



AIR CADET LEAGUE OF CANADA

BOG Meeting ROPs

24 August 2016

MEETING INFORMATION

Meeting Date: 24 August 2016

Start Time: 1900 hrs EST

Teleconference

ATTENDANCE

Don Berrill	Merv Ozirny	Jim Hunter	Eva Martinez	Sarah Matresky, ED
Marcel Bineau	Ernest Wiesner	Geoffrey Johnston	Tom Taborowski	Penny Doern, MAL
Don Doern	Jerry Elias	Marc Lacroix	Ken Todd	Scott Lawson
Darlene LaRoche	Russell Gallant	Howard Mar	Hille Viita	

1. Administration

1.1. President's Opening Remarks – D. Berrill

D. Berrill thanked everyone for their participation and welcomed everyone to the meeting.

1.2. New Items for the Agenda – D. Berrill

1.5 Questions from the EC Mtg. ROPs of 20 July 16

1.3. Approval of the Agenda – D. Berrill

MOVED BY: M. Ozirny

SECONDED: D. LaRoche that *the Agenda be approved as presented.*

CARRIED

1.4. Approval of the ROPs June 17 & 18 2016 – D. Berrill

MOVED BY: E. Wiesner

SECONDED: D. LaRoche that *the June 17 2016 ROPs be approved as presented.*

CARRIED

MOVED BY: J. Elias

SECONDED: J. Hunter that *the June 18 2016 ROPs be approved as amended with the addition of H. Mar in attendance.*

CARRIED

2. Information / New Business

2.1 President's Report – D. Berrill

D. Berrill reported on the following:

- Intends to provide a leadership update every 6-8 weeks
- Had a conference call with BGen. Woiden (summary of outcomes/items included in supporting material)
- Highlighted items discussed at the EC meeting in July
- Participated in several CTC graduations (Trenton, Connaught, Canadore)
- Met with Deputy Commander of the NCJCR Sup Grp Col. Proteau for a meeting on 04 Aug. (summary of outcomes/items included in supporting material)
- Looking to stay centred on 'six key thrusts'
- Hosting a 3 League President teleconference at the end of the month
- Strategic hold currently on MOU WG

MOVED BY: D. Berrill

SECONDED: D. LaRoche that *the President's Report be received as presented.*

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2.2 Executive Director's Report – S. Matresky

S. Matresky reported on the following points:

- National Office has relocated to 1505 Laperriere Ave. Waiting on phone lines to be installed (end of the month)
- Travelled to Halifax for IACE Farewell Banquet at the beginning of August. Exchange went very well and Atlantic PCs did an excellent job.
- Preparing for upcoming IACEA Conference in three weeks. Planning is well underway and looking forward to a successful event.
- Summary given of the most recent ED meeting with Col. Proteau earlier this month.

MOVED BY: M. Ozirny

SECONDED: M. Bineau that *the ED's Report be received as presented.*

CARRIED

2.3 Finance Report– E. Wiesner

E. Wiesner indicated that his report was circulated as part of the supporting material. He added the following points:

- Cash Flow is being refined. Further adjustments are needed and we can expect that cash will be tight between the Dec-Jan time period until all of the PC Assessments are received.
- Slightly under budget to date.

D. Berrill asked that the Vice-Presidents and Governors attending PC AGMs in the fall push the Provincial Committees to pay their assessments fees on time or early as it important that the funds are received during the fiscal year and not all at the end.

MOVED BY: E. Wiesner

SECONDED: M. Lacroix that *the Finance Report be received as presented.*

CARRIED

2.4 Advisory Council Report– D. Doern

D. Doern reported that the Advisory Council has been meeting to discuss their Terms of Reference and to look at ways in which they can be more productive.

MOVED BY: D. Doern

SECONDED: H. Viita that *the Advisory Council Report be received as presented.*

CARRIED

3 Business Arising

3.1 Proposed Changes to the National Delegate Allocation – D. Berrill

Further to the previous Board meeting and recent EC meeting, D. Berrill indicated that many of the League members were not pleased with the way this piece of business was handled at the AGM and subsequent to that meeting, the League's Parliamentarian (of the day) provided further information indicating that the League most likely did err in how the information on the proposed changes were communicated to the membership and therefore D. Berrill had asked that the National Executive Committee review the item to make a recommendation to the BOG on how to proceed properly.

