



AIR CADET LEAGUE OF CANADA

BOG MEETING ROPs

September 5th, 2012

MEETING INFORMATION

Meeting Date: September 5th 2012

Start Time: 1900hrs

ATTENDANCE

| | | | |
|-----------------|---------|-----------------|---------|
| Edgar Allain | Present | Darlene LaRoche | Present |
| Don Berrill | Present | Lloyd MacIntyre | Present |
| Marcel Bineau | Present | Keith Mann | Present |
| Bob Burchinshaw | Absent | Gary Pinsent | Absent |
| Don Doern | Present | Bob Robert | Present |
| Ken Higgins | Present | John Scott | Present |
| Tom Holland | Present | John Walker | Present |
| Fred Johnsen | Present | Tom White | Present |

| | |
|-------------------|------------------------------------|
| Jerry Elias | Present Chair, Aviation Committee |
| Grant Fabes | Present Chair, LIP Committee |
| John Scott | Present Chair, Res. Gen. Committee |
| Thomas Taborowski | Present Chair, PC Chairs Committee |
| Candace Denison | Present Executive Director |
| LCol. Y. Therrien | Present SSO Air |

1. Administration

K. Higgins welcomed all current and incoming members of the Board of Governors.

1.2 New Items for Agenda – K. Higgins

2.5 DCdts SSO Air Report

1.3 Approval of Agenda – K. Higgins

Moved By D. LaRoche

Seconded By: F. Johnsen that the Agenda be approved as amended.

Carried

1.4 Approval of Record of Proceedings: June 22/12 – K. Higgins

Moved By: K. Mann

Seconded By: T. White that the ROPs be approved as presented.

Carried

2. Information

2.1 President's Report – K. Higgins

The President circulated the following report prior to the call.



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Represented the League at the graduation parade of the Advanced Aviation Technology Course and the Aircraft Maintenance and Airport Operation course at Canadore College Cadet Summer Training Centre at North Bay, Ontario August 17th, 2012. August 16th toured the facility which is justly described as excellent in all respects. My thanks to the CO, Major Don Houle.

Represented the League at the Civil Air Patrol Annual Conference and Board meeting in Baltimore, Maryland, August 22nd to 25th. 600 plus attendees enjoyed a well-organized program of AGM related meetings plus training "labs". The hospitality extended to me was excellent in all respects. Cross border activities between our respective organizations is well supported, for example, Wreaths Across the Border and the new initiative of a mutual website for cadets.

Work by Governors and Committee Chairs continues throughout the holiday season and this dedication is appreciated. Governors Bob Burchinshaw and Don Doern completed their report on; Squadron Mergers, Amalgamations and Closures which it was a pleasure for me to have reviewed. It will provide stimulating reading for all of us on this very important topic. My thanks to them for undertaking this initiative.

Discussion took place with VP Fred Johnsen and Chair of Chairs, Tom Taborowski as to the implications for League members if a worst case scenario arose involving a Cadet and a League Volunteer who was unscreened. Subject to the agreement of the PC Chairs it is intended to convey relevant details to each SSC Chair in an open letter from VP Fred Johnsen and I as to the implications for them personally if, in a subsequent civil suit, it is established that they knew the errant volunteer was and remained unscreened. In all likelihood the League's insurance coverage could be withdrawn. Any damages awarded would have to be paid by those found liable. The approach intended, initially, is to encourage and convince the SSC Committees of the need for 100% compliance with Screening & Registration requirements

