



# AIR CADET LEAGUE OF CANADA

## EC MEETING ROPs

### 12 Apr 17

#### MEETING INFORMATION

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**Meeting Date:** 12 Apr 17  
**Start Time:** 1900hrs  
Teleconference

#### ATTENDANCE

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Don Berrill	Present	Darlene LaRoche	Present
Marcel Bineau	Absent	Merv Ozirny	Present
Don Doern	Present	Ernest Wiesner	Present
Sarah Matresky	Present	Scott Lawson	Present

#### 1. ADMINISTRATION

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##### 1.1 President's Opening Remarks – D. Berrill

D. Berrill welcomed everyone to the call.

##### 1.2 New Items for the Agenda – D. Berrill

D. Berrill added item 6.6 Staff Management

##### 1.3 Approval of the Agenda (as amended) – D. Berrill

**Moved By:** M. Ozirny

**Seconded By:** D. LaRoche

Carried

##### 1.4 Approval of the ROPs: 08 Feb 17 – D. Berrill

**Moved By:** D. LaRoche

**Seconded By:** M. Ozirny that the ROPs be approved as presented.

Carried

#### 2. INFORMATION

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##### 2.1 President's Report – D. Berrill

D. Berrill indicated that he did not have a formal report as there was significant activity within the CPMB and CPMC files since the last meeting. He added that items he wished to discuss will surface later on the agenda.

##### 2.2 ED Report – S. Matresky

S. Matresky reported that she has attended a record number of events in the last two weeks and as such did not have a written report prepared. She summarized the following:

- National office staff for the three leagues recently participated in the Commandos Hockey Challenge put on by Esprit de Corps. Proceeds from the event will benefit local units.
- Gave briefing to RCSU COs at their recent conference
- Attended CPMB/CPMC
- Participated in a Duke of Edinburgh meeting with DND on new MOU
- Gave presentation at the J3 Seminar followed by Meet and Greet
- Attended Women in Defence & Securities Cocktail. Many partners there along with Hon. President and Governor E. Martinez
- Went to ANAVETS luncheon. Spoke with AFAC and CDA Institute about partnerships
- CAE and CBAA have committed to supporting CFTA Awards again this year.
- Attended Vimy Candlelight ceremony at National War Memorial
- Attended the Formation Mess Dinner
- Met with the Royal Canadian Legion about Cadet of the Year Award



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- Auditors are in doing the audit. Challenge finding files with J.Gray retired, S. Light gone along with office relocation.
- Inventory count went well
- Accepted for Canada Summer Jobs Program – will get one student for 200 hrs this summer
- Working on Lobbying registration application. Was returned several times for justification as we are not actively lobbying at present.
- Working with OPC on the NWO transfer of assets.

#### 2.3 Treasurer's Report – E. Wiesner

E. Wiesner prepared a written report (with Feb 28 figures) with the following information:

- We are trending offside budget on actual revenues of \$788k vs. \$1030k, however the result is a deficit of (\$141k) after expenses.
- Closing out last quarter with a projected deficit of \$180k-\$200k
- Cash flow is stable and adequate at this time.
- Money from 75th was transferred to operating account. Funds from accumulated reserves will likely have to be transferred as budgeted.
- Shortfalls in fundraising will have an impact and will require correction.
- Details on items over/under budget were given.
- LIP/NRGC and staff are reviewing things in an ongoing effort to improve bottom line. E. Martinez has new employment which will take her afield more frequently, but is making every effort to maintain responsibilities.
- Investments earning nominal interest. Perhaps need to review equity mix.
- CRA information will be sent out soon to the PCs.
- Insurance (budget column) as presented in the Income Statement needs to be corrected before the next meeting

D. Berrill cautioned that we need to clarify the League's financial position to the membership as do not want to alarm anyone with what was already forecasted. E. Wiesner indicated that a long term financial plan needs to be developed and a serious review of expenses needs to take place as fundraising alone is not necessarily the answer. The ACL must be careful how it navigates a way forward with a plan in place for the AGM and a skeletal plan in place by the next meeting.

