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**61ST SEMI-ANNUAL MEETING OF GOVERNORS AND COMMITTEES
HELD AT THE RCAF OFFICERS' MESS
OTTAWA, ONTARIO
15-16 NOVEMBER 2002**

RECORD OF DECISIONS

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Notes



Semi-Annual Meeting – Opening Session

RECORD OF DECISIONS

16 NOVEMBER 2002

ATTENDEES:

Chairperson:	J. Ash	National President
	G. Cuerrier	Past President and Chairperson, Advisory Board
	B. Wolfe	First Vice-President
	G. Albert	Vice-President
	L. Bourgeois	Vice-President
	C. Hawkins	Vice-President
	R.G. Dale	Honorary President
	A.O. Dumas	Honorary Secretary
	D. Betts	Governor
	B. Burke	Governor
	M. Cataford	Governor
	R. Clarke	Governor
	J. Johnson	Governor
	R. Patton	Governor
	J. Reidulff	Governor
	D. Schippers	Member-At-Large
	J.R. Goudie	Advisory Board
	D. Hayden	Advisory Board
	R. Ilko	Advisory Board
	L.G. Jenks	Advisory Board
	J. McKeachie	Advisory Board
	R. Parsons	Advisory Board
	M. Murphy	Chairperson, NF
	J. Walker	Chairperson, NS
	D. Laybolt	Chairperson, PE
	D. MacNeil	Chairperson, NB
	M. Quenneville	Chairperson, QC
	W. Paisley	Chairperson, ON
	T. Beda	Chairperson, NW ON
	E. deCaux	Chairperson, MB
	L. Steele	Chairperson, SK
	B. Bondarevich	Chairperson, AB
	G. Johnston	Chairperson, BC
	E. Murray	Director, NF
	J. Mullins	Director, NS
	E. Lanthier	Director, QC
	A. Millot	Director, QC
	J. Cameron	Director, NW ON
	D. Odell	Director, MB
	T. Holland	Director, BC
	K. Mann	Director, AB
	N. Olsen	Director, AB
	J. Henwood	Director, BC
	D. Sutherland	Director, BC

	E. Statham	Delegate, NB
	P. Tanguay	Executive Director, QC
	J. Elias	Delegate, ON
	J. Emond	Delegate, ON
	B. Robert	Executive Director, ON
	E. Callow	Delegate, SK
	L. Sutherland	Delegate, BC
Guests:	Col J. Ambler	Director Cadets
	LCol F. Gaboury	SSO Corporate Services
	Maj A. Wardle	National Cadet Air Operations Officer
	Maj C. Seibel	National Technical Authority
Staff:	J. Mignault	Executive Director
	S. Clark	Chief Administrative Officer
	C. Fauvelle-Erdogan	Secretary-Treasurer
	C. D'Aoust	Secretary

The Chairperson opened the meeting at 0830 hours.

I ADMINISTRATION

1.1 OPENING REMARKS BY THE CHAIRPERSON

A welcome was extended to all attendees. J. Johnson reminded the delegates that as this meeting was a Semi-Annual Meeting, no motions would be accepted.

1.2 INTRODUCTION OF DELEGATES AND GUESTS

Members of the Head Table and invited guests were introduced. Individual introductions followed.

1.3 ADMINISTRATIVE ANNOUNCEMENTS

The Honours and Awards Committee and Finance Committee added meetings on Saturday. J. Mignault reviewed the schedule of activities for the weekend.

II BUSINESS ARISING

None

III NEW BUSINESS

3.1 REPORT BY THE NATIONAL PRESIDENT

PRESENTED BY J. ASH

This report was included in the Meeting Book and highlighted:

- a summary of the first six months as President;
- the lack of progress by the Partnership Working Group;
- the commitment of the VCDS to assist with Treasury Board submissions for additional ACL funding;
- potential liabilities from ACL activities (including signing DND574 in recruiting CIC Officers and changing function from a recommendation to a referral).

**3.2 REPORT BY THE DIRECTOR CADETS
PRESENTED BY LCOL F. GABOURY**

This report highlighted:

- a. the League/CF partnership and resources of each for the betterment of the Air Cadet program. The ACL was thanked for their involvement;
- b. the Air Cadet Week, to increase contact with the Air Force and visibility of the Air Cadet Movement, to be held 22-28 September 2003:
 - i. chat line with Air Force personnel;
 - ii. on-line quizzes;
 - iii. Wings will be asked to develop programs at the local level appropriate to their location;
- c. Protocol at Parades – revised CATO12-01 – to ensure ACL representatives receive a General Salute;
- d. additional flying equipment within QPC;
- e. League shall not be permitted to use DND computers, however, DCdts has spoken with ADM (Mat) and Industry Canada to have the three leagues on the preferential beneficiary list for re-distribution of surplus government computers, free-of-charge;
- f. loss of summer accommodations at St-Jean which necessitated a move to Valcartier; courses at Borden may be re-located (e.g., Music and Rifle to Connaught, Athletic Instructor to Kingston);
- g. classrooms and trailers for SLC at Cold Lake have limited time remaining – possibly a move to Penhold;
- h. indoor ranges – no firing would be conducted on any indoor ranges until a test would be conducted for air quality, which would mainly affect the .22 program;
- i. no introduction of a new Air Cadet rank;
- j. the reference to differing career paths within the cadet system was queried as paths other than flying and leadership currently exist;
- k. removal of squadron quotas for Cpls;
- l. the partnership as it relates to requests for additional funds. LCol suggested that perhaps the ACL is doing things that it should not. He questioned why the ACL was involved in the selection process and suggested that DND take over this process solely.

3.3 QUESTION PERIOD

Questions were fielded from the members.

R. Ilko:

ACL did not request computers but to use computers existing at squadrons. He suggested that security personnel within DND address a password system to facilitate this.

The ACL has e-mail access to all squadrons.

R. Ilko:

The selection process puts a face to the ACL and the need for related funds is minimal. Requested funds are for administrative purposes. He took exception to the repeated comments that DCdts will look at and decide the continued involvement of the ACL in this process and suggested that any change to such operation should be done within the partnership

The other two leagues are not involved with selections. The PWG shall address this issue.

