



AIR CADET LEAGUE OF CANADA

EC MEETING ROPs

19 October, 2016

MEETING INFORMATION

Meeting Date: 19 Oct 2016
Start Time: 1900hrs
Teleconference

ATTENDANCE

Don Berrill	Present	Darlene LaRoche	Present
Marcel Bineau	Present	Merv Ozirny	Present
Don Doern	Present	Ernest Wiesner	Present
Sarah Matresky, Executive Director		Present	
		Scott Lawson, Special Projects Present	

1. ADMINISTRATION

1.1 President's Opening Remarks – D. Berrill

D. Berrill welcomed everyone to the call.

1.2 New Items for the Agenda – D. Berrill

There were no new items for the Agenda

1.3 Approval of the Agenda – D. Berrill

Moved By: M. Ozirny

Seconded By: D. Doern

Carried

1.4 Approval of the ROPs: 20 Jul 16 – D. Berrill

Moved By: D. LaRoche

Seconded By: E. Wiesner

Carried

2. INFORMATION

2.1 President's Report – D. Berrill

D. Berrill provided a series of executive summaries on a number of items of importance within the ACL which included:

- The proposed changes to the national delegate allocation passed at the most recent AGM and the requirement to call a Special Meeting at the SAM to reconsider the motion.
- The CRA Amalgamation Proposal – summary of the outcomes from the recent teleconference and the way ahead and the expectation that the amalgamation will take place after this fiscal year (i.e. Sep17)
- Negotiations regarding the MOU and how discussions have stalled as the proposed MDs have not been signed by the Minister, but that adjustments will be made to the current MOU to deal with some pressing issues such as Cadet Insurance.
- Insurance and Risk Management – ACL is in the middle of an independent review with a report due from the consultant just prior to the SAM.
- National Screening and Registration Committee Recommendations and the way ahead with the Next Generation Plan
- Chain of Authority (Responsibility) confirmation – Proposal to enter into Affiliation Agreements with the Provincial Committees and in turn the SSCs.
- NCR Cadet Squadrons and a potential move from Eastern Region to Central Region.

MOVED BY: M. Ozirny

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

CARRIED



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2.1.1 Staff Management Committee Report – D. Berrill

D. Berrill indicated that S. Matresky's performance review would be conducted prior to the SAM. Discussion ensued about the timing of the Committee meeting at the conference in November to ensure participation from all the SMC members on the Thursday evening. S. Matresky gave a summary of the status of the competition for staffing the Finance Officer/National Screening Manager's position.

2.1.2 Policy, Procedure and Bylaw Committee Report – D. Berrill

D. Berrill indicated that he will be speaking with the chair, R. Gallant, to determine if there are any additional items that need to be considered by the BOG at the next meeting.

2.2 ED Report – S. Matresky

S. Matresky noted that her most recent update to the EC with a summary of the Executive Directors' meeting with the Colonel was circulated earlier today. Emails have been sent out regularly with incoming information as and such there is only the following details to report: the staff have been busy preparing for the Semi-Annual Meeting; they are working on the fall mail-out; and award applications are coming in.

2.3 1st VP's Report – M. Ozirny

2.3.1 Provincial Chairperson's Report – M. Ozirny

M. Ozirny circulated the minutes of the PC Chairs' meeting for information. The points discussed at the meeting were covered under the President's report in item 2.1.

2.3.2 Air Cadet Committee Report – M. Ozirny

M. Ozirny indicated that he was not aware of anything further to report at this time. S. Matresky added that the Air Cadet Committee recently submitted the report for the SAM which contained information about their collaboration with the NRG and LIP Committees on some upcoming initiatives.

2.4 VP's Report – E. Wiesner

2.4.1 Finance Committee Report – E. Wiesner

E. Wiesner indicated that the August financials were embedded in the supporting material and the September financial were attached as a last minute submission. He gave a summary of the expenses and what is to be expected for the line items. The IACE budget may go over budget and the travel items were also over budget. The catalogue was moved to Joe Drouin Enterprises and so there will be an impact on cost of goods sold, receivables etc. and that commission cheques are issued twice annually. Cash flow stable, but it will get tighter towards the end of the calendar year. S. Matresky and E. Wiesner will be looking into the investments in the coming weeks.

