

# NATIONAL EXECUTIVE COMMITTEE

## RECORD OF PROCEEDINGS

Wednesday, October 17, 2018

1900 - 2200 hrs EDT



### IN ATTENDANCE

President	Merv Ozirny
1 <sup>st</sup> Vice President	Jim Hunter
Treasurer	Ernie Weisner
Vice President	Hille Viita
Vice President	Tom Taborowski
Past President	Don Berrill
Secretary/ED	Pierre Forgues
Consultant	Scott Lawson

### 1. ADMINISTRATION

- 1.1 **Opening Remarks:** The chair indicated there was nothing unusual to report.
- 1.2 **New Items for the Agenda:** Merv added item 5.5 Request for Leave of Absence/ David Brown and Tom asked for item 5.6 – Approval of ACES logo.
- 1.3 **Approval of the Agenda:** Jim seconded by Ernie moved to adopt the agenda as amended. The motion was carried.
- 1.4 **Approval of the 15 August 2018 ROPs** Don, seconded by Ernie, moved that the 15 August 2018 ROPs be approved. The motion was carried.

### 2. INFORMATION

- 2.1 **President's Report** – Merv Ozirny  
Merv, seconded by Don, moved that his report be approved. Motion was carried.
- 2.2 **Treasurer's Report** – Ernie Wiesner  
Ernie discussed the new format of the report provided by Andrews who provided a condensed and detailed report at a briefing on 12 Oct. The use of EFTs for expense claims is encouraged for all BOG members. Monthly reconciliation of the trust account will be provided so that funds can be promptly re-invested. Transition to QuickBooks will be done in “phase 2” during the latter part of the FY. There was some discussion regarding the fact that QuickBooks is backed up in the USA. The consensus was that the transition plan should proceed. Ernie reviewed the balance sheet with the committee concluding that the financial picture looked good.

Ernie, seconded by Hille, moved that his report be approved. Motion was carried.

### 2.3 **Executive Director Report – Pierre Forgues**

A written report was submitted before the meeting. Pierre highlighted that the last four gliders were picked up in West Virginia and that the operation was a success. The need for annual inventory control has been discussed with DND. He reported that there has been three claims to date on the aviation insurance totalling \$160K in claim.

The renewal of SUMAC is coming up in November with the annual premium being \$3600. Pierre is investigating how best to meet requirements for database services for donor and screening database and what role SUMAC should play in future. Don indicated that it would be very risky to build our own database management system and that SUMAC should be able to meet requirements.

He also provided an update on a volunteer HR issue in Ontario. Pierre indicated that access to the Legal Fund might be required by OPC in future. Don confirmed that the Legal Fund was intended to be used for this purpose. Any insurance deductible should be reimbursed using the Legal Fund as well.

Ernie, seconded by Jim, moved that Pierre's report be accepted. Motion carried.

## 3. **BUSINESS ARISING**

- 3.1 Human Rights Complaint. Pierre reported on a complaint filed by Me Rappatoni with the Human Rights Commission. Me Rappatoni is alleging gender discrimination in her dismissal from a QOV SSC in April 2018. Pierre indicated he had discussed the complaint with the Commission clerk and requested that the complaint be re-directed to QOVPC. The QOV PC ED is aware of the situation. A reply to the request is expected in the next three months.
- 3.2 Newfoundland AGM Hosting Policy. Pierre passed on the request from NL to have members engage in activities commemorating the 100<sup>th</sup> anniversary of the Alcock-Brown flight across the Atlantic. The NEC supported an expanded social program for the 2019 AGM.
- 3.3 Hiring of New Auditor. Pierre reported that Andrews & Co can no longer serve as auditor now that they have been hired as our bookkeeper. Options for a new auditor will be presented to the NEC in December and presented to the BOG for approval in January 2019

## 4. **Critical Path Update**

- 4.1 National Screening and Registration. This item was already discussed at length above. Nothing further to report.
- 4.2 CRA Charities Registration. Ernie reported that we are still trying to sort out the BN numbers of five PCs. CRA have provided draft justifications for ACL charitable status. Ernie will circulate to the NEC for review.
- 4.3 Affiliation Agreements. Scott provided highlights of his written report. He requested clarification on requirements for the SAM and the planned discussion with the PC Chairs. Jim provided some guidance indicating that some of the information in the briefing note needed to

be referenced and/or validated. Jim and Don will follow-up and work together to improve the product.