L. Bourgeois:

QR&O (Cadets) was revised in 1980s with no reference to the Leagues. No working group designated who should have what responsibility or who pays in dollars or volunteer hours. Therefore, it is unacceptable to refer back to this document for such matters.

No response.

The three leagues conduct business differently; the Army Cadet League did not exist before 1975; the ACL existed long before DCdts. One cannot ignore that the ACL has been doing selections for 62 years with great success but what was deemed important was the importance is what the cadet gets out of the selection process.

C. Hawkins:

The rank structure and career paths were recommendations from the Cornwall Conference; the reality is cadets other than those in flying and leadership tend to receive less attention than their peers – promoting these career paths is essential.

LCol Gaboury stated that the process is time consuming and the ACL would then not be doing fund raising when they are doing selections.

Partnership re: selections – do not go to the lowest common denominator but raise others. The current process is transparent, free of bias, clear, and cost-effective because the ACL charges nothing; he predicted the same process within DND would be costly, at the expense of programs and benefits to the cadets.

B. Bondarevich:

Prairie Region Edmonton Detachment closed all indoor ranges, including for air rifles – no lead use.

Maj Wardle confirmed no reason exists for air rifle ranges to be shut down. LCol Gaboury will clarify.

G. Cuerrier:

Questioned the number of potential General Salutes in the new Parade Protocol (up to eight), thereby diluting the importance of the League representative.

LCol Gaboury asked if the ACL representative was the only other person deserving of a salute.

The two partners should receive the salute.

The ACL is mature enough to decide their area and level of involvement and have no problem doing selections along with their other responsibilities. He questioned why DCdts would be concerned about the ACL.

No response.

E. Statham:

Outlined facility problems at CFB Moncton and requested cooperation from DND.

W. Paisley:

The partnership requires constant communication and consultation; this is inadequate at the provincial level (CATO revisions and promulgation).

The ACL has been involved so problems would be internal to the league.

LCol Gaboury stated that a letter writing campaign is not a good way of doing partnership.

Selection process – the training value to the cadet is invaluable.

PR – questioned when the joint PR committee's recommendation re: devolving to the LHQ level the centrally controlled fund for recruiting would be addressed.

There is no such thing – money was set aside a few years ago but this has now been absorbed for other projects. The national recruiting venture did not work.

Questioned where the additional funds would come from for CIC pay increases.

Treasury Board will fund this.

E. Murray:

Problems with procedure re: DND 324 – the ACL was asked to sign this form after the transfer and employment offer to a dismissed CIC officer.

No response.

3.3 REPORT BY THE LEAGUE/DND PARTNERSHIP TEAM PRESENTED BY J.R. GOUDIE

This report highlighted the reason for the PWG, its progress and remaining issues:

- a. reason: formed to put the recommendations of the PAT into effect;
- b. progress:
 - i. refrain from referring to the cadet program as a free program;
 - ii. proliferation of the Cadet Canada logo;
 - iii. development of an MOU or MOA which would define the partnership. A line matrix has been drafted which includes the CCM program, LHQ, Cadet Summer Training Centre, funding and communications to determine who is and/or should be doing various facets of the partnership. Little progress has been made;
- c. remaining issues: MOA, roles and responsibilities, and funding for provincial offices. An administrative structure is required for effective operation. Only one side of the partnership has been properly funded. The liability issue through signing a DND 324 recommending potential CIC candidates was noted.

The PWG members were thanked for their work: J.R. Goudie, L. Bourgeois, G. Cuerrier, and J. Mignault.

J. Mignault highlighted the problem of human resources and the potential liability of attracting (recruiting) CIC Officers. Legal liability was identified as one of the most important issues before the ACL and L. Bourgeois suggested that an MOU with the Dept. of Justice was warranted.

R. Robert reported that OPC shall sign the DND 324 – they shall not recommend enrolment but rather have the opportunity to state if a mistake is about to be made.

IV CONCLUSION

4.1 CLOSING REMARKS

J. Ash encouraged all members to continue their deliberations in their specific committee meetings.

4.2 ADJOURNMENT

There being no further business, the Chairperson adjourned the meeting at 1030 hours.



Presentation of Reports

RECORD OF DECISIONS

16 NOVEMBER 2002

The Chairperson opened the meeting at 1250 hours.

I ADMINISTRATION

1.1 OPENING REMARKS BY THE CHAIRPERSON

The Agenda and format for the meeting was reviewed. Individual participation was encouraged.

II BUSINESS ARISING

This section was not applicable.

III NEW BUSINESS

3.1 REPORT OF THE BOARD OF GOVERNORS

PRESENTED BY J. ASH

The report of the Board of Governors has been attached as Appendices A and C.

Canadian War Museum

Consensus The ACL state its support for this initiative and pass on the proposal to the Provincial Chairs to take back to their committees to distribute the information as necessary and as required.

3.2 REPORT OF THE ADVISORY BOARD

PRESENTED BY G. CUERRIER

This report highlighted:

- a. Member Registration and Screening – not well understood at all levels, particularly who gets screened;
- b. Fund Raising – concern with the lack of a plan of action by this committee was expressed;
- c. National Selections – the continued involvement by the ACL in this process was strongly recommended;
- d. Liability and Recommendations for CIC Officers – since the squadrons are the property of the ACL and since the ACL issues the squadron charter, continued ACL involvement in at least the recommendation of squadron COs was supported. The associated liability was accepted;
- e. support for the letter writing campaign soliciting Provincial Committee funding;
- f. the cost of future meetings.

J. Ash queried the comments on screening as all Provincial Committees report nearly 100% completion and requested specific problems be identified. G. Cuerrier responded that it was reported that Committees screen everyone while others screen only those required. J. Ash challenged the Chair of this committee to contact each Provincial committee to ensure that the standard is being met.

B. Bondarevich requested clarification on who is to be screened. The ACL website lists the following at the Provincial/Local level:

- a. Provincial Committee Directors (active)
- b. Provincial Committee Headquarters Staff
- c. Sponsoring Committee Chairpersons
- d. Sponsoring Committee Treasurers
- e. Sponsoring Committee Members

The following are excluded:

- a. All CIC Officers, Civilian Instructors (Paid and Unpaid) or volunteers who are on staff or assist at the Squadron and who have been, or should be, screened by the Canadian Forces;
- b. Parent's Committees where the Parent's Committee is not the Sponsor or Sponsoring Committee for the Squadron;
- c. Sponsor's Representatives (i.e. Legion Representatives) where the person is not a member of the Sponsoring Committee.

