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63RD SEMI-ANNUAL MEETING OF GOVERNORS AND COMMITTEES
HELD AT THE HAMPTON INN
OTTAWA, ONTARIO
25 – 27 NOVEMBER 2004

RECORD OF DECISIONS

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Notes



Semi-Annual Meeting – Opening Session

RECORD OF DECISIONS

26 NOVEMBER 2004

ATTENDEES:

Chairperson:	Guy Albert	National President
	Lionel Bourgeois	First Vice-President
	Michel Cataford	Vice-President
	Craig Hawkins	Vice-President
	Joe Johnson	Vice-President
	Bob Burchinshaw	Governor
	Roger Dionne	Governor
	Stan Harry	Governor
	Paul Martin	Governor
	Rhodie Mercer	Governor
	Eric Murray	Governor
	William Paisley	Governor
	Mike Wedge	Governor
	Tom White	Governor
	Robert G. Dale	Honorary President
	Jim McKeachie	Honorary Treasurer
	Jim Ash	Advisory Board
	Gilles Cuerrier	Advisory Board
	Irene R. Doty	Advisory Board
	Harold Fowler	Advisory Board
	Bob Goudie	Advisory Board
	David Hayden	Advisory Board
	Fred Hopkinson	Advisory Board
	Ron Ilko	Advisory Board
	Leonard G. Jenks	Advisory Board
	Robert W. Parsons	Advisory Board
	Peter P. Prescott	Advisory Board
	Maurice Murphy	Chairperson, NL
	John Walker	Chairperson, NS
	Bruce Davison	Chairperson, PE
	Ed Statham	Chairperson, NB
	Edmond Lanthier	Chairperson, QC
	Ralph Thistle	Chairperson, ON
	Tom Beda	Chairperson, NW ON
	Ed deCaux	Chairperson, MB
	Ernie Callow	Chairperson, SK
	Keith Mann	Chairperson, AB
	Geoffrey Johnston	Chairperson, BC
	Jim Mullins	Director, NS
	Dennis MacNeil	Director, NB
	Grant Fabes	Director, QC
	Donald Berrill	Director, ON
	Chuck Verge	Director, ON
	Joan Cameron	Director, NW ON
	Eric Steffensen	Director, AB
	Thomas Holland	Director, BC
	Douglass Sutherland	Director, BC

	David Brown	Executive Director, ON
	Marlene Conway	Treasurer, OPC
	Jerry Elias	Delegate, ON
	Wayne Gouveia	CAMC
	Ron Hockridge	Delegate, AB
	Rod Jones	ON Aerospace Council
	Bob Robert	Associate Executive Director, ON
Military:	Col J.A. Robert Perron	Director Cadets
	LCol Mike Bourduas	Director of Air Cadets
	Maj John Cooper	National Technical Authority
	Maj Pierre Giroux	National Air Coordinator
	Maj Al Wardle	National Cadet Air Operations Officer
	Capt A. Onchulenko	Training Development
Staff:	Jean Mignault	Executive Director
	Steven J. Clark	Chief Administrative Officer
	Chantal Fauvelle	Secretary-Treasurer
	Laureen Nickerson	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.

1.2 Introduction of Delegates and Guests

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

1.3 Administrative Announcements

Events and Arrangements for the weekend were reviewed.

II BUSINESS ARISING

None

III NEW BUSINESS

3.1 REPORT BY THE NATIONAL PRESIDENT

PRESENTED BY G. ALBERT

This report was included in the Meeting Book and highlighted:

- the opening of the new Greenwood Air Cadet Summer Training Centre
- the IACEA conference in Brisbane, Australia. Congratulations were extended to B. Wolfe on being named Vice-President of the association.

3.2 REPORT BY THE DIRECTOR CADETS

PRESENTED BY COL R. PERRON

The PowerPoint presentation has been attached as Appendix A. This report highlighted:

- a. **Last 6 Months.** The new contract for staff cadets provides them indemnification; the Responsibility Matrix focused on the issues of contract vs. MOU and volunteers; the impact of the Economic Review Committee, planning for possible budget reductions.
- b. **Statistics.** Budgetary figures were provided (\$72.4M or 43% spent on Air Cadets); a summary of the Cadet Flying Program was reviewed. He noted that 1 CAD established a Standards and Evaluation Team (SET) in Winnipeg to oversee the Air Cadet Flying Programs; the number of and reasons for RTUs were discussed. Each RTU can cost up to \$10K.
- c. **Director's Issues.** The impact of budget reductions is expected to indirectly affect the cadet budget. A plan to reduce 5% (\$9.7M) must be developed. League input was sought. Issues CIC Occupational Specifications and CIC Training Organizational Review were reported. A review of employing CIs will commence in January. The League grant increase is still on-going and looks positive for next FY.
- d. **Cadet Program Update.** The first principles to be reviewed included: Connectivity (between LHQ and CSTC); Flexibility; and Sustainability. League input by 15 January will be requested.
- e. **Way Ahead.** Timelines for on-going projects were outlined.

3.3 QUESTION PERIOD

Questions were fielded from the members.

RTUs

Various questions arose

Responses:

- Voluntary (60%), Medical and disciplinary (40%)
- These figures do not include staff cadets
- Age was not a factor
- Many cadets are not getting their course preference
- RTUs vary by region: Central is worst (not for Air Cadets). They also have the most problems filling their vacancies

CIC Occupational Specifications

L. Bourgeois questioned if permitting medical waivers would be revisited.

No, the medical and physical fitness standard will be lower than for the Regular Force but a standard will exist. There are also 7000 CIC on the Supp List that could fill the need for units

B. Robert:

OPC funded production of videos of Air Cadet national courses, to be available through their website. They liaised with CO RCSU(C), who approached D Cdts for permission to also go to Eastern Region CSTC. No permission was granted.

Col Robert was unaware of problems getting into RCSU(E); he agreed to work it out for next summer. He asked ACLHQ to re-submit the request.

E. Statham:

An e-learning program was developed for Flying Scholarship training for remote areas. Will this be used?

Col Robert stated that no changes will be implemented before 2007. It shall be reviewed in 2006.

J. Cameron:

The National Biathlon conflicts with the selection boards and effective speaking contest. She questioned if it was possible to have fixed annual dates for the biathlon.

Col Robert indicated that the biathlon is planned nine months in advance. He agreed that a longer warning period will be provided in the future.

L. Bourgeois:

He questioned having the Responsibility Matrix as a contract versus an MOU.

R. Goudie will respond to this first and then Col Robert will comment.

3.4

REPORT ON INSURANCE

PRESENTED BY R. BERCIER

Questions were fielded from the members.

B. Robert / D. Sutherland:

Availability of insurance summary

J. Mignault:

This summary shall be placed on the members-only section of the website.

T. White:

Coverage for AD & D program?

R. Bercier:

Cadets are always covered if participating in a sanctioned activity by the League. Names of participants do not need to be written anywhere, as long as those in command are aware of this activity.

E. Lanthier:

Covered even if ACL approves activity but DND does not?

The policy does not specify that there needs to be a CIC officer on site – cadets can be attending an event with ACL knowledge.

R. Bercier:

Yes

Covered by fund raising activities not approved by DND?

Yes.

G. Johnston:

When does a cadet activity and coverage commence?

R. Bercier:

An activity starts when a cadet leaves home to go directly to the activity. It continues through the whole activity and on the direct way home (no stops).

If picking up/dropping off multiple cadets on the way to/from an activity, this is still considered directly to/from that activity.

Note: This definition is only covered in the accidental death and dismemberment policy.

B. Goudie:

Coverage for volunteers/parents who pick up cadets on the way to an activity.

R. Bercier:

If there is an accident, the individual's vehicle policy will be responsible first.

