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**66th SEMI-ANNUAL MEETING OF GOVERNORS AND COMMITTEES
HELD AT THE HAMPTON INN
OTTAWA, ONTARIO
23 – 24 NOVEMBER 2007**

RECORD OF DECISIONS

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NOTES



Attendees

Executive and Governors

Michel Cataford National President
Craig Hawkins Past President
Jan Reidulff First Vice-President
Joe Johnson Vice-President
Grant Fabes Vice-President
Bob Robert Vice-President
Bob Burchinshaw
Ken Higgins
William Paisley
Ralph Thistle
Tom White
Marlene Conway
Keith Mann
Chuck Verge
Maurice Murphy
Roger Dionne

Advisory Board

Jim Ash
Robert G. Dale
Lionel Bourgeois
Bob Goudie
David Hayden
Fred Hopkinson
Ron Ilko
Leonard G. Jenks
Jim McKeachie
Robert W. Parsons
Brent Wolfe
Max Goldack

Executive Directors, Delegates & Members

Pierre Barabey
David Brown
Darlene Laroche
Louis Bourgeois

Military

Col Craig Fletcher
LCol François Gaboury
Maj John Cooper
Maj Pierre Giroux
Maj Bill Fox
Capt Simon Caron

Guests

BGen J.E.G. Cloutier, CAS Advisor and Project Officer
Captain Ray Gélinas, Airline Pilots Association
Jerry Wharton, Honourary President, ANAVETS
Rod Jones, Chairman, CAAHRA
Mr. and Mrs. Frank Kobe
Mr. Dean Black, Executive Director, AFAC
Jim and Elisabeth McCollum, Soaring Association of Canada
Mr. and Mrs. Bill Pepler
Bob and Trudy Tracy, AFAC
Glenn and Barbara Priestley, CBAA
Jim Heffel, DODO Birds, and Vera
John Davidson, National President CASARA
Mr. Mike Daniels, Vice President Finance & Admin., CASARA
Nicholas Johnston



ATTENDEES - CONTINUED

Provincial Chairs

Marc Lacroix (QC/Ottawa Valley)
Joan Cameron (NW ON)
Denis Dunne (PE)
Geoffrey Johnston (BC)
Terry Lewis (MB)
Dennis MacNeil (NB)
Fred Johnsen (AB)
Eric Murray (NL)
Jim Spencer (SK)
Jerry Elias (ON)

Directors

Tom Holland
Edgar Allain
Ed Mroz
Gladys Jarvie
Lloyd MacIntyre
Eric Steffensen
Jacques Vallée

Spouses

Debbie Mignault
Colleen Gélinas
Joan Verge
Marguerite Parsons
Laurette Goudie
Janet Elias

Staff

Jean Mignault
Kimberley Banaszkievicz
Chantal Fauvelle - Erdogan
Sarah Putinski
Laureen Nickerson



1. OPENING PLENARY SESSION

National President Michel Cataford welcomed everyone at the 2007 Semi Annual Meeting. He noted the change in the format of the meeting in that the Meeting had been shortened by one day and that there would be no President's Dinner on Friday, November 23, 2007. He noted that the President's Dinner was being replaced by a No Host Reception with presentations of Pilot Training Achievement Awards and Music Awards. M. Cataford noted that there were many committee meetings over the next two days and invited everyone to participate actively. He noted some of the issues and changes facing the League namely the issue of Insurance for Civilian Instructors when they are working at the local Squadron level while not being paid by DND. Discussion and questions ensued and those in attendance noted that they appreciated the Opening Session but thought it to be a bit long.

2. BOARD OF GOVERNORS MEETING (BOG)

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

FROM: Jean Mignault
Executive Director

DATE: 27 November 2007

SUBJECT: RECORD OF DECISIONS

BOG SEMI-ANNUAL MEETING 23 NOVEMBER 07

Attendees:	Chairperson:	M. Cataford	President
		C. Hawkins	Past President
		J. Reidulff	First Vice-President
		J. Johnson	Vice-President
		G. Fabes	Vice-President
		B. Robert	Vice-President
		K. Mann	Governor
		M. Conway	Governor
		M. Murphy	Governor
		R. Dionne	Governor
		B. Paisley	Governor
		B. Burchinshaw	Governor
		T. White	Governor
		R. Thistle	Governor
		K. Higgins	Governor
		C. Verge	Governor
	Staff:		J. Mignault
		K. Banaszkiewicz	Executive Assistant
		S. Putinski	Admin. Officer (Comm. & Media)



	ITEM	ACTION	STATUS
I	ADMINISTRATION		
1.1	President's Remarks A general welcome was extended. M. Cataford welcomed everyone to the Semi-Annual Meeting.	Info	Closed
1.2	NEW ITEMS FOR AGENDA <ul style="list-style-type: none"> J. Johnson said that item 3.8 should be removed. T. White wanted to add 3.10 Effective Speaking Recognition M. Conway wanted to present her item (2.3) first due to other commitments. 	N/A	Done
1.3	Approval of Record of Proceedings G. Fabes noted that the agenda said EC minutes when it should have read BOG minutes of Oct. 17 th . B. Robert commented that we should refer to it as the 'Record of Proceedings'. MOTION: Moved/seconded by G. Fabes / B. Robert that the Agenda is approved as modified in 1.2	M. Cataford	Pending
1.4	Approval of Record of Proceedings G. Fabes noted that the agenda said EC minutes when it should have read BOG minutes of Oct. 17 th . B. Robert commented that we should refer to it as the 'Record of Proceedings'. a. EC ROD of Sept. 11th MOTION: Moved/seconded by J. Reidulff / C. Hawkins that the EC record of proceedings be approved. CARRIED 10/0/0 b. BOG ROD of Oct. 17th MOTION: Moved/seconded by B. Robert / W. Paisley that the BOG record of proceedings be approved. CARRIED 10/0/0	M. Cataford	Pending
II	Business Arising - information		
2.3	PILAT Project Update (addressed first on Agenda as M. Conway had to leave early): M. Conway provided a brief update about the project. The first round of regional or provincial meetings for the project is complete. Northern Region was even included. The committee met to talk about provincial workshops. In attendance were members of CAMC. Four projects were presented in draft to the committee: 1. Support financial teams to take actions; 2. PILAT NET (Communications and web tools); 3. PILAT Mobile (allows rural areas to participate using a kit); and 4. Path Finder (under HR strategy). M. Conway mentioned that they are currently looking for money from HRSDC. She added that HRSDC is receptive to receiving the proposal once everything has been put together. A suggestion was made to use "IMAPS" to collaborate information. C. Hawkins commented that the committee came out with a great list of projects.	M. Conway	Pending



2.1 National Selections 2008

K. Banasziewicz said that the web version of the selections database can not be used by all parties; therefore the Excel format is best because it is more versatile. In the year 2008, the ACL will be using Excel formatting but the League will be looking into using the Quebec database format for 2009. DCdts. approves of the Excel format. G. Fabes asked about sending out the changes. K. Banasziewicz agreed. K. Mann asked about the confusion between scholarships and the Oshkosh trip. K. Banasziewicz said DCdts is making it an actual exchange and cadet will now apply. K. Mann added that Alberta has a conflict with the deadlines for applications, and commented that the system is not efficient.

K. Banasziewicz Pending

2.2 Member Registration and Screening

R. Thistle noted that there are now 5,793 names in the database, He advised the BOG of the work of the committee and briefly addressed the issue of the CI volunteers who are volunteering at a local Squadron when they are not being paid. He raised the question about the CIs being league volunteers and if their status can keep changing. J. Mignault said that DND advised not to pay the insurance just yet. B. Robert added that most squadrons believe that this issue has already gone through. C. Hawkins added that the document concerning paid days has changed, and the League needs to be advised from the insurers, as to what they should do.

R. Thistle Pending
J. Mignault

MOTION: Moved/seconded by C. Hawkins / B. Robert that J. Mignault is not to make a final insurance commitment without BOG approval.
CARRIED 10/0/0

2.4 National Fund Raising Campaign

Results of the national spring, fall follow-up and AFAC Magazine insert mailing up to Friday Nov. 16, 2007 are as follows:

J. Mignault Pending

Spring campaign:	\$38,841.24
Fall follow-up campaign	\$4,066.00
AFAC Magazine Mailing	<u>\$1,595.00</u>
Total	<u>\$44,502.24</u>

J. Mignault noted that the fundraising campaign is proceeding nicely and is hoping to meet 75% of the target of \$85,000 for this year.



2.5 Policy and Procedures Manual

S. Putinski and B. Burchinshaw gave an overview of the new Policy and Procedures Manual. Most of the forms are now available in the Fill Out and Print format. The manual has been translated into French for well below the anticipated cost. Some revision is needed to both manuals before it will be available on the website early next week. The BOG motioned for formally thank S. Putinski and B. Burchinshaw for all of their hard work. Amendments to the PPM are to be sent to Joe Johnson, info Bob Burchinshaw.

B. Burchinshaw / S. Putinski Pending

2.6 NCC Report

M. Cataford and J. Reidulff gave an overview of the NCC meeting and the Déry Report.

M. Cataford Pending

2.7 INTERNET POLICY – BLOGS, FACEBOOK, ETC.

C. Hawkins provided an overview of the situation organizations are facing concerning Blogs, and FaceBook programs and the Freedom of Information Act, as well as steps the League should take to try and regulate the problem. He is staffing a modified PPM policy 2.9.1.2

C. Hawkins Pending

2.8 100th Anniversary of Flight

T. White provided a list of ideas for activities that the committee would like to see in effect during the 100th anniversary. He advised that the Trg Comm has decided on a contest based on a Video presentation of 5-10 minutes, judged on both the quality of the content and of ideas. J. Mignault added that the ACL and the National Steering Council meet bi-weekly to discuss proceedings. He added that his name was put forth to be a member of the Board of Directors as one is required. Discussion ensued about the creation of a pin and modifying the C of F logo to suit the needs of the ACL.

T. White Pending

2.9 League/Aerospace Industry Steering Committee Update

G. Fabes noted that he has recently been working with CAE, the large Canadian Manufacturer of commercial flight simulator software. He is preparing a MOU to sign with CAE at a later date. The MOU is currently being reviewed by their lawyers and they are eager to proceed with the signing. Discussion ensued.

