**TO:** Board of Governors

c.c. Provincial Chairpersons

**Advisory Board** 

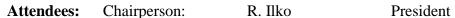
**FROM:** Jean Mignault

**Executive Director** 

**DATE:** October 31, 2000

**SUBJECT:** RECORD OF DECISIONS

CONFERENCE CALL 18-10-2000



L.G. Jenks Past President

G. Cuerrier First Vice-President

J. Ash Vice-President G. Albert Vice-President

B. Wolfe Vice-President

Committee Chairs: R. Clarke Recruiting

A. Courville Fund Raising
D. Schippers Insurance

J.R. Goudie Partnership Team
D. French Education Credits
R. Mercer Policy & Procedures

J. Mignault Executive Director

S. Clark (absent) Chief Administrative Officer

G. Merritt (absent) SSO Strategic Planning

	ITEM	ACTION	STATUS
I. 1.1	ADMINISTRATION President's Remarks A general welcome was extended. Input will be requested at SAM on the value of having Committee Chairs sit in for periodic updates of their Committee Activities. Noted that only the 6 Executive Committee Members could vote during the call.	Committee Chairs	N/A
1.2	New Items for Agenda a) 60 <sup>th</sup> Anniversary Update (requested by G. Cuerrier)	N/A	N/A
1.3	Approval of Agenda  MOTION: Moved/seconded by L. Jenks/B. Wolfe that the Agenda be approved as amended.  Carried 6/0/0	N/A	N/A



	ITEM	ACTION	STATUS
1.4	Approval of Record of Decisions 19-09-00  MOTION: Moved/seconded by G. Albert/G. Cuerrier that Record of Decisions for the meeting of 19 September 2000 be approved as distributed.  Carried 6/0/0	N/A	Closed
II. 2.1	BUSINESS ARISING Information IACE Hosting Costs IACE hosting costs expected to be slightly over budget this year. QPC still has not sent in final invoices for reimbursement. J. Mignault to provide details of costs in 2000/01 at SAM and prepare for a review of IACE fee in 2001/02 in light of the increase from 71 to 83 Cadets.	J. Mignault	Pending
2.2	Out of Region Training – Eastern Region Glider Cadets (English) Reply received from Vice-Chief, J. Mignault to send copy of response to Executive Committee members. Acknowledged and advised that a solution was being sought. R. Ilko challenged DCdts for a resolution before the Nov. 2000 SAM.	J. Mignault  J. Mignault/ G. Merritt	<b>Closed Pending</b>
2.3	League Headquarters Secretary Welcome was extended to Christine D'Aoust.	Info	N/A
2.4	Partnership Team  B. Goudie noted he had two teleconferences with Army and Navy League PT Reps. First meeting on Nov. 18 –19. No response from VCDS on R. Ilko 's letter on PT start-up. Tentative Agenda items include (each League to submit own Agenda):  • MOA (one with League Annexes or three?)  • Roles & Responsibilities of DND and Leagues  • Respect & meaningful consultation  • Impact on Treasury Board Grant Guidelines  R. Ilko asked for an update at SAM BOG Meeting. B. Goudie will try to obtain information from fellow PT team	Info	Pending
2.5	members, as he may miss first meeting.  Fund Raising Package – Governors  R. Ilko agreed BOG must do a better job of meeting their objectives this year. A package will be distributed for all Governors at the SAM and detailed discussions can be held then to ensure the BOG target is met in 2000/01.	League HQ for SAM - BOG package	Pending

