

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

FROM: Jean Mignault
Executive Director

DATE: 7 Sep 04

SUBJECT: RECORD OF DECISIONS
CONFERENCE CALL 25 AUG 04



Attendees:	Chairperson:	G. Albert	President
		B. Wolfe	Past President
		L. Bourgeois	First Vice-President
		C.; Hawkins	Vice-President
		J. Johnson	Vice-President
		LCol M. Bourduas	SSO Air, D Cdts
	Absent:	M. Cataford	Vice-President
	Staff:	J. Mignault	Executive Director
		S. Clark	Chief Administrative Officer

ITEM		ACTION	STATUS
I	ADMINISTRATION		
1.1	President's Remarks		
	A general welcome was extended to all for the first teleconference of the new Executive Committee and particularly LCol M. Bourduas, the new Director of Air Cadets.	Info	Closed
1.2	New Items for Agenda		
	2.6 Legal Defence Fund (Bourgeois)	N/A	N/A
	2.7 Membership Fee (Albert)		
	2.8 Birchall Scholarship (Albert)		
	2.9 Local Volunteers (Albert)		
	2.10 ACL Training Plan (Albert)		
	2.11 Fund Raising (Albert)		
	2.12 IACE 2006 (Albert)		
	3.10 Northern Area Conference (Bourgeois)		
1.3	Approval of Agenda		
	MOTION: Moved/seconded by B. Wolfe / J. Johnson that the Agenda be approved as amended.	N/A	N/A
	Carried		
1.4	Approval of Record of Decisions 17 Jun 04		
	MOTION: Moved/seconded by C. Hawkins / B. Wolfe that the Record of Decisions for the meeting of 17 Jun 04 be approved as distributed.	N/A	Closed
	Carried		

	ITEM	ACTION	STATUS
II	BUSINESS ARISING		
2.1	<p>Airplane Donation – Sale of Aircraft</p> <p>Past President J. Ash, working jointly with Aviation Sales Broker Mr. Jamie Spears of the Toronto City Centre Airport, completed the transfer and sale of the Beechcraft V35 on July 30, 2004. Net proceeds for the sale were \$60,000. J. Mignault recommended that this money be placed in the Legal Defence Fund for now.</p> <p>Discussion followed on whether this was a donation to the national ACL or the aviation program.</p> <p>RECOMMENDATION: The Executive Committee recommended that the \$60K resulting from the sale of the donated aircraft be placed in the Legal Defence Fund but that the final decision be left to the Board of Governors following consultation with the Provincial Chairs.</p> <p>PC Chairs were requested to forward comments/concerns to their Committee Chairperson or their Executive Committee liaison member.</p> <p>Regarding donor recognition, L. Bourgeois suggested that Mr. McCarthy be invited to and honoured at the OPC AGM. The Honours and Awards Committee shall report on options for appropriate recognition during the next teleconference.</p>	<p>BOG PC Chairs</p> <p>H&A</p>	<p>Pending</p> <p>Pending</p>
2.2	<p>Legal Issues/Claims – Update</p> <p>Only one claim remains outstanding; there has been no activity by the plaintiff and/or her lawyer in this case for more than one year. Our lawyer in Winnipeg notes that he may have been successful in obtaining the support of the Treasury Board for legal fees and possible indemnification for a similar case (with another client), and he is in the process of preparing an application for legal support through Treasury Board, as part and parcel of the Treasury Board Policy in the Indemnification and defence of civil servants who are sued by the public, individuals, corporations, i.e. while he/she was acting on behalf of the GOC when performing their regular duties.</p>	Info	Pending
2.3	<p>RCL – Cadet of the Year Award</p> <p>For the 2004 Remembrance Day, the Royal Canadian Legion Top Air Cadet of the Year award will be allocated to the top SLC Graduate at Cold Lake. The Honours and Awards Committee is currently working on the process for selecting this cadet for the future.</p>	H&A	Pending
2.4	<p>Approval to Wear Perfect Attendance Pin on Uniform</p> <p>This issue will be discussed with LCol M. Bourduas. Further information will follow.</p>	Ex. Dir.	Pending

