



# AIR CADET LEAGUE OF CANADA

## BOG Meeting ROPs

JANUARY 22, 2014

### MEETING INFORMATION

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**Meeting Date:** January 22, 2014

**Start Time:** 1900 Eastern

**Location:** Teleconference

**Purpose:** Scheduled Meeting

### ATTENDANCE

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Edgar Allain	Present	Darlene LaRoche	Present
Don Berrill	Present	Lloyd MacIntyre	Present
Chantal Boily	Present	Keith Mann	Present
Bob Burchinshaw	Absent	Merv Orzirny	Present
Don Doern	Present	Gary Pinsent	Absent
Ken Higgins	Present	John Scott	Present
Tom Holland	Present	Tom White	Present
Fred Johnsen	Present	Hille Viita	Present
Jerry Elias	Present Chair, Aviation Committee		
Marcel Bineau	Present Chair, PC Chairs Committee		
Sarah Matresky	Present Executive Director		

### 1. Administration

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#### 1.1. President's Opening Remarks – T. White

T. White welcomed everyone to the first BOG Teleconference of the New Year. He thanked everyone for their participation. He indicated that the National Office is working on screening and asks that the info requested be returned promptly. T. White also thanked D. Berrill for making a presentation on his behalf to Y. Therrien earlier in the week.

#### 1.2 New Items for the Agenda

There were no new items for the Agenda.

#### 1.3 Approval of the Agenda

**MOVED BY:** L. MacIntyre

**SECONDED:** M. Ozirny *that the Agenda be approved*

CARRIED

#### 1.4 Approval of Record of Proceedings – BOG November 2013

**MOVED BY:** D. Doern

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

CARRIED

### 2. Information

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#### 2.1. President's Report – T. White

T. White circulated his report prior to the call.

- Two members passed away in December – B. Paisley & B. Barraclough
- On Nov. 22, the 3 League Presidents met with LGen. Thibeau to discuss the CRS report and Renewal.
- On Nov. 25 the NCC Fall meeting took place. Details of the Renewal Plan and goals for the Cadet Program were discussed.
- On Dec. 7<sup>th</sup> a Wreaths Across the Border Ceremony took place between Maine and NB.



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#### 2.2. Executive Directors's Report – S. Matresky

S. Matresky reported the following:

- Aviation and General insurance have been merged under one broker (AON) as per the BOG's instructions. MARSH was disappointed to lose the business after many years.
- Mediation for glider lawsuit was cancelled as the plaintiff was not available. A new date has not been set.
- Sitraka Raoelimanohisoa has been hired to fill the vacant position at the office. She will start work on Monday.
- Weekly meetings between D Cdts and the three EDs take place either in person or by teleconference. Some emails were circulated to the BOG for review and comment. The directorate is trying to determine who will be the official 'Commander of Cadets' and the VCDS has communicated the '5 quick wins' for Renewal as promised. A Renewal booklet (pocket size) is in print.
- Waiting on ACC12s to prepare report to BOG
- AGM registration will be available in the next few weeks.
- An email reminding members to speak with 'One Voice' was circulated earlier this week after recent media attention to the cadet program and the uniform issue.
- D Cdts is awaiting the Air Cadet League's response the Renewal Plan. The ACL's comments will be inserted in the prepared matrix alongside comments from the Army and Navy with corresponding areas of the plan that answers to concerns.

#### 2.3. Finance Committee Report – S. Matresky

S. Matresky reported all PCs have paid the assessment fee save for one. C. Boily asked what the plans are for the 75<sup>th</sup> Anniversary funds that have been set aside. D. Berrill indicated that the committee has a presentation to make to the Board. They forecast a surplus for year end.

**MOVED BY:** E. Allain

**SECONDED:** K. Mann *that the Finance Report be approved as presented.*

CARRIED

#### 2.4. Provincial Chair's Report – M. Bineau

Marcel Bineau indicated he solicited the PC Chairs for any concerns they would like to raise with the BOG. A comment was received about cadet uniforms/cold weather and how the issue needs to be addressed. S. Matresky added that an email was sent out earlier this week about an additional allocation of points to each squadron for use towards purchasing more uniform stock. M. Bineau will send a letter to the Board outlining the PC's thoughts on the importance keeping the parka as part of the issued kit to cadets.

