

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

**FROM:** Jean Mignault  
Executive Director

**DATE:** 26 Sep 01

**SUBJECT:** RECORD OF DECISIONS  
CONFERENCE CALL 19 SEP 01



**Attendees:** Chairperson: G. Cuerrier President  
R. Ilko Past President  
G. Albert Vice-President  
L. Bourgeois Vice-President  
B. Wolfe Vice-President

J. Mignault Executive Director  
S. Clark Chief Administrative Officer

**Absent:** J. Ash First Vice-President

ITEM		ACTION	STATUS
<b>I ADMINISTRATION</b>			
<b>1.1</b>	<b>President's Remarks</b> G. Cuerrier spoke of his attendance at the IACEA Conference and noted the strengths of the Air Cadet Movement in relation to other world organizations.	<b>Info</b>	<b>Closed</b>
<b>1.2</b>	<b>New Items for Agenda</b> Three items were added: a. Cadets Canada logo; b. Responsibility of office for donation receipts; c. Provincial Chairpersons concerns	<b>N/A</b>	<b>N/A</b>
<b>1.3</b>	<b>Approval of Agenda</b> <b>MOTION:</b> Moved/seconded by B. Wolfe/R. Ilko that the Agenda be approved as amended. <b>Carried 4/0/0</b>	<b>N/A</b>	<b>N/A</b>
<b>1.4</b>	<b>Approval of Record of Decisions 18 Jul 01</b> <b>MOTION:</b> Moved/seconded by L. Bourgeois/G. Albert that the Record of Decisions for the meeting of 18 Jul 01 be approved as distributed. <b>Carried 4/0/0</b>	<b>N/A</b>	<b>N/A</b>
<b>II BUSINESS ARISING</b>			
<b>2.1</b>	<b>Insurance</b> a. Update: J. Mignault reported our insurance would be impacted by the tragic events of 11 Sep 01.	<b>Info</b>	<b>Pending</b>

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	<p>b. Legal Defence Fund (LDF) of \$.35 / cadet: Legal counsel's initial review of this fund disagrees with the position of BCPC. J. Mignault shall confirm.</p> <p>c. D&amp;O Billing: This billing has historically been calculated on year-end figures, although OPC would prefer billing on average strength.</p> <p><b>MOTION:</b> Moved/seconded by G. Albert/B. Wolfe that the billing for D&amp;O insurance be based on June effective strength figures</p> <p><b>AMENDMENT TO MOTION:</b> Moved/seconded by L. Bourgeois/B. Wolfe that the billing for D&amp;O insurance be based on the same figures used by DND for payment of the contingency grant. <b>Carried 4/0/0</b></p> <p>J. Mignault shall determine the appropriate figures to be used.</p>	<p><b>Exec. Dir.</b></p> <p><b>Exec. Dir.</b></p>	<p><b>Pending</b></p> <p><b>Pending</b></p>
<b>2.2</b>	<p><b>Queen's 50<sup>th</sup> Jubilee</b> No update to report. L. Bourgeois recommended that the ACL advise Government House of our minimum requirements in advance of any announcement.</p>	<b>L.G. Jenks</b>	<b>Pending</b>
<b>III</b>	<b>NEW BUSINESS</b>		
		<b>President</b>	<b>Pending</b>
<b>3.1</b>	<p><b>Committee Action Plans</b> G. Cuerrier shall distribute a list of outstanding plans.</p>		
<b>3.2</b>	<p><b>Provincial Committee AGM Dates</b> G. Cuerrier shall provide a list of points for representatives to bring up at each meeting. J. Mignault advised that squadron 60<sup>th</sup> anniversary certificates had been forwarded to each representative for presentation at that time.</p>	<b>President / Reps</b>	<b>Pending</b>
<b>3.3</b>	<p><b>Establish Committee to Review League By-Laws</b> R. Mercer shall chair this committee. J. Mignault has identified some areas of weakness, including incorporating Sponsoring Committees re: status as registered charity.</p> <p>L. Bourgeois stated the need to define a "member". G. Cuerrier shall request this committee provide a working definition prior to the SAM.</p>	<b>R. Mercer</b>	<b>Pending</b>

