



AIR CADET LEAGUE OF CANADA

EC MEETING ROPs

November 5, 2014

MEETING INFORMATION

Meeting Date: 05 November 2014

Start Time: 1900hrs

ATTENDANCE

Edgar Allain	Present	Keith Mann	Present
Don Berrill	Present	Tom White	Present
Don Doern	Present		
Fred Johnsen	Present		
Kevin Robinson Chair of Chairs	Present		
Brent Wolfe, Advisory Board	Present		
Sarah Matresky	Present		

1. Administration

1.1 Opening Remarks – K. Mann

K. Mann welcomed all members of the Executive Committee on the call.

1.2 New Items for Agenda – K. Mann

- 4.7 Flying Committee Chair to the Agenda, E. Allain
- 4.8 Cadet Amos – FAMIL, E. Allain
- 4.9 IACEA Bank Account, B. Wolfe

1.3 Approval of Agenda – K. Mann

Moved By: E. Allain

Seconded By: T. White that the Agenda be approved as amended.

Carried

2. Information

2.1 President's Report – K. Mann

K. Mann indicated that his report was included in the supporting material. His report included the following points:

- Work on Governance and goal to have it complete by end of November for sign off at December NCC
- Thank you to all who attended PC AGMs; Need to submit ACC12s; Medal of Bravery presented at BCPC meeting
- Trip to IACEA in Edinburgh, Scotland
- 75th Anniversary update and decision to cancel National Capital Parade and Honour Band Concert
- Special thanks to R. Rique and H. Mar for hosting him at BC and MB AGMs.

2.2 Executive Director's Report – S. Matresky

S. Matresky indicated that her report was included in the supporting material. Her report included the following points:

- Trip to IACEA in Edinburgh, Scotland / draft outline for 2016 conference in Canada
- New online catalogue powered by *Shopify*
- Corporate Travel agency to assist with booking member travel to national meetings
- Semi-Annual Meeting update
- Status of National Office building (sold to DND Non-Public Properties Program)
- New Hire for NRGCFundraising position
- Summary of Regional CO's Conference



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2.3 Finance Report – D. Berrill

D. Berrill submitted a written report that touched on the following points:

- Not moving forward with new Investment Policy until after SAM. Investing earnings short-term for time being.
- Still shopping around for new investment firm. Looking at TD and RBC
- Restriction of investments identified in year-end budget and at AGM.
- Financial Statements
- ACC9 reporting status and data mining
- Clarification on approvals for expenditures. ED and Tres. to go back to EC or BOG only when item is out of line with approved expenditures (prescribed limits).

2.4 PC Chair's Report – K. Robinson

K. Robinson indicated that the Provincial Chairs will be meeting at the SAM. A few presentations will be made for their consideration but he is anticipating a light agenda.

3. Business Arising

3.1 Governance – K. Mann

D. Berrill presented the latest rewrite of the TORs of the Community Coordinating Committee. He indicated that the Air Cadet League has opted out of co-chairing this committee as it would open the ACL up to liability and felt that the paragraph presented as a footnote in the document was the best option and offered the most latitude.

Moved By: D. Berrill

Seconded By: F. Johnsen that the TORs of the Community Coordinating Committee be approved as presented.

Carried

3.2 TOR and Standing of Ad Hoc Committee on Governance – D. Berrill

D. Berrill circulated a draft of the Terms of Reference for the Ad Hoc Committee. It was reviewed by the EC and a suggestion was made to list a secondary purpose of the committee 'To confirm Governance is functioning at all levels of the League'. Discussion ensued about direction of Renewal and membership and engagement with CPMB and CPMC groups. It was noted that although S. Matresky represents the League very well at all meetings with DND, a member of the Executive Committee should also be on hand at these meetings who has the authority to make business decisions on behalf of the League. K. Mann to speak with Colonel Namiesniowski about the inclusion of a League participant.

Moved By: D. Berrill

Seconded By: T. White that the TORs of the Ad Hoc Committee on Governance be approved as presented.

Carried

3.3 ACL Who Are We – K. Mann

K. Mann noted the lack of recognition and acknowledgement of League members at official functions and graduation parades. Although League members are invited to attend, they have often not been asked to speak or be a part of reviewing parties during parades. Cadets know very little about the Air Cadet League's purpose. These issues will be brought forward to the BOG and to the PC Chairs during their next meetings. Consideration was given to rewriting the CATO and discussion ensued about the work of the NRG and preparing figures and statistics on support provided by the ACL. The NRG is working on promoting what the ACL does to better educate the public. Figures were presented on what the League brings in financially.