J. Mignault:
The situation where a volunteer abuses a cadet.

R. Bercier:
Coverage extended only if the volunteer has been registered and screened / known and approved by/to the ACL.

G. Cuerrier:
Coverage for volunteers requested to help with an event who may not be a member of the Sponsoring Committee.

R. Bercier:
Yes, coverage is extended.

3.5 REPORT AND DISCUSSION: THE MATRIX

PRESENTED BY R. GOUDIE

R. Goudie reviewed the discussions and recommendations by the Working Group on eleven issues with a goal of receiving the ACL position on the main three. These main three will be discussed at the upcoming NCC meeting. G. Albert confirmed that the final decision will be the responsibility of the BOG.

The complete presentation has been attached as Appendix B. Topics discussed included:

- a. Contract or MOU
- b. League Indemnification
- c. Termination Date
- d. Breach of Contract
- e. Amendments to Existing Documents
- f. Dispute Resolution
- g. Severability
- h. Volunteers
- i. Bank Account
- j. Supervisory Sponsor
- k. CIC Progression

Col Perron addressed some issues:

- a. Indemnification: the only way DND will agree to full indemnification is for DND to oversee all League operations; the only way to achieve this is to go with a contract.
- b. Contract vs. MOU: assuming the ACL does not want DND to have full oversight or indemnification, either a contract or MOU is possible;
- c. Volunteers: D Cdts, through each CO, must ensure all volunteers have been screened. Either the CO screens directly or the ACL screens and provides proof.

J. Ash clarified that the ACL was not seeking full indemnification but indemnification from those issues over which the ACL has no control.

Col R. Perron stated that he would review the ACL's screening process and, if it meets TB guidelines, he would accept volunteers screened by the ACL. G. Cuerrier expressed surprise over D Cdts lack of awareness of the ACL screening process as it was previously approved by D Cdts and VCDS.

L. Bourgeois questioned if the possibility existed for multiple or separate MOUs or contracts.

CONSENSUS: It was the consensus of the meeting that these recommendations be referred to the Board of Governors.

IV CONCLUSION

4.1 CLOSING REMARKS

G. Albert expressed thanks to R. Goudie for his tremendous work on the matrix and to Col R. Perron and his staff.

4.2 ADJOURNMENT

There being no further business, the chairperson adjourned the meeting at 1245 hours.



Presentation of Reports

RECORD OF DECISIONS
27 NOVEMBER 2004

The Chairperson opened the meeting at 1300 hours.

I ADMINISTRATION

1.1 OPENING REMARKS BY THE CHAIRPERSON

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

1.2 New Items for Agenda

No new items were added.

1.3 Approve Agenda

MOTION: Moved / seconded by C. Hawkins / D. MacNeil that the agenda be approved as distributed. **Carried**

II BUSINESS ARISING

This section was not applicable.

III NEW BUSINESS

3.1 REPORT OF THE BOARD OF GOVERNORS

PRESENTED BY G. ALBERT

The report of the Board of Governors has been attached as Appendix C.

3.2 REPORT OF THE ADVISORY BOARD

PRESENTED BY R. ILKO

This report highlighted:

- a. the high number of ACL trust funds and donations. It was suggested that the Finance Committee should look at these investments through a sub-committee or investment committee, which would oversee the funds to maximize return with minimum risk.

3.3 REPORT OF THE NOMINATING COMMITTEE

PRESENTED BY J. ASH

This report highlighted:

- a. many interviews have been conducted and the nominations are proceeding well.

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

The report of the Provincial Chairpersons Committee has been attached as Appendix E

Regarding user fees, R. Ilko expressed concern that service clubs may not be able to maintain support in future decades and questioned where funds would come from. He suggested that the ACL be pro-active in determining future sources of financial support.

**3.5 REPORT OF THE NATIONAL FLYING COMMITTEE
PRESENTED BY W. PAISLEY**

This report highlighted:

- a. the safety statistics for 2004 and the effectiveness of the changes initiated to improve flight safety;
- b. the on-going maintenance activities and the challenges with SIRP - \$8500/aircraft/year and nine aircraft scheduled this year. New purchases have resulted in a shortfall of \$40K;
- c. a recommended purchase process: prior to a purchase decision, an AME will make an assessment of what is required to bring the aircraft to SIRP. The acquisition decision will then be based on the cost of equipment and estimated cost for repairs. The NFC recommended the BOG accept this new process;
- d. the presentation by Wayne **Gouveia**, CAMC;
- e. the final assessment of the BCPC Wilga trial; BC plans to purchase one aircraft, subject to DND agreement to add to the contract;
- f. the brief by F. Hopkinson, outlining plans to engage 10 Air Cadets and CF staff to build an aircraft next summer, which will be a collaborative effort with CWHM, CAMC, OPC, and Mohawk College. The completed aircraft could then be evaluated for towing, sold, or broken down and re-assembled;
- g. the new tow plane aircraft acquisition;
- h. the recommendation of Maj Cooper to study the supportability of the L-19 engine. He will conduct an L-19 airframe life assessment for the 2005 AGM. In addition, the ILS system required to support the Wilga must be defined and the lifecycle determined before being added to the contract;
- i. the recommendation that a national aircraft replacement strategy be developed by a Working Group of D Cdts and ACL members. The NFC recommended endorsement by the BOG;
- j. the height and weight limitations for Glider Pilot Scholarship candidates;
- k. the Atlantic Region Flying Group and their assessment of operating costs to out-of-region cadets, which remains to be resolved between regions.

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

This report highlighted:

- a. the 81% return rate for ACC9s;
- b. a reminder to PC Chairs that there is a budget line for committee operations to cover costs associated with teleconferences;
- c. the Dery initiative. It was the committee's position that support would be given only if this represents new money. As D Cdts has identified \$12M that can be cut from his budget that doesn't directly impact the cadets, the Finance Committee has amended their original proposal; that if the money does come from D Cdts, then it be a re-allocation of funds from staff and CSTC positions so that the training program not be impacted. LHQ funds shall not be used;
- d. a national registration or activity fee: Most PCs currently have an assessment, however, the Finance Committee was not prepared to currently support a national registration fee. While it was deemed not appropriate at this time, it is expected that such a fee could be considered for possible implementation at some future point;

- e. the operational expenses of ACLHQ: 1/3 of the funding for operating expenses comes from fund raising – campaigns and catalogue. Staff must spend more time fundraising. The committee suggested that ACLHQ could seek a direct financial operational grant from each PC to assist with operations;
- f. the continuing work to develop the guidelines for the legal defence fund;
- g. the new budget cost pressures

3.7 REPORT OF THE NATIONAL FUND RAISING COMMITTEE

PRESENTED BY C. HAWKINS

This report highlighted:

- a. the successful work by ACLHQ staff;
- b. on-going initiatives: the development of a long-range integrated strategic fundraising plan. A prospect search identified 50 groups to be approached for funding to develop a national plan. A sub-committee was struck to develop the approach to go to these 50 groups;
- c. the proposed twonnie-a-night program, where at the of five years, each cadet gets a good portion of their money back. This was viewed as a provincial level program;
- d. other long-term initiatives, including planned giving, which requires a level of expertise the ACL does not currently have;
- e. the enhancement to the on-line catalogue and the new website. This summer, ACLHQ sold catalogue items at various CSTCs. This will be explored further;
- f. the plan for future work with Top Marks for squadron and ACL clothing;
- g. a national raffle: it was deemed not a viable option at this time.

3.8 REPORT OF THE IACEA 2006 PLANNING COMMITTEE

PRESENTED BY M. CATAFORD

This report highlighted:

- a. the event will be held at the Chateau Frontenac, Quebec City, 27 – 31 August 2006;
- b. potential funding from corporations;
- c. the planned itinerary;
- d. invitations will be extended to Past Presidents of the ACL on a cost-recovery basis.

