

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

**FROM:** Jean Mignault  
Executive Director

**DATE:** 12 September 2007

**SUBJECT:** RECORD OF DECISIONS  
EC CONFERENCE CALL 12 SEP 2007, 1600 HOURS



**Attendees:**

<i>Chairperson:</i>	M. Cataford	President
	C. Hawkins	Past President
	J. Reidulff	First Vice-President
	J. Johnson	Vice-President
	G. Fabes	Vice-President
	B. Robert	Vice-President
	F. Gaboury	DCdts – SSO Air
<i>Staff:</i>	J. Mignault	Executive Director
	K. Banaszkiwicz	Executive Assistant
	S. Putinski	Administrative Officer (Media & PR)

	ITEM	ACTION	STATUS
<b>I</b>	<b>ADMINISTRATION</b>		
<b>1.1</b>	<b>President's Remarks</b> A general welcome was extended. M. Cataford welcomed everyone on the call and thanked them for sparing some of their personal time this afternoon.	<b>Info</b>	<b>Closed</b>
<b>1.2</b>	<b>New Items for Agenda</b> No new items were added to the Agenda.	<b>N/A</b>	<b>Closed</b>
<b>1.3</b>	<b>Approval of Agenda</b> <b>MOTION:</b> Moved/ seconded by G. Fabes / J. Johnson that the Agenda be approved. <b>Carried 6/0/0</b>	<b>N/A</b>	<b>N/A</b>
<b>1.4</b>	<b>Approval of Record of Decisions 12 July 2007</b> <b>MOTION:</b> Moved/seconded by G. Fabes / J. Reidulff that the 12 July 2007 ROD's be approved as presented. <b>Carried 6/0/0</b>	<b>N/A</b>	<b>Closed</b>
<b>II</b>	<b>BUSINESS ARISING - INFORMATION</b>		
<b>2.1</b>	<b>SAM 2007 – Format and revised budget</b> J. Mignault provided update. Friday and Saturday. Provided hotel quote prior to call. Lunch is 14.95. Please see budget as Disseminated by J. Mignault. J. Mignault to forward budget again. J. Reidulff believes that we are moving in the right direction. Discussion ensued about the \$4000.00 deficit. It could be better than this. All EC members agreed to watch the cost. Please note that the President's Dinner that has been traditionally provided is no longer. A less formal cocktail reception has been planned instead.  <b>MOTION:</b> Registration fee be set at \$70.00 moved by C. Hawkins seconded by B. Robert <b>CARRIED 6/0/0</b>	<b>J. Mignault</b>	<b>Pending</b>