G. Fabes Pending

II BUSINESS ARISING - ACTION

2.10 LEAGUE LONG-TERM STRATEGIC PLAN

B. Robert provided information about the ACL Strategic Plan Update process that he and his Ad Hoc Committee are working on.

B. Robert Pending



2.11 AGM & SAM Revised Format Committee Recommendations & AGM 08

J. Reidulff advised that he is chairing an ad-hoc committee whose mandate is to review the format, duration, content for both meetings in order to possibly change one or the other, or both with a view of achieving economies and efficiencies that will hopefully reduce the costs to the National office, the Provincial Committees who host National Meetings and individual members who attend as well. He reminded the BOG that a questionnaire is being passed out at the end of the SAM and everyone is being asked to evaluate the meeting so that it can be made more efficient in the future. The collection of the questionnaire is vital to the ad-hoc committee, so that they can review the meetings appropriately.

J. Reidulff Pending

III New Business

3.1 Financial results Quarter II + Oct. 2007

B. Robert summarized the QII report, and noted that there could be a void if the League does not get more donations. B. Robert is pleased with the level of inventory and says that the planned operating deficit is being monitored and progress has been made, however this is the second year that the League may have a deficit and it would not good to have a third. B. Robert is relying on M. Conway to help with the reduction in costs for the IACE. B. Robert also noted that revenue needs to increase, as well as the National Grant. C. Hawkins suggested a levee for the Provincial Committees. J. Reidulff added that the D ry initiative may help with this situation.

B. Robert Pending

3.2 Finance Committee Report

B. Robert had nothing to add to his committee report in the SAM Book, He hopes the new Tweaked ACC9's are reaching the SSCs as they need to convert to the new forms that are now available online.

B. Robert Pending

3.3 AIR CADET ALUMNI

B. Burchinshaw explained his proposal for an Air Cadet Alumni for the ACL. He is attempting to conduct a feasibility study and wants to come up with a model that is acceptable to the League. The Policy and Procedures Committee will be conducting the research. He feels that the word "Alumni" has the connotation of graduate and he would not want to exclude other cadets. He suggests that it be called an "association" instead. B. Burchinshaw will continue to give updates on BOG teleconferences. The survey he will be conducting will be restricted to the BOG for now. C. Hawkins has already performed a great deal of research. B. Robert added that D. Brown of the OPC was the former ED of the Alumni at Seneca College and suggested that B. Burchinshaw contact him for advice.

B. Burchinshaw Pending



3.4 UPDATE LEAGUE DEFINED BENEFITS PENSION PLAN

J. Johnson gave a briefing about the benefits pension plan. He said that once the annuities have been purchased for the plan participants, the fund will be terminated. K. Higgins asked about moving the funds if the markets go down. J. Johnson assured him that they will follow investment guidelines to deal with the markets. Discussion ensued.

J.
Johnson

Pending

3.5 SEMI ANNUAL MEETINGS – DURATION AND SIMULTANEOUS TRANSLATION

M. Cataford noted that translation is quite expensive. The BOG agreed that the discussion would be deferred to the next meeting. T. White added that people need translation, albeit it is expensive.

M.
Cataford

Pending

3.6 ACC12 B Collection

W. Paisley explained the form developed by B. Robert for the National Flying Committee. He told the NFC members not to bother reporting inventory because the info is available on the contract. He added that it is difficult for the PCs to get this kind of information for the form. W. Paisley proposed that they change their stats report to calendar year basis. He will make a proposition to the Air Ops that the stats be changed. Upon analysis of the flying program, there has been a reduction in flights. Only 40% of the flights were famil flights because there is a lack of qualified people. PTAA's have increased, and hopefully M. Conway's lotto proposal will helps with the funds. BC has started a grant for flying. Overall the flying program is not too healthy. Weather and 'no shows' have been a large factor. C. Verge added that the lottery is doing well to help with funding the Famil Program in Ontario. B. Robert added that there are three parts to the ACC12 form and believes that the forms are not being collected and this needs to be addressed. C. Hawkins agreed to collect the forms. K. Mann added that he was alarmed that the PC of Alberta did not know about the forms.

W. Paisley

Pending

3.7 ACL Support for the Déry ACLC Branch Funding Proposal

M. Cataford gave an overview of the Déry report and stated that the League will keep pushing it, but he is not certain that it is getting results. He stated that the ACL needs a position relative to what the League will accept as an absolute minimum. B. Robert added that he thinks the League should force DND for funding and wondered why the ACL's position is not specific in the Déry report. Questions were raised as to whether or not an Ad-Hoc Committee was necessary and if the League supports the initiative fully.

M. Cataford

Pending

MOTION: Moved/seconded by K. Higgins / T. White that the disparities of the document be looked at seriously. **Carried 10/0/0**

MOTION: Moved/seconded by K. Higgins / C. Verge that the wording for the Déry proposal be noted as such (see attached). **Carried 10/0/0**

C. Verge will head the committee with K. Mann. K. Higgins with the others will establish terms of reference with the BOG.



- | | | |
|---|---------------------------------------|----------------|
| 3.8 Recognition of the PC Chairs Committee (removed from the Agenda) | M. Cataford | N/A |
|
 | | |
| 3.9 Transportation of ES Cadets Montreal Airport – Quebec City
Questions were raised about how the Effective Speaking Cadets will travel from Montreal to Quebec City and whether the host committee will absorb the costs. B. Robert stated that eventhough recently WestJet has provided free air transport, the principle that PCs are responsible to get their cadet to the competition has rightly never been rescinded. | M. Cataford | Pending |
|
 | | |
| MOTION: Moved/seconded by B. Robert / R. Thistle that the Quebec and Ottawa Valley will provide transportation and then bill through the National Office the PC's whose cadets need to be transported.
Carried 10/0/0 | | |
|
 | | |
| 3.10 Recognition of Effective Speaking Cadets
T. White noted that the ES Cadets do not get a lot of recognition. He spoke to everyone at DND and he is proposing that a pin be designed for the right hand pocket of the cadet uniform. A gold pin would be designed for the national winners, a silver pin for the PC competitors and bronze pin for the zone competitors. It would follow similar guidelines as for the biathlon pin.

T. White also suggested that a hexagon cloth badge be made for the uniform sleeve. K. Higgins would like the badge symbol to be that of the Toastmaster's. M. Cataford said that it must be made clearer what should be decided because both a badge and a pin are too much for the uniform. | T. White

Various | Pending |
|
 | | |
| IV CONCLUSION | | |
|
 | | |
| 4.1 Reports of the Vice-Presidents (nothing else to report) | | |
| 4.2 Good and Welfare of the Air Cadet League

The BOG had nothing else to add. | Various | Closed |
|
 | | |
| 4.3 Date and Time of the Next Meeting
The next meeting will be held on the 19 th of January 2008 at 1200 EST. | M. Cataford | Closed |
|
 | | |
| 4.4 Adjournment
With no further items to discuss, the meeting was adjourned. | M. Cataford | Closed |



3.0 PRESENTATION OF REPORTS SATURDAY, NOVEMBER 24TH, 2007

PART 1

1.1 M. Cataford welcomed everyone to the opening plenary informative session. A few housekeeping issues were addressed and the meeting Agenda was presented.

1.2 **PILAT PROJECT** - M. Conway and R. Jones presented their PILAT Project update. M. Conway summarized the initiatives and objectives of the project beginning with project activities from August to November 2007. She identified the key participants as the ACL, DND, Aviation Industry, Provincial Governments and Educational Institutions and stated that the goal is to create an awareness of the opportunities available to Air Cadets. The workshops held discussed three different areas: value to the League, value to the industry, and building the partnership. M. Conway summarized the discussions at these workshops and the various timelines in which they took place. The contract between HRSDC and CAMC was signed on the 17th of August 2007 and the "traveling road show" began in Alberta, on the 22nd of August 2007. The last workshop took place in October 2007. Round two of the workshops should be completed by February 2008.

R. Jones gave a brief analysis of the data and explained how it was collected. He also explained how the data was grouped, i.e. into major themes: Career path finding (guidance and support), Cadet/youth learning programs (enriching & supporting), and Engagements & sustainability. He then explained the proposed PILAT initiatives: PILAT Action teams, Career Path finder, PILAT Mobile, and PILAT Net. M. Conway went on to explain the initiatives in further detail including the three phases of the project: 1. Define, 2. Develop, and finally 3. The Deployment. Both R. Jones and M. Conway went on to explain the integrating framework and the Strategic Initiatives (timelines for resources etc.). They will go back to the provinces and ask them how they would like these projects to unfold in their areas. They also said that HRSDC is open to receive proposals after the current project has been completed. R. Jones and M. Conway will make the presentation available to League members through the website.

A member of the audience (Jim Ash) asked how the PILAT project will fit into the Air Cadet training program when many instructors say that they have difficulty delivering the material already in the program. R. Jones stated that the PILAT project is intended to support and enrich what is already defined and included. The CPU will include a larger portion of aerospace and aviation with more flexibility towards meeting the requirements. M. Cataford thanked them for the presentation, and noted that he believes that the project is a very positive thing for Air Cadets.

1.3 **REPORT OF THE EXECUTIVE DIRECTOR** - J. Mignault stated that the League's financial numbers are looking satisfactory. Due to a lower cost in translation, the League will likely break even this year. There is good momentum in sales and the fundraising campaign for this year is going well. The ACL may not meet the \$85K fundraising target, but it will still be a good performance. J. Mignault also mentioned that the son of Vice Air Marshall Millard called recently to say that they are planning the family estate and will be giving \$100,000 to the ACL for a scholarship fund. He added that it has also been a good year in terms of insurance. There have been few claims and things are looking well from that perspective. Approximately \$900 has been paid out in accidental death and dismemberment. The CI issue is still unresolved and the ACL insurers said that they are concerned from the liability perspective. The ACL is working with DND to resolve this issue and J. Mignault hopes that it will not



mean that the ACL will have to revise its policy. He believes it will end up being a similar insurance issue as the unpaid CIC issue (which was resolved by DCdts, i.e. by purchasing a DND sponsored Accidental Death and Dismemberment Policy to cover the CIC officers who are working and/or volunteering while not being paid).