3.9 REPORT OF THE INTERNATIONAL AIR CADET EXCHANGE COMMITTEE

PRESENTED BY M. CATAFORD

This report highlighted:

- a. the RTU of three US cadets;
- b. the election of B. Wolfe as Vice-President of the IACEA.

3.10 REPORT OF THE EDUCATION AND HIGH SCHOOL CREDITS COMMITTEE

PRESENTED BY G. FABES

This report highlighted:

- a. the three tasks agreed to carry out in building resources to be used by provincial contacts:
 - keep up-to-date the status of progress in each province
 - finalize resource bank of websites and contacts in each province
 - begin the process of compiling information within their province/region of post-high school career opportunities in aviation. This would be sent to G. Fabes, who will work with W. Gouveia, to produce national templates of type of careers available.

**3.11 REPORT OF THE NATIONAL EFFECTIVE SPEAKING CONTEST COMMITTEE
PRESENTED BY R. DIONNE**

This report has been attached as Appendix F.

**3.12 REPORT OF THE EMPLOYEE COMPENSATION AND BENEFITS COMMITTEE
PRESENTED BY F. HOPKINSON**

This report highlighted:

- a. the on-going review of the employee compensation package.

**3.13 REPORT OF THE NATIONAL HONOURS AND AWARDS COMMITTEE
PRESENTED BY L.G. JENKS**

This report highlighted:

- a. the Birchall and Dale Scholarships, and the eligibility, application and award process for each;
- b. the change in name of the Continuation Flying Training Awards (CFTA) to Pilot Training Achievement Awards (PTAA). All awards will remain at \$300. It was also agreed that recipient cadets could use these funds to purchase resources or for continuing education related to the advancement of their flying skills;
- c. the on-going work to improve the presentation and display of the Medal of Honour;
- d. the Royal Canadian Legion Cadet of the Year Award: each PC shall submit the name of their top cadet and substantiate their choice to the Honours and Awards Committee by 1 June, which will consider submissions at the AGM and choose the top cadet for 11 Nov event. A formal announcement to PC Chairs will be forthcoming.

**3.14 REPORT OF THE INSURANCE COMMITTEE
PRESENTED BY J. JOHNSON**

This report highlighted:

- a. thanks to J. Mignault and R. Patton;
- b. the insurance summary, which will be distributed shortly.

**3.15 REPORT OF THE POLICY AND PROCEDURES COMMITTEE
PRESENTED BY J. JOHNSON**

This report highlighted:

- a. the current work on the by-laws, which will affect the Policy and Procedures manual;
- b. the outstanding amendments to the on-line version;
- c. the review of the current manual by B. Burchinshaw.

**3.16 REPORT OF THE LEAGUE/DND WORKING GROUP ON THE PARTNERSHIP
PRESENTED BY B. GOUDIE**

This report was presented during the Opening Session and has been attached as Appendix B.

**3.17 REPORT OF THE MEMBER REGISTRATION AND SCREENING COMMITTEE
PRESENTED BY E. MURRAY**

This report highlighted:

- a. the complete MRS package, including the registration form, renewal form, sponsoring committee renewal form and letter of rejection;
- b. this package will now be included in the on-line Policy and Procedures manual;
- c. the poor survey response from Provincial Committees.

**3.18 REPORT OF THE RECRUITING AND RETENTION COMMITTEE
PRESENTED BY E. MURRAY**

This report highlighted:

- a. the change of focus to retention over recruiting;
- b. the need to find out why so many cadets leave during their first year. Each Provincial Chair will receive a questionnaire to complete. A statistical review will then be conducted by the committee, to be presented during the 2005 AGM.

**3.19 REPORT OF THE PUBLIC RELATIONS AND IMAGE COMMITTEE
PRESENTED BY M. WEDGE**

This report highlighted:

- a. the development of objectives to increase the profile of the organization.
- b. the creation of the PR-NET, open to everyone, to share best practices;
- c. the commitment to develop a strategic document for Air Cadet Week;
- d. the positive local and national TV coverage for the recent Birchall donation.

I. Doty challenged the committee to develop something to let females know that they are an essential part of the organization.

L. Bourgeois recounted that Air Cadet Week slated for January 2005 proved unfeasible and recommended that it be led by the ACL and be conducted provincially at a time decided by the Provincial Committees. LCol M. Bourduas will discuss with his counterparts the issue of continuing with a combined event.

J. McKeachie recommended a combined Air Cadet Week with Battle of Britain ceremonies, which are already organized.

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

This report highlighted:

- a. the new course names: Flying Pilot Scholarship, Glider Pilot Scholarship, Oshkosh Trip;
- b. the height/weight limitations for the Pilot Scholarships;
- c. the ATC exam and revised scoring sheets.

**3.21 REPORT OF THE TRAINING COMMITTEE
PRESENTED BY T. WHITE**

This report highlighted:

- a. the completion of the CIC training program review, which will result in cadets and CIC officers receiving more information on the League.

**3.22 AGM 2005
PRESENTED BY K. MANN**

The 2005 AGM shall be held in Calgary at the Blackfoot Inn, from Thursday 9 June to Sunday, 12 June. Spousal program tours are being developed.

IV CONCLUSION

4.1 GOOD AND WELFARE OF THE AIR CADET LEAGUE OF CANADA

I. Doty read a poem, penned by WOII Elicia Houle of No. 828 Hurricane RCACS, Delta, BC, which was judged national runner-up in the senior category of the 2004 Royal Canadian Legion poetry contest. It is attached as Appendix G.

4.2 CLOSING REMARKS

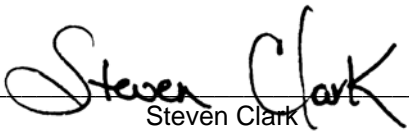
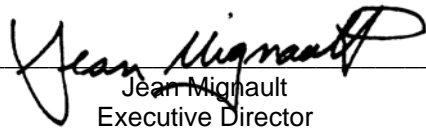

The Chairperson encouraged all members to continue their good work for the benefit of our Air Cadets. He extended thanks and appreciation to our military partners.

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 Calgary, AB, 9 – 12 June 2005.

4.4 ADJOURNMENT

There being no further business, the Chairperson adjourned the meeting at 1645 hours.


Steven Clark
Chief Administrative Officer
Jean Mignault
Executive Director
Guy Albert
President



Presentation: Director of Cadets

26 NOVEMBER 2004

Appendix A

Slide 1: Outline

- Last 6 Months
- Some Statistics
- Director's Issues
- Cadet Program Update
- Way Ahead
- Questions

Slide 2: Last 6 Months

- End of Year Report (FY 03/04)
- New contract for staff cadets
- Indemnify the staff cadets
- Responsibility Matrix
- Good progress, still have some issues:
- Contract vs. MOU, 3 Documents, Volunteers
- Cadet Program Parameters
- CIC Trg and Occupation Specifications
- Economic Review Committee Impact

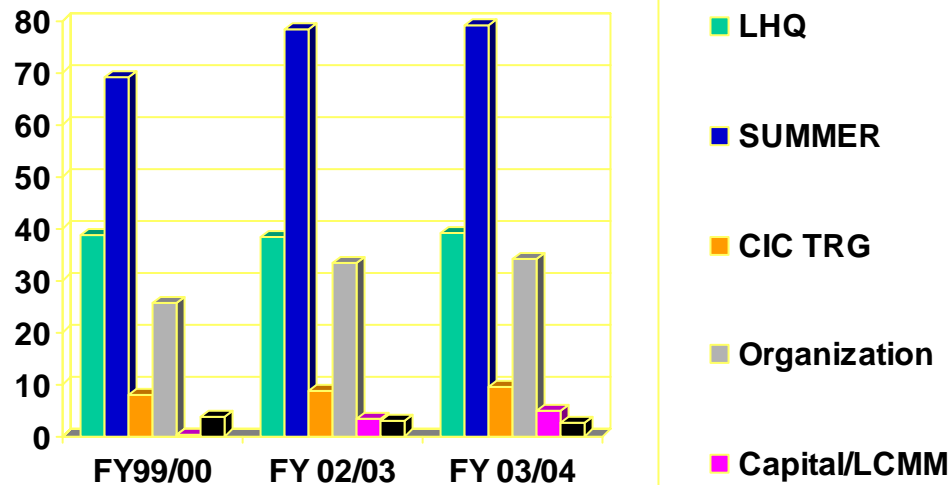
Slide 3: End of Year Stats DND Cadet Program 03/04

