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**69th SEMI-ANNUAL MEETING OF GOVERNORS AND COMMITTEES
HELD AT THE DELTA OTTAWA HOTEL & SUITES
OTTAWA, ONTARIO
19 – 20 NOVEMBER 2010**

RECORD OF DECISIONS

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Meeting Attendees

Honorary Officers/Directors

Jim McKeachie Honorary Secretary
Herb Spear Honorary Director

Member at Large

Stan Harry

Honorary Life Members

Richard Logan

Provincial Chairs

Don Berrill (Chair of Chairs / ON)
Tom Holland (BC)
Darlene Laroche (AB)
Merv Ozirny (SK)
Mark Brickwood (MB)
Rick Mortensen (NWO)
Michel Côté (QC&OV)
Edgar Allain (NB)
Ernest Wiesner (NS)
Bob Drummond (NL)
Dave Vokey (PEI)

Advisory Board

Jim Ash
Lionel Bourgeois
Gilles Cuerrier
Irene Doty
Max Goldack
Bob Goudie
David Hayden
Craig Hawkins
Fred Hopkinson
Ron Ilko
Joe Johnson
Robert Parsons
Jan Reidulff

Executive Directors, Provincial Staff

Pierre Barabey
J. Paul Dowling
Scott Lawson
Richard Petrowsky

Board of Governors

Grant S. Fabes National President
Bob Robert First Vice-President
Tom White Vice-President
John Walker Vice-President

Bob Burchinshaw
Gladys Jarvie
Fred Johnsen
Geoffrey Johnston
Marc Lacroix
Terry Lewis
Lloyd MacIntyre
Keith Mann
Eric Steffensen
Ralph Thistle

Provincial Members & Delegates

Marcel Bineau
Chantal Boily
Carol Cox
Bill Cumming
Jerry Elias
Jack Henwood
Tina Kirkpatrick
Madeleine Lecours
Howard Mar
Jim Mullins
François Provencher
Ronald Rique
Kevin Robinson
John Scott
Pat Sulek
Thomas Taborowski
Hille Vita
Sandra Wells
James Wiechold

National Office Staff

Sarah Matresky
Joan Gray
Ray McAndrew
Francine Mongeau
Leigh Ann Pingyin
Patrick Elmas

Military

LCol. Craig Fletcher
Maj. François Gaboury
Maj. Pierre Giroux
Capt. Simon Caron



Guests

Dean Black
Air Force Association of Canada
Theresa David Woodhouse
Canadian Aviation Maintenance Council
Amy & Wayne Foy
Webster Memorial
Capt. Ray Gelinis
Airline Pilots Association
Wayne & Jennifer Gouveia
Air Transport Association of Canada
Commissionnaire Frank Kobe & Susan Kobe
PTAA Donor
Bill Maxwell
Canadian Legion
Jim & Elizabeth McCollum
Soaring Association of Canada
Tim Mell
Sennheiser Canada
Kevin & Maureen Psutka
Canadian Owners & Pilots Association
Bob & Trudy Tracy
Piper

Spouses

Lynn Berrill
Marjorie Burchinshaw
Françoise Cuerrier
Beverley Drummond
Jack Doty
Janet Elias
Janet Goldack
Laurette Goudie
Ian Gray
Kathy Hawkins
Peggy Hayden
Janice Ilko
Donna Maxwell
Denise McAndrew
Jennipher Moritsugu
Marguerite Parsons
Donna Robert
Janis Thistle
Johanne Vokey
Heather White
Karen Wiesner

2010 Semi-Annual Meeting of the BOG and Committees



OPENING SESSION

I ADMINISTRATION

Signing of 15th LOA with COPA

Info

1.1 President's Remarks etc.

G. Fabes welcomed everyone to the Semi-Annual meeting. He introduced Kevin Psutka, President and CEO of the Canadian Owners and Pilot's Association. The signing of the 15th LOA with COPA took place prior to the meeting. Kevin Psutka took the opportunity to speak on renewing the relationship with the League. K. Psutka hopes to encourage cadets graduating from the program to continue in aviation through COPA.

A Provincial website presentation was made by Ragi Sekaly of Northern Penguin Technologies and Rick Brooks, the Ottawa-Valley Regional Coordinator.

Tim Mell of Sennheiser spoke on the evolving partnership with the League. Stan Harry's name was drawn and he received a headset as a door prize. Robert Parsons won an autographed poster from Hawk One Celebration, courtesy of Dan Dempsy, a former Snowbird.

Break for the joint session between the BOG and PC's, everyone attended the open meeting.

1.2 Introduction of Delegates and Guests

Introduction of the head table and meeting attendees.

1.3 Administrative Announcements

II BUSINESS ARISING

2.1 None

III NEW BUSINESS

3.1 Report by the National President

G. Fabes

G. Fabes indicated that his full report can be found in the SAM meeting book. He made one specific comment with regards to support from DND. G. Fabes added that in conversations with the Chief of the Air Staff (CAS) the League has been able to have an article published in the "Maple Leaf" magazine, which is distributed to military personnel. This article will assist in approaching senior members of the Forces with the thought of volunteering within the cadet program.

3.2 Report by the Director of Cadets

LCol. C. Fletcher

Colonel Fletcher delivered a presentation on the status of the cadet program. Financial statistics were distributed. The full DCdts report is available in Annex J.

Funding - has not grown with inflation resulting in minor cuts. He foresees no major impact to the program. The good news: most of the Canadian Forces has undergone a 5% budget cut although the cadet program was not affected. Col. Fletcher decided to protect cadet activities and will not reduce training given to cadets. Reductions will be made to some acquisitions, conferences, CIC training, and to the hiring of staff at summer training centres. They will be working towards the gradual increase in summer camp programs without effecting local training.

The cadet population - has declined 1.2% to encompass 1.7% of the youth population. Air cadet population has declined in Eastern, Atlantic and Northern Regions. Unlike the other two cadet elements the air population has climbed 0.3%.

Year three of the Cadet program update is underway. Year one and two of the summer program were implemented. Next spring, the distribution of year four of the program will commence. Year five has been written and is awaiting translation.



The VCDS signed off on a plan last summer to stop the decline in the cadet program population. The intent is to grow the population back to 58,000 and then to continue to a maximum capacity of 70,000 cadets. Feedback and comments are appreciated on the topic. Over the last nine years (since 2001) the population of all three elements declined and the average size of cadet unit has also declined. It was noted that the Air Cadet squadrons are the strongest on average compared to the other elements. Concern was discussed over the growth in units under 30 cadets.

The Cadet Supervision - Col Fletcher on how the National Defense Act directs that all cadet activities shall be under the control and supervision of the Canadian Forces. All CIC officers can be held accountable, whereas volunteers cannot be directed or held accountable. He acknowledged the problematic situation and mentioned that a paper has been created for the VCDS for further decision.

A Youth Advisory Panel will be created on the internet – Cadets will be solicited to apply to contribute to this panel. The goal is to provide an avenue for cadets to have more input at the National level with the intent over the long term to bring cadets to the National level, the NCC or DCadets. He believes the program shows promise in giving cadets a greater voice in how the program is run.

The enrollment and processing of CIC officers – They have determined that there is no problem with attraction to the cadet program. Instead the issues are with enrollment and medical paperwork. A great deal of effort was made with the CF recruiting group to find ways to economize the process.

LCol Gaboury continued the presentation and gave details regarding Air Cadet program numbers. He expressed concern of the number of RTU's. The maintenance course had seven RTUs with three after only the first week and therefore seven deserving cadets missed on the opportunity. He would like the selections committee to be aware of this issue, although he does not recommend any changes at this time.

The number of cadet billets at CSTCs in 2011 will remain at 9500 cadets. A slide depicting the overall number of RTUs and Fail numbers indicates a declining trend. F. Gaboury added that the number of summer training days has gone up to 11,000 because of the CPU and therefore more training and longer opportunities are now provided.

LCol. Gaboury stated that the International Air Cadet Exchange will see the UK decrease their exchange of 23 cadets, to 9 cadets in 2011. Despite lower exchange numbers in the UK, Canada was able to secure exchanges for 78 outgoing cadets and 76 incoming cadets for 2011. Canada will also exchange with South Korea this year. Due to funding restraints in Israel, they are unable to send as many cadets to Canada.

A Strategic review was completed on how to keep the flying program vibrant and interesting. Initiatives such as the Advanced Soaring Program have been created and will continue in 2011. Power Famil funding to senior cadets and junior CIC officers to build PIC time will also continue.

Winches will continue to be acquired. They are not to replace tow aircraft but to compliment. Technical difficulties with previous winches have been resolved.

In previous years the number of regions requesting more flying due to weather cancellations has increased. GPS course will see a decrease from 315 to 300 to ensure proper training is provided to all cadets. The PPS course has been increased to the previous 55. LCol. Gaboury added that the Air Force Association medal will now be given to the top PPS & GPS graduate as the previous Senior Leader course is no longer being conducted.

Col. Fletcher concluded the presentation and stated that the Cadet Program Update has been well received. Evaluation of the program has a 90-95% approval rating and he added that he continues to see nothing but support for the cadet program.



Questions	Answers
1. Confusion is arising with statistics received. In the current presentation the numbers of Eastern Region has decreased but according to their RCSU they have experienced an increase. He asked for clarification on where the numbers come from and which are accurate. – P. Barabey	1. He doesn't know which numbers Eastern were using although the ones supplied in his presentation were from the End Year Report. He mentioned how at any time numbers can be obtained that provides a "snapshot", his slides always use the End Year Report to accurately compare. – C. Fletcher
2. D. Berrill asked a follow up question on the CPU update and support allocation. He stated that less money was going to squadrons in Eastern Region due to incorrect numbers displaying more than a 300 cadet difference.	2. C. Fletcher said he will look at the situation in more detail and will issue direction to the regions in the future. An amendment to the CATO has been drafted to read "for each fiscal year a cadet corps or squadron will be entitled to the reimbursement of eligible expenditures, as per paragraph 5 below, for a sum of \$600 plus \$15 per cadet based on the official number of cadets for that unit, published in the latest annual cadet program annual report." – C. Fletcher
3. With regards to the Cadet Supervision Issue, when the original legal ramifications arose a document was produced for League members to sign that would subject them to the Canadian Forces responsibility. Why are we no longer using that form? – D. Berrill	3. C. Fletcher was not aware that such form existed. F. Gaboury stated that it was determined that the form was not legal and they were required to change. It was banned under Col. Perron. C. Fletcher added that he will look into reintroducing a form but suggested an alternative would be for League volunteers to enrol as Civilian Instructors.
4. It is possible? Although realistically someone in the government has to recognize the League was formed on the basis of volunteerism. Your CIC officers traditionally put in far more time than they are ever paid for. We need to collectively to convince the lawyers that volunteers can be successfully held accountable. – D. Berrill In Alberta there is a CO's Volunteer form. They include your screen number and are in use in the squadrons in Alberta. – D. LaRoche	4. This is not an issue of whether or not volunteers are screened. The League has taken on that role and we trust that they are completing the job. – C. Fletcher
5. I agree and understand that the CI is responsible. Under the current system am I to understand that when a CI is paid he can perform the duties however when he is not paid he isn't allowed? – J. Elias	5. It must be a paid situation. The last minute issues need to be foreseen and volunteers need to sign up as CI's and be available as substitutes. It can't be done immediately. – C. Fletcher



Questions	Answers
6. I believe there is a direct conflict with the League and Military. If you sign up to be working for DND and become paid you are not doing your due diligence within the League. – T. Holland	6. The regime that is currently in place clearly states that whoever is responsible for a cadet activity needs to be a member of the Canadian Forces or an employee of the Canadian Forces for the duration of that activity. Under the Volunteer CI concept it would mean that your responsibility would be for a specific activity only. When that completes you would go back to being a League volunteer. – C. Fletcher
7. Would you please clarify if it is still possible to become a CI over the age of 65? - unknown	7. There is no age limit for a civilian instructor however officers must retire at the age of 65. – C. Fletcher
8. A program is in place in Alberta where they separately host 7 cadets. This event is funded completely by the League, how do they go about getting an escort officer on the pay slate? – F. Johnsen	8. The easiest would be to get a CIC officer involved and have them be assisted by a League volunteer. It was also suggested that it may be possible to find someone on the base who is able to be the supervisor. They would need to be screened which is not normal for a regular CF officer. Another way would be to have one of those League volunteers designated as a Civilian Instructor for that period of time. – C. Fletcher
9. To assist with the selections process would it be possible to have a course outline to distribute to cadets? This may assist with the number of self RTU's. - K. Mann	9. I am sure Andrea has that information and it will be provided to you. – C. Fletcher
10. Can an active CIC officer be a member of the League? – T. White	10. Our by-laws specifically stop it although any regular force can as long as they have permission of their commanding officer and aren't in direct contact with the cadet program. – C. Fletcher
11. With regards to selections: Observation has been made that some CO's aren't working with the process to select someone to send to the review board. This puts us in a situation where we must select amongst the best candidates that are given to us. Is there something missing in the officer training that could provide us a better pool to select from? – R. Mortensen No matter what we do when it comes to selecting, once a cadet gets to the summer course there is no way to tell if someone will "lose their nerve". It is not their fault as it is not for everyone but there is no way you can screen someone for such. – E. Allain	11. F. Gaboury stated that squadrons are not able to send multiple people. Clarification was made to the latest RTU's. One was for medical, two were disciplinary and three were self RTU's. LC ol Gaboury said that he did not think the selection process is flawed however he wanted to make everyone aware of the situation.



