

# NATIONAL EXECUTIVE COMMITTEE

## RECORD OF PROCEEDINGS

Wednesday, July 18, 2018

1900 - 2250 hrs EDT



### IN ATTENDANCE

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

### REGRETS

Treasurer	Ernie Weisner
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## 1. ADMINISTRATION

- 1.1 **Opening Remarks:** The Chair opened by saying his first month as President has been an extremely busy one.
- 1.2 **New Items for the Agenda:** Pierre suggested adding Provincial AGMs to the agenda as Item 5.6. Pierre recommended moving items 3.2 and 5.2 to the end (in-camera items).
- 1.3 **Approval of the Agenda:** Jim, seconded by Don, moved to adopt the agenda as amended by the addition of item 5.6 and by moving items 3.2 and 5.2 to the end of the meeting. The motion was carried.
- 1.4 **Approval of the 11 April 2018 ROPs:** Hille, seconded by Hunter, moved that the 11 April 2018 ROPs be approved. The motion was carried.

## 2. INFORMATION

- 2.1 **President's Report** – Merv Ozirny  
Merv did not present a report as much of what he would discuss would be covered in the agenda items.
- 2.2 **Executive Director Report** – Pierre Forgues  
A written report was submitted before the meeting. Pierre went over the highlights from his report on a number of topics including: The MOU WG status, AON insurance, Charter Campbells farewell luncheon, the DND grant report, glider acquisition, escrow (not needed), CAP leadership course (in discussion), the transfer of funds to CIBC Wood Gundy (discussed shifting investment strategy), the ALC pension plan fund (discussed how it is not in accordance with the investment policy in the PPM and moving it under CIBC), the employee benefit program renewal, the national staff AGM debrief and lessons learned, the contractor accident (discussed adding something in next newsletter regarding SSCs engagement with contractors and insurance

liability), traveling expense reimbursement rates update, National office IT updates, and aviation insurance/ general insurance policy payment periods and deadlines. Pierre also reported on developments resulting from engagement with the RCAF commander. Pierre voiced his plan to visit Gen Frawley in August to pursue strategic level engagement in hopes of leveraging some of the Air Force's companies and corporations that the ACL does not already have on board.

Jim made a few comments with regards to the Grant Report. He asked if it was mandatory to refer only to League awards (and not volunteer medals) in Item 20? He also pointed out that item 30 refers to "D cadets" and on page 26 Sue Madden's surname is misspelled. Pierre noted the comments and corrections. Hille, seconded by Jim, moved that the report be received. Motion carried.

### 2.3 **Treasurer's Report – Ernie Wiesner (not in attendance)**

A written report was submitted before the meeting. Jim reported briefly on ACC9s reporting by PCs. ON is still far behind but is working on catching up. Ken Todd claimed Lana acknowledged receipt of 2 ACC9s from NWT (that are currently unaccounted for).

*Action Item:* Follow up with Lana on missing ACC9s from Pan Territorial.

Pierre reported on the auditor's adjustment to accounts. There is a real chance it will change the actuals which will be a problem for the budget as the budgeting was based on the actuals. There is therefore a chance we will be reporting variances as we did not start from an accurate position. A question was raised by Don on where they are taking the money from for the gliders.

*Action Item:* Pierre will add this as an agenda items for the following NEC meeting for Ernie to explain.

## 3. **BUSINESS ARISING**

3.1 Carter Invoice. Pierre explained the situation with the Carter invoice. Without an agreement or retainer, Carter law generated an invoice for \$1900.00 for reviewing documents that they asked Pierre to send to them. Pierre is very disappointed as he was under the assumption their interactions were informal. Merv agreed that Pierre had not been retained and as such we do not owe them anything for work they did on our behalf.

3.2 National Office Staff Review (SMC- in camera). Moved to end of meeting.

## 4. **Critical Path Update**

4.1 National Screening and Registration. The NEC discussed the concern for data privacy and security, access to information and the need for managing access. Pierre suggested we seek advise to create an infrastructure that meets statutory requirements from a security and privacy of information perspective and to establish protocols for data breach that correspond with legislation. Pierre also suggested conducting a security and privacy audit at some point and warned that while Anthony is working on these issues he may need permission to spend money to secure what we need.