3.3 REPORT OF THE NOMINATING COMMITTEE PRESENTED BY R. ILKO

This report highlighted:

- a. on-going interviews of members;
- b. Provincial Committees were required to submit recommendations – only one has been received. All others were asked to submit names for members, based on their quota, and recommendations for Governors;
- c. Honorary Directors – a review of current and potential members is on-going;
- d. Honorary Treasurer – nominations were invited and a recommendation shall be forthcoming.

3.4 REPORT OF THE PROVINCIAL CHAIRPERSONS COMMITTEE PRESENTED BY D. MACNEIL

This report is attached as Appendix D.

3.5 REPORT OF THE NATIONAL FLYING COMMITTEE PRESENTED BY L. BOURGEOIS

This report highlighted:

- a. investigation into acquisition of glider fleet from US as it is being replaced;
- b. test on 4-bladed propeller to reduce noise;
- c. new equipment acquisition. He cautioned that provinces should not compete for these items, thereby inflating the price. The NFC shall coordinate purchases;
- d. new tow planes in lieu of L-19, if necessary. A four-seat tow plane has been investigated but not recommended due to increased rental and insurance costs. Even so, the NFC shall check market availability;
- e. increased insurance costs.

P. Tanguay cautioned that gliders should be inspected prior to purchase to determine required SIRP.

T. Holland outlined BCPC preference to investigate options for a four-seat aircraft, which could be used year-round in that region.

**3.6 REPORT OF THE INSURANCE COMMITTEE
PRESENTED BY R. PATTON**

This report highlighted:

- a. the recommendation that the NFC Chair be a member of this committee;
- b. the differing dates for policy renewals and feasibility discussions with broker to move renewal dates to 1 July. The aviation policy date – 28 Feb - will not be changed;
- c. the pilot program for the tracking of policy coverages, premiums and claims;
- d. review of existing Accident and Disability insurance coverage and premiums and possible improvements/expansion;
- e. the liability policy limits (\$10M);
- f. the drafting of this committee's Terms of Reference

**3.7 REPORT OF THE NATIONAL SELECTIONS COMMITTEE
PRESENTED BY D. HAYDEN**

This report highlighted:

- a. the history of the development of a transparent selection process;
- b. the current committee members;
- c. the review of existing documentation, forms and process;
- d. all proposed changes will be sent to each Provincial Committee with comments due 1 Mar 03.

3.8 OTHER COMMITTEE REPORTS

**REPORT OF THE NATIONAL FUND RAISING COMMITTEE
PRESENTED BY J. MIGNAULT**

This report highlighted:

- a. approx \$37K has been raised by 31 October 2002, not including President's Fund or Air Cadet award donations;
- b. prediction of target not being met;
- c. an insert shall be placed in Legion magazine soliciting donations;
- d. a long-term vision/strategy is needed;

**REPORT OF THE NATIONAL HONOURS AND AWARDS COMMITTEE
PRESENTED BY G. CUERRIER**

This report highlighted:

- a. the nomination forms shall be revised;
- b. Provincial Committees were encouraged to submit nominations from the local level as well as provincial level personnel;
- c. Long Service Medal – this medal will not be recognized at the national level but should other provinces (other than NB and QC) institute one, it was recommended that one common medal be used;
- d. Officer of the Year award – each Provincial Committee and National HQ shall be asked to submit nominations for this award. The honouree shall be selected from these nominations.

It was confirmed that the revised nomination forms shall be instituted for 2003. G. Cuerrier stressed the need to substantiate each nominee's recommendation.

**REPORT OF THE NATIONAL FINANCE COMMITTEE
PRESENTED BY C. HAWKINS**

This report highlighted:

- a. ACC9 revisions – simpler and more user friendly. A draft version shall be circulated for feedback due 1 Mar 03. Final approval shall be sought at the 2003 AGM. The approved version shall not be amended for a five year period. An electronic version shall be developed;
- b. compilation of an annual national and provincial summary;
- c. Volunteer Contribution Survey – each Provincial Committee was requested to submit a reasonable sampling of their provincial and local level members. Each Provincial Committee was requested to submit the total number of registered and screened members, by level, to C. Hawkins.

J. Mignault clarified questions regarding the RCAFA Trust Fund.

**REPORT OF THE PUBLIC RELATIONS AND IMAGE COMMITTEE
PRESENTED BY B. BURKE**

This report highlighted:

- a. the need to name a provincial PR coordinator;
- b. the distribution of bookmarks produced in AB, suitable for recruiting. She encouraged all committees to share their ideas;
- c. the recognition of the 100th anniversary of flight – 17 Dec 03;
- d. Altitude is Everything campaign – information to raise awareness of flight in Canada
- e. Air Cadet Week – fall of 2003;
- f. the promotion of 2003 AGM in Thunder Bay.

L. Bourgeois recommended that a photographer be identified for AGM 2003.

**REPORT OF THE IACEA 2006 CONFERENCE COMMITTEE
PRESENTED BY L. BOURGEOIS**

This report is attached as Appendix E.

**REPORT OF THE DRESS COMMITTEE
PRESENTED BY L. BOURGEOIS**

This report highlighted:

- a. the history of this committee;
- b. a photo of a proposed tie was circulated but deemed in need of revision.

D. MacNeil questioned the need to re-design the ACL tie. L. Bourgeois stated that there exists multiple different ties in the movement and one standard distinctive design was preferred.

In response to B. Goudie and E. Murray, L. Bourgeois stated that a recommended national dress code would be developed but it would be optional.

REPORT OF THE RECRUITING AND RETENTION COMMITTEE

PRESENTED BY J. REIDULFF

This report highlighted:

- a. the evaluation grid for the 14 recommendations;
- b. five main areas of concentration:
 - i. Increase and retain the number of adult volunteers working with local squadrons, particularly CIC:
 1. encourage aging-out cadets to stay involved;
 2. recognize civilian employers support of their employee's involvement in a program, similar to CFLC program
 - ii. cadet recruiting – best practices, campaigns and resources;
 - iii. develop and implement a cadet exit interview process;
 - iv. develop and implement a recognition program for squadrons that increase their enrolment;
 - v. encourage the creation of new squadrons.