Questions	Answers
12. Can a Regular Force member volunteer with the cadet organization? They would be welcome to as a civilian but my understanding is they can't while in uniform unless he is 'ordered' from his commanding officer. – J. Reidulff	12. It amounts to volunteering, for him to be considered 'on duty' while he is working with cadets he needs approval by his CO. Generally someone will stick up his hand and say I want to do this and the CO will say 'approved' and it will part of his military duty. Therefore he will be accountable to the CFs for his actions. – C. Fletcher
13. With regards to the RTU's, why do we not have a system of spares identified for all programs? – L. Bourgeois	13. Each Region has spares however some courses are designed in such a way that after a week a new cadet could not be brought in. They would be missing too much fundamental training. – F. Gaboury

3.3 Report of Executive Director

The Executive Director's stated that her report can be found in the meeting book and encouraged everyone to read it. She added that a distribution of the website presentation will be made as soon as possible, and introduced the League's newest staff member, Francine Mongeau. S. Matresky gave an update on League insurance and risk management and added that the ACL is currently involved in a lawsuit regarding a 2006 glider accident. Insurance is covering the ACL's legal expenses but they will not cover the lawsuit if the League is found to be at fault. She added that any payout would come from the Legal Defence Fund. S. Matresky thanked the National Office staff including Patrick, the hardworking Co-op student.

S. Matresky

3.4 Board of Governors Report

G. Fabes reported that the BOG has decided that the 2016 AGM will be held in British Columbia. It was also decided that Canada will host the 2016 International Air Cadet Exchange Association conference in Ottawa. The Pan-Territorial AGM in 2014 has the support of the Executive and of Board of Governors. G. Fabes also point out that the PPM indicates that there is a certificate called the "Presidential Certificate for Squadrons" that he intends to distribute this year. Criteria for the award include a recommendation from the Provincial Chair and a narrative explaining the special or unique activity or action undertaken by the squadron.

G. Fabes

J. Reidulff reported on the SPU status and stated two and a half years down the road the League has made excellent progress. Several significant accomplishments have been made however a small number of goals and objectives remain. They need to be worked on for several years and should be turned over to individual committees at the AGM 2011. G. Fabes and J. Reidulff thanked everyone who contributed to the initiative.

J. Reidulff

3.5 Advisory Board Report

D. Hayden reported that the Advisory Board had thirteen members in attendance at their meeting. He added that the three responsibilities of the Advisory Board include the Nominating Committee, the Honours and Awards and Advisory Board. The sole topic discussed by the Advisory Board was the request for a 2 year term for Presidency. The idea was unanimously declined with 17 against and 1 for.

D. Hayden

3.6 Nominating Committee Report

J. Reidulff stated that the primary duty of the committee is to prepare a slate of nominees at the AGM and added that they are in the process of conducting interviews. The Committee foresees no issues arising with producing a slate in time for the AGM. He thanked all who participated.

J. Reidulff



3.7 Provincial Chairs Committee Report

D. Berrill reported that the committee discussed several topics including the support of the CPGI, the supervision issue and the two National gliders. The committee also felt that the packaging of the service medal should be separate from the miniature and pin. The majority of the PC Chairs were in favour of changing the SSC (sponsoring) to "support" or "committee". He added that concerns arose from BC where all their SSC's are listed legally, and thought that the change could apply to all manuals but not be completed at a legal level. The PCs were in support of enhanced travel of the National Members as long as it is contained within the current budget. D. Berrill also reported that the return and redistribution of rifles is a problem that needs to be investigated and clarified. The Provincial Chairs also discussed the RCMI article published in July, as it was quite critical of the CIC and inferred that military officers should take control of the program. The PC Chairs recommend that the League issue a formal reply in support of the CIC. The Chairs also discussed further steps to help coordinate provincial offices. Many of the PC Committees are working on the same projects and a commitment was made to not duplicate efforts.

D. Berrill

3.8 National Aviation Committee Report

J. Walker reported that the committee was able to get through their extensive agenda. He summarized that the modelling program that offers a \$300 setup grant to squadrons can no longer continue due to a depleted trust fund. The establishment of a National Glider Reserve was approved and will assist any Provincial Committee in replacing an aircraft that was damaged. The one-time cost of purchasing two aircraft will be acquired by per-capita funding but is still awaiting final discussions with DND. J. Walker added that over the past two years, the aircraft database listing has been updated to ensure proper insurance coverage and reminded the provinces to notify the National Office regarding changes of Provincial fleets. He added that concerns were raised over the level of insurance on aircraft and an agreement was made to investigate increasing the hull insurance to twenty thousand dollars on gliders. J. Walker also reported that the engine conversion is being supported by DND (the \$110,000 cost is reduced to \$49,000).

J. Walker

3.9 National Finance Committee Report

The Treasurer reported that the way ahead is still sound due to good procedures, management and the support of the PC's. He added that a few more ACC9's have been submitted since the Finance report was written, specifically from Nova Scotia (with an additional nine returns). He noted that Ernest Wiesner has taken over NS Financial Compliance in order to improve the quality of the Provincial returns. Thanked BC, PEI and NWO for paying their Cadet Assessment Fee in the summer as soon as it was approved and invoiced. NS acknowledged as having paid their cadet assessment fee even with the state of their own finances. B. Robert encouraged remaining PCs to send their payment immediately and no later than February to coincide with the year end. Andrews & Company was approved by the BOG as the new Audit firm. B. Robert also thanked the PC's who provided training to their treasurers and added that C. Hawkins and the OPC created online modules to further train SSC's with the intention of turning the modules into webinars. B. Robert acknowledged the contribution of DND and looks forward to when the Foundation can be a contributor to the Air Cadet League and Air Cadet Program.

B. Robert

3.10 IACE 2011 Planning Committee Report

L. MacIntyre reported that ten people were in attendance at the meeting. Outstanding issues from 2010 were discussed as well as the opportunity for incoming cadets to fly in the League's gliders which have been unavailable for the past three years. T. Taborowski suggested looking into a separate gliding site so as to not conflict with Canadian training. The UK has significantly reduced their numbers to 9 cadets, from 23, for the 2011 program and they anticipate further decreases in 2012. The entry point for cadets going to the UK will be changed to Manchester due to the Olympics. LCol. Gaboury added that Canada will exchange with South Korea in 2011 and that the Czech Republic has joined the Association as observers. The Canadian schedule had been modified. L. MacIntyre noted the inclusion of facility tours and flight simulators at CAE. L. MacIntyre also introduced Vice-Chair Hille Viita who put together a host family survey form. The year 2012 will be the 65th anniversary of the IACE exchange, and the committee is looking at promotional materials and advertising for the celebration. OPC have requested an additional \$1000 increase in their budgeted portion of their itinerary, which has been forwarded to the Finance Committee for approval.

L. MacIntyre

Question: With the decrease in numbers from Britain will a League representative still be going to the UK?



Answer: G. Fabes stated that the tradition has been that 2 escort officers travel to the UK, one Canadian Forces and one from the League. When the decrease, a decision was made by the UK that it was no longer justified to send two. The agreement now is that a League member (Tom White) will accompany the 20+ cadets going to the US.

3.11 National Effective Speaking Committee Report

G. Jarvie

G. Jarvie reported that the committee reviewed the terms of reference and modified the wording to be "Program" instead of "Competition" committee. She added that the National website updates were completed, and noted that some spelling and grammar in the French portion needs attention and will be addressed. The Excel Scoring system is available on CD and was distributed to all PC's. WestJet continues to be one of the League's main supporters, donating airfare to a cadet & parent to and from the National Competition.

3.12 Staff Management Committee Report

G. Fabes

G. Fabes reported that reasonable salaries and benefits were approved for the staff for the upcoming year. He added that a yearly report of the pension plan will be added to the responsibility of the committee.

3.13 National Honours and Awards Committee Report

C. Hawkins

C. Hawkins reported that the CASARA award for \$5000 will be announced in January. Only five applications were received, and he encouraged more applications to be submitted in the upcoming years. The Volunteer Long Service Medal Bars have been produced and should be available in January. Silver bars will be for 20 and 30 years of service, gold bars will be used for 40 and 50 years for service. A lapel pin was produced and is to be worn on the blazer on any occasion. It will be made available to all members, and the medal and the lapel pin should be packaged together. The miniature medal will be available for separate purchase. C. Hawkins added that the PPM manual will be updated with guidelines on how it should be worn. As these are now National Awards, PC Chairs are responsible for collecting information and communicating it to the National Office. It was recommended that any League member who is the recipient of the Cadet Service medal will be allowed to wear both medals together. Air Cadets recognize the service medal and the committee believes it will be a powerful message to see a League member with the same. C. Hawkins added that they are looking to create a medal for the 'League Medal of Honour' which is currently only a presentation medal.

Question: J. Mullins asked if provisions are being made to have the Volunteer Service Medal court mounted.

Answer: C. Hawkins recommended medals be mounted but will provide more information at a later time.

Question: Will the League be donating a trophy to the National Marksmanship Competition?

Answer: S. Matresky stated that the possibility is being considered. She is looking into shipping arrangements as well as keeper trophies.

3.14 League Industry Partnerships Committee Report

G. Fabes

G. Fabes reported that the committee's report is included in the meeting book and encouraged everyone to read it. There were no further questions. This concluded his report.

3.15 Public Relations and Imaging Committee Report

M. Lacroix

M. Lacroix reported that a PR&I teleconference is scheduled in three weeks to discuss an electronic brochure designed with hyperlinks, which refers to the program outline. The committee will work with the National Office for distribution. M. Lacroix added that the 70th anniversary of the ACL was discussed and they had the idea of offering members articles from the League's history. M. Lacroix is organizing a special presentation to be delivered at the 2011 AGM in New Brunswick. He added that the PR & I Committee would like to meet with the LIP committee to discuss how to present an electronic brochure on aviation career opportunities. As well, the idea was discussed of putting a special logo on all league documentation and to put an article in the Air Force magazine promoting aviation career opportunities. Ed Statham has withdrawn from the committee and they are now looking for a new Vice-Chair.

2010 Semi-Annual Meeting of the BOG and Committees



3.16 Scholarship Committee

I. Doty encouraged all members to visit local squadrons and remind the senior cadets to go to the website and read about the Dale & Birchall scholarship as the committee is very concerned about the lack of applications this year. I. Doty concluded by reading a letter from the Dale scholarship recipient.

I. Doty

3.17 Policy and Procedure / Bylaw Committee Report

B. Burchinshaw reported that F. Johnsen has joined the committee as the second member. He is still looking for additional members, preferably someone who is computer literate and bilingual. The Terms of Reference were restructured to indicate the role taken to monitor the website and report to the BOG. The PPBLC also absorbed the responsibility of CATOs to allow more flexibility in reporting to the President and the Executive Committee. He added that DND has embarked on a program to have every CATO in the system reviewed by the end of 2011. The committee is available to review all minutes and reports and to make sure there are no anomalies as well as providing a service to assist with complaints.

B. Burchinshaw

IV Conclusion

G. Fabes

4.1 Good and Welfare of the Air Cadet League of Canada

J. McKeachie gave some clarification to the decision regarding a 2-year Presidency term. The Past Presidents felt that if they moved to a 2-year term, a member would have to wait 12 years in order to be honoured with the opportunity. The Advisory Board felt that that was too long for those waiting in the wings.