4.2 Affiliation Agreements. Scott reported that they are getting close to the final affiliation

agreements. Scott referenced the cover letter for executives and reported that they are ready to pass out V2 of the package to the PCs that incorporates changes and improvements. Scott went over the next steps in items 1-5 covering what they are looking for from the team to move forward. Jim stressed that it is important to emphasize that the feedback received from PCs at the AGM has been incorporated. He suggested having specific covering letters for AB and ON. Don, seconded by Jim, moved to proceed with the plan as presented by the Affiliation Agreement team (items 1-5). The motion was carried.

4.3 Strategic Planning. Scott reported that he will be spending July and August continuing to work with Sue on the report. The next strategic planning committee meeting will be in late August and they will review actions identified at the AGM.

4.4 DND Cadet Renewal. Scott provided a brief update: in terms of league costing, they have looked at material and have set up new folders; a package has been sent to Marcel regarding uniform modernization; everything is on track for the WGs. He commented that nothing else really comes forward until it is at the CPMC/B.

## 5. New Business

5.1 ACLC Alumni Association. Tom referred to Dan Hutt's write up starting on page 127 of Pierre's package. The NEC discussed Hutt's proposal to set up a national alumni association. Tom reported that they want to set up a foundation for the League with its own BOG tasked with building the association across Canada using air cadet grads, parents and CIC officers. They would also sell products to make money and turn money to the ALC as needed. The NEC discussed key items of concern with Dan's proposal: having ON administering it and being paid a fee to do it, having a separation foundation for the League with its own BOG rather than using our own foundation and the conflict of interest with Dan's company.

*Action Item:* Tom will make revisions that he feels should be made and take it back to Dan to discuss. Tom will then bring it back to the NEC. Subsequently they will present it to the Board.

5.2 724 Squadron Sponsoring Committee (in camera).

5.3 Air Cadet League Medal. Pierre reported that he was approached by a lady from Joe Drouin who asked us to consider upgrading our medals to something of better quality before she reorders the ACL medals as they have almost run out. Pierre referred to the pictures on page 133 for examples of alternatives. He recommended we upgrade our medals even though they are slightly more expensive (approximately \$11.00/medal vs. \$9.00). The NEC discussed that this must be directed and go through Honours and Awards.

*Action Item:* Direct this item to Honours and Awards and ask for a decision by the end of August.

5.4 Manulife Pension Fund. Covered in ED report.  
Don, seconded by Jim, moved that the ED will investigate moving the Manulife Pension funds into our CIBC Wood Gundy account and align it with our policy. The motion was carried.

5.5 AGM Format and Relevancy. Merv referred to an input provided by a member to the BOG/Geoffrey Johnston. The observation made is that members were wasting time by taking the Saturday afternoon off doing activities and we should be spending that time working. The

NEC agreed with the unanimous view of the members that Saturday activities are not an efficient use of time and that the Friday activity starts too early. Don proposed that the host committee event should start later moving forward (after 4 pm). The NEC agreed with Don's recommendation.

The NEC discussed rotating location of the AGM and the reason for rotation based on region sensitivity and for culture and political diversity. The NEC agreed the Laval AGM failed at exposing attendees to Quebec culture. The length of the ES competition was also discussed and the need for it to be restructured moving forward.

*Action Item:* Pierre will produce a draft schedule for next year's AGM noting the suggestions above.

5.6 Provincial Committee AGMs. The NEC discussed national attendance at the PCs 2018 AGMs and decided on attendance:

SK: Merv

AB: Jim

BC: Pierre (attending to see how provincial AGMs are run)

QOV: Marc Lacroix (Pierre will confirm that he is still on)

ON: Tom

PEI: Ernie (tentatively – subject to availability)

MB: Jim

NB: Don Berrill

*Action Item:* Pierre will contact NS, NL and Pan Territorial for their AGM dates.

