



# AIR CADET LEAGUE OF CANADA

## EC Teleconference ROPs

Dec 14 2011

### MEETING INFORMATION

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**Meeting Date:** December 14 2011

**Time:** 1900hrs

**Location:** Teleconference

**Purpose:** Regular Scheduled Meeting

### ATTENDANCE

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Bob Robert	Present	Keith Mann	Present
Grant Fabes	Present		
Ken Higgins	Present	Darlene LaRoche	Present
Tom White	Present	Sarah Matresky	Present
John Walker	Present		

### AGENDA

#### 1. Administration

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**1.1. President's Opening Remarks – B. Robert**

B. Robert welcomed everyone to the call and said that most items on the Agenda for the evening are of a preliminary nature.

**1.2. New Items for Agenda – B. Robert**

3.6 Automatic Promotions Update (recommendation by B. Robert)

**1.3. Approval of Agenda – B. Robert**

**Moved By:** G. Fabes

**Seconded By:** K. Mann that the Agenda be approved as amended.

Carried

**1.4. Approval of Record of Proceedings – EC Meeting November 2nd 2011– B. Robert**

K. Mann asked about the PTAA submissions and how many were received from each province. He is curious as to how many are yielded based on the efforts of the Provincial Committees in promoting the award. K. Mann also asked if anyone could recall a discussion during the last meeting of consulting the H&A Committee regarding the Gold Coin. No one could recall such discussion. B. Robert believes section 3.3 of the ROPs is accurate. D. LaRoche indicated that she will circulate the ROPs to the PC chairs once they have been approved by the EC and not before for the sake of accuracy.

**Moved By:** K. Higgins

**Seconded By:** K. Mann that the ROP of the November 2<sup>nd</sup> EC meeting be approved.

Carried

**Action:** S. Matresky to obtain info on PTAAs



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### 2. Information

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#### 2.1. President's Report – B. Robert

B. Robert congratulated the National Office staff for a job well done at the SAM. The advance publication of the meeting book and Thursday night registration went over very well. B. Robert also thanked everyone for their comments regarding the Ministerial Directives. He added that he circulated a 'close hold' email regarding the upcoming announcement of the appointment of a Colonel Commandant for the Royal Canadian Air Cadets. He indicated to the DGRC that the Colonel Commandant position is not very well received by the League because it is not in our tradition and culture and has previously been rejected. If considered, the appointment should go to a retired Air Force General. B. Robert received a phone call from Col. Fletcher who informed him that they would proceed as planned and the announcement was going to be made by the Minister's Office in the next few hours. B. Robert added that the ACL will make its best effort to welcome the new Commandant (George Canyon). Discussion ensued regarding the new position and his role as the Commandant.

#### 2.2 Executive Director's Report – S. Matresky

The ED emailed the following report the EC members on December 15<sup>th</sup> (as she was ill and could not speak on the call):

*Things are running well at HQ. It is a quiet time of year, which has allowed the staff to catch up on some projects and action items from our meeting. The bill from the SAM arrived and I am pleased to report that we hosted a successful meeting \$8000 under budget.*

*I received a letter from a Kenora Ontario squadron SSC Chair who has expressed that the SSC wishes to rezone the squadron from the NWO provincial committee to return to the Manitoba provincial committee. They were associated with MB years ago, but NWO took them under their wing when the squadron was struggling to the point of extinction. The Chair of the squadron had not informed the PC of their desire to move, so the matter has been referred to NWO for further review.*

*In other news, I was contacted by a Mr. Bill Gibson, a former Air Cadet in 1946 who wishes to donate his Stinson 108 to 82 Brandon Squadron in memory of his dear friend Jim Wall, whom he met in Air Cadets years ago. I informed Mr. Gibson that the aircraft would most likely have to be sold and a tax receipt issued for the value of his gift in kind. The difficulty with this donation is that 82 Brandon Squadron does not have Charitable Status. I have recommended to the Manitoba Provincial Committee that they work with the squadron to obtain charity status as soon as possible. Since the donor would like to do away with the aircraft immediately, he can donate it to the squadron without any benefit of a tax receipt or it can be donated to the provincial committee, a tax receipt issued by the MBPC and the money kept in trust until such a time that the squadron becomes a registered charity. I recommended that they solicit this option with their auditors for further review.*

