

RECORD OF DECISIONS



ANNUAL GENERAL MEETING AIR CADET LEAGUE OF CANADA

**13 – 16 JUNE 2002
NIAGARA FALLS, ONTARIO**



Record of Decisions

**61ST ANNUAL GENERAL MEETING OF THE AIR CADET LEAGUE OF CANADA
HELD AT THE RAMADA SUITES AND CONFERENCE CENTRE
NIAGARA FALLS, ONTARIO
13-16 JUNE 2002**

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ATTENDEES:

Chairperson:	Gilles Cuerrier	President
Parliamentarian:	Joe Johnson	Governor
	Ron Ilko	Past President
	Jim Ash	First Vice-President
	Guy Albert	Vice-President
	Lionel Bourgeois	Vice-President
	Brent Wolfe	Vice-President
	Robert G. Dale	Honorary President
	Douglas E. Betts	Governor
	Michel Cataford	Governor
	Robert Clarke	Governor
	Craig Hawkins	Governor
	Rhodie Mercer	Governor
	Jan Reidulff	Governor
	Leonard G. Jenks	Chairperson, Nominating Committee
	W.C.F. Beattie	Advisory Board
	Irene R. Doty	Advisory Board
	Harold Fowler	Advisory Board
	J.R. Goudie	Advisory Board
	David Hayden	Advisory Board
	Fred Hopkinson	Advisory Board
	James McKeachie	Advisory Board
	Robert Parsons	Advisory Board
	Peter P. Prescott	Advisory Board
	Eric Murray	Chairperson, NF
	Earl C. Lantz	Chairperson, NS
	Dennis MacNeil	Chairperson, NB
	Dale Laybolt	Chairperson, PE
	André Millot	Chairperson, QC and Ottawa Valley
	William Paisley	Chairperson, ON
	Tom Beda	Chairperson, NW ON
	Edward deCaux	Chairperson, MB
	Rick Fesciuc	Chairperson, SK
	Bob Bondarevich	Chairperson, AB
	Bill Batchelor	Chairperson, BC
	James Mullins	Director, NS
	Thomas P. White	Director, NB
	Roger Dionne	Director, QC
	Jacques Énault	Director, QC
	Edmond Lanthier	Director, QC
	John Derousie	Director, ON
	Dick Donaldson	Director, ON
	Michael McGrattan	Director, ON
	George McMahon, Sr.	Director, ON
	Berk Patterson	Director, ON
	Joan Cameron	Director, NW ON
	Dave Odell	Director, MB
	Ernie Callow	Director, SK

Lois Steele	Director, SK
Charlie Bowen	Director, AB
Keith Mann	Director, AB
Neil Olson	Director, AB
Stan Horton	Director, BC
Geoffrey Johnston	Director, BC
Douglass Sutherland	Director, BC
Maurice Murphy	Delegate, NF
Judy Murray	Delegate, NF
Robert Pelletier	Delegate, NB
Jean-François Provençal	Delegate, QC
Denise Ascenzo	Delegate, ON
Mara Cescato	Delegate, ON
Jean R. Emond	Delegate, ON
George Evans	Delegate, ON
Denis Hammond	Delegate, ON
Bob Hansebout	Delegate, ON
George Hough	Delegate, ON
Cameron S. Lowe	Delegate, ON
Lynette Mercado	Delegate, ON
Ron Patton	Delegate, ON
Ralph Thistle	Delegate, ON
Ron Aumonier	Delegate, BC
Stan Harry	Delegate, BC
Thomas Holland	Delegate, BC
Gladys Jarvie	Delegate, BC
Pierre Tanguay	Executive Director, Quebec
Bob Robert	Executive Director, Ontario
Col Jon Ambler	Director Cadets, NDHQ
LCol François Gaboury	SSO Corporate Services, NDHQ
LCol Jerry Elias	SSO Coordination, NDHQ
Maj Al Wardle	National Cadet Air Operations Officer, NDHQ
Maj Cliff Seibel	National Technical Authority, NDHQ
LCdr Peter Kay	Training Program Development, NDHQ
Maj Marc Boudreau	Regional Air Cadet Training Officer, RCSU (A)
Capt Andrea Onchulenko	Air Cadet Training program Development, NDHQ
MGen Richard Bastien	Assistant Chief of Air Staff, NDHQ
Sandra Bullock	Vice-President, Army Cadet League
BGen Richard Bowling	National Commander, Civil Air Patrol, US
Brian Darling	Air Force Association of Canada
Derek Devitt	Senior Vice-President, Marsh Canada Ltd.
Richard Longhurst	President, Soaring Association of Canada
Mary Palleschi	Account Manager, Marsh Canada Ltd.
Bishop Donald Thériault	Military Ordinary of Canada and Bishop of the Canadian Armed Forces, NDHQ
Capt Percy Wadia	Airline Pilots Association, Canada

