

EXECUTIVE COMMITTEE MEETING

Draft Minutes

Wednesday 13 Dec 17

1900 EDT



AGENDA

I ADMINISTRATION

- 1.1 President's Opening Remarks D. Berrill
- Don welcomed everyone and wished everyone happy holidays. He noted the significant work taking place and the commitment by everyone to continue to move forward addressing important issues for the League and the Cadet program.
- 1.2 New Items for Agenda D. Berrill
- No new items
- 1.3 Approval of Agenda D. Berrill
- Motion to approved agenda. Moved by M. Ozirny, seconded by E. Weisner. Carried.
- 1.4 Approval of ROPs 18 Oct 2017 D. Berrill
- Correction noted by J. Hunter, third line in 3.2, add the word 'fee' after word 'Cadet'.
 - Motion to accept RoPs with noted revision. Moved by J. Hunter, Seconded by D. Doern. Carried.
- 1.5 BoG Minutes – 13 Sep 17 D. Berrill

II INFORMATION

- 2.1 President's Report D. Berrill
- No questions for discussion on report. Motion to approve report as presented . Moved by E. Weisner, sceonded by H. Viita. Carried
- 2.2 Treasurer's Report – CRA, NRG C E. Wiesner
- SAM expenses to be allocated still and will be on next statements.
 - As at November, under budget in some areas but need to extrapolate over 12 months
 - Income generation is below budgeted level; letter campaign is on target for \$30-40 K for year; Career Fair is going well with responses, 9 to date for a total of \$13,200, still awaiting approval of activity from DND but their commitment is by end of week latest; \$160,00 budgeted from various sources; letter campaign went out for League donations but no revenue from this campaign so far.
 - Motion to accept verbal report. Moved by E. Weisner. Seconded by M. Ozirny - carried
- 2.3 Executive Director Report P. Forgues
- Pete had a meeting with BGen Woiden as an introductory communication;
 - Dscussed the J-staff structure, MOU discussions, and governance structure; stressed importance of partnership;
 - Pete invited to Woidens house for holiday gathering with NCJCR staff
 - Pete noted he has had excellent first impression of ACL staff and the other League staff; start formulating a plan to transition portfolios from Scott.

III SPECIAL BUSINESS

- 3.1 ACLN input to MOU Working Group G. Johnston/S.Lawson
- Geoffrey noted that the first meeting had no major decisions about key items related to the MOU, which was expected; we don't anticipate an agreement being completed until spring of 2019.
 - Primary purpose of meeting was to determine such items as framework, scope, content, significant issues; no controversial issues were brought up or discussed.
 - A review of the draft letter prepared by Geoffrey and Scott that is to be submitted by ACLN to clarify significant issues that need to be addressed in order for MOU to be possible. Responses to these issues will be sent to senior CCO members from each of the partners for review and anticipated resolution at some point. Related to the letter, the following revisions were noted:
 - #1 Recognition of : No changes noted
 - #2 Screening & Registration: No changes noted

- # 3 are of population funding: change to 'funding allocation of elemental program' title. Context to note fair, equitable and transparent system that also affirms Cadet proportion allocated to programs
- E ○ #4 League Grants proportional: No changes noted. Don noted that any additional funds given to Leagues will likely mean reduction to other areas of program. All
- I ○ Leagues get same level of National grant.
- e ○ #5 League Grants Termination: No changes noted.
- m ○ #6 League Funding Mechanisms: No changes noted.
- e ○ #7 Recognition of Flying: Clarify that a definition of 'flying' and 'aviation' programs will need to occur at some point. May still need to balance which particular items are included in the MOU where it may be difficult to change, or whether we keep items at high level and broader and put details in 'supplementary' agreements.
- n ○ #8 Cadet Supervision: No changes noted.
- t Letter to be submitted first week of January after revisions and review with Pete.
- a
- l
- h

IV CRITICAL PATH UPDATE

4.1 Screening and Registration Program Activities

H. Viita

- Geoffrey noted that the new systems being implemented under Ilona Turner are moving forward well; most significant issue is the lack of SSC's in place at the local level which means we are not in compliance, approximately 160 total; we need to develop a process to address the situation which can be impacted by CRA and Affiliation Agreements in terms of requirements to meet regulations.
- Don noted that we do not have the option of not addressing compliance issues and establishing the SSC model; screening is a top priority and has serious consequences to the League if volunteers are not screened and involved in the program and with Cadets; it is now a national plan that everyone needs to follow and be able to meet 100% compliance.