*When speaking with the President and Treasurer, they felt that this donation should be handled by the Foundation. I contacted Max Goldack, Treasurer of the Foundation and resident of Winnipeg with all of the details (and a copy to the Foundation President). I explained that this is a wonderful opportunity for the Foundation to showcase what it has to offer the Air Cadet community and would certainly create a positive buzz that may attract future donations of gifts in kind. Instead of answering my email, Mr. Goldack contacted the MBPC and, to my surprise, it was decided by both parties that the Manitoba Provincial Committee would be handling the matter on their own and the Foundation will not be involved. I will have more on this issue as it develops.*

*Please note that the National office will be closed from December 22 - January 2. I will be out of town for most of the holidays, but I can be reached at 1-613-858-7641 in case of emergencies. Happy holidays to you and your families!*



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### 2.3 Finance Committee Report – J. Walker

J. Walker indicated that he does not have an official report this month; however he has several Agenda items he would like to discuss under New Business.

### 2.4 Provincial Chairs Report – D. LaRoche

D. LaRoche reported that she has an item to discuss under New Business. She added that she is having a very difficult time getting responses from the Provincial Chairs, when soliciting them for input. She represents the Chairs at the EC meetings, however due to their lack of participation and input, she feels that she cannot appropriately represent them at the meetings.

## 3. Business Arising

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### 3.1 Cadet Supervision File – G. Fabes *\*In Camera\**

### 3.2 Ministerial Directives – B. Robert

B. Robert reported that he returned the feedback request for changes to the Draft Ministerial Directives in advance of tomorrow's deadline. He received the written support of the Army Cadet League and is currently awaiting support of the Navy League. The Army Cadet League's main concern is the growth of the Class B positions in the cadet world (taking up too much of the pay envelope 110 million dollars, not enough going to local support). He added that the CRS review will likely address this. B. Robert will contact Col. Fletcher in early January to discuss the timeline.

**Action: B. Robert to contact Col. Fletcher re: MD timeline.**

### 3.3, 3.4, 3.5 Cadet Awards – B. Robert

The following questions were raised by T. White regarding the various awards:

#### Cadet Awards: Changes to Policy and Procedure Manual: No. 7

T. White noted that The ANAVETS, AFAC and AirCSM medals are missing from the listing. He asked if it was because they are listed elsewhere (ex: Change 8 for the ANAVETS and change 4 for the AFAC). He added that he did not see a similar document for the AirCSM and it is not covered in Change 3 for the service bar or in the PPM. He suggested adding the AirCSM in this location would save the efforts of composing a new document.

#### League and Cadet Medals: Change No. 2

T. White noted that the ANAVETS medal is missing from the list. He suggested that it should be included between the AirCSM and the AFAC Medal.

#### AFAC Medal Changes to Policy and Procedure Manual: No. 4

T. White suggested additional wording considering that the medals are not likely to be presented on parade at the CSTC, adding that due to climatic conditions, not all cadets will have completed in the regulation time or before the graduation parade. He suggested inserting under Guidelines, a new sentence at the end of the first paragraph. "If the medal cannot be presented on parade at the CSTC then the Award is to be presented by an AFAC Member or failing that an ACLC Member at the recipients home Squadron. This should be undertaken as early as possible at the start of the training year."



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### 3.3, 3.4, 3.5 Cadet Awards – B. Robert (continued)

It was decided by the Executive Committee to defer the approval of changes to the next BOG meeting once T. White submits his observations to the Honours and Awards Committee.