2.2 Executive Director's Report – C. Denison

C. Denison indicated that her report was included in the agenda and that there was nothing further to add.

- Mid-August I was interviewed by Mrs. Zimmerman with the CRS in regard to our Grant Application. With prior assistance from the EC I was able to answer all questions accurately and provide supporting information. Mrs. Zimmerman informed me that the ACL ED in 2009 was unable to meet with her so she was thankful for the in-depth responses and she was receptive to our concerns. A potential upcoming issue: the 2009 review requested the ACL make available a satisfaction survey & privacy statement on the National website, to my knowledge this was not completed.
- Two gliders were severely damaged in Alberta; incident reports are being completed and will be forwarded to our insurance upon receipt.
- There have been a couple incidents arising in regards to Registration & Screening. PC's are conducting investigations and providing necessary information to National. Our insurance company has been advised although no legal action has currently been undertaken.
- In the process of updating our Insurance Certificate Request Forms (ACC20). Current forms do not provide for all the necessary information required by our Office or by AON. This often results in significantly more work for staff. Following the example of the Army Cadet League we are creating an online form. Unlike the Army, a pdf version will still be made available.
- SAM preparations are underway, all meeting requests, reports and agendas must be submitted to the National Office by October 19th for inclusion in the meeting booklet.
- Sad news, the recipient of the 2010 WJPA Award, former Air Cadet Marko Misisic, was involved in a fatal airplane crash in the Toronto Area. OPC is coordinating suitable condolences.
- In preparation of our fall fundraising campaign, the National website online donation form has been repaired and tested. I have also created a "quick donation link" on the home page of our website.
- The electronic brochure created by Marc Lacroix is now on the National website. Some modifications had to be made; these include changing hyperlinks to the National website instead of outside sources for ease of updating and accuracy of information.



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2.3 National Finance Committee Report – J. Walker

John Walker informed that the financial statements were circulated with the agenda. The BOG was informed that line 32 was clarified to better describe the excess premiums absorbed and re-billed to the appropriate PC's. The finances are in good order with the receipt of our first grant installment cheque.

Question: T. Holland inquired if all PC's were up to date on their assessment fees.

Answer: J. Walker informed that they are no delinquent PC's however we are awaiting some Provincial payments.

2.4 Provincial Chair's Report – T. Taborowski

T. Taborowski indicated that a working document have been circulated to the Provinces and will be discussed at the SAM to declare Cadet Day in Provincial legislatures across the country. Screening and registration remains an issue for all Provinces.

2.5 DCdts SSO Air Report – LCol. Y. Therrien

Y. Therrien updated the BOG on recent JCR developments. The new DCdts agreed to stop the opening in Newfoundland. The Air and Sea Cadets have been struggling for years without serious support and action from the Region. Y. Therrien will travel to NFLD and review the flying situation personally.

Working on developing a National structure for all gliding programs as currently every region has a different plan in place. This structure will take into account appropriate personnel and aircraft required to successfully run the program. Will be completed prior to Christmas pending approvals.

Update on the recent staffing changes within the RCAF. It is believed that the new CDS and Commander were former cadets and will continue support as required.

Pierre Giroux has accepted a job in Eastern Region. Pierre was excellent and a replacement is being sought.

3. Business Arising

3.1 SPU08 Scorecard – B. Robert

See attached document for details.

3.2 Cadet Supervision (In Camera) – G. Fabes



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3.3 Ministerial Directives Update (In Camera) – B. Robert

3.4 JCR Patrols Update – G. Pinsent

No report.

3.5 ACC9 Issues Update – J. Walker

J. Walker identified Nova Scotia, Newfoundland and Saskatchewan as PC's that are well behind the National average on ACC9 submissions. It was decided that a training package will be developed to assist these PC's in working with their sponsoring committees. J. Walker has created a team who will work to develop this package. The objective is to support the PC's and increase response on ACC9s. J. Walker, B. Robert and T. White are planning to make presentations at Provincial AGMs.



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3.6 State of the Partnership Update – G. Fabes

With the work of D. Berrill a listing of those who answered the screening question with no or unsure was compiled. These 49 no and 39 unsure responses will be sent to the national coordinator R. McAndrew to compare against the national database. F. Johnsen indicated that R. McAndrew will notified relevant provincial coordinators of the follow up that will need to take place.

Provincial information for the survey will be distributed to the QC/OV as requested. D. LaRoche asked if this information will be distributed to all, G. Fabes indicated that only on request.

Question: B. Robert inquired if there were still issue with QC/OV providing database information to National.

Answer: C. Denison indicated that it has improved but is not up to par.

B. Robert indicated that QC/OV is concerned with privacy issues in Quebec. K. Higgins stated that if a volunteer is aware their information will be distributed to national prior to completion there is no issue. However, if the information is forwarded without awareness or consent it is in conflict with privacy laws. K. Higgins will speak with F. Provencher regarding QC/OV.

4. Committee Reports

4.1 Air Cadet Committee – D. Doern

D. Doern reported that he is working on re-establishing a committee. Current membership includes D. Doern, an individual from AB and another from PAN. Five people have turned down the committee.

Question: E. Allain asked if terms of reference were available.