3.4 Paid Supervision Discussion Paper – D. Berrill

D. Berrill indicated that further to this agenda item that was previously discussed, he will proceed to rewrite the document now that he has more information on who made the final decision with regards to supervision of cadets and present it at the next BOG meeting. Discussion ensued about supervision and the incredible costs DND is incurring to meet their requirements.

Moved By: D. Berrill

Seconded By: E. Allain that the ACL requests DND to address this issue as a primary issue of importance and the ACL wants it resolved.

Carried



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3.5 ACC9 Data Extraction – ACL Contributions to CCO – D. Berrill

D. Berrill gave out some statistics from the figures collected from the ACC9's. Approximately \$15M dollars was raised at the local level; \$12M in expenses paid by SSC's and a net profit of \$1.6M. He added that locally the League supports between 30-50% of the program and now we have the figures to support this claim. He also noted that other interesting information was found and gave an example of how in AB most of the squadrons do not claim the GST rebate which could provide them with a credit of around \$500-\$1000/yr. if they are a registered charity.

3.6 75th Anniversary Update – K. Mann

K. Mann indicated that a teleconference was scheduled by the Committee for Monday November 10th. He added that the order was placed for the 75th Anniversary pins and the first installment was paid to secure the transaction. E. Allain gave an overview of the Fun Run as it is intended to be adopted nationally as part of the celebrations planned for 2016. S. Matresky added that the Colonel has requested an update on the League's plans for activities at the CPMB meeting scheduled for 24 November followed by a former presentation at the next National Cadet Council Meeting in December.

3.7 NRG Report on Activities – D. Berrill

D. Berrill reported that there are three major pathways that the committee is currently working on at this time. The first is to generate a list of 'asks' that National is looking to fund or resource. The second is to clarify the data of League contributions and create a clear and concise document that highlights the League's contributions to the Cadet Program. The third is to draft a basic Core Case for Support which needs to be aligned with the 'asks' that the ACL is looking to pursue. D. Berrill gave a timetable of actions and added that W. Hough and Sitarka R. are preparing a presentation on the subject of a Social Media Campaign which will be delivered at the Semi-Annual Meeting. The NRG is having difficulty with the lack of finality of the 75th Anniversary Plan and it is hampering the NRG committee to move forward to support the activities as everything is still tentative. A resolution is needed as soon as possible. E. Wiesner is scheduled to take over as Chair of the Committee at the conclusion of the SAM.

3.8 Strategic Plan Update – S. Matresky

This item was deferred.

3.9 Insurance: Abuse Coverage Quote – S. Matresky

S. Matresky indicated that the insurance company has returned a quote for the ACL's consideration to obtain defence coverage under the 'Sexual Misconduct Liability Coverage Policy' with Everest. She explained that there is a silent abuse coverage under the League's Commercial General Liability policy however this does not offer defence coverage for the person accused of the crime. Under a separate abuse policy this defence coverage would be covered. Everest Insurance does offer a separate Abuse policy and therefore a separate quotation was obtained. Being a separate policy would mean an additional premium. The EC deferred this item until further clarification could be obtained from the broker on what and who exactly is covered under this policy and how much the final cost would be.

4. New Business

4.1 Investment Feedback Report– D. Berrill

D. Berrill indicated that the League will not be moving forward with utilizing the new Investment Policy until after the SAM to be sure that there are no issues from the members. While the moment that the BOG passed the policy, it technically came into force, for the time being the Finance Committee is maintaining the old policy format. S. Matresky and E. Wiesner are working on the short term investments for the time being to keep earnings coming in. D. Berrill added that they were not particularly happy with the BMO response to their requests for advice and their proposal and as such he is pursuing additional investment advice from RBC and TD. This will be looked into further at the SAM.

4.2 Discussion re: Restricted Funds– S. Matresky

S. Matresky presented the table of investments where she has labeled which investments are restricted and which are unrestricted. Money will eventually be reinvested at maturity in the amounts that coincide with money specifically set aside for certain events. Discussion ensued about paper entries vs. having actual cash available on hand. D. Berrill noted that S. Matresky will need to further restrict the money that was set aside for the Contingency Fund in the amount of \$110k and look into the Rainy Day reserve.

Moved By: D. Berrill

Seconded By: T. White to approve the table as presented.

Carried



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4.3 SAM Presentations to Joint Session – K. Mann

Discussion about presentations before, after and during the Saturday portion of the Semi-Annual Meeting took place. K. Mann wanted to ensure that the Joint Session was clearly defined and takes place as its own component of the meeting. S. Matresky indicated that the day will begin with the 'Special Meeting' followed by the presentation on the Discussion Paper, followed by the Joint Session. During the Joint Session a number of presentations will take place and the order of the events is still being arranged. She added that an Agenda will be circulated in the coming days.