J. McKeachie

4.2 Closing Remarks

Silent Auction winner announced: Pat Sulek. Everyone was provided with SAM evaluation forms and was encouraged to complete them. A count was taken of who was attending the informal dinner.

S. Matresky

4.3 Date and Time of the Next Meeting

The next meeting will be held at the AGM June 16th 2011.

4.4 Adjournment

G. Fabes thanked everyone for their contributions towards making the meeting so successful. He added that it was really appreciated that and wished everyone a safe journey home. The meeting was adjourned.

2010 Semi-Annual Meeting of the BOG and Committees

APPENDIX A DIRECTOR OF CADETS



Briefing Outline	Plan
<ul style="list-style-type: none"> Financial and Cadets Statistics Issues update Air Cadet Program Questions 	<ul style="list-style-type: none"> Statistiques – finances et cadets Mise à jour des dossiers Programme des cadets de l'Air Questions

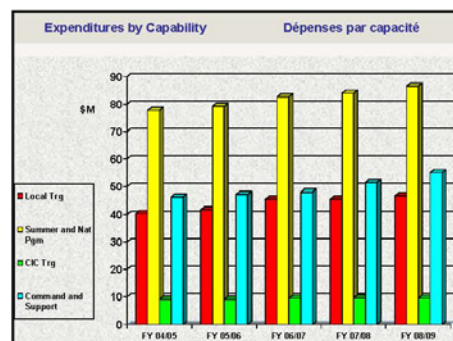
<p>Financial and Cadets statistics</p> <p>Statistiques – Finances et cadets</p>

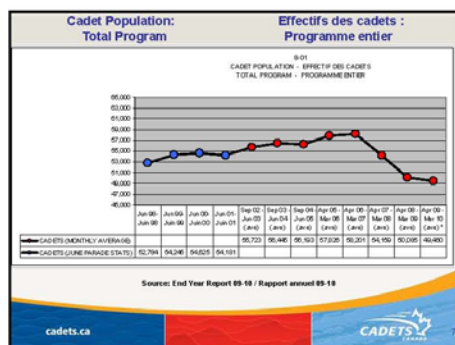
Finances (initial allocation / allocation initiale)		
	09/10	10/11
Personnel	111.0 M	114.6 M
Operating/Opérations	78.0 M	76.6 M
Grants/Subventions	1.14 M	1.2 M
Capital	3.6 M	2.0 M
Total Cadets	\$193.7 M	\$193.3 M
JCR/RJC	9.6 M	10.2 M
Total	\$203.3 M	\$203.6 M

Initial budget allocation was reduced by \$5M (\$1.2M (less in inflation) plus an additional reduction of 3.8M in our initial allocation)

Notre budget initial a été réduit de 5M\$ (1.2M\$ pour l'inflation et 3.8M\$ supplémentaire sur notre allocation initiale)

FY 2010/11	EF 2010/11
<p>\$3.8M funding cut impact</p> <ul style="list-style-type: none"> Protecting cadet activities as much as possible Reducing Life Cycling and Acquisition program Reducing headquarters O&M (regional and national) Reducing CIC training Reducing CSTC staff hiring 	<p>Effets de la réduction de 3.8 M\$</p> <ul style="list-style-type: none"> Protégeons les activités de cadets le plus possible Réductions des achats Réductions des frais fixes des QG (régional et national) Réductions de l'entraînement CIC Réductions de personnel aux CIEC





Cadets as Percentage of Youth **Cadets en pourcentage de la jeunesse**

Year/ Année	1981	1996	2005	2007
Youth/ Jeunes 12-18 (1 July)	3,467,630	2,766,765	2,955,360	3,024,213
Cadets	59,023	49,993	56,193	54,159
% Population	1.70	1.81	1.90	1.79

Cadet Population **Effectifs de cadets**

REGION	SEAMARINE			ARMY/ARMÉE			AIR			TOTAL		
	FY 09-10	DELTA	%	FY 09-10	DELTA	%	FY 09-10	DELTA	%	FY 09-10	DELTA	%
SOUTHERN EST.	1,667	-30	-1.3%	4,626	-360	-7.8%	6,067	-162	-2.6%	11,240	-620	-4.4%
CENTRAL CENTRE	1,979	-52	-2.6%	5,894	-226	-4.0%	7,499	-104	-1.4%	15,371	-360	-2.3%
ATLANTIC ATLANTIQUE	2,296	-106	-4.6%	3,187	-372	-11.7%	3,008	-111	-3.6%	8,491	-549	-6.4%
PRINCE EDWARD	1,212	-39	-3.2%	3,213	-27	-0.8%	4,647	-66	-1.4%	7,072	-71	-1.0%
PACIFIC PACIFIQUE	1,119	54	4.8%	1,678	-30	-1.8%	3,196	96	3.0%	6,993	70	1.0%
NORTHERN NORTH	0	N/A	N/A	297	-40	-13.5%	96	-5	-5.0%	393	-45	-10.3%
TOTAL	8,163	-291	-3.6%	17,945	-639	-3.5%	23,362	-65	-0.3%	49,498	-1,025	-2.1%

Source: End Year Report 09-10 / Rapport annuel 09-10

Issues update

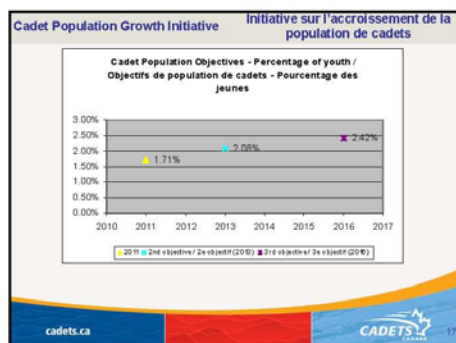
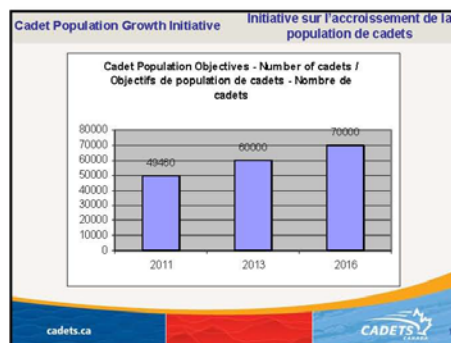
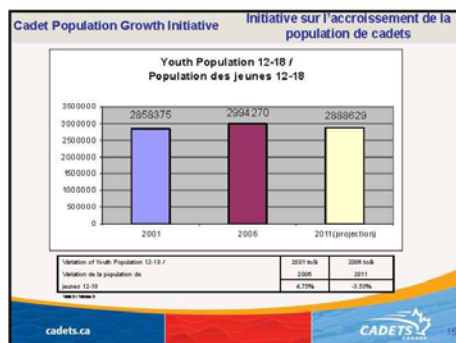
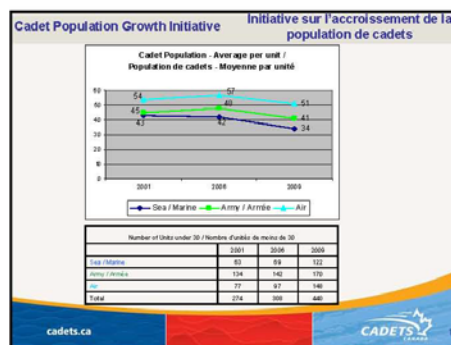
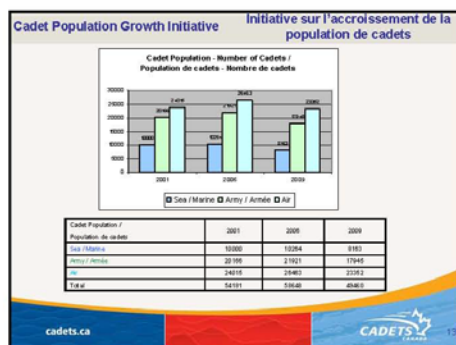
Mise à jour des dossiers

Cadet Program Update **Mise à jour du programme**

Status update:	Mise à jour:
Year 1, 2 & 3 Corps/Sqn program being conducted	Mise en œuvre des années 1, 2 et 3 du programme des corps/ escadrons
Year 1&2 CSTC program being conducted	Mise en œuvre des années 1&2 du programme CIEC
Year 3 CSTC program will be conducted Jul-Aug 2011	Mise en œuvre de l'année 3 du programme des CIEC juillet - août 2011
Distribution of year 4 Corps/Sqn program - training publications to Corps/Sqns in spring 2011	Distribution des guides pédagogiques pour la 4ème année du programme des corps/ escadrons au printemps 2011
Positive Social Relation for Youth training package (formerly called CHAP Prg) - rolled out summer 2010, Corps/Sqns to conduct the training in fall 2010	La trousse de formation des Relations Sociales Positives pour la Jeunesse (l'ancien PSAC) - déploiement été 2010, mise en œuvre aux corps/ escadrons à l'automne 2010
Year 5 Corps/Sqn program is drafted and proceeding with translation	Ébauche de l'année 5 du programme des corps/sqns est en cours de traduction

Cadet Population Growth Initiative **Initiative sur l'accroissement de la population de cadets**

Cadet Population Growth Initiative	Initiative sur l'accroissement de la population de cadets
Overall plan to return cadet population to 06/07 levels and grow beyond those numbers	Plan global est de revenir aux niveaux de 2006/07 et d'accroître la population de cadets encore plus
Currently attracting 24-25K new cadets yearly	On attire présentement de 24 à 25 milliers cadets chaque année
Strategy: two-fold approach: <ul style="list-style-type: none"> allow initiatives already underway to run their course CPGI to more directly tackle aspects of attraction and retention 	Stratégie à deux volets: <ul style="list-style-type: none"> Permettre aux projets déjà en marche d'arriver à maturité IAPC pour cibler certains aspects de l'attraction et rétention
Master Implementation Plan (MIP) for the CPGI was issued 24 August 2010	Plan principal de mise en œuvre (PPMO) de l'IAPC distribué le 24 août 2010
Details on Cadets.ca: "features"	Détails sur Cadets.ca: "en vedette"



Other ongoing issues	Autres points courants
<ul style="list-style-type: none"> Supervision of Cadets Youth Engagement & Youth Advisory ePanel (YAP) CIC enrolment and processing Strategic Review 	<ul style="list-style-type: none"> Supervision des cadets Implication des jeunes et Groupe consultatif de jeunesse (GCJ) Enrôlement et traitement des CIC Revue stratégique

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2009						2010					
Allocated	No fill	Started	RTU	RTU %		Allocated	No fill	Started	RTU	RTU %	
Allowed	Non-com-plete	Debut	RAU	RAU %		Allowed	Non-com-plete	Debut	RAU	RAU %	
Ttl 20,466	1,131	19,335	656	3.4%		Ttl 20,345	711	19,634	664	3.4%	
Sea 2,854	191	3,463	98	2.8%		3,650	59	3,591	125	3.5%	
Army 7,172	616	6,436	315	4.9%		7,000	393	6,607	259	3.9%	
Air 9,708	264	6,436	243	2.6%		9,495	260	9,236	280	3.0%	

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Country	Number of Respondents
Atl	1,224
Est	2,037
Cen	3,060
Pra	1,860
Pac	1,300
Nor	39

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Year Année	No Fill Non-complé	RTUs RAUs	CSTC # # CIEC	Training Days Jours d'instruction
2007	141	244	10,095	203,416
2008	439	244	10,100	203,416
2009	264	243	9,700	196,760
2010	259	280	9,495	200,597
2011			9,500	211,032

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- Aviation avancée
- Aérospatiale avancée
- Leadership et instruction du cérémonial
- Instructeur en survie
- Instructeur de conditionnement physique et de sports
- Instructeur de tir de carabine à air comprimé
- Musique militaire - Musicien intermédiaire
- Corps de cornemuses - Musicien intermédiaire

cadets.ca

[illegible]



IACE - 2011 - EICA

COUNTRY	SENDING CANADIAN	
	CADETS	ESCORTS
Australia	12	2
Belgium	3	
France	4	
Germany	1	
Hong Kong	4	
Israel	5	1
Japan	2	
Netherlands	5	
New Zealand	3	
South Korea	2	
Turkey	8	1
United Kingdom	9	1
United States	20	2
TOTALS	78	7

