

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

FROM: Jean Mignault
Executive Director

DATE: 22 Feb. 2006

SUBJECT: RECORD OF DECISIONS
EC CONFERENCE CALL 18 MAY 06



Attendees:	Chairperson:	L. Bourgeois G. Albert C. Hawkins M. Cataford J. Johnson R. Mercer M. Bourduas R. Thistle	President Past President First Vice-President Vice-President Vice-President, Absent Vice-President DCdts – SSO Air Chair, PC Chairs
	Staff:	J. Mignault K. Smallshaw	Executive Director Executive Assistant

	ITEM	ACTION	STATUS
I	ADMINISTRATION		
1.1	President's Remarks A general welcome was extended. L. Bourgeois welcomed everyone on the call and thanked them for sparing some of their personal time on a Saturday.	Info	Closed
1.2	New Items for Agenda No new items added.	N/A	N/A
1.3	Approval of Agenda MOTION: Moved/seconded by G. Albert / C. Hawkins that the Agenda be approved. Carried 5/0/0	N/A	N/A
1.4	Approval of Record of Decisions 17 Dec 2005 MOTION: Moved/seconded by G. Albert / C. Hawkins that the Record of Decisions for the Executive Committee teleconference of Dec 17, 2005 be approved as distributed. Carried 5/0/0	N/A	Closed

	ITEM	ACTION	STATUS
II	BUSINESS ARISING - INFORMATION		
2.1	AIR CADET SERVICE MEDAL We have now shipped the medals (i.e. the initial 10% of the cadet population estimate). S. Putinski has just updated the policy document & forms on the website to clarify the process for former cadets. A new form for former cadets and current cadets has also been created, this will allow for a clearer process (particularly for those who are former air cadets). The medal has been issued for release as of Jan. 1, 2006. Discussion ensued and it was noted that the medal was primarily for currently serving cadets and that one PC in particular would hold off on issuing the medal until the Squadrons' Annual Ceremonial Review. Comments were made on the high cost of the medal at \$25, J. Mignault reiterated that this price includes \$5 - \$6 for shipping and handling, thereby the net cost of the medal is thus \$19 to \$20. J. Mignault to contact PC Chair to determine their requirements over and above the initial shipment of 10% of cadet population.	J. Mignault	Pending
2.2	NATIONAL SELECTIONS FOR SUMMER COURSES K. Smallshaw has made final revisions to the selections database after (receiving input from DCdts). The revisions have improved user functionality. Most Provincial Committee's should have received the files. Please note that IACE applications must be sent earlier than the others to expedite the process and inform the cadets earlier (i.e. in the first and second week of March 2006).	K. Smallshaw All Provincial Committees	Pending
2.3	MOU/Partnership Team J. Mignault still needs to put information on the website. J. Mignault and S. Putinski are currently finalizing the Communications Plan and also a PowerPoint training guide for the local level. This is currently a work in progress, which needs to be completed in early to late spring, for the July 1, 2006 implementation. The Communications Plan and Training PowerPoint presentation will be placed on the Website as soon as they are completed. J. Mignault also needs to send "the package" to a Quebec lawyer for review to ensure there are no issues or serious concerns with the provisions of the Quebec Civil Code.	S. Putinski J. Mignault	Pending
2.4	Membership Registration and Screening Ad Hoc Committee Chair, C. Hawkins has received limited input on the previously circulated registration and screening packages. The Committee is progressing with work and testing of the database. The ACL will send their package to DCdts and their lawyer for their review and comments. The new process will include a Police Records Check form + a form for the request to screen for the vulnerable sector (i.e. volunteers who will work with youth and/or vulnerable persons – this will identify applicant's convictions and pardons for sexual offences in the past). The process at the current time does not call for a League picture ID card, but this could be used in the future. Presently most volunteers working at the local level are for the most part well known. LCol Bourduas noted concerns with the	C. Hawkins and other members of Adhoc Screening Committee	Pending

	ITEM	ACTION	STATUS
	RCSU Commanding Officers for screening individuals in homes where cadets will be billeted. Discussion ensued and it was noted that provisions for this have not yet been considered and/or included in the new process. J. Mignault and DCdts will review this issue for the June AGM in Richmond, BC (i.e. for the Effective Speaking Competition Cadets).	J. MIGNAULT	Pending
2.5	CATO Review/Ad Hoc Committee B. Burchinshaw and Stan Harry have finalized and prioritized the CATO's to be reviewed. J. Mignault to seek clarification on next steps. BOG members are looking at all of the current CATO's with a view of identifying those requiring changes or updates as a result of the new MOU or for inconsistencies, errors, and so on.	J. Mignault and BOG members	Pending
2.6	DCdts Budget requests for IACEA 2006 Conference J. Mignault received the formal template for submission of a formal request for financial support from DCdts for the Quebec City Conference (to be completed as soon as possible). Major P. Giroux has been appointed OPI for this and will work through the administrative process for the funding. J. Mignault enquired as to whether or not arrangements had been made in regards to the luncheon at the Officers Mess in CFB Valcartier. J. Mignault also noted that Helico??? Company in BC were interested in assisting with supporting us for the Conference and also possibly Pratt & Whitney Canada. Nothing had been finalized at the time of the call.	J. Mignault M. Cataford	Pending
2.7	IACEA 2006 Conference – Québec City J. Mignault on 10 Feb 06, sent a draft program to participating countries. The conference registration form and hotel registration forms will be coming shortly. L. Bourgeois has contacted the Commander of the NCSM Quebec Naval Station for the availability of inexpensive rooms for League members. i.e. up to 18 rooms at about \$25 per night, effective the Sunday night. J. Mignault to extend an invitation to attend the Conference to all of the members of the Advisory Board and also the members of the Board of Governors. Only the national President is the voting delegate, all others in attendance at the meeting are "observers" only.	J. Mignault M. CATAFORD	Pending
II	BUSINESS ARISING - ACTION		
2.8	Communications Plan for DND/League MOU DND has provided us with a version was in December 2005. J. Mignault has not had the chance to distribute it widely or put on the website. S. Putinski and J. Mignault will ensure that it is reviewed and incorporated and/or used in preparing the Air Cadet League's version of the plan.	J. Mignault S. Putinski	Pending
2.9	Provincial Committee Annual Reporting Form B. Robert has circulated another draft. Members of the Board of Governors and Provincial Committee Chairs have reviewed it. While it is deemed a good useful document, not all members of the EC on the call agreed on finalizing the document at this time. It was noted that it appears lengthy and duplicates a lot of the information already available. There were questions as to who needed and who would use the information. The information may be useful for completing the Grant Arrangement at National and also as a vehicle for sharing financial, fund raising and other results including best practices.	B. Robert	Pending