A member of the audience asked if the League has any issues with respect to the liability risk for the volunteers. J. Mignault said that the League is reasonably covered for this and the only area where the ACL is not adequately covered is for cadets or volunteers who are 'permanently and partially disabled'.

Another question was asked about the legal claim mentioned in J. Mignault's report. J. Mignault clarified he does not have any documents to provide for this specific claim. He is reasonably optimistic that the risk for the ACL is low to moderate, however the expenditures in legal fees could be quite substantial. L. Bourgeois added that 4 Squadron in Montreal has documents dating back to the war and said it would be interesting to see which insurer was covering the League at the time. Discussion ensued.

1.4 BOG REPORT – ALUMNI LIST & POLICY AND PROCEDURES MANUAL -B. Burchinshaw explained the Alumni project to be supported by the Policy, Procedures and By-Laws Committee. He wants to have a feasibility study to look at ways of putting together this project. He added that he will be doing all of the research and the word 'Alumni' would not suffice because it may exclude some individuals. He will come up with a model based on his research, for subsequent presentation to the Board of Governors for consideration. B. Burchinshaw added that he would like to tap into the expertise of the Provincial Committees who have already taken on such a project and find out what would be the benefits for the members and the League. The principles established will go out to the Advisory Board and the BOG before Christmas. The project will likely be called an "Air Cadet Association" and he would like to have the proposal ready by the 2008 AGM. It was suggested that David Brown from OPC could be of some assistance with this project.

B. Burchinshaw went on to explain the new Policy and Procedures Manual. He added that the translation is complete and B. Robert has offered to proof read the French version. There are still a few formatting issues that need to be dealt with before the Manual can be posted to the web site. He also explained the new "Fill Out and Print" forms available and the uses of Acrobat 8. The target is to have both Manuals on the website ASAP. R. Jones gave input about the benefits of the PILAT Net project and how it could assist.

BREAK FOR LUNCH – 1200 hours

PART 2

2.1 PRESENTATION – DIRECTOR OF CADETS - Col. Fletcher introduced the staff members who accompanied him and gave a brief introduction about himself and his position as the Director of Cadets. Col. Fletcher then gave a presentation about the Canadian Cadet Movement and the Partnership, followed by the end-of-year budget statistics. He described how the money is spent in proportion to the cadet population and notes that there is an increase in the cadet population, bringing the total number of cadets to just over 58,000. Other good news is that there was a decrease in the number of cadets RTU'd from the CSTC's in the past year. Overall, the number of cadet units has stayed about the same in the past four years and the number of Air Cadets participating in the Inter-



- 2.2 Provincial Exchanges has increased. L. Macintyre asked a question about the reasons for the RTUs. Col. Fletcher and LCol. F. Gaboury said they have not looked into the details, but the numbers include those who did not show up for camp as well.

Col. Fletcher went on to describe the status of the Cadet Program Update. He noted that Phase 3, the development stage is underway. The deployment will be delayed by one year to ensure success and the Squadron Program will deploy in the winter of 2008 for conduct in fall 2008. The summer training program will occur for the first time in the summer of 2009. A program outline was given at the Corps / Squadron level, the Optional Training Program, Regionally Directed Activities, CSTC Program as well as Nationally Directed Activities. As well, Col. Fletcher gave an outline of the CPU Macro-Framework. L. Bourgeois asked if there is anything prepared to show to the Directors of the League, what is the extent of the changes to the Air Cadet Program. A member of Col. Fletcher's staff (LCol Alain Arsenault) answered that the program will be implemented regionally and that staff members will be sent to the regions to facilitate the implementation. He added that there are no drastic changes to the first year of the new Program, only changes to the approach.

Col. Fletcher then explained the "Deemed on Duty" cancellation. A reservist cannot be considered on duty if he or she is not being paid – it is illegal. He added that a Special Risk Accident Insurance covers all class "A" reservists who are volunteering. The Deputy Minister of National Defense authorized the eligibility for indemnification and legal assistance. The only outstanding issue is the status of Regular Force members who volunteer with cadets, and the CDS is looking into giving them special consideration. Col. Fletcher also commented on the Cadet Supervision in CATO 13-12, which was revised to allow for more flexibility. He said that mandatory activities must be supervised by a paid cadet CIC instructor or a paid CI and Optional Activities may be supervised by a cadet CIC instructor (paid or unpaid) or a paid CI. The Adult Screening Process was also discussed including noting that the deadline of October 30th had passed, and which has not been extended. To date, a few adverse reports have been forwarded for evaluation and the CATO is being revised and will cover all adults working in the CCM. Discussion ensued concerning the interpretations of the CATO.

A new brochure, video clip and website have been created to encourage enrolment in the CIC. It was published earlier last month. Col. Fletcher touched on the League coverage of CIs when not being paid. DND views a CI who is not being paid, as a volunteer. DCdts. is working through this issue with the League to come to an agreement. There is now a simplified administration process where a CI applicant also fills out the volunteer forms alongside the others to speed up the process. DND has begun the process of amending regulations of the CF to make the policies apply to the CIC the way they should. DND is looking to create a new organization that would include both CICs and non-commissioned members of the Canadian Forces when they are working within the cadet program. The name being discussed is the 'Cadet Administration and Training Reserve'. Discussion ensued about the roll NCMs would play at the squadron level.

Col. Fletcher expanded on details about the Canadian Physical Activity, Fitness & Lifestyle Approach (CPAFLA) as a basic standard for bringing more fitness into the CIC. CATO 23-05 is out for review. They are considering increasing access to training and other financial entitlements for CIs to support their role in the program. There is a possibility that CIs become casual employees under the PSEA.



LCol. Gaboury gave a briefing about the Air Cadet Program, touching on the IACE for 2008. Canada will be sending 75 cadets and 7 escorts and will be receiving 75 cadets and 7 escorts. There will be no exchange with Ghana.

There were only 3 glider accidents this year and the number of flying hours are down due to the weather. There will also be a satellite gliding center up and running in Bromont in Eastern Region for next summer, which will help with staffing issues. The Air Operations course was delivered in English and French at Georgian College in 2007. Canadore College will be delivering the Aircraft Maintenance Course in English and French in 2008 and the Power Pilot Scholarships have increased from 250 to 260.

F. Gaboury went on to explain the updated CPU Implementation and the new summer courses including the Basic Aviation Course. Questions were asked about CATO distribution – the League would continue to receive them for approval. Discussion ensued.

PART 3

3.1 ACC12 FORM B FOR COMMENTS - M. Cataford asked if this form was really needed and if follow up is being done. W. Paisley said that he intends to speak with the Air Ops Officer and the regional people to see if they can combine the needs of the League with the report that they prepare to accommodate everyone.

3.2 REPORT ON THE 100TH ANNIVERSARY OF FLIGHT - T. White gave a briefing on the activities being suggested for the 100th Anniversary of Flight in 2009. They are looking at an adaptation of the logo for a creation of a pin. League HQ staff (J. Mignault and S. Putinski) have been attending the committee meetings held regularly in Ottawa. Crests, the reading of a proclamation, topics for the Effective Speaking Competition, and logos for the gliders and tow planes were also suggested. Speaking points for public presentations will be developed along with a video competition for cadets. J. Mignault is one of the members of the Board of Directors for the Anniversary of Flight. M. Cataford added that it would be nice to have the cadets deliver the suggested prepared presentations in 2009.

3.3 TRANSPORTATION OF EFFECTIVE SPEAKING COMPETITORS TO QUEBEC CITY - M. Cataford explained that WestJet only flies to Montreal, and the BOG has decided that the old system will be adopted whereas the expenses to transport the cadets from Montreal to Quebec City will be absorbed by the respective Provincial Committees.

3.4 ADVISORY BOARD REPORT - D. Hayden reported that the Advisory Board discussed the re-planning of the SAM and the AGM. They are strongly suggesting that a committee be organized to run the meetings. He noted that in their opinion, some of the traditions and procedures of the past are gradually falling to the way side and they feel that they should be brought back.

3.5 NOMINATING COMMITTEE REPORT – This Committee is in the middle of their deliberations and has chosen not to give a report at this time.

3.6 PC CHAIRS REPORT - G. Johnston reported that five resolutions were passed including continuing the tradition of moving the AGM from province to province. The Chairs all agree that they do not



support the D ry Initiative and wish to remain autonomous. They would like to see the Air Cadet of the Year rotate through each province and each province to designate the cadet. The Chairs also unanimously supported an Effective Speaking badge for the cadet uniform.

3.7 NATIONAL FLYING COMMITTEE REPORT - W. Paisley reported that it is his intent to discuss the direction of the Gliding Program for the next 10 years. He will be meeting with our military partners next week in Winnipeg at the annual Air Operations Officers Conference to take a closer look.

3.8 NATIONAL FINANCE COMMITTEE REPORT – B. Robert reported that the committee met and they are fairly optimistic about the financial situation of the League. There are some good indicators, sales are going well, inventory is under control and there have been cost reduction measures for the SAM. Cash flow is good or at least improved over the previous year, and they are satisfied with the collective outlook for the budget. He is pleased to report that for the ACC9's, the PC's have all assigned / found a financial compliance officer. The ACC9's have received more care at the provincial level. He reminded everyone that starting with the current fiscal year; we have to use the new ACC9 – tweaked version, labelled JAN. 07. He added that there would be a new format for the reports to the donors and trustees of the Scholarship Trust Funds; the committee is satisfied in the way that the investments are being handled; the investments are receiving good interest rates. The committee confirms that all investments are in accordance with the Statement of Investment Policy promulgated one (1) year ago.

3.9 RESOURCE DEVELOPMENT AND FUNDRAISING COMMITTEE REPORT - M. Conway reported that the committee's primary focus has been to work on the PILAT project and that they did not have a quorum for a meeting at the SAM, but invited anyone who would like to discuss a matter to meet after the reports were presented. She added that a sub committee has been created to look at a policy for resource, development and fundraising.

3.10 IACE PLANNING COMMITTEE REPORT - G. Fabes reported that the committee reviewed the 2007 outgoing and incoming visits and confirmed the numbers for 2008 (an increase from 72 to 75 cadets this year). The budget proposal was approved, and the Canadian itinerary for 2008 was approved as well. They also agreed to add an optional outerwear (jacket) item to the 2008 kit. Both the QPC and OPC will be proceeding to find families to host the cadets as usual. Discussion ensued.