**MOVED BY:** M. Bineau

**SECONDED:** D. Berrill *that the Chairs' report be approved as presented.*

CARRIED

### 3. Business Arising

#### 3.1 PPBLC Documents for Approval (8 Items)

S. Matresky indicated that B. Burchinshaw is unable to attend the teleconference due to health reasons, but he asked that she present the material to the BOG for approval. The following motions were made –

1. *Section 3.5.1 Provincial Committees*

**MOVED BY:** T. Holland

**SECONDED:** D. Berrill *that the BOG approve section 3.5.1 Provincial Committees to replace the existing PPM Section 3.5/3.5.1*

CARRIED



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#### 3.1 PPBLC Documents for Approval (8 Items) -continued

2. *Section 3.5.1 Provincial Committees*  
**MOVED BY:** T. Holland  
**SECONDED:** D. LaRoche *that the BOG approve section 3.6.2 Squadron Sponsoring Committee to replace existing PM SSC Section 3.6.2, including information contained in the former bylaws.*  
CARRIED
3. *Section 3.6.3 Probation and Trusteeship*  
**MOVED BY:** T. Holland  
**SECONDED:** D. LaRoche *that the BOG approve section 3.6.2 Squadron Sponsoring Committee to replace existing PM SSC Section 3.6.2, including information contained in the former bylaws.*  
CARRIED
4. *Volunteer Governor's Handbook*  
**MOVED BY:** T. Holland  
**SECONDED:** K. Mann *that the BOG approve the Volunteer Governor's Handbook as presented.*  
CARRIED
5. *Supplementary Operating Policies*  
**MOVED BY:** T. Holland  
**SECONDED:** F. Johnsen *that the document be approved by the BOG and a recommendation be made to forward the document to the General Assembly at the 2014 AGM for approval.*  
CARRIED
6. *Definition of 'What is the Air Cadet League of Canada'*  
**MOVED BY:** T. Holland  
**SECONDED:** D. Berrill *that the BOG approve the document as presented and a recommendation be made to forward the document to the General Assembly at the 2014 AGM for approval.*  
CARRIED
7. *Section 1.1 Introduction*  
**MOVED BY:** F. Johnsen  
**SECONDED:** D. LaRoche *that the BOG approve the document as presented and a recommendation be made to forward the document to the General Assembly at the 2014 AGM for approval as required.*  
CARRIED
8. *Establishment of the National Certificate of Continuance as the only Constitution of the ACL*  
**MOVED BY:** D. LaRoche  
**SECONDED:** L. MacIntyre *that the BOG approve the document as presented and a recommendation be made to forward the document to the General Assembly at the 2014 AGM for approval as required.*  
CARRIED

#### 3.2 Signing Officers Credit Check – B. Burchinshaw

S. Matresky reported that she contacted the insurance company to determine if bonding insurance was required for League signing officers. The broker had indicated that it was not required. She also noted that the Executive Committee made a motion during their last teleconference that all signing officers will have a credit check done. She added that no further information on this agenda item was submitted and suggested that if there is more to discuss it should be added to the agenda for the next meeting. As B. Burchinshaw was not present during the teleconference, the BOG decided to make a motion to accept the material as information.

**MOVED BY:** T. Holland

**SECONDED:** E. Allain *that the BOG accept the material as information.*

CARRIED

#### 3.3 Operating Policies/Disposal of Bylaws –B. Burchinshaw

S. Matresky indicated that no further information on this agenda item was submitted and suggested that if there is more to discuss it should be added to the agenda for the next meeting.



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#### 3.4 Philosophy Statement – T. Holland

T. Holland thanked everyone for reviewing and submitting comments with regards to the Philosophy Statements. T. Holland presented the two statements and discussion ensued. E. Allain suggested that in Philosophy Statement Option 2, that 'skills training program' be amended to read 'skills *development* program' it would be a better expression at the philosophical level.

