



# AIR CADET LEAGUE OF CANADA

## EC Teleconference ROPs

February 16th, 2011

### MEETING INFORMATION

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**Meeting Date:** February 16<sup>th</sup> 2011

**Start Time:** 1900hrs

**End Time:** 2205hrs

**Location:** Teleconference

**Purpose:** Regular Scheduled Meeting

### ATTENDANCE

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Grant Fabes	Present	John Walker	Present
Joe Johnson	Present	Sarah Matresky	Present
Bob Robert	Present	Don Berrill	Present
Ken Higgins	Present	Yves Therrien	Absent
Thomas White	Present		

### AGENDA

#### 1. Administration

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##### 1.1. New Items for Agenda – Grant Fabes (1 minute)

4.5 Chair of Resource Generation Committee vis à vis the Foundation – B. Robert

##### 1.2. Approval of Agenda – Grant Fabes

**Moved By:** J. Walker

**Seconded By:** T. White that the Agenda be approved as amended.

Carried

##### 1.3. Approval of Record of Proceedings – EC Meeting December 15th 2010– Grant Fabes

B. Robert said that item 4.1 MAAC needed to be amended. It should read 'the fund had already been in existence under the control of National and at that time, B. Robert and J. Scott had the funds transferred to the OPC to serve as the agent for the National programme.'

**Moved By:** B. Robert

**Seconded By:** J. Walker that the minutes of the December 15th 2010 EC meeting is approved with the amendment.

Carried

#### 2. Information

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##### 2.1. President's Report – G. Fabes

G. Fabes noted that his serial report was embedded in the supporting material and asked if there were any questions. G. Fabes added that he met with LCol. Therrien while in Ottawa and found the meeting positive and most productive. Y. Therrien brings a fresh view to the Air Cadet Programme and wants to help spread the word about all of the opportunities the League provides. G. Fabes also briefed the EC on the COPA for Kids Programme.



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### 2.2. Executive Director's Report – S. Matresky

The ED indicated that she attended an informative insurance seminar on the subject of insurance certificates and is busy with the aviation insurance renewal. S. Matresky added that she has also been actively pursuing the renewal (for the next five years) of the exemption with Transport Canada that is set to expire March 31<sup>st</sup> 2011. The National Office is offering a new service to squadrons where they can have up to 25 customized recruiting posters printed free of charge. The posters will be tailored to meet the individual needs of the squadrons and will be designed based on photos supplied by the units. S. Matresky has not yet received a reply from the League's lawyer regarding the proceedings that took place January 19<sup>th</sup> 2011, but hopes to hear from her soon. The new hire, C. Denison, is working out very well. B. Robert asked that, due to the tie-in with the Provincial Assessment, the registration portion of the AGM meeting package be withheld until the PC Chairs teleconference on February 28<sup>th</sup> and S. Matresky agreed to wait.

### 2.3 Finance Committee Report – B. Robert

B. Robert reported that the fiscal year is coming to an end soon and he anticipates that we will be finishing the year in a favourable position. The National Budget is currently being worked on and he is awaiting the input of the PC Chairs on the 28<sup>th</sup> of February.

### 2.4 Provincial Chairs Report – D. Berrill

D. Berrill reported that a teleconference for the PC Chairs is scheduled for February 28<sup>th</sup>. The items on the agenda include the Budget; the Provincial Assessment fee; the website proposal; the glider reserve proposal; the ACL Foundation; the future Chair of Chairs etc. J. Walker commented about the glider reserve and the concerns of the PCs. He stated that it is not part of the Budget process and is not currently captured in the assessment. Discussion ensued about the per cadet assessment fee and whether or not the glider reserve should be included.