3.11 NATIONAL EFFECTIVE SPEAKING (ES) COMPETITION COMMITTEE REPORT- G. Jarvie reported that she will asking the PC chairs for a list of their ES representatives. There will be a change in the competition this year in Quebec City. The competition will be on the Thursday and/or Friday evening at 1800 hours. Cadets will be arriving the day before (June 18th/19th) and will be transported to Quebec City from Montreal the next day (June 19th or 20th). Cadets must be at the hotel in QC by 1200 on June 19th or 20th. A memo will be going out about this change soon. The cadets will have the weekend to explore the city. Parents and chaperones that travel with the cadets will be required to make their own arrangements to get to Quebec City. Provincial Committees will be billed for the cost of the cadet's transportation. She asks that the provinces submit suggestions for topics for prepared speeches. The Committee is in favour of a pin for the cadets to wear on their uniform.



- 3.12 EMPLOYEE COMPENSATION AND BENEFITS COMMITTEE REPORT** -M. Cataford reported that the committee met and they examined remuneration and staff appraisals for the employees and have prepared a package for salary adjustment for implementation in April 2008 by J. Mignault.
- 3.13 HONOURS AND AWARDS COMMITTEE REPORT**- L. Bourgeois reported that the most important thing for a large volunteer organization is to recognize its volunteers. In the new P&P Manual, the Honours and Awards section has been updated along with the nomination form, i.e. the ACC50. Not a large number of recommendations for awards were made in the past year. He would like to see more this year and added that the deadline for nominations is March 15th, 2008. The President's Citation has been defined and he confirmed that the Certificate of Recognition is for Military Members and the Certificate of Merit for League Members. He also noted that a request was made in August 2007 for a Certificate of Merit for a long-time volunteer in Ontario, and that it was facilitated and delivered in September 2007, to a Mrs. Healy.
- 3.14 MEMBER REGISTRATION AND SCREENING REPORT** - R. Thistle reported that the screening was going very well. A total of 5,793 volunteers have been screened so far, with only four rejections. They are working on the issue of CIs running out of paid days. He had developed a form for them and he is waiting for the word on insurance before circulating it. The Registration and Screening Manual is also being revised and should be ready in a few months. Discussion ensued.
- 3.15 LISC COMMITTEE REPORT** - G. Fabes reported that many observers attended the meeting. Updates were given on the continuing implementation of the League's MOUs. A description was given about the new tools and technology available on the web through our MOU partners. Media learning tools are available from the Canadian Aviation and Maintenance Council (CAMC) for the squadrons. A draft MOU has been discussed with CAE (the flight simulations software development Company) and is in the hands of their lawyers for review. A final copy of the MOU should be available by Christmas.
- 3.16 STRATEGIC PLANNING UPDATE COMMITTEE REPORT** - B. Robert reported that he has a small committee, but that this committee is doing a lot of hard work. He wants a wide involvement from all members to contribute to the update. The update includes a revised proposed Vision and Mission statements. He wants the update to be completed in time for the AGM for BOG approval at that time. He asks everyone to look at the old plan for inspiration and for everyone to contribute his or her ideas.
- 3.17 BEST PRACTICES – QUEBEC AND OTTAWA VALLEY PRESENTATION** - P. Barabey (Executive Director of the Québec and Ottawa Valley Provincial Committee) gave a presentation about an initiative developed in partnership with the Quebec Ministry of Public Safety and Security and the manufacturer of Duracell batteries. The Air Cadet's partners with the local fire department went door to door providing people with new batteries in exchange for their old ones for their smoke detectors. While they were going door to door, they also promoted the Air Cadet program. This has resulted in some great publicity and is of no cost to the League or to the cadets. The project has been a great success so far and can be done twice a year, i.e. when the clocks are changed.



APPENDIX A
PROVINCIAL CHAIRPERSONS COMMITTEE



APPENDIX B

ADVISORY BOARD AND NOMINATING COMMITTEE REPORTS

I – NOMINATING COMMITTEE

The mission of the Nominating Committee is to present a slate of nominees at the Annual General Meeting. During the Semi Annual Meeting, the Nominating Committee considered various candidates for the 2008-2009 slate, and it conducted as many interviews as was possible during the time available.

II – ADVISORY BOARD



APPENDIX C EMPLOYEE COMPENSATION AND BENEFITS COMMITTEE

Chairperson: Fred Hopkinson

1. Administration

- 1.1 The meeting convened at 1130 hours due to a conflict in the schedule of the BOG meeting. Present at the meeting were Fred Hopkinson, Jan Reidulff, Craig Hawkins, Michel Cataford and Jean Mignault

- 1.2 The Chair welcomed the members of the committee to the meeting.

Jan Reidulff was appointed Vice-Chair of the Committee.
Craig Hawkins volunteered to be the recording secretary.

There were no additions to the agenda

Moved by Michel Cataford, seconded by Fred Hopkinson that the agenda be approved as circulated. Carried

2. Business Arising

- 2.1 There were no outstanding issues from the AGM 2007 or the SAM 2006. Moved that the minutes of the Employee Compensation Committee from the SAM 2006 and the AGM 2007 be accepted. Moved by Jan Reidulff, seconded by Michel Cataford. Carried.

- 2.2 Fred Hopkinson circulated a spreadsheet summarizing current levels of compensation for the employees, as well as some historical information.

- 2.3 All employees have completed the Employee Planning Worksheet (Corporate Coach) last year. This worksheet indicated some areas of growth that would be beneficial to the employees and to the organization. J. Mignault indicated that most employees are working on some professional development; this is not always what the feedback from Corporate Coach indicated. Outside time commitments for some employees is a limiting factor. On-line learning should be considered for the future.

3. New Business

- 3.1 The current job descriptions are being reviewed and adjusted. This is still a work in progress.

- 3.2 Employee Assessment and Reviews. Jean Mignault has completed all of the employee assessments. Michel Cataford has completed the assessment on the Executive Director. The President and Vice-President have met with all of the employees except Chantal (to be completed later in the afternoon) for informal feedback on how they have seen the year. This practice was started last year. Results of these meetings, along with copies of the employee assessment are kept in a binder to be passed on to the president.

The President will meet with the Executive Director later in the afternoon to review his employee assessment.

The Executive Director was asked to leave the meeting for the next phase of the discussions.



- 3.3 Fred Hopkinson distributed a spreadsheet with some suggestions for salaries for the upcoming fiscal year. This was discussed at some length by the committee, with the discussion focusing on the overall level of increase and how it should be apportioned between merit and cost of living. There was no final consensus at the end of the session. It was suggested that a teleconference would have to be held in the new year to come up with a recommendation to take to the Executive Committee.

Other factors to consider will be casual sick leave and the opportunity to accumulate it and carry it over from year to year.

- 3.4 It was strongly suggested by Past President Craig Hawkins that both President Michel Cataford and First Vice-President Jan Reidulff have a frank and open discussion with Jean Mignault about performance issues related to one staff member.

4. Conclusion

It was decided that a teleconference / web cast would be held with the committee members prior to the next Executive teleconference to review the spreadsheet and make final recommendations to the Executive Committee. Date and time to be decided upon.

The meeting was adjourned until the teleconference.



APPENDIX D INTERNATIONAL AIR CADET EXCHANGE COMMITTEE

Chairperson: Grant S. Fabes

Attended by: Kim Banaszkiwicz, Pierre Barabey, David Brown, Captain Simon Caron, Chantal Fauvelle-Erdogan, Major Pierre Giroux, Lloyd MacIntyre

I. ADMINISTRATION

- 1.1 Opening Remarks by the Chairperson
- 1.2 Call for New Agenda Items
 - 2.4 Host Families – Screening Process and Forms
- 1.3 Approval of the Agenda Moved by: L. MacIntyre Seconded by: P Barabey
- 1.4 Approval of RODs - 20 Feb 2007 Moved by: L. MacIntyre Seconded by: P Barabey

II BUSINESS ARISING

2.1 Update - Canadian Cadets to Foreign Countries 2007

P. Giroux said an issue was discussed at the IACEA meeting in Switzerland about an ACL escort officer who was not physically able to take part in all itinerary activities. He said it was important to ensure that all selected escort officers are physically fit.

S. Caron stated that while some cadet diary notes had the usual comments about the food and the itinerary activities, the majority signed off they had a great trip. One issue involving the USA was conveyed to the host country organizers for action.

2.2 Update – Foreign cadets to Canada 2007

S. Caron said the majority opinion of the cadets and escorts was that the Canadian exchange program and itinerary was the best they had seen. It was S. Caron's opinion the 2007 exchange was an even more resounding success than the 2006 exchange. While the glider flight cancellations were disappointing, the cadets found the additional museum time made up for it.

P. Giroux mentioned that although there were not enough host families in the Niagara area, the OPC answer to the shortfall proved to be a great success.

2.3 Cadet Survey 2007

Kim Banaszkiwicz thought copies of the cadet survey had been distributed to everyone. As they were not, she stated that she would ensure that the results were emailed to each member.

ACTION: Kim Banaszkiwicz

The results were the most successful recorded to date and all the cadets expressed high praise for the Canadian host officers, S. Caron and S. Smith. The most popular activity was the White Water Rafting followed by the Niagara area tour.

Individual negative points were: a host family residence was not very clean, a Mexican family had spicy food for breakfast, and one said there were too many hours on the bus. An escort indicated that she was scared at the rafting event and said it may be a safety issue. Kim said everyone was given the opportunity to sit out the rafting and the National ACL office had no plans to stop this activity, because it was the most popular with all the cadets and other escorts.

2.4 Screening Process / Forms

G. Fabes asked if there were any comments concerning the host family screening process or the new forms. D. Brown said the decision to verify the condition of the residence was a very good one. L. MacIntyre stated no issues reported in Quebec.



P. Giroux indicated that the screening process was unchanged in the revised 2007 CATO, and that the process used in 2007 was quite acceptable for 2008, and that PRC and VSS were not required. He mentioned that the Canadian host escorts have cell phones as back-ups for any cadet/escort issues.