	ITEM	ACTION	STATUS
2.5	AGM 2007 S. Clark has been in contact with MBPC regarding the 2007 AGM. E. deCaux has confirmed that their recommendation for the host city and hotel will be presented to the BOG for review and approval at the 2004 SAM.	MBPC	Pending
2.6	Legal Defence Fund MOTION: Moved / seconded by L. Bourgeois / C. Hawkins that L. Bourgeois distribute the LDF report for a permanent fund to all BOG members and PC Committees for discussion at upcoming Provincial AGMs. Carried Feedback for discussion at the 2004 SAM was requested. C. Hawkins noted that the LDF has a proposed maximum but should also have a minimum; \$75K was suggested.	BOG PC Chairs	Pending
2.7	Membership Fee J. Mignault reported that a letter was sent to E. Lanthier, QPC Chair, outlining the necessary steps to continue with their proposal to eliminate membership fees. M. Cataford will be asked to follow-up. J. Johnson noted that this will be part of the by-law revision.	M. Cataford QPC	Pending
2.8	Birchall Scholarship The Honours and Awards Committee were directed to establish criteria. J. Mignault shall confirm if the capital or interest only is to be used in awarding scholarships.	H&A Ex. Dir.	Pending
2.9	Local Volunteers The implementation of a central registry program for local volunteers was implemented by RCSU(C). J. Mignault shall investigate and report at the next teleconference.	Ex. Dir.	Pending
2.10	ACL Training Plan D Cds has proposed a distance education option for their CIC courses. T. White has been tasked to ensure that information on the ACL is included in this on-line training.	T. White	Pending
2.11	Fund Raising C. Hawkins shall follow-up with B. Dale prior to the September BOG meeting. C. Allain also agreed to provide consultation on the next step for the fund raising prospect search.	C. Hawkins	Pending
2.12	IACE 2006 C. Hawkins distributed minutes of recent meetings. He is developing a letter for use in approaching corporations for financial support. Further detail will be reported during the September teleconference.	C. Hawkins	Pending
III	NEW BUSINESS		
3.1	Cadet Insurance Renewal J. Mignault will be meeting with the broker later today. No new claims have arisen. Details will follow when available.	Ex. Dir.	Pending

	ITEM	ACTION	STATUS
3.2	<p>IACE 2004</p> <p>The issue of presenting gifts has re-surfaced. ACLHQ was tasked with investigating this matter and proposing a suitable gift.</p> <p>J. Mignault requested that copies of escort officer reports and cadet diaries be forwarded for review prior to the IACEA conference. LCol M. Bourduas will review available funding for IACE in determining exchange numbers for 2005.</p>	ACLHQ	Pending
3.3	<p>Website Changes / Update</p> <p>ACLHQ hired the PBDG Group to work on the website. This included:</p> <ul style="list-style-type: none"> - re-design the website - develop an on-line donation page - integrate Simply Webstore to replace the existing on-line catalogue <p>Future enhancements include the ability for members to update their contact information and biography directly on-line, as well as for squadrons to update their unit details on-line.</p> <p>The catalogue and on-line donation page has been completed; the re-design of the entire site is expected to be completed in early September.</p>	Info	Pending
3.4	<p>Robert G. Dale Scholarship</p> <p>G. Albert acknowledged the generous donation of \$50K from Robert G. Dale.</p> <p>MOTION: Moved / seconded by G. Albert / C. Hawkins that the Honours and Awards Committee be tasked with establishing criteria for the Robert G. Dale Scholarship, based on the preferences of the donor.</p>	H&A	Pending
3.5	<p>CAP Conference</p> <p>G. Albert reported on his recent attendance at the Civil Air Patrol Conference. He noted similar issues with the ACL, just as insurance and cadet retention, and a move to institute on-line member training.</p>	Info	Closed
3.6	<p>Selections Committee Update</p> <p>Outstanding issues have been resolved:</p> <ul style="list-style-type: none"> - ATC scoring sheet shall be the same as for Flying and Glider candidates; - Flying Scholarship Course has been renamed Power Pilot Scholarship; - Glider Scholarship Course has been renamed Glider Pilot Scholarship <p>Forms for 2005 shall be distributed directly to each squadron CO end-September/early October.</p>	Info	Closed