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2.6	<ul> <li>Training Committee</li> <li>D. Betts working on issues before the Committee includes:</li> <li>OPC Fire Fighter's Course proposal</li> <li>CSARA (Search &amp; Rescue) training proposal</li> <li>E-Pals virtual training – with DCdts</li> <li>NavCanada support for Air Traffic Control Course</li> </ul>	Info	N/A
2.7	Semi-Annual Meeting (SAM) LGen Heneault will be our guest of Honour at the meeting. Drafts agendas prepared and sent by HQ staff. Format change this year. – Thursday, 9-11 AM Shorter Executive Committee meeting, 11- 12 Noon – Lunch, 12 Noon – 5PM or later, detailed BOG Meeting. Air Canada passes available, please contact office.	Info Executive Committee/ Governors	Pending
2.8	Cold Weather Training  No response received J. Mignault to see if DCdts can respond before the next meeting.	J. Mignault	Pending
III 3.1	NEW BUSINESS Information Treasury Board Guidelines All Executive members received a copy. Difficult to understand and assess impact on Leagues. B. Goudie noted that Grant recipients do not have to report how funds were spent, other than through the regular audited financial statements & report. B. Mortimer to review guidelines and advise on the impact on the Leagues. DCdts to confirm their understanding of the impact on the Leagues. J. Mignault expects a lot of time will be needed in assisting DCdts in implementing measurement criteria.	J. Mignault/ G. Merritt	Pending
3.2	Quarter II Financial Results QII results sent to Executive and Members of Finance Committee.  MOTION: Moved/seconded by J. Ash/B. Wolfe that QII Financial statements as presented be approved and distributed. Carried 6/0/0  R. Ilko asked that Q II Financial be distributed to all members in attendance at the SAM.	All  J. Mignault	Closed Pending

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3.3	National Cadet Advisory Group (NCAG) Meeting Meeting scheduled Nov. 28, to be attended by R. Ilko, G. Cuerrier and J. Mignault. Meeting may be a little difficult as many issues not dealt with adequately and Vice-Chief must be advised accordingly. R. Ilko to circulate his agenda items ahead of time. Anyone who has items for the Agenda should advise the HQ.	Info	Pending
3.4	Fund Raising Follow-Up Campaign Letters mailed to all members, should be signed and mailed by the dates indicated in the package information.	Info	N/A
3.5	Modern Management Comptrollership Review J. Mignault to attend an oversight committee meeting on Oct. 31, 2000 to monitor and assess the status of action plans identified in the Comptrollership Review. J. Mignault to report on this meeting and progress at the SAM.	Info J. Mignault	Pending
3.6	Colonel Commandant Discussion on the role and responsibilities of the Colonel Commandant. This is only available in the Army League now, although DCdts is looking after such an honorary position in the Air and Navy Leagues. L. Jenks to have this added to the Advisory Board Agenda for the SAM, and J. Mignault to obtain more information and a position on establishing such an honorary position in the Air Cadet League.	J. Mignault/ G. Merritt/ L. Jenks	Pending
3.7	Upcoming Meetings – RCO's Conference and RC Air Ops Officer's Conference  Meeting scheduled for Nov. 13 –17, 2000. RC Air Ops Officers to review the Ad-Hoc Flying Study and their position versus the study, recommendations and action plans.	Info	N/A
3.8	Insurance MOA  D. Schippers noted that a copy of a MOA had been received from JAG/D Law Claims, but it did not address the Insurance issue. He noted that for the insurer's perspective they were interested in obtaining two pieces of information: copies of incident reports, lawyers letters and claims received and whether the activity had been duly authorized or not. D. Schippers reviewed the MOA and noted that it needs work, it needs to ensure a free-flow of information between the Crown, the Leagues and their	Info	Pending