**MOVED BY:** E. Allain

**SECONDED:** D. LaRoche *that Philosophy Statement Option 2 be amended to read 'skills development program'.*

CARRIED

**MOVED BY:** T. Holland

**SECONDED:** J. Scott *that the revised Philosophy Statement Option 2 be approved.*

CARRIED

#### 3.5 Medal of Honour Miniatures – T. White

T. White reported that the Advisory Board is seeking approval for the production of 50 miniature Medals of Honour to be distributed on a cost recovery basis to the recipients. S. Matresky will get a quote for 20 medals if possible since a concern was raised by D. Berrill that keeping such a large stock in inventory that will not deplete for the next several decades would not be economical.

**MOVED BY:** D. Berrill

**SECONDED:** F. Johnsen *that the BOG approve in principle the concept of a miniature Medal of Honour and order an acceptable amount based on cost.*

CARRIED

#### 3.6 Registration / Assessment Fees – T. Holland

T. Holland indicated that Section 3.7.6 item 'L' should be removed from the PPM as it does not properly reflect the current situation and the League's position about charging a 'fee'. He then proposed that the following paragraph be inserted in its place:

**Air Cadet Registration / Assessment Fees** *The Air Cadet League of Canada authorizes Annual Registration/Assessment Fees to support the Air Cadet League's financial obligations at the National, Provincial and Squadron Sponsoring Committee levels. Registration/Assessment Fees are considered part of the Fund Generation or Fund Raising activity required at the three levels of the league to support its' obligation to the Air Cadet Movement. League costs include but are not limited to; rent, utilities, volunteer members support and services, the purchase and maintenance of equipment not provided by the Government of Canada through the Department of National Defence.*

**Air Cadet League of Canada (ACLC) Registration/Assessment Fee:** *The National ACLC Registration/Assessment Fee is assessed annually on a per Cadet basis and is determined by the National League Budgeting procedures. The National League Members approve the national budget. The National Assessment Fee is an obligation of the Provincial Committee.*

**Provincial Committee (PC) Registration/Assessment Fee:** *The Provincial Committee is authorized to use a Provincial Committee Registration/Assessment Fee. The Provincial Assessment Fee is determined by the Provincial Committee's budgeting procedure and approved by the Provincial League Members. The Provincial Assessment Fee is an obligation of the Squadron Sponsoring Committee.*

**Squadron Sponsoring Committee (SSC) Registration/Assessment Fee:** *The Squadron Sponsoring Committee is authorized to use a Squadron Sponsoring Committee Assessment Fee as part of its Fund Generation or Fund Raising activity. The SSC Assessment Fee is determined by the Squadron Sponsoring Committee's budgeting procedure and approved by the Squadron Sponsoring Committee Members. The SSC Assessment Fee is the obligation of the cadet parent.*

**Guidelines:** *The Squadron Sponsoring Committee is authorized to determine the Registration/Assessment Fee required supporting the squadron within the policies and procedures of the Air Cadet League of Canada. The Registration/Assessment Fee may vary between Squadron Sponsoring Committees and Provincial Committees. The Registration/Assessment Fee established by the Squadron Sponsoring Committee is considered to be part of the annual squadron fundraising and budgeting process referenced in section 3.7.4 Either the term Registration Fee or Assessment Fee may be used. In some provinces Child Services may pay a Registration Fee for a child but may not recognize or accept the term Assessment Fee. Registration/Assessment Fee is not a donation. Tax Receipts must not be issued.*



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#### Hardship Cases:

*Squadron Sponsoring Committees that have adopted the Registration /Assessment Fee structure as part of its' fund raising activity must allow cadets to join if the parent cannot pay the fee due to financial hardship. Hardship cases must be kept private between the parent and the SSC Chair or designate.*

*Cadets are not to be excluded from any authorized activity.*

#### Cadet Population Numbers:

*The ACL uses the annual cadet population count as provided by DND.*

**MOVED BY:** T. Holland

**SECONDED:** K. Mann *that the statement regarding the charging of fees in section 3.7.6, item 'L' be removed from the PPM.*

CARRIED

**MOVED BY:** T. Holland

**SECONDED:** D. Berrill *that the proposed statement presented (above) be inserted in its place.*

CARRIED

### 3.7 Methodology for Support for National Members –D. Berrill

D. Berrill reported that a directional/policy item was presented at the SAM joint-session to provide full support (within ACL guidelines) for all BOG members, AB members and the PC Chairs. The premise is that all voting 'National oriented' members should have an appropriate level of support to ensure their attendance at the SAM and AGM. He asked for the BOG's concurrence with this direction.

