

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

FROM: Jean-Marc Lanoue
Executive Director

DATE: 11 July 2008

SUBJECT: RECORD OF PROCEEDINGS
EC CONFERENCE CALL 9 JULY 2008



Attendees:	Chairperson:	J. Reidulff M. Cataford J. Johnson G. Fabes B. Robert K. Higgins	President Past President First Vice-President (Absent) Vice-President Vice-President Vice-President
	Staff:	JM Lanoue S. Matresky	Executive Director Executive Assistant
	DCdts	F. Gaboury	SSO Air Cadets (Not Present)

	ITEM	ACTION	STATUS
I	ADMINISTRATION		
1.1	President's Remarks		
	A welcome was extended. J. Reidulff said DCdts (F. Gaboury) opted to send a PPS cadet -one per region- to Bedeck for the 100 th anniversary of powered flight 02/23/09. This info has been communicated with COs of RCSUs to inform the cadets on course. This is a 'one time' award in addition to awards normally given by CBAA, CAE etc.	Info	Closed
	J. Reidulff added that clarification is needed from F. Gaboury / G. Cloutier on an approval of the Centennial of Flight logo for use on League aircraft. The EC committee is not sure where the request came from or if this is an offer that the decals will be made available for use. J. Reidulff to follow up and then inform those involved.	J. REIDULFF	Pending
	F. Gaboury asked if the League will have a member present at Bedeck for the anniversary- J. Reidulff said the League rep is TBD.	J. REIDULFF	Pending
	J. Reidulff raised issue about Chair of Chairs participating in EC calls. Since the CofC is no longer a Chair, would allowing the CofC to participate in the calls, create a 'Super Governor (more power than BOG)? J. Reidulff summarized that G. Johnston / F. Gaboury will participate in EC meetings when invited, but the EC retains the right to hold 'in-camera' agenda items. Discussion ensued.	J. REIDULFF	Pending

	ITEM	ACTION	STATUS
1.2	New Items for Agenda <ul style="list-style-type: none"> 3.5 Recommendations RE: Selections Process & NFC 2.6 Comments on AGM budget 2008 2.7 Ministerial Directives 2.8 Electronic Voting 2.9 Update on Michaud Case 2.10 Gift Giving Policy – Assigned to Comp/Benefits Committee 	J. REIDULFF	Closed
1.3	Approval of Agenda MOTION: Moved/seconded by B. Robert / G. Fabes that the Agenda be approved. Carried 5/0/0	N/A	N/A
1.4	Approval of Record of Proceedings (ROP) May 21 2008 G. Fabes noted that C. Hawkins was not on the call as indicated. MOTION: Moved/seconded by B. Robert / M. Cataford that the ROP be approved as amended. Carried 5/0/0	JM LANOUE	Closed
II	BUSINESS ARISING - INFORMATION		
2.1	LONG TERM STRATEGIC PLAN ROLL-OUT J. Reidulff explained that VPs that are executive sponsors for the strategic themes are to touch bases with the owners of the individual objectives to ensure that they understand and concur with the deliverable dates. Discussion ensued.	J. REIDULFF	PENDING
2.2	DRAFT EVALUATION CHIEF REVIEW SERVICES JM Lanoue summarized that evaluation stated 'The Leagues continue to be relevant and important to DND and that there is steady progress made in achieving identified outcomes. J. Reidulff said that the new mission and vision statement needs to be submitted with the grant application for the next five years and a communications strategy created to clarify the scholarship program. B. Robert added that the SPU needs to be included in the grant proposal and the 'Governance Document' removed from the review.	JM LANOUE	PENDING
2.3	DEFINITION OF VOLUNTEER INSURANCE APPROVAL JM Lanoue reported that the insurance company has approved the definition submitted by the League.	JM LANOUE	CLOSED
III	BUSINESS ARISING - ACTION		
2.4	PC INCORPORATION/CHARITY NUMBERS STATUS UPDATE JM Lanoue has sent an email to all the PCs and is in the process of assisting them in getting their numbers. Discussion ensued about PCs changing their by-laws and needing National approval to do so. This will be made clear in the PPM (J. Johnson) and communicated to the PC Chairs.	JM LANOUE	PENDING
2.5	NATIONAL FUNDRAISING CAMPAIGN JM Lanoue reported that the campaign has not been started	JM LANOUE	PENDING