R. Gallant reported that he performed an in-depth review and explained that there are three options to proceed with this item of business: rescind; repeal or reconsider the motion. He recommends that the League adopt the 'reconsideration route' at the Semi-Annual Meeting and that the 'I's who voted in favour are the ones to make the motion from the floor to reconsider. It shows that they admit that they went wrong and truly want to reevaluate. R. Gallant added that if all the material and a copy of the motion is sent in advance of the meeting, a simple majority vote at the meeting would suffice.

If the membership votes to reconsider, then the original motion would be back on the floor, however, a substitute motion could come into play. R. Gallant recommends that we do not proceed down this route, but should a member wish to make a substitution, then a vote will take place on the amendment.

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The Executive Committee recommended that the BOG move to reconsider the motion on the proposed changes to the national delegate allocation and that the motion be brought forward to the next voting meeting of the membership (SAM) to be reconsidered by the voting delegates. Discussion ensued and R. Gallant indicated that it would be most appropriate to find a Governor who voted in favour of the item to volunteer to have the motion brought forward for reconsideration at the SAM. J. Hunter stepped forward at the November meeting.

MOVED BY: M. Ozirny

SECONDED: K. Todd that *the Executive Committee recommendation to reconsider the motion on the proposed changes to the national delegate allocation be accepted and brought forward to the next voting meeting of the membership (SAM).*

CARRIED

MOVED BY: R. Gallant

SECONDED: D. LaRoche that *the BOG move to call a Special Meeting of Members at the next Semi-Annual Meeting in November.*

CARRIED

R. Gallant indicated that a reconsideration would suspend any action on a motion. D. Berrill added that as such NWO would not be amalgamated (delegates) with OPC as far as number of votes, until the SAM has taken place. Therefore the delegate allocation would remain the same going into the SAM as it was going into the 2016 AGM.

Secretarial Note: National Delegate Allocation at 2016 AGM: NL 2 votes; NS 3 votes; NB 2 votes; QOV 6 votes; ON 7 votes; MB 3 votes; SK 3 votes; AB 4 votes; BC 5 votes; PTACC 2 votes; NWO 2 votes; PE 2 votes.

3.2 CRA Amalgamation Proposal – S. Matresky

S. Matresky indicated that she has followed up with the contact at the Canada Revenue Agency and the teleconference that was scheduled at the end of August will be postponed until the third week of September. At that time the CRA will make available a list of all of the SSCs that are incorporated along with other detailed information for the next steps. More to come on this item at the next meeting.

3.3 MOU Negotiations – D. Berrill

D. Berrill reiterated that the new MOU (when it gets underway) needs to be negotiated individual between each League and DND and not as a single document which includes all three Leagues. There needs to be recognition that the Leagues each have different capabilities along with different goals and mission objectives. He gave an example of the flying program, considered to be a cornerstone for the Air Cadet Program and cannot be constrained in a 'general' MOU.

Discussion ensued and M. Bineau noted that he was 100% in support of this position.

3.4 Insurance and Risk Management Issues – D. Berrill

The Air Cadet League is conducting an independent review using Grenville Finch-Noyes with a report expected to be complete later in the fall. D. Berrill explained that we need to understand all of our risks and how each are being addressed as it is important to understand what we need to be. Main items of concern were also covered in the letter to Col. Proteau provided to him at the briefing with the President earlier in the month.

S. Matresky added that she actioned some follow up items requested by the Executive Committee as far as an Engagement Letter and Scope of Work etc. She noted that she still has not received anything from him and that he has missed the last two scheduled teleconferences. She is growing concerned with his reliability and G. Johnston agreed to speak with him personally to discuss the Leagues concerns.