Receiving 76 foreign cadets and 6 foreign escort officers

Other news	Autres nouvelles
<ul style="list-style-type: none"> ACGP Strategic Review GPS 315 — » 300 PPS 240 — » 255 AFAC Medal for GPS and PPS (2011) National Courses (IACE, PPS, GPS, AATC-AO, AATC-AM, AASC, OT) 	<ul style="list-style-type: none"> Revue stratégique PPCA BPP 315 — » 300 BPA 240 — » 255 Médaille AFAC pour BPP et BPA (2011) Cours nationaux (EICA, BPA, BPP, CTAA-OA, CTAA-EA, CASA, VO)

Way Ahead	À l'horizon
<ul style="list-style-type: none"> Cadet Program Update – implementation focus Cadet population Leadership support for the program 	<ul style="list-style-type: none"> Maintenir le rythme – mise à jour du programme des cadets Population de cadets Programme jouit de l'appui de la haute direction

Questions	Vision
<p>Vision</p> <p>A relevant, credible and proactive youth development organization, offering the program of choice for Canada's youth, preparing them to become the leaders of tomorrow through a set of <u>fun, challenging, well-organized and safe activities.</u></p>	<p>Vision</p> <p>Une organisation axée sur le développement des jeunes qui se veut pertinente, crédible et proactive, en offrant un programme de choix aux jeunes du Canada, et qui les prépare à devenir les chefs de demain grâce à des activités <u>amusantes, intéressantes, sécuritaires et bien organisées.</u></p>



Finance Committee

RECORD OF PROCEEDINGS

19 November 2010 - 0830 hrs – Delta Hotel, Ottawa

In Attendance:

Bob Robert (Chair & Secretary)
Ralph Thistle (Member)
Stan Harry (Member)
Carol Cox (Member)
Tom Holland (Member)
Ernest Wiesner (Member)
John Scott (Chair NRG & Member)
Sarah Matresky (ED & Member)

Absent:

John Walker (Vice Chair)
Greg Boudreau (Member)

Darlene Laroche (Visitor, Chair AB PC)
Francois Provencher (Visitor, Tresorier CP QVO)
Merv Ozirny (Visitor, Chair SK PC)
Howard Mar (Visitor, MPC)
Scott Lawson (Visitor, ED OPC)
Edmond Lanthier (Visitor CP QVO)

1. Administration

- 1.1 The Chair welcomed Finance Committee members and visitors and thanked members for their ongoing participation and contributions during and between meetings.
The Chair expressed his satisfaction with where the 'finance file' routine and processes.
Key items on the agenda were noted to be Fund Generation in the new context that includes the Foundation, and the selection of an Audit Firm for FYE 2011.
- 1.2 A call for additions to the Agenda yielded none.
- 1.3 Approval of the Agenda as published in the AGM Book was called for.

Motion to adopt the Agenda as published – Carol Cox / Ernest Wiesner **Carried**

2. Review and Approval of ROP, Business Arising and Updates

- 2.1 Approval of 2010 AGM Finance Committee ROP of 17 June 2010.
No errors or omissions were noted.

Motion to adopt the 2010 AGM Finance Committee ROP as published -
Stan Harry / Tom Holland **Carried**

- 2.2 Business Arising and Updates from the 2010 AGM Finance Committee ROP.

a. SPU Goal D3 on the ACL Kit Shop / Catalogue: The ED had taken ownership of the SPU Goal and was taking her recommendation to keep operating it from the ACL Office, with efficiencies, to the BOG that afternoon. **Item closed**

b. Re PCs giving awards for 'Best SSC at Financial Management' and/or 'Best Treasurer': It was revealed around the table that: NS PC sends Letters of Acknowledgement; BC PC awards prizes for Firsts In with ACC9s; AB PC awards a \$10 credit for timely submissions of ACC9s; and MPC holds a cash Draw for SSC with on-time ACC9s. These are good initiatives. More needs to be done to raise the profile of, recognize and reward the required top results in financial management.

Action: All PCs

c. Re SPU Goal D2 (Fund Raising Fields for the NLL, PCs & SSCs Levels), there have been meetings but no final resolution since the last meeting. (Secretarial Note: Goal D2 is now owned by Bob Robert.)

For Info

d. Re "Whether the ACL needs to have its finances professionally audited and its YE financial statements professionally produced or would an audit committee suffice" still had not been researched. Stan Harry offered to review the ACL books. On the same general subject, Carol Cox informed that she has set up SSC audit sub-committee guidelines which some of AB PC SSCs will trial.

For Info

- 2.3 Review of the Finance Committee Report in the SAM 2010 Book.
There were no questions or comments.

3. New Business

- 3.1 Update on the ACL Office financial administration situation.
Very good procedures and exact budget line items tracking are in place.
- 3.2 Presentation & Review of up-to-date (17 November 2010) ACL Financial Statements:
Recent presentation improvements indicating the net values of operating and trust funds were pointed out. Information was provided on the renewed rent contract.
- 3.3 Update on the status of the Foundation and the work of the ACL Resources Generation Committee:
The Foundation had recently achieved Registered Charity status and is beginning operations. The ACL transferred the Millard bequest money to the Foundation as seed money. The ACL will likely, in the next months, sign an 'agreement of conditions' with the Foundation to transfer the agreed ACL trust holdings. The Foundation appears to be adopting three disbursement aims: a) grants to meet ACL (all levels) operational 'infrastructure' needs; b) grants for ACL (all levels) capital acquisitions; and, c) scholarships for cadets. Disbursement schedules will depend on how rapidly the Foundation assets can build up.
The ACL Resources Generation Committee and the Foundation will operate in parallel and cooperatively. The RGC needs members and workers from the PCs and SSCs to contact donors.
- 3.4 Budget 2011-12 + 2 Years:
The Chair advised that per PPM the next budget exercise was about to start with his call for inputs.
- 3.5 Mandatory yearly review of the 'Statement of Investment Policy':
The ED spoke about some deviation from the policy by one of our financial advisors and getting back on track. The Committee saw no need to amend the Statement.

Motion to recommend to the BOG to maintain the 'Statement of Investment Policy' unchanged -

Carol Cox / Ralph Thistle **Carried**

Action: Chair

- 3.6 Selection of Auditors for FYE 2011:

As recommended by the Finance Committee at AGM 2010 and subsequently tasked by the BOG, the ED and finance staff sought and obtained proposals from (four) audit firms. The ED presented a matrix of included audit functions and fees for each firm and comparison with our recent FYE audit. Her recommendation was agreed by the Committee.

Motion to recommend to the BOG to authorize the ED to engage **Andrews & Co.** to perform the ACL FYE 2011 Audit and related functions as per its proposal –

Ernest Wiesner / Tom Holland **Carried**

Action: Chair

4 Conclusion

- 4.1 Good and Welfare of the Air Cadet League of Canada:
The one-League financial support of the PCs and the stand up of the ACL Foundation are tremendous steps forward.
- 4.2 Closing Remarks
The Chair acknowledged anew the very good progress made, thanks to the members of the committee and the office staff. Finances and Financial Management are sound. He looked forward to continued support and involvement of those present. He also acknowledged the continued progress made in returning complete and accurate ACC9s, thanks to the due diligence of PCs and particularly their FCOs.
- 4.3 Date of Next Meeting
June 17th (TBC) 2011 at the AGM in Moncton/Dieppe NB
- 4.4 Adjournment: At 10:30 AM

Air Cadet League of Canada Semi Annual Meeting Ottawa Ontario

National Headquarters Committee Meeting

19 November 2010

RECORD OF PROCEEDINGS

Attendees:

Chairperson:	John Walker	Governor
Vice Chair	Jerry Elias	National Delegate
Members:	Jim Mullins	NS
	Eric Steffensen	AB
	Fred Hopkinson	ON
	Edgar Allain	NB
	Rick Mortensen	NWO
	Dave Vokey	PEI
	Madeleine Lecoure	QPC
	Pierre Barabey	QPC
	Marcel Bineau	QPC
	Jack Henwood	BC
	Ron Rique	BC
	Bob Drummond	NL
	Richard Petrowskey	SK
Guests	Grant Fabes	ACL President
	Sarah Matresky	ACL Ex Dir
DND	Maj Francios Gaboury	DND/DCdts SSO Air
	Capt Michel Bourduas	A/NCA Ops O
	Maj Darrin Little	NTA
	CWO Jacque Mercier	DNTA

I. GENERAL

1.1 Welcome

The Chairman opened the meeting at 0830 hrs and welcomed everyone to the meeting.

1.2 Call for New Agenda Items

New agenda items- OPC- SAC Bursary and on line testing, and ATL- purchase of tow plane. There were no other new agenda items.

1.3 Approval of Agenda

Moved by Dave Vokey and seconded by Fred Hopkinson that the agenda be approved as amended.

Carried

1.4 Approval of the Minutes of the Previous Meeting

The Chairman asked for approval of the minutes of the flying meetings held at the AGM in Regina Saskatchewan on 17 & 18 June 2010. Acceptance moved by Rick Mortensen and seconded by Jim Mullins.

Carried

II BUSINESS ARISING FROM PREVIOUS MINUTES

2.1 Update on Glider Procurement.

Jerry Elias reported that the two gliders that were in Maine had been inspected by the Central Region Eng Officer and it was found that both gliders had been in accidents and they were not airworthy. OPC bought the two gliders for spare parts.

Alberta is currently the only Province on the priority list for a glider.

2.2 Selection of funding method for procurement of gliders for National reserve

The Chair referred back to the AGM in Regina where it was indicated that All PC,s present and the NWT were in favour of establishment of two National Reserve Gliders. He then went around the table to ascertain what method funding each Province wanted and in the end; a majority preferred the per capita method the same as the \$1 per cadet method used to fund the legal liability fund. It was moved by Marcel Bineau and seconded by Dave Vokey a search commence for two gliders and that each Province be assessed \$1 per cadet to be in place in a special aviation fund at National.

Carried

Note 1. At the Air Cadet Flying Training Conference held in Winnipeg from the 30 Nov-3 Dec, all RCA Ops Os were in favour of the Leagues actions. SSO Air again stated that DND would pay for the extra SIRPs that are needed. Prairie Region and Quebec or Ontario will store the gliders once they are SIRP'ed. The NTA will see if K&L Soaring can find the aircraft and do the SIRP.

Note 2. National will commence a search but will not assess the PC's until a price can be established. National will temporarily fund the purchase provided that the PC's will agree to pay an assessment with 30 days of invoicing.

2.3 Results of APPS 2010

An update on the APPS was provided by Maj Gaboury who informed the meeting that the APPS was a success but that it would not be conducted in 2011 and has been placed on the shelf for now.

2.4 PTAA Applications

Sarah briefed the committee on the subject and informed them that 97 cadets received awards in 2010. It is of concern to the office that the applications are not being staffed through the proper channels. Late applications and those without the proper signatures would not be accepted in the future. National is willing to accept electronic submissions.

2.5 Review/approve listing of insured aircraft.

John Walker stressed the point that Annex A to the Contract for goods and services was out of date and he has expended much time and effort to ensure that this has been brought up to date and must be kept that way. One of the problems has been that the League office has not sent in the form at Annex B to the contract to D Cadets every time there has been a change. It is important that the Provinces inform National when an aircraft is added to the fleet or one has been removed because of an accident and then National informs D Cadets by submitting Annex B so that Annex A is always up-to-date. Transport Canada stipulates that only aircraft on Annex A are considered to be under DND control.

2.6 Update on changes to Continuation Flying Training Bursaries.

Grant Fabes informed the committee that \$63,000 was now available for these awards and those discussions have been ongoing with the donors to see if they were willing to change the amount of the donations so that larger sums of money could be provided to the cadets. So far National has been successful in doing that so in the future we may be able to provide fewer but larger bursaries to the cadets. We will be kept informed of the progress.

2.7 Changes to ACC PC12 Form B

Eric Steffensen provided a draft of an updated ACC 12PC form B to the committee for consideration. All members were in agreement that the changes were necessary and therefore, Eric will forward the new form to National for distribution and inclusion in the manual.

Note: Form has been amended and submitted to National for review and approval prior to inclusion in the PPM.

2.8 Level of insurance on gliders and tow planes

Quebec asked that the value of our aviation assets be reconsidered for insurance purposes. After much discussion it is suggested that the following values be considered:

Scouts and L-19's	\$110,000
Super Dogs	Value to be determined by Appraisal. QPC will have an aircraft valued and submit the report to the Aviation Committee.
C-182	\$275,000
Schweizer 2-33A	\$ 20,000

John Walker will ask Sarah to obtain a quote from the insurance company for these sums so that we can ascertain what the cost of the policy would be worth.