REPORT OF THE MEMBER REGISTRATION AND SCREENING COMMITTEE

PRESENTED BY J. ASH

This report highlighted:

- a. percentage completion, by committee: BC (100%), AB (91%), SK (90%), MB (100%), NW ON (100%), ON (100%), QC (96%), NB (80%), NS (75%), PE (80%), NF (100%)

REPORT OF THE NATIONAL EFFECTIVE SPEAKING CONTEST COMMITTEE

PRESENTED BY R. CLARKE

This report highlighted:

- a. request for names of provincial coordinators
- b. plans for future meetings

REPORT OF THE POLICY AND PROCEDURES COMMITTEE

PRESENTED BY J. JOHNSON

This report highlighted:

- a. the review of CATO 12-01 Parade Protocol (League representatives will be recognized with a General Salute);
 - b. amendments to the Policy and Procedures manual;
 - c. all forms shall be reviewed and updated, as required
- B. Robert offered to assist in revising the ACC1 and ACC10
 - G. Cuerrier suggested that the Sponsoring Committee Chair be included in the Reviewing Party.
 - G. Johnston queried the process re: manual revisions and requested that future proposed changes be reviewed by the Provincial Chairs. J. Ash noted that changes would be presented to the floor for such things as By-Law changes and regular revisions would be approved by the Board of Governors.

REPORT OF THE TRAINING COMMITTEE

PRESENTED BY D. BETTS

This report highlighted:

- a. congratulations to D. Betts by all members for his work in finalizing the CASARA optional training program;
- b. request for specific direction re: responsibilities and areas of training to look into;
- c. no responsibility to change LHQ program;
- d. the recommendation for ACL to meet with DCdts to discuss ACL position and responsibilities re: LHQ, mandatory optional and optional training. It was stated that the ACL has a responsibility to advise/assist sponsors with mandatory optional training programs and recognition was given to the expertise of the ACL with, and the future development of, optional training to enhance the program.

G. Johnson queried the writing of the ATC exam. It was confirmed that the ATC exam could be written at the same time as the CF exam but that DND would not invigilate the exam.

It was reiterated that Air Cadets would not be permitted to participate in actual CASARA searches.

It was confirmed that this committee would be responsible for the training of ACL members and volunteers.

REPORT OF THE IACE COMMITTEE

PRESENTED BY M. CATAFORD

This report highlighted:

- a. the re-institution of a pre-departure program for Canadian cadets;
- b. re-routing of Canadian cadets selected to visit Israel in 2002
- c. for 2003, 68 cadets + 7 escorts will exchange; dates for 2003 will be 22 Jul – 6 Aug

REPORT OF THE BY-LAW COMMITTEE

PRESENTED BY R. MERCER

This report highlighted:

- a. a review of existing by-laws and suggestions to determine necessary amendments.
Areas include:
 - i. serving military to be League members;
 - ii. Honours and Awards to be an Advisory Board responsibility;
 - iii. definition of "member";
 - iv. recommendations of the Partnership Team;
 - v. formation of an Insurance Committee;
 - vi. no responsibility of provinces for League debt and vice versa;
 - vii. upgrade the SAM to a full meeting;

3.9 AGM 2003

PRESENTED BY J. JOHNSON

The 2003 AGM shall be held in Thunder Bay at the Victoria Inn from Thursday, 19 June to Sunday, 22 June.

IV CONCLUSION

4.1 GOOD AND WELFARE OF THE AIR CADET LEAGUE OF CANADA

Maj A. Wardle commended the positive dialogue existent at all meetings. R. Ilko expressed disappointment in the lack of military attendance at the SAM, noting that issues can often be resolved in a casual setting. J. Ash noted the similar trend with Provincial Annual Meetings.

L.G. Jenks relayed the greetings of I. Doty, who is recovering well from recent surgery.

D. MacNeil suggested that major changes to the Policy and Procedures manual go to the Board of Governors. J. Ash confirmed that issues relating to Provincial Committees and Air Cadets would be passed to this committee for comment.

E. Callow closed with an inspirational letter from an Air Cadet about the transportation problems at a SK squadron.

4.2 CLOSING REMARKS

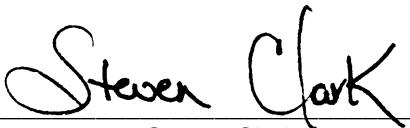
J. Ash extended thanks to all delegates for their participation and appreciation to League HQ staff on behalf of all the members.

4.3 DATE AND TIME OF NEXT MEETING

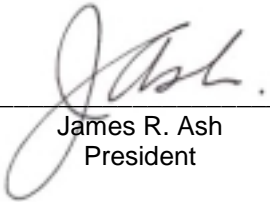
The next meeting of the Air Cadet League of Canada shall be held at the Annual General Meeting in Thunder Bay, ON, 19-22 June 2003.

4.4 ADJOURNMENT

There being no further business, the Chairperson adjourned the meeting at 1615 hours.


Steven Clark
Chief Administrative Officer


Jean Mignault
Executive Director


James R. Ash
President



Board of Governors

RECORD OF DECISIONS

15-16 NOVEMBER 2002

APPENDIX A

ATTENDEES:

Chairperson:	J. Ash	National President
Members:	G. Cuerrier	Past President
	B. Wolfe	First Vice-President
	G. Albert	Vice-President
	L. Bourgeois	Vice-President
	C. Hawkins	Vice-President
	D. Betts	Governor
	B. Burke	Governor
	M. Cataford	Governor
	R. Clarke	Governor
	J. Johnson	Governor
	R. Mercer	Governor
	R. Patton	Governor
	J. Reidulff	Governor
Staff:	J. Mignault	Executive Director
	S. Clark	Chief Administrative Officer
Absent:	C. Allain	
	W. Batchelor	

The Chairperson opened the meeting at 1100 hours

I ADMINISTRATION

1.1 OPENING REMARKS BY THE CHAIRPERSON

A welcome was extended. Regrets were relayed from Charles Allain and Bill Batchelor. The need for committees to have Vice-Chairs in place was stressed.