	ITEM	ACTION	STATUS
2.2	<p><b>AGM 2007</b></p> <p>J. Reidulff provided an update. C. Fauvelle-Erdogan is wrapping up the final bills. C. Fauvelle-Erdogan to update EC members on final cost. The bill amount was mainly for food.</p>	<p><b>J. Mignault/ J. Reidulff</b></p>	<p><b>Pending</b></p>
2.3	<p><b>PILAT Steering Committee</b></p> <p>C. Hawkins advised that it is out. Info was provided. Meetings have occurred. Steering committee to meet in late October. C. Hawkins suggests that at the SAM it would be useful for all members that are attending to hear a report on the various provincial initiatives.</p> <p>F. Gaboury asked who authorized the DND members as this is the first time he has heard about it. F. Gaboury made no commitment to this. D. Kinsman and Stewart should be League members NOT identified as DND as they are Retired..</p> <p>G. Fabes asked who decided who the four League members are? M. Cataford advised that M. Conway brought forward these names. G. Fabes questioned whether or not these four were authorized by the National President.</p> <p>F. Gaboury reiterated that M. Conway went ahead on an assumption here and that he had not committed to any of this. C. Hawkins mentioned that the point of the steering committee was to aid in engaging in a meeting with DND members. Captain A. Onchulenko and one of the flying staff to attend the meeting in Ottawa. M. Cataford reiterated that it was suggested to us to start a steering committee. Since it is not the League's project that PILAT works from, if we can participate in a steering committee let's go ahead and do this.</p> <p>There was no authority on making this decision within the League. The funding for this initiative is not League money was brought forward by C. Hawkins.</p> <p>G. Fabes mentioned that in a conversation with Theresa Woodhouse. A project that CAMC has funding from HRDC needs a steering committee. Since there is already a LISC Committee, J. Reidulff asked why it cannot serve as the steering committee instead of the one presented?</p> <p>On October 22, 2007 there is a meeting in Ottawa for this. The funding is for 1 year and started in August. B. Robert asked what happens after the year is over? B. Robert also asked that there must be a need to report and could the League see these reports?</p> <p>G. Fabes described that all should be aware that PILAT is part of a larger project called the "Skilled Workforce Project". In Theresa's mind (CAMC) the purpose was to meet with the various provinces and find out if there are resources out there that these companies could provide support to Air Cadets. CAMC sees that if in the report there is listings of these resources or companies willing to provide it, they would then be turned over to the LISC (Long range mandate) to work and coordinate long-term with this.</p> <p>C. Hawkins mentioned that the meeting in Ottawa the week of the 15<sup>th</sup> is in conjunction with this. There is one coming up in BC, MB and QC. Another round begins in January elsewhere.</p>	<p><b>C. Hawkins/ J. Mignault</b></p>	<p><b>Pending</b></p>

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	<p>As the executive we should determine who the 4 League reps are going to be. These members will be sitting with other partners representing the League and we have to authorize these people.</p> <p>DND may not want to participate in this committee was presented by F. Gaboury. M. Cataford's concern is over M. Conway wearing both hats.</p> <p><b>MOTION:</b> M. Cataford recommends that J. Reidulff substitute M. Conway on this committee.  Moved / seconded by M. Cataford / G. Fabes.</p>	<b>CARRIED 6/0/0</b>	
		<b>C. Hawkins</b>	<b>Pending</b>
	<p>C. Hawkins mentioned that a letter was sent from CAMC to Rod Jones upon his return from Halifax. The ACL raised concern of the selections committee and some people questioned how did C. Hawkins be chosen for this steering committee? C. Hawkins mentioned that he was disturbed that someone in the League raised this concern without the concern to call him first. By mentioning only his name it seems to apply that he is trying to wheedle his way into this committee. Someone from the League raised this with Theresa and C. Hawkins was hurt to hear this. C. Hawkins mentioned about solidarity of the League...so he thought that it was a little ironic. It is unknown as to whom questioned this but was asked that in the future if there are issues to please take them up with the person individually first before involving stakeholders and the like.</p>		
<b>2.4</b>	<p><b>PILAT Provincial Industry League Action Teams Project</b>  C. Hawkins will advise M. Conway and R. Jones to present findings at the SAM. Meetings will have happened and it makes sense that BOG, EC, Advisory Board hear the progress. Have this as an open forum</p>	<b>C. Hawkins</b>	<b>Pending</b>
<b>II</b>	<p>M. Cataford agreed.  <b>BUSINESS ARISING – ACTION</b></p>		
<b>2.5</b>	<p><b>National Selections – Senior Leaders Course (SLC)</b>  B. Robert moved to clear up the confusion on the SLC decision from the last BOG meeting in August. It was clarified that the policy is not changing for the third and fourth cadet for SLC.</p> <p><b>Motion:</b> The policy shall remain as stated earlier that those squadrons with a quota over 80 can submit a third candidate and those squadrons with a quota over 120 may submit a fourth candidate for the Senior Leaders Course. All cadets are to apply to only one camp.  Moved / seconded by B. Robert / G. Fabes</p>	<b>K. Banasziewicz</b>	<b>Pending</b>
		<b>CARRIED 6/0/0</b>	
<b>2.6</b>	<p><b>Fall Fund Raising Campaign</b>  J. Mignault advises that we are in the process of preparing for our fall follow-up mailing campaign.</p>	<b>J. Mignault</b>	<b>Pending</b>
<b>2.7</b>	<p><b>ACC9 Returns</b>  B. Robert mentioned that he is still sorting these out. Had a handful from AB, NB, NL, NS and QC – the more difficult item is that MB went through difficulties with their treasurer and they have not yet produced. Proposed that a letter from the President to make every effort to have these financial statements produced even if it means reconstructing the year was strongly suggested. J. Reidulff</p>	<b>B. Robert</b>	<b>Pending</b>