3.5 Screening and Registration Committee Recommendations – G. Johnston

G. Johnston indicated that his proposal for the Next Generation Screening Plan was circulated to the Executive Committee last month and they agreed that they had no issues with item 1 'Adopt the concept of the plan as a national program' and item 3 'Delegate authority to the NSM to change the requirements for screening documentation upon consultation with the Executive Director, National Screening Committee and the Executive Committee. It was agreed that item 2, 'Create a permanent National Screening Manager position' would be deferred to the Staff Management Committee for further review. In due course, the new screening process will handle the remaining items in the proposal.

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MOVED BY: M. Ozirny

SECONDED: E. Matinez that *the proposed move to a BackCheck system be allowed to be used as a future screening method.*

CARRIED

3.6 Chain of Authority (Responsibility) Confirmation: Affiliation Agreements – S. Matresky

S. Matresky explained that she met with the League's lawyer recently to discuss the challenge of authority, particularly with an SSC in Alberta. The lawyer recommended that the National level of the league enter into 'Affiliation Agreements' with the PCs and in turn the PCs enter into affiliation agreements with their SSCs. These agreements would list common obligations; responsibilities; statements of common values etc. They would be entitled to certain rights (use of trademarks, eligibility for insurance, intellectual property for example) and in exchange for these rights, they agree to operate as outlined; they agree to adhere to our policies; and provide regular reporting etc. There would also be a clause to outline how disagreements would be resolved.

The lawyer also recommended that an affiliation agreement be drafted for each individual Provincial Committee in order to respect provincial legislation and the differences in each province. She added that this is an opportunistic time for the League to introduce such a document as it will tie in well with the changes coming from the CRA and the rewrite of the MOU. An analogy was used that up until this point the Provincial Committees were in a sort of 'common-law' relationship with National, but we would now be preparing for an official marriage. While our Policy and Procedure Manual covers all of our bases it would be the affiliation agreement that would make it all legal and truly establish authority.

Discussion ensued and it was decided that it would be best to introduce this item at the next PC Chairs' teleconference mid-September.

3.7 National Capital Region Cadet Squadrons – H. Viita

S. Matresky and H. Viita attended a meeting at the beginning of August in regards to the potential re-zoning of the National Capital Region Cadet Squadrons. The aim of the meeting was to discuss possibilities related to re-zoning/ transfer of the eight Ottawa Air Cadet Squadrons from RCSU(Eastern) to RCSU (Central) and associated benefits and drawbacks related to the change. The intent being that pertinent options would be analyzed with some key stakeholders and points relayed to CPMB, through DComd Natl CJCR Sp Gp for consideration and decision making related to next steps. It was noted that this meeting was not intended to be a decision making process and the main priority that was established was to focus on what would be best for the squadrons from a support perspective.

H. Viita indicated that the notes from that meeting were only received this morning and both she and S. Matresky will review them and make comments as required. It is anticipated that it will be on the CPMB meeting agenda in September.

3.8 Ad Hoc Governance Cmte. Update Renewal – S. Lawson

S. Lawson introduced the document provided in the supporting material. He explained that the ACLN conducted an internal survey to secure input on many of the key issues arising through the Renewal process undertaken by DND.

- Focused on three main governance levels within the ACLN about key directions and positions that should be taken.
- Report reflects some of the main high-level input from responses and summary details.

Results of this survey will be key in the upcoming negotiations with DND for the Memorandum of Understanding.

S. Lawson gave an update on the Working Groups. There are currently four in play and one on hold (Program Guidance). The CAF Familiarization WG will meet 14-18 November and S. Lawson is looking for a League representative for participation.

4 New Business

4.1 Policy and Procedure Manual Update: National Scholarship Committee – S. Matresky

S. Matresky indicated that the Scholarship Committee submitted changes for the upcoming year. She has reviewed all of the changes (which include moving to an electronic submission format) and recommends that the BOG proceed with approval.



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MOVED BY: R. Gallant

SECONDED: G. Johnston *that the revisions presented by the Scholarship Committee be approved as presented.*

CARRIED

5 Committee Reports

5.1 Staff Management Committee – D. Berrill

The committee is planning to meet in the near future. D. Berrill asked that the Board provide feedback on the Executive Director as her performance review will be conducted in the coming months.