1.2 CONFIRM NOTICE OF MEETING

The Executive Director confirmed that the Notice of Meeting was duly circulated and that this gathering was a properly constituted meeting of the Air Cadet League of Canada.

1.3 CALL TO ORDER – REVIEW AGENDA

The Chairperson called the Board of Governors Meeting to order. The Agenda was reviewed.

1.4 NEW ITEMS FOR AGENDA

- 3.17 Passing the Torch Fundraising Campaign – Canadian War Museum
- 3.18 ACL Service Medal
- 3.19 SAM Registration Fee and Exchange of Cheques for Meeting Expenses
- 3.20 Ottawa Valley Squadrons – Region Control

1.5 APPROVAL OF AGENDA

MOTION: Moved/seconded by B. Wolfe/C. Hawkins that the Agenda be approved as amended. **Carried**

1.6 APPROVAL OF THE RECORD OF DECISIONS OF 16 OCTOBER 2002

MOTION: Moved/seconded by G. Cuerrier/L. Bourgeois that the Record of Decisions for the Executive Committee of 16 October 2002 be approved as distributed. **Carried 13/0/0**

II BUSINESS ARISING

2.1 RECRUITING AND RETENTION - RECOMMENDATIONS

J. Reidulff reviewed the recommendations and responses received from DCdts. He specified the CFLC program that recognizes civilian employer support for their employees military careers and noted our desire to have this program to include the CIC; while DCdts did not support this, the ACL felt that it is an issue that we would then pursue on our own.

Streamlining the enrolment process is important; while DCdts feels that this is a military responsibility only, the ACL is involved in recruiting and recommending CIC officers and feel that this is an issue to continue pursuing.

2.2 POLICY AND PROCEDURES MANUAL

CATO 12-01 – Parade Protocol was reviewed by the Executive Committee, comments from which were passed to DCdts. A number of revisions to the manual are being reviewed and will be updated prior to the end of 2002.

J. Ash reminded Committee Chairs to review their Terms of Reference and work with J. Johnson to update the manual.

2.3 QUEEN'S JUBILEE MEDAL

The ACL submission of 80 names is being reviewed and the medals are expected at ACLHQ by early December. Each recipient shall receive a medal, certificate and pin, which shall be forwarded to the respective Provincial Committee for awarding at an appropriate ceremony.

J. Mignault agreed to provide a source to purchase the miniature medal.

2.4 LETTER WRITING CAMPAIGN

Not all Provincial Committees fully supported this initiative although many letters went forth. Still a work in progress, this issue shall be discussed in the joint session.

2.5 PARTNERSHIP TEAM / THIRD PARTY LIABILITY LETTER FROM VCDS

The VCDS requested confirmation that the ACL, at each level, be adequately indemnified for those cadet activities in which the ACL is involved where there is a potential for third-party liability claims. The President has responded. This letter shall also be distributed to each Provincial Committee.

2.6 ACC9 FORM – REVISED

The ACC9 has been revised. C. Hawkins shall review it with the Finance Committee, followed by a distribution to Provincial Treasurers, to finalize the form for approval at the 2003 AGM. The goal is to make this form simpler, have an on-line option, and process future changes only every three years.

C. Hawkins confirmed to L. Bourgeois that Provincial Committees would be advised of the minimum necessary information to include on their financial statements.

2.7 IACEA 2006 CONFERENCE

Canada will host the 2006 IACEA conference in Quebec City. The committee met to discuss initial details – i.e. centrally located hotel. Jean-Francois Provincial has volunteered to assist. A draft program shall be circulated in advance of the 2003 AGM. The fund raising committee shall be approached for assistance.

2.8 LEAGUE UNIFORM POLICY

While there is little support for a full summer and winter dress uniform policy, an optional dress code shall be proposed. A tie and hat is under development.

2.9 NCAG MEETING

The VCDS will address the League's agenda items but the main focus shall be the lack of PAT progress and the future format of NCAG – whether it should be a decision-making body.

2.10 HIRING OF PART TIME LEAGUE HQ OFFICE STAFF

J. Mignault submitted a proposal to hire an additional staff member for administrative support. A business plan requesting a grant increase for a full-time PR person shall follow. L. Bourgeois further suggested that the ACL consider outsourcing the catalogue.

MOTION: Moved/seconded by L. Bourgeois/C. Hawkins that the Executive Director be given the authority to hire an additional staff member, for 1.5 days/week at \$12.00/hour, as required. **Carried 13/0/0**

G. Albert suggested that funding matching programs, such as through the Federal Youth Initiatives program, should be pursued and he agreed to provide contact details. Such positions, however, are temporary, requiring re-training of personnel.

III NEW BUSINESS

3.1 FINANCIAL UPDATE AN Q2 REPORT

MOTION: Moved/seconded by C. Hawkins/G. Albert that the Quarter II report be accepted as presented. **Carried 13/0/0**

Of note were the higher costs for AGM and IACE and the strong catalogue sales. J. Mignault projected a year-end surplus of \$30K.

3.2 SQUADRON ASSESSMENTS

In response to a question from DCdts, it was re-affirmed that no cadet is charged money/fees for administrative purposes. The need for providing such information to DCdts was queried. Discussion identified a desire for full disclosure but that explanations of received funds would be needed to avoid misinterpretation.

CONSENSUS: The financial reports for each Provincial Committee shall be forwarded by the Finance Committee to DCdts with an offer for further information if needed.

3.3 NEW SQUADRON FORMATIONS

This item was included for information.

Number of new Army Cadet corps – approx 10 in the last year

Number of new Navy corps – approx 3-4 in the last year

Number of new Air Cadet squadrons – 2 in the last year

The Army Cadet League has been aggressive in opening new corps and accordingly could conceivably surpass the number of Air Cadets in the near future. Presently there are more Army Cadet corps than Air Cadet squadrons. New formations should be a priority at all levels of the League.

3.4 SQUADRON CRESTS – NEW SOURCE

Director M. McGratton had suggested an alternate source for producing crests, which would provide free graphics services. Nothing further has materialized since the AGM, however, and we continue to send squadron crests to our existing supplier. This source shall be further investigated.