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	and that new ideas need to be generated with the help of the committee. B. Robert said that JM Lanoue needs to commit to doing a letter writing campaign in the fall to meet the budget until a new solution is found and the budget will need to be adjusted as well if the catalogue sales are not met. J. Reidulff added that M. Goldack is working on new initiatives, and the three will discuss in the upcoming weeks.		
2.6	AGM 2008 BUDGET G. Fabes summarized the budget he distributed and cautioned that travel and shipping expenses will be elevated next year because the National Office will not be able to drive as they did this year. B. Robert added that once the hotel bill is settled, the National budget will have to be adjusted accordingly.	G. FABES JM LANOUE	PENDING
2.7	MINISTERIAL DIRECTIVES J. Reidulff announced that the proposed meeting has not been scheduled, but should be soon. After the meeting DCdts is likely to come out with another document which will then go through a review process.	J. REIDULFF	PENDING
2.8	ELECTRONIC VOTING The issue was raised about discussing items that are being voted on electronically. J. Johnson was supposed to bring a motion to the BOG. J. Reidulff to follow up with J. Johnson.	J. REIDULFF	PENDING
2.9	MICHAUD CASE UPDATE There have been no new developments at this time.	JM LANOUE	PENDING
2.10	GIFT GIVING POLICY J. Reidulff explained that the Compensation/Benefits committee has not met at this time, but that he will action this item.	J. REIDULFF	PENDING
IV	NEW BUSINESS		
3.1	EXECUTIVE COMMITTEE LIAISON WITH PC CHAIRS J. Reidulff wants the EC in regular communication with individual PC Chairs to ensure that the messages are getting across. J. Reidulff will take care of MB and Territories. K. Higgins will do BC and AB. G. Fabes will see to QC&OV, NFLD. J. Johnson NWO and SA. B. Robert – ON, NS. M. Cataford NB & PEI.	J. REIDULFF	PENDING
3.2	TRANSLATION PROPOSAL B. Robert would like more translation done ‘in-house’ to save money. A few people from QC&OV have been approached as well to assist. Discussion about professional translation ensued. MOTION: Moved/seconded by B. Robert / G. Fabes that a ‘Translation Bureau’ will be formed by whoever is designated by JM Lanoue and translation will be done ‘in-house’ where practical and appropriate.	B. ROBERT/ JM LANOUE	PENDING
3.3	NATIONAL OFFICE UPDATE JM Lanoue stated that C. Fauvelle is off on medical leave with no	JM LANOUE	PENDING

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<p>date of return provided. The bookkeeper for the Army Cadet League has agreed to come in and maintain the accounts payable, receivable and payroll for the time being. The auditors have agreed to come in to assist in reviewing the financial activities of the League.</p>		
<p>3.4 REQUEST - APPROVE CLOSING ACLHQ AT NOON FRIDAYS The National office staff request that they work an extra half hour everyday during the week and close early on Fridays during the summer months until Labour Day. MOTION: Moved/seconded by B. Robert / G. Fabes that the National Office be closed at noon on Fridays for the summer months. Carried 5/0/0</p>	JM LANOUE	CLOSED
<p>3.5 RECOMMENDATIONS RE: SELECTIONS PROCESS & NATIONAL FLYING COMMITTEE J. Reidulff wants to get the endorsement from the PC chairs before bringing this issue to the BOG. J. Reidulff is still waiting to hear from J. Johnston and suggests that a message be sent to both the BOG and PC Chairs asking for comments for a 7 day period and then a vote by the BOG. Discussion ensued. G. Fabes / JM Lanoue tasked to craft this message.</p> <p>Email read by G. Fabes RE: email sent by D. Brown concerning NFC selections. Discussion ensued.</p>	JM LANOUE / G. FABES	PENDING
<p>IV CONCLUSION</p>		
<p>4.1 Reports from the Vice-Presidents <u>K. Higgins:</u> He has been in touch with the committee regarding sponsorship. He has 4 guidelines ready to go for recruiting to send to JM Lanoue for dist. to EC for discussion. <u>B. Robert:</u> Nothing to add <u>G. Fabes:</u> Nothing to add <u>M. Cataford:</u> Added that he was very pleased with the AGM. J. Gray to send M. Cataford letters of thanks from previous years, to draft ones for this year.</p>	Info	Pending
<p>4.2 Good and Welfare of the League Nothing to add</p>		
<p>4.4 Date and Time of Next Meeting The next EC teleconference will take place Sept. 10th 2008</p>		
<p>4.5 Adjournment There being no further business, the meeting was adjourned.</p>		