FSgt Kristopher Smith	Effective Speaking Finalist, NF
FSgt Matthew Paugh	Effective Speaking Finalist, NS
FSgt Stephanie Melanson	Effective Speaking Finalist, PE
FSgt Laura Estabrooks	Effective Speaking Finalist, NB
FSgt Maxime Gauthier	Effective Speaking Finalist, QC and Ottawa Valley
LAC Jenny Gross	Effective Speaking Finalist, ON
Sgt Mathew Keigher	Effective Speaking Finalist, NW ON
LAC Heather Shonoski	Effective Speaking Finalist, MB
FSgt Jenny Makowsky	Effective Speaking Finalist, SK
FSgt Christopher Jugo	Effective Speaking Finalist, AB
WOII Ryan Sumal	Effective Speaking Finalist, BC
Jean Mignault	Executive Director, ACLHQ
Steven Clark	Chief Administrative Officer, ACLHQ
Chantal Fauvelle-Erdogan	Secretary-Treasurer, ACLHQ
Christine D'Aoust	Secretary, ACLHQ

The Chairperson opened the meeting at 0910 hours.

I ADMINISTRATION

1.1 WELCOME BY THE NATIONAL PRESIDENT

A general welcome was extended. Thanks were expressed to the Ontario Provincial Committee for their hosting of the meeting.

MOTION: Moved / seconded by G. Albert / B. Wolfe that J. Johnson be approved as the Scrutineer. **Carried**

1.2 INTRODUCTION OF GUESTS AND DELEGATES

Members of the Head Table, Board of Governors, Advisory Board and Guests were introduced. Its Chairperson introduced each provincial delegation.

1.3 MOMENT OF SILENCE

A moment of silence was observed in honour of all Air Cadets, Air Cadet League and Canadian Forces members who had passed away during the year, particularly our Honorary Treasurer and former National president, Percy H. Davis.

1.4 CONFIRM NOTICE OF MEETING

The Executive Director confirmed that the Notice of Meeting was duly circulated and that this gathering was a properly constituted meeting of the Air Cadet League of Canada.

1.5 CALL TO ORDER – REVIEW AGENDA

The Chairperson called the 61st Annual General Meeting to order. The Agenda was reviewed.

1.6 NEW ITEMS FOR AGENDA

No new items were added.

1.7 APPROVAL OF THE AGENDA

MOTION: Moved / seconded by A. Millot / B. Clarke that the Agenda be approved as distributed. **Carried**

1.8 APPROVAL OF THE RECORD OF DECISIONS OF THE PREVIOUS ANNUAL GENERAL MEETING

MOTION: Moved / seconded by B. Wolfe / P. Prescott that the Record of Decisions of the previous Annual General Meeting be approved as distributed. **Carried**

II BUSINESS ARISING

It was confirmed that all business arising from the previous meeting had been addressed with the exception of two items resulting from R. Mercer's review of the By-laws:

- a. the need for a precise definition of a member;
- b. differentiation between League volunteer and CO's Civilian Instructor for insurance purposes.

III RECEIVING REPORTS

3.1 NATIONAL PRESIDENT

Presented by G. Cuerrier

The full report of the National President has been included in the AGM Book of Annual Reports.

This report highlighted:

- the involvement and dedication of all League members, headquarters staff and our military partners;
- the necessity of Volunteer Screening;
- the request for an operating grant for Provincial Committees;
- the need to training League volunteers at the local level;
- activities and initiatives during the year, specifically, with Recruiting and Retention, Training, Fund Raising, Partnership and the Partnership Action Team Report, Insurance, 60th Anniversary, Ad Hoc Flying Committee and Air Cadet Week

Questions were fielded:

W. Paisley: Status of CD outlining the ACL

Response: Distribution has not occurred although L. Bourgeois had copies available. It shall be placed on-line in due course.