ITEM		ACTION	STATUS
	said there was no need to do that but B. Robert thinks it is important and it would provide T. Lewis with more ammunition to produce this financial statement. J.. Reidulff mentioned that he would deliver this message at the Provincial Executive meeting this evening. J. Reidulff mentioned that the charitable status is lost as well but these items will be talked about this evening. M. Cataford will wait for tonight's action to here back from J. Reidulff and will then send letter if needed. B. Robert agreed.	B. ROBERT	PENDING
III	<b>NEW BUSINESS</b>		
3.1	<b>Fund Raising Fields between ACL Levels</b> B. Robert mentioned about the support of funding for IACE but it fell through. A letter was produced and is to be distributed from M. Conway to G. Fabes. G. Fabes mentioned the concern of timing. In order to alleviate and save funds in-kind for next year's IACE, it was suggested that the fundraising committee's chair gets the parties concerned together to come to an agreement about doing some fundraising by the end of December. There is a document that was produced that held this suggestion and there was some talk that a meeting was held.  G. Fabes clarified that yes they did meet and were looking at the Documents. G. Fabes mentioned that the QPC had reservations about it. M. Conway spoke to P. Barabey and he said that they did have reservations because it was the same time that QPC was doing their fundraising campaign - so companies would be hit twice. They did not want letters going out soliciting funds at the same time that they were doing their provincial campaign. It was agreed that all have to sit down and discuss.  B. Robert mentioned that they need to resolve this with QC and that people need to have an understanding of the League policy in the new P&P manual and what the division of fundraising privileges in the League were. B. Robert mentioned that the P&P manual be completed ASAP with a covering letter from the National President. PC Chair's having to be involved in this as well was mentioned by M. Cataford.		
	The P&P manual is ready to go and that assumes that it is an approved document since it is ready to go to translation. It was assumed that there would be more of an approval process for the P&P manual. S. Putinski was told by B. Burchinshaw and J. Johnson to send it to translation. Much of it has been done in-house. We have saved \$3000.00 by translating it in house.  B. Burchinshaw asked for time and he explained how it was put together but it was never moved. M. Cataford mentioned that this was embarrassing. G. Fabes mentioned that he kept sending them in pieces and the BOG kept approving it section by section. C. Hawkins remembers that it was approved in principal.  Deferred to next EC meeting since the approval of the P&P is uncertain.  B. Robert mentioned the importance of the IACE issue above. B. Robert wants M. Conway to resolve the situation and ensure that there are funds found in an equitable way in all three portions for IACE 2008. M. Cataford asked what happens if QC says "no". B. Robert mentioned the P&P manual section and reported that it is a National activity. This is why he pressed the importance of members reading the document thoroughly because it is serious.	B. ROBERT	PENDING