It was also noted that the current requirement is for Provinces with tow planes that are valued at more than \$110,000 will pay the difference in the premium for the value of the aircraft.

2.9 CATO 52.07

Jerry Elias noted that not all RCA Ops O staffs were applying the requirements of CATO 52-07 the same. Not all were insisting that the requirement for the annual proficiency check of the pilot was necessary. After some discussion, all agreed that this was a requirement and it should be adhered too but that the RCA Ops O's should be asked for their opinion.

Note. At the Air Cadet Flying Training Conference held in Winnipeg from the 30 Nov-3 Dec, all RCA Ops Os were insistent that all requirements CATO 52.07 be adhered too.

2.10 SAC Bursaries

Fred Hopkinson provided an update on bursaries that are available to cadets through the Soaring Association of Canada (SAC). These bursaries are for gliding with SAFC clubs and members of the Committee are encouraged to inform their cadets that they can apply for them.

Fred also reviewed the MAAC program and advised the committee that this program is essentially broke. The existing level of the trust fund will not generate sufficient funds to keep the program afloat. This program will be reviewed and a recommendation concerning its future will be forwarded to the Executive Committee.

IV DND REPORTS

3.1 Status update on Dream Flyer program

Maj Gaboury briefed on the Dream Flyer and informed the group that Prairie Region engineering staff were modifying the existing Dream Flyers so that they

flew in a more realistic manner and provided more of the feel of the 2-33. These modifications will be forwarded to all regions once the documentation has been brought up to date. Funding is still available to regions who wish to acquire more of these.

3.2 Resourcing of spare parts from National Inventory

The concern was that DND had sources a number of spare parts for the L-19 and these had been cataloged but that they were being held in the Atlantic Region. The NTA indicated that anyone who needed parts for the L-19 should notify the NTA and he could find out if the part was available for their use.

3.3 Report from National Cadet Air Operations Officer & Flight Safety Report.

Capt Mike Bourduas, the Acting NCA Ops O presented the National Cadet Air Operations Officer (NCA Ops O) report. The report addressed the Flying Statistics, Flight Safety, Scholarship Quotas, Power Pilot Scholarship Training, NCA Ops O Initiatives and the Strategic Plan update. Most of this information had not changed since the briefing in Regina and therefore only those changes that had occurred since Jun were provided.

3.4 Report from National Technical Authority

Maj Darrin Little, the new NTA, replacing Maj John Cooper also provided the NTA briefing again stipulating that little had changed since the Jun briefing in Regina. What he did indicate is that he was concerned about the standardization between regions and he would be working hard to ensure that the standards were the same across the board.

3.5 On Line Testing

This item was raised by Fred Hopkinson as this was briefed at the last meeting and the then NCA Ops O was going to look into the matter. Since the new A/NCA Ops O was not aware of the situation it was referred to the Air Cadet Flying Training Conference to be held in Winnipeg later that month.

Note. Air Cadet Flying Training Conference did discuss the issue and they had concerns with supervision of the exam and fear that someone else could take the exam for the cadet. The Regional staffs felt that their current way of conducting the exam was acceptable.

IV NEW BUSINESS

4.1 Change to quota for summer glider training.

Maj Gaboury reported that for 2011, the GPS candidate's number would be 300, down from 315 and the PPS would be 255, up from 250. This was due to the cancelation of the APPS and funding constraints.

4.2 Contract for Goods and Services addition or deletion of equipment protocol

It is important that the Provinces inform National when an aircraft is added to the fleet or one has been removed because of an accident. It is then the responsibility of the National Office to inform D Cadets by submitting Annex B of the contract so that Annex A can be updated. Transport Canada stipulates that only aircraft on Annex A are considered to be under DND control.

4.3 Insurance Company communications protocol

Once again, it is important that once an accident has happened, the insurance company is informed as soon as possible and indicate that an insurance claim may be pending depending upon the severity; of the mishap. Then once it has been determined that the aircraft is going to be repaired or written off, the company must be advised again so that claim action can be started. There is no need to wait for DFS to finish their investigation because the insurance company is not privileged to have the information that is contained in the DND report.

V COMMENTS/REPORTS

5.1 NFC Representatives

The Newfoundland and Labrador representative was not there but John Walker was made aware of their concerns with the lack of glider flying in Labrador and the fact that one of their gliders did not return to Newfoundland at the end of the summer.

Note. This item has been addressed by the RCA Ops O and an e-mail from Gary Pinsent to the Aviation Committee has confirmed the action taken.

VI DATE OF NEXT MEETING

6.1 AGM Moncton June 2011

VII ADJOURNMENT

7.1 There being no other business, the meeting was adjourned at 1200.

John Walker
Chairman
National Aviation Committee



Honours and Awards Committee Record of Decisions

Chairperson: Craig Hawkins
Vice-Chairperson: To Be Determined

In Attendance:

N	Guy Albert	Y	Jim Ash	Y	Lionel Bourgeois
N	Michel Cataford	Y	Gilles Cuerrier	N	Bob Dale
Y	Irene Doty	N	Harold Fowler	N	Don Gladney
Y	Max Goldack	Y	Bob Goudie	Y	David Hayden
Y	Fred Hopkinson	Y	Ron Ilko	N	Len Jenks
Y	Jim McKeachie	Y	Bob Parsons	Y	Jan Reidulff

Attachments (Sent Electronically):

- ROD, Honours and Awards Committee Meeting, June 2010
- CASARA Award Scoring Sheet (Draft)
- Pictures of Bar and Volunteer Service Medal
- Suggested Revision to Policy and Procedure Manual

1. Administration

1.1 Welcome and Opening Remarks

The Chair welcomed all members to the meeting and noted that some of the members would be joining the meeting later on due to conflicting schedules with other meetings.

The Chair also asked if any members were interested in taking on the role of Vice-Chair's secretary. No one looked up!

1.2 Additions to the Agenda

- Wearing of cadet medals by League Members
- The order of society medals on the blazer
- The wearing of the Medal of Honour
- Add as items 3.2 and 3.3

1.3 Approval of the Agenda

It was moved by Jim McKeachie and seconded by David Hayden that the agenda as amended be approved. Carried

1.4 Approval of the Minutes of the Last Meeting (June 2010)

It was moved by Fred Hopkinson, seconded by Jim McKeachie, that the minutes of the Honours and Awards Meeting held at the 2010 Annual General Meeting be approved as circulated. Carried

2. Business Arising

2.1 Outstanding Items

- Updating National Honours and Awards Data Base: Now that we are issuing a national medal, there is a need for the data base to be updated with the names and length of service for those individuals at all levels that receive the Air Cadet League Long Service Medal.
- The Provincial Chairs will be asked to provide this information early in the new year based on the records of medals that have already been approved and presented. Subsequent orders will be automatically added to the data base.
- Criteria for Selection of the "Top Cadet": A national criteria has been developed and shared with provincial committees. The proposed criteria need to be sent to the office for translation. The Quebec and Ottawa Valley Provincial Committee will be responsible for selecting "Top Cadet" for the 2011 training year. Quebec already has a process that they used to select the presidents trophy.
- Development of Criteria for Technical Training Scholarship
Nothing new to add. Perspective donor is still not able to provide the money.

2.2 CASARA Continuation Pilot Training Award

- Creation of Scoring Sheet: The committee agreed that we would use the scoring sheet that includes the cadet's summer training courses as part of the initial scoring process.
- David Hayden, Max Goldack, Craig Hawkins, Jim McKeachie will act as a screening committee and will narrow the field down to the top two candidates. The whole committee will then review the top two candidates and select the winning candidate.
- Announcement of Winner: Once the candidate has been selected, we will coordinate with CASARA on the announcement of the candidate's name. We are aiming for a release in January with a presentation of the ceremonial cheque in the early spring.
- We will also speak with CASARA about the possibility of putting the money in the League's bank, to be managed by the League as the cadet uses up an initial allocation for flying.

2.3 Bar for Air Cadet League Volunteer Long Service Medal

- Selection of Final Design: Samples of the final bar were circulated. Pictures have been posted for the members to view. The initial order is reroute and will be available by January 2011.
- The silver bar will be used to indicate 20 and 30 years of service. The gold bar will be used to represent 40 and more years of League service. It is recommended that a new medal be issued when the individual reaches 40 years of service.

- The order form will be revised to include a place for the office to confirm the appropriate bar(s)
- Announcement: Information will follow to the PC's re the ordering of bars for the medal.

2.4 Creation of a Volunteer Long Service Lapel Pin:

- Final Design: Samples of the lapel pin were circulated for viewing. They will also be available shortly.
- Packaging of Medal and Pin: The Committee is in favour of packaging the two items at a cost-recovery basis and presenting both to the recipient (the medal plus the lapel pin). This will require BOG approval

2.5 Revision to Policy and Procedure Manual

- Proposed copy attached: Following the discussion, minor revisions made.
- Recommendation to change the presentation of the bar so that silver bars are issued at 20 and 30 years, and that a gold bar be issued at 40 years. At 50 years of service a second gold bar would be issued.
- The Chair will check with Drouin concerning the installation and spacing of the two bars on the medal.
- The revised policy will be forwarded to the BOG for final approval and updating of the PPM.

2.6 Update on Presentation of Birchall and Dale Scholarships 2010

- Irene provided an updated on the status of the various scholarships, including the upcoming presentation of the award of the Birchall Scholarship Presentation.
- Letter from cadet will be read at the Good and Welfare part of the SAM.

3 New Business

3.1 Creation of Subcommittees for National Honours and Awards

- Certificate of Merit: Fred Hopkinson (chair), Jan Reidulff, Michel Cataford
- Certificate of Honour David Hayen (chair) Bob Parson, Bob Goudie
- Certificate of Recognition: Don Gladney (chair), Harold Fowler, (TBA)
- Officer of the Year: Gilles Cuerrier (chair), Lionel Bourgeois, Len Jenks
- Presidential Citation: Craig Hawkins (chair), Jim McKeachie, Bob Dale
- Medal of Honour: Craig Hawkins (chair), Jim McKeachie, Bob Dale, Len Jenks, Bob Goudie, Grant Fabes(sitting president)
- Scholarships: Irene Doty (chair), Jim Ash, Gilles Cuerrier, Ron Ilko, Craig Hawkins

3.2 Wearing of “Non-League” Medals

- Includes medals earned as a cadet:
 - Air Cadet Service Medal
 - ANAVETS Medal
 - Legion Medal of Excellence
 - Strathcona Medal
 - Air Force Association of Canada Medal
- The Committee recommends that a League member who earned an Air Cadet Service Medal as a cadet be allowed to wear this medal on their blazer. This would be worn on the right side of the blazer with other society medals. The rationale was that the Air Cadet Service Medal is, in fact, a society medal and would show the cadets that League members have had prior cadet experience.
- Honours and Awards Committee is recommending the Air Cadet Service Medal would be worn to the outside of the Air Cadet League Volunteer medal.
- **Action:** Revise PPM for BOG approval. Develop pamphlet on proper wearing of medals

3.3 Wearing of the Medal of Honour

- The Committee recommends that the Air Cadet League Medal of Honour should be produced as a standard medal and would be worn on the right hand side, closest to the center of the body.
- The medal would be worn on suitable ceremonial occasions as outlined in the PPM.
- The Committee also recommends that recipients of the Medal of Honour also be provided with a display medal as well, including a copy of the medal, citation (signed by the President) suitably framed.
- **Action:** Would need to develop an appropriate ribbon and medal. Explore with Drouin to see cost of the individual medal and the ribbon. Need to get a copy of the medal and look at the cost of producing an appropriate ribbon.

4 Conclusion

4.1 Good and Welfare

- There were no specific items to be discussed at this time.

4.2 Closing Remarks

- Again, thanks for the work that you will be doing during the spring on the national awards.

4.3 Date of Next Meeting: June at Annual General Meeting

2010 Semi-Annual Meeting of Governors and Committees

IACE Committee

19 November 2010

0830 hours

Suite 312 - Delta Ottawa Hotel and Suites, Ottawa, ON

Minutes

Attendees

IACE Members

Lloyd MacIntyre – Chair

Maj Pierre Giroux – D Cdts 4-5

Tom Taborowski – OPC Rep.

Tina Kirkpatrick - Committee Member (Minutes)

Hille Viita - Vice Chair – Q/OV PC IACE Rep.

