

**RECORD OF DECISIONS**

**72<sup>nd</sup> ANNUAL GENERAL MEETING**

**AIR CADET LEAGUE OF CANADA**



**19-22 JUNE 2013**

**CHARLOTTETOWN, PEI**

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## Record of Decisions

72nd ANNUAL GENERAL MEETING OF THE AIR CADET LEAGUE OF CANADA  
RODD ROYALTY CHARLOTTETOWN  
CHARLOTTETOWN, PEI  
19-22 JUNE, 2013

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## 2013 Annual General Meeting – June 2013

### ATTENDEES

<u>Chairperson</u>	Ken Higgins	National President
<u>Parliamentarian</u>	Bob Burchinshaw	Governor
<u>Executive Committee</u>	Ken Higgins	President
	Bob Robert	Past President
	Tom White	1 <sup>st</sup> Vice-President
	John Walker	Vice- President
	Fred Johnsen	Vice-President
	Keith Mann	Vice President
<u>Governors</u>	Edgar Allain	
	Donald Berrill	
	Chantale Boily	
	Bob Burchinshaw	
	Don Doern	
	Thomas Holland	
	Darlene LaRoche	
	Lloyd MacIntyre	
	John Scott	
<u>Advisory Board</u>	Guy Albert	
	Gilles Cuerrier	
	Irene Doty	
	Harold Fowler	
	Donald Gladney	
	Max Goldack	
	Bob Goudie	
	Craig Hawkins	
	David Hayden	
	Fred Hopkinson	
	Ron Ilko	
	Leonard Jenks	
	Jim McKeachie	
	Jan Reidulff	
	Bob Robert	
	Brent Wolfe	
<u>Provincial Chairs</u>	Marcel Bineau	QC
	Greg Boudreau	NB
	Russell Gallant	PEI
	James Hunter	SK
	Norm MacFie	NL
	Howard Mar	MB
	Ed Mroz	NS
	Ron Rique	BC
	Kevin Robinson	AB
	Thomas Taborowski	ON
	Ken Todd	PAN

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### Members/Delegates

Gene Bell  
Carole Cox  
Michel Crevier  
Bill Cumming  
Alan Cutrtis  
Robert Dolynuul  
Jerry Elias  
James Gale  
Beverly Hoban  
Geoffrey Johnston  
David Lamb  
Norm Lovitt  
Dennis MacNeil  
Doug McLennan

Jean-Anne Milton-Binczak  
Stan Monkman  
Rick Mortensen  
Jim Mullins  
Merv Ozirny  
Serge Philibert  
François Provencher  
Barry Rowan  
Thomas Sand  
Edwina Thompson  
Christopher Tuck  
Hille Viita  
Chrisitne Welch  
Jim Wiechold

### Provincial Committee Offices

Pierre Barabey	Executive Director, QC
Paul Dowling	Executive Director, NB
Richard Petrowsky	Executive Director, SK
Ilona Turra	Chief Administrative Officer, BC

### Military

Col G.M. Pratt	Director of Cadets and & JCR
LCol Yves Therrien	SSO Air Cadets, DCdts, Ottawa, ON
Maj. Simon Caron	Air Cadet Coordinator, DCdts, Ottawa, ON
Maj Darin Little	Nat'l Tech Auth (Air)
Maj Brent Cook	NC Air Ops O

### National Headquarters Staff

Sarah Matresky	Executive Director
Candace Denison	Executive Assistant
Joan Gray	Administrative Assistant

## **2013 Annual General Meeting – June 2013**

### **I ADMINISTRATION**

#### **1.1 WELCOME BY THE NATIONAL PRESIDENT**

National President Ken Higgins welcomed everyone to the 72<sup>nd</sup> Annual General Meeting of the ACL.

#### **1.2 MOMENT OF SILENCE**

A moment of silence was observed in honour of all Air Cadets, Air Cadet League volunteers, Canadian Forces Members and friends of Air Cadets who had passed away since our last meeting, as well as friends, colleagues and family members who are ill at the present time:

- His Honour Lincoln Alexander, Honorary Director of the Air Cadet League of Canada
- Mr. Robert Gordon Dale, Honorary President of the Air Cadet League of Canada
- Mr. Grant Fabes, past President of the Air Cadet League of Canada
- Mr. Dave Forgues, Commanding Officer of 798 Lac St-Charles Squadron
- Mr. Jean-Louis Brochu Q/OV Chair 1986-87

*“As they dance the skies on laughter-silver wings, may they indeed put out their hands and touch the face of God”*

#### **1.3 INTRODUCTION OF THE HEAD TABLE**

BGen Josep Vasquez – National Vice Commander of Civil Air Patrol  
Tom White – First Vice-President  
Ken Higgins - National President  
Sarah Matresky - Executive Director (ACLC)  
Bob Robert – National Past-President  
ReaRAAdmirmiral Jennifer Bennett – Chief Reserves & Cadets

Parliamentarian: Bob Burchinshaw

#### **SPECIAL GUESTS**

LCol Yves Therrien, Major. Simon Caron, Major Brent Cook, Major Darin Little, Major Bob Mackay.