ITEM	ACTION	STATUS
<p>L. Bourgeois concluded by noting that the form could be redesigned to be completed in the first by DND and National. L. Bourgeois will get back to Bob Robert on the best way to complete this document with a view of reducing the burden of completing yet another form.</p>		
<p>2.10 Approval of the 2006/2007 Budget Draft was circulated in January prior to the BOG teleconference and had not been changed from the one presented on the Feb. 18, 2006 conference call. No recommendations for changes were received prior to the Executive Committee Conference call. L. Bourgeois noted that J. Mignault was forecasting a \$20,550 Operating Deficit for fiscal Year 2006/07. This deficit is all attributable to the 2006 Quebec City IACEA Conference. MOTION: Moved / Seconded by C. Hawkins / G. Albert that the Budget for fiscal year 2006/07 be approved as presented. Carried 5/0/0</p>	J. Mignault	Complete
<p>2.11 Air Cadet League Webstore update S. Putinski is still working on finalizing the new catalogue and hopes to have the <i>Simply Accounting</i> Webstore removed shortly. J. Mignault noted that the new Webstore would be up and running in one or two weeks after the conference call.</p>	S. Putinski J. Mignault	Pending
<p>2.12 Additional signatories on League bank accounts J. Mignault noted that he had yet to prepare the letters and meetings with the bank to have additional signatories, namely L. Bourgeois, C. Hawkins and B. Goudie added to the bank account as additional signatories. L. Bourgeois noted that he would be in the office on Feb. 24, 2006 to sign the required documents.</p>	C. Fauvelle J. Mignault	Pending
<p>III NEW BUSINESS</p>		
<p>3.1 Submissions for Honours and Awards Several reminders have been sent to the PC Chairs. Nominations for Honours and Awards for 2006 have been slow coming in. J. Mignault requested that this be discussed and a mechanism be put in place to have more onus on the PC Chairs for the preparation of submissions, such as an Incentive program or something in that nature. S. Putinski to update the website for Medal of Honour, Director of the Year and Certificate of Honour for 2001-2005. G. Albert noted that he had received a few nominations and that he would allow an extension to mid-March 2006. L. Bourgeois requested J. Mignault to circulate the Spreadsheet of Awards recipients since the early 1940's to the PC Chairs, as a reminder of who had received Awards or not, in order to encourage more submissions before the deadline.</p>	J. Mignault S. Putinski	Pending
<p>3.2 Approval of the new Registration and Screening Process C. Hawkins noted that the work of his committee was progressing very well. MOTION: Moved / Seconded C. Hawkins / G. Albert that the new Member Registration and Screening Process and Policy at the three levels of the League be approved as previously circulated. Carried 5/0/0 C. Hawkins also noted that he needs professional print shop quality copies of the Screening Information Brochure. The</p>	J. Mignault	Pending

	ITEM	ACTION	STATUS
	brochure first needs to be translated and estimates obtained for 5,000 English and 1,500 French copies. MOTION: A motion for the printing of these brochures <i>will be deferred</i> until the next conference call, i.e. after quotations are obtained for the printing of the brochures.	C. Fauvelle J. Mignault	PENDING
3.3	Procedures/discussion of the latest message from the DND lawyer (Phaedra Glushek) The new lawyer at DCdts had recently circulated an email detailing possible additional requirements with respect to the screening process. This item was not discussed during the call as the feedback provided was preliminary and subject to further confirmation.	N/A	Pending
IV	CONCLUSION		
4.1	Reports from the Vice-Presidents C. Hawkins noted the comments from the BC Chair on the proposed Provincial Committee Reporting form and process and also the official launch of the new Wilga tow aeroplane. L. Bourgeois noted that he had attended the Cadet Training Parameters meeting in Trenton. He noted that Chair Bruce McKay had effectively left the area. J. Mignault noted that there was another League member John Carter in the North to look after League business. R. Mercer noted that he had attended several NL Committee meetings, and other than some concerns by the Committee for the AGM, there were no major concerns. R. Thistle had nothing to add to the call.	Info	Closed
4.2	Comments from DCdts LCol Bourduas noted that he had nothing to add. He thanked everyone for being able to participate on the call.	N/A	N/A
4.3	Good and Welfare of the League No Good and Welfare of the League items were discussed.	N/A	N/A
4.4	Date and Time of Next Meeting The next meeting/teleconference of the Board of Governors shall be held on March 18, 2006.	N/A	N/A
4.5	Adjournment There being no further business, the Chairperson adjourned the meeting.	N/A	N/A