

RECORD OF DECISIONS

73rd ANNUAL GENERAL MEETING

AIR CADET LEAGUE OF CANADA



12-14 JUNE 2014

Whitehorse, YT

Record of Decisions

73rd ANNUAL GENERAL MEETING OF THE AIR CADET LEAGUE OF CANADA
KWANLIN DUN CENTRE
WHITEHORSE, YT
12-14 JUNE, 2014

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 - a. SOP – Banks, Borrowing and Loans
 - b. SOP – Conflict of Interest
 - c. SOP – Corporate Seal
 - d. SOP – Jurisdiction
 - e. SOP – Logos & Copyrights
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2014 Annual General Meeting – June 2014

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- 7.2 Good and Welfare of the Air Cadet League (AGM 2015 – Edmonton, AB)
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- 7.4 Adjournment

2014 Annual General Meeting – June 2014

ATTENDEES

<u>Chairperson</u>	Thomas P. White	National President
<u>Parliamentarian</u>	Bob Burchinshaw	Governor President
<u>Executive Committee</u>	Ken Higgins	Past President
	Keith Mann	Vice-President
	Don Doern	Vice-President
	Fred Johnsen	Vice-President
	Don Berrill	Vice-President
<u>Governors</u>	Edgar Allain	
	Bob Burchinshaw	
	Thomas Holland	
	Darlene LaRoche	
	Lloyd MacIntyre	
	Merv Ozirny	
	John Scott	
	Hille Viita	
<u>Advisory Board</u>	Guy Albert	
	Jim Ash	
	Harold Fowler	
	Max Goldack	
	Craig Hawkins	
	Fred Hopkinson	
	Ron Ilko	
	Leonard Jenks	
	Jan Reidulff	
	Bob Robert	
	Brent Wolfe	
<u>Provincial Chairs</u>	Marcel Bineau	QC
	Greg Boudreau	NB
	Joan Cameron	NWO
	Bill Cumming	ON
	Russell Gallant	PEI
	James Hunter	SK
	Norm MacFie	NL
	Howard Mar	MB
	Jim Mullins	NS
	Ron Rique	BC
	Kevin Robinson	AB
	Thomas Taborowski	ON
	Ken Todd	PAN

2014 Annual General Meeting – June 2014

Members/Delegates

Murray Adams	Doug McLennan
Rhonda Barraclough	Jean-Anne Milton-Binczak
Gene Bell	Stan Monkman
Mike Boyle	Jamie Nicol
Carole Cox	Serge Philibert
Michel Crevier	Thomas Sand
Robert Dolyniuk	Patrick Shea
Jerry Elias	Doug Slowski
James Gale	Mike Simons
Russell Gallant	Tom Taborowski
Robert Hedges	Christopher Tuck
Geoffrey Johnson	Christine Welch
David Lamb	Jim Wiechold
Sue Madden	Ernest Wiesner

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 C. Namiesniowski	Director of Cadets and JCR
Maj. Simon Caron	Air Cadet Coordinator, DCdts, Ottawa, ON
LCol Richard Hone	National Air Ops Officer
Maj Darin Little	Nat'l Tech Auth (Air)
CWO Grant Pyle	CWO D CDTS & JRC

National Headquarters Staff

Sarah Matresky	Executive Director
Josée Woodford	Executive Assistant
Joan Gray	Administrative Assistant
Sitraka Raelimanohisoa	Communications Officer

I ADMINISTRATION

1.1 WELCOME BY THE NATIONAL PRESIDENT

National President Thomas P. White welcomed everyone to the 73rd Annual General Meeting of the ACL. He thanked the Colour Party comprised of local Air Cadets.

1.2 MOMENT OF SILENCE

A moment of silence was observed in honour of all Air Cadets, Air Cadet League volunteers, Canadian Armed Forces Members and friends of Air Cadets who had passed away since the last Meeting.

In particular, we remember:

- [MR. JOHN WALKER](#) – 1ST VICE-PRESIDENT, NATIONAL TREASURER
- [MR. ANDRE O. DUMAS](#) – NATIONAL PAST PRESIDENT, 1980
- [MR. STANLEY HARRY](#) – NATIONAL ASSOCIATE-AT-LARGE
- [MGEN. \(RET.\) WILLIAM PAISLEY](#) – RETIRED NATIONAL GOVERNOR
- [MR. BOB BARRACLOUGH](#) – NATIONAL DELGATE, AB VICE CHAIR
- [MR. DENNIS MACNEIL](#) – FORMER PROVINCIAL CHAIR, NB
- [DR. PAUL KINSMAN](#) – NATIONAL PAST PRESIDENT, 1982

1.3 INTRODUCTION OF THE HEAD TABLE

Col. Dan Leclair –Northeast Region Commander of Civil Air Patrol
Keith Mann – First Vice-President
Thomas P. White - National President
Sarah Matresky - Executive Director (ACLC)
Col. Conrad Namiesniowski – Director, Cadets & JCR

Parliamentarian: Bob Burchinshaw, Governor

MILITARY GUESTS

Maj. Simon Caron	National Air Cadet Coordinator
LCol Richard Hone	National Air Ops Officer
Maj Darin Little	Nat'l Tech Auth (Air)
CWO Grant Pyle	CWO D CDTS & JRC

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 2014, 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

The President called the 73rd Annual General Meeting to order. Bob Burchinshaw explained the voting card procedure and the procedure for those acting as proxies.

1.6 MOTION TO APPROVE VOTING & NON-VOTING MEMBERS AT MEETING

MOTION: All invitees that signed the voting list and are present in the room are entitled to be here at the meeting. Moved by B. Burchinshaw/Seconded by John Scott **CARRIED**

MOTION: That all non-voting members who signed the list be permitted to attend the meeting
Moved by L. MacIntyre/B. Wolfe **CARRIED**

1.7 NEW ITEMS FOR THE AGENDA

1. Proposal to revise parts of Part I of PPM.

1.8 APPROVAL OF THE AGENDA

MOTION: That the Agenda be approved as modified
Moved by L. MacIntyre/D. LaRoche **CARRIED**

1.9 APPROVAL OF THE RECORD OF DECISIONS OF THE PREVIOUS AGM – AGM 2013, CHARLOTTETOWN, PEI

MOTION: That the AGM minutes of 2013 be approved as presented
Moved by M. Ozirny/R. Ilko **CARRIED**

II INFORMATION

- 2.1 N/A

III BUSINESS ARISING

3. No further business arising from the previous meeting.

3.1 REPORT OF THE FINANCE COMMITTEE

D. Berrill reported that the Air Cadet League is in good financial shape. He added that a few new members have joined the committee and they welcomed E. Wiesner as vice-chair of the Finance Committee. There are 14 squadrons who did not complete their financial reports for the last five sequential years and the committee is addressing this issue. D. Berrill stressed the importance of squadrons submitting the ACC9's as the data is collected to analyze the total money raised by the Leagues at the local level. This data will be provided to DND at a later date. He added that a study will be conducted over the next six months concerning provincial committees who have designated Executive Directors and this is in order to look for best practices among all the provinces among other things. This concluded his report and there were no further questions.

MOTION: That the Finance Committee's report be approved as presented.
Moved by D. Berrill/G. Boudreau **CARRIED**

3.2 APPROVAL OF THE FINANCIAL STATEMENTS FOR 2013/2014

D. Berrill moved for approval of the Financial Statements for 2013-14

MOTION: That the financial statements for 2013-14 be approved as presented
Moved by D. Berrill/R. Ilko **CARRIED**

3.3 APPROVAL OF BUDGET FOR 2014/2015

D. Berrill indicated that there is a basic mind shift with regards to the way the Air Cadet League does its business. There will be some internally restricted funds. He added that the fund generation officer hired by the ACL in the future is expected to raise \$70K in funds. He gave a brief explanation of like 19b and said that some funds will be transferred from the Leagues reserves to balance the 14/15 Budget. Contingencies were also adjusted to balance the old/new system. As well, a line item was added to support National Voting Delegates (Advisory Board, Board of Governors and PC Chairs) to attend both the AGM and SAM. P. Barabey indicated that the QOV line breakdown at the bottom is not accurate (insurance breakdown). D. Berrill noted the item for correction.

MOTION: That the Budget for 2014-15 be approved as presented subject to revision of QOV's assessment fee calculation

Moved by D. Berrill/B. Robert

CARRIED

3.4 APPROVAL OF THE AUDITORS FOR THE FISCAL YEAR 2014/2015

MOTION: D. Berrill moved that the firm Andrews & Co. be approved for FY 2014/15

Moved by D. Berrill/L. Jenks

CARRIED

IV NEW BUSINESS

4.1 APPROVAL OF THE SUPPLEMENTARY OPERATING POLICIES

B. Burchinshaw reported that several Supplementary Operating Policies need to be considered for approval by the membership. He thanked J. Ash for writing the bylaws that served the Air Cadet League well over the last ten years. B. Burchinshaw also explained that the Policy and Procedure Manual will need to reflect the changes as per the Certificate of Continuance as issued by Industry Canada.

Approval of Supplementary Operating Policies:

- a. SOP – Banks, Borrowing and Loans
- b. SOP – Conflict of Interest
- c. SOP – Corporate Seal
- d. SOP – Jurisdiction
- e. SOP – Logos & Copyrights
- f. SOP – Members' Accountability
- g. SOP – Powers & Limitations of Individual ACL Members
- h. SOP – Responsibilities of Chairs and Committees
- i. SOP – Squadron Support Groups
- j. SOP – Vacancies
- k. SOP – Governing Documents
- l. SOP – BOG, Meetings, Duties & Authority
- m. SOP – Indemnity Insurance
- n. SOP – Proposal to Revise Sections of Part 1

MOTION: that all items listed above be approved with the addition of the word "territorial" (item e) and replace the word "may" with "shall" regarding screening.

Moved by B. Burchinshaw/L. MacIntyre. (5 abstentions, 2 against)

CARRIED

4.2 APPROVAL OF THE LEAGUE PHILOSOPHY STATEMENT

T. Holland presented the League's modified Philosophy Statement for insertion into section 1.1.7 of the Policy and Procedure Manual. He summarized the importance by saying that the League's Philosophy Statement is what our organization believes in.

MOTION: that the Philosophy Statement be adopted as presented.
Moved by T. Holland/K. Todd

CARRIED

4.3 LOCATIONS OF FUTURE MEETINGS:

Edmonton, AB	2015
Richmond, BC	2016
Winnipeg, MB	2017
Quebec	2018
Newfoundland & Labrador	2019

V ELECTIONS

5.1 REPORT OF THE NOMINATING COMMITTEE

When the meeting reconvened at 1300, after the slate was posted during the lunch hour, J. Reidulff reported that there were no nominations received from the floor. He added that there were three openings for new governors on the slate this year. J. Reidulff will remain chair of the Committee for another year assisted by F. Hopkinson.

MOTION: that the Slate of Nominees be approved as presented.
Moved by J. Reidulff/C. Hawkins

CARRIED

VI RECEIVING REPORTS

6.1 REPORT OF THE NATIONAL PRESIDENT

T. White indicated that the President's report could be found on page 7 of the AGM meeting book. He had nothing further to add except to say that his year as President was a very busy one and that he appreciated everyone's assistance during his term of office. He wished the League a stellar year in 2014-15 under the direction of K. Mann.