Capt Simon Caron – D Cdts 4-5-2

Leigh Ann Pingyin – Committee Member

Apologies

Bob Robert – Nat. VP and Finance Comm. Chair

Sarah Matresky – ACL Executive Director

Observers

Sandra Wells – OPC IACE Chair

Paul Dowling – NB PC Executive Director

Michel Côté – Q/OV PC Chair

Kevin Robinson – AB PC Vice Chair

I. Business Arising

- 1.1 Opening Remarks by Chair - Lloyd MacIntyre welcomed everyone to the meeting.
- 1.2 Call for new Agenda items - 3.11 Funding of cadets to OPC by Tom Taborowski.
- 1.3 Approval of Agenda - Moved by Tom Taborowski, Seconded Hille Viita - Approved.
- 1.4 Approval of Record of Decisions - IACE Committee meeting held 20 Nov 2009.
Moved by Sandra Wells, Seconded by Tom Taborowski - Approved.

II. Business Arising

2.1 Update - Canadian Cadets to Foreign Countries 2010

Maj Giroux commented that the 2010 program went very well. There was a compassionate RTU from the USA who wanted to return to the USA afterwards, but that was not permitted. The cadet's grandmother was extremely ill.

Ghana did not provide an itinerary and logistics in keeping with the goals of the IACEA, and therefore, will not be part of the Canadian IACE program in 2011.

France was unable to host all 5 cadets; only 4 Canadian cadets were exchanged, with the remaining cadet being assigned to Australia.

An ID card is now mandatory for all IACE cadets/escorts visiting all countries; France is responsible for making these ID cards.

The new IACEA president is Mr. Stéphane Larrieu from France.

2.2 Update - Foreign Cadets to Canada 2010

Some of the 2010 Cadet Exit Survey results are incorporated in the 2010 itinerary review. 78 surveys were collected from cadets/escorts. Some did not answer all of the questions.

Both busses were pulled out of service for maintenance during the itinerary and the cadet/escorts had to transfer their luggage between busses, which delayed the timing of one meal. It should be ensured that the busses are not scheduled for service maintenance during the itinerary period.

Action: Capt Caron.

There was a situation with a bus driver who had to be replaced.

Ottawa Itinerary

The cadets/escorts briefing at Carleton University was very well received. It included introductions of the ACL National President and the IACE Chair.

The cadets/escorts had an enjoyable time while in the Ottawa area with the Parliament Hill Tour (82%) being the most popular activity. The Guided Bus tour was the least popular (39%). The Aboriginal Experiences activity, new in 2010, was enjoyed by 67% of the respondents. One of the two animators was more motivated than the other, which had a bearing on the survey results. Accommodations at Carleton University were rated at 86%.

The White Water Rafting (96%) and Yukon Lodge billeting (99%) were extremely popular.

Trenton / Hamilton / Niagara Itinerary

The Survey indicated the visit to Canada's Wonderland (96%), Maid of the Mist boat cruise (94%), dinner at Russell Aviation Group (91%), accommodations/activities with host families (90%) and accommodations at Trenton Yukon Lodge (100%) were the most popular. Least popular activities were Gliding at Mountainview (38%) which had to be cancelled due to cadet summer course priorities* and the Trenton Museum visit (54%).

*This is a good example why a Plan B activity must be pre-planned in advance.

Montreal Itinerary

The Q/OV requested split of the itinerary into two groups to ease the recruiting of host families in both locations was again successful and the same format will be used for 2011.

DND priorities required the Helicopter Familiarization Flights to be reassigned from CFB Valcartier to St-Hubert Garrison. With everyone's cooperation, each cadet and escort received an enjoyable flight.

The Survey found the Helicopter Familiarization Flights (92%) and accommodations/activities with host families to be the most popular.

Capt Caron thanked Lloyd MacIntyre for all the phone calls to local area restaurants to negotiate quotations and reservations for DND paid meals.

The cadets did not think that the toasting with a box juice very fitting.

Five cadets broke curfew at the hotel on the last night in Montreal and the Senior Host Escort Officer handled the necessary discipline.

Quebec City Itinerary

This portion of the itinerary was very enjoyable for all participants, with the Arbre en Arbre activity (95%) and Guided Tour of Old Quebec City (92%) being the most popular activities.

Miscellaneous

Several responses in the cadet survey mentioned their positive interaction and enjoyment of the activities planned with their host families.

100% of the survey respondents agreed or strongly agreed that their overall experience was good and that they would recommend this exchange.

2.3 2010 Cadet Exit Survey Results - Included in 2.2 above.

2.4 2010 Area Coordinator Reports - Suggested changes included in 3.5 below.

III. New Business

3.1 Restructure of the IACE Committee, New Members and Terms of Reference

The list of IACE Committee members and the TORs had been distributed prior to the meeting. There were no other discussion points raised.

3.2 Financial Statement 2010

Lloyd MacIntyre mentioned that two orders of red polo shirts were inadvertently placed with different suppliers, which represents a substantial expense to the 2010 budget. It should be cleared up by the 2012 budget.

Pierre Barabey Q/OV ED was still waiting for one outstanding invoice before Q/OV could submit their invoice to be reimbursed for 2010 itinerary expenses.

The ACL finance matrix was made available to show the ACL's contribution to the IACE program.

3.3 Proposed Budget 2011

A budget increase of \$1,000 for OPC expenses was approved to match the Q/OV budgeted portion. See item 3.11 for a proposed funding motion from OPC.

3.4 Number of Cadets for 2011

Maj Giroux stated that the UK has reduced the number of cadets to be exchanged with all countries due to financial cutbacks, 9 cadets and 1 escort officer to be exchange with Canada in 2011. He mentioned further possible UK reductions in 2012 due to economic problems. In view of the summer Olympics being hosted in London in 2012, the country entry and exit points would probably be relocated from London to Manchester.

Outbound to 13 countries - 78 cadets and 7 escort officer. (Up from 75 cadets)

Inbound from 13 countries - 76 cadets and 6 escort officers. (Up from 73 cadets)

South Korea has been added to the list of participating countries to be visited. Two Canadian cadets will be exchanged with South Korea in 2011, no Canadian escort officer will accompany those two cadets.

Maj Giroux mentioned that the Czech Republic is a possible new IACE member country and will have a program observer in 2011.

3.5 Itinerary/Content Review 2011

The draft Itinerary was discussed and changes were agreed to unanimously. Maj Giroux said that he would make the necessary changes and send the updated itinerary to Lloyd MacIntyre for distribution. **Action: Maj Giroux.**

Maj Giroux stated the Canadian itinerary in

- 2011 will be from July 19, 2011 to August 3, 2011;
- 2012 from July 17, 2012 to August 1, 2012;
- 2013 from July 22, 2013 to August 6, 2013; and
- The 2013 itinerary will begin on a Monday versus a Tuesday, as in other years.

Area Coordinators must ensure that a “Plan B” activity is ready to go for each itinerary activity in the event of a cancellation or inclement weather. **Action: Area Coordinators.**

It was agreed that the itinerary program should be shared with the host families to prevent duplication of events and to ensure they have the latest information. **Action: Area Coordinators.**

Maj Giroux commented that the VCDS approval for helicopter flights was received in Dec 2009.

Ottawa Itinerary

Suggestions were made to update the briefing and to superimpose proportional size maps of all participating countries on top of the map of Canada to give the cadets/escorts an idea of the size of Canada. **Action: Capt Caron.**

Since there is no local squadron training in July/August, the visiting cadets were not able to see a typical Canadian squadron local training period. The briefing should mention that local squadron training is on Stand-Down due to summer training activities at that time. **Action: Capt Caron.**

921 Ancienne-Lorette Squadron from Q/OV produced a French video (with English sub-titles) showing several aspects of a regular local training day. A copy for each bus will be obtained. **Action: Lloyd MacIntyre.**

It was suggested that The Changing of the Guard be best viewed from the top of the hill. Following the event, the group would be positioned directly across from the entrance to the Parliament Hill tour. If more time becomes available, a tour of the Tower and the gift shop would be a welcomed opportunity to all. **Action: Capt Caron.**

The presence of the ACL National President and IACE Chair at the briefing and during the first day itinerary was a positive change from past years and a good opportunity for them to welcome and interact with the cadets/escorts.

Trenton / Hamilton / Niagara Itinerary

OPC requested to change the dinner at Russell Aviation Group to a Thank You dinner at Branch 163 Royal Canadian Legion. The change was approved. **Action: Sandra Wells.**

Tom Taborowski asked whether DND could supply and pay for officers, a tow plane and a glider in the event of familiarization Gliding at Mountainview/Picton had to be cancelled. Maj Giroux stated that RGS was not available due to the glider course. Tom Taborowski said that he would speak with RGS Ops and advise Maj Giroux of any developments. **Action: Tom Taborowski.**

Lloyd MacIntyre pointed out that Trenton was the only area on the itinerary without an Area Coordinator Report. **Action: Tom Taborowski.**

In order to reduce OPC activity costs, the planning of host family billeting will be a priority item. 86 people/families in the Hamilton area are expected to host in 2011. **Action: Sandra Wells.**

Montreal Itinerary

Q/OV requested that the itinerary remain split into two groups as last year to ease the recruiting of host families in Montreal and Quebec City for 2011. Approved.

Exit Survey comments indicated that some cadets did not think that the toasting with a box juice very fitting. Bottled juice with glasses would be more appropriate. **Action: Capt Caron.**

The EMAN tour/lunch took place after the Exit Survey was completed therefore no results were recorded. Most cadets said this was the least popular activity in Montreal. A tour of the CAE facility in Montreal has been confirmed for 2011 with the details to be worked out. The possibility of flight simulator time for 4 cadets is being negotiated. Change approved. **Action: Lloyd MacIntyre.**

Quebec City Itinerary

Allow more time for the Arbre en Arbre activity. Need better communications prior to the activity between the site organizers and drivers/ACL Coordinator. Provide a map or GPS coordinates.

Action: Capt Caron.

Capt Caron mentioned that the bus contractor requires postal codes for all locations on the itinerary to provide a quotation for transportation services. Capt Caron requested that postal codes for each new location (restaurant, activity etc.), that is locations different from last year's itinerary, be emailed to him as soon as possible. **Action: Tom Taborowski for Ontario new locations and Hille Viita for Quebec new locations.**

Note - Subsequent to the IACE meeting the ACL National President announced that Tom White, ACL National VP, would be the ACL representative on exchange to the USA in 2011.

3.6 IACEA Uniform Kit

Maj Giroux stated that the red polo shirts have been provided by Top Marks for many years and the question was posed that if the quality of the red polo shirts was considered poor due to the heavy material, colour run, etc. should we not start to look for another supplier? Polyester/ Cool Dry shirts are available and would be more acceptable for the hot countries that are visited. Lloyd MacIntyre stated that Top Marks have about 300 red polo shirts left in stock, which must be used before a replacement product could be considered. Attempts would be made with suppliers to provide a sample for field testing in 2011. **Action: Hille Viita.**

The estimated cost of the IACE kit is approximately \$400. Some items of the clothing, such as the blazers, the female pants/skirts and the male pants may be purchased elsewhere. Cadets may also use their own backpacks.

Blazers are not required for cadets going to Hong Kong, Israel, South Korea and United States.

3.7 IACE 65th Anniversary

In 2011 the ACL will be celebrating its 70th anniversary year, and 2012 will be the 65th anniversary of the IACE program in Canada. Lloyd MacIntyre mentioned that the ACL will be looking at ways to publicize both events, such as labels/monograms on the 2011 polo shirt, pins, stationary material, etc. Capt Caron suggested that a pin be designed for this occasion versus a label for the polo shirt.

Action: Lloyd MacIntyre.

3.8 Promotional Items - Coins, Pins

See item 3.7 above.

3.9 Host Family Survey

Hille Viita circulated the draft of a Host Family Survey which would be optional and hopefully provide useful information to better recruit and prepare host families. Hille Viita suggested adding a question similar to "Do you know of any other family who would be interested in hosting a cadet or escort?" The committee adopted the revised version. **Action: Hille Viita.**

Maj Giroux suggested that the final draft French version be sent to him for a language accuracy check. **Action: Maj Giroux.**

3.10 Process of Awarding Countries

Capt Caron circulated information regarding the process for awarding of countries to selected cadets going to USA/UK/Far countries. He explained the process is done with the Master Selection List, which is reviewed with an ACL National Office staff member after March 1st each year. IACE selections are completed usually by March 15th. These are then approved by Sarah Matresky and SSO Air Cdts and sent to ACL PCs and RCSUs in late March/beginning April.