Honorary Directors: Leonard Jenks, Jim McKeachie, Herb Spear  
Member at Large: Col. Daniel Leclair, Mr. Wayne Gouveia

#### **INTRODUCTION OF MEMBERS**

Advisory Board  
Board of Governors  
Provincial Delegates  
National Office Employees

#### **1.4 CONFIRM NOTICE OF MEETING**

The Executive Director Sarah Matresky confirmed that the Notice of Meeting was duly circulated in February 2013, that there is a Quorum, and this gathering was a properly constituted meeting of the Air Cadet League of Canada.

#### **1.5 CALL TO ORDER – REVIEW OF THE AGENDA**

The President called the 72nd Annual General Meeting to order. The Agenda was reviewed.

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### 1.6 NEW ITEMS FOR THE AGENDA

- Mr. Bineau asked that the cadet assessment fee be discussed prior to the vote on the budget.

### 1.7 APPROVAL OF THE PARLIAMENTARIAN

**MOTION:** Moved/Seconded that Bob Burchinshaw be approved as Parliamentarian. **Carried**

### 1.8 APPROVAL OF THE AGENDA

**MOTION:** Moved/Seconded that the Agenda be approved as modified. **Carried**

### 1.9 APPROVAL OF THE RECORD OF DECISIONS OF THE PREVIOUS AGM

**MOTION:** Craig Hawkins, Brent Wolfe

Moved/Seconded that the Record of Decisions for the previous Annual General Meeting be approved as amended.

**Carried**

## II INFORMATION

### 2.1 Not-For-Profit Corporations Act Presentation

Mr. Higgins had indicated that Mr. Bob Robert and Bob Burchinshaw have spent hours and hours re-writing our documents in order for us to meet the deadline. The transition is mandatory by the Federal Government.

Sarah Matresky presented the final steps to transition prior to the vote by ACLC Members on the new by-laws and form 4031 with schedule 1 and 2.

She mentioned the benefits of the new act.

She explained difference between associate / member terms. Member is only use for those who are allows to vote at meeting.

Minimalist approach has been adopted by the National League as per our lawyers' recommendations. They strongly suggest that we do not rewrite article C (picture of a letter received from Revenue Canada Agency)

Transition will suggest a motion to approve by-laws form 4031.

\*\*Provincial Implication: All Provincial Committees are encouraged to check with their provincial government how the act is changing in their respective province. PC bylaws need to reflect the national changes. \*\*

## III RECEIVING REPORTS

Mr. Higgins explained that the things will be done slightly differently today because the buses for the diner will leave at 1730 sharp for the other hotel.

**MOTION:** Keith Mann, Lloyd MacIntyre

Moved/Second that the Committee Reports listed on page 3 of the AGM Meeting Book distributed to participants be approved.

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### 3.1 NATIONAL PRESIDENT

Mr. Higgins thanked everyone. He is happy that the ACLC brings the ACL Program into 454 communities. He hopes that the number will be higher while we will celebrate our 75<sup>th</sup> anniversary.

He has nothing to add to his report on page 46.

### 3.2 EXECUTIVE DIRECTOR

The full report of the Executive Director is included in the Annual General Meeting (AGM) Meeting Book (pp20-21).

She has apologized for the room set-up. It was not done as requested.

We are in a holding pattern until the CRS report is officially released.

Strategic Plan has to be developed in unison, as well as priorities, according to the emerging factors.

Upon return to the office, we will work on the Board's position about the CRS report and how it will affect us in the eye of the public.

### 3.3 DIRECTOR OF CADETS REPORT – Rear Admiral Jennifer Bennett

Refer to **Appendix A**.

***Mr. Higgins informed the audience that they are jumping around the agenda in order to accommodate everyone and finish on time. Résumé of all reports***

### 3.8 SEVENTY-FIFTH ANNIVERSARY COMMITTEE

K. Mann mentioned that the Committee has been very active over the last year.

He explained what was done since the last meeting:

- National Cadet Honour Band will take place (approved by BOG)
- Possible Parade on Parliament Hill
- Swags items: Mr. Jim Gail from ON is working to have a direct purchase-buy (avoid to have inventory at National Office)
- 2 kinds of banners
  - One for each Squadron of the Country (for the march)
  - One to put on the wall, i.e. could be displayed at the Effective Speaking Competition (similar to our WestJet)
  - Mr. Jim Hunter (Regina) has placed a request to the Canadian Airport Council to find out if we could place our banner in the airports across Canada (This would increase our visibility)
- Hopefully the final design for the cadet's pin will be ready for the SAM
- 75<sup>th</sup> Anniversary Coin
- Poster Contest (if budget allows us to do so)
- Canada Post 75<sup>th</sup> anniversary stamp (Application has been sent. We have to wait 2015)
- A request to have the CF-18 promotional aircraft used by Air Force painted in Air Cadet colours for our 75<sup>th</sup> anniversary. (The request is now sitting on the desk of the VCDS).

