

Air Cadet League of Canada

Executive Committee

Record of

proceedings

08-04-2009 1900



ITEM	TRACKING #	DESCRIPTION	MEMBER	FOLLOW-UP
1		ROLL CALL	J. REIDULFF	
		J. Reidulff President		
		M. Cataford Past President		
		J. Johnson First Vice-President		
		G. Fabes Vice-President		
		B. Robert Vice-President		
		K.Higgins Vice-President		
		F. Gaboury DCdts – SSO Air		
		G. Johnston Chair of Chairs		
		Staff:		
		Jean-Marc Lanoue Executive Director		
		Sarah Matresky Executive Assistant		

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ADMINISTRATION

J. REIDULFF

- PRESIDENT'S REMARKS
-None

- NEW AGENDA ITEMS
-None

- APPROVAL OF THE AGENDA
moved by J. Johnson. seconded by
B.Robert

CARRIED

- APPROVAL OF ROP of 02 Feb 2009
MOVED BY J. Johnson, seconded by K.
Higgins

CARRIED

- APPROVAL OF BOG ROP of 08 Apr
2009 be accepted as amended.
MOVED BY B. Robert, seconded by T.
White

CARRIED

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ACTION ITEMS

Review of action items from Feb 2009

See attachments
on members only
page for details

E040901

"ACL HQ" meaning "Air Cadet League
Headquarters" be added to the PPM
abbreviation list.
Moved by J.Johnson, Vote - 3 for, 2 against
1 abstention. Carried.

J. JOHNSON

CARRIED
See attachments
on members only
page for details

E020902

Moved by Bob R. seconded by J. Reidulff J. REIDULFF
that the issue of SSC assessment be
forwarded to the BOG for discussion and
approval.

CARRIED
See attachments
on members only
page for details

Executive
Director's
Report

Ongoing issues:

- ***Registration for the AGM at about 60 and still counting. Preparations are going well.***
- ***Will be attending bi-monthly meeting with Dcdts on April 7 will report post meeting. I have requested we revisit and discuss the Grant approval process.***
- ***Grant agreement is signed and delivered. Dcdts has informed that some changes still to come.***
- ***National selections and IACE completed. IACE fee paid.***
- ***PC invoiced for the Legal fund and website support.***
- ***YE audit on track we expect a much smoother process as books in much better shape. Expect a hit on the books WRT the inventory of catalogue***

items.

Staffing: ([click here for contract](#))

As a result of Sarah's "good news" we have accelerated the search to find a suitable candidate to accomplish to objectives: 1) fill the current vacant position and 2) back fill for Sarah's mat leave from SEP 09 to SEP 10.

WRT to the vacant position we have determined that we require someone who can do all the duties related to maintaining and updating all of our various databases. We want to remain very flexible with our job specifications to maximize staff contribution to the team and the continued excellent support to the ACLC. We would benefit from a candidate with knowledge of the Access program, experience with establishing and maintaining electronic databases, good communication skills, ability to work with minimal supervision, commitment to excellence, team player, and ability to work in a rapidly changing environment, comfortable with ambiguity. We believe that this position requires roughly 3 days (22.5

hrs) a week (.6 FTE).

In the hope of keeping our search cost down we decided to search our own personal networks for suitable candidates. Fortunately Sarah has a colleague at her Navy Cadet Corps that fits our bill. Her name is Leigh Ann and she has all the required attributes for the Data management position and is an excellent fit for Sarah's mat leave. Leigh Ann is familiar with the Cadet program in general, has volunteered to run the Navy League's AGM, excellent attitude and due to her relationship with Sarah is already familiar with our operations.

Sarah and I interviewed Leigh Ann and we are confident that she meets our needs and will be a valuable asset to our team. Our plan is to hire Leigh Ann on a full time basis starting in May 2009. She will fill the .6 FTE as well as the .4 back fill to Sarah until her mat leave. Once Sarah is on mat leave Leigh Ann will fill Sarah's position until Sep 2010. I plan to offer a salary of \$42k plus benefits (Manulife and Sun Life). The budget has been approved at \$40k for the vacant position and \$46k for Sarah's position. Therefore

the proposed salary takes the combined salaries into account and does not require amendment.

Moved by B. Robert seconded by K. Higgins that the ED proceed with staffing the currently vacant position in the National Office in the manner, timing, at the remuneration/benefits and via the contract method recommended in the ED's EC meeting Report, subject to the person selected providing a police check and be fully processed per the approved ACL Registration and Screening procedures prior to starting. The contract content is to be approved electronically by the EC.

CARRIED

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INFORMATION ITEMS

- SPU UPDATES

VP

Please refer to scorecard on members only page

The executive committee has given the green light to the staff to go ahead with the website development

CARRIED

CONCLUSION

Reports of the Vice-Presidents

VP

Comments from DCdts :

F. Gaboury

- New CO in Atlantic region.
- Number of CSTC not to be decreased at this time.
Cancelled the trip to Israel awaiting response to see which county will pick up.
- CIC centennial representation to the 2 May function.

Good and Welfare of the League

All

Date and Time of Next Meeting
BOG 12 MAY 2009 @ 1900