

TO: Board of Governors
c.c. Provincial Chairpersons
Advisory Board

FROM: Jean Mignault
Executive Director

DATE: 27 August 1999

SUBJECT: RECORD OF DECISIONS
CONFERENCE CALL
18-08-99



Attendees:

Chairperson:	L.G. Jenks	President
	R. Ilko	First Vice-President
	G. Cuerrier	Vice-President
	R. Mortimer	Vice-President
	J. Ash	Vice-President
	J. Mignault	Executive Director
	S. Clark	Chief Administrative Officer
	A. Levergneux	Secretary

	ITEM	ACTION ITEM NAME	STATUS OF ITEM
1.	PRESIDENT'S REMARKS Len Jenks welcomed all members to the first conference call of the 1999-2000 year, in particular, Jim Ash, Vice-President and Adèle Levergneux, the new Secretary at League Headquarters. He noted that Max Goldack was currently undergoing surgery and expressed hope that he would be able to join them for the next monthly call.	N/A	N/A
2.	NEW ITEMS FOR AGENDA Five items were identified: a. Snowbirds (Cuerrier); b. Accounting system upgrade (Mignault); c. Y2K office review (Mignault); d. Pension Plan update (Mignault); e. Web site (Mortimer)	N/A	N/A
3.	APPROVAL OF AGENDA Motion: Moved/seconded by Gilles Cuerrier/Bob Mortimer that the Agenda be approved as amended. Carried	N/A	N/A

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4.	<p>APPROVAL OF THE RECORD OF DECISIONS 17 JUNE 1999</p> <p>Motion: Moved/seconded by Ron Ilko/Jim Ash that the Record of Decisions for the meeting of 17 June 1999 be approved as distributed.</p> <p style="text-align: center;">Carried</p>	N/A	N/A
5.	<p>BUSINESS ARISING FROM THE RECORD OF DECISIONS OF THE PREVIOUS SEMI-ANNUAL MEETING</p> <p>a. CATO 14-07: A letter shall be drafted to DND outlining agreement with the following: applicability to offshore visits shall stand; a title change be recommended; provisions for visits to Continental US be reviewed, with the merit of the trip and mode of travel to be deciding factors for approval;</p> <p>b. Availability of League Forms Electronically: It was concluded that League forms shall be available electronically one year earlier than planned – new date to be 31 December 1999;</p> <p>c. IACE Hosting in Canada: The rationale for the Ontario/Quebec area hosting was reviewed. Possibility exists for other provinces to host, however, extra costs (transportation) would be involved. Although OPC and QPC shall host again in 2000, it was suggested that Provincial Committee Chairs discuss this issue throughout the year to determine if the Executive Committee should pursue this issue;</p> <p>d. Joint Letter Advising of National Course Selections: Space for the Provincial Chair and RCO to jointly sign the individual squadron letter was provided for 1999;</p> <p>e. Royal Conservatory of Music Credits: Len Jenks spoke with RCMA PACREG, who will be staffing a plan for consideration;</p> <p>f. Acquisition of Vehicles from Crown Assets: Jean Mignault shall clarify the rules with DCdts. The procedure should be made available for Air Cadet use.</p>	<p>J. Mignault</p> <p>S. Clark</p> <p>PC Chairs</p> <p>N/A</p> <p>N/A</p> <p>J. Mignault</p>	<p>Pending</p> <p>On-going</p> <p>Pending</p> <p>Closed</p> <p>N/A</p> <p>Pending</p>
6.	<p>BUSINESS ARISING FROM THE RECORD OF DECISIONS OF THE PREVIOUS ANNUAL GENERAL MEETING</p> <p>a. Volunteer Screening</p> <p>Jean Mignault advised that the policy, forms and Annexes have been printed for all provinces. Each Provincial Committee shall be mailed sufficient packages for all local committee members.</p>	League HQ/ PC Chairs	On-going

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	<p>Confirmation that all members have been registered will be requested by November.</p> <p>The issue of who screens whom arose, particularly as it relates to members who volunteer infrequently during the year. This shall be resolved by the Volunteer Screening Committee, however, it was felt that if the member was there at the request of the League, the League would screen them; if there at the request of the CO, this would be a DND responsibility.</p> <p>Feedback has been received noting that our process was not in accordance with what was agreed upon three years earlier. If so, the VCDS should be apprised of our current plan.</p> <p>Bob Mortimer queried the option of Provincial Committees being able to customize the forms. Jean Mignault advised that no Committee has requested this but if one did, the revised version must be submitted for approval.</p> <p>Grant from the National Crime Prevention Bureau: Not discussed</p> <p>b. Retirement Benefit: Len Jenks advised that he had written to Steven Clark as required. Bob Goudie has offered to discuss this further with Steven upon receipt;</p> <p>c. ATC Course Proposals: Len Jenks reported that the VCDS should not be involved in this matter and that correspondence shall instead be forwarded to DCdts;</p> <p>d. Membership/Representation Proposal: Discussion ensued regarding the maximum number of members-at-large and total members.</p> <p>Motion: Moved/seconded by Gilles Cuerrier/Bob Mortimer that a maximum of three members-at-large be authorized with the total membership not to exceed 65.</p> <p>As this would constitute a change in By-laws, a special meeting shall be convened in conjunction with the 1999 Semi-Annual Meeting.</p>	<p>Vol. Screen Committee</p> <p>Vol. Screen Committee</p> <p>Information</p> <p>J. Mignault</p> <p>Information</p> <p>J. Mignault</p>	<p>Pending</p> <p>Pending</p> <p>N/A</p> <p>Pending</p> <p>Pending</p>