Keith assured the President that his committee is on high gear for the 75<sup>th</sup> anniversary. This concluded the presentation and there were no questions.



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### 3.9 AIR CADET COMMITTEE

D. Doern explained that there is extensive duplication of efforts with other committees:

- Looking after the Effective Speaking Competition while a Committee already exists for that
- Maintain constant communication with PC while a Chair of chairs is taking care of that
- Communicate on a constant basis with D Cdts about the training program

His committee has decided to conduct an audit of the TOR's to find out what will make the Air Cadet Committee workable, feasible and what could be reasonably achieved.

A new report will be prepared for the SAM with new TOR'S and hopefully a better communication linkage with our friends at D Cdts

This concluded the presentation and there were no questions.

### 3.10 AVIATION COMMITTEE

The Aviation Committee has been very busy. About six weeks ago, news was received that the flying program would be cancelled as of 1 Sep. This news went around the world (Facebook, internet, etc.). Then they got clarification and authorization to fly at least until the end of 2013. The Committee has requested the authorization to fly until the end of fiscal year (no answer yet). Mr. Elias would like to ask the ReaRAAdmdmiral Bennett if the budget will be kept for 2014.

As of yesterday, the "Letter of Intent for the Purchase, Registration and Disposal of Aircraft in the Air Cadet Gliding (ACGP) is signed, scelled and delivered. This has been signed by Sarah Matresky for the League and Lcol Yves Therrien for the National Defence.

Future of Aviation Program: Wednesday night everyone was invited to discuss this topic (no notes or minutes were taken). A new committee has been put in place with Marcel Bineau (co-chair), Jerry Ellias (co-chair), Edgar Allain, John Scott, Doug McLennan and Christopher Tuck. Lcol Therrien cannot be part of this committee because he has been appointed CO of RGS (A) in Debert, NS, but he will be a full-fledged member.

A joint study (ACL and MDN) was published in 2000 but nothing has been done since.

An e-mail has been sent on June 6, 2013 including 7 questions to discuss/resolve. One more question has been added (more important one):

*-How can we make our current operations more effective and efficient and can we provide a program that is cheaper and still meet the requirements?*

The Aviation Committee will research and prepare a Business Case which contains the necessary data and recommendations upon which information, discussions and decisions can be made by the assembly at the SAM of 2013. A lot of work needs to be done in a short period of time, but this is what the Aviation Committee would like to achieve.

**MOTION:** Donald Berrill motioned that as of today, the ACL Membership fully support the National Aviation Committee initiative currently underway to define our flying program and that the National Aviation Committee is under no restriction on anyway by the BOG motion carried April 17. Chantale Boily seconded.

**CARRIED**

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Mr. Higgins welcomed Rear Admiral Bennett back to the podium and asked her if she could answer some questions for the remaining time prior to her departure.

Q. Mr. Elias, asked her if the funding for the flying program could be extended at least until April 1<sup>st</sup> (end of the fiscal year). He also informed her about the new question his committee will work on (*“How can we make our current operations more effective and efficient and can we provide a program that is cheaper and still meet the requirements?”*)

A. RAdm Bennett answered that the funding for the program will remain stable. She will report to the Vice that a new committee has been put in place and will work on a study. She mentioned that both parties work jointly to offer flying experience to more cadets (maybe at a lower stage in the program as a retention tool).

Q. Robert Goudie asked: Could you give us a better understanding about what we might expect in a way of consultations?

A. RAdm Bennett answered: it is anything from how we started now with the Executive Director and president to then reaching out and branching. I am consulting with a wide range of stakeholders (gathering cadets, parents, etc depending of the situation and level of consultation). We are working now on the Action Plan. We are working with the Executive Director, the three presidents of the League, phone conversations. The advice of the Executive Directors will be asked and a better approach has to be put in place. We realize that each region is different.

Q. Mr. Goudie added that from time to time, ACL may find that projects have been developed from D Cds and are presented with something that took months to produce and have only few weeks to make decisions.

A. RAdm Bennett answered that they have to look at the MOU and redefine who is responsible for what in order to do not duplicate efforts. We have to work on transparency's organization and how much each other knows about the other.

Q. Mr. Elias asked if renewing volunteerism and support at local levels is an indicator that there will be a review of the supervision issues.

A. RAdm Bennett answered that they need a more expansive definition of “volunteer”. Also, she mentioned that DND has to ensure that the program is delivered safe, reliable and maximised.

Q. Greg Boudreau: There is been concerns expressed that we can't get information in Fortress at the league and squadron levels. He mentioned that he would like to put in place a database for Alumni.

A. RAdm Bennett answered Fortress has been work in progress. Significant reports cannot be shared. Some information have to be protected. However, things might be done more user friendly for input and type of reports and returns Fortress is providing. This could be considered within DND face 2 and 3 of reducing administrative burden.

