



AIR CADET LEAGUE OF CANADA

BOG Meeting ROPs

13 January 2016

MEETING INFORMATION

Meeting Date: 13 JANUARY 2016
Start Time: 1900 hrs EST
Teleconference

ATTENDANCE

Don Doern	Keith Mann	Don Berrill	Merv Ozirny
Darlene LaRoche	Jim Hunter (regrets)	Marcel Bineau	Bob Burchinshaw
Jerry Elias	Hille Viita	Thomas Taborowski	Fred Johnsen
John Scott	Ernie Wiesner	Geoffrey Johnston	Ken Todd

Sarah Matresky

1. Administration

1.1. President's Opening Remarks – D. Doern

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

1.2. New Items for the Agenda – D. Doern

There were no new items for the Agenda.

1.3. Approval of the Agenda – D. Doern

MOVED BY: D. LaRoche

SECONDED: M. Bineau that *the Agenda be approved as presented.*

CARRIED

1.4. Approval of the ROPs 21 NOV 2015 – D. Doern

MOVED BY: M. Ozirny

SECONDED: D. LaRoche that *the NOV 2015 ROPs be approved as presented.*

CARRIED

1.5. Approval of the ROPs 09 DEC 2015 – D. Doern

MOVED BY: D. LaRoche

SECONDED: K. Todd that *the DEC 2015 ROPs be approved as presented.*

CARRIED

2. Information / New Business

2.1. President's Report – D. Doern

D. Doern noted that he did not submit a written report for this meeting as all of the items he wished to cover are included elsewhere in the agenda.

2.2. Executive Director's Report – S. Matresky

S. Matresky reported on the following points:

- The Organizational Chart with positions and numbers for the Cadet and JCR Support Group will be presented at the NCC. The meeting will continue with the issues presented at the CPMB and CPMC meetings. CDS and Elemental Chiefs expected at the pre-meeting luncheon.
- Trip approvals continue to be a big issue for the Deputy Commander. There is pushback for the cost sharing of trip planners. Possible re-write of CATO 14-06 with League participation.
- DND looking to flag cadet service medals in Fortress similar to the procedure for CD medals
- Navy League going to court in Vancouver over a volunteer who was refused for their Navy League Officers program and wants to be reinjected.
- New furniture has arrived at the National Office. Lease agreement still under negotiation.



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2.3 Finance Report– D. Berrill

D. Berrill indicated that his report was circulated as part of the supporting material. It included the following points:

- Balance Sheet remains strong; accounts receivable high (PC Assessments still due for ON and NWO).
- The loan due from NWO-PC will be carried as a loan right now until we can apply it against assets that may be available from that PC.
- League remains in a profitable position for this time of year, but a significant shortfall is noted in fundraising
- Travel budget is over due to some extraordinary travel as well as professional fees
- SAM meeting will come in under budget
- Cash Flow statement – cash may be tight in April and June, but reserves can be used or the line of credit
- Two year rolling budget attached as approved at the SAM. Three year budget to be presented at the AGM
- Investment portfolio is stable
- CASM Gala Event – League broke even as was the Leadership Symposium
- NWO is under trusteeship – loan expected to reach \$18k
- ICG Contract – expected to stay within budget envelope
- Kit shop and Online Banking Policy to be reviewed
- ACC 9 Status updates were given

A question was raised about the flying awards and it was noted that all of the awards are being looked at to determine their relevance and suitability (NRGC).

MOVED BY: E. Wiesner

SECONDED: M. Ozirny that *the Finance Report be accepted as presented.*

CARRIED

3 Business Arising

3.1 QOV Issue – Status Update – D. Doern

D. Doern's reported that he followed through with the actions required from the 09 December 2015 teleconference. No further communication has been received from P. Barabey. A report on the activities to date was received by the Chair of the Quebec and Ottawa Valley Provincial Committee Chair. S. Matresky will follow up with the League's lawyer to take secondary action for the copyright infringement on the Flying Club website. A clear deadline for action will be communicated with the flying club.