**Moved By:** E. Wiesner

**Seconded By:** M. Ozirny that the Finance Report be received as presented.

Carried

### 3. BUSINESS ARISING

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#### 3.1 CPMB/CPMC Recap – D. Berrill/S. Matresky

S. Matresky walked members of the EC through the outcomes for each item on the agenda of the CPMB. The majority of the meeting was dedicated to information updates on Working Group items. No decisions were made and Continuous Improvement Model will be reshaped and pushed to CPMC. A first draft of the Governance TORs were reviewed at both meetings.

D. Berrill and S. Matresky summarized the proceedings of the CPMC meeting noting that it was an awkward meeting for all participants with a number of crossed transactions. D. Berrill added that he will be meeting with the General again one-on-one at a later date to review the outcome of the meeting and keep the lines of communication open.

#### 3.2 Program Costing Analysis–S. Lawson

S. Lawson reported that the response received from DND to the Program Costing questions submitted by the ACL were unsatisfactory. A formal response by the ACL will be drafted and returned as noted at the CPMB. There are still questions surrounding the costing formula used and the reply received from the military was a global response that contained general statements that did not cover the queries.



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#### 3.3 Funding Pressures – D. Berrill

D. Berrill reviewed the document circulated with the supporting material. At the last NCC, the VCDS asked the three Leagues to elaborate on where their biggest funding pressures lie. The report covered the following points: Contributions to the CCO; Accommodations for units; Financial Compliance, Legal and CRA; Fundraising; Aircraft; and Lack of strong and stable funding program beyond DND envelope.

S. Lawson to circulate document to the BOG with an executive brief in time for next meeting.

#### 4. CRITICAL PATH UPDATE

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##### 4.1 Screening and Registration Program Activities – D. Berrill/D. LaRoche

D. LaRoche reported that she has no new information on this file to date, despite attempting to reach out to the chair. D. Berrill added that the committee has done considerable work in the last few months. He will speak with D. Slowski to determine the best method of communication between everyone moving forward as there is still significant work to be done on the file. Other items related to screening will be covered under New Business.

##### 4.2 CRA Charities Division Registration Activities/Affiliation Agreements – E. Wiesner

E. Wiesner reported on the progress for the CRA Charity Registration file. There was some misinterpretation on the way ahead and the best course of action for the League. Discussion ensued and it was noted that the League has learned that it is becoming more and more essential for the SSC's to have their own numbers as the workload has increased in the CCO. The amalgamation as originally proposed by the CRA is currently not a good fit for the ACL. The first step will be to obtain proper numbers for the PCs. The League will also propose (to the CRA) that we will proceed with the following options for the PCs: amalgamation as they suggested; BC model (everyone incorporates) or the ON/QOV model where the SSCs are sub numbers of the main provincial number.

Initially the ACL agreed to what the CRA proposed by after much consideration, realized that it cannot be done effectively. The ACL will ask DND to give the League a letter that clearly defines its role, separate from that of the Department of National Defence. The feeling is that the CRA still views the League as a part of DND rather than recognizing it as a supporter. A supplemental call will be scheduled with the CRA to discuss this new way ahead.

S. Lawson reviewed the schedule of events and timelines related to the work associated with the Affiliation Agreements with the provinces. The Letter of Intent that has been drafted will serve as a framing document prior to signing the Agreement itself. Once everything has been approved it will be circulated to the PC Chairs. D. Berrill noted that K. Robinson will be brought on board as an Associate at Large to assist with this project in the coming months.

**Moved By:** M. Ozirny

**Seconded By:** E. Wiesner that the League will move forward with the sequence of events as proposed for the Letter of Intent.  
Carried

##### 4.3 Fundraising/Industry Relationship Activities – E. Wiesner

E. Wiesner noted that this was covered as part of his Treasurer's Report and added that E. Martinez provided a short report indicating that items were currently being collected for the online auction.