Q. Bob Burchinshaw asked RAdm Bennett if she could find out why ACLC, parents of children, cadets and parents of future cadets do not have access to CATO's?

A. Answer provided by RAdm Bennett and Capt Simon Caron: Password is not supposed to be communicated to cadets' parents nor squadron staff if it was not previously told. All CATO are in PDF, so they do not comply with the Government of

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Canada requirements (For example, visual impaired can't read PDF). It is part of a shared supported Service Approach. They were no intention to remove password or remove access. DND will look at the transparency aspect.

Q. Craig Hawkins: A lot of low-risk activities are not scheduled because a paid CI or Officer is required. However, often, there are only volunteers (registered and screened) who are available (ex. Day presentation at an elementary school, recruiting booth in a mall, etc»).

A. RAdm Bennett mentioned that DND moved flexibility to allow CO to re-allocate funds.

Q. Craig Hawkins replied that because of the "paid" supervision issue often they can't do activities that cadets could do by themselves with their parents.

A. RAdm Bennett said that DND tried to have a compromise with the flexibility mentioned above and said that maybe an alternative for the concept of "pay = duty and service (Canadian Forces) has to be looked at.

Q. John Scott asked why D Cdts said, in the past, that info from parents (not the name nor address of cadets) could have been given to ACLC, but nothing has been done since. (info from Fortress)

A. RAdm Bennett answered that she was not aware of the request nor why no action have been taken.

She thanked people for discussion they had and assure this is a situation in progress. More studies/results should be shared between ACLC and DND in order to make better decisions and move forward. A better understanding of "Who's responsibility is this?" will help. Miscommunication and lack of communication is one of the challenge DND will need to fix before starting to work together.

Mr. Higgins thanked RAdm Bennett for her time and clarifications.

### 3.23 EFFECTIVE SPEAKING COMMITTEE

Keith Mann explained that his committee meet after the competition and thank the PEI Committee to set-up and organized this year national competition. New topics will be submitted to the next BOG meeting for approval and will be put on our website. The handbook will be completely redone to be more user friendly. A training section will be added. National will make this manual more accessible on the website to ensure all will have the same one. Also, Keith thanked Mr. Terry Slater for his excellent work done for the Effective Speaking Competition within the last few years. Mr. Slater will no longer work with the Effective Speaking Committee. Finally, Keith explained that his committee was unable to figure out if Effective Speaking Competition has improved because they unfortunately did not receive the figures from all Provincial Committees. This is why item CA-2 from the strategic plan is a failure.

This concluded the presentation and there were no questions.

### 3.12 HONOURS AND AWARDS COMMITTEE

Craig Hawkins has nothing to add to the report published in the Meeting Book.

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### **3.13 IACE COMMITTEE**

Lloyd MacIntyre reported that the last details for the 2013 IACE Program has been covered the previous day in a very productive meeting. 74 Canadians cadets and 8 outbound officers will participate in the program and will be sent to a total of 12 countries. 75 foreign cadets and 6 foreign officers will come to Canada. At this point of time, the program is short by 9 hosting family. Disaster in Calgary may have some effects on hosting some cadets, but Darlene LaRoche has a contingency plan B in place.

Colonel George Canyon and our new president Tom White will co-preside the Fairwell dinner. Arrangements have been made for them to address the IACE Conference in Istanbul, Turkey. Apparently, security precautions have been put in place for this conference and members who will attend.

ACL Vice-President Keith Mann will represent the ACLC on exchange to the United States of America.

The Committee is happy to say that the finances are under budget for ACLC and the military sides.

MOU signed to limit expenses: 31k for ACLC and 81K for military side.

Lloyd thanked Major Caron for his initiative which helped to reduce cost from 36k to 6k by using military drivers and buses.

There were a need for public relations budget is something looking at (under Darlene umbrella)

Finally, he thanks our DND partner, the National Office for assisting the Committee and Mr. Higgins for his mentorship leading his rears during his time as President.

This concluded the report and there were no questions.

### **3.14 LEAGUE INDUSTRY PARTNERSHIP COMMITTEE**

Keith Mann has been asked to look at different things even if he did not chair all the committees. Keith Mann mentioned that departure of Mr. Fabes will certainly leave a vacant whole. He made tremendous amount of work over the years. Keith has been asked about which direction partnership will take in the future. Keith, Don Doern and Chantale Boily will put a report for the president.

Jerry Elias asked if someone is looking after the summer scholarships.

Sarah Matresky said it is already taken care of.

This concluded the Committee's report.

### **3.15 MEMBER'S COMMITTEE**

Mr. Tom Holland referred people to the report on page 56. It is a crucial time for the ACLC. It is important that we have a look at members and how they work and if they follow ppm. We have to look internally and make sure everyone is doing his/her job.

Mr. Holland is suspecting that the amount of dollars raised by squadrons is higher than the amount he told DND this morning. It is important that all squadrons send their ACC-9.