4.2 CRA Charities Division Registration Activities

E. Wiesner

- CRA response just received in response to April letter from ACLN
- In general, all sub-divides of the National level will moved to become part of the relevant PC, unless incorporated which means they will be stand alone.
- Cleanup required of existing SSC's under national required to roll them under the PC and have option of amalgamating with PC, becoming an independent incorporation, or becoming a sub-division of the PC and use the same extension after #RR; if sub of PC, then the SSC automatically falls under governance of PC and are not a stand alone organization.
- Ernie to forward CRA letter to NEC, Scott and Josee
- Ernie to have followup meeting with CRA to further discuss options, early January timeframe

4.3 Fundraising/Industry Relationship Activities

E. Wiesner

- Ernie noted that the annual letter campaign usually draws \$30-35,000
- Scott noted that he is meeting on Monday with Tom and top 3 priorities are User Pay model, Presidents Club and Career Expo that NRG is overseeing. A goal is to have Presidents Club begin rollout in New Year, as early as possible given the range of work to do.
- Strategic planning items still to come forward which will also require
- Jim noted that replacement of fleet, meaning L-19's for Atlantic and Quebec which is 13 aircraft, would be \$3-5 million
- Don will review member letter with Tom to see what is possible by year end, but reminded everyone it is mid-December and may not be possible; he noted that the September letter was intended as the year-end thrust to members and donors.
- Don stressed that the financial requirements of ACLN are a top priority and that members and PCs will have to determine if the user pay model or increased assessment fee is the preferred path
- Pete reviewed granting resource that provides access to potential sources of funds for target groups such as youth

4.4 *Affiliation Agreements*

M. Ozirny/S. Lawson

- Scott noted that the previous revisions required were sent to legal counsel
- Scott will have a short telephone call with counsel to discuss the issue of allocation of assets by a PC which is an independent corporation that has legal authority to make their own decisions.
- The next draft from legal counsel is expected in time for the January Board meeting.

4.5 *Strategic Planning*

S. Lawson

- No update since SAM meeting. Reminder to go out in New Year to submit Action Plans and budget forms.

4.6 *Renewal/Working Groups*

S. Lawson

- Report from S. Lawson was submitted. Some DND Backbriefs have taken place and Pete/Scott will be attending one on Friday.

V BUSINESS ARISING

5.1 *CPMB/CPMC/NCC Relationship Activities*

J. Hunter/D. Berrill

- Jim noted there was some progress and agreement that the VP position remain part of the CPMB structure.
- NCC – Don submitted information on the CCO structure in his report. Don noted that DND was not able to provide phone conference capability for Merv and Scott to participate. Don feels that CPMC will be the more active committee to address and resolve matters as NCC is more ‘rubber stamping’ of items and meets less frequently. A key issue is that ACLN noted once again that the Leagues have authority over setting fees that are assessed to Cadets. Josee to note the requests from DND for seating arrangements of BGen and CWO at formal ACLN events.

5.2 *AGM 2018 Itinerary and Planning*

D. Berrill

- Marcel Bineau to send pricing for AGM items; as of January, Josee will be attending the AGM Committee meetings and be involved in more of the planning. Will determine in new year regarding the invites to Chief or Air Staff if Governor General not available.
- 2018 is 70th year of RCAFA and we should recognize it in our documents.
- One goal is to invite senior leaders (Nat’l Commander and Deputy Commander) from Civil Air Patrol with a goal of continuing to build the relationship. A goal for CAP is to view and learn about our flying program while at the AGM, and Jim would take the lead.