4.4 Strategic Planning. Scott provided an update on the work being done in preparation for the SAM.

4.5 DND Cadet Renewal. Scott provide an update on the cadet renewal work in general, and the unit leadership working group in particular. Don provided a written update on the League Costing WG.

## **5. New Business**

5.1 Cannabis Use Policy. Pierre reported that DND/CJCR is working on a CANCDTGEN on cannabis use policy. Coordination with the three leagues has been ongoing and the message is expected to be out shortly. Once out, it will be sent to the PCs for action on behalf of the President of the ACL. The message will be followed with a new CATO at a later date.

5.2 Risk Management Committee. Don moved, seconded by Jim, that the newly formed Risk Management Committee be formed as a Presidential Committee. The motion was carried.

5.3 SAM 2018 Agenda. Pierre walked thru the draft agenda for the SAM. The consensus is to conduct an open meeting and include all attendees in discussions. A separate PC Chairs meeting will be held. Don indicated a briefing from NRGC should be included to gain PC Chair endorsement of the proposed increase to PC assessments. Input from PC Chairs on the governance framework will be sought before the SAM.

5.4 Financial Delegation. Delegated authorities for the Treasurer and ED were discussed. The NEC reaffirmed that the two-signature principle should be maintained – ie., the ED + one other signing authority, meaning that two signing authorities must approve an expenditures. Non-budgeted items can be approved as follows: ED up to 3K, the Treasurer up to \$5K, and the President up to \$10K. The ED was tasked to develop a written financial delegation policy for approval by the NEC.

5.5 Request for Leave of Absence/David Brown. Don, seconded by Hille, moved that the meeting move to in camera.

5.6 Approval of ACES logo. Tom, seconded by Jim, moved that the current ACES logo be used in any future publication. Hille suggested that a spec sheet should be produced. Motion carried.

5.7 Career Expo. Scott reported that net revenue of \$23.5K was realized. There were 27 exhibitors. Feedback from exhibitors was very positive. Nine buses with 15 squadrons participating from outside of Ottawa. Next stop Mississauga in April 2019! All congratulated Scott on a job well done.

5.8 ACC9 reponse. Merv expressed concern about the ongoing low ACC9 response from OPC. Tom is attending the OPC AGM and will have an opportunity to discuss with them. Ernie reported that he received communication from CRA indicating the some squadrons are on the very of having their charitable status revoked due to lack of reporting,

## **6. COMMITTEE REPORTS**

- 6.1 PC Chairs, Air cadet and Aviation. Aviation is still awaiting the Mercier Report. A statement of requirement has been developed by Jerry. Jim, seconded by Hille, moved that his report be adopted. Motion carried.
- 6.2 Finance, NRGC and LIP. Nothing further to report. Ernie, seconded by Jim, moved that the report be adopted. Motion carried.
- 6.3 Music, IACE, Selections. Tom indicated that Scott and Jerry Elias will be attending a Transport Canada meeting to discuss shortage of pilots in Canada. National Selections is working with DND to develop a new process for 2020. Tom, seconded by Hille, moved that his report be accepted. Motion Carried.
- 6.4 Members, Communication, Effective Speaking, Screening. Hille Members committee is meeting on 28 October. Effective speaking web site updates will be done shortly. Still awaiting DND confirmation of IACE opportunities in Turkey and Israel. Pierre expressed frustration about the lack of process documentation as to how DND and the ACL manage the IACE program. This led to a wide ranging discussion on how to manage the DND-ACL relationship and partnership in general. Pierre suggested that we should request a private meeting with the Comd and the President to discuss key issues of concern while Merv is in town for the CPMC. Merv requested that the NEC meet separately to have a focussed discussion on these issues. All agreed to meet on Wednesday November 7<sup>th</sup>.
- 6.5 Advisory Council, Awards, Nominations, Scholarships. Don, seconded by Jim, moved that timelines be approved. Motion carried. Don will be contacting Terry Chester of the RCAFA to ask him to contact Guy Albert regarding new academic scholarships. Work on the League Costing WG is going well and should convince DND of the important contribution made by the league. Don, seconded by Ernie, moved that his report be adopted. Motion carried.

## **7. CONCLUSION**

- 7.1 Closing remarks: Nothing further.
- 7.2 Good and welfare of the Air Cadet League of Canada: Lots of good work being done!
- 7.3 Date and time of next meeting: SAM, 23-24 November 2018
- 7.4 Adjournment: Hunter, seconded by Tom, moved that the meeting be adjourned. Carried.