The following proposed changes were approved by the EC:

Sennheiser Music Award

**Moved By:** G. Fabes

**Seconded By:** K. Higgins that proposed amendments to the Awards application be approved.

Carried

6.8.1.5 ANAVETS Cadet Medal of Merit

**Moved By:** T. White

**Seconded By:** K. Mann that proposed amendments to the PPM be approved.

Carried

Air Cadet League Member Long Service Medal (PPM 4.1.9)

**Moved By:** T. White

**Seconded By:** J. Walker that proposed amendments to the PPM be approved.

Carried

Air Cadet League of Canada Cadet Service Medal (PPM 5.8.1.6)

**Moved By:** T. White

**Seconded By:** K. Higgins that proposed amendments to the PPM be approved.

Carried

WestJet Pilot's Association (WJPA) Awards (PPM 5.8.3.1.2)

**Moved By:** G. Fabes

**Seconded By:** T. White that proposed amendments to the PPM be approved.

Carried

### 3.6 Automatic Promotions– B. Robert

B. Robert stated for the record that the BOG's position on Air Cadet Rank Promotions is the following:

Promotions to the ranks of up to Flight Corporal should be based on time in rank and receiving the required pre-determined level of progress and general performance, and not limited the number of cadets in the squadron. This policy should foster retention. For promotion to the ranks of Sergeant and above, in addition to the prerequisite time in rank and required pre-determined level of progress, there should be a limit to the number of promotions based on positions available within the squadron. The promotions should be made based on a limited, competitive basis.



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### 4. New Business

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#### 4.1 BOG Meeting at SAM – K. Mann

K. Mann made a proposal to move the Board of Governors Meeting from Friday afternoon to Thursday afternoon. He reasoned that at present there is no flexibility should a meeting run longer than expected, and with the BOG's lengthy agenda this year, a few items were rushed or cut reports short due to time.

1. By moving to Thursday, the BOG would have Thursday evening if we needed the extra time.
2. By moving, all Governors would be able to attend, as there would not be the conflict with their respective Committees.
3. This would have no impact on the Provincial Committees and the cost savings made a couple of years ago, as they would still be able to come in Thursday night for meetings on Friday.

Discussion ensued about who would have to travel in early and the feasibility of the change. The Executive Committee will recommend the change for approval by the BOG at their next meeting.

#### 4.2 BCPC Registration and Screening Docs – S. Matresky

S. Matresky indicated that she received a request from the BCPC to make amendments to the Registration and Screening Documents and added that the changes were circulated with the supporting material. She is recommending to the EC that the documents be approved. Discussion ensued as to why BCPC wants to make changes and if amendments to the National Documents should be allowed as the National Documents should already suffice. S. Matresky said that OPC's request for changes has already been approved and the current Screening Package indicates that any province wishing to make changes must contact the National Screening Coordinator for approval. It was decided that S. Matresky will forward the document to the Chair of Registration and Screening and can submit them for approval at the next BOG meeting if he concurs.

#### 4.3 Payroll & Direct Deposit – J. Walker/ S. Matresky

J. Walker and S. Matresky reported that when they met with the auditor in November he indicated that S. Matresky should not be signing her own pay cheques as it is not a good practice. Direct Deposit would be preferable and would allow for more control over the finances and would be simplistic as the amounts rarely change. S. Matresky said that the staff would also very much appreciate the direct deposit method as making a trip into the bank can be a hassle. The new procedure would involve J. Walker signing off on a payroll statement before the money is transferred rather than signing the pay cheques.

**Moved By:** J. Walker

**Seconded By:** G. Fabes that the method for paying staff will be changed to Direct Deposit subject to the monthly pay record sheet being sent to the Treasurer.

Carried

#### 4.4 National Office write-off of assets – J. Walker/ S. Matresky

J. Walker reported that the National Office is full of old computer equipment that is now obsolete but still on the books and needs to be written off with the help of the auditors.

**Moved By:** J. Walker

**Seconded By:** K. Mann that obsolete computer equipment in the National Office be safely disposed of by donation or other means.

Carried

#### 4.5 ED Registration Fees SAM/AGM – J. Walker/ S. Matresky

J. Walker explained that the National Budget covers the cost of registration for 'voting' members (BOG, EC, PC Delegates, Advisory Board) through the \$10 assessment fee. What was not considered was the attendance of the Provincial Executive Directors. He considers it equally important that the Provincial Executive Directors attend the meetings as well, and recommends that their registration fees be covered as well.