6.2 REPORT OF THE EXECUTIVE DIRECTOR

S. Matresky noted that ED's report could be found on page 14 of the AGM meeting book. She gave a short briefing on insurance and added that some pamphlets were circulated should members wish to extend the current insurance program to include content insurance at the local level. D. Berrill added that a particular waiver must be filled out by PCs who are offering private pilot scholarships outside of the Cadet Program.

S. Matresky also added that since the completion of her written report, D. Shaw has been engaged at the National Office and will work closely with the National Resource Generation Committee. As well, the Bookkeeper has had some health issues and will be returning to work later in June. The National Office staff will continue to work diligently to provide the service to the Members in the most efficient manner possible.

6.3 REPORT OF THE DIRECTOR OF CADETS – Col. Namiesniowski

Refer to Appendix A.

Col. Conrad Namiesniowski sent greetings on behalf of the VCDS LGen Thibault and added that CWO Grant Pyle recently joined the team at D Cdts and brings with him a significant amount of knowledge and experience. The Colonel also sees the benefits from the weekly meetings between himself and the three League Executive Directors. Since commencing his position last August, the philosophy has changed as there is now united and open communication taking place. He stressed that roles, responsibilities and relationships should be known by each partner (League/DND) to avoid any duplication of efforts as well as conflicts.

D Cdts & ACL are sharing the same objectives: offer a better experience for cadets and sustain the program so it lasts forever. With improved communication, the CCO needs to look ahead to establish the plan for the next 3-5 years. Col. Namiesniowski feels it is important that each partner shows where the money is being spent and to identify the key parts of the program as well as find combined solutions instead of walking on parallel roads.

The Directorate continues to face challenges with staffing and gave examples of monetary restrictions and exceptions.

When referring to his presentation, Colonel Namiesniowski indicated that Renewal is divided into three phases, with the first phase being conducted presently. His role is not to make the decisions but to make sure that what is being presented to leadership is clear and concise. The Governance Structure will be presented at the NCC in July and they are moving ahead because the National Cadet Council already exercises the power of the Governance Model. This continues to be a work in progress.

Questions / Comment Period

Comment:

Edgar Allain made a comment that the Col. Presentation shows that he is not only changing things, but also changing the way he thinks.

Q. Referring to the Governance Chart, L. MacIntyre asked where the consultation connection line is between ACL & Military.

A. There is no lateral piece because there is no authority from VCDS over the League. We work as partners.

Q. From a fundraising perspective, D. Berrill would like to be able inform donors of the reason for raising money and asked what is open for fundraising possibilities. He also enquired if DND could consult with the League before making cuts to the program so that alternatives may be considered.

A. Col. Namiesniowski discovered that there are different activities that are not recognized as part of the program. These activities have to be put on the table and then prioritized according to desired impacts. DND & League should have a good discussion on this subject. He believes it is possible to achieve the desired effects by combining fundraising.

This concluded the D Cdts report and there were no further questions.

6.4 REPORT OF THE PROVINCIAL CHAIPERSONS COMMITTEE

M. Bineau reported that the PC Chairs Committee had a very constructive meeting. Their main point of contention was the change that D Cdts wanted to make with regards to field uniforms. The following motion was made by the Committee:

***MOTION:** that the Air Cadet uniform will remain as current DEU without the addition of a field uniform.*

Moved by J. Mullilns/J. Hunter

CARRIED

M. Bineau also reported that G. Johnston made a presentation about video-conferencing during their meeting and offered the PCs a chance to buy into the program at a cost of approximately \$100 per license. There was some interest from the PCs and they will work with the BCPC on the details. P. Doern gave a presentation on the 75th Anniversary poster contest and timeline. It was suggested that a working group be struck to review and recommend improvements to the Drill Instructor's course. All were in favour of forming a committee with N. MacFie as chair assisted by H. Mar and K. Robinson. A report on the issue will be made available at the Semi-Annual Meeting for further consideration by the military.

D. Berrill briefed the PC Chairs on the newly proposed Regional League structure. The proposal was not well received by the PCs and will not be pursued at this time.

M. Bineau will be stepping down as the Chair of Chairs and will be replaced by K. Robinson of Alberta.

6.5 REPORT OF THE ADVISORY COMMITTEE

B. Wolfe reported that he continue as the chair of the Advisory Board committee for an additional year. The Committee concluded their meetings Thursday and the members participated in other AGM meetings taking place on the Friday. K. Mann, incoming President, and First Vice D. Doern had asked for more engagement from the Advisory Board within the organization and at the community level. He added that the Nominating Committee will give a brief presentation about the nominating process during the upcoming Semi-Annual Meeting and will be a good learning process for new members and a good refresher for long-serving members.

B. Wolfe added that the Nominating Committee is also working to arrange for a new Honorary President. The individual filling the position will be informed of the level of commitment required and will be asked to identify what they can do for the League.

6.6 REPORT OF THE 75TH ANNIVERSARY COMMITTEE

K. Mann reported on behalf of the 75th Anniversary Committee and gave an overview of the preparations to date. An Honour Band Concert and an Anniversary Parade are being considered as options for celebration.

Further details of the poster contest were explained and the initiative is set to launch in January of 2015.

The selection procedure for the Honour Band would be carried out with the use of audition tapes and the number of cadets chosen would be based pro rata by province. Music would be under the direction of H. Mar. K. Mann thanked H. Mar for submitting such an excellent detailed proposal for planning purposes. The Anniversary Parade would be under the direction of P. Barabey with a tentative date of May 14, 2016 and would be comprised of two wings of 1000 cadets each.

Swag: The committee has decided to retain caps, golf shirts, decals and crests as part of the celebration items.

Postage Stamp: Canada Post has been contacted and they have replied that the stamps depicting celebrations will be announced in 2015 and proposals are not considered more than a year in advance.

Pins: A commemorative pin will be issued to each serving cadet to wear on their uniform. K. Mann added that permission was obtained for the cadets to wear the pin, but that does not include members of the CIC. Distribution and cost was explained as well as the order and shipping process.

The VCDS has communicated his support and will send a letter to the effect with regards to painting a CF-28 Demo plane as a tribute to Air Cadets as part of the 75th Anniversary Celebrations.

K. Mann will work with J. Hunter to obtain permission from the Canadian Airports Council to have the Air Cadet League Banner displayed at all their member airports. The ACL will also supply an anniversary flag and a banner to all SSCs to be carried at parades.

6.7 REPORT OF LEAGUE INDUSTRY PARTNERSHIPS COMMITTEE

J. Scott reported that he has taken over as chair of the League Industry Partnerships committee since the recent resignation of C. Boily as Governor and Committee Chair.

The agreements with the various industry partners continue to be under review and after much consideration, it was decided that the LIP Committee would remain as a separate entity from the National Resource Generation Committee until further notice. This concluded his report and there were no further questions.

VII CONCLUSION

7.1 DATE AND TIME OF NEXT MEETING

SAM November 21-22 at Lord Elgin Hotel, Ottawa

7.2 GOOD AND WELFARE OF THE AIR CADET LEAGUE OF CANADA

a) J. Scott presented the card "*Proud to be a Cadet Alumni*" that will soon be available for distribution as well as on the National Website. Squadrons will be able to personalize it by adding their crest. The idea of the card is to have more people involved as the 75th anniversary approaches.

b) Birthdays and Best Wishes

c) AGM 2015 Edmonton Alberta – Presentation by the ABPC on next year's meeting.

d) Ron Rique from BC reported the following:

- He had the pleasure of presenting the Air Cadet Service Medal to C. Hadfield at the last BC AGM.

- BC has purchased their sixth Cessna and has a tentative offer to sell their sixth L19. This will complete their fleet overhaul.

7.3 REMINDER

Housekeeping items and announcements related to the evening's Banquet.

7.4 ADJOURNMENT

Meeting was adjourned at 15:45 Moved by B. Wolfe



ANNEX A

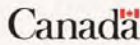
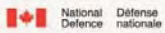
D CDTS GROUP ADDRESS POWERPOINT

Air Cadet League of Canada Annual General Meeting

14 June 2014



Col C.R. Namiesniowski
D Cdts & JCR



Finances

	FY11/12 (Actual)	FY12/13 (Actual)	FY13/14 (Budget at T3)
Personnel	114.2 M	116.3 M	113.8 M
Operating/Opérations	87.8 M	86.2 M	84.8 M
Grants/Subventions	1.3 M	1.3 M	1.3 M
Capital	1.8 M	2.2 M	2.0 M
Total Cadets	\$205.1 M	\$206.0 M	\$201.9 M
JCR/RJC	11.0 M	11.3 M	11.5 M
Total	\$216.1 M	\$217.3 M	\$213.4 M

Approx \$4M reduction from FY 12-13 to FY 13-14: Réduction de \$4M de l'AF 12-13 à l'AF 13-14:
 Transfer to SSC : \$800K Transfert à SPC : \$800K
 NCSM Québec (SR) : \$800K NCSM Québec (RS) : \$800K
 Reduction in TD (SR) : \$600K (13/14) Réduction en DT (RS) : \$600K (13/14)
 Tx Cost for Commissionaires to Comox : \$400K Transfert des coûts pour commissionnaires à Comox : \$400K
 Returned Pay Surplus T3 : \$1.1M Surplus déclaré en solde au T3 : \$1.1M

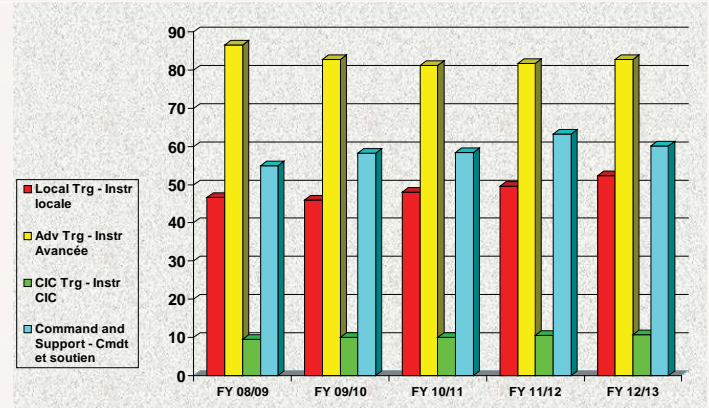


Agenda

- Relationship
- Budget Sitrep
- Current initiatives
- Current issues for Air Cadets
- Renewal Sitrep
- Governance & C2
- We are a team!



