



AIR CADET LEAGUE OF CANADA

BOG Meeting ROPs

19 June 2015

MEETING INFORMATION

Meeting Date: 19 June 2015

Start Time: 1900

Location: Marriott, Edmonton

Purpose: Scheduled BOG Meeting

ATTENDANCE

Don Berrill	Present	Tom Taborowski	Present
Bob Burchinshaw	Present	Lloyd MacIntyre	Present
Don Doern	Present	Keith Mann	Present
Tom Holland	Absent	Merv Ozirny	Present
Darlene LaRoche	Present	John Scott	Present
G. Johnston	Present	Tom White	Absent
F. Johnsen	Present	Ernie Wiesner	Present
		Hille Viita	Present

Sarah Matresky Present Executive Director

Guests: LCol. LeClaire (Civil Air Patrol), Jim Hunter (SK), Marcel Bineau (QOV), LCol. Campbell (DCdts), Maj. Caron (DCdts)

1. Administration

1.1. President's Opening Remarks – K. Mann

K. Mann welcomed and thanked everyone for their participation.

1.2 New Items for the Agenda

There were no new items for the Agenda

1.3 Approval of the Agenda

MOVED BY: B. Burchinshaw

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

CARRIED

1.4 Approval of Record of Proceedings – BOG MAY 2015

MOVED BY: L. MacIntyre

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

CARRIED

2. Information

2.1. President's Report – K. Mann

K. Mann indicated that he had nothing further to add to his report in the meeting book and proceeded to thank all of the Governors for their work over the course of the year.

2.2 Executive Director's Report – S. Matresky

S. Matresky indicated that she had nothing further to add to her report in the meeting book.



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2.3 Finance Report – D. Berrill

D. Berrill reported the changes to the budget relating to the cancellation of the Sexual Abuse Coverage. It was confirmed in writing by the insurer and a rebate is expected in the coming weeks. He added that a Special Meeting of Members will take place at the SAM to approve years 2 & 3 of the budget at that time. The motion to be made at the AGM on Saturday will be to approve the budget for one year with the other two years to be sorted out at the Semi-Annual meeting. There is a need to increase the assessment fee for the coming years to continue to meet financial obligations. D. Berrill also gave an update on the status of the ACC9's and added that five squadrons have not reported for 2009.

2 Business Arising

3.1 Resignation of E. Allain – K. Mann

K. Mann provided the Board with further details relating to the resignation of Vice-President E. Allain in May.

3.2 Follow-Up: Revision in the PPM Update Procedure – B. Burchinshaw

B. Burchinshaw referred to his proposal to revise the procedure for the PPM submissions. He will be retiring as a Governor in 2016 and will take the next 12 months to work with a successor to oversee the Policy Manual. He added that the revision in the PPM update procedure was discussed on Thursday at AGM and the meeting was productive. The implementation in accordance with a procedure proposed by HQ Staff and then approved by the BOG at the AGM in 2016 is still in place. The National Office will take over the staff function of revising and updating the document which will be overseen by a Governor/Advisory Board member.

3.3 Conflict Resolution Policy (QOV Harassment Issue) – K. Mann

K. Mann provided follow up information on this ongoing issue indicating that there is nothing currently in place nationally. M. Ozirny reviewed the OPC policy and said that it encroaches slightly on discrimination. Other changes are cosmetic. "Intimidation" should read "Intimidation". Discrimination section should be removed. M. Ozirny feels that the section providing details about the person being harassed is adequately defined but would recommend that a stand-alone document be created that specifically addresses harassment as these issues should be dealt with separately. K. Mann will work with M. Ozirny to draft a proposal based on the OPC document, which will be expanded and referred to as the "Harassment and Discrimination Policy". M. Ozirny noted however, that he does not feel that he is the right individual to write the new document and believes that the duty with DND should also be considered.

L. MacIntyre added that the QOV issue came into being because there is currently no resolution process in place and as such the issue escalated.

ACTION: K. Mann & M. Ozirny to work on proposal.

3.4 Organization Chart – D. Doern

D. Doern presented the changes to the National Operations Group Chart. Names of the individuals serving in the various positions will be added and the document will be redistributed. Some modifications were also made to the lines of reporting.