3.2 NWO Issue – Status Update – D. Doern

S. Matresky indicated that she will be travelling to Thunder Bay in a few days to take over signing authority of the NWO bank accounts. Furthermore she will be visiting their gliding site to do some inventory of the assets and to meet with some parents of the newly amalgamated 70 squadrons to discuss some issues with the sponsor and the sponsoring committee.

3.3 Leadership of the Air Cadet League – D. Berrill

D. Berrill circulated some supporting material for a discussion on the leadership of the Air Cadet League. He indicated that the Board needs to decide if it wants to be passive or active. For a number of years the Board has taken a passive stance, but there is an increasing requirement to become more active. Progression to the senior levels of the league has been based on an awards system and if the board makes a shift to become more active, the criteria for selection must change.

D. Berrill prosed a revision to section 3.2.6 of the PPM 'Members Terms of Office' to read '*Members may be re-elected or re-appointed to a position or office, except for the office of the President, which is restricted to a maximum of two consecutive one-year terms*'. Discussion ensued and there was a consensus that a one-year term for President is too short. It was also agreed that the individuals should be chosen based on a selection system rather than a reward system. K. Mann would like to send the Advisory Council a proposal to this effect as soon as possible.

MOVED BY: D. Berrill

SECONDED: K. Todd that *the Advisory Council be engaged in the discussion of how Board Members are nominated as in general the League needs to be more active.*

CARRIED

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3.4 66 Lisgar St. Lease – S. Matresky

S. Matresky covered this point under 2.2 Executive Director's Report

3.5 Volunteer Screening Implementation – M. Ozirny

This item was tabled as it was intended for the Executive Committee Meeting Agenda

3.6 Vance Award – S. Matresky

S. Matresky explained that this item was a follow up from the November meeting. It was tabled as the BOG needed further information about the award to make a decision whether or not to accept the Army Cadet League's proposal to extend the award to the Air and Sea cadets with the costs being shared amongst all three Leagues. S. Matresky gave an outline of the award and added that although the Awards Committee recommends that the BOG accept the proposal, she was not personally in favour of an award that is in someone else's name that is not supported either by that person or by a trust. Furthermore, the ACL would not receive any recognition for its contribution. The award costs approximately \$700 annually, which is currently more than any other single award expense the League incurs.

Discussion ensued and as the Governors were divided on the issue, individual votes were recorded.

MOVED BY: M. Ozirny

SECONDED: D. LaRoche that *the Air Cadet League proceed to support the Vance Award as proposed by the Army Cadet League of Canada.*

In Favour – 6/13

Against – 7 /13

MOTION DEFEATED

3.7 Scholarship Committee TORs – B. Burchinshaw

B. Burchinshaw indicated that the Terms of Reference have been rewritten to allow the Committee to be its own entity (rather than a sub-committee of Honours and Awards).

S. Matresky added another small amendment - the scholarship application deadline needed to be amended to April 1st in the PPM to reflect the donors' wishes to have the scholarship recipients announced in time for high school graduations (mid-May) rather than the current end of June timeframe.

MOVED BY: B. Burchinshaw

SECONDED: D. LaRoche that *the Scholarship Committee TORs be approved as presented.*

CARRIED

MOVED BY: D. Berrill

SECONDED: E. Wiesner that *the Scholarship application deadline be amended to April 1st with recipients announced mid-May as proposed.*

CARRIED

3.8 Air Cadet Committee TORs – J. Elias

J. Elias indicated that he noted this item remained outstanding from a previous meeting and recommends approval of the Air Cadet Committee Terms of Reference as presented.

MOVED BY: J. Elias

SECONDED: H. Viita that *the Air Cadet Committee TORs be approved as presented.*

CARRIED



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3.9 Mergers, Amalgamations and Closures – J. Elias

J. Elias indicated that he noted this document was presented by the former Chair of the Air Cadet Committee a few years ago, but it never received final approval from the Board of Governors for implementation. K. Todd suggested that item 'B' on page 11 be amended to read 'or JCR.' J. Elias recommended that the document be sent to DND by the President for information as soon as possible.