EXPENDITURES BY CAPACITY / DÉPENSES PAR CAPACITÉ



Relationship

- Sharing the same objective
 - Better experience for Cadets
 - Sustainable program
- Need to support each other
- Good Communications = better understanding
- Roles, responsibilities and relationships



Current initiatives

- Weekly D Cdts & JCR/EDs meeting
- PRC/VSS
 - Centralize process through single civilian contractor
- CATO 13-12 WG – Cadet supervision
 - Joint WG (D Cdts & JCR and League reps) convened 12 Mar 14
 - Report / recommendations pending
- COATS Fitness Policy
 - Updated policy in effect 24 Feb 14
 - Full-time Class B to attempt FORCE test
 - Implemented at CSTC and RCIS
 - Failure = no career implications
- CATO 22-02 – Change to CIC promotion policy
 - 3 years acting for promotion to substantive Maj & LCol
 - COATS GS Officers & NCMs can be promoted to substantive rank



Current initiatives

- **Positive Youth Development for Adults**
 - An education tool developed in consultation with all stakeholders to ensure all adults have a baseline in positive youth development. New skills and resources focus on outreach and how to grow the program in Canadian communities.
- **CIC Training**
 - Every training course is linked to a set of tasks, required by the CCO.
 - Occupational and job-based training directly supports the corps / squadron requirements.
 - All courses are evaluated and validated to ensure they meet the needs of the trainee and the organization.
 - The CFITES process ensures maximum efficiency without over-training or under-training.
- **Renewal**
 - Focused on clarifying key points on the scope and way ahead of Renewal between DND/CAF and the National Leagues' executive
 - Multiple working groups have been established and are in the process of standing up and doing work
 - Developing more and simpler tools and products to communicate about Renewal at local/regional levels

Cadet and JCR Renewal SITREP

- **3.1 Governance Model:**
 - Develop a better structure for stakeholder engagement, consultation & voice
 - Working group is continuing, led by Cdr Stephane Nadeau/LCdr Kay
 - Steering Comm review Jun 14 & NCC decision Jul 14
 - 3 National Bodies (NCC, CPMC, CPMB) get underway in fall 2014
- **3.2 Comd & Control (C2) Review:**
 - Develop a C2 structure that is simple, adaptable, flexible and focused
 - Working group is continuing, led by Cdr Stephane Nadeau/Maj Peterson
 - Decision by MND pending. Comd Cadets could stand up 30 Sep 14
 - Working group just starting on Organization & Establishment Review.
- **5.1 Program Support Model:**
 - Develop a Model to better prioritize and direct support and resources
 - Working group underway, led by LCol Jean Laprade/Maj Oulton/Maj Gaboury
 - Steering Comm review Aug 14 & NCC decision Sep 14
 - Implementation/changes occur during 15/16

Current issues for Air Cadets

- **Contract renewal - Advanced Aviation Technology Courses**
 - SOW reviewed and will be posted shortly;
 - Should have contract in early Fall 14, for Summer 15 delivery.
- **Suspension of the Oshkosh Trip**
- **International exchanges**
 - New exchange with China
- **Col-Cmdt stepped down**
- **Staffing of key RCA Ops Positions**
 - Central and Atlantic RCA Ops O backfilled by Reg F pers for the summer;
 - Shortage of Maintenance/Supply staff causing Op tempo to be slower;
 - Long term solutions are being sought.
- **Current delegation of Authority for PPS**
 - Current limit is \$3M, including ACL charges (for insurance). We have reached that limit;
 - Any increase in Cost per Cadet with ATAC and AQTA will mean a reduction in Vacancies.

Cadet and JCR Renewal SITREP

- **1.4 Staff Establishments – Extra Staff/Pay:**
 - Develop a plan for additional staff (urban units) and additional pay (rural units)
 - Staff work underway, led by LCdr Jacques Lecours
 - Steering Comm review Aug 14 & NCC decision Sep 14
 - Initial implementation could come into effect FY 15/16
- **1.5 Public Awareness/Outreach/Partnerships:**
 - Develop a plan to attract support from national & provincial organizations
 - Working group underway, led by Cdr Stan Bates/Maj Henry
 - Steering Comm review Aug 14 & NCC decision Sep 14
 - Plan implementation could start during fall/winter 14/15
- **1.4 Adult Staff Training Package (Positive Youth Develop Programs):**
 - Develop a training package to orient adult staff and volunteers
 - Work group underway, led by LCol Alain Arseneault/Maj Butson
 - Steering Comm review Aug 14 & NCC decision Sep 14
 - Ramp up package could start being deployed as early as Oct/Nov 14

Cadet and JCR Renewal SITREP

- Renewal is divided in 3 phases and Phase 1 is the focus during 2013/14
- The following 3 slides provide a SITREP on 9 tasks underway for Phase 1. The information includes:
 - The number and short title for each task
 - The focus and status of the task and who is leading it
 - When the Steering Committee will review the work
 - When the National cadet Council (NCC) will discuss and advise the VCDS on the solution(s) put forward
- More details can be found in the Renewal Plan and in the Initiating Directives published (emailed & online) for each task.

Cadet and JCR Renewal SITREP

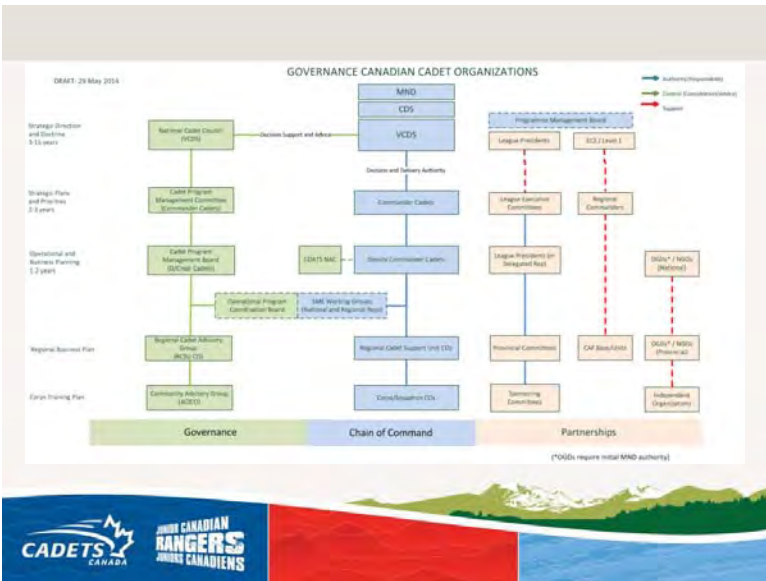
- **1.6 Communications Capacity:**
 - Develop a National Communication Strategy and Plan
 - Working group underway, led by Cdr Wayne Dipersio/Maj Keirstead
 - Steering Comm review Aug 14 & NCC decision Sep 14
- **1.3 Risk Matrix:**
 - Develop a National Risk Strategy/Matrix
 - Working group getting started, led by LCol Russ Francis/Maj Kiecker
 - Steering Comm review Oct 14 & NCC decision Dec 14
- **4.3 Cadet Population Growth:**
 - Develop a National Cadet Population Growth Plan
 - Working group getting started, led by Maj Rusty Templeman/Capt Dinn
 - Steering Comm review Oct 14 & NCC decision Dec 14

Governance & C2

- Now to Sep 14 - Create and socialize a Governance model with partners
- Sep 14 - Cadet Formation stand up under one Commander
 - Paperwork sent to VCDS for approval and onward direction to Director Defence Force Planning
- Director Defence Force Planning will:
 - generate the paperwork to transfer the Regional Commanders Comd over the RCSUs
 - modify organizational orders (MOOs/CFOOs) to reflect new reality
 - produce letter from CDS to MND
 - have documentation translated and vetted by Legal
 - produce organizational message to generate authority of CCO Command until the final paperwork is promulgated
- Sep 15 – Standardized RCSUs stand up
- Sep 16 – Local Cadet Support Units stand up



QUESTIONS



WE ARE A TEAM!

DND

- Infrastructure
- Personnel
- Transport
- Leadership (Training, etc.)
- Program management

LEAGUES

- Remaining infrastructure
- Personnel (Volunteers)
- Financial support
- Community connection
- Knowledge & Experience

VOLUNTARISM

- CIC CC/Sqn (25 paid days/Avg >60 days)
- Parents Committee, Sponsor
- Leagues at all level
- Reg F support





ANNEX B

HONOURS AND AWARDS



Honours and Awards Committee Meeting Record of Decisions

Chairperson: Bob Robert
Vice-Chairperson: TBD

In attendance:

B. Robert (Chair)	C. Hawkins (secretary)
L. Jenks	F. Hopkinson
R. Ilko	M. Goldack
B. Wolfe	H. Fowler
G. Albert	J. Ash (joined after attending other meetings)
J. Reidulff	K. Higgins (initial portion)

Guest:

Governor John Scott

1. Administration

- 1.1 Welcome and Opening Remarks
The chair welcomed everyone to the meeting.
- 1.2 Selection of a Vice
This position will be left open.
- 1.3 Additions to the Agenda
Under New Business: 3.7 Presentation by J. Scott (LIP)
- 1.4 Approval of the Agenda (*as amended*)
Moved by L. Jenks, seconded by R. Ilko. Carried.
- 1.5 Approval of the ROD / Minutes of the Last Meeting (November 2013)
Moved by L. Jenks, seconded by G. Albert to accept the Record of Decisions for November 2013.
Carried.

2. Business Arising

- 2.1 Updates on AGM Awards Applications **for Info**
We received and processed 42 Applications for Awards in 7 categories. All were approved, although some for a different award.

Approved awards by type:

Two Medals of Honour	One Director of the Year
One Officer of the Year	Three Presidential Citations/Certificates
Nine Certificates of Honour	Ten Certificates of Merit
Sixteen Certificates of Recognition.	

Approved awards by Source of Nominations:

NLPC – 2	NSPC – 2	PEIPC – 0	NBPC – 3	QOVPC – 1
OPC – 12	NWOPC – 0	MPC – 7	SKPC – 1	APC – 7
BCPC – 2	PanT – 1	National – 4		

Presentations: 11 at AGM Banquet (including 2 in absentia); remainder given to PC Chairs to present “at home” by a suitable national representative.

2.2 Report by National Scholarships Committee (Guy Albert for Irene Doty)

This year there were 142 applications (a significant increase). Three winners were selected using the same process that has been done in the past.

R. Ilko outlined the general process that is used for scoring the applicants. Key areas of volunteerism (inside and outside the squadron) as well as references provided were critical in the development of the scholarship merit list. H. Fowler expressed his thanks to R. Ilko and G. Albert for the initial screening that they do on all of the applications.

The group discussed enhancements to the scoring / selection process. The Scholarship Committee will discuss suggestions at the SAM and will report back at the SAM.

2.3 Presentation Protocol for Dale / Birchall / YCF presentation to the cadet.

The HAC Chair will brief the PC Chair of the winning cadets after the AGM. The new protocol will be submitted for inclusion in the PPM

Action: Chair and Secretary

2.4 Wearable Medal of Honour (Craig Hawkins)

The ‘wearable’ medals of honour were presented formally to recipients at the 2013 SAM. The order of 50 miniatures was approved by the BOG and received at the office in March; the BoG approved distribution on a cost recovery basis. **For Info**

The national office staff will be directed to retain one of the original medals for historical reference and to take the remaining original medals and recover any costs possible through melting them down etc.

Action: National Office Staff

2.5 Royal Canadian Legion Air Cadet of the Year Update

Selection was done in a timely manner by MPC. Particulars of selected cadet received May 11th. ACL ED sent congratulatory letter over President’s signature to selected cadet on May 12th.

This year, NFLD is responsible for selecting the RCL Air Cadet of the Year.

2.6 League-Funded Power Famil Upgrade Scholarships (LFPFUS)

The Chair reviewed the changes that had been made to the form. Most notably gave the cadets two extra months of good weather, till 31 July, to complete their hours of flying to PIC qual.