III NEW BUSINESS

3.1 Number of Cadets for 2008

P. Giroux distributed a matrix indicating Canada will be sending 75 cadets and 7 escorts to 12 countries. This is an increase of 3 additional exchanges, 2 to the UK and 1 to Hong Kong. Canada will be receiving 75 cadets and 7 escorts. Ghana will not be participating.

3.2 Financial Statements 2007

See item 3.3 concerning the 2007 Financial Statements and 2008 Proposed Budget.

3.3 Proposed Budget 2008

G. Fabes distributed the IACE Budget – 2008/09 with the Actual expenses for 2007/08. The budget is \$31,475, less IACE fees charged to the Provinces (75 cadets X \$250 or \$18,750) for a cost projection of \$12,725 to the ACL National Budget.

3.4 Itinerary / Content Review

Prior to this meeting G. Fabes emailed copies of the 2007 and 2008 Itineraries and comment reports from each IACE region (Ottawa, OPC, Montreal, Quebec City).

P. Giroux stated since G. Fabes has more precisely formalized the itinerary, would it be possible for each PC to confirm the big-ticket items now, instead of waiting for the teleconference call in Feb 2008. This would give him valuable lead-time to make his support requirements known earlier to Central/Eastern Regions e.g. hotel dates, group transportation, helicopter flights, etc.

D. Brown said the OPC portion is not broke, so he would not fix it. Some tweaking may be necessary with the parade on 25 July and gliding on 29 July, but back-up plans will be in place should they be needed. **ACTION: D. Brown.**

L. MacIntyre said that no major changes to the Quebec portion were anticipated.

G. Fabes said that some concerns had been raised about costs/cadet hosting in the Quebec City area due to the Quebec 400th Anniversary, but that the push was for the itinerary and hosting to remain status quo for the time being. Q/OV will confirm their position with regards to the availability of host families and inform G. Fabes no later than 10 Dec. **ACTION: L. MacIntyre.** If the host family situation could not be resolved, the IACE Chair stated that a study group would be formed.

P. Barabey stated Q/OV has two major events scheduled in the Quebec City area during this time period and suggested that, not to over burden the host families, discussions take place on the itinerary schedule alternating yearly between Montreal and Quebec City.

P. Giroux pointed out that the Farewell Dinner must be held on 4 Aug since the Mess at Longue-Pointe Garrison has already been reserved.

G. Fabes stated back-up plans were a must for each activity due to rain-out or activity cancellation. **ACTION: D.Brown/L. MacIntyre**



3.5 Host Families

P. Giroux pointed out he would be willing to look at host family accommodations in both Montreal and Quebec City, in the future.

3.6 IACE Kit (Blazer Alternative)

G. Fabes stated M. Cataford, National ACL President, had asked him following the IACEA meeting in Switzerland to look for a possible alternative to the IACE blazer. Several suppliers had been approached and all had stated that due to the limited number of pieces and size ranges required, that (1) it would not be practical for them to produce such a non-stock item and (2) if they were to do so, the item would be more costly than the present blazer. Therefore, it was decided to keep the present blazer.

Top Marks has a full-zip cardigan in stock that, while not formal enough to replace the blazer, G. Fabes recommended be introduced as an optional item on the Top Marks order form for 2008. The cost would be \$44.00 including the embroidered IACE crest affixed to the left front breast pocket area. This was agreed to. **ACTION: G. Fabes**

P. Giroux pointed out he had already issued general instructions to all 2008 IACEA participating countries that a formal dress uniform was a mandatory requirement. He agreed that the item could be listed on the Top Marks order form as an optional item. Cadets going to Australia and New Zealand will be instructed to bring their cadet parka and fleece liner. A Velcro IACE crest may be provided for each parka.

IV. CONCLUSION

4.1 Good and Welfare of the Air Cadet League of Canada

4.2 Closing Remarks

G. Fabes thanked everyone for giving the cadets a great IACE experience.

4.3 Date and Time of Next Meeting

G. Fabes and P. Giroux will decide if there is sufficient need to conduct a joint ACL/ DND teleconference call in February 2008 and inform everyone. **ACTION: G. Fabes**

4.4 Adjournment



APPENDIX E HONOURS AND AWARDS COMMITTEE

Members

Lionel Bourgeois – Chairman
Craig Hawkins
Len Jenks
Bob Parsons
Irene Doty
Bob Dale
Bob Goudie
Jim McKeachie
Ron Ilko
Harold Fowler
Other members of Advisory Group

1. Opened meeting and Approved Minutes of 16 June 2007.
2. Approved Agenda.
3. Confirmed that Lionel Bourgeois would hold the chair until Craig Hawkins assumes control at 2008 AGM.
4. Sub Committee memberships for 2007-2008 will be:
Scholarships – Irene Doty, Gilles Cuerrier, Harold Fowler, Ron Ilko, Guy Albert.
Cadet of the Year – for 2008 will be selected by **NB PC**.
Medal of Honor, Life Members, – Bob Dale, Andre Dumas, Don McKeachie.
Certificates of Honor, Presidents Citations – Craig Hawkins, Lionel Bourgeois, Len Jenks.
Certificates of Merit – TBA-Volunteers from Advisory Group.
Certificates of Recognition-(for CIC)- TBA-Volunteers from Advisory Group.
5. Cadet of the year. We were advised by the Provincial Chairs Committee that they would recommend a cadet, for 2008 that cadet will be from New Brunswick.
6. The future awarding of an Honorary Life Membership as was given to Don Gladney in 2007 needs clarification at the 2008 AGM.
7. Adjournment.

Lionel Bourgeois, Chairman



APPENDIX F NATIONAL FLYING COMMITTEE

Attendees:

Chairperson:	Bill Paisley, MGen (Ret'd)	ON
Secretary:	Eric Steffensen	AB
Members:	Jacques Vallée	QC
	Louis Bourgeois	ON
	Jim Spencer	SK
	Terry Lewis	MB
	Edgar Allain	NB
	Dennis MacNeil	NB
	Maurice J Murphy	NL
	Jim Ash	NWO
	Jerry Elias	ON
	Tom Holland	BC
	Chuck Verge	ON
	Fred Hopkinson	ON
	Joe Johnson	EC/NWO
	Maj John Cooper	DND/NTA
	Maj Bill Fox	DND/NCA Ops O

Not Represented: PEI and NS

I. GENERAL

1.1 Welcome

The Chairman opened the meeting at 1300 hrs and welcomed everyone to the meeting.

1.2 Call for New Agenda Items

Edgar Allain (NB) requested the addition "Minimum Equipment List for PPS" and PTAA added to the agenda.

1.3 Approval of Agenda

Joe Johnson NWO moved that the agenda be adopted.

Carried

1.4 Approval of the Minutes of the Previous Meeting

The Chairman asked for approval of the minutes of the flying meetings held at the AGM in Winnipeg 14 June 2007. Acceptance moved by Jim Ashe NWO and seconded by Joe Johnson NWO.

Carried

1.5 NCA Ops O Report

Maj Bill Fox presented the National Cadet Air Operations Officer's (NCA Ops O) report which addressed Flying Statistics, Flight Safety, Scholarship, Scholarship Quotas, Advanced Soaring Awards 2007, and NCA Ops O issues.



- a. Flying Statistics for the Spring 2007 showed 32,454 glider flights and its is expected once the fall statistic are reported, the total flights should be similar to that of 2006. He noted that Glider Famil flights are substantially down and this will be study further as to determine the reasons.
- b. Flight Safety Summary for the year 2007 recorded three major glider accidents (one A and two B Cat); and 121 incidents. The B Cat included premature release on a winch launch, which resulted in a hard landing, and the other was a two glider collision on landing. The A Cat was a glider being tossed into a fence after becoming loose from its tie down during a strong wind conditions. The Flight Safety trends were reviewed and the NCA Ops O plans on examining the cause factors in greater detail for accident prevention.
- c. The 2007 Provincial and Territorial Selection Quotas for the Flying and Glider Scholarships were reviewed. There are 260 Power and 320 Glider Scholarships allocated.
- d. Advanced Soaring Awards (Gliding/Soaring at the Gatineau Soaring Club) to the top GPS were rewarding, beneficial to the program. Three Cadets received their Soaring Association "C" badge.
- e. NCA Ops O Issues include Glider Pilot/Instructor Pilot Retention, FS reporting, analysis of FS cause factors to determine trends, responsibility and management of the 242, tow aircraft replacement, and additional Gliders for Soaring. Noted that the FS SRs affecting ACGP procedures were not staffed through the gliding ops staff before the final report being issued.

1.6 NTA Report

Maj John Cooper presented the National Technical Authority's (NTA) briefing which addressed NTA Staff and Organization, SIRP, Aircraft Modifications/Issues Update and System changes. Some of the main briefing points were:

- a. The fleet totals 105 operational aircraft, consisting of one Wilga, fifteen (15) L19, sixteen (16) Scout, seventy-two (73) 2-33A. The three gliders accidents/loss are not reflected. The flying hours for 2006 were 15,895 hrs.
- b. Structural Inspection and Repair Program (SIRP) is funded for 6 gliders and 2 tow aircraft for FY 07/08. The tow aircraft remain at a ten year SIRP cycle and gliders at a 12 year cycle. Funding is \$8,500 per aircraft plus NDT costs.
- c. The process for "new" aircraft purchase continues to be refined. DND has been paying for pre-purchase inspection. At issue is who should pay transportation costs to the region – DND or ACL.
- d. The glider canopy latch gusset and ballast box modifications are on going. The Pac Region has three gliders modified with a radio boom mic /PTT design. Prairie Region working on a standard design and both Eastern and Prairie Regions are interested in the boom mic/PTT.
- e. Prairie Region is trialing a winch launch telemetry system which if successful would improve the launch efficiency i.e. best speed during the launch.
- f. The 2-33a wing jig requirement/proposal was reviewed as to in-house capability and cost of doing these repairs. Presently, there are 19 bent wings in the system.
- g. Project to reduce Scout tail spring failures by installing a tundra tail wheel is being trialed by the Central Region.