<u>Personnel</u>	97,559 (K)
<u>Operating</u>	67,182 (K)
<u>Grants</u>	750 (K)
<u>Capital</u>	3,423 (K)
<u>Total</u>	\$168,914 (K)

Slide 4: Stats for Apr 03 to Mar 04

	\$ M 03-04	% \$ 03-04	Population (Parade State)		
			% (Jun 03)	Jun 03	Jun 04
Sea	35.1	20.7	18.6	10,248 (+0.6%)	10,344 (+0.9%)
Army	61.4	36.4	36.6	20,112 (+3.2%)	19,934 (-0.9%)
Air	72.4	42.9	44.8	24,622 (+1.1%)	24,467 (-0.6%)
Total	168.9			54,982 (+1.8%)	54,745 (-0.4%)

Slide 5: LHQ vs. Summer Trg



Slide 6: Cadet Flying Program

	Flights 03	Hours 03	10 Yrs Avg	Accidents		
				03	04	10 Avg
Glider	57,519	9,909	9,510	7	1	2
Tow Planes	44,062	7,159	7,017	0	0	1
Power Scholarship	N/A	250x48	12,000	1	1	1

Flight Safety: 1 CAD established a Standards and Evaluation Team (SET) in Winnipeg to oversee the Air Cadet Flying Programs

Slide 7: EYR Issues

- Returns to Units (RTU) from CSTCs
- 23,633 cadets planned for Summer 03
- 250 no shows
- 814 RTUs
- 22,569 cadets completed training
- During Summer 04, another 906 RTUs

Slide 8: Director's Issues

- Economic Review Committee Exercise
- Use your inputs from my letter to League Presidents in May 04 on:
 - What activity/trade represent the core of the Sea/Army/Air Cadet Program
 - What would be the first activity to go should the current program become unaffordable?

- So far, Cadet Program has been shielded
- Likely to be at least indirect impact to CP

Slide 9: ISSUE – Taking Care of the CIC

- CIC MOS
 - Occupational Analysis completed in May 01
 - Occupational Specifications (OS) approved on 8 Nov 04
 - Training for LHQ positions under development
 - OS Implementation Phase (OSIP) to begin soon
- CIC Training Organizational Review
 - One national training standard
 - Originally approved by VCDS in Mar 04
 - Modifications approved in Oct 04
 - Scheduled to stand-up on 1 Sep 05

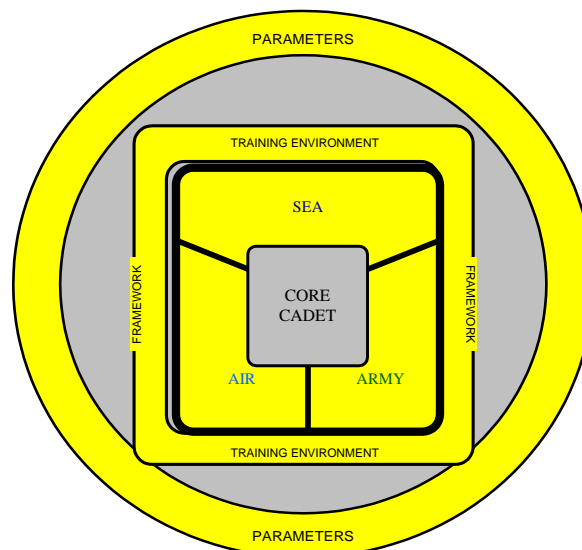
Slide 10: Other Issues

- Leagues Grant Increase
 - TB submission on-going
- Infrastructure Reduction
 - Last year of operation: Lac Sebastien (2003), Qu'Appelle (2004), Cap-Chat (2005)
- Infrastructure Review

Slide 11: Cadet Programme Update First Principles

- Connectivity (LHQ and CSTC)
- Flexibility (Elemental Flavour + institutionalize a finite number of choices)
- Sustainability

Slide 12: Cadet Program – Components



Slide 13: Cadet Program Parameters

- Four page document
- 3 Traditional Aims
- Mission and Vision
- Intended Participation Outcomes
- Strategic Assumptions/Limitations

Slide 14: Cadet Program Parameters – Participation Outcomes

- Emotional and Physical Well-being
- Social Competence
- Cognitive Competence
- Proactive Citizenship
- Understanding the Canadian Forces

Slide 15: Way Ahead

- Cadet Programme is basically frozen until 2007
 - No unnecessary changes
 - Need resources to prepare future
- CIC Occupation Specification Implementation Plan – 04/05
- New CIC Training Organization – Sep 05
- Cadet Program Update – MACRO Level – Dec 05
- Electronic Age Transformation:
 - CADETNET in Mar 01
 - Reserve Pay system for CICs in Jan 05
 - FORTRESS in Sep 05
- A very ambitious year ahead!



Presentation: Responsibility Matrix

26 NOVEMBER 2004

Appendix B

1. Contract vs. MOU

Background

Until this spring the WG was expecting the usual MOU approach to confirm the Responsibility Matrix. DND legal advisor recommended a contract and offered to produce a draft. League Hon. Solicitor advises MOU has essence of contract and suggested several amendments which would apply to either format. DND asked to clarify legal differences between formats.

Pro

- Incorporating Matrix into contract/MOU would give provisions force of law
- May be no legal difference between formats

Con

- Incorporating Matrix into contract/MOU would give provision force of law
- May have undesirable consequences

Options

- Proceed with either contract or MOU as deemed appropriate with Matrix integrated
- Proceed with either contract or MOU with Matrix attached as guideline document
- Proceed without contract or MOU
- Approve Matrix & distribute under memo co-signed by VCDS & League Presidents
- Other

2. League Indemnification

Background

Following meetings with Justice in Dec 02 and at SAM 03 it was agreed that a clause in the then MOU indemnifying the Leagues could be a viable approach. Current legal advisor to DG Reserves & Cadets now suggests indemnification should be pursued with TB separately. ACL views as essential. Would apply only when it is clear that Leagues had no knowledge or involvement in litigated issue.

Pro

Severing indemnification would allow for earlier approval of contract/MOU

Con

- Severance would delay indemnification for indeterminate time
- Lack of indemnification puts viability of Leagues at ever increasing risk

Options

- Delay indemnification to a later time
- Insist that must be part of any agreement with DND
- DND undertaking in contract/MOU
- Other

3. Termination Date

Background

Generally, formal agreements include a definite timeline with provision for renewal on the same or other terms acceptable to both parties. Such a clause is lacking in the current draft.

Pro

- Agreement continues indeterminably

Con

- No provision for regular review
- Lack of opportunity to change terms

Options

- Request a five-year timeline
- Request a three-year timeline
- Proceed without distinct renewal clause
- Other

4. Breach of Contract

Background

The current draft does not indicate what happens in the event of a breach of any of its provisions. Nor does it provide for a notice period within which to remedy such breach.

Pro

- There are no positive aspects to this omission

Con

- Breaches could occur with impunity
- Lack of discipline in process could lead to unnecessary strife between parties at all levels

Options

- Accept lack of breach/remedy provision
- Insist on need for precision in identifying and remedying breaches
- Other

5. Amendments to Existing Documents

Background

Throughout the deliberations of the WG (and its predecessor PAT Team) it was always understood that existing regulations, policies and admin orders, etc. would be amended to reflect the provisions of the final agreement. The draft contract is silent on this issue.