The committee held a discussion about how to optimize the value of these scholarships to the system.

For Info

2.7 National Biathlon Air Cadet League Award

There has been no feedback from DCadets on whether or not there will be a national biathlon competition in the future. **Item set aside Pending further development.**

3 New Business

3.1 Sennheiser Band Awards – Bands in Need & Reward for Excellence

Presently, the Sennheiser award provides “two awards for Squadrons with new bands, or to sqn bands that are already established but are struggling to maintain themselves as an effective optimal program. It has been suggested that one of the two awards could be to an established and successful band that wants to go beyond the current capability, in other words reward a band that can go one better.

Following discussion, the consensus that this is appropriate but we will need to provide some guidance / criteria as to what it means to “go beyond the current capability”.

Moved by Ron / Seconded by Brent: Approved.

Action: *Bob and Craig to consult with music committee on rewording the application.*

3.2 President Certificate or Citation - Plaque or Certificate?

Following discussion it was determined that the Presidential / President’s Citation is a plaque and would be applied for using the ACC50 form. The terms of the award are outlined in PPM 4.2.4

The Presidential / President’s Certificate is a paper certificate in a presentation folder and is presented to squadrons under the terms of PPM 5.8.2.8,

3.3 Lapel Pin for Officer-of-the-Year

It was suggested by a member that a lapel pin accompany the OY certificate. It was suggested that the pin would catch the eye and prompt queries as to what it represents. This generates PR and goodwill. Do we pursue?

Following a discussion, it was determined that the cost of the production for a lapel pin would be high, especially given that only one would be handed out per year. **Item closed**

3.4 Award nominations by a Natl Member – screening. (Craig Hawkins)

If a national member (governor, AB,) wishes to nominate someone for a national award, who should the nominator submit the nomination to? Past practice and current consensus is that the nomination should be approved by the Chair of the HAC for consideration.

The current form does not address this issue. The form can be amended to include the National Chair of the HAC as a recommendation for awards received from the national members.

Action: Secretary will forward recommendations for changes to the ACC50 and the policy explanation to the PPM Committee for consideration.

- 3.5 Certificate of Recognition: Repeat Awards (Craig Hawkins)
 Moved by C. Hawkins, seconded by J. Reidulff that the PPM be modified to allow the presentation of a second Certificate of Recognition that could be granted for a different event / activity.
Carried

Action: Secretary will forward proposed wording changes to PPM Committee for consideration.

- 3.6 Amendments to Form ACC50
 The current form does not recognize the Sponsor as a group separate from the Sponsoring Committee. Many awards have been approved for the Sponsor of a squadron, even though the form does not indicate this.

Action: The Secretary will forward proposed wording changes to the ACC50 to the PPM committee for consideration.

- 3.7 LIP Presentation (John Scott)
 The presentation of funding for continuation flying has not really resulted in a significant increase in the number of cadets reaching the necessary level to be able to provide famil flying to cadets. Would it be beneficial to have the awards recategorized in order to allow it to be used for something other than famil flying?

Other MOU/MOAs are currently up for renewal. Input from the HAC was solicited. Do we wish to broaden the criteria for use of the scholarship funds?

The Chair asked J. Scott to prepare a one page summary of issues and concerns.

Item Carried Forward to the SAM.

- 3.8 Sub-committees make-up (chairs & members) to be further refined at the SAM:

Certificates of Recognition
Craig Hawkins
 Brent Wolfe
 David Hayden
 Joe Johnson

Sennheiser / CASARA
Bob Robert
 Fred Hopkinson
 Fred Johnsen

West Jet CPTA
 Done by WJPA Executive

Officer of the Year
Gilles Curerrier
 Lionel Bourgeois
 Don Gladney

Certificates of Merit
Max Goldack
 Jan Reidulff
 Jim Ash
 Bob Parsons

Certificates of Honour
Len Jenks
 Don Gladney
 Fred Hopkinson
 Guy Albert

Presidential Citations / Medal of Honour
Bob Robert
 Jim McKeachie
 Len Jenks
 Bob Goudie
 Irene Doty
 Fred Hopkinson
 National President
 First Vice President

National Scholarship
Irene Doty
 Harold Fowler
 Guy Albert
 Gilles Curerrier
 Bob Goudie
 Ron Ilko

Director of the Year
Bob Robert
 National President
 First Vice President
 Immediate Past President

(Committee Chairs in Italic)

4 Conclusion

- 4.1 Good and Welfare
Nothing added to the discussion
- 4.2 Closing Remarks
The Chair thanked everyone for their work throughout the year.
- 4.3 Date of Next Meeting:
November 2014 at the Semi Annual Meeting in Ottawa

19 June 2014



ANNEX C

AVIATION COMMITTEE RODs

Aviation Committee – 13 June 2014

Present

Jerry Elias - ACL / Chair Aviation Committee
Edgar Allain - ACL Vice Chair / ACL
Darren Little - DND / NTA darren.little@forces.gc.ca
John Scott – OPC Aviation Committee Chair – Johm4V@lcloud.com
Doug McLennan – Aviation Committee Chair (MB) – jarman8@shaw.ca
Jim Ash – NW Ont ACL – jimash@tbaytel.net
Norm Mac Fie – NL Prov Chair – nmacfie@nl.rogers.com
Jim Mullins – NS Chair – j.mullins@seaside.ns.ca
Jim Hunter – SK Chair – Jhunter5DH@ROL.com
David Lamb- 1st Vice SK – d.g.lamb@sasktel.net
Marcel Bineau – Chair QBOV – mbineau@cgococable.ca
Chris Tuck – BCPC Aviation Committee - tucks@shaw.ca
Murray Adams – PTACC Director – mwadams99@aol.com
Thomas Sand – AB Aviation Director – Tom.sand@gov.ab.ca
Richard Hone – Dcdts & NCA Ops - Richard.hone@forces.gc.ca

1.1 Welcome and Opening Remarks – Jerry Elias – Welcome everyone – General comment on who the report of the Flying Work group and its recommendations have been communicated to the appropriate levels and that we as a League are standing by to further clarify and or communicate our thoughts pending movement on the issue from DND .

1.2 Call for New Agenda Items - John Scott has a new Item (?)

1.3 Approval of the Agenda - Motion by Jim Hunter – Second by Doug McLennan – Motion Carried

1.4 Approval of Minutes of 15 November Meeting – Motion by John Scott – Second Chris Tuck- Motion carried

2. Business Arising from Previous Minutes

2.1 Update on Power Familiarization Pilot Upgrade Scholarships (Pilot Upgrade Scholarships)

John Scott – Changes are required and that they should be resolved with the Honors and Awards and Industry considerations. John Maclellan suggested that we look at ways to bridge the gap – review the aims

2.2 Update on Glider procurement issues for PC's (Jerry Elias)

BC acquired a Glider last year?

2.3 Upgrade for procurement of National Glider (Jerry Elias)

Jerry Elias - Original intent to piece together spare parts from the regions to construct a National glider is not achievable due to part availability and the condition of those parts. The cost is prohibitive.

We do have one national Glider. It is currently not operational although one has been secured. Outstanding money need to be paid? DND will pay, but needs to be directed by the League to do so.

The second potential Glider was looked at and it is unacceptable – The League is still looking.

Brought up Jim Mullins in NS that they as in NSPC had bought an American Glider whose log books have never been retrieved N2609H - Glider is in Greenwood and they are trying to rectify the problem

Major Little – Do we really need the second Glider at this juncture? Ontario Rep stated that if National is in a bind and needs a glider. They will be able to assist. Major little suggested we hold off on procuring a second national Glider. The consensus of the Group is to hold off on the procurement of the second national Glider.

2.4 Update on Status of tow planes

BC procured the 6th Cessna 182 and the last L-19 tow plane is sold.
Doug McLennan reported that the damaged Scot would be up and running this summer.

2.5 MACC program update

Marcl Bineau reported that MACC is active in Quebec
John Scott and Marcel Bineau will review the whole situation and get back to us at the SAM .

3. DND Reports

3.1 Report from National Cadet Air Operations Officer & Flight Safety Report

Lt Col Hone - As presented - Note: 41,788 Flights representing a 14 % decrease
Total Glider hours shoeing a 6% decrease and Tow Aircraft a 7% decrease.
This has been attributed to weather and Resource limitations.

There is a effort to increase the number of incidents reported which does not necessarily correlate with safety deficiencies but rather is a reflection of a healthy Safety Culture.
This is necessary in the maturity of any organizations safety culture which translates into better more efficient and safe operations.

3.2 Report from the National Technical Authority

As presented:

Major Little - Airworthiness Review Board concluded that the annuitant policy being questioned and being brought forth as not working well for our program. It is hoped that this will be revisited by the Government and DND.

- -SIRP 14/15

ATL -2 , Eastern -1 , Central TBA , North West -2 , Pacific-2

- New SIRP program is being introduced to go from a 12 year requirement to a 20 year requirement.
- A SIRP cost is approximately \$20,000.00
- Labor rate outside is \$50.00 per hour.
- 1 year exemption is being extended.

Note: That with resources and demand – Central Region is challenged. Overall demand of the program has necessitated the increase of outside contracting in order to get the work done. The Cost Benefit / Risk analysis carried out does qualify the new SIRP program as the way forward .

4. New Business

4.1 Update on future of Aviation Program

According to Col Hone – The Glider program is here to stay and the exact direction has yet to be determined. The ACL Report on ways forward with its recommendations has been received and other work must be completed before we get to that layer of moving the program in the direction we want.

4.2 Power Familiarization Pilot Upgrade Scholarships, Description and Procedures.

- Discussion on roles and responsibilities following an accident.
- Insurance values were on our assets were discussed with leanings towards an increase – These values are to be reviewed
- Winch tows were singled out as being much more efficient and will be encouraged for the future. A study is being done by DND to increase their efficient use

4.3 Future of Advanced Aviation Courses

Currently the advanced Aviation courses remain the same – so therefore it is Status Quo. More information to follow

4.4 Cadet Youth Development Centre

John Scott reported that this program was running CYDC with 5 squadrons participating. There is an emphasis on the Simulation Program and its objectives but this program may also be utilized as a Distance Learning System.

The premise is the technology now exists in order to not only make this possible, but affordable. The concept and possibilities need to be further explored.

4.5 Soaring association of Canada

John Scott has been in contact with both the Soaring Association of Canada (SAC) and the Soaring Association of Canada (SOSA). SOAS currently offers 4 - \$ 500.00 scholarships.