**MOVED BY:** D. Berrill

**SECONDED:** E. Allain *that within ACL expense guidelines, all governors, voting advisory board members and pc chairs will be provided registration, meals, transportation and accommodation support to the ACL National AGM and SAM.*

CARRIED

### 3.8 CF Renewal Report – ACL Response and Working Groups – T. White

T. White provided an update on the ACL renewal response and the subsequent working groups that are taking place. Discussion ensued about Renewal and D. Berrill volunteered to assist in writing the League's response and submit a draft to the President post-weekend for further action. T. White instructed the BOG to submit any further comments as soon as possible and added that he would circulate the document before submitting it to the Directorate.

**MOVED BY:** M. Ozirny

**SECONDED:** T. Holland *that the report on Renewal be accepted as presented.*

CARRIED

## 4. New Business

### 4.1 Draft Budget for 2014-15

D. Berrill presented the draft budget and proposed his intention of using the surplus funds in reserve to balance the budget and pay for the above mentioned support for National Members. He added that the League should spend funds already provided by the PCs before raising the assessment fee. Restricted and unrestricted funds were also discussed and the needs to assign the invested GICs to actual activities that are taking place in the future. Other points covered on the Budget included:

- Translation position eliminated – salary will be moved to the Translation expense line of budget
- New Budget includes travel, rations & quarters for PC Chairs, AB & BOG to attend both AGM and SAM (\$1500/yr/pers.)
- Anticipation of \$50k surplus. S. Matresky to consult with accountant on rules/regs on unrestricted and restricted funds.
- Legal defence fund – Finance committee will review amount of legal defence fund in consultation with the Provincial Committees.

**MOVED BY:** D. Berrill

**SECONDED:** L. MacIntyre *that the ED attend the 2014 IACEA conference in preparation for Canada hosting in 2016 for an expense of up to \$5,000.*

CARRIED



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#### 4.1 Draft Budget for 2014-15 (continued)

**MOVED BY:** D. Berrill

**SECONDED:** M. Ozirny *that line 102 'staff salaries' of the budget be approved (so the staff may determine their level of contribution to the ACL's RRSP program for next year).*

CARRIED

**MOVED BY:** D. Berrill

**SECONDED:** K. Mann *that the Budget be accepted as information and for further review by the BOG in March.*

CARRIED

#### 4.2 University of Alberta Pilot Leadership Program

S. Matresky presented a proposal submitted by the Breakout Educational Network seeking the League's support in promoting the Canadian National Leadership program offered through the University of Alberta. J. Scott indicated that he believes that for the League to singularly support another agency would be inappropriate and does not agree with the commercialization of the process. Discussion ensued.

**MOVED BY:** J. Scott

**SECONDED:** T. Holland *that the League does not endorse this particular recommendation at this time with this agency.*

CARRIED

#### 4.3 ACL – 3 Leagues – National Fundraising

D. Berrill indicated that Marks Work Warehouse and Tim Hortons have shown interest in supporting the CCO and therefore when he was in Ottawa, a discussion was held with the other two Leagues and an offer made that the ACL would take the lead on approaching these major corporations for financial support and the proceeds would be shared equally. The Army and Navy were on board with this offer so therefore the new fundraising person will be tasked with this initiative once they are engaged. T. Holland and E. Allain expressed that the ACL is in the best position to take the lead.