Pro

- There are no positive aspects to the omission of a clause to amend relevant regulations, policies & orders

Con

- The contract/MOU would be ineffectual without bringing existing documents into line with its provisions

Options

- Proceed without undertaking to update existing relevant documents
- Insist on need to bring existing documents (including League Charter, By-laws and policies) into line with agreement
- Other

6. Dispute Resolution

Background

Section 13 of the draft contract states that disagreements on the application or interpretation of its terms will first be dealt with through negotiation and failing that proceed to mediation. However, it is silent on the use of binding arbitration if mediation does not resolve the problem.

Pro

- Binding arbitration would provide finality

Con

- Arbitration can be time consuming
- Each party covers own costs

Options

- Proceed without arbitration process
- Refer unresolved mediation issues to NCC for decision
- Ask WG to consider other alternatives
- Other

7. Severability

Background

Section 14 provides that if any provision (s) is held to be invalid or unenforceable it (they) is deemed to be deleted and all other provisions remain in full force and effect. This should be expanded to provide for renegotiation of affected provision to extent legally possible.

Pro

- Renegotiation of affected provision would serve to maintain the spirit and intent of the contract to the extent legally possible

Con

- Absence of such provision could render contract ineffectual over time

Options

- Accept Section 14 as written
- Add "In such circumstances, however, the parties will negotiate another provision to be substituted for the invalid or unenforceable provision to the extent legally possible to reflect the spirit and intent of the contract or the affected part or provision of the contract."
- Other

8. Volunteers

Background

A decision was taken at the 2003 SAM and reconfirmed at the 2004 AGM that the League did not wish to be responsible for volunteers reporting to the Sqn COs. Consequently Section 3 of the Matrix was rewritten to provide that all volunteers assisting the Sqn are to be screened and administered by DND at the local level. It appears that there may be renewed interest by the Provincial Committees in having the Sponsoring Committees become responsible for the provision of all volunteers.

Pro

- League responsibility for volunteers would reinforce its role in the partnership
- “DND” volunteers have access to TB policy

Con

- DND responsibility for volunteers could limit League’s role to the provision of funding to Sqns
- League responsibility could impact insurances

Options

- Retain Section 3 as written
- Assume responsibility for volunteers
- Develop compromise position
- Other

9. Bank Account

Background

A specific responsibility of the Sponsoring Committee is to manage the Sqn bank account. The wording of Sec. 7.5 is being interpreted as giving the CO a role when it states “Review the status of the bank account relative to the budget.....”

Pro

- The CO needs a regular update on the budget relative to the training program

Con

- He does not require role in bank account

Options

- Reword Sec. 7.5 to read “Review the status of the training program relative to the budget with the Sponsoring Committee/Branch on a regular basis
- Include similar wording under League – Local
- Other

10. Supervisory Sponsor

Background

The only reference to “Supervisory Sponsor” is found in the definition of Sponsor. The term is also found in QR (Cadets) & League By-laws. However, it is never used.

Pro

- The term originally indicated a role and responsibility assumed by the League

Con

- The term has not been used in recent memory and is probably redundant

Options

- Status quo
- Remove from draft contract
- Follow-up amendment to By-laws
- Other

11. CIC Progression

Background

Following decisions taken at the 2003 SAM and confirmed at the 2004 AGM DND was advised that the League no longer wanted to sign off on CIC appointments and promotions. A new consultation process was drafted but has not yet been approved. The other Leagues may be rethinking their positions on this issue.

Pro

- May limit League liability

Con

- Reduces League role in enrolment process

Options

- Stand by original decision
- Seek early approval of new consultation process
- Agree to review position if requested by other Leagues
- Delete



Board of Governors

RECORD OF DECISIONS

26 – 27 NOVEMBER 2004

APPENDIX C

ATTENDEES:

Chairperson:	G. Albert	National President
Members:	L. Bourgeois	First Vice-President
	M. Cataford	Vice-President
	C. Hawkins	Vice-President
	J. Johnson	Vice-President
	B. Burchinshaw	Governor
	R. Dionne	Governor
	S. Harry	Governor
	P. Martin	Governor
	R. Mercer	Governor
	E. Murray	Governor
	W. Paisley	Governor
	M. Wedge	Governor
	T. White	Governor
Staff:	J. Mignault	Executive Director
	S. Clark	Chief Administrative Officer
Guests:	J. Ash	By-Laws Committee
	M. Conway	OPC Finance Chair
	J.R. Goudie	Matrix Discussion
	R. Jones	Ontario Aerospace Council
Absent:	B. Bondarevich	Governor
	B. Wolfe	Past President

The Chairperson opened the meeting at 1400 hours

I ADMINISTRATION

1.1 Opening Remarks by the Chairperson

A welcome was extended. The continued improvement with the committee system and communications was noted.

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

- 3.8 Atlantic Flying Committee
- 3.9 Glider Insurance
- 3.10 Air Cadet Long Service Medal

1.5 Approval of Agenda

MOTION: Moved/seconded by C. Hawkins / P. Martin that the Agenda be approved as amended. **Carried 13/0/0**

1.6 Approval of the Record of Decisions of 20 October 2004

MOTION: Moved/seconded by P. Martin / W. Paisley that the Record of Decisions for the Board of Governors meeting of 20 October 2004 be approved as distributed. **Carried 13/0/0**

II BUSINESS ARISING

2.1 User Fees / Membership Fees

C. Hawkins reported that the Finance Committee was not prepared to recommend the imposition of a national, mandated registration and/or user fee at this time. They shall, however, continue to explore other ways to fund the national office as it is required. The wording in the PR pamphlet regarding the cost to join the program was also discussed.

2.2 RCL Cadet of the Year

The top cadet from SLC represented the ACL at 2004 Remembrance Day ceremonies. This is expected to change for next year as the Honours and Awards Committee is developing criteria for future selection of the top Air Cadet.

It was further recommended that the ACL lay a wreath during the ceremony, recognizing the contributions of Air Cadets in past wars.

2.3 IACEA 2006

C. Hawkins reported that the itinerary has been confirmed. Potential sponsors have been identified. S. Clark was tasked to develop, by the 2005 AGM, a draft presentation to be screened for the delegates of the 2005 IACEA Conference. The focus will be on cadet activities, the exchange and Quebec City.

2.4 Robert and Mary Dale Scholarship

Honorary President Robert G. Dale and Mary Dale have donated \$50K to establish a scholarship for Air Cadets. The Honours and Awards Committee is developing selection criteria.

2.5 Website Update

S. Clark reported on the recent changes to the site. In addition to a new look-and-feel for the entire site, squadrons can now log-in to a restricted site to amend their own contact information, as can ACL members; on-line donations can also be accepted. Work remains on getting the new catalogue on-line and developing separate Provincial

Committee forums within the members-only section. The Policy and Procedures manual remains to be updated.

2.6 Legal Defence Fund

The Legal Defence Fund now stands at \$77K; the goal of \$100K will be nearly achieved if all Provincial Committees agree to forward \$1/cadet. The guidelines for management of the fund remain to be finalized.

In response to a query by J. Johnson, no special thank you has yet been forwarded to Mr. McCarthy, the donor of the aircraft. The Honours and Awards Committee previously agreed to propose an appropriate method of recognition.

2.7 Birchall Scholarship

In addition to the current \$22K, Mrs. Birchall shall be donating \$100K during the President's Dinner to this fund.

2.8 Local Volunteers

No update to report.

2.9 By-Laws Update

J. Ash distributed the draft proposed By-laws and summarized the By-Laws Committee's progress. He is working to determine which items need to be included in the by-laws and which ones could exist only in the Policy and Procedures manual. Discussion touched on numerous topics but focused on classes of membership and membership dues.