5.2 Policy Procedure and Bylaw Committee – R. Gallant

R. Gallant noted that he has been updating some outstanding items including bylaw item 2.3.1.

5.3 Provincial Chairs' Committee – M. Ozirny

M. Ozirny noted that the minutes from the PC Chairs' meeting were included in the supporting material circulated to the Board. He added that the issues discussed at tonight's meeting will be discussed at an upcoming teleconference scheduled later in the month before more pressing items are brought forward to the membership at the SAM. S. Lawson will participate on the call as secretary/note taker and will forward an agenda.

5.4 Communications Committee – D. LaRoche

D. LaRoche gave an update on the recent social media activities of the League. A recent video that aired on ATV News in Nova Scotia about the gliding program was received and posted to Facebook will be made available for viewing at the SAM if possible.

5.5 National Resource Generation Committee – T. Taborowski

T. Taborowski provided a written report and summarized the following information:

- W. Hough has been working diligently to migrate data from Giftworks to Sumac
- Staff time has been focused on the AGM and the office relocation.
- S. Lawson working on grants with various insurance companies
- He and D. Berrill met with Hamilton Watches to look at a specialty watch program and fundraising initiatives.

5.6 League Industry Partnerships Sub-Committee – E. Martinez

E. Martinez reported that she and W. Hough met in Ottawa on 17 Aug 16 while she was in town for another commitment. They discussed the Air Canada Jazz opportunity and other grant applications and the 90 day focus plan between LIP and NRG. E. Martinez is pleased with the direction in which the committee is headed and looks forward to working with W. Hough on some upcoming initiatives.

5.7 Aviation Committee – J. Hunter

J. Hunter reported that the L19 exemption letters have been received by Transport Canada and are now in place. This alleviates the prior concerns with aircraft in the Eastern and Atlantic Regions. The next steps for the committee will be to continue to look at the future of the gliding program. A presentation to the BOG on a motorized glider concept will be given at the SAM and afterwards the committee would be looking for a letter of support on the item after consideration.

5.8 IACE Committee – H. Viita

H. Viita reported on a successful IACE Exchange this summer. S. Matresky represented National at the closing dinner earlier this month. The IACEA Conference will be held the second week of September and everything is currently on track for the event. A PowerPoint Presentation of the Atlantic Region exchange will be made at the Semi-Annual Meeting.

5.9 Music Committee – H. Mar

Nothing further to report at this time.

5.10 Effective Speaking Committee – P. Doern

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P. Doern included a written report on the changes discussed at the AGM. Topics for the 2016-17 competition were presented. Planning for the year will include updating the handbook to ensure clarity and improve communication with the PCs to see that more squadrons are involved in the program.

5.11 National Members Committee – K. Todd

K. Todd circulated a report as part of the supporting material. The report summarized specific items on which the committee wishes to focus (member recruitment, vehicles of support, retention etc.). These will then be reviewed by the core team at a September meeting and will be further developed and refined. He added that the only contentious issue at this time is the capacity of the core team to complete the work.

5.12 Air Cadet Committee – J. Elias

Information on activities were provided as part of the supporting material. J. Elias indicated that he spoke with T. Sandwell, A. Snowie and T. Joyce and recommends the ACL provide both Vimy Flight and A Nation Soars partnership an opportunity to make a presentation at the SAM in November as part of the Air Cadet Committee contribution. With Air Cadets - Past, Present & Future being heavily involved, he believes the ACLC should step up to the plate and offer all the assistance that can be given. Discussion ensued and the BOG agreed inviting both parties to the meeting at the SAM.

5.13 Selections Committee Report – M. Lacroix

Nothing further.

5.14 Screening and Registration Committee Report – G. Johnston

Covered above.

6. CONCLUSION

6.1 Reports of the Vice-Presidents– D. Berrill

Nothing further.

6.2 Good and Welfare of the ACL– D. Berrill

Nothing further.

6.3 Date and Time of Next Meeting– D. Berrill

The next meeting will take place in October (September meeting has been cancelled).