D. Berrill asked that S. Matresky look into the charges to the travel line items with the bookkeeper. He believes that there may be a possibility that the Working Group travel was misallocated. Discussion ensued about the charges to the WG line item to see if that was the case.

MOVED BY: E. Wiesner

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

CARRIED

2.4.2 National Resource Generation Committee Report – E. Wiesner

E. Wiesner noted that the following points were included in the report written by the NRG Chair:

- Hamilton Watches has been cooperative in building a relationship with the ACL and would like to become the official supplier using their low-end watches as gift etc. Direct orders from squadrons could also be placed.
- The Chair hopes to make a presentation to the EC in the near future.

2.4.3 League Industry Partnerships Sub-Committee Report – E. Wiesner

E. Wiesner noted that the following points were included in the report written by the LIP Chair:

- E. Martinez has reached out to some of her industry contacts to supply Flying Awards – more to come
- Working with W. Hough to identify new opportunities and tapping into E. Martinez's personal contacts for fundraising purposes.



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2.5 VP's Report – M. Bineau

2.5.1 Aviation Committee Report – M. Bineau

M. Bineau noted that the following items were included in the written report by the committee chair:

- With Transport Canada issues for L-19 and 2-33's sorted, the committee is now reviewing two major issues
 - Strategic Review for way ahead for gliding program
 - On a tactical level – the administration of the Continuation Flying Training Awards

2.5.2 IACE Committee Report – M. Bineau

M. Bineau noted that the following items were included in the written report by the committee chair:

- Waiting on expense claims from the Atlantic provinces for reimbursement (travel costs for organizers were high)
- IACEA conference went very well. Canada exchanging 70 cadets for 2017
- The 2018 IACEA conference will be in Japan. Proposal for IACE chair (H. Viita) to attend
- Plan is to confirm the ACL Representative to the UK by the SAM
- Planning for the 2019-21 timeframe needs to begin

2.5.3 Music Committee Report – M. Bineau

M. Bineau indicated that there was nothing further to report at this time.

2.5.4 Effective Speaking Committee Report – M. Bineau

M. Bineau indicated that topics are now on the website and that the committee will be meeting at the SAM.

2.5.6 Strategic Plan Report – M. Bineau

S. Lawson gave an overview of the progress of building and creating the League's new Strategic Plan. He covered the following points:

- M. Lacroix has joined the committee
- Workbook will be included in the supporting material provided to the BOG for the 02 Nov 16 meeting.
- S. Lawson will work with committees at the SAM to provide direction in their planning work and will give a presentation to the general assembly.
- Committee will determine how to involve DND as a contributor/stakeholder
- Draft plan to be presented at the AGM in June

MOVED BY: M. Bineau

SECONDED: D. LaRoche that *M. Bineau's report be received as presented.*

CARRIED

2.6 VP's Report – D. LaRoche

2.6.3 Selections Committee Report – D. LaRoche

D. LaRoche indicated that she has recently spoken with Capt. Bousigard and the National Selections Memo will be coming out soon. There is currently a delay in receiving some information due to the delay with the Formation restructuring. Last year the information was not received before December and this made it quite difficult for the provinces to do Selections. S. Matresky added that with the restructuring, she has seen many challenges with unassigned tasks and delays in receiving information.

MOVED BY: D. LaRoche

SECONDED: M. Ozirny that *D. LaRoche's report be received as presented.*

CARRIED

2.7 Advisory Committee Report – D. Doern

2.7.1 Nominating Committee Report – D. Doern

D. Doern reported that C. Hawkins is now the new chair of the Nominating Committee. New forms have been created and circulated to the Board Members in an effort to be more efficient in gathering information for the nomination process.