2.10 National Fund Raising

J. Mignault summarized the progress to date. Immediate plans include an AFAC mailing in January (cost of \$5K-\$6K), however, he predicted that the target would probably not be achieved this year.

2.11 Déry Initiative

This issue shall be discussed at NCC. The ACL does not support this initiative unless it is either an influx of additional funds or a re-direct of existing funds achieved through the rationalization of current levels of HQ staffing; no reduction of summer training billets or negative impact on the LHQ program would be acceptable. Further, if the other two Leagues pursue this regardless, it must be at the expense of existing Army and Navy League programs.

MOTION: Moved / seconded by P. Martin / R. Dionne that the ACL retain their original position on the Déry Initiative, however, should DND be able to guarantee that monies would not come from the delivery of the cadet program and would result in no negative impact on the Air Cadet training program, the ACL would offer its support. **Carried 13/0/0**

Concerns were voiced, however, on the long-term effect of receiving funds (possible elimination of free services, such as rent and telecommunications) and responsibility for financial reporting. Discussion followed on the potential situation where one or two Leagues opted not to receive funds. LCol M. Bourduas was unable to confirm DND's position on this. Further discussion with the PC Chairs on this initiative will be necessary before a final decision can be taken.

2.12 Status of CIs as Covered by DND for Liability - Update

This issue shall be discussed by the Working Group on the Partnership.

2.13 Matrix Discussion

J.R. Goudie led the discussion on the responsibility matrix. He questioned whether the ACL moves forward with one document now (MOU), which would encompass the matrix and indemnification, or should the ACL proceed with an MOU on the matrix and a separate MOU on indemnification. His concern with the latter option was the possibility that the second MOU on indemnification would never be finalized. L. Bourgeois suggested that the two be separate but tied, that they be signed at the same time.

Contract vs. MOU: It was felt that a contract would make the ACL subservient to DND. J.R. Goudie cautioned that numerous controls would be in place with a contract although R. Mercer noted that an MOU could be open to interpretation. It was decided that the ACL wanted an MOU rather than a contract.

League Indemnification: Indemnification is being sought in those situations where the League has not had any involvement or responsibility. The ACL will agree to one document, rather than separate MOU and indemnification documents, with indemnification to be actively pursued through Treasury Board within a given timeframe; six months was proposed.

Decision: The ACL supports, in principle, the matrix and will be prepared to sign a single MOU with the understanding that we receive limited indemnification under Treasury Board guidelines prior to signing the MOU.

Termination Date: A five-year timeline shall be requested.

Breach of Contract: Not required

Amendments to Existing Documents: J.R. Goudie shall continue to pursue.

Dispute Resolution: This shall be pursued to resolve disputes between individuals.

Severability: Not applicable

Volunteers: The BOG recommended a pool of volunteers administered by DND. This may require an amendment to the ACL's form to have it conform to Treasury Board guidelines. P. Martin recommended a review of our existing registration and screening process.

Bank Account: It was felt that the squadron CO had no requirement to access the bank account. As such, the ACC9 would require an amendment to remove this signature.

Supervisory Sponsor: It was recommended that the By-laws Committee review this term.

CIC Progression: This issue of signing forms regarding CIC officers' promotions/appointments raises potential liability issues. No recommendation by the BOG was forthcoming.

III NEW BUSINESS

3.1 Financial Update and Quarter II Report

Results to 30 September 2004 are encouraging. While it is too early to predict an end-of-the-year position, J. Mignault remained positive about a small surplus.

C. Hawkins noted the optimistic goals of ACLHQ, particularly with the catalogue sales, stating that it would be a challenge. He was concerned with the amount of staff time required to achieve the target.

3.2 Approval of terms of Reference – NFC

W. Paisley revised the NFC Terms of Reference to amend the summer training course title changes: Flying Scholarship becomes Power Pilot Scholarship; Glider Scholarship becomes Glider Pilot Scholarship. It also addresses issues of Flight Safety and asset procurement.

MOTION: Moved/seconded by L. Bourgeois/ W. Paisley that the revised Terms of Reference for the NFC be approved. **Carried 13/0/0**

3.3 Arrow Alliance Fundraising Opportunity

Provincial Committees and squadrons were advised of this optional fundraising activity. Those opting to participate shall liaise directly with the Arrow Alliance representative.

3.4 SAM 2005 – Date and Location

The BOG approved the dates of 17 – 19 November for the 2005 SAM, to be held at the Hampton Inn Ottawa.

3.5 Ontario Aerospace Council

Rod Jones, Executive Director of the Ontario Aerospace Council, and Marlene Conway, OPC Finance Chair, made a presentation promoting the establishment for a formal relationship between our two organizations; the reasons being:

1. to create a symbiotic relationship. The OAC is looking for aerospace-oriented individuals to become part of the industry;
2. to develop long-term planning for funding new programs and opportunities for Air Cadets.

A previous meeting was held to determine the needs of the individual stakeholders. A funding proposal has been submitted through the Canadian Aviation Maintenance Council (CAMC) to conduct a national needs identification survey through a series of provincial workshops. It is hoped that a number of MOUs will result (national and provincial), and the funding to develop pilot programs within the provinces, be obtained. Rod Jones spoke about the importance of youth career awareness. J. Mignault relayed the industry concern of the future shortage of skilled labour.

L. Bourgeois questioned what potential opportunities were envisioned by the OAC. R. Jones noted plans for learning initiatives, such as the aircraft assembly project and plant visits, and the intent to determine what programs each stakeholder would find valuable.

L. Bourgeois asked about their plans to package and distribute information. R. Jones responded that the intent is to task provincial Aerospace associations with contacting Provincial Committees to discuss opportunities; some squadrons would also be invited to participate. C. Hawkins also suggested speaking with graduates and staff of the Technical Training Course.

An agreement in principle for this joint association was requested. G. Albert committed to looking at creating the support needed.

3.6 AGM 2007 – Site Selection

A proposal has been received from the MBPC. The recommendations have been received and a final recommendation proposed for approval at an upcoming BOG teleconference.

3.7 AFAC Letter re: CFTA

The AFAC has requested the CFTA award be renamed Pilot Achievement Award. They further requested that the restrictions for the use of the money be relaxed.

MOTION: Moved / seconded by G. Albert / J. Johnson that the recommendations of the AFAC regarding the CFTAs, the change in name and restrictions, be accepted. **Carried 13/0/0**

3.8 Atlantic Flying Committee

E. Murray noted that the AFC required \$100/cadet attending the Glider Pilot Scholarship to assist with L-19 costs, such as engine overhauls. This would also apply to cadets from other regions. For 2004, this figure unexpectedly rose to \$300/cadet because of the removal of the rental income on the aircraft. He questioned why NL would be required to pay for L-19s from other Atlantic provinces, especially in light of the fact that they are also used for spring and fall famils. NLPC has requested the business plan and budget prior to issuing payment. His concern was the impact on future NL Glider Pilot Scholarship candidates should this bill remain outstanding.

As this matter was a regional one, G. Albert volunteered to speak with each Atlantic Region Provincial Chair and encourage them to resolve this matter.

3.9 Glider Insurance

E. Murray spoke about problems regarding the timing of the insurance bills. J. Mignault shall investigate.

3.10 Air Cadet Long Service Medal

T. White spoke about this Army Cadet League medal and suggested that it would be excellent for cadet recruiting and retention. The ACL did not approve this medal at the 2004 AGM but did agree to review the Army Cadet League trial program for possible future re-consideration.

IV CONCLUSION

4.1 Good and Welfare of the Air Cadet League

Parental Information Package

LCol M. Bourduas reported that a package is being developed, which will outline responsibilities, expectations, and obligations. It shall be available on-line.

Email Guidelines

M. Cataford recommended that guidelines be developed, especially when requesting responses (minimum timeline) and regarding when decisions shall be made.