	ITEM	ACTION	STATUS
3.7	Fundraising		
	a. Update:	Info	Pending
	<ul style="list-style-type: none"> - As of 31 July, corporate and individual donations totalled \$34,310, compared to \$31,627 during the same period last year; - on-line donations can be accepted starting mid-September; - follow-up campaign shall occur mid-October; - ACLHQ staff visited CSTCs this summer to sell cadet mementos, totalling \$8K in sales; 		
	b. Proposal – Sale of books: Peter Zuuring of the Arrow Alliance submitted a proposal to have cadets sell books, with a portion of the sales returned to the ACL for scholarships. The Executive Committee decided not to participate but agreed to list the books in the on-line catalogue. Provincial Committees would be welcome to investigate this further, if desired.	Info	Closed
3.8	Provincial Annual Meetings – National Representation		
	G. Albert agreed to provide speech material for those representing him at the Provincial AGMs.	G. Albert	Closed
	Representatives are:		
	NL G. Albert		
	NS J. Mignault		
	PE G. Albert		
	NB M. Cataford		
	QC G. Albert		
	ON C. Hawkins		
	NW ON J. Johnson		
	MB J. Johnson		
	SK B. Wolfe		
	AB L. Bourgeois		
	BC C. Hawkins		
	NORTH C. Hawkins		
3.9	IACE		
	a. League Escort Application: This form shall be posted on the website. PC Chairs are to make themselves aware of this application.	ACLHQ PC Chairs	Closed
	b. Meeting: ACLHQ shall contact the various countries with whom we exchange to determine their willingness to exchange in 2005.	ACLHQ	Pending
3.10	Northern Area Conference		
	A meeting shall be held 20-24 Sep in Yellowknife to examine the future of Army and Air Cadet units and the Junior Canadian Rangers. The ACL has been invited to send a member. C. Hawkins shall ask B. McKay to attend. L. Bourgeois also confirmed his availability, if required.	C. Hawkins	Closed

	ITEM	ACTION	STATUS
IV	CONCLUSION		
4.1	Reports of the Vice-Presidents C. Hawkins has sent a paper to the Finance Committee regarding the user fee issue, which examines current fees charged to either cadets or Sponsoring Committees. He also requested that LCol M. Bourduas review the document as it relates to what can and cannot be done when a person joins cadets. J. Mignault shall forward a copy of NCC minutes to C. Hawkins.	Ex. Dir.	Closed
	C. Hawkins confirmed that he has established monthly calls with B. McKay of northern area.	Info	N/A
	J. Johnson reported on the continuing work of by-law revision.	Info	On-going
	G. Albert encouraged all VPs to maintain regular contact with the designated PC Chairs.	VPs	Closed
4.2	Comments from D Cdts LCol M. Bourduas expressed his pleasure in participating in the teleconference. He noted the success of IACE 2004 and the improved flight safety record for gliding.	Info	Closed
4.3	Good and Welfare of the Air Cadet League J. Mignault confirmed that 2004 will be the final summer that League summer training course certificates shall be made available.	Info	Closed
	J. Mignault noted that he has been involved in on-going meetings with D Budget regarding the grant increase. The request must be submitted to Treasury Board by 15 Sep to be available for this fiscal year.	Info	Pending
	J. Mignault reported that the PR person from the Navy League will be resigning; the Army League has not filled their position since it became vacant last year. L. Bourgeois suggested that one PR person be hired for all three Leagues. G. Albert shall discuss this with the other two League Presidents at a future date.	Info	Pending
4.4	Date and Time of Next Meeting The next teleconference will include all BOG members, scheduled for Monday, 13 Sept at 1030 hours eastern.	Info	Closed
4.5	Adjournment There being no further business, the Chairperson adjourned the meeting.	Info	Closed