



# AIR CADET LEAGUE OF CANADA

## BOG Meeting ROPs

### March 12, 2014

#### MEETING INFORMATION

---

**Meeting Date:** March 12, 2014

**Start Time:** 1900 Eastern

**Location:** Teleconference

**Purpose:** Scheduled Meeting

#### ATTENDANCE

---

Edgar Allain	Present	Darlene LaRoche	Present
Don Berrill	Present	Lloyd MacIntyre	Present
Chantal Boily	Present	Keith Mann	Present
Bob Burchinshaw	Present	Merv Orzirny	Absent
Don Doern	Present	<del>Gary Piment</del>	
Ken Higgins	Present	John Scott	Present
Tom Holland	Present	Tom White	Present
Fred Johnsen	Absent	Hille Viita	Present

Jerry Elias Present Chair, Aviation Committee  
Marcel Bineau Present Chair, PC Chairs Committee  
Sarah Matresky Present Executive Director

#### 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

- 4.2 Seventy-Fifth Anniversary
- 4.3 ES Handbook
- 4.4 Hall of Fame
- 4.5 Fun Raiser
- 5.3 NRGCC Report

##### 1.3 Approval of the Agenda

**MOVED BY:** K. Mann

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

CARRIED

##### 1.4 Approval of Record of Proceedings – BOG January 2014

**MOVED BY:** L. MacIntyre

**SECONDED:** E. Allain *that the ROPs be approved as presented.*

CARRIED

J. Scott asked if there was anything further on 2.2 on Command and Control. S. Matresky indicated that the working groups have been established (and combined) and the initiating directives were circulated.



## AIR CADET LEAGUE OF CANADA

### BOG Meeting ROPs

### March 12, 2014

## 2. Information

---

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

T. White circulated his report prior to the call. He mentioned that he attended the National Biathlon Competition in Nova Scotia and it was a fantastic showing. The cadets were successful and there was much fanfare celebrating the event. K. Mann asked if the standings of National Competitions could be circulated to the BOG for info. D. LaRoche indicated that D Cds did a great job promoting the event with fantastic PR coverage.

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

S. Matresky reported the following:

- Music Committee- Letter to Director of Cadets was not approved and he is looking for more information before giving his blessing. She has followed up with H. Mar asking for more info for onwards transmission.
- Renewal Info – She went through the 12 points that will be reviewed during the NCC discussion on Renewal. She has been working on the 12 points alongside the Army and Navy EDs as well as the Director of Cadets. All the work leading up to this point including input on Initiating Directives and the Working Groups has been circulated to the EC for feedback. The other two EDs have been doing the same.
- Medal of Honour Miniatures – At the last BOG meeting an order for an appropriate amount of MoH Miniatures was approved. She contacted the manufacturer and a minimum of 50 must be ordered. She consulted with the President and proceeded with the order of 50. They will be available in time for the AGM.
- NRG Position – She has been actively interviewing candidates for the fundraising position. There are a couple of contenders and the final few for consideration will meet with D. Berrill and S. Matresky later in the month.
- Vacation – She is currently away from the office and will return on the 17<sup>th</sup>.

J. Elias asked if S. Matresky had heard anything further on the Aviation Report that was presented to the Colonel in the fall.

S. Matresky agreed to follow up at the next ED meeting.

### 2.3. Finance Committee Report –D. Berrill

D. Berrill indicated that he circulated his report a few days before the call along with the financial statements. The League is in good shape and is on target and S. Matresky is keeping things running sound. S. Matresky indicated that the Grant Arrangement should be signed off by the Minister in a few days. E. Allain added that he appreciates the work S. Matresky and D. Berrill have done in making improvements and adjustments and streamlining the finances.

**MOVED BY:** D. Berrill

**SECONDED:** T. Holland *that the Finance Report be approved as presented.*

CARRIED

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

M. Bineau sent each of the Provincial Committees a paper proposing a restructuring of the League PCs similar to the structures of the RCSUs. Each of the 5 PCs would have a paid ED and would work alongside the RCSUs (similar to ON, QC, and BC). He added that he participated in the Cadet Supervision group and assisted in the re-write of CATO 13-12. Only those who are paid can supervise cadets, so this area needs to be looked at. Another thing not included in the CATOs is League activities and so he will be collaborating on a submission for this CATO. Discussion ensued about Contingency CIs and DND and League structures.

**MOVED BY:** D. Berrill

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

CARRIED



## AIR CADET LEAGUE OF CANADA

### BOG Meeting ROPs

March 12, 2014

### 3. Business Arising

---

#### 3.1 Bonding Insurance – B. Burchinshaw

B. Burchinshaw wanted to explain two items that were accepted as information during his absence from the last call. First he said that the BOG accepted all the items that were taken out of the old bylaws and moved to the operating policies. As there was no motion however, it cannot go forward to the general assembly for approval at the AGM.