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insurers and a mechanism to deal with sharing information around the Access to Information Act perhaps through a joint defence agreement. Also he noted that the League must act to limit our liability position and that the MOA seems more of a redefinition of the League/DND partnership agreement. D. Schippers drafted a letter to send Col. Hardy requesting a meeting in 2 weeks to discuss the MOA.	D. Schippers J. Mignault G. Merritt	
R. Ilko noted the need to secure an extension of liability insurance coverage after Nov.30 and the League's position if this is not resolved satisfactorily. This is likely to be discussed at NCAG. D. Schippers also noted that DND had committed to a liability position in the 1991/92 protocols and that they should not be allowed to back off and shift the liability back to the Leagues.		
3.9 Letter to VCDS from Quebec Navy and Army League Chairs		
Support given for neutral response to the Minister of National Defence, due to the upcoming election. Item added to the Agenda for discussion at the SAM. ACLC in favour of Provincial Leagues getting support from all levels of government, but not at the risk of jeopardizing the grant of the National Office.	Info	N/A
Reports – Governors and Committee  3.10 a. Fund Raising  Follow-Up campaign well under way and most letters were mailed to the various signers. Results to Sept. 30, 2000 reveal actual donations are down by \$8K versus the prior year, with the Advisory Board on Par with last year. Everyone else must catch-up in order to achieve this year's target. HQ staff will make a presentation on other initiatives, which include:  • COPA mailing	Info	N/A
<ul> <li>Support from parents currently in the program</li> <li>Friends of Air Cadets Alumni</li> <li>Donor recognition and planned giving initiatives</li> </ul>		
b. Policy & Procedures Committee Concerns expressed that the current amendment system for the P&P Manual is not user friendly. Also there is a long delay in receiving Industry Canada revisions and distribution of a new manual. There are no lists of amended pages, the entire current version should be put on disk and	Info	N/A

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amendments not used any more. R. Mercer to discuss with HQ staff at SAM.		
c. Employee Benefits  R. Ilko has prepared an Agenda of items for discussion at the Employee Benefits Committee meeting at SAM. Items to be discussed include Cost of Living Adjustment for staff and renewal of Executive Director's contract. Additional agenda items can be forwarded directly to R. Ilko.	Info	N/A
d. Education Credits Team Chair had sent a letter to all Provincial Education Credits Committee members, but only received a response from Manitoba. Will follow-up to ensure information is available for a status report at the SAM. Chair also available to assist Provinces who are having difficulty making progress.	Info	N/A
e. League/DND Partnership	37/1	27/4
Refer to 2.4 above.	N/A	N/A
<b>f. Insurance</b> Refer to 3.8 above.	N/A	N/A
g. Recruiting Committee Update B. Clarke noted good support from his committee members and that they would be filing a report at the SAM. R. Ilko noted that during the BC Provincial Committee Annual Meeting, there were still comments on individuals still not completed the enrolment process after more than one year. He noted that given the recent recruiting campaign, this could have negative results and discourage applicants in the CIC. Still waiting for response from DCdts on this issue. J. Mignault to follow-up with DCdts on response to R. Ilko's letter outlining suggestion to have potential CIC officers unable to qualify for enrolment being referred as a League volunteer.	Info	N/A
Message sent by Chair to all team members, no replies received. Suggestions from AGM distributed + details on national poster contest. No feedback, assuming Chair like the poster contest. R. Ilko stated that April not far away there is a need for a saleable program, with appropriate buy-on and this should be discussed with PC Chairs at the SAM in Ottawa.	Info	N/A

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IV 4.1	CONCLUSION Vice-President's Reports		
7.1	G. Cuerrier advised of the slow progress of the Member Screening process in Quebec, less than 15% complete. BC	Info	N/A
	and NFLD in pretty good shape. S. Moody to contact the Provinces and provide an update for the SAM.	S. Moody & PC Chairs	Pending
	G. Albert & R. Mercer, concerned with the ACGP MOA, renewal for a 3 or 5-year period. Also noted concerns in certain provinces with the Ad-Hoc study, to be discussed at the SAM.	Info	N/A
4.2	Good and Welfare of the Air Cadet League MOA renewal and results of Flying Committee study for the SAM.	Info	N/A
4.3	Date and Time of Next Meeting The next meeting shall be held 23 November 2000 – 0900 hours – Delta Ottawa – Executive Committee Meeting 1200 hours (Noon) – Board of Governors Meeting		
4.4	Adjournment There being no further business, the meeting was adjourned.		