Birchall Donation

J. Mignault noted the excellent PR from the CJOH-TV news clip on the recent \$100K donation.

Joint BOG / PC Chairs Meeting

L. Bourgeois felt this meeting should be made mandatory rather than "as required".

Provincial Committee Reports

L. Bourgeois suggested that each Provincial Committee should provide a brief report

on events, activities, new initiative and successes throughout the past 6 months or year. Much could be learned from the exchange of information.

Air Cadet League Hat

L. Bourgeois displayed the new, optional ACL hat (\$29) and badge (\$11.50). The hat is identical to the AFAC wedge.

Nominating Committee

G. Albert noted that the committee is looking at alternative arrangements for holding interviews that would not impact scheduled meetings.

Honours and Awards Presentation

a. Scholarships: L.G. Jenks provided an update on the work of this committee. A summary of two awards, A/C Leonard and Kathleen Birchall and the Robert and Mary Dale Scholarships, has been attached. Applications will be distributed to each Provincial Committee and squadrons; the Honours and Awards Committee will review all applications and select the recipients.

L.G. Jenks suggested for consideration whether an Ad Hoc Committee of the Finance Committee should have oversight of the investments.

b. Medal of Honour: The Honours and Awards Committee have reviewed various samples for presenting and displaying this medal. The consensus was for a rich-looking case, blue leather, with a gold ACL logo. The medal and citation would be inside. This is still a work in progress.

c. Air Cadet Long Service Medal: The information will be passed to the Honours and Awards Committee for consideration following the Army Cadet League trial.

d. Donor Recognition: Mr. McCarthy, donor of the aircraft to the ACL, shall receive a Presidential Citation.

e. AFAC CFTA Request: The Committee agreed with the request to change the name to Pilot Achievement Award and that the value of the award remains at \$300.

f. Royal Canadian Legion Cadet of the Year: Each Provincial Committee shall be challenged to submit the name and substantiation of their top cadet to the Honours and Awards Committee by 1 June. Criteria shall not be standardized – each Provincial Committee can choose their own method of determining their top cadet. All submissions shall be reviewed at the AGM.

Suggestions should be sent to B. Wolfe as soon as possible. It is intended to have the final draft available in February 2005.

MOTION: Moved / seconded by S. Harry / R. Dionne that the BOG supported the concept of a top cadet from each Provincial Committee, with the top national cadet to be determined by the Honours and Awards Committee.

Carried 13/0/0

4.2 Closing Remarks

G. Albert thanked the members for their contributions.

4.3 Date and Time of Next Meeting

The next meeting of the Board of Governors shall be on Saturday, 15 January 2005.

4.4 Adjournment

There being no further business, the Chairperson closed the meeting at 1200 hours.

2004 Semi-Annual Meeting of Governors and Committees



Joint Session

BOG and PC Chairs

RECORD OF DECISIONS

27 NOVEMBER 2004

APPENDIX D

Two Issues were discussed:

1. Membership/Registration Fee

No mandatory fee shall be instituted, however, there is no ACL restriction on what Provincial Committees or Sponsoring Committees can charge as a fee. Public perception was deemed to be a serious consideration. The BOG is seeking the stance of the PC Chairs following the report of the National Finance Committee.

2. Legal Defence Fund

The BOG had sought the PC Chairs decision on whether to set up a permanent Legal Defence Fund. Pending final confirmation, D. MacNeil relayed their consensus to cap the fund at \$100K; this would necessitate an assessment of \$1/cadet this year. It was further noted that the BOG must not seek additional money unless the fund falls below \$80K. Specific guidelines must also be drawn up regarding the use of the fund. A report should follow at the 2005 AGM.



Provincial Committee Chairpersons

RECORD OF DECISIONS

26 NOVEMBER 2004

APPENDIX E

I ADMINISTRATION

Called to order by Dennis MacNeil at 14:02 all ten provinces in attendance

There were a number of items added to the agenda.

- 1) Volunteer screening
- 2) Criteria for cadet of the year
- 3) CFTA
- 4) Air Cadet week
- 5) Cadet service medal
- 6) Biathlon

Approval of the agenda

II BUSINESS ARISING

Business arising from the last teleconference and subsequent meetings. NONE

Ask why we have not got answer from BOG to our question on user fees.

III NEW BUSINESS

- 3.1 BC explained the problems they had with the insurance and the end result after they questioned Jean about it.
- 3.2 BC explained how they had established their user fees in BC. Also the response they had gotten.
- 3.3 Excellent presentation by Marlene Conway with regards to the Star Choice Satellite systems.
- 3.4 Rod Jones, ON Aerospace Council gave an excellent presentation on how they have put together a proposal to determine the resources to develop their program. Goal to come up with specific provincial proposals.
- 3.5 BC explained about their trial of the Wilga Aircraft and that they will be purchasing one if they can get it on the MOA. \$185,000 US.
- 3.6 BC questioned the purpose of advertising to get more Cadets when we can't get enough on course already.
- 3.7 Volunteer screening, Alberta wants us to be given clear direction on what format we

are expected to use. (i.e. CPIC everyone or not)

- 3.8 Criteria for cadet of the year hasn't been released yet.

- 3.9 CFTA in BOG record of decisions page 29 was discussion about changes to award criteria. We wanted input into this.

Honours and Awards gave us a clear answer at the committee reports meeting.

- 3.10 There was a motion by NL Maurice Murphy seconded by Edmond Lanthier that cadet week be a week in Oct.

At the BOG and PC chairs meeting it was agreed to let every province pick their own week in the fall of the year.

- 3.11 Cadet service medal it was recommended to the BOG that we follow the Army League and have a cadet service medal.

- 3.12 NW ON would like to see a specific date set for every year for the Biathlon so they could set their review boards and not interfere with Biathlon.

- 3.13 BC reported that the Wings over Canada program was now complete they will send out the date when it can be viewed as soon as they know it.



Effective Speaking Contest

RECORD OF DECISIONS
25 NOVEMBER 2004

APPENDIX F

ATTENDEES:

Chairperson: R. Dionne

Members: D. Berrill
J. Cameron
H. Fowler
K. Mann
E. Murray
D. Sutherland
R. Thistle

I ADMINISTRATION

- 1.1 Welcome from the Chair - Roger took a moment to welcome all the members that attended, and provided some opening remarks on the meeting to come.
- 1.2 Acceptance of Agenda - On a motion by Doug, seconded by Ralph the agenda was approved with the following additions:
 - a. Requirement for two sets of judges during competition;
 - b. Cadet Biathlon conflicts
 - c. Setting the planning meeting the day before the next national competition.
 - d. Renaming the competition.

II BUSINESS ARISING

- 2.1 Item 2.3 (June 17th 2004) – Noted that the winner of the national effective speaking competition would speak at the Presidents dinner at the AGM. Some question as to whether this was adopted by the BOG. Noted that the Record of Decisions was adopted.
Discussion:
 - a. President's Dinner at the AGM is normally a relatively long event; and while the cadet attending is being honoured and asked to do another speech; his peers are normally attending a relaxed and fun event put on by the host committee;
 - b. It was the consensus of the members present that Air Cadets is intended to be an enjoyable activity ... and in this case the winning cadet would most likely rather be with his/her peers; rather than at the dinner.

Resolution by consensus: *That the winning ES cadet be allowed to remain with his/her peers during the President's dinner – and not speak.*

- c. Item 2.2 (June 17th 2004) - Noted discussion of a one page application form for registration in the ES competition. Doug produced an example of the new application

form and noted that the British Columbia ACL website has a downloadable version of the form. Doug will forward this new form to Steven in the ACL National Office for inclusion on the website. (Microsoft Word version and PDF file)

- d. Item 3.2 (June 17th 2004) – Discussion involving the 3 year rule for entrance in the competition by previous winners. Roger confirmed that the changes in the minutes are now in place.
- e. Item 3.5 (June 17th 2004) – Discussion on how to get new topics for both prepared and impromptu speeches. Recommendation that the provincial ES chairpersons bring 5 topics for each of the prepared and impromptu elements of the ES competition to the annual meeting for use in subsequent years. Request that these get forwarded to the chairperson (Roger) prior to the AGM.