3.5 INSURANCE COMMITTEE – TERMS OF REFERENCE

R. Patton presented the draft terms of reference for the Insurance Committee. It is attached as Appendix XX.

MOTION: Moved/seconded by R. Patton/B. Wolfe that the draft terms of reference be approved, with refinements to follow, and the committee become a select committee. **Carried 13/0/0**

3.6 APPROVAL OF BY-LAWS – NORTHWESTERN ONTARIO

MOTION: Moved/seconded by G. Cuerrier/M. Cataford that the draft by-laws of Northwestern Ontario be approved. **Carried 13/0/0**

3.7 FUTURE AGM'S

a. 2004 – Nova Scotia

Plans are to host the meeting in Halifax. Details shall follow. G. Albert shall follow-up as the hotel must be confirmed.

b. 2005 – Alberta

ABPC has submitted proposals from three hotels in Calgary.

3.8 100TH ANNIVERSARY OF FLIGHT – LEAGUE INVOLVEMENT

Discussion focused on the ACL recognizing this anniversary.

MOTION: Moved/seconded by B. Burke/L. Bourgeois that the ACL supports the PR committee in recognizing this milestone with exact methods of involvement to be proposed. **Carried 13/0/0**

3.9 CFTA – LACK OF APPLICATIONS

This year the number of applicants is approximately half the average (Flying – 56; Glider – 42). League HQ sends an application directly to each Flying/Glider Scholarship applicant; the RCAOpsOs promote the program during the summer and in September, League HQ sends a copy of the information and application directly to each squadron.

Alternate suggestions to increase the number of applicants included having the RCAOpsO hand out forms at the end of the summer and having the League graduation parade representative promote the awards.

3.10 NATIONAL SUMMER TRAINING COURSE SELECTIONS – DND POSITION RE: LEAGUE INVOLVEMENT

J. Ash recounted the background of LCol Gaboury's message questioning the ACL's partnership in the selection process and his statement that DND would decide on our future involvement. Subsequent conversations with the VCDS and DCdts indicated that no change in procedure shall occur.

MOTION: Moved/seconded by M. Cataford/C. Hawkins that the Board of Governors re-affirm its support for the continued, unaltered involvement of the Air Cadet League in the selection process at all three levels of the organization. **Carried 12/0/1**

3.11 PR AND DONOR RECOGNITION – BOOKMARKS

The AB Provincial Committee has developed bookmarks. B. Burke shall forward three sample bookmarks to each Provincial Committee PR Chair for use as a potential recruiting/public relations tool. The Provincial Committees shall also be encouraged to submit their PR ideas through the Chair of the PR Committee for sharing at future meetings.

3.12 FUND RAISING CAMPAIGN – UPDATE

J. Mignault predicted that the ACL would not meet the fundraising target without additional initiatives. He outlined plans for inserting an advertisement in Legion magazine (full page approx \$8000). A spring timeframe is possible.

MOTION: Moved/seconded by B. Wolfe/D. Betts that the fund raising committee report be accepted. **Carried 13/0/0**

3.13 FINANCIAL STUDY OF CADET PROGRAM – UPDATE

This study, to look at other potential ways of managing the cadet program, has not been launched. In view of the present PWG work, this matter was deferred to a more suitable time.

3.14 VOLUNTEER HOURS REPORT – UPDATE

C. Hawkins distributed a survey to determine the number of volunteer hours by all members at each level of the ACL. A dollar value would then be attached to this figure.

Fund raising data is being extrapolated from the ACC9s which shall be used in this report.

3.15 MEETING – RCAOPSO CONFERENCE – UPDATE

L. Bourgeois provided a summary from this recent conference:

- a. Provincial Committees are responsible to provide new radios for aircraft;
- b. replacement gliders – potential sources are surplus gliders from the US CAP and US Air Force Academy; plenty of spare parts are available;
- c. replacement tow planes – available L-19s are rare while Scout aircraft and parts exist. A four-seat tow airplane has been investigated but was deemed expensive;
- d. every gliding Site Supervisor has had the CF Flight Safety course.

3.16 AIR FORCE ASSOCIATION OF CANADA

a. Report from National Meeting

J. Ash recommended that we extend higher courtesies and recognition to the AFAC for their support of our program.

b. Advertisement

J. Mignault shall forward a letter of appreciation and thanks to the AFAC members through an advertisement in the Airforce magazine.

The ACL shall present a plaque of recognition to the AFAC President at the 2003 AGM.

3.17 PASSING THE TORCH – CANADIAN WAR MUSEUM (CWM)

The CWM is conducting a fund raising campaign to help fund their new building. A room in the new museum shall be named the Cadet Room if \$50K can be raised through the three leagues. It was stressed that Air Cadets will not be asked to fundraise for this venture, however, it was recommended that sponsoring committees/sponsors be asked to make a voluntary donation equal to \$2.00 per cadet in their squadron. L. Bourgeois shall work with Gen P. Manson, CWM Fund Raising Committee Chair, to draft the letter.

3.18 ACL SERVICE MEDAL

NB and QC award their members with a long-service medal; the ACL had earlier declined establishing a national medal. Discussion followed on officially recognizing such a medal and establishing directions for wear. This matter was referred to the Advisory Board.

3.19 SAM REGISTRATION FEE AND EXCHANGE OF CHEQUES FOR MEETING EXPENSES

The Advisory Board members complained about the high registration fee. Discussion followed on the exchange of cheques for permissible travel expenses. G. Cuerrier queried the submission of expense claims/exchange cheques for attending meetings and whether this would be restricted to exact costs or, for example, the equivalent value of a first-class airline ticket. J. Mignault stated that only exact costs could be considered.

3.20 OTTAWA VALLEY SQUADRONS – REGION CONTROL

M. Cataford recounted the history of the Ottawa Valley squadrons under the management of Eastern Region. Eastern Region has committed to improving the quality or service, particularly with providing support in English. He requested that no further squadron shifts to Central Region be pursued.

Following extensive debate, it was agreed that any decision regarding movement of squadrons between regions must be made jointly with both partners. Further, no region/Provincial Committee should invite squadrons to join their region although squadrons would not be prevented from requesting a move. J. Ash agreed to forward a letter to DND indicating the ACL position on this matter.