4.4 Revision to PPM 3.8.4 – PC Meetings – D. Berrill

S. Matresky referred to the attachment in the supporting material containing the revised policy for PC AGMs. The additional wording in red will help to alleviate confusion when it comes to pay for National Representatives at the provincial meetings. The text will be sent to the PCs for their consideration prior to the PPM submission being forwarded to the BOG for approval. She added that we would not want a PC to refuse to pay for the costs and then have the situation where a national representative attends and National pays for the costs, but not for other PC AGMs. This is resolved by having a local provincial governor or Vice-President (who is also a governor) represent national at the provincial AGM. PCs can't have it both ways – if you want the President to attend or at least a Vice-President then the PC shall absorb the cost of that person attending the AGM. S. Matresky to forward to K. Robinson for consideration by the PC chairs.

4.5 Discussion Paper on the Policy Making Process – S. Matresky

S. Matresky referred to the attachment in the supporting material and explained that B. Burchinshaw will be making a presentation on the Saturday at the SAM. The presentation will be followed by a moderated discussion. She gave some background on the paper indicating that recent events revealed a weakness in the policy making/decision process in support of decision making that should be examined. The purpose of the discussion paper is to present a basis for examining how this problem could be resolved by making the League more responsive and reflective of what the League deems to be in its best interest. B. Burchinshaw, in his covering email, suggested that the paper be circulated to voting members electronically in advance of the SAM and added that no approving motion will be requested. He expects to tweak the paper if a consensus can be reached at the SAM and if approved by the BOG, moved forward to the AGM in June for approval.

4.6 IACE League Escort– K. Mann

K. Mann indicated that he has spoken with a few members of the EC individually and a League escort for the 2015 IACE exchange has been determined and will be announced at a later date.

4.7 Chair of Flying Committee – K. Mann

Discussion took place about Chairs of National Committees, conflicts of interest and reasoning for why Chairs should be members of the Board of Governors. K. Mann added that with the departure of J. Wicheold, a replacement will be sought for the position of Chair of the National Selections Committee and will be replaced by a Governor. The following motions were made and will be recommended to the BOG for further approval:

Moved By: D. Berrill

Seconded By: T. White that if you work for the Department of National Defence, you cannot chair a national committee.
Carried

Moved By: D. Doern

Seconded By: F. Johnsen that future chairs of national committees will be Governors.
Carried



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4.8 FAMIL Award: Cadet Amos – E. Allain

E. Allain explained that it was brought to his attention by J. Scott that a cadet (Amos) from Ontario wrote to the National Office explaining that he was leaving the cadet program to pursue his studies at university. The cadet asked if there was a way to preserve the FAMIL scholarship he had received. The office replied that leaving the cadet program meant that he does not meet the requirements of the award and therefore the scholarship offer would be withdrawn. The RCSU was advised and another candidate was selected. J. Scott asked if the EC would consider awarding another scholarship to Cadet Amos as he could enlist at another squadron near his post-secondary institution thus meeting the requirements and preserving the award. Discussion ensued and it was determined that another FAMIL award would not be considered for the cadet. Cadet Amos will receive a letter after the November awards are announced explaining this as he may still qualify to receive other League awards.

Moved By: D. Berrill

Seconded By: T. White that the EC stands by the original decision made by the National Office.

Carried

4.9 Volunteer Service Bars – S. Matresky

S. Matresky asked that this item be deferred to the next meeting as there was an outstanding detail she still needed to confirm.

4.10 IACEA Bank Account – B. Wolfe

B. Wolfe explained that as part of his duties as Secretary General of the IACEA he is required to manage the Association's bank account. He added that it is a best practice to have an additional name on the account should something ever happen. The account is managed by his son as an employee at TD Canada Trust but it would be prudent to have a third name on the account that is outside the family. Furthermore the bank requires that it be someone from Canada. Since the official address of the IACEA is already that of the National Office, he is recommending that S. Matresky as Executive Director, be named on the account of the IACEA.

Moved By: T. White

Seconded By: D. Doern that the ACL gives consent to having S. Matresky's name added to the IACEA bank account.

Carried

5. Conclusion

5.1 Reports of the Vice Presidents/Advisory Board

The Vice-Presidents each gave an overview of the provincial meetings they attended. All indicated that they appreciated the hospitality and that they each had a good experience. E. Allain noted that Northwestern Ontario Provincial Committee made a motion to investigate the possibility of joining the Ontario Provincial Committee at a later date.

5.2 Good and Welfare of the ACL – All

Nothing further

5.3 Next Meeting – K. Mann

Semi-Annual Meeting November 21-22 2014

5.4 Motion to Adjourn Meeting – K. Mann

There being no further business the meeting adjourned at 2214