III NEW BUSINESS

- 3.1 Discussion regarding an email received by Roger questioning whether we should utilize two sets of judges for the National ES Finals – one for the prepared portion and one for the impromptu.

Resolution by Consensus: One set of judges is all that is required. The National Competition should mirror the Provincial Competitions.

- 3.2 Information on WestJet Airlines items.
 - a. There have been changes in the departments and personnel from WestJet that manage the ACL items.
 - b. For our SAGM and AGM meetings WestJet will offer a 15% reduction in their regular fares or seat sale pricing to anyone attending the ACL National SAGM and AGM. There are some specific requirements:
 - i. No Air Miles can be utilized or gained by these tickets;
 - ii. There is a specific form to be filled out by anyone requesting these discounted tickets – that must be forwarded to a specific department within WestJet.
 - iii. If 50 people take advantage of the program, WestJet will provide a free ticket to their Canadian destinations for the use of the ACL.
 - c. For each cadet attending the AGM, Harold is hopeful that they will get a free return ticket for all cadets attending courtesy of WestJet. In the past year each provincial ES committee would forward the special form for each cadet to Steven at ACL National, who would then forward it to WestJet for processing. Last year WestJet contacted the cadets directly regarding their tickets; however it will not likely happen that way this year.
 - d. A parent of each attending cadet can apply for the reduced fare noted in item 8.b above.
 - e. Provincial Chairpersons are reminded to forward the name of their candidate for the National ES Competition to Steven ASAP after their provincial competitions.
 - f. Other thoughts for support from WestJet;
 - i. Change the name of the current ES trophy to reflect WestJet's sponsorship;
 - ii. Ask WestJet to supply each cadet taking part at the national level a watch with the WestJet logo.
 - iii. Ask WestJet to supply one free round trip airline ticket to the winner in place of the watches.
 - b. Harold will advise of the outcome of the meeting.
- 3.3 Conflict of dates with the National Cadet Biathlon Competition. Joan mentioned that in her area cadet biathlon keeps changing dates and interferes with their selection boards

and ES competition. Requests that we ask that the biathlon be set to a specific date / weekend each year so these conflicts do not continue.

- 3.4 Renaming the ES Competition. It was noted that the current documentation for the Effective Speaking Competition utilizes the word “Contest” instead of “Competition”.

Resolution by consensus: that the Air Cadet League “National Effective Speaking Contest” be renamed the “National Effective Speaking Competition”

- 3.5 Northern Territories taking part in the National ES Competition. Roger brought forward a communication from Bruce Mackay of the Northern Territories requesting that they be able to send a representative to the National finals. It was noted by Joan that this provincial committee has all the appropriate information and has been encouraged to take part for a number of years - and that she tried to get in touch with this person numerous times last year.
- 3.6 Further discussion about the 3 year rule for winners of the competition. There was some mention of negative feedback in certain areas – and of course other areas provided positive feedback about the rule change. Basically the response from the committee is that most competitions do not exclude previous winners for any reason; so neither should the ACL.
- 3.7 An comment from Gladys Jarvie (via Bruce) noted that in the June 17th 2004 meeting of the National ES Committee there was discussion surrounding the removal from the judges instructions of “item #1” pertaining to the ranking of the winners. This discussion is not noted in the minutes posted for the meeting. The committee resolved that further discussion will need to take place on this item at the next meeting in light of the conflicting memories in absence of the written record.
- 3.8 Keith asked whether there was a guide for what is expected of the host committee for the National ES Competition. Joan noted that there are a number of documents covering individual elements of the competition, but no overall “bible” for hosting. Joan will try to put together some of these documents so they can be passed to future hosts.
- 3.9 Roger noted that next year the meeting for the National Competition should be the day before the actual event so that process and substance can be reviewed and organized. Some criticism of disorganization of the event in Truro - it is suggested that adjusting the timing of the final planning meeting would minimize problems. Also noted that the Chair of the Provincial program should be the person responsible for running the National Competition when their province is the host. As they are already knowledgeable in the competition – it should be a piece of cake.
- 3.10 Discussion around providing basic information for the Emcee of the competition. Would like to see a standardized information packet for the Emcee that would include:
- a. List of items of importance to be mentioned;
 - b. How to have good communication between doorman and Emcee at the competition.
 - c. Full understanding of rules, requirements and the flow of events.

IV CONCLUSION

Motion to Adjourn by consensus.



Poem

WOII Elicia Houle
828 Hurricane Squadron, RCAC

APPENDIX G

REMEMBER

The past is the present, the future, the time,
To remember the lives that were lost in the grime,
In cold trenches and fields the bodies were strewn,
Many were young, but all died too soon.

It couldn't be helped, the war had begun.
And each night they prayed to see the next day's sun.

If we had remembered and thought it all through,
We wouldn't repeat what we already knew.
That many would die,
And those that survived, would live with the thought,
And a tear from each eye.

They fall to the ground, forgotten, unbound,
Like soldiers and many, who fell without sound.
They fought for our lives,
Our freedom, our wives,
They fought for our children,
And the country we live in.

Don't walk on by,
Show your guilt or your shame,
But simply reflect, and remember a name.
She might have been pretty,
He might have been strong,
But now we remember,
Their simple song.

A poppy for freedom,
A poppy for truth,
A poppy for you,
And a poppy for youth.

If we don't remember,
Look back at the past,
Then what has happened before,
Will come back as a blast.



President's Dinner

26 NOVEMBER 2004

APPENDIX H

The President's Dinner was held on Friday, 26 November 2004. Highlights of the dinner included:

- Introduction of Invited Guests:

Fred and Sheila Aldworth
Kathleen Birchall
Mary Ann Burdett
Colonel Ron Cleminson
BGen Duane and Sharon Daly
Mr. and Mrs. John Davidson
Captain Ray Gelinis
John Hardy and Dorothy Horwood
Jim and Vera Heffel
Rod Jones
Commissionnaire Frank Kobe
Marc LeBlanc
Richard Logan
Ted and Meike Mahood
General Paul and Margaret Manson
Jim and Elisabeth McCollum
Mary Palleschi
LGen Ken and Lise Pennie
William Peppler and Aileen Culgin
Col Robert and Claudine Perron
RAdm Tim and Sharon Porter
Kevin and Maureen Psutka
Bob and Trudy Tracy
Terry Whitty

AFAC
Birchall Scholarship Trust
Dominion President, Royal Canadian Legion
IACE 1947
Dominion Secretary, Royal Canadian Legion
President, CASARA
Airline Pilots Association
Honorary Dominion President, ANAVETs
Dodo Bird Club
Executive Director, ON Aerospace Council
CFTA Donor
Birchall Scholarship Trust
Honorary Life Member
First Vice-President, AFAC
Fundraising Chair, Canada War Museum
Executive Director, Soaring Assoc. of Canada
Marsh Canada
Chief of the Air Staff
Aviation Publishers
Director Cadets
National President, Navy League of Canada
President and CEO, COPA
AFAC
Executive Director, Army Cadet League of Canada

- Address by LGen Pennie
- Address by General Manson
- Recognition of the late Air Commodore Leonard Birchall, Honorary Director, ACL
- Presentation of \$100,000 by Mrs. Kathleen Birchall to the Birchall Scholarship Trust
- Announcement of the 2004 National Award Recipients, including the 57 Continuation Flying Training Awards and the ACL and AFAC Annual Music Awards for Excellence
- Recognition of Richard Logan's fifty years of service to the cause of Air Cadets
- Announcement of the top male and female Air Cadet pilots in Canada