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3.4	<p><b>IACEA Conference – Update</b></p> <p>G. Cuerrier reported that a lack of funding in many countries, particularly European, resulted in the reduced numbers for 2002 (68 cadets + 11 escorts).</p> <p>Our in-country itinerary and arrival/departure airports shall be reviewed to reduce travel by visitors. Ottawa shall be the assembly point for Canadian cadets.</p>	Information	Closed
3.5	<p><b>DCdts Meeting – 21 Sep 01</b></p> <p>G. Cuerrier shall meet Col J. Ambler on 21 Sep to discuss the partnership, poor treatment of the National President at ACSTC's, and the use of Cadets Canada logo. The lack of Command and Control has resulted in the elimination of a national cadet program.</p>	President	Pending
3.6	<p><b>Honours and Awards Committee Recommendations</b></p> <p>R. Ilko distributed recommendations.</p> <p><b>MOTION:</b> Moved/seconded by R. Ilko/L. Bourgeois that the recommendations of the Honours and Awards Committee be accepted. <b>Carried 4/0/0</b></p> <p>The P&amp;P manual shall be amended. Nominations for League awards are due in February 2002.</p>	P&P Committee / All Members	Pending
3.7	<p><b>Approval of Q1 Financial Report</b></p> <p><b>MOTION:</b> Moved/seconded by L. Bourgeois/B. Wolfe that the quarter 1 financial report be approved as distributed. <b>Carried 4/0/0</b></p>	Information	Pending
3.8	<p><b>Semi-Annual Meeting</b></p> <p>J. Mignault gave an overview of the plans. Meeting information has been distributed.</p>	Information	Pending
3.9	<p><b>Web Site Update</b></p> <p>a. Shawn Perry, Founder and Managing Director of Quantum Training, will commence work on re-designing our website, beginning with developing on-line catalogue sales;</p> <p>b. Capt S. MacDougall has consented to merging his website with ours to provide a central location for all Air Cadet news. Although we will retain our URL, the site shall be <a href="http://www.aircadets.com">www.aircadets.com</a>;</p> <p>c. G. Cuerrier proposed developing corporate sponsorship on our website – logos of sponsors, links to their sites, etc.</p> <p><b>MOTION:</b> Moved/seconded by G. Albert/B. Wolfe that a sponsorship page be approved although no alcohol or cigarette companies shall be included. <b>Carried 4/0/0</b></p> <p>The Webmaster shall oversee this in concert with ACL guidelines.</p>	Information	N/A

	ITEM	ACTION	STATUS
3.10	<b>Responsibility of Office for Donation Receipts</b> R. Ilko queried the timely service of League HQ re: donation receipts. J. Mignault advised that new fund raising software has been implemented, although not without difficulty, which results in receipts being issued within two days of a donation. A meeting with A. Courville and R.G. Dale has been planned to look at the current process to increase efficiency. One such change has been moving the campaign from April back to February due to conflicting priorities.	Information	On-going
IV	L. Bourgeois suggested the need to look at hiring contract workers/new staff member. <b>CONCLUSION</b>		
4.1	<b>Good and Welfare of the Air Cadet League</b>  G. Albert reported concerns of Atlantic Region Provincial Chairs: <ul style="list-style-type: none"> <li>a. no information on progress of NFC report;</li> <li>b. large amount of communication by e-mail and the difficulty in differentiating information/action items;</li> <li>c. timing clarification on the release of selection results on-line;</li> <li>d. displeasure with the 60<sup>th</sup> anniversary poster contest</li> </ul> G. Cuerrier suggested that a protocol be established for dissemination of information electronically.  J. Mignault reported that FSgt Laura Walker of No. 27 City of London Squadron (top Advanced Leadership Course cadet) has been selected to lay the wreath at the National War Memorial in Ottawa on Remembrance day.	Information	N/A
4.2	<b>Date and Time of Next Meeting</b> The next Executive Committee conference call shall be held Wednesday, 17 Oct 01 at 1030 hours eastern time.	Information	N/A
4.3	<b>Adjournment</b> There being no further business, the Chairperson adjourned the meeting.	N/A	N/A