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Information has to be communicated. He also mentioned the importance for each squadron to have an effective Squadron Committee who reports to the League.

On-line training: HQ will hire a new employee who will coordinate training and help to develop on-line training and what every have done on their website. More info to come.

This concluded the presentation and there were no questions.

### COFFEE BREAK

#### 3.16 MUSIC COMMITTEE

Mr. Merv Ozirny (acting as the Chair of the Committee as per BOG's request) said that the Music Committee has worked closely with the 75<sup>th</sup> Anniversary Committee. There is a lot of work still to do in order to be ready for the 75<sup>th</sup> anniversary.

Music Committee is anxious to achieve the same level of excellence in music as the gliding and Effective Speaking Programs, and this, across the Canada. Music Committee found that the League did not expand a grant deal financially on the Music Program nor provided a great deal of assistance to musician cadets at this time. The Virtual Music Program is the first important step in the right direction.

**MOTION:** Merv Ozirny motioned whereas it is recognized that the air cadet bands will play 75<sup>th</sup> an important role in the 75<sup>th</sup> anniversary celebrations and thereafter, implement the Virtual Music Program and Competition commencing at the beginning of the 2013-2014 training year. Thomas Taborowski seconded. **CARRIED**

**MOTION:** Be it resolved that the President of the ACLC solicit the support of the Chief of Reserves and Cadets in arranging for representatives of the ACLC Music Committee to make a presentation at the annual regional music advisor' conference regarding a proposal to commence the virtual music program competition as well as the additional support of the 75<sup>th</sup> Anniversary Celebration. Don Barrill seconded. **CARRIED**

This concluded the Committee's report.

#### 3.17 RESOURCE GENERATION COMMITTEE

J. Scott referred the audience to his report page 58. He mentioned that Fund Generation Specialist, Sue Widyaratne, gave a two-hour workshop yesterday. He thanked people who attended the workshop.

After the workshop, the committee's members held a meeting and discussed the following points:

- Buy Gift Work (\$500/ per year) which is a Donor Management System that will be linked to a software to promote tax receipt. We can go on-line with some of this. It is also can be used for marketing and mailing system.
- Yellow Wings presentation was done last month and was conducted through Vintage Wings, resulting in a forthcoming meeting Mr. Jurkowski from Bombardier, Sarah and Sue to discuss possible involvement in funding opportunities or case for support. This will take place this coming week.
- Work has been done on corporate philanthropy vis-à-vis rules for dealing with larger groups. It will also improve inter-communication between specific provincial offices

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because we want to know who is doing what and where. This way there are no complications and we can correct any possible problem in this regards.

- We have been proceeding with possibilities of what the BOG wanted to come up with. This has to do with fundraising targets such as the training programs that are or could be available. One thing we have been made aware of is that the International Air Training Group has gone through to the Minister of the National Defence and basically what is happening is that the British Air Training Core has essentially collapsed in UK with their RAF not supporting their aviation program. A company has coming up with an idea of an added amount of funds going to supposedly to the 70 million travellers across Canada each year (might be \$0.10 contribution forward to the program). We have to make sure this is not tax. Unfortunately, this company is realizing that they are short falls in its ability to fund. If we do not do something, we could be confronted with their opportunistic way of doing fundraising, contrary of what we want to do. We have to be aware of other things are happening.
- Funding request for Music Training and the Music Course we want to accomplish for our 75<sup>th</sup> Anniversary: Because we do not know if we will get money for it, we might look at the possibility of getting music instruments/items in kind instead of funding. We will follow-up with Long & McQuade.
- We discussed about direct marketing, monthly given training Social Media and Alumni Project. Parents' name and address were not accessible to us (Fortress). A lot of SSC are doing it at the squadron level. If they advise their PC, we will not interfere in the project.
- Last year, I put forward an invitation format that could be utilized by any squadron or other group. This is will be put on our website. Encourage your squadrons to invite or work with the CO to make contact with the community and eventually raise local funds. Not to be used for MP, MPP or Mayor. Name of the document: Invitation to a Reviewing Officer.

J. Scott, thanks Mr. Don Berrill who will take over the Chair position

Darlene LaRoche mentioned that the document that was drafted by J. Scott already exists in the PR Kit.

Ron Ilko asked if the ACLC wants a Foundation or Not.

The answer is yes, the ACLC definitively wants its relationships with the Foundation to grow and it will be looking within the next little while.

Jerry Elias said he will forward the letters he received from Mr. McKay and Colonel Getti from England to Mr. Berrill.

J. Scott asked the audience if any of the groups are working towards fundraising (other than the Foundation) (ex.: 75<sup>th</sup> anniversary, LIP), please advise the Resource Generation Committee to make sure that it is carried through.

This concluded the presentation.

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### 3.18 NATIONAL SELECTIONS SUB-COMMITTEE

Jim Wiechold wanted to inform the Chair that there will be a joint National/Military Directive in order to avoid ambiguous information.