Indemnification - The old Part 7 of the Bylaws dealt with indemnification of every officer, governor member, consultants, employees, heirs etc. Under the new bylaws, this provision is gone and only Governors are indemnified. He asked the BOG to discuss and decide what they want. Discussion ensued if all members should be indemnified and D. Berrill clarified that it should be all those dealing with the League's money at the National Level.

S. Matresky indicated that she wants the insurance broker's guidance and input on this first. She is unable to comment on the level of coverage at this time as she is currently away from the office and the policies are in the process of being renewed and she has not received them yet. She is not comfortable discussing it at this time.

B. Burchinshaw added that he wanted to bring this to the Board's attention as it may be something that is slipping through the cracks. He is referencing the Act which refers to the corporation and not the organization.

B. Burchinshaw also reported that the Transition Team feels that Bonding of the employees is no longer necessary and that a theft and dishonesty, forgery etc. policy for National would be sufficient. He is concerned that parts of the PPM include amounts for the accident insurance 5.10.6 and suggests that this should be removed in the case that it is challenged legally. B. Burchinshaw to send a package to S. Matresky to discuss with the brokers.

**MOVED BY:** B. Burchinshaw

**SECONDED:** D. Doern *that the Transition Team examines indemnification and Bonding with respect to the provision of the same for members/employees of the Air Cadet League.*

CARRIED

#### 3.2 Philosophy Statement – T. Holland

T. Holland reported that the amendments were made as per the previous call and will be forwarded to the General Assembly for approval at the AGM.

**MOVED BY:** J. Scott

**SECONDED:** B. Burchinshaw *that the information be approved as presented.*

CARRIED

#### 3.3 National Budget 2014-15 – D. Berrill

D. Berrill attached a revised copy of the budget to his email. The changes included adding \$5k to the IACEA line for the ED's travel to the meeting. T. Holland asked about the contingency and rainy day lines. D. Berrill indicated that \$10k and \$20k have been put away every year for each item respectively and these have been reduced for the next two years so as not to use up too much of the reserve funds 'Rob Peter to pay Paul'. Once the budget is approved the BOG will need to agree to internally restrict the list of money, 75<sup>th</sup>, swag etc. (zeroed out at the bottom of the budget) if it has not done so already. The intention is the get a true reflection of National Operations without all of these 'one time' items. T. Holland commented on the wording 'opt out' for Quebec regarding assessment and D. Berrill and S. Matresky will explore this further. Discussion ensued about when the budget is considered approved – when the BOG approves it or when it is approved at the AGM. B. Burchinshaw said that it is approved when passed by the General Assembly but it carries weight when first approved by the BOG. C. Boily asked about line 117 and how much that covers per person and when the claim can be made. D. Berrill indicated that he is forecasting \$1500/person/per year for travel and accommodations. S. Matresky said that those making claims should do so after the meeting has taken place as the budget has not been approved by the GA. D. Berrill challenged this and said once the BOG approves the budget, it is in place. The BOG debated the issue. D. Berrill wants to assist financially those who need to be reimbursed right away and each one will be dealt with on a case by case basis but the standard procedure would be to claim after an event.

**MOVED BY:** D. Berrill

**SECONDED:** K. Mann *that the BOG approve the budget as presented.*

CARRIED

MAR 2014



## AIR CADET LEAGUE OF CANADA

### BOG Meeting ROPs

March 12, 2014

#### 3.4 National Position Paper on Partnership – D. Doern

D. Doern presented his paper on the Partnership and reported that in order to resolve issues with DND, he believes that the League must first acknowledge the authority levels awarded to DND by the government and establish a more conciliatory approach in dealing with any issues it deems necessary. Limitations must be recognized and understood. J. Scott asked how the Communications Committee can move forward with the promotion of his paper. How would he see it disseminated? It was agreed that the paper would go through the Communications Committee when the time comes. The Executive Committee will discuss further at their next meeting.

**MOVED BY:** D. Doern

**SECONDED:** B. Burchinshaw *that the BOG receive the report as submitted.*

CARRIED

#### 4. New Business

---

##### 4.1 EC Meeting Ottawa – T. White

T. White reported that the Executive Committee will be meeting in Ottawa to discuss Renewal and to meet with the other two Leagues to present a unified front at the National Cadet Council Meeting on April 2 2014. D. LaRoche asked that the BOG receive an update from the EC post meeting.