- h. Replacement of the present PolyFiber aircraft fabric with a less toxic Stewart Systems Fabric covering is being trialed by the Central and Pacific regions.
- i. The present 121.5 MHz ELTs for Tow aircraft will in all likelihood will have to be replaced by February 2009 at a cost of approximately \$2000 per aircraft. Uncertain if this will be a cost to DND or the ACL.
- j. The Scout Hoffman prop trials have been completed and all results received in November 07.
- k. The L-19 oil cooler is difficult to repair/replace and Pac Region cooler replacement is not certified. Issue continues to be monitored.
- l. L-19 Alternator has a high failure rate and a new armature is being trialed. The L-19 Airwolf oil installation and the AUW increase with the Hoffman propeller projects have been completed.
- m. L-19 parts and support are of concern but continues to be supportable for the next 5 – 10 years. The Airwolf air installation has been completed. AUW increase for 305A to 2300lbs has been completed.
- n. The L-19 airframe supportability timeline is 2010-2015 and the engine for at least the next 10 years but should be monitored and review again in 2015.
- o. Winch annual tune-up maintenance is DND funded. The Winch refurbishment project (WUP) is ongoing.
- p. Static display aircraft for PA/Recruiting requirement is being discussed.

II. BUSINESS ARISING

2.1 Update on the L-19 Replacement

BC is considering Maule or Cessna 182 as a possible L-19 replacement. Sealand Aviation will provide one 182 in the tow configuration for evaluation. BC favors a four place aircraft and one easier to fly aircraft than the L-19. The Cessna 182 was once in the Canadian Army inventory designated as the L-19L. BC also expressed concern over the airspace available and airports available for the ACGP. With the changing times, BC proposed that the long term objects of the ACGP be reviewed.

2.2 Update on Glider Procurement

Manitoba and BC are in the process of purchasing gliders, MB as an additional glider and BC as a replacement glider.

2.3 Four Bladed Propeller Trials

See NTA report.

2.4 Renting Of ACL PC Vehicles

Issue resolved.

2.5 Inclusion of Upgrade Flights in the 242 During Spring and Fall Gliding

The detailing of the Spring and Fall ACGP include upgrade flights to conform to the ACL/DND contract for services is ongoing.

2.6 ACL Insurance Coverage for Civilian Volunteers

Insurance covers accidental death and dismemberment but not liability. Discussion is ongoing to include liability insurance.



2.7 Anniversary 100 yrs Power Flight in Canada

The BOG, representing the ACLC has formed a coordinating office.

2.8 Winch Maintenance

See NTA report.

2.9 Retention Cadets in ACGP

The GPS and PPS Pilot Retention Initiatives/Recommendations were reviewed. BC has initiated a monetary incentive for cadets that attain their passenger carrying qualifications. NAC Ops O suggested that considerations should be giving to including advanced gliding in the program as a form of motivation to stay in the program.

III. NEW BUSINESS

3.1 PC ACC 12 Form B

The Chair recognized some of the difficulties in gathering the information and will discuss the information needed to evaluate the ACGP program effectiveness at the RCA Ops Os training conference at Winnipeg.

3.2 OPC Aviation Survey

OPC has initiated a comprehensive Aviation Survey. The form is available on their web page <http://www.aircadetleague.on.ca/>.

3.3 Aeronca Project

OPC briefed on their successful "Aeronca Project" which is a cooperative program between the ACL OPC and Aviation Industry (CAMC) focused on cadet involvement in the re-building of an Aeronca aircraft. The Program is targeted to the school grades 11 and 12 cadets and provides valuable training which can also provide school credits.

3.4 PTAA

The award is available to all cadets with wings.

3.5 Minimum Equipment List

Edgar Allain NB noted that a Flying School awarded the PPS contract does not use aircraft equipped with a transponder which could be considered a higher flight safety risk. NAC Ops O will review the Flying School aircraft required standard for the PPS contract.

3.6 ACGP Long Range Plan

There was a consensus amongst members that planning for equipment, personnel and program content possible changes over the next 10-15 years should be considered. The Chair indicated this would be discussed at the annual Flying Training Conference in Winnipeg 27-29 November.

3.7 Comment/Reports from PC Representatives

The PC in the Prairie Region will investigate the benefits of forming a Prairie Aviation Committee. No additional reports or comments.



IV. NEXT MEETING

4.1 Date and Time of Next Meeting

The next meeting of the National Flying Committee will take place in Quebec City at the AGM conference, tentative planned for 19 June 2008. Telephone calls and e-mails will keep everyone informed in the meantime.

4.4 Adjournment

There being no other business, the meeting was adjourned at 1545 hrs.

A handwritten signature in blue ink, which appears to read "Bill Paisley", is positioned above the printed name.

Bill Paisley
Chairman
National Flying Committee



APPENDIX G LEAGUE INDUSTRY STEERING COMMITTEE

Meeting 7

Participants:

ACLC: Grant Fabes (Chair)

Tom White

DND: Andrea Onchulenko (Conference Call Attendance)

ATAC: Nathan MacDonald

CAMC: Theresa Davis-Woodhouse

CBAA: Glenn Priestley

I ADMINISTRATION

1.1 Opening welcoming remarks by the Chairperson

The Chair welcomed the committee members and guests (P. Barabey, L. Bourgeois, R. Dionne, D. Dunne, G. Jarvie, F. Johnsen, G. Johnston, M. Lacroix, D. LaRoche, and K. Mann) to the meeting.

1.2 New Items for the Agenda

2.3 LISC PC Liaison Representatives

2.4 Centennial of Flight

3.2 Alberta PC MOU with Aviation Alberta

1.3 Approval of Agenda

Moved by T. White, seconded by T. Davis-Woodhouse

1.4 Adoption of Minutes of June 14, 2007 meeting

Moved by T. Davis-Woodhouse, seconded by A. Onchulenko, the Minutes, adopted unanimously.

II BUSINESS ARISING

2.1 Progress Reports

2.1.1 CAMC MOU Implementation (Theresa/Grant)

Action Items

First off, there was an action item for CAMC from the LISC meeting in June.

Captain Onchulenko asked me to review and provide feedback on a proposed 30 minute Interactive Multimedia Learning Tool cadet lesson plan. We appreciated the opportunity to do so, and this was completed mid summer.

Other Activities since June, 2007

With regards to present activities, there has been a steady stream of activity been CAMC and the Air Cadet League since June 2007

First, I have received many calls and emails from various squadrons requesting sets of CAMC Industry posters. Squadrons can view the thumbnails of these posters on the CAMC bilingual youth space website which has an air cadet sub-section containing the poster thumbnails.

This same air cadet portion of the youth website will soon contain the newly released Air Cadet recruiting video.



Second, in October CAMC supplied 250 career guides and 250 copies of an Air Cadet article from the spring addition of our quarterly magazine, *AviNation*, to the Air Cadet League of Canada Ontario Provincial Committee for their 2007 Annual Conference and AGM. The career guides and article were placed in the conference delegate bags. If anybody would like to see a copy of the article I have brought some magazines with me.

Third, the list of individual squadron passwords and user names for use with the Interactive Multimedia Learning Tool (IMLT) site was re-issued, in PDF format, in September. In November, PC Chairs were asked to forward memoranda regarding the online benefits to cadets of both the CAMC web site (Youth Page, squadron access to career posters, etc.) and the IMLT site (basic concepts of aircraft operation and maintenance), to all sponsoring committee chairs. This seems to have sparked a renewed interest in the IMLT and we have had emails from many squadrons as the training year started up again, requesting access to the program.

Fourth, The CAMC / CAAHRA Provincial Industry / League Action Teams Project (or PILAT as it's more easily called) was launch at the end of Aug and will run until June, 2008. The PILAT project is part of CAMC's Skilled Workforce for the Future contract with HRSDC; however, the project will be guided by the PILAT Steering Committee and will be managed by a project team, composed of Rod Jones and Marlene Conway.

Reports of all relevant and beneficial activities will be made to the LSIC committee once the potential activities are defined.

The entire first round of workshops has been held. They took place in Alberta, the Atlantic Region, Manitoba, Saskatchewan, Quebec, and Ontario, as well as a web conference with Northern Canada.

The initial steering committee meeting for the project was held yesterday.

The level of enthusiasm at the meetings has been good and a number of creative ideas regarding needs and opportunities have been generated through these Workshops.

The second set of workshops will begin early Jan after which a more in depth report can be given.

Fifth, Grant Fabes was invited to attend the 16th Annual CAMC Forum and AGM, held in Mississauga, ON, from October 17-19. As the League's representative on our Youth Initiatives Advisory Committee (YIAC) Grant participated in the committee meeting on October 17 and made presentations on the new Air Cadet recruiting video and on the Duke of Edinburgh Award program, both of which were very well received.

Captain Onchulenko was also a welcomed attendee to the YIAC meeting and updated us on the continued development of the cadet mandatory and optional training programs and their use of CAMC resources such as the Aviation Maintenance Orientation Program, IMLT and Activity Books.

On Thursday, October 18, CAMC was very pleased to have sixteen cadets from squadrons from the London and the greater Toronto areas attend the day long CAMC 3rd Annual Career Forum.

The career session presentations included ACTS, Advanced Composites, Bombardier, DND, Great Slave Helicopters, L3 Communications, Rolls-Royce and Skyservice Airlines. Cadets were then able to visit exhibits by these and twelve other companies.



A Career Panel Discussion and Q&A Session was held in the afternoon along with the presentation and video “Airbus A380 Cold-Weather Test campaign at Iqaluit International Airport, in Nunavut,” by John Graham, the Airport Director, who was also actively involved with the local 795 Air Cadet Squadron.

Following a first contact at the October, 2007 CAMC AGM, Grant had discussions with Mr. Michael Fedele, CAE Vice President - Pilot Provisioning Innovation, Civil Training and Services, with the aim of developing a MOU for signature this year.

And last, but equally important, CAMC is pleased to announce that the Air Cadet League of Canada has been given a full CAMC corporate membership. Welcome aboard.

2.1.2 Cadet training (Andrea/Tom):

A. Onchulenko provided highlights on the CPU. Proficiency Level One will be implemented for 2008-2009 training year, with revised Summer Camps effective summer 2009, and then each subsequent year will see the next proficiency level introduced.

Relative to CAMC's IMLT program, DND considers the tool to be part of optional training and has allocated a 30 minute session within the updated cadet program (complementary training) to explain what IMLT is and how to access it. This will serve as a user information session for the squadrons. DND may consider bridging a safety information program to be provided by ATAC.