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2.7.2 Awards Committee Report – D. Doern

D. Doern said that the Committee was looking into some Canada 150 initiatives with more information to follow.

2.7.3 Scholarship Committee Report – D. Doern

D. Doern indicated that the Committee had nothing further to report at this time.

MOVED BY: D. Doern

SECONDED: D. LaRoche that *D. Doern's report be received as presented.*

CARRIED

3. BUSINESS ARISING

3.1 IACE Chair and IACEA Conference – D. Berrill

D. Berrill informed the EC that based on his experience at the most recent IACEA conference, it is very important that Canada be represented in a consistent manner at these meetings. As such, he believes that it would be most appropriate to send the IACE Chair on an annual basis. Currently the representative's spouse's travel has also been covered under the national budget as it is expected that delegates attend the conference with their spouses. E. Wiesner indicated that they will inform the Finance Committee and it will be written into the budget in a more formal manner.

MOVED BY: M. Bineau

SECONDED: M. Ozirny that *the Chair of IACE along with their significant other, will attend as League representatives to the IACEA conference on an annual basis and will be financed under the National budget.*

CARRIED

3.2 CRA Amalgamation Proposal – D. Berrill

D. Berrill gave an update on the communication with CRA and the upcoming SSC amalgamations. It was confirmed that SSC's who are already incorporated will continue as is with periodic reviews. Every other unit that has a sub number will cease to exist, but can exist under the Provincial Committee as long as they are in good standing. The other 162 unit that are not registered or incorporated would have to be amalgamated as a sub under the provincial number. Incorporated SSCs would be treated differently than the amalgamated ones and the PCs need to know exactly which ones to report on the T3010. Property owned by the amalgamated SSCs will be owned by the PC and held in trust by the SSC (like a church). As well, incorporated SSCs will still have agreements with PC to follow their direction (and ACL direction).

A PPT presentation will be prepared by S. Matresky in time for the next BOG meeting.

3.3 Affiliation Agreement Process – D. Berrill/S. Matresky

S. Matresky included a slide show presentation in the supporting material that will be presented to the membership at the Semi-Annual Meeting. She has spoken with the League's lawyer and they will provide a checklist of terms that National and the Provincial Committees must discuss and on which they must come to a consensus before proceeding. A draft example of an Affiliation Agreement will also be made available by the lawyer in time for the SAM.

3.4 ACL Independent Risk Management – D. Berrill/S. Matresky

S. Matresky contacted G. F-Noyes about a possible timeline for the Risk Management report. He indicated that a draft report would be forthcoming in time for the 02 November Board of Governors meeting and that a finalized report should be available in time for the SAM.

3.5 Screening and Registration Committee Recommendations – D. Berrill

D. Berrill noted that he will be raising the issues brought forth by the Screening and Registration Committee at the next Cadet Program Management Committee meeting taking place on Monday and will make a report to the Governors at the next meeting. D. LaRoche will notify G. Johnston that the position at the National Office which will oversee screening has been filled.

3.6 CPMC Discussion Items – D. Berrill

S. Matresky indicated that Maj. Leveille circulated an email with two items brought forward by the CPMB meeting for decision by the CPMC. The Executive Committee will be required to take a position on the two items prior to Monday's meeting in preparation for discussion at the table.



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The first item involved creating flexibility in the use of Civilian Instructors across the CCO and reduce the administrative burden by: extending the CI Validity Agreement to 5 years; ensuring CI contracts coincide with their VSS checks; signing agreements with the RCSUs and not the individual units; using same agreements for RDAs, CTCs etc.; formalizing the volunteer registration through the Leagues (dual register). The Executive Committee was in general agreement with the proposal in preparation for Monday's CPMC.

The second item involved merging of Complementary and Optional Training activities to allow for more flexibility in all aspects of training. The Executive Committee was in general agreement with the proposal in preparation for Monday's CPMC.

3.7 National Capital Region Cadet Squadrons – D. Berrill

S. Matresky indicated that she received an email from LCol. Chretien after he briefed Col. Proteau on what came out of the summer meeting in regards to the Air Cadet Squadrons from Eastern Region possibly being transferred to Central Region. LCol. Chretien stated that due to the current high volume of initiatives currently underway as part of Renewal, the NCR squadrons will remain status quo at least until 2018, at which point the situation will be reviewed again.