5. Comments / Reports

No further comments except a thank you for your participation

6. Date of Next meeting

6.1 SAGM Ottawa, ON 22 November 2014

Motion to Adjourn – Edgar Allain



ANNEX)

IACE COMMITTEE

RODs

2014 Annual General Meeting

IACE Committee

Friday, 13 June 2014
0800 hours
Whitehorse, Yukon

Minutes

Attendees

Lloyd MacIntyre	Chairman IACE Committee
Major Simon Caron	D Cdts 4-5 (Ex-Officio)
Kevin Robinson	IACE APC Host Representative
Ron Rique	IACE Committee Member BCPC Chair
Brent Wolfe	Advisory Chair
Darlene LaRoche	Vice Chair IACE Committee

Observers

Don Doern	National Vice President
Stan Monkman	ABPC PR Director
Paul Dowling	NBPC Executive Director
Geoffrey Johnston	BCPC
Colleen Nelson	NLPC
Christine Welch	BCPC
Ken Higgins	National Past President
Richard Petrowsky	SKPC Exec Dir
Jim Wiechold	QOVPC
Josée Woodford	National EA
Dale Crouch	Pan Territorial
Tom White	President ACL
Gene Bell	NSPC Vice Chair
Sue Madden	NBPC Vice Chair

AGENDA

I. ADMINISTRATION

1.1 Opening Remarks by Chairperson

Meeting Called to order at 8:00 am
Lloyd MacIntyre welcomed everyone to the meeting.

1.2 Call for New Agenda Items

- No new items

1.3 Approval of the Agenda

Moved by Stan Monkman Seconded by Jim Wiechold Approved.

II. BUSINESS ARISING

2.1 Update - 2014 Canadian Cadets to Foreign Countries

Major Caron had provided a report to the IACE Committee. In 2014, 76 Cadets and 8 Escort Officers (EO) to 13 countries will be sent, as planned with the addition of China.

The numbers are broken down as follows:

- Australia: 9 Cadets and 1 EO;
- Belgium: 2 Cadets;
- China: 2 Cadets and 1 EO;
- France: 5 Cadets;
- Hong Kong: 4 Cadets;
- Japan: 1 Cadet – *completed as early exchange*;
- Netherlands: 7 Cadets and 1 EO;
- New Zealand: 3 Cadets;
- South Korea: 2 Cadets and 1 EO;
- Switzerland: 2 Cadets;
- Turkey: 10 Cadets and 1 EO;
- United Kingdom: 23 Cadets and 2 EO; and
- United States: 6 Cadets and 1 EOs.

1 item of note:

- For 2015, the intent will be to reduce our numbers slightly. The cost of airfare has skyrocketed and the IACE Budget is not being increased.

2.2 Update – 2014 Foreign Cadets to Canada

Major Caron had provided a report to the IACE Committee. Canada had planned to host 76 Cadets and 9 EOs from 14 different countries, but for various reasons, the numbers were 74 Cadets and 8 EOs from 13 different countries. The numbers are broken down as follow:

- Australia: 9 Cadets and 1 EO;
- Belgium: 2 Cadets;
- France: 5 Cadets;
- China: 2 Cadets and 1 EO;
- Hong Kong: 2 Cadets;
- Kosovo: 1 EO (Observer);
- Netherlands: 7 Cadets and 1 EO;
- New Zealand: 2 Cadets and 1 EO;
- South Korea: 3 Cadets;
- Switzerland: 2 Cadets;
- Turkey: 11 Cadets;
- United Kingdom: 23 Cadets and 2 EOs; and
- United States: 6 Cadets and 1 EO.

items of note:

- It is quite possible that the numbers will continue to decrease very slightly (by 1 or 2 cadets) as last minute withdrawals may happen. Some countries will not replace cadets who withdraw at the last minute (Airfare too high). This happens every year.
- Japan, after all the drama of having their exchange in the Spring time, decided to not send any cadets on exchange in 2014. It is not our intention to continue to exchange with Japan if they keep a Spring Exchange only.
- The 2014 Itinerary in Alberta has already been provided, it requires review and discussion.

2.3 Host families – shouldn't be an issue to fulfill any empty spots. Host families can also expense meals/mileage/ receive tax receipts.

2.4 2014 In-Canada Itinerary / Content Review Cadets arrive July 22nd in Edmonton.
\$90K budget is DND and ACL budget is \$25K.

New countries: Kosovo/Albania, China. Trinidad and Thailand are interested.
Countries we won't exchange with going forward: Japan, Singapore and Philippines.

2.5 2014 Organizational/Financial Responsibilities matrix

Budget was reviewed

2.6 BCPC Proposed Plan Framework for IACE Hosting Program – Ron Rique.

BC Chair Ron Rique and Chair of Chairs Kevin Robinson to form committee to explore options to the Billeting Issues they are facing.

Topic of uniform reimbursement – wording to be reviewed and a motion will be made to possibly change the wording.

2.7 Brent Wolfe, Secretary General of the IACEA addressed the committee and updated on new countries joining and countries being removed. Countries looking to join include Trinidad-Tobago, Thailand and Austria. Countries being removed include Singapore and the Philippines. Not looking to exchange with Japan next year.

III. NEW BUSINESS

3.1 Review Proposal by NB, NS, PEI PC's to Host 2016 In-Canada Exchange. Quick briefing on status and progress by Paul Dowling NB ED.

IV. CONCLUSION

4.1 Good and Welfare of the Air Cadet League of Canada

4.2 Closing Remarks

Lloyd MacIntyre thanked all for their participation in the meeting.

4.3 Date and Time of Next Meeting

SAM Meeting in Ottawa November 2014

4.4 Adjournment



ANNEX -

NATIONAL RESOURCE GENERATION COMMITTEE

RODs

National Resource Generation Committee Record of Decisions



Chairperson: Don Berrill

Attendees:

In Attendance:

NAME	AFFILIATION
Don Berrill	Chair NRGC, ACLN Tres
Howard Mar	MB Chair
Thomas Taborowski	OPC Imm Past Chair
J-A Milton-Binczak	OPC 1st V/C
Rhonda Barraclough	AB Vice Chair
Kevin Robinson	AB Chair
Carol Cox	AB Fin Director
Greg Boudreau	NB Chair
Max Goldack	ACL Foundation
Dale Crouch	PTACC ED
Ernest Wiesner	NS Advisory Board
Ronald Rique	BC Chair
Doug Slowski	BC Director
Bob Hedges	NL Vice Chair
Pierre Barabey	QOV ED
Michel Crevier	QOV Treasurer
Sarah Matresky	ACLN ED

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 K. Robinson, seconded by G. Boudreau to accept the Agenda as presented.
Carried.

2. APPROVAL OF PREVIOUS MEETING ROP, BUSINESS ARISING & UPDATES

2.1 Approval of the AGM 2014 Committee Report

Moved by C. Cox seconded by G. Boudreau to accept the Report as presented. Carried.

2.2 Approval of the 23 Feb 2014 Teleconference ROP

Moved by G. Boudreau seconded by C. Cox to accept the ROPs as presented. Carried.

2.3 Business Arising & Updates from the 23 Feb 2014 ROP (Chair)

2.3.1 Review of final BOG approved Policies and Procedures

The following points were made during the review of the documents:

- P. Barabey asked about how it works for Sqns to approach donors under these new policies. D. Berrill indicated that everything should be kept parallel (local-local, provincial-provincial).
- P. Barabey did not agree with stopping Sqns with good national contacts. D. Berrill added that it is a cooperative approach and things will have to be sent through the right channels and gave the recent relationship with Bombardier as an example.
- R. Rique is concerned that BC would have to go through National for their work experience program which has a huge impact on BCPC. D. Berrill replied that this would not conflict as it is a regional-regional relationship, but that the national level should be made aware.
- Better collaboration on process clearance will be attained with the help of the new Fundraising Specialist.
- Suggested that Prospect Clearance Policy document be amended to read 'current established relationships excluded'.
- D. Crouch inquired about PTACC and Charitable Status. PTACC was not successful in registering since they are in three territories. Discussion ensued about who is registered, how and why. C. Cox gave more information on what to do if not registered and how charities can only spend money on certain things.
- National will assist PTACC in registering as a charity with the assistance of C. Cox.
- National policies are default policies where none exist at other levels.

3. NEW BUSINESS

3.1 ACL Foundation Status – Way Ahead

M. Goldack gave a short briefing on the Foundation. He indicated that paperwork had been submitted for the Certificate of Continuance.

3.2 75th Anniversary

D. Berrill gave a rundown of 75th Anniversary activities and potential opportunities. D. Shaw also contributed some of the ideas he had (participated by phone) such as creating a list of things to donate to assist the donor in deciding where their money should be spent. T. Taborowski added that an emotional connection needs to be established in order to entice the donor to donate.

Discussion ensued regarding swag and items for the anniversary.

3.3 ACL Representing All Three National Leagues for Fundraising

D. Berrill said that during his visit to Ottawa in January he discussed with the three Executive Directors the opportunity to collaborate on a fundraising initiative with the ACL taking the lead. The Leagues were advised that Marks and Tim Horton's were interested in supporting the Cadet Program and therefore the ACL suggested that they submit a proposal to these corporations on behalf of everyone. Proceeds would be split equally and information on the subject was included in the supporting material for the teleconference for information. P. Barabey would solicit Marks as he has a contact at the corporation.

3.4 NRCG Person at the National Office

S. Matresky gave a briefing on what the new Fundraising and Resource Specialist, Mr. Dave Shaw would be doing at the office. She has created a work plan for him to follow while they are at the AGM and she gave a summary of his primary duties. D. Shaw joined by phone for a portion of the meeting and introduced himself.

3.5 Aviation Resources Report

This item was deferred.

3.6.7 IBM Social Media Planning Grant & Metasoft

A report was circulated which included the following summary:

The Social Media Strategy and Planning Grant (It is not a monetary grant but has an estimated market value of USD \$32,000) would help our organization formulate and plan our social media strategy. The focus areas of this grant include: building social campaigns, creating strong identity and engagement, knowing and connecting to your audiences, and understanding leading practices and trends on social platforms. It would be a great way of increasing our viability and reaching out to people.

Metasoft Systems Inc. offers a service with grants search and application with *Foundation Search* and *BIG Online*. They are online database of foundations for the serious prospect researcher, containing vital information about the funding history, preferences and contacts of over 10,000 Canadian foundations.

D. Berrill said that he does not recommend using Metasoft at this time. Grantstation purchased by the League fulfills the same purpose. The IBM initiative will be further explored by D. Shaw and staff down the road.

3.8 Selection of a new Chairperson

E. Wiesner will co-chair the committee with D. Berrill until the SAM, at which time E. Wiesner will become the Chair. K. Robinson will be the vice-chair.

4. CONCLUSION

4.1 Good and Welfare

Nothing to report

4.2 Closing Remarks

G. Boudreau thanked D. Berrill for his hard work and dedication to the NRCG.

4.3 Next Meeting

Conference call to take place over the summer.

4.4 Adjournment

Moved by C. Cox that the meeting be adjourned.



ANNEX 7

MUSIC COMMITTEE

RODs

2014 ANNUAL MEETING



Music Committee Report

Merv Ozirny, Chair

Members:

Greg Boudreau, Michel Crevier, Robert Hedges, Geoffrey Johnston, Howard Mar, Sarah Matresky, Jean-Anne Milton-Binczak, Jamie Nicol, Thomas Taborowski

MINUTES

1. ADMINISTRATION

1.1 Welcome

1.2 Call for New Agenda Items - No additions

1.3 Approval of Agenda

Howard Mar approved the agenda and Thomas Taborowski seconded.