5.3 *President’s note NEC Priorities & BoG Directions*

D. Berrill

- Don prepared a document of key issues, primarily as an orientation and reference for Pete on the current priorities and directions of ACLN and current interactions with DND.

5.4 *Glider at K&L Matter*

J. Hunter

- Jim to clarify status and provide a report to Aviation committee on the glider that was built from available pieces.

5.5 *Alternate SAM Format – Action moving Forward*

D. Berrill

- Merv to provide consolidated report to NEC on feedback to the new format; some concerns were expressed but mainly from the Advisory Council, most PC Chairs felt the format worked well.
- Financial costs and savings for alternative SAM is available and was used to provide details to members/PC in advance of the decision. Jim has requested a report on the actual costs now that the alternative format has been implemented. PC savings also need to be factored in.
- Don noted that there may be a need to have PC Chairs and voting members attend the next SAM to address budget and policy issues such as User Pay model, changes to Bylaw and Affiliation Agreement. He felt we may have to set a budget based on members attending as well as the alternative format.

5.6 *Implementing Ad Hoc Risk Management Committee*

D. Berrill

- Don, Pete and Scott to review activities and actions with to be able to meet the goals of the Risk Management committee. The situation of where this committee fits in the organizational structure and who it reports to is still to be determined, with NEC to determine this at their February meeting.
- Hille suggested that the Risk Management group could be a stand alone committee if it is intended as a full time activity.

V COMMITTEE REPORTS

6.1 PC Chairs, Air Cadet Cmte, Music Cmte

M. Ozirny

- No additional reports provided.

6.2 Finance, NRG, LIP

E. Wiesner

- Ernie noted if LIP is still a functioning committee that needs to be continued. It is currently in the NRG portfolio but need to determine future status. A key item is to determine the functions of LIP and where such a committee would reside, handling such items as MOUs and MOAs.

6.3 Aviation, IACE, National Selections

J. Hunter

- Aviation: National flying training conference has taken place and Jim will provide a report once he consults with DND staff attending. Jim noted that the expenses of the gliding program are under review and will be a significant discussion point in the future. An example is that a planned SIRP for Atlantic glider may cost \$250,000, a significant cost and investment. Pete noted that the VCOS mentioned this issue in conversation in terms of the best use of funds to get Cadets exposed to flying. DND is now getting involved in the air worthiness aspect of the program. Future discussions about best way to fund and manage the fleet and program will be high priority and ACL will need to consider options of how we align our priorities and resources, and perhaps a new way of delivering the flying program.
- National Selections: meeting occurred and moving forward; a report should be ready in January; DND wants to bring out National Selections and Staff Cadet lists simultaneously

6.4 Members Cmte, Communications, ES, Screening

H. Viita

- Member Committee meeting on Sunday for Strat Plan duties
- ES Committee would like updates for this years competition added to the website; Josee to review this with Anthony

6.5 Staff Management, AHGC

D. Berrill

- SM to meet before end of January
- AHGC: Geoffrey Johnston is handling MOU file with Scott. Kevin Robinson is handling Affiliation Agreement file with Scott.

VII NEW BUSINESS

7.1 In-Camera session (confidential notes filed separately)

- Motion to move in-camera was made by E. Wiesner, seconded by H. Viita. Carried and approved to have Josee and Scott be present for the in-camera portion.
- Motion to move out of Camera moved by M. Ozirny, seconded by E. Wiesner. Carried.

VIII CONCLUSION

8.1 Closing Remarks

- Merv to followup on trial that will take place in early March
- Josee: Westjet pilot association is being dissolved and a new body will be formed. Funds from Westjet have been distributed. Josee to followup with the new body to determine continuation of their donation.
- Scott to transfer Board and Executive minutes and documents to Anthony on Friday for filing.
- Don thanked Josee and Scott for assuming extra responsibilities during the time when the ED position was vacant.
- Don welcomed Pete and is hoping that the meeting and documents provided a good orientation.
- Don noted it is the 70th Anniversary of RCAF and the 100th Anniversary of Sea Cadets so we should determine formal arrangement to send best wishes.

8.2 Next Meeting: Board of Governors meeting, January 17, 2018