Pierre Barabey asked RAdm Bennett if Oskosh disappears, if the number of cadets accepted for this summer camp could be distributed among the other camps? This will help with retention.

RAdm Bennett cannot make any promises. She will look what is relevant before making any decisions about reconfiguration of summer camps.

This concluded the Committee's report and there were no further questions.

### 3.20 PUBLIC RELATIONS & IMAGE

No report has been submitted.

Mrs. Darlene LaRoche is speaking on behalf of Gary Pinsent (absent).

If someone requests Colonel George Canyon Commandant to appear at a ACR or special function, a request has to be place at our National Office which will transmit the request to D Cdts. Acceptance of the request will depends of Colonel's schedule.

She reminded the audience, one more time, that a PR Kit exists and should be used by all squadrons (especially they are new members joining a SSC). Stuff already exists to be used. She strongly suggested posting this kit to provincial websites.

She also recommended to use the PR tool box (looks like a recipe box) sent by our military partner few years ago.

You are invited to send newspapers articles to the National. Candace will create a new tab on the website. This will be good for retention, recruiting and corporate sponsorships. It will be easier for people to realize that we are part of their community.

She encourages all provinces to keep their website updated.

SmugMug/ Flickr is available for pictures. Pictures are high resolution. They can be used for any promotional material.

**MOTION:** Name PR and Image Committee to be change to Communication Committee. Ken Todd seconded. **CARRIED**

The committee will work on a crisis management plan (What steps to take for different situations) in conjunction with people working in this industry. We will take template of their corporation to help us to draft a good plan. She plans to present that for the September BOG meeting. A plan which disseminates the information to the proper channel. A precise plan of action needs to be put in place. Confidentiality agreement is another item the committee will work on.

Alumni: Not being able to get info from Fortress, we might create an Alumni tab on our website. We could create a form for people to fill in on website. We could put a note on Facebook. It is time for ACLC to be paid back.

Candace has very graciously gotten a 10 000 Google points grant a month. We need to consistent monitor it.

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PR budget right now is \$7 300. A lot of it will be spent on PR and Cadet Exchange Tour. Darlene will also work with our military partner for the Tour. Good PR is essential for our growth/visibility among the community.

This concluded the Committee's report and there were questions.

### **3.24 SCHOLARSHIP COMMITTEE**

Irene Doty referred people to the committee report on page 66.

Birchall and Dale scholarships' recipient will be announced at the evening banquet.

This concluded the Committee's report and there were no questions.

### **3.21 REGISTRATION & SCREENING COMMITTEE**

Keith Mann is talking on behalf of F. Johnsen (absent)

Items discussed at the meeting:

- PPM UPDATE
- VALIDATION (randomly 10% of the names will be audited // A physical visit could be made)
- Insurance issue: If a person is in the defined process (letter given to the police) of the screening, she is covered by our insurance.
- Everyone has to show diligence (National to local level).

QUESTION: Defined process at the level or provincial level?

ANSWER: SSC must submit the screening documents to provincial even if the PRCVS is in process.

This concluded the Committee's report and there were no further questions.

## **IV BUSINESS ARISING**

### **4.0 No further business arising from the previous meeting.**

### **4.1 APPROVAL OF THE FINANCIAL STATEMENTS FOR 2012-2013**

J. Walker moved for approval of the financial statements for 2012-2013. L. MacIntyre seconded. **CARRIED**



## 2013 Annual General Meeting – June 2013

### 4.2 APPROVAL OF THE BUDGET FOR 2013-2014

Mr. Bineau said that he asked to discuss possibility of reducing provincial assessment prior to discuss the budget.

**MOTION:** The annual provincial assessment be set at \$8/ per cadet for current year and that any change to annual rate to be changed at the National SAM for review and decision. Jim Hunter seconded.

John Walker said if the reduction is accepted, he will not be able to produce a balanced budget without substantial cuts.

Thomas Holland is not supporting this motion because this money support various things such as 75<sup>th</sup> anniversary, bring more programs, support National Office with things to come, etc. He did not support the motion.

Rick Mortensen does not support the motion. The surplus funds accumulated should be used for doing things out of the ordinary (ex.: 75<sup>th</sup> anniversary)

Thomas Taborowski is wondering what is going on with the money in the reserved funds. He knows that the National has a healthy bank account. He asked if the money used for the honour bands is restricted funds or general funds.

Answer: Money has been placed in trusted funds (kind of restricted) recently.

Marcel Bineau mentioned that QC/OV would like to maintain activities such Aviation Day and Drill and Music Competition. DND does not support those activities put in place for retention of cadets. He suggested that the new assessment suggested could be applied on next year budget in order to do not jeopardize this year budget. This could be a good compromise.

It was necessary at that point to achieve the expectations set for that period of time. The reality is that money has to be justified and used to support PCs. Unfortunately, all PC pays the same amount even if they do not get the same support from HQ (some are doing things internally such as screening).