Lloyd MacIntyre mentioned that in 2010, IACE selected cadets told him of their countries before he was notified of the results. He asked to be informed earlier in 2011. **Action: Capt Caron.**

3.11 Funding of cadets to OPC

Tom Taborowski mentioned that while the OPC receives \$5K from the ACL National budget, their IACE expenses are in excess of \$12K per year. The OPC are looking at ways to reduce their IACE costs and asked the IACE committee for additional funding. (See 3.3 for OPC increase)
He further moved the following motion:

“That the National ACL IACE Committee approves the equalisation of IACE itinerary expenses for OPC and Q/OV PC for a total budgeted amount of \$12K (\$6K per PC) to be implemented for the 2011 IACE itinerary, and that the equalisation continues for future years and future funding allocations.

Furthermore, that any unused budgeted portion or excess amounts of funding dedicated by the IACE Committee for itinerary expenses in a given year be transferable between the budgeted allotments of Ottawa, South Western Ontario including Trenton, and Q/OV PC to cover approved IACE itinerary expenses up to the approved maximum budget allocation per PC or itinerary area.”

In addition, the OPC and Q/OV PC recommend a review of the National IACE Committee funding model and establish a costing formula to be used to support IACE itinerary program expenses across the country with a view towards increasing the funding levels and towards broader and greater financial coverage of expenses incurred by the provinces.”

This was approved in principle by both PCs, moved by Michel Côté, seconded by Hille Viita. All PCs attending the meeting accepted this.

Lloyd MacIntyre mentioned that Bob Robert, Chair of the National Finance Committee, stated that the IACE budget, which is derived from fees to the PCs, should in time be self-supporting.

IV. Conclusion

4.1 Good and Welfare of the Air Cadet League of Canada

4.2 Closing Remarks - Lloyd thanked all the participants. Maj Giroux thanked the OPC, the Q/OV PC and the ACL National office for their support to the program. He thanked all committee members for their time and for supporting D Cdts.

4.3 Date and Time of Next Meeting - The next IACE Committee meeting will be at the SAM in 2011.

4.4 Adjournment - The meeting concluded at 11:35 hours.



AIR CADET LEAGUE OF CANADA PROVINCIAL CHAIRPERSON'S COMMITTEE

30 December 2010

TO: PC CHAIRS COMMITTEE MEMBERS

cc: Grant Fabes – ACL National President

cc: Sarah Matresky – ACL National Executive Director

Subject: Minutes/ROP of the 19 November 2010 PC CHAIRS Meeting

Attendees

Don Berrill	Ontario PC Chair		Bob Drummond	Newfoundland/Labrador PC Chair
Ernest Wiesner	Nova Scotia PC Chair		Darlene LaRoche	Alberta PC Chair
Tom Holland	British Columbia PC President		Merv Ozirny	Saskatchewan PC Chair
Edgar Allain	New Brunswick PC Chair		Michel Cote	Quebec/Ottawa Valley PC Chair
Rick Mortenson	NW Ontario PC Chair		Dave Vokey	Prince Edward Island PC Chair
Howard Mar	Manitoba PC Representative		M. Bineau	Quebec/Ottawa Valley PC
Kevin Robinson	Alberta PC Vice Chair		Carol Cox	Alberta PC Finance Director
Pat Sulek	Alberta S. Wing Director		Tom Taborowski	Ontario PC 1st Vice Chair
Lanthier Edmond	Quebec/Ottawa Valley PC		Jim Ash	NW Ontario PC 1st Vice Chair
Maj Francois Gaboury	SSO Air (DCdts)		Hille Viita	Quebec/Ottawa Valley PC
Sandra Wells	Ontario PC National Delegate		Jack Henwood	British Columbia PC Treasurer
Tina Kirkpatrick	British Columbia PC 1st Vice		Jim Wiechold	Quebec/Ottawa Valley PC
Joan Gray	National Office		Chantale Boily	QOV Administrative Director
Scott Lawson	OPC Executive Director		Paul Dowling	NB PC Executive Director
Pierre Barabey	QOV Executive Director			

Minutes and Record of Proceedings

1. Presentation by ACL National President

Air Cadet League National President Grant Fabes spoke to the committee regarding the following:

- 1.1** Thanked everyone for their renewed interest in the PC Chairs Committee;
- 1.2** Reminded all members of the importance of circulating the LIP Committee information to their membership at the grass roots level;

- 1.3 Provided a short presentation on the new PRESIDENTIAL CERTIFICATES that are available upon recommendation by PC's to appropriate members/groups within their jurisdictions. Applications for these certificates are routed through the National Office.
- 1.4 Reported on his activities since the June AGM to advise the committee of his activities during that time.
- 1.5 Expressed his interest in ensuring there are good communications between the National body and the PC Chairs. Mentioned that John Walker has put out a survey to see how these communications can be improved.

2. Battery for Life Presentation

- 2.1 John Scott (ACLN Fund Generation Group) introduced Kevin Mercier and his company to the Committee.
- 2.2 Presentation surrounded an activity where cadets can team up with members of the local fire prevention community to provide batteries for smoke alarms and potentially collect donations in support of the ACL. Some of the main info points are as follows:
 - 2.2.1 Cadets go to each home and assist homeowners in changing the batteries in their smoke detectors;
 - 2.2.2 Batteries are ordered twice per year
 - 2.2.3 Batteries are disposed of in places like public libraries, Future Shop, Staples, etc.;
 - 2.2.4 Municipal Fire Stations will traditionally provide a service to the cadets like a presentation on fire prevention.
 - 2.2.5 Noted that some Fire Departments have budgets to assist community groups in activities such as this.
 - 2.2.6 Upon a trial of 1 year there is a negotiation period for a better split of funds depending on how many batteries are sold.
- 2.3 Darlene LaRoche suggests some type of brochure be utilized with this activity so the homeowner is aware of the cadet participation in the activity.
- 2.4 An information report is attached to these minutes as a follow up from the company for those PCs that wish to take part.

3. Administration

- 3.1 There were no revisions or additions to the Agenda
- 3.2 **MOTION – “To approve the agenda as presented”;** Moved by Darlene LaRoche, Seconded by Ernest Wiesner..... **CARRIED**

4. Approval of Minutes, Business Arising and Updates

- 4.1 **MOTION – “To approve the 17 June 2010 Meeting Minutes & ROP”;** Moved by Merv Ozirny, seconded by Dave Vokey..... **CARRIED**
- 4.2 The Committee reviewed the PC Chairs Committee report on Page 39 of the Meeting Book. No comments or changes noted.
- 4.3 The Chair noted that there would be no minutes of the October 24th Teleconference call as there was nothing of note accomplished on that call. Consensus of the committee to accept.

5. Old Business / Business arising from the Minutes & ROP

- 5.1 Status of the DND Marketing Plan. As Marc Lacroix was not in attendance and there has been no further action on this item, it was decided to consider the item complete.

- 5.2 The item regarding a fundraising agreement for all areas of the League was deferred to the end of the meeting.
- 5.3 There was some lively discussion regarding the populating of ACL National Committees – especially in relation to Fundraising --- if we do not find the volunteers to staff the committees then we may need to consider hiring the expertise/worker bees in to do the job; as these tasks need to be accomplished by someone.
- 5.4 Status of the Cadet Supervision Issue - There was some general concern around the table that we are being stonewalled by DND on this issue. The following information was reported by the Chair –
- 5.4.1 DCdts is considering utilizing a “Tweaked” or “Backup” Civilian Instructor arrangement, where all League members will be signed on as CIs in an attempt to utilize them at the last minute if a gap occurs with DND personnel;
 - 5.4.2 There is a meeting on Monday with the VCDS and there is a plan on the table to potentially allow screened League volunteers to supervise in low risk situations.
 - 5.4.3 A directive will be going out to all Squadron Commanding Officers advising them of the need to have adequate backup plans in place to ensure that cadet activities are not cancelled due to a shortage of supervising personnel.
 - 5.4.4 Col Fletcher does seem to be trying to put forward the broadest possible definition for supervision of cadets so that the use of League Volunteers does fit in.
 - 5.4.5 Much discussion about the fact that the program is based on volunteers at its outset, and the current regulations impede the use of volunteers at an unacceptable level.
 - 5.4.6 This issue is considered a “must resolve” item by the PC Chairs as well as the ACLN BoG.
 - 5.4.7 Tom Taborowski pointed out that our partner is not actually the Canadian Armed Forces, but is in fact the Department of National Defense.... So perhaps we will need to go above the VCDS to get this resolved.
- 5.5 Status of the Cadet Population Growth Initiative - Major Gaboury reported that our numbers have increased from 48000 to around 51000; but the hard part is to retain this increase. There has been a lot of positive response to the activities surrounding this initiative; and Major Gaboury thanked the members for their assistance in that respect.
- 5.5.1 A copy of the CPGI master plan was circulated.
- 5.6 Items from the National Flying Committee - A number of related flying items were reported in response to our request for info on the 2 national reserve gliders. Main Points are as follows:
- 5.6.1 The Advanced Power Pilot course is on hold at this time. This is an initiative attempting to put more PIC (Pilot in Command) Time for some of our senior cadets and junior CIC.
 - 5.6.2 There were 4 new winches acquired to supplement tow aircraft capability across the country.
 - 5.6.3 Eastern Region has acquired 2 new L-19 Engines to improve performance of their fleet, and hope to get 2 additional engines soon.
 - 5.6.4 The plan to acquire 2 new national reserve aircraft is proceeding.
- 5.7 Report from SSO Air
- 5.7.1 It was reported that the national Glider Pilot Scholarship program will be reducing this summer from 315 billets to 300 billets; but there is a corresponding increase in the Power Pilot Scholarship program, which is increasing from 240 billets to 255.
 - 5.7.2 There was a discussion regarding sending the “right” cadets to certain training activities. The case in point was the Canadore College program; which experienced far more RTU's than normal. Please ensure in the selection process that the candidates going forward are ready to be at these courses.

- 5.7.3 Major Gaboury reported that the new CPU continues in its roll out, and that there will be a new batch of summer courses starting this summer. It was noted that while the number of billets has decreased over the past two years from 10100 to around 9500, the total number of training days supported has increased, thus the value of the courses being offered is greater than in the past.
- 5.7.4 Major Gaboury also congratulated all the PC Chairs for working so hard toward ensuring there are good relations with Air Cadet League National. "Stay the course!"
- 5.8 Consideration to change of term SSC. It was reported that the people looking after the National Policies and Procedures are looking at potentially changing the term SSC to be something like "SQUADRON SUPPORT COMMITTEE" instead of "SQUADRON SPONSORING COMMITTEE".
 - 5.8.1 While most PCs expressed their support of this initiative, the British Columbia PC noted that since all of their SSCs are incorporated it would create a nightmare to make this type of adjustment.
 - 5.8.2 While recognizing and accepting the concern put forth by the BCPC; it was noted that the acronym would remain the same regardless of which word is utilized, and it was considered that we could in practice allow the name to change without changing legal entities on all of our current SSCs. It was noted in Ontario for example, it is the acronym that shows up in the official names, not actually the word "sponsor".
 - 5.8.3 On a related issue; Edgar Allain wondered whether we can put a dollar value on what a "Sponsor" is supposed to provide as a condition of their "official" support of an air cadet unit. Discussion around the table informally provided a YES to this question – as there should be an established minimum amount of support an organization will provide prior to being accepted as a sponsor.
- 5.9 Funding Support to ACLN President and 1st Vice President to attend AGM/SAM - Essentially there are no further issues for us to discuss as this is being taken up by the ACL BoG and we expect it will be incorporated into the new budget.
- 5.10 Update on the Air Cadet League Service Medal – the new bar and pins have been approved by National Honours and Awards – samples were circulated. There was discussion regarding what should be "packaged" with the medal. To that end the following was accepted:
 - 5.10.1 **MOTION – "that the PC Chairs recommend to ACLN that the ACL Service medal is packaged on its own, and that the associated miniature and pin be packaged as separate purchasable units"**
Motion by Darlene LaRoche, seconded by Michel Cote – CARRIED.

6. **New Business**

- 6.1 Image of the Air Cadet League – A discussion was lead by Tom Holland regarding our image and how it is presented to the outside world. It was noted that the BCPC hosted the ACLN President for 8 days (Way to go TOM!); and in those days it became quite apparent how effective the use of national executive members can be to open doors. The main points put forward are:
 - 6.1.1 We don't promote ourselves enough from within;
 - 6.1.2 Industry Partners are interested in our product!
 - 6.1.3 National should become active and vibrant partners of ATAC and CAMC as we are with DND and the ACL.
 - 6.1.4 There was a suggestion that the Executive Committee should be supported to attend Industry Partners conferences at ACLN expense. (not depending on Industry to pay our way all the time). There is support for this initiative as long as the costing fits the current budget restraints.