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	e. Governance: Len Jenks reported on excellent discussions with the Chair of the Provincial Chairperson's Committee, who pledged to pursue issues on a continuing basis throughout the year. Ron Ilko extended compliments to the President for his handling of this issue;	Governors/ PC Chairs	On-going
	f. Partnership – Way Ahead Process: Len Jenks reported that Bob Goudie, Bob Robert and Pierre Tanguay shall act as the Air Cadet League's representative on this Team. He welcomed suggestions for a Local Sponsoring Committee member to also add;	All Addressees	On-going
	g. Effective Speaking Contest: Rationale for the request to have this subject as part of LHQ levels 3 and 4 was lacking. The Training Committee was tasked with contacting the Provincial Chairperson's Committee for more information;	Trg Comm.	On-going
	h. High Flight: Jean Mignault was tasked with contacting NCAOpsO for more details on this DND initiative and determining insurance implications. The NFC shall also be asked for comment. Jim Ash cautioned that any costs to the ACL must be identified;	J. Mignault/ NFC/	Pending
	i. Selections: The request for a representative to work with QPC in their selection process prior to submission to the National Selection Committee was deemed to be an administrative matter;	J. Mignault	Pending
	j. Long Service Medal: No background information was received. This item was returned to the Provincial Chair's Committee for a more comprehensive submission;	PC Chairs	On-going
	k. Continuation Flying Training Awards: The question of eligibility for glider scholarship recipients was referred to the Provincial Chairperson's Committee for further input and the NFC for recommendation;	PC Chairs/ NFC	On-going
7.	REPORT – FIRST QUARTER FINANCIAL PERFORMANCE Jim Ash reported that the revised format was more descriptive than the one used previously. He summarized that the League is currently over in expenses but also up in revenue.		

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	<p>It was noted that distribution of this statement shall be held pending approval by the Executive Committee.</p> <p>Motion: Moved/seconded by Jim Ash/Gilles Cuerrier that the statement be approved. Carried</p>	League HQ	N/A
8.	<p>IACE DATES FOR HOSTING ACTIVITIES IN CANADA Different arrival and departure cities had been proposed. Pending concurrence by DCdts, this option shall be adopted. League HQ shall resolve this matter prior to the IACEA conference in September.</p>	League HQ	Pending
9.	<p>FORMAT FOR 2000 AGM Gilles Cuerrier noted that the BOG meeting was slated at the same time as the Effective Speaking Contest. Len Jenks stressed the importance of an opportunity to review comments from the Provincial Chairs. It was recommended that the BOG convene Thursday evening/early Friday morning. The Governors will be asked to comment.</p>	L. Jenks	Pending
10.	<p>VICE-PRESIDENTS' REPORT</p> <p>AB ABPC have requested help from League HQ in expediting paperwork for a squadron formation through their RCO office.</p> <p>ON Confirmation that summer training centre vacancies were an accurate reflection of Air Cadet strength was sought. Jean Mignault shall investigate.</p>	<p>J. Mignault</p> <p>J. Mignault</p>	<p>Pending</p> <p>Pending</p>
11.	<p>GOOD AND WELFARE OF THE LEAGUE The usefulness of the ACC9s was questioned. Len Jenks requested that Jim Ash be queried by e-mail on this matter as he had earlier left the meeting.</p>	N/A	N/A
12.	<p>OTHER BUSINESS</p> <p>a. Snowbirds: Gilles Cuerrier stated that some members of this team are former Air Cadets and suggested that the League should try to use them for PR purposes, even making an approach to have one as a spokesperson for Air Cadets on visits. Len Jenks requested that Gilles formulate such a plan, which shall be passed on to Brent Wolfe (PR) and André Courville (Fund Raising);</p> <p>b. Accounting Software: Jean Mignault reported that an upgraded Windows version of the accounting software has been installed;</p>	<p>G. Cuerrier</p> <p>Information</p>	<p>Pending</p> <p>N/A</p>

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	<p>c. Y2K Review: Jean Mignault reported that a free Y2K review of office computer systems identified two systems as being initially Y2K compliant. A free software patch has since been added to the other two systems;</p> <p>d. Pension Plan: Jean Mignault advised that a meeting shall be held on Thursday with the plan actuary;</p> <p>e. Website: Steven Clark confirmed that work is progressing to make the website fully bilingual.</p> <p>He further confirmed that the Policies and Procedures Manual (French version) shall be distributed by the deadline of 1 Sep 99.</p>	<p>Information</p> <p>Information</p> <p>S. Clark</p> <p>League HQ</p>	<p>N/A</p> <p>On-going</p> <p>On-going</p> <p>Pending</p>
13.	<p>DATE AND TIME OF NEXT MEETING The next meeting shall be held Wednesday, 15 Sep 99 with Ron Ilko as the Chair.</p>	Information	N/A