CARRIED

2. BUSINESS ARISING

2.1 Business Arising and Updates

2.2 Terms of reference

2.3 Virtual Music Competition

MOTION: The Committee will try to implement Virtual Music on a trial basis subject to discussion with the Military. Tom Taborowski and Howard Mar

CARRIED

2.4 75th Anniversary Celebration

a. Requirements

b. Budget

Estimate for event planner: Jean-Anne Milton-Binczak will work with Trillium Foundation. Tom Taborowski will work with Legion and Lord Strathcona to support this initiative. Committee is short by 40K, considering 10% or 20K is needed as well.

c. Tasks and Timings

d. Personnel Required

Pierre Barabey has been invited by the Committee for assistance

3. NEW BUSINESS

3.1 Budget

3.2 Membership

3.3 Action Plan for 2014-2015

3.4 Other

a. Long & McQuade

b. Music Awards National

4. CONCLUSION

4.1 Good and Welfare of the Air Cadet League of Canada Closing Remarks

4.2 Date of Next Meeting – SAM 2014??

4.3 Adjournment



ANNEX 8

BOARD OF GOVERNORS

RODs



AIR CADET LEAGUE OF CANADA

BOG Meeting ROPs

June 12, 2014

MEETING INFORMATION

Meeting Date: June 12 2014
Start Time: 1300
Location: Whitehorse
Purpose: Scheduled AGM Meeting

ATTENDANCE

Edgar Allain	Present	Darlene LaRoche	Present
Don Berrill	Present	Lloyd MacIntyre	Present
Chantal Boily	Resigned	Keith Mann	Present
Bob Burchinshaw	Present	Merv Orzirny	Present
Don Doern	Present	John Scott	Present
Ken Higgins	Present	Tom White	Present
Tom Holland	Present	Hille Viita	Present
Fred Johnsen	Present		

Sarah Matresky Present Executive Director Observers: R. Hone (D Cdts), J. Elias Chair, Aviation

1. Administration

1.1. President's Opening Remarks – T. White

T. White welcomed everyone and thanked them for their participation.

1.2 New Items for the Agenda

Alumni was added to the Agenda

1.3 Approval of the Agenda

MOVED BY: L. MacIntyre

SECONDED: T. Holland *that the Agenda be approved as amended.*

CARRIED

1.4 Approval of Record of Proceedings – BOG May 2014

MOVED BY: D. Berrill

SECONDED: F. Johnsen *that the ROPs be approved as presented.*

CARRIED

1.5 Information for AGM (handout)

B. Burchinshaw reported that there were two operating policies missed for inclusion at the AGM. AIMS of the ACL – now called Broad Activities of the Air Cadet League of Canada. Mission Statement of the ACL changes: Section F – Main contribution to the Air Cadet Program.

2. Information

2.1. President's Report – T. White

T. White indicated that his report was included in the meeting book and there was nothing further to add at this time.

2.2. Executive Director's Report – S. Matresky

S. Matresky indicated that her report was included in the meeting book and that additional supporting material was included in an email sent at the start of June. She added the following points:

- will be weekly meetings with DND
- NCC meetings will now take place 4 times a year
- important that at the NCC meeting the League is onboard with DND and that we are working together.
- communication will be more regular
- discussed Governance Org chart and where the League fits in.



AIR CADET LEAGUE OF CANADA

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2.3. Finance Committee Report –D. Berrill

D. Berrill indicated that his report was included in the book. He added the following points:

- On track budget wise
- audited statements show in a loss position but this is only because the League funds were transferred to investments for future events.

3. Business Arising

3.1 Changes to NCC – S. Matresky

This item was covered as part of ED report.

3.2 Governance Structure D Cdts – S. Matresky

S. Matresky indicated that the material on Governance was circulated at the start of the month. This will be presented at the NCC and discussed. The weekly meetings with the Colonel have revolved around Governance and the League needs to decide if they are comfortable with what is being presented. Discussions will also take place amongst the Presidents.

3.3 Strategic Plan – S. Matresky

S. Matresky gave an overview of the status of the Strategic Plan. Highlights included:

- new website (launch by end of the month?)
- national office staff and tasks are in a state of change
- on task for strategic goals

3.4 NB Fun Run – E. Allain

E. Allain circulated a handout about the Run and added that it was organized through the Running Room. It is a community-based fundraiser and the event is expanding locations for this year. A complete package will be available for the provinces for those who want to participate and they will be distributed in the fall for the run in 2015. He added that this event could easily be expanded to the national level.

4. New Business

4.1 ACL vs. ACLC – B. Burchinshaw

The following terms were proposed

- ACLN: Air Cadet League National
- ACLF: Air Cadet League Foundation
- ACLC: Air Cadet League of Canada
- ACL: Air Cadet League

MOVED BY: B. Burchinshaw

SECONDED: D. Berrill that the above terms be adopted and updated in the PPM.

CARRIED

4.2 Non Public Property Programs –S. Matresky

S. Matresky indicated that the Army Cadet League ED is attempting to file the Leagues under this status with DND to have better access to services and possibly office space in the future. Item is ongoing and an update will be provided when available.

4.3 LIP Committee Amalgamation – J. Scott

J. Scott as chair of the committee wanted to define the role of this committee and provide his interpretation to the BoG. He indicated that it is not really a fundraising committee but in fact one to liaise with industry. T. Holland added that he is completely against the amalgamation of the LIP and NRGK Committees and feels they should be separate and gave an example of the Work Experience program. K. Mann added that it should be a sub committee. D. Berrill said that they should be left as they are intended but that it should be indicated that they are committees supported by the National Office. J. Scott said that the League's current resources are not being minded. B. Burchinshaw cautioned that we would need to negotiate with industry if we were to change out mandate to support industry itself.



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4.4 Communications Committee: Vintage Wings – J. Scott

J. Scott received a copy of a proposal on behalf of Vintage Wings that proposed to get 100 cadets to the Vintage Wings location in Ottawa to meet Chris Hadfield at the cost of \$35/cadet for meals and photo op. J. Scott did not feel that this was a good opportunity for Air Cadets (would really only benefit those in Ottawa) and politely declined support on behalf of the League. B. Burchinshaw added that he could not support it as it was too localized and not enough benefit nationally.

MOVED BY: J. Scott

SECONDED: E. Allain that J. Scott decline to Vintage Wings with thanks for the opportunity to sponsor the Summit as it fails to meet the universality of the program.

CARRIED

4.5 Motion to Approve Signing Authorities – S. Matresky

S. Matresky indicated that a motion to approve signing authorities needs to take place as it needs to be clear in the minutes who may sign on behalf of the League. It was decided to defer this item until after the elections – at the next BoG meeting.

4.6 Privacy Policy – B. Burchinshaw

MOVED BY: B. Burchinshaw

SECONDED: K. Mann that the Air Cadet League of Canada Privacy Policy be added to the PPM.

CARRIED

4.7 Alumni Presentation – D. Berrill/J. Scott

J. Scott and D. Berrill put together a presentation on Alumni. They distributed cards for alumni to circulate with survey information on it where they can go to the website for more information.

5. Committee Reports

5.1 75th Anniversary Committee

H. Viita will be drafting a 'play book' and a presentation on the anniversary will be done at the Saturday AGM.

5.2 Effective Speaking Committee

K. Mann presented the 8 topics for 2014-15. He added that due to the earlier date of the AGM and the national competition, they will meet at the SAM to discuss further. Handbook will be translated and put on national website. This will be Herb Spear's last meeting as he will be retiring at the end of June. D. LaRoche will take over as chair.

5.3 Members Committee

Member training has been and will continue to be conducted at the SAM. T. Holland and the committee are currently going over the website and the PPM and he will put together a training session. He requested that the Advisory Board to engage them in the committees. He hopes to have more training available for the SSCs.

5.4 Aviation Committee

J. Elias indicated that the committee was upset at the lack of information from DCdts in the past. The message received about the flying program to confirm the gliding program so proved the communication is working. They will delay the purchase of the second glider until Renewal is complete. Alberta's glider repairs will be done in a few months.

5.5 IACE Committee

- IACEA meeting will take place September 14-20
- T. White and S. Matresky to attend in addition to the President.
- S. Matresky to provide more info to D. LaRoche

5.6 Registration and Screening Committee

F. Johnsen added that they had a proactive Registration and Screening meeting. They are going to develop a screening card which will be the same across the country. Policy will be developed about carrying and displaying the card. CI's are screened by DND and the info is shared with the League for screening purposes.



AIR CADET LEAGUE OF CANADA

BOG Meeting ROPs

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6. Conclusion

6.1 Reports of the Vice-Presidents

K. Mann attended the Aviation Hall of Fame banquet in Calgary and used the opportunity to talk to Chris Hadfield and persuade him to become Honorary President of the League. Hall of Fame Magazine to work with ACLC on 75th. Porter Airlines also interested in supporting the program.

6.2 Good and Welfare of the Air Cadet League

Nothing Further

6.3 Date and Time of the Next Meeting:

Post AGM on Saturday to welcome new BoG



ANNEX =

**PROVINCIAL CHAIRS COMMITTEE
RODs**



2014 ANNUAL MEETING

Provincial Chairs Committee Report

Marcel Bineau, Chair of Chairs

Members:

Norm MacFie, Russell Gallant, Greg Boudreau, Jim Mullins, Marcel Bineau, William Cumming, Joan Cameron, Howard Mar, Jim Hunter, Kevin Robinson, Ron Rique, Ken Todd.

Guests: Don Berrill, Edgar Allain, Geoffrey Johnston, Ilona Turra, Penny Doern, Christine Welch, Paul Dowling, Sue Madden, Jean-Anne Milton-Binczak, Robert Hedges, Joan Gray

MINUTES

1. **ADMINISTRATION**

1.1 Welcome

Opening remarks and welcome by Marcel Bineau, PC Chair of Chairs

1.2 Introductions of Chairs, new and old

1.3 Appointment of meeting secretary

Joan Gray, National Office

1.4 Approval of minutes from last meeting

Moved by: Jim Mullins, seconded Norm MacFie. **Carried**

1.5 New Agenda Items:

Amended items listed

1.6 Approval of Agenda

Moved to accept with listed amendments by: Joan Cameron, seconded: Jim Hunter.

Carried

2. **BUSINESS ARISING**

2.1 Distant Learning Update

Geoffrey Johnston was tasked to do a test of a video conference system. New video conference system called Blue Jeans. Connects with any video conference system in the market today. Outreach for any platform of communication available today, does not need to use telephone video conference system. Typical costs – for up to 25 participants on conference on call, on one channel, \$700 per month on one channel. Get in touch with BCPC to find out more details. See Bluejeans.com on website for more information. One channel allows for as many calls as each PC requires. PC's will be paying BCPC to support the program. This program can record the meeting discussions for future reference.

2.2 Fundraising event

Presentation was made by Edgar Allain on a 3K/5K Walk/Run sponsored by the Running Room. It would be a one hour event. Register on-line for pledges. Focus on celebration and fun for cadets, each cadet squadron that participates makes money. More information to be provided at SAM.

2.3 Poster Contest for 75th Anniversary

Penny Doern informed us a launch date of January 2015 for the contest. Squadron will choose their winners at their ACR's which take place in May/June 2015. Winners from the local squadrons will submit their winning entry to the provincial committee and they will be judged at the provincial AGM's. The final judging will be done at the National SAM. Prizes to be determined. More information at the 2014 SAM. Criteria to be finalized and distributed by January 2015.