Answer: D. Doern confirmed that they are available online and indicated he is looking for a vice from Eastern Canada.

4.1.1 National Sections Sub-Committee – M. Bineau

M. Bineau noted that the 2012-2013 selection process was distributed with no new changes from the previous year.

4.2 National Aviation Committee – J. Elias

J. Elias spoke of the accident in Alberta which resulted in the loss of two gliders and four injuries. D. LaRoche expanded by stating that the injured are recovering. An Award of Bravery should be considered for a cadet who single handedly removed the wing from a trapped CIC Officer. It was advised that a glider will be on load from Manitoba to assist in the remainder of the season. The insurance claims have been finalized by E. Steffensen yet the buyback costs have not been determined. With a \$20,000 insured value, a buyback of approximately \$500 and a \$100 deductible, Alberta can budget for \$38,000 to rebuild the gliders.

OPC has loaned a set of wings to repair a glider from a previous incident in BC. The transfer should take place at the end of September.

Aviation Assets Inventory was completed by DND and an excel spreadsheet was forwarded to all PC Aviation committee members. Second glider could possibly be built with inventory in stock. The National glider should be on its way to KNL shortly.

Col. Chris Hayden of the Civil Air Patrol informed J. Elias that spare gliders may become available as they update the CAP fleet.

4.3 National Effective Speaking Committee – K. Mann

K. Mann stated that he national website is being updated with the 2012-2013 information.

4.4 IACE Committee – L. MacIntyre

L. MacIntyre welcomed D. LaRoche who was recently appointed to position of Vice-Chair. Thanks expressed to Hille Viita for her work over the past two years.



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Question: J. Scott inquired if IACE will work with the FGC to develop fund opportunities and asked if a report from every IACE Cadet could be obtained on what the experience meant to them.

Answer: L. MacIntyre stated that Cadets are responsible for keeping a diary and that the comments are read by Capt. Simon Caron.

J. Scott is not looking for complaints but for funding opportunities. D. LaRoche informed she is looking into provincial grants and unique Alberta opportunities. J. Scott asked if they can work together to not conflict. D. LaRoche will advise where assistance is needed.

4.5 League Industry Partners Committee – G. Fabes

G. Fabes made positive preliminary contact with Air Transat, Jazz and Vintage Wings in regards to possible partnerships. G. Fabes stated that our new partner Nav Canada provided two additional bursaries to cadets in attendance at Canadore College.

4.6 Members Committee – T. Holland & E. Allain

No report.

4.7 Music Committee – F. Johnsen

No report.

4.8 National Policy Procedures & By-Laws Committee – B. Burchinshaw

No report.

4.9 National Public Relations and Image Committee – G. Pinsent & D. LaRoche

D. LaRoche has been in contact with G. Pinsent over the creation of a potential public relations binder based upon a template put together by Maj Legace of RCSU Prairie.

Question: C. Denison inquired if the Rick Mercer air date has been announced.

Answer: D. LaRoche said they have not been advised and informed that the event was a huge success.

4.10 National Resource Generation Committee – J. Scott & D. Berrill

J. Scott stated that the NRG Committee is looking for direction on “what do we do”, “where do we go”, and “how do we get there”. Informed that a central point of operation needs to be obtained, this is directly related to staffing issues at the national office. Discussion occurred with the current President of the AFAC as to how we can work together. D. Berrill stated that a coherent national policy needs to be developed. A conscious effort to raise funds needs to be directed and included in the staffing model.

4.11 75th Anniversary Committee – K. Mann

K. Mann mentioned that Rick Mercer may be interested in participating in the 75th anniversary. A letter is being formed to request Air Cadet marking of a Snowbird.

Question: E. Allain asked if any presence was on the space station

Answer: J. Elias confirmed that an Air Cadet Ensign is being taken up.

Question: B. Robert inquired into 75th budgeting.

Answer: K. Mann would like to have a budget in place at the SAM.

5. New Business

5.1 Netook Glider Accident – J. Elias & D. LaRoche

J. Elias noted that he had nothing to report that was not already discussed in Section 4.1.



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5.2 National Stationary Update & Provincial Affiliation Crests – C. Denison

C. Denison informed that the current formal letterhead does not meet the needs of the national fundraising campaign, it is considered inappropriate to request funds with patrons identified. J. Scott requests that solicitation letters be sent out on informal stationary.