MOVED BY: J. Elias

SECONDED: M. Bineau that *the Mergers, Amalgamations and Closures document be approved as amended and shared as soon as possible by the President with DND.*

CARRIED

Action: D. Doern

4 New Business

4.1 Revision of 3.08 Discipline of Members – D. Berrill

D. Berrill noted one of the shortfalls the League found in its membership discipline section of the bylaws is that there is no immediate action that can be taken in the event that a person goes out of control. As such he proposed that a new section be added to take more immediate action in that type of situation (and allow for a 'cool down period'. Discussion ensued and it was agreed that S. Matresky would have the lawyers rewrite that section of the bylaws to resolve the issue.

The draft will be reviewed by the BOG for onwards transmission to the membership for approval at the AGM.

Action: S. Matresky

4.2 Honorary President – D. Doern

Further to ongoing efforts to fill the position of Honorary President, D. Doern noted that he has been in communication with LCol. (ret.) Maryse Carmichael, former Commanding Officer of the Snowbirds, and she would be willing serve in the position. He recommends to the Board of Governors that she be appointed.

MOVED BY: K. Mann

SECONDED: D. LaRoche that *LCol. (ret.) Maryse Carmichael be appointed to the position of Honorary President of the ACLC.*

WITHDRAWN

J. Scott indicated that he submitted the name of Fred Sutherland before the AGM and asked if he was considered by the Advisory Council. K. Mann did not believe the Advisory Council took F. Sutherland into consideration. T. Taborowski questioned whether or not the proper procedure was followed by the AC and noted that if other nominations were made, then they should be reviewed equally. Discussion ensued about the Advisory Council and the Nominating Committee's Terms of Reference and the TORs surrounding the position of Honorary President. S. Matresky noted that she created an unofficial summary for the position at the request of Chris Hadfield's office a few years ago that could serve as a starting point.

M. Ozirny added that official TORs for the Honorary President should be created and an electronic vote should take place to approve the material. A proper selection process should ensue once the TORs are in place.

The Board was in agreement and the item was tabled.

Action: President/PPBLC/S. Matresky



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4.3 Selection of Working Group Representatives – D. Berrill

D. Berrill circulated the list of Working Group participants for each of the Renewal Initiatives. He was pleased with the number of members who volunteered to participate. Each WG will have a lead representative supported by some additional members. More information will follow and supporting material will be made available through Dropbox. Some of these WGs are already underway and level of participation is still unclear for certain initiatives.

D. LaRoche noted that she had volunteered to participate in the WG that focuses on the Memorandum of Understanding with DND. H. Viita added that G. Cuerrier's name was spelled incorrectly.

MOVED BY: K. Todd

SECONDED: E. Wiesner that the *Selection of Working Group Representatives document be approved as amended with the spelling correction and the addition of D. LaRoche for the MOU WG.*

CARRIED

4.4 Incorporation of Provincial Committees – B. Burchinshaw

B. Burchinshaw referred to his proposal to correct and clarify League policy on the incorporation of Provincial Committees. Discussion ensued about the issue for the Pan Territorial Air Cadet Committee as they registered as a society in the Northwest Territories and therefore in conflict with the statement 'shall be a corporation'.

MOVED BY: B. Burchinshaw

SECONDED: D. Berrill that *the proposal be accepted subject to the amendment in regards to the PTACC.*

CARRIED

5 Committee Reports

5.1 Staff Management Committee – D. Doern

Nothing further to report at this time.

5.2 Policy Procedure and Bylaw Committee Committee – B. Burchinshaw

Nothing further to report at this time.