Grant and Andrea will re-visit procedures for cadet attendance at the various activities contained in the MOUs. and

2.1.3 CAAHRA MOU Implementation (Rod/Marlene):

No report as Marlene and Rod were attending an HRSDC meeting.

2.1.4 ATAC MOU Implementation (Wayne and Grant):

Nathan MacDonald, representing Wayne Gouveia, presented the following report:

Let me first say how pleased ATAC is to be associated with the Royal Canadian Air Cadet program. It is an important and valuable program which fosters an interest and training in aviation. Given the looming pilot shortage, the benefits of a program such as the air cadets, is all the more clearly apparent.

- 1) ATAC will develop and produce safety related materials, which would be made available to the ACLC for distribution to its squadrons;

ATAC is near the completion of two safety-related educational materials regarding the interaction of air cadets and flight schools.



- A document for operators regarding the safe dealing with air cadets attending their schools.
 - A second document detailing safety information for cadets who are unfamiliar with the flight school/hangar environment.
- Distribution of these materials should proceed in early 2008.
- 2) ATAC will provide two annual continuation-flying bursaries of \$500.00 each to cadets selected by the ACLC. These bursaries will only be valid when paid directly to an ATAC member flying school;
So far ATAC has given out three such bursaries. It is ATAC's practice to give out two of these bursaries per year as stated in the terms of the MOU. We give out one of the \$500 bursaries each year at our May meeting. This bursary is awarded to the most deserving air cadet from anywhere in Canada. A second bursary of the same amount is awarded each year at the ATAC Annual General Meeting. This bursary is awarded to the most deserving cadet in the particular region where the AGM is being held. The ATAC AGM rotates from region to region each year.
- 3) ATAC will provide national aviation operations experience and exposure by providing access for selected air cadets, chosen from squadrons in the host city, to the Annual General Meeting, Convention and Tradeshow, as well as access for selected cadets from the Ottawa area to ATAC's Annual Ottawa Spring Reception;
- ATAC had made arrangements for selected air cadets to attend the AGM in Halifax earlier in November. Sadly, the cadets were unable to attend the meeting due to exam commitments.
- There was interesting discussion around the table of how to smoothly ensure the participation of cadets at next year's AGM to be held in Calgary November 10th – 12th. The possible participation of air cadets in our Remembrance Day programming was also discussed.*
- 4) ATAC, through those of its members who agree to participate, will provide the following benefits and incentives to the ACLC:
- Aircraft Rental Discounts
 - Ground school Discounts
 - Meeting Space and Parade Grounds

ATAC has encouraged its membership in this regard and it is going happening on an individual basis at schools throughout Canada. ATAC's membership is voluntary and therefore it is up to each school to determine their ability to assist cadets in this regard.

Following from the discussion of the issue of pilot shortage, a suggestion was raised that ATAC should have a presence at the air cadet summer camp parades in mid august to provide career information to newly trained pilots.

2.1.5 CBAA MOU Implementation (Jan and Glenn):

G. Priestley provided an overview of the various opportunities that had been provided, since the last LASC meeting, for selected cadets/military officers to attend all CBAA sponsored workshops and seminars, and of the presentation CBAA's Annual Air cadet



Flying Scholarship, which was awarded to WO2 Tanis Laatsch, 52 City of Calgary Squadron, at CBAA's 46th Annual Convention, Trade Show and Static Display, held in Calgary from July 9-12, at the Metropolitan Centre and Skyservice Aviation's facility at Calgary International Airport. The scholarship was presented by Mr. Jean Langevin, Chairman of the CBAA Board of Directors, at the keynote luncheon on July 12. As a supplement to this award, Mr. Tim Mill, Business Director Aviation, Sennheiser Canada, also presented her with a headset. WO2 Sarah Swift was the cadet representative at the four day event.

2.2 Update - PILAT

See 2.1.1 above

2.3 LISC PC liaison Representatives

Grant distributed copies of the ACLC Provincial Committees/Aerospace Industry Liaison/DND Contact Names chart. G. Johnston will distribute to the Chairs for any updates, and Grant will ask Marlene for updates to the provincial industry listing.

2.4 Centennial of Flight

G. Priestley spoke of CBAA participation on the Coff Committee, and Tom spoke of the League's involvement on the committee and of various League projects under consideration to commemorate this event.

III NEW BUSINESS

3.1 MOU with CAE

Following a first contact at the October, 2007 CAMC AGM, Grant has had discussions with Mr. Michael Fedele, CAE Vice President - Pilot Provisioning Innovation, Civil Training, and Services, with the aim of developing a MOU for signature this year.

3.2 Alberta PC MOU with Aviation Alberta

F. Johnsen and K. Mann provided information on the MOU that was signed on November 14 with Aviation Alberta, the provision of \$10,000. in scholarship funds, discussions to be held concerning the possible uses for another \$10,000., and showed the plaque that was presented to the Alberta PC on the occasion of the signing.

IV CONCLUSION

4.1 Closing remarks:

The Chair thanked all participants for their attendance and input.

4.2 Date of Next Meeting

June 20, 2008, in Quebec City at the League's AGM.

4.3 Adjournment

Time: 14:55



APPENDIX H REGISTRATION AND SCREENING COMMITTEE

While the Committee had scheduled a meeting at the SAM, they did not meet.



APPENDIX I EFFECTIVE SPEAKING COMPETITION COMMITTEE

Present:

Roger Dionne	QC
Lloyd MacIntyre	QC
Pierre Barabey	QC
Keith Mann	AB
Laureen Nickerson	National Office
Gladys Jarvie	Chair & BC

I. ADMINISTRATION

- 1.1 Opening Remarks by Chairperson
Gladys welcomed all to the meeting, with a special thank you to Laureen from the National Office for making time to attend this meeting. Laureen does all the arrangements with WestJet for Cadet flights to the National Competitions in June.
- 1.2 Call for New Agenda Items
- 1.3 Approval of Agenda – as per agenda in “SAM” Meeting Book 2007
- 1.4 Other Administrative matters

II. BUSINESS ARISING

- 2.1 **Business Arising from Previous Meeting**
New application forms as well as topic List for Prepared Speech are now available on the National website. Modifications to the Rules have also been updated.
- 2.2 **Provincial Representatives – contact names**
List of Provincial representatives is still not complete. Gladys will co-ordinate with Laureen to try to complete and update this list.

III. NEW BUSINESS

- 3.1 **National Competition June 2008 – Quebec City**
Quebec Co-ordinator and Contact person for the 2008 National Competition is Lloyd MacIntyre email lloydmacintyre@hotmail.com

The tentative plan for the June 2008 Competition is: the competition will be held on Thursday June 19 at 1800 hrs. Cadets travelling via WestJet will be met in Montreal – travel on June 18th – met in Montreal by Pierre Barabey. They will stay overnight in Montreal under the supervision of the Quebec Committee, then be transported to Quebec City on Thursday morning for the competition. Following the competition they will be billeted in Quebec City for activities in Quebec City on the Friday and Saturday. The Cadets will return to Montreal on the Saturday evening for their return home Sunday, June 22nd, Via WestJet.

Any Cadets not traveling via WestJet will be expected to arrive at the AGM Location (?Clarion Hotel) in Quebec City by noon on June 19th.



All Chaperones/parents traveling with Cadet to Montreal via WestJet will be responsible for their own arrangements for transportation to Quebec City as well as their accommodation in Quebec City.

Parents/Chaperones will be welcome to participate in Spousal Tours – at their own cost.

Costs for transportation of Cadets to Quebec City will be billed to participating Provincial Committees following the Competition.

A Memo with this information – when finalized – will go out to all Provincial Effective Speaking Coordinators.

3.2 Communication Lines for National Competitions

All communication – Application Forms and Cadet Registration forms must be sent to Laureen Nickerson – National Office and copied to Lloyd MacIntyre – Quebec Committee. Every Cadet MUST bring a completed Application form to the Competition.

For any Cadets who have a 'time conflict' with Provincial Exams and the Effective Speaking Competition can contact Lloyd MacIntyre to make arrangements to write these exams in Quebec City.

3.3 Topics for Prepared Speech

Each Provincial representative is requested to submit suggested new topics for the prepared speech list for the next meeting in June 2008.

3.4 Badge, crest, or pin for Cadets

All members present were in favour of a pin for Cadets to wear on their uniform – similar to the Biathlon pin. Tom White from the Board of Governors is addressing this item with the BOG and "D Cadets".

3.5 Judges comment sheets

Gladys discussed the importance of the Judges Comment sheets for the Cadets. The current forms on the National website is often not completed by judges. They are very detailed, and not easy to complete. Gladys circulated a modification of this form (that is used in B.C.) for consideration at the next meeting in June.

Any modification to forms on the National website must be approved by the Policy & Procedure Committee.

IV. CONCLUSION

4.1 Good and Welfare of the Air Cadet League of Canada

4.2 Closing Remarks

Thanks to all members for their interest and work with this program.

4.3 Date and Time of Next Meeting

June 2008 – AGM in Quebec City

4.4 Adjournment – at 1620 hrs.



APPENDIX J NATIONAL FINANCE COMMITTEE

In Attendance:

Bob Robert (Chair & Secretary)
Ralph Thistle (Vice Chair)
Joe Johnson (Member)
Jerry Elias (Member)
Jean Mignault (Member)
Chantal Fauvelle-Erdogan (Member)
Fred Johnsen (visitor, Chair AB PC)
Marc Lacroix (visiteur, president CP Q&VO)
Darlene LaRoche (visitor, VCh AB PC)
Louis Bourgeois (visitor, OPC)

Absent:

Stan Harry (Member)
Marlene Conway (Member & Chair of the
Resource Development &
Fund Raising Committee)

1. Administration

- 1.1 The Chair **welcomed** the members of the committee, mentioning how faithful they are. He expressed regrets on behalf of Stan Harry who is not attending the SAM. He also welcomed the visitors to the meeting, thanking them for their interest.

B. Robert briefly explained, the **mandate** of the Finance Committee, that being to protect the cadet and League financial assets and to promote effective financial management...by making sure that Policies, Procedures and Guidelines are in place, and making sure that the right people are on job implementing and monitoring these Policies, Procedures and Guidelines. He added that he believed we have now done that with new instruments and policies and that it's time to let the results catch up to the new set up.