- 2.4 IACE- New Model
BC reviewed the existing model and presented a new model for consideration to National. The proposal as presented was rejected. Discussion about proposal of National IACE framework. Billeting/host family issue should be addressed separately. This is the heart of the key aspect of the program. Need to stay in an area for at least 4 – 5 years to build on the experience. Hosting within families is key to the IACE program. Maritimes looking at IACE hosting 2015, 16, 17. Consideration to form a working group to review the logistics of host families, etc. Suggestion to have every PC hosts IACE over time.
- 2.5 Drill & Ceremonial Instructor Course
It was suggested a working committee be formed to review and make recommendation for course improvement. All in favour to form a committee. Norm Macfie will chair the committee. Howard Mar and Kevin Robinson will join the committee and committee to report at SAM. Committee members to discuss with the military partners.
- 2.6 Uniform: Field Uniforms-Dress Uniforms
Field uniforms will be issued in Sept 2015 to Air Cadets. Concern the Field Uniform will be issued to all cadets and only the Blue DEU will be issued only to Level 3 and above Cadets. Need clarification from DND partner for issue of uniforms.
Motion: Move the AC uniform will remain as current DEU without the additional of a field uniform. Moved: Jim Mullins, 2nd Jim Hunter, Carried
- 2.7 Music Program
Put on hold at the suggestion of National Office due to the introduction of the Cadet Renewal Program. Need clarification from DCdts with regards to new music program hold and other cadet leagues interests and needs.
- 2.8 Update Aviation program
Reported by Marcel Bineau that the status quo will remain as is until 2016. Meeting with new National flying commander to discuss way forward.
3. **NEW BUSINESS**
- 3.1 League Renewal Plans (Regional Structure)
To improve communication between RCSU's and PC's a proposal to install EDs for Prairie/Pan Territorial Region and Maritime Region. Need a structure that is complementary to military structure.

Briefing and discussion led by Don Berrill.
Discussion about Prairie/Pan Territorial areas and North West RCSU. Participants do not see how a single ED can support or fit their business model. Western PC's and Atlantic PC's are not in favour of combined ED office at this time. Failures are being pointed out much more than our successes. We have to do what we say we are going to do. Cost is \$100-\$150 per cadet to have a regional office. No one is interested in regional offices.
- 3.2 Budget and Assessment
Don Berrill reported not planning to increase the National Assessment amount to PC's for the next three years. Brief overview of draft budget document was presented by Don Berrill. With regards to National Assessment, Don was requested to provide an overview what the national assessment is used for by National office.
- 3.3 Fund Generation interactive & policies
BC, ON, QCOV & SK will provide a report on how their ED's support their region.
- 3.4 Standardization of Summer Camps
DND has changed naming of Summer Training Centers to remove element designation-now called Cadet Summer Training Centers (CTSC)

- 3.5 Prospect Clearing Policy Discussion
Review of draft as presented to PC chairs last February. **Motion to approve policy, Greg Boudreau, seconded by Kevin Robinson. Carried**
- 3.6 Policy request for Military Guest of Honor was meant for National only, not at local or provincial levels.
- 3.7 Protocol on ending out Wing Parade
This is a partnership: the League speak at parades and the Military hand out the wings.
A motion was made by Jim Mullins that a league member should take part in handing out the wings. Motion was denied.
- 3.8 ACC9's
Joan Cameron of Northern ON asked to speak to the Chair personally after the meeting about a problem they are having with ACC 9 reports.

4. **CONCLUSION**

- 4.1 Good and Welfare of the Air Cadet League of Canada Closing Remarks
Marcel Bineau thanked everyone in the room for their cooperation over the past term. A round of applause was given to Marcel Bineau whose term has come to an end. Kevin Robinson of Alberta will be the new Chair of Chairs.
- 4.2 Date of Next Meeting – SAM 2014
- 4.3 Adjournment
Motion to adjourn made by Greg Boudreau, seconded by Jim Mullins. Carried



ANNEX @

**NATIONAL SELECTIONS COMMITTEE
RODs**

D Cdts & JCR 4-5 Report to National Selection Committee members

Prepared by Major Simon Caron

Revised 9 June 2014

National Selections 2014:

1. A total of 1933 National Courses applications were submitted to the Regional level. Please note that this does not represent 1933 different cadets, as most cadets submit multiple applications. This is a reduction of 572 applications from 2013. The numbers are broken down as follow:

- a. IACE: 180 applications (for 75 vacancies), 19 more than 2013;
 - b. PPS: 448 applications (for 255 vacancies), 53 less than 2013;
 - c. GPS: 612 applications (for 300 vacancies), 158 less than 2013;
 - d. AATC-AO: 204 applications (for 60 vacancies), 48 less than 2013;
 - e. AATC-AM: 293 applications (for 60 vacancies), 55 less than 2013;
 - f. AASC: 196 applications (for 60 vacancies), 13 less than 2013; and
 - g. OT: 0 applications, there was 264 in 2013.
2. The reduction can be explained by the various lists submitted; a larger number of cadets who didn't meet the criteria were just not put forward compared to last year.

National Selections 2014:

3. The National Vacancies for the 2014 National Courses are as follow:
- a. IACE: 70 vacancies, but maybe a little less;
 - b. PPS: 250 vacancies;
 - c. GPS: 300 vacancies;
 - d. AATC-AO: 60 vacancies;
 - e. AATC-AM: 60 vacancies; and
 - f. AASC: 60 vacancies.

4. The Oshkosh Trip has been suspended since 2014, as you are already aware. Funds for this activity have been redistributed to finance other initiatives.

Continuous improvements – Selection Process through Fortress:

5. The selection process through Fortress is still going well. If you have any suggestions to improve the selection process, please feel free to let me know.

Documents to be submitted with application packages

6. As you recall at the SAM, I was to provide an alternate method of verifying cadets who were RTU or had failed specific courses, as an alternate approach to print all previous course reports. After running a trial version of this, if all goes well, the intent is to stop the printing off all previous course reports. This would significantly reduce the size of the file and be more practical. I will circulate a sample of a National Course application and a sample of the list of failures and RTUs. Comments are appreciated.

7. If you have any questions, feel free to contact the undersigned.

JGS Caron
Major
National Air Cadet Coordinator



ANNEX K

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""COMMITTEE k\) o

COMMUNICATIONS COMMITTEE REPORT
TO AGM 2014 HELD JUNE 13, 2014 WHITEHORSE

MEMBERS PRESENT

Terry Slater Provincial Delegate BC
John Scott National Governor Co-Chair
Sue Madden National Delegate NB
Paul Dowling Provincial Office AB
Ron Rique Provincial Chair BC

Colleen Nelson National Delegate BC
Darleen LaRoche Governor Co-Chair
Stan Monkman National Delegate AB
Sitraka Raelimanohisoa, National Admin O

Darlene LaRoche opened the meeting at 1000. Comment was made that the minimal participation/representation by provincial delegates is a clear indication of the need for this committee to engage Provincial Chairs and or delegates in these meetings. The group that attended was very participatory in the subject material.

1. The latest national newsletter was thought to be very well done with video inserts which is not a possibility with a paper newsletter. The Co-Chair asked that the National Office include the Chairmen in providing the newsletter for review prior to the distribution. We questioned how this newsletter is distributed to the PC Chairs - is it via the PC Chair of Chairs. Do all members of the League receive this newsletter via email? We all need to contribute to this newsletter for the greater good of all members regardless of what province or territory.

All contributors are requested to forward materials to our National Office. Stories should be spaced at 1.5 lines and all photos be attached in the highest possible resolution, (preferably >1 mg). Every effort will be made to include the article in the newsletter; placed in the news section of the website; and/or shared on Facebook.

It is suggested that the newsletter be issued 6 times (bi-monthly starting in February) per year instead of 4 times. This would have a greater readership as it would be 4-8 pages in length. In this way we would have more current news being circulated among our members.

Action: National Office

2. The Communications Committee via the Chair of Chairs asked for representation by all provinces and Pan-Territorial to participate at the meeting. Unfortunately we were missing representation from several provinces. We need the assistance of all provinces to ensure good effective and timely communication with our organization. We highly encourage your participation. We plan a teleconference in September and would ask that each province provide a contact to participate at this meeting. We would ask that you provide any suggestions or concerns regarding effective communication prior to this meeting for the purpose of the agenda.

Action: Co-Chairs, National Office, C of C

3. Stan Monkman who is a participant on the 75th Anniversary Committee will represent the Communications Committee and advise when we are tasked with communication requirements surrounding this event.

Action: Stan Monkman AB

4. We discussed how best to coordinate information between PC's and our National office. It appears that in the past the Communication Committee has not always been consulted by our National office, however, this is slowly changing with the addition of Sitraka who is working closely with our committee to enhance communication to our members.

Action: Sitraka Raelimanohisoa,

5. The requirement for templates was discussed and the membership are reminded that there is a PR Kit available on the National website under Forms. It contains many templates that can be modified to suit your province or particular event. There is no need to re-invent the wheel. The challenge lies in that SSC Chairs after they leave that position do not always pass this information along to the new incoming executive. It is important that we remind our SSCs of the availability of this extremely helpful Kit to aid in delivering good communication locally. Each squadron in Canada was issued a PR Kit in a Box by our military partners and has valuable information in it that is user friendly. All PCs are encouraged to enquire through Squadron Directors to your squadron officers to see this kit for your help with PR. The revised Web Site will likely re-allocate the location of the PR Kit. This will be updated when information is known.

Action: Chair of Chairs

6. We discussed a brochure for Summer Courses but felt that this was unnecessary because all of the information that many parents request is already on the cadets.ca website. Sitrika will add a link on our national site to this information. Please let your SSCs know that this is available.

Action: Sitraka Raelimanohisoa,

7. Sitrika showed her presentation of the draft website and pointed out some features and improvements over our current web design. It should be completely populated by early August and we will ensure that all members are made aware of the updated site. The new site looks inviting and exciting and I thank our national office for their work on this update. I want to assure you that all provincial websites are linked on the new web page for ease of reaching each province.

Action: Sitraka Raelimanohisoa

8. Our aims for this Committee are based on the PPM Section 3.9 and we will work towards better membership communication to all of our members. When you know better you will do better.

9. The meeting was adjourned at 1145. It was the general opinion that this Committee shall need an entire morning/afternoon in the future if all topics are to be covered effectively. There is a likelihood of a conference call in late September at which time a request to all PC Chairs that a minimum of one delegate be assigned to future discussions.

Action: All

Darlene LaRoche
Governor
Co-Chair

John R. Scott
Governor
Co-Chair



ANNEX M

FINANCE COMMITTEE

RODs



National Finance Committee Record of Decisions

Chairperson: Don Berrill

Attendees:

In Attendance:

NAME	AFFILIATION	EMAIL
Don Berrill	Chair NRGCC, ACLN Tres	
Ron Ilko	Advisory Board	
Thomas Taborowski	OPC Imm Past Chair	
Guy Albert	Advisory Board	
Bob Robert	Advisory Board	
Jan Reidulff	Advisory Board	
Carol Cox	AB Fin Director	
Greg Boudreau	NB Chair	
Max Goldack	ACL Foundation	
Fred Hopkinson	Advisory Board	
Ernest Wiesner	NS Advisory Board	
Norm MacFie	NL Chair	
Doug Slowski	BC Director	
David Lamb	SK Vice Chair	
Jim Hunter	SK Chair	
Michel Crevier	QOV Treasurer	
Sarah Matresky	ACLN ED	

1. ADMINISTRATION

1.1 Welcome and Opening Remarks

The Chair welcomed everyone to the Finance 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 C. Cox, seconded by G. Boudreau to accept the Agenda as presented.
Carried.