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	Does everyone have the same understanding of Corporate Fundraising? This was asked by G. Fabes.		
	M. Cataford mentioned that this needs to be examined to a fuller extent (i.e. WestJet issue in BC). It does allow for accommodation as explained in the last two pages of the notes. G. Fabes would like to see that all have the same understanding.		
	M. Cataford is not at ease with what has happened and therefore it is deferred to the BOG in October.		
	How can M. Conway be fundraising for OPC and the National League was asked by J. Reidulff? C. Hawkins mentioned that it depends on who she is talking to. National company versus Provincial only. Needs further discussion.	B. ROBERT	PENDING
	G. Fabes as chair of IACE, asked should not the monies necessary to fund the IACE come from the National fundraising campaign? Why is OPC and QPC raising funds? J. Mignault, C. Bédard and, C. Verge need to sit down and discuss this. B. Robert mentioned that it has been the National prevue to fundraise at anytime.		
	B. Robert requested that everyone reads the P&P manual section as it affects many levels as there are concrete rules and regulations. He suggests that we look at what the P&P manual says. Item placed on IACE agenda so that B. Robert can give a summary of what this entails.		
3.2	<b>Grant proportionate funding formula</b> K. Banasziewicz reported on J. Mignault's behalf. She mentioned that the suggestion and proposal for a proportionate funding formula was included in the meeting book and supporting materials from the AGM and the most recent BOG teleconference call. J. Mignault is waiting to approach the Executive Director for the Army Cadet League to discuss this topic further. J. Mignault to provide an update at a later date.	K. BANASZKIEWICZ FOR J. MIGNAULT	PENDING
3.3	<b>New ACL National Screening Database</b> K. Banasziewicz reported that Élie Lagarde has created a new ACL National Screening Database using FileMaker Pro. This is a sophisticated database program and is very user friendly. It is also much easier to deal with file transfers than Access.		
	This new database now has the ability to not only assign proper VSN numbers but also allows for better identification of those members whom are nearing expiration so that provincial committees may be informed earlier and have the time to renew their members.	K. BANASZKIEWICZ	CLOSED
3.4	<b>PC AGM Attendance</b> Who is attending the PC AGMs? G. Fabes - BC J. Reidulff - SK, MB J. Johnson - AB, NWO M. Cataford - ON, QC C. Hawkins - NS B. Robert - NL	M. CATAFORD	CLOSED
3.5	<b>Committee Chair - new</b> B. Robert has confirmed that he is in fact the Chair of the Strategic Planning Committee.	B. ROBERT	CLOSED

	ITEM	ACTION	STATUS
IV	<b>CONCLUSION</b>		
4.1	<p><b>Reports of the Vice-President</b></p> <p>J. Reidulff didn't go to Whitehorse, but called the CO and has all of his forwarding information. He's working on a funding formula for the Effective Speaking Competition to go to National. He is arranging PC reps for YK &amp; NWT The AGMs went well also, looking at alternative AGM Formats.</p> <p>G. Fabes is going to the BC AGM, then to CAMC's Youth Forum as part of their AGM in Mississauga. He works with Captain A. Onchulenko through respective channels to find cadets to attend. He alluded to (AMOP). Will need long form for future minutes. This is 10 cadets from London area and 10 from Mississauga. CAMC opened formal workshops to cadets – this one is for the environment. Everyone is excited. In November, he will be at the ATAC AGM and trade show, cadets will participate in this also.</p> <p>B. Robert added that he is now a high speed internet user!!!</p> <p>C. Hawkins had a good meeting with OPC. He will contact the National Officer about marketing so that there is no conflict with their fundraising. They are working out grant details etc.</p>	INFO	N/A
4.2	<p><b>Comments from DCdts</b></p> <p>Proceeding with option of Air Ops course. This year there will be cadets on the English course &amp; French course. Working on Air Maintenance course in Borden. Looking for more bidders for project.</p> <p>Exchange, he opted out of the IACEA conference. The Army is looking at a decrease to about 7000 cadets at camp in the summer; they were not able to fill all of the spots this past summer. This will generate money for IN programs (gliding, sailing). Candor College did a submission for the first project. This was not satisfactory. Looking to have them resubmit.</p>	F. GABOURY	PENDING
4.3	<b>Good and Welfare of the Air Cadet League</b>	INFO	N/A
4.3	<p><b>Date and Time of Next Meeting</b></p> <p>To be Decided and confirmed.</p>	INFO	N/A