Motion: That ceremonial stationary be used in an appropriate situation and the informal be used for day to day business and solicitation.

Moved by: J. Scott.

Seconded by: T. Holland

Carried.

The BOG was notified of a request from the BC Provincial Committee to modify the national crest with a British Columbia sub-banner. K. Higgins informed that the trademark can only be used with permission of the BOG and warned that if it is to be given away clear stipulations should be put into effect. T. Holland request this be tabled for the SAM as he was not certain of the design and wanted further discussion within BC.

5.3 Screening & Registration Handbook Update – F. Johnsen

F. Johnsen noted the revised handbook would be sent electronically to the BOG for input.

5.4 Screening of Civilian Volunteers – D. Berrill

D. Berrill expressed concern that the BOG is taking on unnecessary risk by screening civilian volunteers that are not within national control. D. Berrill requested that this issue be tabled pending further review.

5.5 National Office Staffing Model: Development of requirements outline – K. Higgins

K. Higgins has been discussing with the Resource Generation Committee and is agreement that we are going to have to spend money to make money. K. Higgins advised that B. Robert has accepted a position to travel to Ottawa and make inquiries as to what the national needs are. A report will be submitted to the BOG. The review will take into consideration the optimum staffing model, accommodating a reduced work week, staffing for RGC, etc.

Question: D. LaRoche asked if there is a problem with the current staff.

Answer: K. Higgins stated there is no problem, the national staff are a small group who are working at capacity.

Question: J. Scott asked if terms of reference have been drafted. D. Berrill requested a copy.

Answer: K. Higgins will send upon his return from the IACEA conference.

Question: T. Taborowski questioned if B. Robert should take on an individual with a business background to better understand requirements.

Answer: K. Higgins confirmed that B. Robert will be in touch with committees for their requirements and stated that he has every confidence that B. Robert will contact any individual necessary for his mandate includes making contact with stakeholders as required.

Motion: To approve the appointment of Bob Robert to conduct an in house analysis of staffing and future requirements in accordance with the terms of reference agreed between the president and B. Robert

Moved by: J. Walker

Seconded by: T. White

Carried



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5.6 ACR Pamphlet, Fund Generation collective objective, FG Staffing – J. Scott & D. Berrill

J. Scott reviewed a communication that was distributed to the BOG prior to the call. The BOG is requested to determine what the FGC is obtaining money for and requested support in creating a donor recognition policy. It was suggested that an informal session with the intent to freewheel ideas and to get answers occur at the SAM. K. Higgins agrees to have an hour fund generating session. J. Walker reminded the FGC that \$40,000 is available.

5.7 ACL Direction: Addressing PC shortfalls, Increase relations, Social Media – D. Berrill

D. Berrill stated that these three items will go to B. Robert for his consideration during the staff review. It was requested that the next BOG meeting address how to increase relations, support PC shortfalls, and support a social media campaign. E. Allain considered a "Fun"raiser run to support PC shortfalls. T. Taborowski commented that this is a local or provincial fundraiser, not a national fundraiser.

5.8 Air Force Association / Air Cadets Need for Synergy – J. Scott

J. Scott was approached by Terry Chester, president of AFAC, and was asked to be a liaison ex-officio member of the AFAC. J. Scott added that consideration should be given to offer ex-officio status to the AFAC for their participation in discussion.

5.9 Discussion Paper on Squadron Mergers/Amalgamation – B. Burchinshaw & D. Doern

K. Higgins expressed his thanks to both B. Burchinshaw and D. Doern. Requested the BOG provide additional items for a consolidated paper on how to avoid mergers and how to address legal and financial issues should they occur. A finalized document should be available for the SAM.

5.10 Membership Resolution "Associate" term VOTE – B. Burchinshaw

B. Robert is not comfortable with using term associate and requests further discussion. Concern expressed over distancing individuals from the national level or the League in general. Thoughts and comments to B. Burchinshaw, to be revisited at the SAM.

6. Conclusion

6.1 Reports of the Vice Presidents

T. White mentioned the creation of a Civil Air Patrol international website between Canada and the USA. T. Taborowski will encourage other PC's to participate in Wreaths Across the Border.

6.2 Good and Welfare of the ACL – All

None.

6.3 Next Meeting – K. Higgins

The next meeting will be held on Friday November 23rd, 2012 at the Semi-Annual Meeting located in Ottawa.