2. APPROVAL OF PREVIOUS MEETING ROP, BUSINESS ARISING & UPDATES

2.1 Approval of the SAM 2013 ROP

Moved by F. Hopkinson seconded by N. MacFie to accept the ROPs as presented.

Carried.

2.2 Business Arising & Updates from the 2013 SAM ROP (Chair)

- No further business

2.3 Review of Finance Committee Report in AGM 2014 (Chair)

Moved by C. Cox seconded by J. Reidulff to accept the Report as presented. Carried.

3. NEW BUSINESS

3.1 Review of the Financial Status of the ACL

D. Berrill went through the financial statements for the first quarter as well as the audited financial statements for FY14 and indicated that the League was in good shape. D. Berrill noted that no money was lost for FY14 but rather the money was reassigned to a restricted fund for the 75th. He reviewed the internally restricted funds and gave reasons for why the League is proceeding that way and what it will be used for in the future. A question was raised about why the 75th Anniversary budget was at \$210,500 rather than 200k. S. Matresky indicated that she would follow up on the question.

J. Hunter asked about the paragraph in the audited statements that says 'not able to obtain sufficient evidence...' S. Matresky said that this is standard practice by CGAs to indicate that they can only audit what is presented to them.

J. Hunter asked about who the pension fund is for and how it works. S. Matresky indicated that only one former executive director is receiving a pension until his death, followed by the death of his spouse. All currently employees of the League are enrolled in an RRSP program where contributions are matched up to 8% of their salaries.

3.2 Budget Related Items

D. Berrill gave an overview of the Budget and some upcoming items for consideration. He highlighted what adjustments were made and why. The assessment fee was discussed along with the National Assessment Fee & PC Responsibility document that was put forward to the PC Chairs. Discussion ensued. J. Hunter asked why D&O insurance in Quebec is less and S. Matresky indicated that they purchase their own hence the adjustment to their assessment fee.

S. Matresky added that the national office may have to relocate earlier than anticipated as their building is currently up for sale by the owners.

3.3 Review of ACC9 Status across the Country

D. Berrill went over the ACC9 stats for the last few years and explained the procedure and DropBox system that is currently in place at the National Office. E. Wisener explained why the numbers in Nova Scotia did not match up and will consult with R. McAndrew. D. Berrill gave an honourable mention to Alberta for and NL for the incredible job they did catching up on ACC9's.

Additional ACC9 data for troubled SSC's were summarize by D. Berrill as follows:

- a. AB-225 and 570 are still major concerns – 12 and 831 have a 2013 ACC9 submitted but no others. PC committed to cleaning it up.
- b. NL- 764, 780, 870 - outstanding still – PC committed to cleaning it up.
- c. NWO- 900 – PC needs help to get this sorted out – National Office to assist.
- d. NS- 545, 652, 719 and 865 – outstanding still – PC committed to cleaning it up. Ernie indicated that our data may not be complete (you mentioned that>)
- e. SK -566, 633, 723 and 889 – outstanding still – PC committed to cleaning it up.

D. Berrill read out a resolution from Newfoundland and Labrador to clear out all ACC9's that were not handed in from previous year and are unattainable. Office to check with the lawyers to see if it will suffice.

The following is a copy of a motion made and carried at a monthly meeting of the Air Cadet League of Canada - NL, held on Wednesday, May 14, 2014:

The Air Cadet League of Canada NL have a number of SCC's who, according to National Records, are delinquent in preparing and submitting ACC 9's for the years 2009, 2010 & 2011. Members of our committee have made a conscientious effort to have the delinquent Sponsors complete and submit these ACC 9's.

Whereas: the committee is reasonably sure no impropriety has taken place, I therefore move that our committee request the National ACL, Finance Committee to consider these reports listed below closed and unattainable.

- *Year ending 2009 – Sqn #'s 508, 708 & 857*
- *Year ending 2010 – Sqn #'s 510, 567, 589, 857 & 905*
- *Year ending 2011 – Sqn #'s 510, 567, 589 & 857*

Motion to accept resolution by NL Moved by J. Reidulff / Seconded by J. Hunter

THE LATEST ACC9 COLLECTION STATISTICS (AS OF MAY 31, 2014) ARE:

- a) ACC9 returns for the year closing 31 August 2010:
- | | | |
|------------------------|-------------------------|------------------------|
| AB 33 out of 42 = 79% | BC 55 out of 56 = 98% | MB 19 out of 24 = 79% |
| NWO 6 out of 8 = 75% | ON 100 out of 111 = 90% | PE 4 out of 4 = 100% |
| NB 24 out of 24 = 100% | NL 13 out of 21 = 62% | NS 15 out of 29 = 52% |
| QOV 91 out of 95 = 96% | SK 23 out of 37 = 62% | TERR 3 out of 3 = 100% |
- b) ACC9 returns for the year closing 31 August 2011:
- | | | |
|------------------------|------------------------|------------------------|
| AB 33 out of 42 = 79% | BC 57 out of 57 = 100% | MB 23 out of 24 = 96% |
| NWO 6 out of 8 = 75% | ON 99 out of 111 = 89% | PE 4 out of 4 = 100% |
| NB 24 out of 24 = 100% | NL 13 out of 21 = 62% | NS 13 out of 29 = 45% |
| QOV 92 out of 96 = 96% | SK 18 out of 35 = 51% | TERR 3 out of 3 = 100% |
- c) ACC9 returns for the year closing 31 August 2012:
- | | | |
|------------------------|-------------------------|------------------------|
| AB 32 out of 42 = 76% | BC 57 out of 57 = 100% | MB 24 out of 24 = 100% |
| NB 23 out of 23 = 100% | NL 18 out of 21 = 86% | NS 21 out of 30 = 70% |
| NWO 6 out of 8 = 75% | ON 100 out of 111 = 90% | PE 4 out of 4 = 100% |
| QOV 89 out of 94 = 95% | SK 24 out of 35 = 69% | TERR 3 out of 3 = 100% |
- d) ACC9 returns for the year closing 31 August 2013:
- | | | |
|------------------------|------------------------|------------------------|
| AB 39 out of 44 = 89% | BC 56 out of 57 = 98% | MB 23 out of 24 = 96% |
| NB 21 out of 23 = 91% | NL 18 out of 21 = 86% | NS 17 out of 31 = 55% |
| NWO 4 out of 8 = 50% | ON 88 out of 114 = 77% | PE 4 out of 4 = 100% |
| QOV 78 out of 94 = 83% | SK 23 out of 35 = 66% | TERR 3 out of 3 = 100% |

3.4 Progress Report – NRGCC Committee

D. Berrill indicated things were progressing with NRGCC, gave overview of report in the book. Compensation was discussed. S. Matresky gave a briefing on what the new Fundraising and Resource Specialist, Mr. Dave Shaw would be doing at the office. She has created a work plan for him to follow while they are at the AGM and she gave a summary of his primary duties.

3.5 Aviation Program Review – Way Ahead

This item was deferred.

3.6 Air Cadet League Foundation

M. Goldack indicated that the Foundation had submitted all paperwork to obtain its Certificate of Continuance and is awaiting response by mail.

4. CONCLUSION

4.1 Good and Welfare

Nothing to report

4.2 Closing Remarks

E. Wiesner will serve as the vice-chair of the committee

4.3 Next Meeting

SAM November 2014

4.4 Adjournment



ANNEX O

o#k--V@8#OMMITTEE
''RODs



2014 ANNUAL GENERAL MEETING

Screening and Registration Committee Report

Fred Johnsen, Chair

Members:

Bill Cumming, Christine Welch, Colleen Nelson, Ernest Wiesner, Geoffrey Johnston, Greg Boudreau, Ilona Turra, Joan Cameron, Josée Woodford, Ken Higgins, Ken Todd, Mark Brickwood, Michel Crevier, Mike Boyle, Penny Doern, Ron Rique and Tom White

MINUTES

1. ADMINISTRATION

- 1.1 Welcome and Opening Remarks by the Chair
- 1.2 Additions to the Agenda
- 1.3 Approval of the Agenda
By Joan Cameron and Ernie Wiesner
- 1.4 Report available on Page 66

2. APPROVAL OF MINUTES, BUSINESS ARISING AND UPDATES

- 2.1 Business Arising & Updates

Josée Woodford explained that not all provinces/territories are sending all the required info to issue screening certificates. She explained the challenges to updating the national database and issuing certificates on time for some provinces. She also informed attendees that the “joined date” is the date that HQ is issuing the screening certificate. The wording will have to change because it is confusing for some members (approved by HQ// Screening certificate issued on/??) She also explained the importance of the “red flag” column. Screening and Registration is for the safety of our cadets. We have a moral and a legal obligation.

Motion:

Create a training tutorial for the screening database. Committee empowers National Office to produce a standard database for review by the committee for implementation of volunteer screening. Ken Todd proposed and Ron Rique seconded. All are in favor. Fred will talk to BOG about this. Draft of the database should be ready by next SAM.

2.2 Update on Policy & Procedure Update PPM Section 3.2.7

Validation process has been added to PPM. This will start once the National Office sends the screening database template.

2.3 Handbook Update

Handbook has been completely updated (combining two manuals into one). It is available now. It is in the PPM. Update was completed April, 2013.

3. NEW BUSINESS

3.1 Validation Process – PPM Section 3.2.7

Section 3.2.7 will be changed to reflect what is on page 3 of the handbook.

Ken Todd suggested that this process should start after the “new database template” will be put in place. Fred accepted.

Validation process will be applicable on 10% of all squadrons, not by province/territory. Right now, there is a low level of audit.

3.2 CATO 23-04 Canadian Cadet Org. Adult Screening Policy, 23-07 Civilian and Volunteers in Support of Authorized Cadet Activities

3.3 CF Mil Inst 03/10 – Regular Force Members Supporting Cadet Program

If DND members are acting in the capacity of volunteer CI they also need to be screened by the League. If they are in uniform capacity, CO has to make sure they are screened.

The document will be resent by Fred and a link to the document should be added on the website.

3.4 Volunteer Card

There are 9763 screened volunteers in the Air Cadet League. There is no consistency. Every province/territory has their own card. Fred will send examples of card to get feedback.

Motion:

To empower the National Office to create a standard template for volunteer card. Carried.

Motion:

It is highly recommended that screening card issued by the provincial committee must be visible or be able to produce when volunteers are challenged or are on cadet duty. Carried.

4. CONCLUSION

- 4.1 Good and Welfare of the Air Cadet League of Canada
- 4.2 Closing Remarks
- 4.3 Date of Next Meeting
- 4.4 Adjournment



ANNEX

75TH ANNIVERSARY COMMITTEE
RODs