

# **NATIONAL EXECUTIVE COMMITTEE MEETING**

## **RECORD OF PROCEEDINGS**

Wednesday 17 July 2019

1900 EDT



### **In attendance:**

President – Jim Hunter

1st Vice President – Hille Viita

Vice President & Treasurer – Sue Madden

Vice President – Tom Taborowski

Vice President – Marc Lacroix

Immediate Past President – Merv Ozirny

Past President – Don Berrill

Executive Director – Pierre Forgues

Consultant – Scott Lawson

## **I ADMINISTRATION**

**1.1 President's opening:** The President welcomed everyone to the meeting.

**1.2 New Items for Agenda:** No new items to add to the agenda.

**1.3 Approval of Agenda:** Agenda was approved.

**1.4 Approval of previous NEC meeting ROPs:**

**Motion to approve previous NEC meeting ROPs (17 Apr, 21 May, 13 Jun 19)**

Moved by: Hille Viita

Seconded by: Tom Taborowski

Carried.

## **II INFORMATION**

### **2.1 President's Report**

- A written report was filed.
- Jim discussed the drafting of a response to Brigadier General Cochrane's letter.
- He also reported on his trip to Maxwell AFB to visit with the CAP cadet officer school in Alabama. The course was very impressive. The National Air Cadet Committee will follow-up.

**Motion to approve report:**

Moved by: Jim Hunter

Seconded by: Merv Ozirny

Carried.

## **2.2 Treasurer's Report**

- All the received financial statements are in the package and committee report.
- Sue reported that everything looks good. Balance Sheet's Current assets stand at \$902,000 which included money from DND. Liabilities have gone down to \$43,000. Trust funds are at \$816,000 (Book Value). Internally restricted funds are at \$253,000. Healthy Cash balance.
- Internally restricted funds have gone up in comparison to last year, mainly because the money hadn't been moved over previously. Nothing out of ordinary for this point in the year. PC bills are not included in the revenue yet.
- Tom asked whether we should be doing something to connect with OPC. Sue will touch base with them.
- ACC9 not much change for Ontario. Many are just waiting for signatures on documents. Numerous squadrons are without information from previous years. John Nolan was spoken to about how he needs to focus on this information.
- Tom believes that some disciplinary action should be taken. President will take this under advisement.

### **Motion to approve report:**

Moved by: Sue Madden

Seconded by: Tom Taborowski

Carried

## **2.3 Executive Director's Report**

- A written report was provided.
- AGM after actions, a great deal of information needs to be updated. Hotel bill was over budget.
- Cyber policy, we do not currently have one. Pierre has one quote from AON at \$3,000 for a \$1,000,000 coverage. Awaiting input from PCs. Should be able to make a recommendation to the NEC at August meeting.
- Pierre reported that one of the squadrons needs to replace a banner but can't afford it. Asked if it must be embroidered or can they just get a regular flag? Something that would need to be discussed with DND. The PC chairs will be consulted at the next meeting of the PC committee.
- Reported that we're going to have a trial for corporate travel for the SAM. We will be using flight center business travel to book flights which will be paid for by the National office directly.
- Screening is going slower than planned. PCs will need to be encouraged to transition to Sumac.
- The Comd has requested a briefing on ACES initiatives.

### **Motion to approve report:**

Moved by: Hille Viita

Seconded by: Sue Madden

Carried.

### **III BUSINESS ARISING**

#### **3.1 AIM-AA Update/Motion**

- Tom provided a simplified update on their plans and an update on AIM-AA
- All projects came under ACE's incubator model, where we will build a process that would help link youth to industry.
- Pierre read an excerpt from the original contract, "Air Cadet League grant has been approved on the following conditions: The Air Cadet League is able to secure and submit written 3rd party confirmation of the remaining funds required. If unable to do so by October 2019 they reserve the right to cancel the agreement." Pierre will clarify conditions with Carthy.

**Motion: for Pierre to send a letter to the Carthy Foundation advising them of the acceptance of the project and that the League is committing \$10,000/year for the next 3 years.**

Moved by: Tom

Seconded by: Marc Lacroix

Carried.

### **IV CRITICAL PATH UPDATE**

#### **4.1 MOU Working Group:**

- The DComd proposed a draft list of responsibilities to be included as amendment to QR Cadets (see attached report).

**Motion: the NEC agrees with both potential responsibilities and all League responsibilities as described within the email from the DComd.**

Moved by: Merv

Seconded by: Tom

Carried.

- Don discussed DND's viewpoint on 8 significant issues and proposed the ACL answer to these (see attached report):
  - 1-3: If they are taking over civilian volunteers, then items 1-3 are all acceptable.
  - 4-5: League funding are still in working group phase.
  - 6-7: Fund distribution and training billets – There're conflicts between Air Cadet League and DND.