IV CONCLUSION

4.1 GOOD AND WELFARE OF THE AIR CADET LEAGUE OF CANADA

- J. Mignault asked that each member review the Director's book and identify errors or omissions.
- An informational pamphlet has been provided to each delegate as a reminder of legal liability.
- The list of invited guests for the President's Dinner was reviewed.
- D. Betts suggested that the ACL design a "Preaching Cloth" and make it available to squadrons to purchase for events involving clergy.
- D. Betts recommended that the ACL design a certificate outlining a cadet's Cadet Record of Service to show one's progress in the movement.

4.2 CLOSING REMARKS

J. Ash thanked the members for their contributions.

4.3 DATE AND TIME OF NEXT MEETING

The next meeting of the Board of Governors shall be at the 2003 AGM.

4.4 ADJOURNMENT

There being no further business, the Chairperson closed the meeting at 1600 hours.



Joint Session – Board of Governors and Provincial Chairpersons Committee

RECORD OF DECISIONS
16 NOVEMBER 2002

APPENDIX B

The Chairperson opened the meeting at 0830 hours

I ADMINISTRATION

1.1 OPENING REMARKS BY THE CHAIRPERSON

The Chairperson reiterated that this session was devoted to responding to any concerns generated by recent Provincial Chairpersons Committee deliberations.

II BUSINESS ARISING

None

III NEW BUSINESS

D. MacNeil presented the following report for discussion:

3.1 Conference Calls

The Provincial Chairpersons have committed to conducting conference calls between main meetings.

Discussion: This decision was applauded.

3.2 Liaison Officer

The appointment of a liaison officer from the Board of Governors was requested.

Discussion: B. Wolfe has been appointed as the Liaison Officer

3.3 Canadian War Museum

It was moved that this suggestion would not be entertained.

Discussion: J. Ash stressed that no additional duties regarding fund raising would be placed on sponsors but felt that ACL support should be forthcoming. This support would be a letter distributed to each Sponsor Committee, at CWM expense, stating that if the sponsor wished to submit a donation on behalf of their squadron that they should feel free to do so.

3.4 Tow Aircraft

A list of three possible towplanes was requested.

Discussion: L. Bourgeois noted that the NFC shall prepare report on the current and future state of the program. Four-seat tow aircraft were not recommended. It has been reported that sufficient L-19s and Scouts exist to meet the needs of the ACL with a third aircraft to be named in the paper.

The high cost of repairing aircraft was noted.

L. Bourgeois stressed the need for provincial committee representation.

3.5 MOA with DND

An MOA with DND was suggested to address any legal action that may be brought against the ACL as a result of actions of CIC Officers.

Discussion: J. Ash noted that the ACL also supports this request but that no document could prevent a claimant from suing the ACL.

To clarify, B. Robert suggested that, in cases where DND realizes that the ACL had no part in the accident which occurred, they should agree to assume and fund the defence.

3.6 Letter Writing Campaign

The committee endorsed the Army Cadet League's initiative to secure funding for provincial offices.

Discussion: J. Ash expressed appreciation for this support.

3.7 Insurance

Every Provincial Committee shall forward to the Insurance Committee, before 15 March 2003, their preferred insurance coverage for cadets, League volunteers and members. Varying coverage and premium options would then be expected.

Discussion: J. Mignault commented that increased coverage will translate to increased premiums. He noted that as our policies expire 31 August, coverage and premium information by mid-March would be unlikely.

3.8 Free Program

It was requested that DND remove the word "free" from recruiting and promotional material about the Air Cadet Movement. Parents must be made aware that the cost to the cadet is nothing but parents will be expected to assist with fund raising to support the program.

Discussion: J. Ash noted that this topic was part of PWG discussions and that reference to a free program would be eliminated in the future.

3.9 DND 324

The Provincial Chairs reiterated their desire to continue to sign the DND 324 for the enrolment, appointment, or promotion of CIC Officers.

It was requested that DND take seriously ACL recommendations regarding the dismissal of a CIC Officer. J. Ash recommended that such situations be copied to League HQ.

IV CONCLUSION

4.1 GOOD AND WELFARE OF THE AIR CADET LEAGUE OF CANADA

CIC Personnel Policy

W. Paisley stated that the ACL should forward a recommendation to DCdts that the CIC is different and therefore should be treated differently – a separate personnel policy for CIC officers. J. Ash responded that there is work underway to look at the CIC as it relates to DND but cautioned that we do not want the CIC to lose what they have.

Future Semi-Annual Meetings

J. Ash queried the merit in looking for alternate locations to the RCAF Officers Mess to conduct future SAMs and the value in upgrading the SAM to full AGM structure where members could have committee meetings, vote, make motions, etc.

Consensus: Alternate locations to the RCAF Officers Mess shall be investigated.

No decision was taken regarding changing the SAM structure to permit all committees to meet.

4.3 CLOSING REMARKS

J. Ash thanked the Provincial Chairs for their input and commended the decision to institute regular conference calls. He reminded all present that members should feel free to contact the various Standing/Select Committee Chairs about any issue throughout the year. He also stressed the need for Provincial Committee representation on committees so requesting participation.

4.3 DATE AND TIME OF NEXT MEETING

The next joint session shall take place at the 2003 AGM in Thunder Bay.

4.4 ADJOURNMENT

There being no further business, the Chairperson closed the meeting at 1000 hours.



Board of Governors

RECORD OF DECISIONS
15-16 NOVEMBER 2002

APPENDIX C

Discussion on three topics continued following the conclusion of the Joint Session with the Provincial Chairperson's Committee:

Paperwork for Representatives at Provincial AGMs

The need for representatives to complete and submit the required paperwork was reiterated. Each Provincial Committee is also required to submit an annual self-assessment form.

Insurance

Discussion focused on the need for caution re: reimbursement for insurance claims and the need to obtain a release when approving goodwill payments.

Canadian War Museum

A decision on this matter was deferred to the Presentation of Reports.



Provincial Chairpersons Committee

RECORD OF DECISIONS

15-16 NOVEMBER 2002

APPENDIX D

Chairperson: D. MacNeil

There were some lengthy discussions with LCol Gaboury with regards to rental of aircraft payments and how the rates were based and these seem to be adequately answered.

