



NATIONAL EXECUTIVE COMMITTEE MEETING

RECORD OF PROCEEDINGS

Tuesday, 21 May 2019

1900 EST

IN ATTENDANCE

President	Merv Ozirny
1st Vice President	Jim Hunter
Treasurer	Ernie Wiesner
Vice President	Hille Viita
Vice President	Tom Taborowski
Past President	Don Berrill
Governor	Sue Madden
Secretary/ED	Pierre Forgues
Consultant	Scott Lawson

I. ADMINISTRATION

- 1.1 President's Opening Remarks:** The Chair welcomed everyone to the meeting. The meeting was convened for the purpose of receiving a briefing from Tom with regards to the Carthy Project.

II. NEW BUSINESS

2.1 Carthy Grant/AIM-AA Project Briefing.

Tom presented a briefing on the Carthy Foundation Project (attached). Letters of commitment to funding from the ACL are required to start the project. Tom indicated he was seeking support in principle from the NEC prior to presenting to the Board.

As per the briefing slides 2 & 3, Tom outlined the benefits to Cadets, the ACL, and the future partnership growth. He explained the core project mandate and the rationale with the objective of eventually creating a new non-profit organization.

Tom highlighted the financial aspects of the project (slide 4). Included in the presentation were the impact on the Insight Contract which will need to be renegotiated. The project Steering Committee will consist of Tom, Don, and Maryse. A number of initial action and administrative items were identified (slide 5).

2.2 Discussion.

The committee followed the presentation with a discussion period where the following points of clarification were made:

- project is for a 3-year fixed term
- the yearly progress report requirements are outlined in the contract
 - o reports are to be concise (5-6 pages)
 - o progress on meeting grant conditions
 - o assessment of project progress
 - o copies of outputs created
 - o assessment of achieved outcomes
 - o assessment of challenges, difficulties and learnings to date
 - o financial statement for the project
- non-profit – requirement
 - o it is envisioned that a new non-profit is required because we are limited to do certain things as a charity
 - o the new non-profit can extend its mission beyond the ACL purposes; however, legal advice is that there is low risk that this project would be viewed as “mission creep”
 - o initially, the project work can be done within the ACL
- non-profit – financial management
 - o ACL is responsible to setup a non-profit eventually
 - o Project is testing the theory and if it works, creation of a non-profit is envisioned to ensure the initiative is sustainable
 - o Initially, the financial management is a project within the ACL; but once the non-profit is created, it is a separate set of books that is the responsibility of the new non-profit
- non-profit – authority to create
 - o ACL will have to authorize its creation
- Insurance impact
 - o Policies will have to reviewed/amended to ensure adequate coverage is in place for this project
- Project key output
 - o Build programs and services that link cadets with industry, such as career direction, basic skills training, certification, etc ...
 - o Provide a better approach to getting a youth from A to Z in a different and/or faster way
 - For example, early exposure to STEM to develop interest
- Project Plan
 - o Initial design phase is consultation and evaluation of potential projects
 - o Implementation should begin in earnest in year 2

2.3 Carthy Contract.

The Carthy letter dated 2 May 19 is requesting a signature from the ED acknowledging that the letter stipulating the terms and conditions of the grant has been “reviewed and acknowledged”.

Motion: The ED should sign and return the letter to Carthy.

Moved by: Tom

Seconded by: Jim

Carried.

III. CONCLUSION

3.1. Next Meeting. It was agreed that a special meeting of the Board should be convened on Wednesday, June 5, to discuss the Carthy Project and the Affiliation Agreement.

3.2. Adjournment

Motion to adjourn:

Moved by: Ernie

Seconded by: Jim

Carried.