**MOVED BY:** T. Holland

**SECONDED:** E. Allain *that the Budget be accepted as information.*

CARRIED

#### 4.4 Arrangement with ACL Foundation

D. Berrill indicated that he is recommending a course of action as outlined in the supporting material. He added that S. Matresky and D. Berrill are concerned about the status of the Foundation and feel they need assistance with revitalization. D. Berrill met with the Chair of the Foundation, Mr. Brock Mason and he is also in agreement.

**MOVED BY:** D. Berrill

**SECONDED:** F. Johnsen *that the BOG has reviewed the course of action and accepts in principle the League proceeding in the manner outlined.*

CARRIED

#### 4.5 Bouchard Canon Lawsuit - Mediation

S. Matresky reported that she received a letter from the League's lawyer asking that she seek instructions from the BOG authorizing payment of a sum up to the amount of \$25K for the purpose of resolution at mediation for this lawsuit. The recommendation is under the understanding that the League may not be required to pay the entire amount and most importantly it would be made for the purpose of resolution only and without acknowledgement as to liability.

**MOVED BY:** D. Berrill

**SECONDED:** E. Allain *that the BOG authorizes payment of a sum up to the amount of \$25K for the purpose of resolution at mediation for the Bouchard-Canon lawsuit*

CARRIED





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#### 5. Committee Reports

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##### 5.1 Aviation Committee Report

J. Elias presented his report and asked that the BOG take the time to consider the attached NCAirOps Conference report to get a sense of what DND is thinking. Discussion ensued about the Flying report presented to the NCAirOps Officers and the feedback that was received during the conference. The conclusion was that the NCAirOps Officers approved the report in principle. J. Elias added that he is concerned that BC will not be able to move forward with their fleet renewal without a solid confirmation from DND on the future of the program beyond then next 12 months.

##### 5.2 IACE Committee Report

L. MacIntyre reported that his report was included in the supporting material. Canada will be exchanging one cadet with Japan in March.

**MOVED BY:** L. MacIntyre

**SECONDED:** D. LaRoche *that the report be accepted as information.*

CARRIED

##### 5.3 75<sup>th</sup> Anniversary Committee Report

K. Mann indicated that the 75<sup>th</sup> Anniversary Budget was discussed at the SAM, but since many of the BOG members were not present during this discussion, a motion was made to add the item to the next agenda. K. Mann clarified that the \$175K was set aside a few years ago, but the intention was never to spend the entire amount on the proposed Honour Band. D. Berrill suggests that the BOG approve a budget of up to \$200k combined for the Capital Parade and the Honour Band. This money will be internally restricted and the aim is to also seek corporate sponsorship for these events. C. Boily is concerned that there is no official plan in place at this time and suggests starting with a plan and then seek funding. K. Mann added that his committee wants to confirm funding before proceeding with the detailed plans for the execution of these events. Discussion ensued.

**MOVED BY:** D. Berrill

**SECONDED:** M. Orzirny *that the BOG increase the money set aside for the Honour Band and Parade to \$200k for both events combined.*

CARRIED

##### 5.4 Music Committee Committee Report

M. Orzirny reported that he has been out of commission due to illness and has nothing further to report at this time. S. Matresky added that H. Mar has asked that the BOG send a letter to the Directorate of Cadets asking them to support and promote the virtual music competition and SMART music program. Since the VCDS letter last year indicated that no new initiatives will be supported as all focus in the CCO should be on Renewal, the League lead music programs were put on hold. H. Mar feels that since these are League initiatives that do not require any DND resources we should move ahead with launching the program and a letter should be sent to DND for support to go ahead. The BOG asked that the information on the music initiative be circulated to the Governors.

**MOVED BY:** M. Orzirny

**SECONDED:** F. Johnsen *that the BOG send a letter to D Cds to obtain their support to go ahead with their League sponsored music initiatives.*

CARRIED

#### 6. Conclusion

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##### 6.1 Reports of the Vice-Presidents

K. Mann reported that he contacted WestJet for Effective Speaking support and indicated he should be receiving the vouchers soon. More details for travel with Air North to come. T. White added that golf details will follow.

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

Nothing Further

##### 6.3 Date and Time of the Next Meeting:

Wednesday September 11, 2013 1900 Eastern by Teleconference