3.8 CF Renewal/DND WG Update – S. Lawson

S. Lawson expanded on the report he submitted on the status of the various Working Groups in which the Air Cadet League has been involved. He has been collecting feedback and submitting the League's recommendations to DND. J. Hunter and J. Elias will not be available for the CAF Familiarization WG and therefore D. Doern will participate in their place. The first meeting will take place Nov 14-18.

3.9 Five Highest Risks to ACL as Provided to DND – D. Berrill

D. Berrill summarized what he considers to be the five highest risks related to the Air Cadet League. They include 1. Insufficient funding 2. Loss of Charitable Status 3. 'Black Swan' type incidents 4. Lack of understanding/training as it relates to League Operations/relationships.

He asked the EC to take a look at the 5 Risks as the WG associated with Risk Management did not fully utilize these items. The Executive Committee concurred that these are the 5 that the ACL will go forward with in their negotiations with DND in the future.

3.10 League Items: BGen. Woiden's Update Doc – D. Berrill/S. Lawson

The Commander's Statement on Program Outreach was circulated to the Membership and S. Lawson is preparing a final document commenting on the paper in time for the November meeting. D. Berrill and S. Lawson noted that the statement by the General is essentially asking the Leagues to do quite a bit and the ACL needs to be careful in what we say and what we can actually do. The document to be circulated by S. Lawson will include a column of the important items being highlighted by DND and will be presented to the BOG at the next meeting.

3.11 Training of RCAs, ACOs & League Personnel – D. Berrill

D. Berrill indicated that the League needs to ensure that under the new structuring that the RCAs, ACOs and League personnel are properly trained to appreciate each other's roles and uniqueness of the elements. D. LaRoche indicated that she recently attended a presentation for COs in NW Region and when the Zone item was addressed it was well handled. The ACOs are being invited to all League events and they have a good grasp of the 20% of elemental training that is being delivered.

Discussion ensued and it was decided that the subject should be brought to the attention of the Membership Committee for further consideration.

3.12 National Delegate Allocation Discussion – D. Berrill

D. Berrill noted that this item is on the agenda for discussion and decision at the SAM.

4. NEW BUSINESS

4.1 Clarification- Voting Items SAM – D. Berrill

D. Berrill confirmed that the following items will be up for decision/discussion at the SAM:



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1. CRA Amalgamation Proposals
2. Next Generation Screening Plan
3. Affiliation Agreements with PCs
4. '3.2.2 National Delegate Allocation'
5. '3.2.6 President's Term of Office'

D. Berrill added that there will be a new structure for the SAM in that there will be a BOG meeting at the beginning and at the end of the conference (to deal with any items coming out of the Special Meeting). The BOG and PC chairs will also not meet at the same time. A working dinner will be provided for the EC during their Thursday evening meeting.

4.2 National Office Staffing – D. Berrill

Nothing further – this item was covered under the Staff Management Committee Report.

4.3 President's Term of Office 3.2.6 – D. Berrill

D. Berrill noted that he would like the Board of Governors to review the policy 3.2.6 *Members' Term of Office* where it states that the President can only serve for one year. He suggested that it be revised to read that it is permissive for a President to serve more than one year, but that it is not mandatory.

MOVED BY: D. Doern

SECONDED: M. Bineau that *the EC recommends to the BOG to consider making a change in policy 3.2.6 Members' Term of Office as operations have significantly changed.*

CARRIED

5. CONCLUSION

5.1 Closing Remarks – ALL

D. Doern reported that he had a good discussion with BGen. Woiden at the recent BCPC AGM. D. LaRoche noted that she participated in a very positive CO's conference with good League involvement. She will also be attending the upcoming funeral of J. Kruk of 88 Airdrie Squadron.

5.2 Good and Welfare of the ACL– D. Berrill

D. Berrill thanked the Working Group Leads for all of their work to date. He wished T. White and M. Ozirny speedy recoveries.

5.3 Date and Time of Next Meeting– D. Berrill

The date and time of the next meeting will be 02 November 16 with the BOG.