5.3 Provincial Chairs' Committee – D. Berrill

D. Berrill noted that his report was circulated on Monday. He added that a teleconference will be scheduled in the coming weeks to discuss the outcomes of the BOG meeting; Renewal; Leadership of the ACLC; Working Groups; and items outstanding from the SAM.

5.4 Communications Committee – T. Taborowski

Nothing further to report at this time.

5.5 National Resource Generation Committee – E. Wiesner

E. Wiesner indicated that a report was circulated with the supporting material. The NRGC conducted a post-event review after the Gala. Tax receipts are being prepared and further work is required on additional partner relationships. Going forward the committee will continue to expand its alumni and proceed with a spring mailing.



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5.6 League Industry Partnerships Sub-Committee – J. Scott

J. Scott circulated a report as part of the supporting material which contained the following information:

- An overview of the challenges faced with the revision to the process for the CFTA program. Despite best efforts on the League's part, RCAOpsOs seem to remain 'in charge' of the cadet results and it is their impression that 'they' choose the award recipients.
- There remains a lack of understanding about how and why the awards are dispersed.
- List of significant adjustments to the process to be considered for next year.
- Reference to CATO 52-07 and FAMIL flights.

J. Scott noted that it is imperative that the documents for the Continuation Flying Training award be reviewed by the Aviation Committee prior to the 2016 awards season. In addition, it is necessary for the Aviation committee to follow up on the corrective action items as listed in the table provided with the supporting material. The future of the Continuation Flying Training award is dependent upon the Aviation committee's action items.

Action: Aviation Committee Chair

5.7 Aviation Committee – J. Hunter (regrets)

J. Hunter sent his regrets

5.8 IACE Committee – H. Viita

Nothing further to report at this time.

5.9 Music Committee – G. Johnston

Nothing further to report at this time.

5.10 Effective Speaking Committee – D. LaRoche

D. LaRoche noted that her report was circulated as part of the supporting material and added that the committee is proposing changes to rules 20, 21, 62 and 65. The committee made the amendments as they considered some of the rules too harsh or too narrow. Rule 20 is now defined as '3 minutes' to prepare and rule 62 now recommends the establishment of a resolution panel to rule on disqualifications.

MOVED BY: D. LaRoche

SECONDED: H. Viita that *the changes to the Effective Speaking rules be approved as presented*

CARRIED

5.11 National Members Committee – K. Todd

K. Todd circulated a report as part of the supporting material. The purpose is to outline a vision and plan for the National Members Committee for 2015-16, which supports the mandate of the committee as defined in the PPM and aligns with the overall direction of the League. The report included details for the committee's vision and implementation plan. K. Todd added that the questionnaire has been completed. Inventories are also finished and documented for OPC, National, and Atlantic PCs.

5.12 Air Cadet Committee – J. Elias

Nothing further to report at this time.

5.13 Selections Committee Report – M. Ozirny

M. Ozirny prepared a written report with the following information:

- Successful meeting held at the SAM
- Each PC will share their marking sheets for distribution to others. QOV is the only one that is still outstanding
- No topics of contention at this time



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5.14 Screening and Registration Committee Report – G. Johnston

G. Johnston prepared a written report with the following information:

- The following objectives have been achieved from the NSRC report: 9, 1, 4
- Legal counsel has been retained on the liability of SSC personnel carrying out screening
- An insurance review of Sexual Abuse coverage has been initiated
- A group is working on amalgamating Public Safety Canada's regulations on screening practices
- OPC has helped with hardware for photo ID cards
- Bluejeans meeting scheduled for late January
- Discussions held with RCMP re: fees for screening
- Alternate screening methods explored through BC justice department
- Work actively underway for objectives 2 and 8

5.15 Advisory Committee Report – K. Mann

K. Mann nothing further to report at this time.

6. CONCLUSION

6.1 Reports of the Vice-Presidents– D. Doern

Nothing further.

6.2 Good and Welfare of the ACL– D. Doern

Nothing further.

6.3 Date and Time of Next Meeting– D. Doern

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