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### 4.5 ED Registration Fees SAM/AGM – J. Walker/ S. Matresky (continued)

The Air Cadet League of Canada recognizes the importance of having voting delegates attend the Annual General Meeting and the Semi-Annual Meeting and encourages this attendance by not charging registration fees to voting members. The Air Cadet League of Canada further recognizes the importance of having Provincial Committee Executive Directors (or equivalent) attend the AGM and SAM, therefore to this end it is moved that The Air Cadet League of Canada extend its policy by not charging registration fees to include the Provincial Committee Executive Directors (or equivalent).

**Moved By:** J. Walker

**Seconded By:** K. Higgins that The Air Cadet League of Canada extend its policy by not charging registration fees to include the Provincial Committee Executive Directors (or equivalent).

Carried

### 4.6 ACC9's – J. Walker

J. Walker indicated that a presentation was given at the SAM by a local member who has greatly improved the ACC9's, creating a more 'user friendly' approach. It was very well received by the committee and recommends that it be placed on the website as another option for those who complete the forms. J. Walker said that the form is currently available on the QC&OV website for reference.

**Moved By:** J. Walker

**Seconded By:** K. Mann that the enhanced ACC9 form prepared by Rick Brooks be included in the ACC9 forms available to the Provincial Committees on the National website once R. Brooks has completed the 2012 version.

Carried

### 4.7 Budget 2012-13 – J. Walker

J. Walker gave an update on the Budget process and said that the deadline for submissions has now passed. The assessment fee has not changed for the coming year. A draft Budget has been prepared with a few more changes in the works. It will be reviewed by the Finance Committee before Christmas and then onto a wider distribution. Discussion ensued on who should receive draft copies of the budget and when they should receive them. Ideally J. Walker would like the Budget approved provisionally at the January meeting.

### 4.8 Wreaths Across the Border– D. LaRoche

D. LaRoche said the ceremony she participated in recently was a great success despite the rough start in the planning stages. She is volunteering to write a procedure with contact information, timelines and deadlines to properly carry out this complex event. The instructions she received did not include procedure on how to 'close' a Port of Entry (in this case, a busy crossing between Canada and the USA). In the Maritimes, the ceremony is done on a bridge where a single lane is closed. The practice is not the same when performing the ceremony at a large Port of Entry. D. LaRoche praised the Border Service Agents from both Canada and the USA for their assistance in the matter and added that the Civil Air Patrol in Montana is looking to do more joint events with Canadian Cadets.

**Action:** D. LaRoche – produce written procedure on Wreaths Across the Border ceremonies

### 4.9 3.7.6 Fund Generation PPM – J. Walker

J. Walker said a document from J. Scott was circulated and addresses the fact that there are several groups within the ACL with intentions to fundraise, however none of groups seem to be communicating with each other and it is creating conflicts. His document also covers some inadequacies in the PPM regarding the policy and procedure towards fundraising. The groups doing fundraising include: the National Office, Resource Generation Committee, the Foundation of the ACL and the League Industry Partnerships Committee. J. Walker has been asked to be the group coordinator to ensure that everyone is communicating their intentions so an understanding can be reached with regards to responsibility. He added that at this point in time the document is being circulated for information and comment, but he is not looking for any decisions at this time. Looking ahead, some decisions will need to be made about where the League wants to go with Resource Generation because the ACL will need to make some financial commitments in the future.



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**4.10 CRS Review** – B. Robert *\*In Camera\**

#### **5. Conclusion**

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##### **5.1 Reports of the Vice-Presidents** – Various

G. Fabes said a draft MOU with NAV Canada and a draft LOA with Hamilton Watches are well on its way.

##### **5.2 Good and Welfare of the ACL** – All

B. Robert wished everyone the best over the holidays and for the year 2012. He added that he will be away from December 20th to January 4<sup>th</sup>, so should there be any issues, K. Higgins will be available by phone at his cottage number.

##### **5.3 Next Meeting** – B. Robert

The next meeting of the Executive Committee will take place February 22<sup>nd</sup> 2012.