The next subject was cadets going to camp without the money required to pay the \$165.00 @ glider or the \$225.00 @ power this money was subsequently taken off their weekly pay. LCol Gaboury said he would get back to us on this. Joining instructions clearly state they must have this money when they arrive at camp.

The subject of the CIC officers being treated the same as regular forces came up and it was suggested that there should be some different rules for the CIC as they are only volunteers. (Example of CIC officer who was drunk in morning after a party there to drive a bus. IPC has required that he attend course to dry out.) CFAO is what governs the drunk situation.

Requested that contingency grants have the squadron name or number on them so the sponsor would have to give this to them.

There being no more business for LCol Gaboury he left and we adjourned for lunch.

These were the items and recommendations from the chairs committee.

- 1) The "Passing the Torch-National War Museum Funding" proposal was discussed and unanimously tuned down. We feel the Cadets have enough reasons to raise funds now without requiring them to raise more.
- 2) BC is looking for replacement aircraft and would like to know what would be acceptable to replace the L19. They would also like this info included in the MOA. They would also like a serious look taken at a four seater as they could then do more famil flights. This answer is not something they have a great deal of time to wait for as they need to do some replacing right now.
- 3) The provincial chairs committee would like a definite explanation as to what their role in the National league actually is. This is asked for as they do not feel the BOG is listening to them.
- 4) There was proposal on the Federal Funding on Army League Funding proposal and this was dealt with at the BOG meeting.
- 5) There was a lengthy discussion on the recruiting and the signing of documents for CIC officers. This resulted in 1) The idea of not recommending but referring them. 2) The recommendation that we approach our military partners seeking an MOA with regards to them giving us an indemnity against any action taken in the courts as a result of their officers actions.
- 6) There was a great deal of discussion on the use of the term FREE when recruiting and it was agreed to have this term removed from all brochures and pamphlets.
- 7) It has been questioned if CIC officers and reg forces people can work with the Air Cadet league on their committees and Que and Ont have it in their by-laws that if they are not working with a cadet squadron or with cadets they can.
- 8) It was suggested and approved that we will have two conference calls per year. These will take place between the Nov and June Meeting then between the June and Nov meeting. These will be used to discuss the answers we receive from the BOG liason officer to our recommendations and questions.
- 9) The board of governors was asked and readily gave us our liason officer in the person of Brent Wolfe.

In closing my report I would like to say I think we are on the right track and have been given an excellent person in Brent Wolfe to work with so lets all get ready to dig in and get some of these issues or hopefully all of them resolved.



IACEA 2006 Planning Conference

RECORD OF DECISIONS
15 NOVEMBER 2002

APPENDIX E

ATTENDEES:

Chairperson: L. Bourgeois

Members: G. Albert
M. Cataford
J. Mignault
P. Tanguay
B. Wolfe

Background

This select Committee was formed by the Board of Governors to plan the September 2006 hosting by Canada of the annual meeting of the IACE Association. It involves the hosting of some 50 delegates from most of the IACE countries for a period of five to six days.

Committee Membership

Attendees agreed that membership should also include: JF Provencal – VP QC, who as Director of Protocol and Visits for the National Assembly is well placed to make arrangements in Quebec; Dick Logan, past Secretary; Craig Hawkins who will probably be Pres that year; Gilles Currier who knows Quebec well; and a member of D Cadets staff to coordinate DND input and hosting.

Dates

Best dates would be 17-22 Sept 2006 with 10-15 Sept and 24-29 Sept as alternates.

Programme

Sunday	Arrivals through Montreal, No formal programme
Monday	Registration, orientation of city, reception and Dinner (Citadel?)
Tuesday	Visit to Valcartier, Helicopter Sqn, Gliding
Wednesday	Formal meetings/spousal programme- Evening Dinner Cruise
Thursday	Formal meetings in morning – Ilse D'Orleans
Friday	Free Time – Closing Dinner (at Nat Assembly?)
Saturday	Delegates depart
Any Day	GG Reception if in QC, Navy Ship, French Canadian Dinner.

Funding

Need to form a ways and means sub Committee including the D Cadets rep. Attendees can be expected to advance a registration fee of \$300 Canadian.

Hotel

It was agreed that a centrally located hotel near the old city such as Loews Le Concord would be preferred- JF Provencal to advise and coordinate. We expect about 50 persons, 30 rooms needed.

Next Meeting

At the 2003 AGM in Thunder Bay.



President's Dinner

15 NOVEMBER 2002

APPENDIX F

The President's Dinner was held on Friday, 15 November 2002. Highlights of the dinner included:

- Introduction of Invited Guests:

Major General Richard Bastien	Deputy Commander, Air Command and Assistant Chief of the Air Staff
Col Jon Ambler	Director Cadets
Eunice and Bruce Carter	Administrators, Webster Memorial Trophy
John Davidson	National President, CASARA
Fred Gaspar	Manager, Government Relations, Air Canada
Jim Heffel	Chairman, Awards Committee and Air Cadet League Liaison Officer, Dodo Bird Club of ex-RCAF Flight Sergeants
Commissionaire Frank Kobe	Constitution Building, Ottawa
Richard Logan	Honorary Life Member and former Executive Director
Art Macdonald	Honorary Life Member and former Executive Director
Ted Mahood	Second National Vice-President, AFAC
Jim McCollum	Executive Director, Soaring Association of Canada
Dwight Oh	Vice-President, Finance and Administration, CASARA
Bishop Donald Thériault	Military Ordinary of Canada
Bob Tracy	Executive Director, Air Force Association of Canada
Terry Whitty	Executive Director, Army Cadet League of Canada

- Address by MGen Richard Bastien
- Signing of the Memorandum of Agreement with the Civil Air Search and Rescue Association
- Announcement of an increase in the number of ANAVETS Cadet Medals of Merit for Air Cadets from 4 to 24 annually
- Announcement of the 2002 National Award Recipients, including the 54 Continuation Flying Training Awards and the Air Cadet League and Air Force Association of Canada Annual Music Awards for Excellence
- Presentation of an appreciation plaque to Air Canada for their continued support of the Air Cadet League of Canada
- Presentation of an IACEA Honorary Membership to Richard Logan
- Presentation of a Certificate of Recognition to Commissionaire Frank Kobe