3.5 Outreach Strategy Update – D. Berrill

D. Berrill presented the slides provided by DND as a summary on the Working Group Initiative. The purpose of the initiative is to "Provide direction on the conduct of enhancing public awareness, outreach, and partnerships for the benefit of the Cadet and JCR Programs". The strategy and plan have been created and DND is awaiting for leadership to decide the way ahead. There are six goals of the outreach strategy (enhance outreach and public awareness, enhance existing relationships etc.) The next steps will be to create tool kits, provide additional resources, identify new partners, and leverage under-utilized existing structures among other things. D. Berrill indicated that there are apprehensions that the military is encroaching on the League's work, but during his participation at the CPMB meeting in May, most of the ACL's concerns were addressed and this working group will continue to be monitored closely. S. Matresky added that this working group was put in place to respond to required areas of improvement identified by the CRS report. Although the Air Cadet League is making great strides in developing partnerships, the Army and Navy have not made the same headway.



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3.6 PC Chairs' Discussion Items – D. Berrill

D. Berrill referred to his email of 23 May 15 that was circulated to the BOG as part of the supporting material. He prepared a slide show presentation which covered the following points:

- There are six key thrusts as part of the top level action plan: address and respond to 5 yr Renewal Plan implementation, assist to support Renewal (WG etc.), negotiate new MOU with DND with help of a FT person, identify and develop associated action plans, increase support, build alliances.
- Summary moving forward: Agreement in principle with the initial 3 year ACL plan; goal to finalize budget and secure resources and staff as soon as reasonably possible; ad hoc committee on governance to guide initiative on behalf of BOG.

The BOG was supportive of the presentation and D. LaRoche added that the League has no choice in the matter – this is the something that needs to be accomplished.

3 New Business

4.1 Report of the Select Committee on Screening – G. Johnston

G. Johnston gave an overview of the report and indicated that the purpose of this Select Committee was to examine how the Air Cadet League's Screening and Registration program is constituted; whether it meets existing legal and insurance requirements; whether it is being followed to the required degree; and whether the League is providing adequate oversight. As requested by DND, the Committee also considered the potential for out-sourcing portions of the Screening Program, as well as suggesting terms of reference for a permanent Standing Committee on Screening and Registration.

The committee made the following recommendations:

1. Request an annual budget line item for independent legal advice (not DND or JAG lawyers) on Screening.
2. Review Sexual Misconduct Liability policies annually.
3. Implement policy 3.2.7 (National oversight of the Screening program by random annual audit), and develop a concurrent audit and review program for the PCs to administer.
4. Make the wearing of screening photo-ID mandatory for all members at all events.
5. Eliminate the national database in favour of provincial databases where possible; attempt to integrate those provinces which cannot maintain their own databases with PCs; make standardized records mandatory.
6. Standardized records storage; investigate the potential for electronic/cloud storage.
7. Eliminate screening for DND and other organizations; eliminate transfers between Leagues.
8. Re-write the National Handbook.
9. Institute a permanent Standing Committee on Screening and Registration.

The select committee concluded that the Screening and Registration program is in good shape, thanks to the dedicated people administering it. They added that there is always room for improvement, and they hope that the study will in some way contribute to that. K. Mann thanked G. Johnston and his team for conducting the study and producing the report.

4.2 Terms of Reference for the Screening Committee – G. Johnston

G. Johnston presented the proposed TORs with an amendment: that the Chair be a Governor and members of the committee must be National Voting Members. G. Johnston will circulate a revised copy.

MOVED BY: G. Johnston

SECONDED: F. Johnsen that *the TORs be approved with the amendment.*

CARRIED

MOVED BY: G. Johnston

SECONDED: D. Berrill that *Registration and Screening Committee be changed from a 'select committee' to a 'standing committee'*

CARRIED

ACTION: G. Johnston



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4.3 New Governors Elect Travel Expenses Paid by National – T. Holland

T. Holland (regrets) indicated in his email that he would like to see the AGM travel expenses paid by National for members who have been nominated to sit on the BOG. Discussion ensued about what would be done should the slate of nominees be challenged and the individuals attending are not elected. As the board was divided on their position, the Governors voted by a show of hands.

MOVED BY: T. Holland

SECONDED: ???? that Air Cadet League National cover the cost of travel to the AGM for Governors elect.

DEFEATED 4/7

4.4 Retiring Governors' Travel Expenses Paid by National – T. Holland

T. Holland (regrets) indicated in his email that he would like to see expenses for travel to the AGM for outgoing Governors be paid by National. S. Matresky said that as long as they are sitting as a Governor at the AGM in question, their expenses are covered by National and therefore no further action is required on this agenda item.