B. Robert made note that new member Marlene Conway could not attend due to conflicting agendas.

- 1.2 The Chair asked those present to review the published agenda.

- 1.3 **Additions to the Agenda:** There were none.

- 1.4 **Approval of the Agenda:** **Moved** by Jerry Elias, seconded by Joe Johnson that the Agenda be approved as published in the meeting book. **Motion carried**

- 1.5 **Communications/Collaboration:** B Robert said that he was experiencing good e-mail communications with Committee Members and improving responses with PCs and FCOs, but there is still room to improve. On top of the Pestergrams, he provides feedback to FCOs on ACC9s received and would like acknowledgement that action is taken or recommendations are being followed up.

He listed current FCOs, who also form the Finance Committee Advisory Group, as:

BC- Jack Henwood	AB – Carol Cox	SK – Tony Cloutier
MB – Ray Brown	NWO – Jim Ash	OPC – Jean Emond
QPC – Pierre Barabey	NB – Ed Statham	PE – Dennis Dunne
NS – Virginia Ellis	NL – Jack Budgell	TERR – Jan Reidulff

2 Approval of AGM 2007 ROP, Updates and Business Arising

- 2.1 **Approval of the AGM 2007 Finance Committee meeting** ROP that had been distributed electronically prior to the SAM:

Finding no errors or omissions, Jerry Elias **Moved** and Joe Johnson seconded that the



ROP of the AGM 2007 Finance Committee meeting be approved. **Motion carried.**

2.2 Updates/ Business Arising from the AGM 2007 ROP:

- a. The Chair stated that ACC9s are submitted to him signed by the FCOs, as required, at a near total rate. That's excellent.
He reiterated once again that PCs need to perform the requisite Reviews AND OBTAIN CORRECTIONS AS REQUIRED, before signing their SSC ACC-9s and mailing them to the Chair of the Finance Committee (himself) at his home. **All PCs**
- b. The new set of Tweaked ACC9s (version Jan 2007), with HELP GUIDES and FAQs Sheets, in French and English, has been completely available on the ACL Web Site since summer. All appears to be well and a number of SSCs are using them as encouraged to do so. For the current FY, the new ACC9 MUST be used. The 2003 ACC9 version will be removed from the Web Site before long. B Robert asked for the PCs' direct participation in switching all SSCs to the new ACC9. AB PC reported that they have provided each and every SSC with a CD containing the new set of ACC9s, Help Guides and FAQs.
All PCs
- c. The chair mentioned that the revised PPM is about to be placed on the ACL Web Site. It is the source of current Policies and Procedures for ACL Financial matters.
Info to all
- d. J. Mignault gave an update on the pursuit of Proportional DND Grants to the Leagues as supported by the Finance Committee. The idea is to seek a logically larger grant for the Air Cadet League in recognition of it having to support a larger cadet population and number of units. J Mignault stated that NCC would not discuss 'grants' until spring when the 5-year renewal of current grants is due on the agenda. The Déry Initiative might have an impact on this request. The other two Leagues agree in principle on condition that it has no impact on their grants. The initiative will be pursued by those attending the NCC.
Info to all

3 New Business

3.1 Tabling and Review of Q2+Oct 07 Financial Report: B Robert had requested that C Fauvelle-Erdogan add October to the Q2 Fin Report in order to get a more current snap shot of the financial situation and with a seventh month included. A 'How-Goes-It' look at the report was conducted, comparing the numbers to the equivalent time of a year earlier and against the budget. Some points that came through are:

- Inventory sales are up and inventory purchases are down (in spite of a 'bad' buy of IACE name tag), resulting in a spread of \$9k more favourable than 'year earlier'.
- Donations are still way behind the \$85k target, although gaining momentum.
- Much completed translation was done in house or at lower cost than budgeted.
- The 'office expenses' (new normal) are on target with the budget.
- Salaries and Benefits might be up slightly due to unbudgeted mandated increased benefits.
- The cash flow has improved greatly due only in part to earlier receipt of the DND Grant instalments.
- J Mignault presented a Corporate Donations report which demonstrated how little of the League's donations are corporate. The near totality comes from individuals.
- A Trust donation in the order of \$100k from the estate of AVM Mallard is expected (none of it toward the operating budget).



Overall, the situation gives rise to optimism that the budgeted deficit will not be exceeded and may well be significantly lower. The Chair expressed appreciation to the ED and staff for the situation while asking them to continue their effort in this direction. **ED & staff**

3.2 Report on Resources Development and Fund Raising: The Chair of the Resource Development and Fund Raising Committee was not able to be present to address any new initiatives. However, it seems that corporate donations in kind might be possible.

3.3 Review of Investments: C Fauvelle-Erdogan tabled the current (22 Nov 07) List of Investments of operating funds as well as trust funds. At \$801,965.59 (of which \$668,795.89 is for trust accounts), it is an extensive portfolio to track and manage. It was explained that it entrusted to two investment firms – DNL in Ottawa and CIBC Wood Gundy in Kingston – and the reason for that split explained. Conclusions were:

- The ED affirmed that the totality of investments comply to the 'Statement of Investment Policy' of the ACL.
 - The returns are good in respect to the prevailing environment.
 - Caution should be exercised so as not to shift much more to Wood Gundy until a track record is established.
- Info to all**

3.4 Enhanced Trust Funds Reporting: B Robert explained that C Fauvelle-Erdogan had established a more comprehensive Trust Funds Report format. C Fauvelle-Erdogan explained that a log of all transactions in the report period has been added to the format to show not only the bottom lines but how they were arrived at in detail. This transparency will give the trustees the confidence that the funds are well and precisely managed. **Info**

3.5 Planning the 2008 Audit: B Robert advised that he intends to travel to Ottawa again in May to receive the auditor's report. He asked the HQ staff to make a concerted effort to closely work with the auditor in providing all required documentation in a timely manner. The auditor needs to be able to produce the audited statements in time to have them with the ACL BOG at least 30 days prior to the AGM, a doable task. **ED & staff**

3.6 Mandated Annual Review of the 'Statement of Investment Policy': The 'Statement' had been circulated electronically prior to the meeting. No one saw any need to amend the 'Statement'. **Moved** by Ralph Thistle and seconded by Jerry Elias that the 'Statement of Investment Policy' is still appropriate and changes to it are not required. **Motion Carried**

3.7 ACC9s and PC Financial Statement Returns:

ACC9 returns for YE 2005 – 87.8%
ACC9 returns for YE 2006 – 84.6%
ACC9 returns for YE 2007 – 9.3%
PC Financial Statements received for YE 2007 – BC, NL, NS and NWO.

3.8 PPM Finances Content Highlights: B Robert made mention of the following:

- Duties of PCs (3.7.3) and SSCs (3.7.4)
- Financial Control for SSCs (3.7.4)
- Treasurer's Handover Certificate (Forms Section)
- Disbanding or Ceased Ops Sqn / SSCs (3.7.12)

3.9 New Agenda Items: None



4 Conclusion

4.1 Good and Welfare of the Air Cadet League of Canada: Mention was made of the advisability of including a Guideline in the PPM to have a Dissolution Clause favouring the Air Cadet Program and the ACL for Societies.

4.2 Closing Remarks: The Chair thanked the members for their attendance and contribution.

4.3 Next Meeting: In June 2008 at the Quebec City AGM.

4.4 The meeting adjourned at 17:25 PM



APPENDIX K
JOINT SESSION PC CHAIRS AND BOARD OF GOVERNORS



APPENDIX L STRATEGIC PLANNING COMMITTEE

In Attendance:

Bob Robert (Chair & Secretary)
Len Jenks (Member)
Geoffrey Johnston (Member)

Jan Reidulff
Grant Fabes
Bill Paisley
Jerry Elias

1. Purpose of the meeting

This was the first face-to-face meeting of the committee although much work had been done via e-mail since its formation. The opportunity to meet allowed for:

- A final review of the 'Strategic Planning Paper – Nov 07'.
- Setting up a Timetable for the 'ACL Strategic Plan 2008-20XX'.
- A quick start on a list of potential Plan Objectives.

2. Proceedings

- a. Final touches were made to the 'STRATEGIC PLANNING PAPER – NOV 07' which includes a revised ACL Vision and Mission statements. The Paper will be submitted electronically to the BOG for information on the work of the committee AND for approval of the revised Vision and Mission statements.
- b. The TIMETABLE for the development of the 'ACL STRATEGIC PLAN 2008-20XX' was approved as follows:
 - i. If not confirmed in 1. above, REFINES the Planning Paper and ACCEPT NLT 30 Nov 07
 - ii. PRODUCE an ALL POSSIBILITIES LIST of POTENTIAL OBJECTIVES (Goals) by 15 Dec 07
 - iii. SELECT Targeted Objectives for the draft Plan Update and ASSIGN Development Responsibilities to Committee Members by 15 Jan 08
 - iv. Conduct RESEARCH, CONSULTATION, etc., in developing Targeted Objectives AND SUBMIT Developed Targeted Objectives to the Committee by 15 Mar 08
 - v. ASSEMBLE the Strategic Plan Update in Draft NLT 31 Mar 08
 - vi. DISTRIBUTE the Draft Strategic Plan Update to the BOG (via Bob), to the PCs (via Geoffrey) and to the Advisory Board (via Len) for COMMENTS (not approval) NLT 10 Apr 08 Returns NLT 30 Apr 08
 - vii. REVISE the Objectives and overall draft Update per BOG/PCs/Adv BD feedback NLT 15 May 08
 - viii. FINAL DRAFT of Strategic Plan Update back to BOG/PCs/ADV BD for INFORMATION NLT 31 May 08
 - ix. Get the Plan Update APPROVED by BOG at AGM 2008
- c. The committee did preliminary work on a list of potential Plan Objectives.

3. Closing

The committee will continue its deliberations electronically.



APPENDIX M
DIRECTOR OF CADETS REPORT



APPENDIX N

PRESENTATION – RESOURCE DEVELOPMENT AND FUND RAISING COMMITTEE



APPENDIX O
AIR CADETS AWARDS RECEPTION