

NATIONAL EXECUTIVE COMMITTEE

RECORD OF PROCEEDINGS

Wednesday, December 12, 2018

1900 - 2045 hrs EDT



IN ATTENDANCE

President	Merv Ozirny
1 st Vice President	Jim Hunter*
Treasurer	Ernie Weisner
Vice President	Hille Viita
Vice President	Tom Taborowski
Secretary/ED	Pierre Forgues
Consultant	Scott Lawson

ABSENT

Past President	Don Berrill
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1. ADMINISTRATION

- 1.1 **Opening Remarks:** The chair indicated there was nothing unusual to report.
- 1.2 **New Items for the Agenda:** Nil.
- 1.3 **Approval of the Agenda:** Ernie seconded by Tom moved to adopt the agenda. The motion was carried.
- 1.4 **Approval of previous meeting ROPs:** Tom, seconded by Ernie, moved that the 17 October and 7 November 2018 ROPs be approved. The motion was carried.

2. INFORMATION

- 2.1 **President's Report** – Merv Ozirny
Merv, seconded by Hille, moved that his report (attached) be approved. Motion was carried.
- 2.2 **Treasurer's Report** – Ernie Wiesner
Ernie discussed the transition from SAGE to Quickbooks which is scheduled to take place on 1 April 2019. He reported a strong balance sheet and cash flow. Andrews has started providing a cash flow statement. Overall, the financial picture is within budget parameters. Transition of investments from DNL to CIBC is ongoing. Ernie, seconded by Tom, 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 reported that SUMAC appears to be suitable to host the screening database. He indicated additional HR resource would be required to assume the additional responsibility of National Screening Coordinator and Web Master. The

Selections issue will need to be discussed between Merv and the CJCR Comd in the New Year. Hunter, seconded by Hille, moved that Pierre's report be accepted. Motion carried.

3. BUSINESS ARISING

- 3.1 **SAM Takeaways.** Scott provided a written report (attached) summarizing the key takeaways arising from the SAM.
- 3.2 **Meeting with Comd.** Merv reported a very productive meeting with the CJCR Comd on 29 Nov. BGen Cochrane is very open and receptive to ideas. IACE was discussed at length. Merv argued that the IACE training was very formative and a great leadership development opportunity for cadets. He sensed that the Comd was not well informed about the program. A meeting between Hille and the Comd will be arranged in the New Year.

4. Critical Path Update

- 4.1 National Screening and Registration. Development of Filemaker has ceased. SUMAC should be able to do the job. A final solution should be deployed in the spring.
- 4.2 CRA Charities Registration. Ernie reported that we are currently focussing on the five PCs that are using the national BN. CRA is reviewing all PC files and finding anomalies and missing documentation. PCs are working on rectifying the deficiencies. A generic purpose for the PCs has been developed that will speed up the approval process. Similarly, a generic mission for the SSCs will be developed. A control sheet will be developed to track progress.
- 4.3 Affiliation Agreements. Scott is organizing a conference call in early January 2019 and will be consulting with legal.
- 4.4 Strategic Planning. Ernie reported receiving funding requests for Budget 2019 but nothing yet for resourcing action plans from the strategic plan. All new reporting forms and information have been distributed to Leads and VPs.
- 4.5 DND Cadet Renewal. Scott reported on ongoing activities with League Costing WG.

5. New Business

- 5.1 **Staff salaries (in camera).** Tom seconded by Jim moved to go in camera.
- 5.2 **ACL Escort to CAP Leadership School.** Pierre will coordinate the option of having Gerald Pratt proceed as observer with DND. Jim, seconded by Tom, moved that Gerald Pratt accompany air cadets to the CAP leadership school in June 2019 as observer. Motion carried.
- 5.3 **BOG email addresses.** Pierre briefed that Board members could use the ACL domain name but have ACL emails forwarded to their own personal email. All members concurred with the idea.
- 5.4 **RFP for new auditor.** An RFP was sent to a couple of firms in the Ottawa area. The two firms were recommended by Andrews & Co. Proposals are due 11 Jan 19 and will be presented to the Board on 16 Jan 19.

6. COMMITTEE REPORTS

- 6.1 **PC Chairs, Air cadet and Aviation.** PC Chairs meeting at the SAM was very positive. He provided an update on the PPS RFP which was provided by DND. Jim, seconded by Ernie, moved that the Aviation report be accepted. Motion carried. Gerald Pratt and Scott Lawson are working together on the STEM kit initiative. Gerald is investigating the option with BGen Phelka of having Canadian cadets participate in Oshkosh. Another initiative is participation in “Cyber Patriot” a US competition for high school kids. Finally, BGen Phelka indicated a strong interest in US participation in our Effective Speaking competition. Jim, seconded by Ernie, moved that the Air Cadet report be accepted. Motion carried.
- 6.2 **Finance, NRGC and LIP.** Tom reported on NRGC activities with regards to Career Expo and ITB. ITB decision regarding credits awarded for supporting the cadet program is imminent (hoping for a 5:1 ratio). Looking at getting support from key industry people. Promising developments with Transport Canada as a potential source of funding and partnership opportunities. Also pursuing a partnership with Drones Canada. Tom underscored the need to update the ACL web site. Difficulties have arisen in the planning for the Fall Career Expo in BC.
- 6.3 **Music, IACE, Selections.** The DND summer training document was released. Hille reported that Switzerland was not on the IACE slate. 245 training slots have been allocated for PPS. 20 slots have been allocated for “RCAF Air Cadet Experience”. Tom moved, seconded by Jim, that his report be accepted. Motion carried.
- 6.4 **Members, Communication, Effective Speaking, Screening.** Hille briefed that the Members committee met on 2 Dec to discuss strategic planning and other issues. No updates on Communication. Penny Doern has put forward a name to replace her next year. Hille moved, seconded by Ernie, that all reports be accepted. Motion carried.
- 6.5 **Advisory Council, Awards, Nominations, Scholarships.** Don provided an update via email. Nothing significant to report from the Advisory Council. League Costing WG has not met since the SAM. Affiliation agreement WG will convene to chart the way ahead.

7. CONCLUSION

- 7.1 Closing remarks: Tom recommended the ACL send a congratulatory message to Chris Hatfield for his appointment to the Canadian walk of fame.
- 7.2 Good and welfare of the Air Cadet League of Canada: Merv provided an update on Keith Mann.
- 7.3 Date and time of next meeting: February 13, 2019.
- 7.4 Adjournment: Hunter, seconded by Hille, moved that the meeting be adjourned. Carried.