**MOVED BY:** T. White

**SECONDED:** E. Allain *that the BOG receive the report as submitted.*

CARRIED

##### 4.2 75th Anniversary – K. Mann

K. Mann reported that the committee has an upcoming call at the end of the month. The Communications Committee will be invited to participate. The QOV Committee has agreed to organize the National Capital Parade. He will circulate the minutes post meeting. The pins for the anniversary are in the works and the cost is greatly affected by the USD. He still needs an idea of how many pins will be required by the PCs. Discussion about the details ensued.

##### 4.3 Effective Speaking Handbook – K. Mann

K. Mann indicated that the Handbook would be considered for approval at the AGM. A training section for the Handbook is being considered. S. Matresky believes that the document might be almost completed as far as translation. Any suggested changes to the Handbook are welcomed until March 19<sup>th</sup>. K. Mann gave an update on the Whitehorse competition.

**MOVED BY:** K. Mann

**SECONDED:** T. Holland *that the BOG receive the report as submitted.*

CARRIED

**MOVED BY:** K. Mann

**SECONDED:** T. Holland *that T. Slater's hotel and registration be covered by National for her assistance with the competition.*

CARRIED

##### 4.4 Fun Raiser – E. Allain

E. Allain gave an overview of this year's Fun Raiser activity. The Running Room will have a web page which will give access to the other Provincial Committee's to join in on the initiative and he will distribute an instruction package.

##### 4.5 Aviation Hall of Fame – K. Mann

K. Mann indicated that a Hall of Fame induction ceremony would take place in Calgary with Chris Hadfield hosting the event. J. Scott will send the invitation to the National Office. Either D. LaRoche or K. Mann will attend.

#### 5. Committee Reports

---

##### 5.1 Communications Committee Report

D. LaRoche indicated that she has appointed J. Scott as her co-chair of the committee. They circulated the report earlier in the week and asked that any new initiatives be directed their way so that they may be properly promoted. J. Scott added that National is doing a good job developing the new National website. H. Viita has volunteered to lead the project on improving the PC websites with the help of National and J. Scott welcomed comments from everyone directed to the Committee on this item.

MAR 2014



## AIR CADET LEAGUE OF CANADA

### BOG Meeting ROPs

March 12, 2014

#### 5. Committee Reports

---

##### 5.1 Communications Committee Report Continued...

S. Matresky indicated that further discussion is needed which will result in a rewrite of her current Strategic Plan. H. Viita as lead on the project will see where it would fit on a newer timeline. Discussion ensued about the PC sites and their relevancy. S. Matresky will get a quote from the web design company about the PC sites. She added that she needs direction from the Board if they want to reprioritize this item in the Strategic Plan as she had planned to complete the PC website project at a much later date. The committee would like to see this item moved up.

**MOVED BY:** J. Scott

**SECONDED:** D LaRoche *that the BOG receive the report as submitted.*

CARRIED

##### 5.2 IACE Committee Report

L. MacIntyre's report was attached and passed on his condolences to D. LaRoche as she was simultaneously going through a difficult time personally while hosting the IACE last summer.

**MOVED BY:** L. MacIntyre

**SECONDED:** D LaRoche *that the BOG receive the report as submitted.*

CARRIED

##### 5.3 NRGC Committee Report

D. Berrill reported that his committee met last month and his report was circulated a few days prior. The BOG will have some reading to do over the next two months.

**MOVED BY:** D. Berrill

**SECONDED:** J. Scott *that the BOG receive the report as submitted.*

CARRIED

##### 5.4 Aviation Committee

J. Scott indicated that there was a great deal of concern at the RGS meeting he went to with regards to an end date for the gliding program. He stressed that it was status quo as indicated by the Colonel. D. Berrill suggested that the Aviation Committee report be moved to the top of the agenda in the future to accommodate J. Elias as he is not a governor and must wait a considerable amount of time to make his report.

##### 5.5 LIP Committee

C. Boily reviewed all of the MOUs, MOAs and LOAs with S. Matresky and she will contact the companies involved to renewed/amend partnerships as necessary. She added that it was Women in Aviation week last week and a booth was set up in Quebec which was quite successful. BC did something similar.

**MOVED BY:** C. Boily

**SECONDED:** L. MacIntyre *that the BOG receive the report as submitted.*

#### 6. Conclusion

---

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

D. Berrill asked the Board that now that the budget has been approved that all of the funds needing to be topped up be done by internally restricting the funds. D. Berrill asked if a future aviation consultant would be needed. They are undecided at this point. D. Berrill indicated that if they need further funding, they will have to come forward to the BOG.

**MOVED BY:** D. Berrill

**SECONDED:** T. Holland *That funds noted in the budget be internally restricted at a future date.*

CARRIED

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

Nothing Further

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

Wednesday May 7th, 2014 1900 Eastern by Teleconference. One week earlier than originally scheduled.