##### 4.4 MOU/CPMB Relationship Activities – S. Lawson

S. Lawson noted that there is nothing further to report on this file. The Ad Hoc committee will be working on the MOU in the near future.

##### 4.5 Strategic Planning Committee – S. Lawson

S. Lawson reported that he has received 14 responses to the survey that was circulated with 7 of them somewhat complete. He will continue to compile the information from Survey Monkey and present the analyzed information at a later date.



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#### 5. NEW BUSINESS

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##### 5.1 Sterling Service Agreement – D. Berrill

The Executive Committee reviewed the details of the Service Agreement. D. Berrill noted that company cannot verify the pardoned database at present. It was determined that it was the will of the Executive Committee to proceed with the signing of the agreement.

##### 5.2 RCMP Response Re: Screening – D. Berrill

D. Berrill explained that recently wrote a letter to the RCMP on behalf of the League seeking clarification regarding the Record Suspension process. To summarize, the RCMP confirmed that what the League previously understood (that pardons are not being granted for sexual crime convictions after 2006, and that these crimes would not show up on a PRC today) was actually inaccurate and could show up in certain cases. This will ultimately change some of the thinking process applied to the Next Generation Screening Plan and therefore he will follow up with the committee for further discussion.

##### 5.4 Duke of Edinburgh MOU– S. Matresky

S. Matresky explained that she attended a meeting with the military about an MOU that is being prepared with the Duke of Edinburgh organization. The draft and supporting material was circulated and S. Matresky indicated that she supported what was being proposed and felt that this particular MOU would best be signed between DND and the D of E. She added that it is often unknown to COs that RDA funds can be used to pay for the D of E enrollment for cadets. The organization has also moved to a fully automated record keeping system for the award. After some discussion the Executive Committee concluded that they were in support of what was being proposed by DND. D. LaRoche asked if the information could be circulated to League members. S. Matresky will advise Maj. Henry of the EC's position and will enquire about distribution of info.

##### 5.5 Governance TORs – S. Matresky

S. Matresky noted that the proposed changes to the Governance Terms of Reference were circulated for the League's review. The changes to the document reflect most what is already in practice. Some things to consider were EDs as ex-officios at meetings or full-fledged members. Feedback on the proposed changes were requested by DND on May 15th, however S. Matresky asked for an extension until May 18th so that the BOG would have a chance to consider the amendments at their next meeting on the 17th.

#### 6. COMMITTEE REPORTS

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##### 6.1 PC Chairs, Air Cadet Committee – M. Ozirny

M. Ozirny noted that the PC Chairs will have a teleconference the evening of 03 May 17.

##### 6.2 Finance, NRG, LIP – E. Wiesner

Nothing further.

##### 6.3 Aviation, IACE, Music, Effective Speaking, Strategic Planning – M. Bineau

M. Bineau sent his regrets.

##### 6.4 Members, Communications, Selections, Screening – D. LaRoche

D. LaRoche said that the Communications Committee had a great teleconference recently and the minutes were circulated with the supporting material. The ABPC is currently developing a new website. She also praised A. Langlois as the new Communications Officer at the National Office adding that he is an excellent addition to the team and does very good work.

##### 6.5 Advisory Council, Awards, Nominations, Scholarships – D. Doern

Nothing further to report.

##### 6.6 Staff Management – D. Berill

**Moved By:** M. Ozirny

**Seconded By:** D. LaRoche to proceed with an 'In Camera' session.

Carried

**Moved By:** M. Ozirny

**Seconded By:** E. Wiesner to proceed with concluding the 'In Camera' session.

Carried



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#### 7. CONCLUSION

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##### 7.1 Closing Remarks – D. Berrill

D. LaRoche will be attending a Civil Air Patrol event in Montana. It was also noted that Air Cadets will also be participating in the 100 anniversary of the Battle of Vimy Ridge.

##### 7.2 Good and Welfare of the ACL– D. Berrill

Nothing further.

##### 7.3 Date and Time of Next Meeting– D. Berrill

A BOG Meeting will be held on 17 May 17