### 2.5 DCdts Report – Y. Therrien

Y. Therrien sent his regrets.

## 3. Business Arising

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### 3.1 Trademarks– S. Matresky

S. Matresky reported that she received a letter from the League's trademark lawyer indicating that a response was received from the Canadian Intellectual Property Office with regards to the marks that the League is trying to register. S. Matresky said that CIPO has asked for further examples of public usage of certain marks and therefore she will be soliciting the provinces to see if they have and evidence of public usage of the marks in question (photographs, stickers, tickets, advertisements, etc.) that could be submitted for inclusion. The deadline for resubmission is May and she will be sending out a memo to the PCs shortly explaining the situation and asking for their assistance.

### 3.2 Cadet Supervision (in camera) – G. Fabes

### 3.3 MAAC Report Update – J. Walker

J. Walker stated after some considerable thought, it could be considered that the original MAAC grant has been expended and would therefore be considered a non-issue. J. Walker spoke with F. Hopkinson who volunteered to look into the MAAC programme further to see if he could come up with any ideas. B. Robert added that these days \$300 is not as much money as it used to be and it is not really a significant amount for SSCs to use to start a programme. J. Walker said that the amount is still fair to use for seed money to get started. They agreed that what is most important is that the MAAC people provide the necessary manpower to run the programme.

### 3.4 Wearing of Cadet Medals – G. Fabes

G. Fabes indicated the DCdts report was included in the supporting material. He reported that he spoke with Col. Fletcher about the issue and found out that it was only in the 1990's that cadets began to wear medals on the left side. The document has been issued, and starting next year, cadets will begin to wear the medals on the right hand side.



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#### 4. New Business

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##### 4.1 Website Overview – G. Fabes/S. Matresky

G. Fabes reported that while in Ottawa, he, S. Matresky and C. Denison met with the League's website company to determine what could be done to improve the National website and at what cost. He explained that company said the main page should be more devoted to the public and recruiting, as well as a separate section devoted to members. What could be put on the main page was discussed and it was determined that the company could assist the League in creating a rotating photo montage with a key message/theme that would provide a more appropriate image of who we are and what we do, with emphasis on cadet benefits; it would speak to a wider base of our own membership and also to first time visitors to our site.. G. Fabes was assured by the company owner that these changes to the main page discussed in the meeting could be done for \$500 or less. G. Fabes indicated that he had mandated the National Office to look at timelines for implementing this project with the goal to having it in place by AGM 2011. S. Matresky and C. Denison will work with the company over the next few months to make the improvements.

S. Matresky spoke about her website proposal that she will be presenting to the PC Chairs at the teleconference on February 28<sup>th</sup>. She hopes that the report covers all the questions that members have about the project. She added that she will be getting another quote or two for comparison to the company presented in the report. The EC agreed that the report was presented clearly and there were no further questions.

S. Matresky explained that she is working with DCdts on the development of the YAP website. DND was not able to create the forum through their IT department and has asked the League for assistance. They proposed that the League would outsource the work to a third party and cover the expenses. In return, DND would reimburse the ACL by covering the cost of various activities. S. Matresky explained that because of the Class Grant Arrangement, DND is not able to reimburse the League directly as was originally anticipated and this is why they are proposing to cover the costs incurred through these various activities. S. Matresky asked for the support/approval of the EC to proceed with this project as described above.

**Moved By:** B. Robert

**Seconded By:** T. White to acquiesce to the DND DCdts request for the ACLofC to fund the proposed YAP website on the basis that DND DCdts will reimburse the full ACLofC cost of setting up and maintaining the website as required, by means of paying on a timely basis, as requested, for cadet program or cadet program related activities that usually are funded by the ACLofC.

Carried

##### 4.2 SPU Quo Vadis – G. Fabes

G. Fabes explained that J. Reidulff had a feeling at the last BOG conference that the Board may have lost sight of the original goals of the SPU. Discussion ensued about when an objective can be considered 'completed'. J. Reidulff's view (G. Fabes agrees) that until the implementation has been put into effect, it really cannot be considered completed. J. Reidulff and G. Fabes looked at using a Action Items document and agreed that it should be included in the SPU updates. The EC agreed that once the SPU has done its work, they can move ahead with the action items and implementation. K. Higgins and B. Robert agreed to look at this issue and present a report at the March 2 EC. B. Robert clarified that the BOG will go through the SPU process again during the next teleconference and the VPs will report what needs to be done.