#### **4.2 League Costing Working Group**

- Tom reported that there is a meeting coming up to go over various outputs and timelines.
- The expectation is that work will be completed by the fall.

**Motion to approve report:**

Moved by: Tom

Seconded by: Marc Lacroix

Carried.

**4.3 Affiliation Agreement**

- Don will meet with Rob Seifert and John Nolan to discuss the balance of the OPC concerns.

**Motion to approve report:**

Moved by: Tom

Seconded by: Sue

Carried.

**4.4 CRA**

- Pierre suggested appointing Ernie as an Associate at Large, since he will be working on the CRA file for another year or 2.

**Action Item:** Pierre will make this an agenda item for next meeting of the BOG.

**Motion to approve report:**

Moved by: Tom

Seconded by: Merv

Carried.

**V NEW BUSINESS**

**5.1 ITB – DND letter**

- Tom will submit a draft reply to Jim and Pierre for review.

**5.2 Staff Credit Card**

- Pierre reported that the EA must use her personal credit card to cover travel expenses
- This is an issue due to the amount of travel required
- NEC concurred with the requirement to obtain an employee card for the EA

**5.3 Spousal Expenses-- CAP Conference**

- Jim reported that the PPM has provisions for the payment of the President's spouse's expenses when the spouse is required for league reasons.
- Attendance by spouse is expected at the CAP conference

**Motion to approve reimbursement of spouse travel expenses for the CAP Conference:**

Moved by: Tom

Seconded by Marc. Carried.

#### **5.4 Member Recognition**

- Jim noted that Jerry Pratt Should be recognized at the SAM for his contribution to the BOG and ACL

### **VI COMMITTEE REPORTS**

#### **6.1 PC Chairs, Air Cadet, Aviation**

- PC Chairs meeting will be scheduled in near future.
- CAP Officer School – Air Cadet Committee will follow-up with DND.

##### **Motion to approve report:**

Moved by: Hille

Seconded by: Sue. Carried.

#### **6.2 Finance, NRG/LIP**

- Sue reported that a NRG – Fundraising report will be done quarterly.
- We will be working with airlines to see if we can get a credit card to redeem points on the airline to replace WestJet, however we are still hopeful that we can make a deal with WestJet.

##### **Motion to approve report:**

Moved by: Sue

Seconded by: Tom

Carried.

#### **6.3 Music, IACE, Selections**

- Roch LeBlanc is taking over, he sent the minutes of AGM to DND for review.
- Talked with Roch about the challenges in the committee. The only thing to do is the compilation of statistics.
- Solo music competition is fine and can be implemented next year.
- IACE hosting of cadet will be happening in 2019 but not sure about 2020.

##### **Motion to approve report:**

Moved by: Marc

Seconded by: Tom

Carried.

#### **6.4 Members, Communication, Effective Speaking**

- Nothing significant to report at this time.

##### **Motion to approve report:**

Moved by: Tom

Seconded by: Marc  
Carried.

### **6.5 Advisory Council, Awards, Nominations, Scholarships**

- Mr. Ozirny is joining the nominating committee.

#### **Motion to approve report:**

Moved by: Merv  
Seconded by: Sue  
Carried.

### **6.6 Strategic Planning**

- Scott reported that he is meeting with Jackie in the next few weeks to go over and build a plan on the way ahead.
- Neither Sue, nor Marc will be on the committee anymore.

#### **Motion to approve report:**

Moved by: Marc  
Seconded by: Sue  
Carried.

### **6.7 Risk Management, PPBLC, SMC**

- Received report from Ron which was included in the reading package.
- There is a lot of work to be done by PPBLC prior to the SAM. The SAM will be used to socialize changes to the by-laws with the BOG & PC chairs.

#### **Motion to approve report:**

Moved by: Tom  
Seconded by: Merv  
Carried.

## **VII CONCLUSION**

### **7.1 Closing remarks**

- Jim expressed that we have a challenging year ahead, especially with the review services.

### **7.2 Good and Welfare of the Air Cadet League**

- The Irving group are interested in profiling Sue with the Air Cadet League, it will be published very soon. This gives us the opportunity to promote the Air Cadet League.
- Presidents club member Chuck Nicolle works for Exxon. The company has a matching grants policy for charities and will be donating to the Air Cadet League. Through his system we can register and then that will give us exposure to anyone else in Exxon that may wish to donate.

### **7.3 Date and Time for the next meeting**

- 14<sup>th</sup> August 2019

### **7.4 Adjournment**

#### **Motion to adjourn the meeting:**

Moved by: Hille

Seconded by: Merv

Carried.