski reported that there has been no mention of any upcoming meetings. Will inform if anything arises. G. Albert to call Jean and discuss all of this in further detail.

J. Mignault

Pending

2.12 Provincial Committee Annual Reporting Form

B. Robert to create form with information and details. This has to do with the "Best Practices" as well. Still needs work, would like to ensure that Provincial Committee's are happy with it. There was mention that this would also aid in the grant requirements that J. Mignault has to meet. S. Harry brought about the point that it is already difficult to get in the ACC-9s, this could now be another. This will be sent out again for the BOG to look at. B. Robert asked when this has to be completed. J. Mignault reported Sep-Oct at the latest. J. Mignault to give idea of what Treasury Board requires. A suggestion was made to bring this to SAM, but it was noted that this poses a problem with some Chairs being in for only a few weeks. B. Robert requests feedback on it.

B. Robert

Pending

	ITEM	ACTION	STATUS
III	NEW BUSINESS		
3.1	DRAFT 2006/2007 Budget Issue with opening document. Will do it next month. No comments made. J. Mignault noted that B. Robert has already approved it.	J. Mignault B. Robert	Pending
3.2	ACL Investment Policy B. Robert reviewed <i>Bill C-21</i> , sent an e-mail to J. Ash. Is awaiting a reply. B. Robert noted that he saw nothing to stop us in going ahead. R. Mercer made mention to give consideration to Provincial regulation. Discussion ensued, no decisions. B. Robert mentioned concern that may need to enquire with a lawyer in order to have a legal opinion. J. Mignault to contact lawyer. Motion: Moved/ Seconded B. Robert/ J. Johnson that the ACL investment policy be approved as presented.	B. Robert	Pending
		CARRIED 12/0/0	
3.3	Air Cadet League Webstore Update S. Putinski is creating a simplified order form and creating a new online catalogue, as our current company dropped us since they will no longer be supporting the software. Will be completed the old fashioned way. J. Mignault does not believe that it will be an issue. This way is simple and inexpensive.	J. Mignault S. Putinski	Pending
3.4	Approval of new QPC By-Laws MOTION: Moved / Seconded G. Fabes / R. Dionne that the revised QPC By-Laws be approved as presented and that the name <i>Quebec and Ottawa Valley Provincial committee</i> be used from this point forward when referring to the committee.	L. Bourgeois	Closed
		Carried 12/0/0	
3.5	K. Michaud abuse legal case update J. Mignault has been waiting to hear back from the lawyer. Has been waiting on this a little bit as she is having difficulty paying her lawyers, so there has been a delay. Do not want to spend money if we do not need to. L. Bourgeois mentioned that we need to work with DND on this. J. Mignault informed everyone that we are adversaries in this case, so we would not be assisting each other with our case. Concerned that we are still named but there is work being done on this. Will wait and see.	J. Mignault	Pending
3.6	Aviation Insurance Renewals J. Mignault in the process of this. No suspected changes.	J. Mignault	Closed
3.7	Finance Committee Update B. Robert sent the report to all. Bonding issue is still progressing. Concern was raised that some PC's may not have budgeted for the increased cost(s). B. Robert mentioned that this will not start	B. Robert	Pending

right away. B. Robert also reported that the ACC-9's are still being accepted and we are at 46.5% (2005) versus 83.4% (2004). This is lower than anticipated. B. Robert has made contact with Alberta and additional ones should be on their way.

3.8 CIC relinquishment of rank

M. Bourduas reported that as of 1 Nov can no longer allow a CIC to wear the rank of Captain and get paid for the rank of Lieutenant. He also reported that only 376 CIC officers out of 4000 are affected by this. He also reported that he cannot comment on what plans are or will be but that there is indeed work being done to look at this issue. Anticipating a solution soon. Wearing the rank that you are paid for is the current decision. M. Bourduas asked for a month to wait and see what comes out of this as the regions have also voiced concerns.

C. Hawkins Pending

3.9 Mileage rate increase

Motion: Increase mileage; make it identical to DND allocation. Moved / Seconded: C. Hawkins / W. Paisley. Suggested rate will be \$0.50 a kilometre.

C. Hawkins Closed

Carried 12/0/0

3.10 Additional Signatories on League bank accounts

This motion was made in the past. Adding L. Bourgeois, C. Hawkins and B. Goudie to League bank account. Chantal is still absent on sick leave, but upon her return paperwork will be initiated and this will be completed as it was approved on 12 June 2005. J. Mignault to prepare letter and L. Bourgeois will be in the National office in February.

J. Mignault Pending

	ITEM	ACTION	STATUS
IV	CONCLUSION		
4.1	Reports from the Vice-Presidents C. Hawkins – nothing in particular to report. All is well. Joe Johnson – nothing to report. R. Mercer – Nothing to report. All is well.	Info	Closed
4.2	Comments from DCdts LCol Bourduas reported about removing 4 blocks off of the DND 324, sign off sheet for CIC for key appointments. Will keep regulations in line with MOU. Verbal consultation as they do not want signatures in fear of liability. L. Bourgeois reported that he does not like verbal consultation, can forget etc. Can simplify the form and we will watch for issues and/or problems. If some arise, then we can bring it up then.	N/A	N/A
4.3	Good and Welfare of the League No items noted.	N/A	N/A
4.4	Date and Time of Next Meeting The next meeting shall be held on Mar 18, 2006 at 12 Noon – Eastern time . This will be a Board of Governors teleconference . Participants have already been provided with the toll-free number for the call and the password to join the call.	N/A	N/A
4.5	Adjournment There being no further business, the Chairperson adjourned the meeting.		