- 6.1.5 There was talk about potentially allowing the PC assessment to rise to cover this cost. Many PCs do not support that action as it was our understanding that the assessment would remain static for a number of years before any change is considered.
- 6.1.6 There was talk about extending the term for ACLN President to a 2 year term. It was noted that our Bylaws take precedence over the Policies and Procedures manual – however there are already options for a President to have an extended term in exceptional circumstances. In the end it was the preference of the PC Chairs that the status quo be maintained; and at this time no changes are entertained to the term length for National President.
- 6.2 Fundraising agreement between ACL National, ACL Foundation, Individual PCs and LHQ SSCs. This item was deferred from earlier in the meeting so that Ron Ilko could address the group. The main points of interest are as follows:
 - 6.2.1 Ron pointed out that Bob Dale and his contacts have formed the base of our previous fundraising activities. Those contacts are now not as prevalent or available to us.
 - 6.2.2 The ACL Foundation does have its charitable status now.
 - 6.2.3 The Foundation is going to concentrate on the larger donations with the following goals:
 - 6.2.3.1 To support the day to day operations of the ACL;
 - 6.2.3.2 To look after capital projects as they are identified;
 - 6.2.3.3 To support scholarships and bursaries at all levels of the ACL.
 - 6.2.4 There are three major activities the Foundation intends to pursue to fund these goals;
 - 6.2.4.1 MAJOR EVENT – potentially in the October 2011 timeframe to introduce the foundation and give it some legs. Perhaps dinner at the War Museum, a fundraising dinner with pricing like \$125 per plate and \$1000 per table?
 - 6.2.4.2 PURSUING ALUMNI – in joint effort with the PCs, pursue those alumni who may have the deepest pockets and get them on board for a large donation.
 - 6.2.4.3 CORPORATE DONATIONS – support the provinces in pursuing large corporations in an organized and concerted manner.
 - 6.2.5 There are currently 5 committee members.
 - 6.2.6 The overall primary goal is to raise \$1,500,000.
 - 6.2.7 Merv Ozirny mentioned that perhaps the foundation support the creation of an affinity credit card that pulls money in from that type of activity.
 - 6.2.8 Howard Mar mentioned perhaps to pursue an Airport Tax for those Airports that have interest in supporting the Air Cadet model.
 - 6.2.9 The question of the day – DO WE HAVE THE WILL TO HELP WITH FUNDRAISING? Much discussion surrounding this question – and in the end we have to otherwise the initiatives will die.
 - 6.2.10 FOLLOW UP ITEMS –
 - 6.2.10.1 RON ILKO is going to email the PC Chairs the requirements of the volunteers of the foundation and the aims of the foundation.
 - 6.2.10.2 DON BERRILL will coordinate the responses from the PC Chairs as it relates to personnel available and coordination with the PCs. An informal poll showed that most PCs do not have a formal fundraising program, but many have the will to come up with a person(s) to fill this roll.
 - 6.2.10.3 It was also noted that the provinces that have executive directors (ON, BC, SK, QOV, NS, NB) should begin to get a dialogue going between the EDs and the National ED to coordinate our efforts.

- 6.2.10.4 Form an advisory committee to recruit outside members to be the “worker bees” for the Foundation and the ACL Fundraising committee. The ACLN may need to bring this group together at least once and piggy back on each other for the best fundraising initiatives.
 - 6.3 Web based training – coordination of Training Activities – VP Ken Higgins has requested that the PC Chairs provide some feedback on web based training items being offered by ACLN and the potential of coordinating training activities throughout the PCs.
 - 6.4 Strategic Plan Objective A10-1; Registration and Screening Process. OPC Governor Ralph Thistle has requested that the PC Chairs provide information to the National R&S committee as it relates to the Policies, procedures, forms, documentation, handling & sharing of R&S information; along with any information privacy concerns. Essentially they would like to survey us to determine how the Registration and Screening program is working. A model survey will be circulated the PC Chairs prior to our next meeting.
 - 6.5 RCMI Article regarding the cadet program. It was the consensus of PC Chairs that ACLN needs to respond to this article in a manner supportive of the CIC and the program as a whole. While the Army Cadet League has written a response that essentially supports the position of the author – those PC Chairs who have read the article did not agree with the content.
 - 6.5.1 Howard Mar is going to send the Chair a copy of MGen Tabenoor’s response to the article.
 - 6.6 Anshutz sporting rifle issue – Representatives of the Prairie region brought forward concerns that DND has begun collecting weapons again and planning to redistribute outside of region without regards to those squadron that raised the money to purchase the weapons in the first place (collecting all the weapons and redistributing as they see fit).
 - 6.6.1 Some members felt there was an agreement that in return for all of the ACL SSCs turning their weapons in to DND for their control and inspection/upkeep; that squadrons would receive an equivalent return of weaponry to their unit.
 - 6.7 Chantale Boily mentioned the Ontario Children’s Aid Society commercial that has been aired as a great example of advertisement of the Air Cadet organization. Would like to see us come up with something similar or ask CAS if we could jointly find a way to run that commercial more often.
- 7. Good and Welfare of the Air Cadet League of Canada –
 - 7.1 Edgar Allain has offered to put together a simple presentation for use in all provinces that would introduce the Air Cadet League to the cadets and their families in a factual and objective way. We need an empowering message regarding our organization that also confirms to the cadets how much they are valued! For presentation at our next meeting.
 - 7.2 Date of Next Meeting or Teleconference – The Chairs agreed that a conference call is in order for late February or early March to further discussions on the action items.

8. Adjournment



National PR & I Committee

REPORT FROM THE CHAIR

20 November 2010 – 14:30 hrs – Ottawa, Ont

Chair: Marc Lacroix

Co chair: Ed Statham

Electronic brochure on opportunities to be an air cadet

Our committee has produced a draft of an electronic brochure on opportunities to be an air cadet. The Chair had sent an example of this brochure with hyperlinks (Web sites or electronic documents) to the committee members and they asked for little changes. We should put an english version on our website and on youtube at the end of january 2011. This chair will asked the chair of the Finance committee to use the budget of 3K\$ for printing 800 copies of this brochure for sending to squadrons as samples.

Articles written to industry magazines

A sub committee has been formed to write articles to different industry magazines and for the Air Force Association Magazine. Don Hogan has sent, as agreed with the editor of the Air Force Association magazine, an article on our partnership with the aviation and aerospace industry. The chair will send an article to the Air Force Association Magazine on the aviation day held in St-Hubert, last may 2010 where 900 cadets attended this event.

Joint venture with LIP committee

This committee will invite the LIP committee for a joint venture in order to provide an electronic brochure for cadets on c arreer opportunities in the aviation and aeropspace industry, next february 2011. This brochure would be configured in such a way that cadets will be more interested to pursue a carreer in the industry.

Advertisement tools of the cadet program

Ed Statham has withdrawn from the PR & I Committee and Lionel Bourgeois asked to be part of the committee as a member. New Brunswick, PC Chair has sent to my attention an insert in the newspapers of their province that has been done in November 20th, 2010 and it is quite a professionnall and impressive tool for advertising the cadet program in their province.

I will send an email to John Walker from Nova Scotia who is ready to help me with the issue to connect me with a owner of movie theaters to put ads about the cadet program. We will evaluate the costs associated with the use of this advertising tool according to our needs. .

70th and 75th anniversary of the League

As the chair of the committee, I will ask National office to contribute to the underlying of the 70Th Anniversary of the League by posting on o ur national web site and/or by providing promotionnal objects to members of the League. I will asked Capt Éric Morasse from Squadron no. 4 in Anjou, Quebec, to make an ½ hour presentation on history of air cadet league at our next AGM in Moncton.

This committee is ready to contribute and put their efforts to prepare celebrations for the 75Th Anniversary of the League according to our strategic plan. Those preparations should begin next march 2011 in conjunction with the strategic plan committee members and a sub committee of the PR & I Committee.

Conclusion

The Chair acknowledged very good progress made, thanks to the members of the committee and to the office staff. He looked forward to continued support and involvement of those present.

Date of Next Meeting

December 7th, 2010 by teleconference with committee members.

Respectfully submitted

Marc Lacroix

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Effective Speaking Committee

Notes from committee meeting Nov. 19, 2010 - National SAM

Attendance

Bob Drummond, Pat Sulek, Fred Johnsen, Bob Burchinshaw, Jim Wiechold, Chantale Boily, Josée Woodford, Bill Cumming, Keith Mann, Tom White, Herb Spear, Joan Gray, Gladys Jarvie

I. ADMINISTRATION

- 1.1 Opening Remarks by Chairperson- Gladys
Introductions –
- 1.2 Call for New Agenda Items
- 1.3 Approval of Agenda
- 1.4 Other Administrative matters

II. BUSINESS ARISING

- 2.1 Business Arising from Previous Meeting – review of Terms of Reference
- 2.2 Provincial Representatives – contact name – and emails

III. NEW BUSINESS

3.1 Terms of Reference for ES Committee in the Policy & Procedure Manual

Bob Burchinshaw addressed the Terms of Reference for this committee as they are posted on the National website. After some discussion it was decided that the wording be changed from “competition” to “Program” in any reference to the name of the committee. Changes to the website will be made as soon as possible.

3.2 Strategic Plan – Objective #C8-3 Data Base – Keith Mann

The “Participation survey” was reviewed and amended. The wording “How Can We Help” will be added to this document. This survey will be sent out to Provincial coordinators for distribution to Sponsoring Committees from Squadrons who have not been or not recently participated in the Effective Speaking competitions, for feedback to the Provincial coordinators. This survey should assist the Provincial coordinator to offer help with the ES program where necessary. The survey will be translated at the National office for those Provinces as required.

Keith reminded everyone that the data bases were sent out for this year. He particularly mentioned to Ontario and Quebec/Ottawa Valley the importance of having as many squadrons as possible to report their local activities for Effective Speaking. Keith stressed that we need the 2010 numbers as well so that we can have an accurate starting point with our goal to double participation by 2012. Chantale and Bill said they would look into this.

3.3 National website – updates, handbook, planning guide

Aims of the Program (in the Rules & Regulations) – will be corrected to read “The aim of the League’s Effective Speaking Competitions at the local, regional/Wing, provincial/territorial, and national levels is to promote and encourage Air Cadets to participate in an optional activity that will provide them with an opportunity to acquire effective speaking skills through instruction and practice in a structured and competitive environment.”

3.4 Time for National competition.

The time for the National Competition – Thursday evening vs. Friday morning was discussed. This was changed in 2008 and has not been a problem. Cadets prefer the evening time for the competition.

3.5 Discussion re speakers half French/English – Rules 37 e.

Rule 37. e. States that the Cadet must speak in either English or French and continue to speak in the chosen language throughout all levels of the competition.

We had considerable discussion on this topic. It was decided that the committee members discuss this with their respective Provincial Committees so we can address this and perhaps amend the rule at the ES committee meeting at the AGM in June 2011.

3.6 Joan Gray distributed competition scoring CD's & Provincial Medals to provincial representatives.

Any Provinces not represented will have the medals and CD's mailed.

All Provincial Coordinators are encouraged to trial use of the scoring CD prior to competitions in order to become familiar with this system. If you have any questions or problems using the scoring CD please refer your questions to Leigh Ann at the National Office.

3.7 Chantal brought to our attention that there are errors in the French section of the National ES website. We will request to have the National Office translator make necessary corrections to spelling and grammar as soon as possible.

3.8 Gladys announced her resignation as ES Committee Chair effective AGM June 2011. The final decision for a replacement as chair for the ES Committee rests with the National president.

IV. CONCLUSION

4.1 Good and Welfare of the Air Cadet League of Canada

Herb Spear asked if WestJet can make any assistance with any part of the Air Cadet program – other than cash donations –

We will contact WestJet re our 70th Anniversary – perhaps we can submit an article in their employee communication magazine “Jetlines”. As well Herb will speak to WestJet re placing the 70th Anniversary of Air Cadet logo on WestJet Aircraft.

4.2 Closing Remarks

Thank you to everyone for your support and work with the Effective Speaking Program

4.3 Date and Time of Next Meeting June 2011

4.4 Adjournment @ 1050