##### 4.3 Financing National Glider Reserve Acquisition – J. Walker

J. Walker reported that he distributed his proposal to the provinces regarding the National Glider Reserve Acquisition. The proposal covered how \$23,000 (based on \$1.00/cadet) would be raised using the Average Cadet Population. He said that it would be capped at \$1.00 per cadet and if more funds were necessary, the Aviation Committee would have to get approval from the provinces. J. Walker added that all of the committees have agreed to his proposal except for one (they need a little more time). When a glider is needed by one



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of the provinces, the funds need to be repaid in 30 days. BC wanted this assessment to be a part of the Budget process, but J. Walker clarified that this would be a separate entity. This issue (if it should be part of the Budget or not) will be discussed by the PC chairs at their teleconference at the end of the month. Discussion ensued.

#### 4.4 PPM Proposal re: Sponsor/SSC – G. Fabes

G. Fabes explained that the document was circulated in a separate email and it included changes/proposals for amendments to the sections, by F. Johnsen, B. Burchinshaw, B. Robert and T. White in various colours. Changes in the PPM normally go to the BOG, but due to the important nature of the subject which has to do with governance, terminology and the relationship between a Sponsor and a Squadron Sponsoring Committee and the Provincial committee, it will be reviewed by the EC for recommendation to the BOG for approval. B. Robert added that his amendments focus on the elements such as the Sponsor not being considered part of the League. K. Higgins commented that one set of optional words were being swapped for another and the changes do not clearly separate the legal from political and from the financial. G. Fabes requested that K. Higgins incorporate his suggestions into the document, which will then be discussed at the March 2 EC. The EC will present its recommendations at the next BOG. S. Matresky will send latest version of the document to K. Higgins.

#### 4.5 Chair of Resource Generation Committee vis à vis Foundation – B. Robert

B. Robert said that he is revising the article on Resource Generation for the PPM (SPU Goal D2) and the draft was sent to D. Berrill, S. Matresky and R. Ilko for comment. R. Ilko commented that the Chair of the Resource Generation Committee should sit on the Board of Directors to coordinate the activities of National with that of the Foundation and to ensure the activities are not in conflict. B. Robert enquired how the EC feels about the Chair of the Resource Generation Committee sitting on the BOG of the Foundation and wondered if it would be considered a conflict of interest. The EC felt that the Chair should not sit on the Board of the Foundation as a Director but rather as an ex-officio. G. Fabes to inform J. Scott and R. Ilko of the motion.

**Moved By:** B. Robert

**Seconded By:** K. Higgins that the incumbent Chair of the National RGC may be and is encouraged to be an ex-officio member of the Board of Directors of the Foundation if acceptable to the Foundation.

Carried

## 5. Conclusion

#### 5.1 Reports of the Vice-Presidents – Various

K. Higgins reported that an 18 point proposition has been put together for the PC Chairs regarding SPU goal B3-3. It will be discussed during the PC teleconference on the 28<sup>th</sup>. K. Higgins also explained the audit process that will be conducted for Registration and Screening.

J. Walker gave an update regarding the aviation insurance renewal and the issue of the Super Dogs in Quebec being added to the policy. The aircraft upgrades are not complete and the appraisals are not done, but the renewal is drawing near and it is causing some delays. J. Walker will be proceeding with the estimates he was able to determine on his own.

B. Robert gave an update regarding the health status of Governor R. Thistle. S. Matresky will send a get well card.

#### 5.2 Good and Welfare of the ACL – All

Nothing to add.

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### **5.3 Next Meeting – G. Fabes**

The next meeting of the Executive Committee will take place March 2<sup>nd</sup> 2011. G. Fabes thanked everyone for their participation on the call.