Geoffrey Johnston thinks the issues we have is the amount of money we should have in reserve. ACLC should decide if they want to have 1 year of operation reserved or more.

**NEW MOTION PROPOSED:** The annual provincial assessment be set at \$8/ per cadet for 2014-2015 year and that any change to annual assessment be brought forward at the National SAM for review and decision. Jim Hunter seconded.

After asking for clarification, Mr. Holland reiterated that he cannot support this motion.

Keith Mann tried to resume Marcel's 'idea. It was decided to cut the motion into two votes.

Ken Higgins said we are now proceeding to vote (count).

**MOTION 1A:** Marcel Bineau motioned that the annual provincial assessment be reduced at \$8/ per cadet for 2014-2015. Seconded by Jim Hunter.

69 registered voters in total (we need 2/3)

35 in favor

26 against

**CARRIED**

## **2013 Annual General Meeting – June 2013**

**MOTION 1B:** Marcel Bineau motioned that the annual provincial assessment should be reviewed and discussed every year the SAM.

Someone asked if something extraordinary happens prior to next SAM, if the provincial assessment could be reviewed. Answer is yes.

Thomas Holland said that this yo-yo effect could also affect National Office and PC. He mentioned that reviewing the assessment next November is a good thing.

**MOTION CARRIED**

### **4.2 (CONTINUED)**

J. Walker said that he will make his best if people are good in recruiting and the Fund Generation Committee is successful.

He moved approval of the budget presented 2013-2014. Seconded by Keith Mann/Marcel Bineau

**MOTION CARRIED**

### **4.3 APPROVAL OF THE AUDITORS FOR THE FISCAL YEAR 2013-2014**

J. Walker moved approval of the Andrew & co to audit 2013-2014 fiscal year.  
John Scott seconded.

**CARRIED**

### **4.4 ELECTION**

Slate was presented by Jan Reidulff and approved.

**CARRIED**

## **V NEW BUSINESS**

### **5.1 APPROVAL OF THE BYLAWS OF THE AIR CADET LEAGUE OF CANADA**

Bob Burchinshaw moved approval of the new bylaws of the Air Cadet League of Canada and of form 4031.

Marcel Bineau asked clarification about point C. Sarah Matresky and Bob Burchinshaw gave explanations.

B. Burchinshaw gave an overview of the work the NFP Act Transition Team has done to date and indicated that the documents needs to be approved by the membership in order to obtain the Certificate of Continuance.

Approved unanimously by our members.

**CARRIED**

### **5.2 APPROVAL OF FORM 4031**

See above.

### **5.3 Location of Upcoming Annual General Meetings:**

2014 Yukon, Whitehorse  
2015 Edmonton, Alberta  
2016 Richmond, BC  
2017 Manitoba  
2018 QC/OV

Ken Todd presented a DVD of some information regarding the AGM Whitehorse in 2014.

## **2013 Annual General Meeting – June 2013**

### **VI CONCLUSION**

**6.1 Date and Time of next Meeting** – SAM November 14-16, 2013 at the new Delta Ottawa City Centre Ottawa Ontario. AGM June 11-14, 2014 in Whitehorse, Yukon.

### **6.2 Good and Welfare of the Air Cadet League of Canada**

#### **Good & Welfare:**

Leonard Jenks mentioned that 3 past president reached 90 years old this year.

Sarah advised a short BOG meeting will be held next room and told people to be ready at 17h20 to take buses to go at the banquet.

### **6.3 REMINDER – PRESIDENTS BANQUET RODD CHARLOTTETOWN**

**Meeting Adjourned.**



## Finance Committee Record of Decisions

Chairperson: John Walker

### Attendees:

#### In Attendance:

Michel Crevier	François Provencher	Greg Boudreau
Dee Davis	Bob Dolyniuk	Howard Mar
Alan Curtis	Beverly Hoban	Carol Cox
Gene Bell	Ernest Wisener	Sarah Matresky
Christine Welch	Terri Slater	Merv Ozirny
Richard Petrowsky	Edwina Thompson	Don Berrill
Joan Irvine		

#### 1. Administration

##### 1.1 Welcome and Opening Remarks

The Chair welcomed all members of the Finance Committee.

##### 1.2 Appointment of Note Taker

S. Matresky agreed to take notes

##### 1.3 Additions to the Agenda

No additions

##### 1.4 Approval of the Agenda

Moved by D. Berrill, seconded by G. Boudreau to accept the Agenda as presented. Carried.

#### 2. BUSINESS ARISING

##### 2.1 Approval of SAM ROPs 2012

Moved by M. Ozirny, seconded by E. Thompson to accept the SAM ROPs as presented. Carried.

##### 2.2 Business Arising and Updates from SAM 2012

ACC9 update. J. Walker said that there would be a presentation this afternoon. Videos are available online.