## 6. COMMITTEE REPORTS

### 6.1 PC Chairs, Air cadet and Aviation.

The PCs Chairs have not yet had a meeting. Jim reported on his communications with Vern Toews who wants them to organize an official meeting of the PC Chairs to share experiences and lessons learned. The NEC discussed PC attendance at the SAM. Key concerns included costs and "decisions" made at informal meetings. The NEC was unanimous that PC attendance at the SAM would not be an issue so long as it does not incur costs for national. The dilemma of some provinces not being able to afford it was raised. The NEC also discussed their concern with PC Chairs trying to bring things up unofficially and not via the PC Chair committee. Merv commented that until they bring it up at PC Chairs meeting there is nothing for the NEC to do.

Jim reported that the Air Cadet Committee has a very keen new chair – Gerry Pratt. Gerry wants to rewrite the mandate as it is very broad. Tom is concerned about the stuff that the committee is mandated to do currently that wasn't in the new terms of reference and who would pick that up. Pierre suggested looking at the committee structure and amending it when/where necessary as the PPM is rewritten. The NEC discussed terms of reference regarding recruitment and retention and growth and sustainability (possibly having a committee for this). Pierre thinks the ED will have to represent the League in many Cadet Renewal discussions moving forward.

*Action Item:* Jim will ask Gerry to come back to us with his recommendations.

*Action Item:* Scott will send Pierre the ACES report to pass along to Gerry.

Aviation Report. Jim expressed his disappointment with the DND tow plane analysis and the fact that they spent a lot of time on it but do not have enough information to give us any guidance or recommendations. Jim is going to tell Jerry that in the absence of any relevant information, we need to begin a plan for replacement for our fleet as we can't wait much longer.

*Action Item:* Pierre will reach out to DND discuss ACL concerns with regards to the tow plane analysis.

- 6.2 Finance, NRGC and LIP. Tom's report will be sent out shortly. He provided an update on NRGC initiatives. They are getting ready to move to the next level but need some help from the office staff. He reported on the new initiative with the Barry Franklin prints. He has given the ACL 233 copies of his glider print signed. The ACL will make about \$150 per print, \$25 of which will go to the PC where the order originates. The national office will be the distributor. Pierre commented that he would rather that the national office not become a distributor if it can be helped. Tom asked for help from the executive (Merv, Don and Jim) with pushing out Presidents club. The NEC discussed the justifications for the staff's jobs at the national office and that they should all be working on NRGC fundraising initiatives to some extent. Pierre reiterated that the national office is always ready to accept new tasks and if the Board decides something is a priority then it will be done.
- 6.3 Music, IACE, Selections. Hille provided an update on IACE: NRC came a little late, briefings took place, and outbound and inbound cadets have arrived at their destinations. They are a few beds short in the Maritimes but have secured university dorm rooms as a plan B. She reported on future hosting plans with Quebec. There will be an initial meeting between QOV, the RCSU East, and J3 on Tuesday July 24<sup>th</sup> to start working through plans of Quebec's schedule for the next 3 years. Hille reported on DND's position on countries (Turkey and Israel) as a current limitation facing IACE. She has been talking to US and UK partners on their experience and she will make a report and send to Maj Caron.
- 6.4 Members, Communication, Effective Speaking, Screening. Hille reported that the Members Committee and Communications Committee have not met. The ES committee is working on getting the ES topics on the website. The NEC discussed the format of the ES competition specifically shortening the format, spending less time on the judges, volunteers and logistics and more time on the cadets. This will be a focal point in planning for next year.
- 6.5 Advisory Council, Awards, Nominations, Scholarships. Don did not have anything to report at this time as these committees have not met since the AGM.

Merv reported on the Air Cadet League of Canada Foundation. An additional 125k has been secured for the Foundation from Mark Curry in remembrance of his wife. A letter of gratitude has been sent. Max and Rock are working hard towards objective of 1.5 million.

**Jim, seconded by Don moved to move the meeting in camera to address agenda items 3.2 & 5.2. The motion was carried**

## **7. CONCLUSION**

- 7.1 Closing remarks: Merv led a round table. Jim reported that Jan Reidulff is doing okay. Jim mentioned that he has been invited by the Wing Commander to attend the Cold Lake air show/to visit the air cadet camp there and he confirmed with the NEC that his attendance would not infringe on any protocols.
- 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: 15 August 2018
- 7.4 Adjournment: Hunter, seconded by Tom, moved that the meeting be adjourned at 22:50 hrs. The motion was carried.