Discussion ensued about the Nominating Committee's process for selecting candidates for the BOG. S. Matresky indicated that the Advisory Board reported early in the year that the committee had completed its work well ahead of schedule, however, the slate of nominees was still received at the 11th hour. The office then had to scramble to verify if the candidates were eligible for nomination (screening complete). She also noted that one individual nominated indicated to her their surprise to see that their name was included on the slate and they would have made arrangements to attend the meeting had they known in advance that they were nominated. S. Matresky gathers that those who are nominated are not given a courtesy call advising them that their name has been put forth for consideration. Nominees learn only that they have been considered when the meeting material is distributed. There does not appear to be a process for the nominee to officially 'accept' the nomination.

The BOG will recommend to the Nominating Committee that they improve their practices; provide the information to the office sooner (so that they can determine if the individual is eligible to stand for nomination); and provide some selection criteria to be approved by the board.

ACTION: President

4.5 Addressing the DND/Leagues Relationship to CCO Renewal – D. Berrill

D. Berrill circulated a report in an effort to propose a way forward for the ACL to take this once in a lifetime opportunity to potentially re-write the book on how it operates with DND. Until now the League has been reluctant to use all of its tools to attain the Air Cadet Program it wants for youth, and its volunteers. D. Berrill emphasized that if we are not going to be the partner we should be in the arrangement, then that should be communicated. He argues strongly that the League provides incredible resources and support to the CCO that DND has yet to measure. We need to understand that we cannot, and will not be able to, operate in a vacuum.

Committee Reports

K. Mann indicated that since the committee reports will be presented tomorrow during the General Assembly, he asks that the Chairs present only items in need of a decision by the Board at this time.

5.1 Staff Management Committee Report

K. Mann reported that the closed meeting of the Staff Management Committee went very well. Among other things a proposed Human Resources handbook was discussed and once it has been finalized, it will be presented to the BOG for approval.

5.2 Aviation Report – J. Scott

J. Scott indicated that there will be an amendment circulated to the report provided in the meeting book.



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5.3 Effective Speaking Report – D. LaRoche

D. LaRoche made the following motions:

MOVED BY: D. LaRoche

SECONDED: J. Scott *that a change be made to rule #45 in the Effective Speaking Competition to read 'Cadets will be separated from those yet to compete.'*

CARRIED

MOVED BY: D. LaRoche

SECONDED: D. Berrill *that the Effective Speaking Competition topics for 2015-16 be approved as presented.*

CARRIED

5.4 NRG Committee Report

E. Wiesner indicated that there were no items requiring Board approval at this time.

5.5 Music Committee Report

M. Ozirny made the following motions:

MOVED BY: M. Ozirny

SECONDED: G. Johnston *that the Air Cadet League of Canada appoint a Music Patron*

Amendment:

"That the music committee recommend to the BOG that the music patron be forwarded for approval"

WITHDRAWN

MOVED BY: M. Ozirny

SECONDED: G. Johnston *that the Music Committee propose to the BOG a Music Patron for BOG approval (approve recommended appointments)"*

CARRIED

MOVED BY: M. Ozirny

SECONDED: (not seconded) *that the ACL President write to DCdts to reinstate the music loan program for Northwest Region"*

WITHDRAWN – S. Matresky to broach the subject with Colonel N.

5.6 Communications Committee Report

H. Viita indicated that there were no items requiring Board approval at this time.

5.7 National Selections Committee Report

M. Ozirny made the following motion:

MOVED BY: M. Ozirny

SECONDED: L. MacIntyre *that the CO's letter of recommendation for IACE will no longer be required to simplify the process.*

CARRIED

5.8 IACE Committee Report

L. MacIntyre indicated for the Board's information that the IACE program for 2016 will take place in Charlottetown.

5.9 Members' Committee Report

Meeting cancelled – T. Holland sent his regrets.

5.10 75th Anniversary Committee Report

K. Mann indicated that there were no items requiring Board approval at this time.

6 Conclusion

6.1 Reports of the Vice-Presidents

Discussion ensued about music being made part of the mandatory training program. It was suggested that the Music Committee collaborate with the LIP sub-committee to support their music objectives.

6.2 Good and Welfare of the Air Cadet League

Nothing further

6.3 Date and Time of the Next Meeting: Teleconference September 09 2015

JUNE 2015