##### 2.3 Review of Finance Committee Report 2013

J. Walker gave a rundown of what happened over the year and he explained the reasons for the surplus and what will be done with it (Vintage Wings, Honour Band) He explained that we are a good position right now. Other demands coming down the pipe will eat up the remainder of the surplus. Rundown of events or 75<sup>th</sup>

SKPC asked that the invoices sent from the National Office be itemized.

### 3. NEW BUSINESS

#### 3.1 Review Audited Financials for FY 31 Mar 13

Review of audited financial statements given by J. Walker. S. Matresky gave a quick overview of the line items that were 10% over or under. J. Walker explained why the budget has been off for the last few years. The assessment fee was discussed, and committee will wait to hear from PC Chairs.

#### 3.2 Auditors for FY 13-14

Moved by E. Wisener, seconded by C. Cox to recommend to the membership to approve Andrews & Co. for the next fiscal year. Carried.

#### 3.3 Status of ACC9's

C. Cox indicated that for 2012, AB should read 42 (Juno Beach and WestJet are new and would not be reporting for this year). J. Walker gave a summary of other provinces and their status. D. Berrill said that OPC does not submit to National unless they have signed off.

#### 3.4 Upgraded ACC9s

R. Brooks will set up an email address so people can email him with ACC9 issues. C. Cox added that AB has trouble with ACC9's because of the casino gaming laws and the requirement to keep two sets of books.

#### 3.5 Progress Report on the NRG

D. Berrill reported that the NRG has a workshop on tomorrow. The league needs to define its message to be able to fundraise and define the short term goals to be able to fundraise appropriately. What is the pecking order for the provinces and national? Donor recognition is important. What would be acceptable? Documents have been put out including corporate philanthropy. S. Widyaratne will be giving the briefing and he encourages everyone to attend. D. Berrill also talked about how it is important to have a full time fundraiser and a full time aviation consultant.

D. Berrill suggested that the PPM item about cadets fundraising/fees should be removed. It should say 'generally not required' to fundraise. While the cadet experience comes first, sometimes cadets are required to play a role in the generation of resources. They are required to participate in fundraising to some degree.

Moved by D. Berrill, seconded by E. Thompson to have the PPM amended as noted above. Carried.

Action: Chair to forward to PPBLC for insertion in the PPM.

### 4 Conclusion

#### 4.1 Good and Welfare

Nothing further.

#### 4.2 Closing Remarks

The Chair thanked Bob Robert for his assistance this year.

#### 4.3 Date of Next Meeting: November 2013 at the Semi Annual Meeting



## National Resource Generation Committee Record of Decisions

Chairperson: John Scott

### Attendees:

#### In Attendance:

Sue Widyaratne	Edwina Thompson	Max Goldack	J. Walker
Tom Holland	Dee Davis	Scott Lawson	
Greg Boudreau	Bob Goudie	Michel Crevier	
Christine Welch	Geoffrey Johnston	Don Berrill	
Joan Irvine	Bev Hoban	Sarah Matresky	
Carol Cox	Jan Reidulff	John Scott	

1. Administration
  - 1.1 Welcome and Opening Remarks  
The Chair welcomed everyone the NRGC meeting.
  - 1.2 Appointment of Note Taker  
S. Matresky agreed to take notes
  - 1.3 Additions to the Agenda  
No additions
  - 1.4 Approval of the Agenda  
Moved by D. Berrill, seconded by E. Thompson to accept the Agenda as presented. Carried.
2. BUSINESS ARISING
  - 2.1 Review of minutes and follow up from March 7th Call.  
-J. Scott followed up with Foundation and GiftWorks software was purchased for National Office.  
-Letter writing campaign will be conducted in the Fall.
  - 2.2 S. Widyaratne gave a briefing about Catlin Canada and indicated that she is currently building a relationship with them. She also spoke about the Bombardier prospect and added that the ACL needs to build a corporate philanthropy policy.
  - 2.3 C. Cox said inviting prominent individuals to ACRs worked very well in Alberta. J. Scott encouraged everyone to do so and indicated that there is information available in the PM about inviting VIPs to cadet functions.
  - 2.4 S. Matresky indicated that we have not yet been granted access. BOG will make a motion to find it.

### 3. NEW BUSINESS

3.1 D. Berrill gave overview of OPC fundraising and added that a procedure and prospect clearance and inter-provincial agreement. S. Widyaratne explained a possible concept for prospect clearance. It was added that the ACL could use a web conferencing system to vet prospects.

3.2 S. Widyaratne's contract (explanation was given) and funding for her position was discussed. J. Walker indicated that nothing was on the table as of yet for how the League will move forward with the position.

3.3. T. Holland explained activities and their funding. He thinks NRGC should fund offset. Alumni database is important in this. The 75 anniversary is a direction fundraising should take. J. Scott said the anniversary committee and NRGC should speak offline.

### 4 Conclusion

4.1 Good and Welfare  
Nothing further.

4.2 Closing Remarks  
The Chair thanked everyone for their participation.

4.3 Date of Next Meeting: November 2013 at the Semi Annual Meeting