

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

FROM: Jean Mignault
Executive Director

DATE: 19 Feb 03

SUBJECT: RECORD OF DECISIONS
CONFERENCE CALL 19 FEB 03



Attendees:	Chairperson:	J. Ash	President
		B. Wolfe	First Vice-President
		G. Cuerrier	Past President
	G. Albert	Vice-President	
	L. Bourgeois	Vice-President	
	C. Hawkins	Vice-President	
		J. Mignault	Executive Director
		S. Clark	Chief Administrative Officer
		LCol F. Gaboury	Chief of Staff, DCdts

	ITEM	ACTION	STATUS
I	ADMINISTRATION		
1.1	President's Remarks The Chairperson welcomed all participants.	N/A	N/A
1.2	New Items for Agenda Three items were added: a. Airforce magazine b. Liability arising from ACL bursaries (CFTAs) c. Honours and Awards recommendations	N/A	N/A
1.3	Approval of Agenda MOTION: Moved/seconded by B. Wolfe/G. Albert that the Agenda be approved as amended. Carried 5/0/0	N/A	N/A
1.4	Approval of Record of Decisions 15 Jan 03 MOTION: Moved/seconded by L. Bourgeois/G. Cuerrier that the Record of Decisions of 15 Jan 03 be approved as distributed. Carried 5/0/0	N/A	N/A

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II	BUSINESS ARISING		
2.1	Aircraft Rental Rates The proposal for DND to absorb 100% of the aviation insurance policy cost plus 100% of the SIRP fees was forwarded to each Provincial Chair for their decision re: support. Six committees have responded thus far – all in varying levels of support of this option.	Prov. Chairs	On-going
2.2	National Director Replacement – MB The name of a replacement National Director for D. Odell has not yet been received but is expected in the near future.	MBPC	Pending
2.3	Budget 2003-04 The draft budget was debated. MOTION: Moved/seconded by C. Hawkins/B. Wolfe that the draft budget be approved.	Info	Closed
	Carried 5/0/0		
2.4	League HQ Operating Grant J. Mignault has analyzed his approach and shall submit the grant increase proposal to DND and Treasury Board for approval within the next two weeks. If approved, the grant would not be adjusted until 2004/05. The grant submissions of the three Leagues are for varied amounts but close in total.	Info	Pending
2.5	Aviation Insurance J. Mignault reported that Canadian Aviation has agreed to renew the existing insurance policy with only a 2% net increase; a quote for premiums on an increase from \$2M to \$5M has been requested. Terrorism coverage has been re-instated at no cost. He further recommended an increase from \$2M to \$5M for premises coverage. MOTION: Moved/seconded by L. Bourgeois/C. Hawkins that the aviation insurance policy be renewed as proposed.	Info	Pending
	Carried 5/0/0		
III	NEW BUSINESS		
3.1	Honorary Solicitor J. Mignault, P. Prescott, J. McKeachie and L.G. Jenks shall meet 6-7 March with Stuart Clyne, a Vancouver lawyer and a potential Honorary Solicitor. Mr. Clyne has expressed willingness to provide legal services to the ACL. J. Mignault has prioritized seven areas for review, commencing with the League's by-laws.	Info	Pending
3.2	Fund Raising Software League HQ proposed to purchase Income Manager to replace the existing fund raising software. This new program, which can also be used for event management (AGM, SAM), costs \$1395 CDN for a network-ready version with an annual service fee of \$500 CDN for technical support and software updates. A two-day in-house training session is provided to all staff at a cost of \$1000 CDN.	League HQ	Pending

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<p>L. Bourgeois recommended the freeware program from the Rockefeller Foundation be investigated. J. Mignault noted his previous concerns of its American concentration and lack of CCRA-acceptable receipts.</p>		
<p>MOTION: Moved/seconded by L. Bourgeois/G. Cuerrier that the Executive Director be authorized to spend up to \$4000 for new fund raising software, first annual service fee and in-house training, but that the free software offered by Rockefeller be explored one final time.</p> <p style="text-align: right;">Carried 5/0/0</p>		
<p>3.3 AGM 2003 Information, program and registration details for the 2003 AGM (19-22 June) shall be distributed in early March.</p>	Info	Pending
<p>3.4 IACE 2003 The Record of Decisions for the recent IACE 2003 committee meeting has been distributed. The IACE fee for 2003 shall be \$225/cadet. This is the first increase in many years.</p>	Info	Closed
<p>3.5 Web Site Enhancements Outlined updates include:</p> <ul style="list-style-type: none"> a. Searchable squadron database and enhanced squadron listing: visitors will be able to search for squadrons by number, city or province to determine the nearest unit. Additional information has also been included – squadron training day, time, location, contact information, Sponsor Chair and CO name; b. Members-only section – each League member will be provided a username and password to access a members-only section. This section will include individual contact information and any other items not for general distribution (being developed). 	Info	On-going
<p>3.6 Volunteer Effort Survey C. Hawkins summarized results of this study. He noted his next steps would include a distribution to all members and derive further information from ACC9s once received.</p>	Info	On-going
<p>3.7 Airforce Magazine L. Bourgeois requested permission to investigate re-instating the Air Cadet section in Airforce Magazine while at the upcoming AFAC AGM. Submissions would be coordinated by B. Burke.</p>	L. Bourgeois	Pending
<p>CONSENSUS: L. Bourgeois was authorized to pursue this proposal.</p>		

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3.8	Liability Arising from ACL Bursaries OPC queried the liability created when the ACL provides funds for flying activities, such as CFTAs. LCol F. Gaboury suggested that this concern be forwarded to DCdts who would organize a meeting with CFLA.	ACL	Pending
3.9	Honours and Awards Recommendations G. Cuerrier noted that a revised nomination form has been distributed to all members and encouraged each Provincial Committee to submit nominations.	Prov. Committees	Pending
IV	CONCLUSION		
4.1	Comments From DCdts LCol F. Gaboury reported DCdts staff changes – Communications Manager S. Keough has accepted a position with the office of the CAS; LCol Bergeron has commenced his appointment at DCdts. He reported the possibility of Col J. Ambler being posted this summer. J. Mignault extended congratulations to LCol F. Gaboury, on behalf of the ACL, on his recent appointment as DCdts Chief of Staff.	Info	N/A
4.2	Good and Welfare of the Air Cadet League Discussion ensued on the recommendation to have Committee Chairs remain in place for a longer tenure. In-camera discussions followed on: a. Nominations of league members; b. By-law changes	Info	N/A
4.3	Date and Time of Next Meeting The next meeting shall be Wednesday, 19 March 2003.	Info	N/A
4.4	Adjournment There being no further business, the Chairperson adjourned the meeting.		