MOTION: Moved / seconded by C. Hawkins / B. Goudie that the acts of the Board of Governors be ratified. **Carried**

3.2 EXECUTIVE DIRECTOR

Presented by J. Mignault

The full report of the Executive Director has been included in the AGM Book of Annual Reports.

This report highlighted:

- changes and accomplishments in 2001-2002;
- achievement of fund raising goal;
- Member Registration and Screening;
- insurance issues;
- close working relationship with the other two Leagues on common issues;
- future goals and projects

3.3 DIRECTOR OF CADETS

Presented by Col J. Ambler

The presentation by DCdts and his staff was presented during the Open Forum on Friday, 14 June 2002. Details of this presentation have been attached as Appendix A.

This report highlighted:

- DCdts organization
- Air Cadet Program Update (presented by Capt A. Onchulenko – Appendix B)
- Views on first year as DCdts
- Accomplishments/issues over the last year
- Update on questions raised by ACL
- All-power option – DND position (presented by LCol F. Gaboury – Appendix C)

Col Ambler explained that, with reference to the All-Power Option, the decision to keep with the status quo referred to maintaining both power and glider flying in the Air Cadet program. The challenge remains to make the current program work better.

3.4 BOARD OF GOVERNORS

Presented by G. Cuerrier

The Record of Decisions for the Annual Meeting of the Board of Governors has been attached as Appendix D.

LCol F. Gaboury confirmed that Air Cadets constitute 44.3% of the overall cadet population with 44.3% of Air Cadets undergoing summer training.

3.5 ADVISORY BOARD

Presented by R. Ilko

The full report of the Advisory Board has been attached as Appendix E. This report highlighted:

- the action of the Executive Committee regarding the Queen's 50th jubilee was queried;
- the positive new fund raising initiatives by the Executive Director and Fund Raising Committee;

RECOMMENDATION:

It was recommended that the Executive Committee and Governors address the future of this committee – structure, goals and objectives, members;

- it was requested that future nominees for Honorary Officers be passed to the Advisory Board for recommendation to the Honours and Awards Committee;
- The role of Honorary Officers and Directors should be reviewed by the Advisory Board with recommendations to be provided to the Honours and Awards Committee during the upcoming year;

RECOMMENDATION: It was recommended that the volunteer hours report and use of funds be updated.

- The Advisory Board re-affirmed the role of the Partnership Action Team and urged the Board of Governors to pursue the implementation of the 26 recommendations as soon as possible;
- Concern was expressed that the Volunteer Screening process has yet to be fully implemented in all provinces. It was recommended that this issue receive priority with the Board of Governors;

G. Cuerrier reported that he had forwarded a congratulatory telegram to Her Majesty on behalf of the League.

3.6 **NOMINATING COMMITTEE**

Presented by L.G. Jenks

The proposed slate of Officers, Honorary Personnel, Members, Board of Governors and the Executive Committee for the 2002-2003 term was read and posted. It has been attached as Appendix F. In accordance with established procedures, elections on the proposed slate were deferred until the afternoon session.

3.7 **60TH ANNIVERSARY COMMITTEE**

Presented by L. Bourgeois

The full report of the 60th Anniversary Committee has been included in the AGM Book of Annual Reports.

This report highlighted:

- 60th anniversary certificates shall continue to be issued as squadrons reach that milestone;
- the PowerPoint presentation on the ACL are available.

3.8 **STRATEGIC PLANNING COMMITTEE**

Presented by L. Bourgeois

The full report of the Strategic Planning Committee has been included in the AGM Book of Annual Reports.

This report highlighted:

- Fund Raising – excellent progress;
- Financial Management – system in place and operating well. Recommended that this item be closed;
- Volunteer Registration – an update is required prior to the 2002 SAM;
- Risk Management and Insurance – on-going
- Partnership – a five-year business plan must be developed for the ACL.

RECOMMENDATION: It was recommended that the flow of the decision-making process and order of meetings at the SAM and AGM be reviewed. Further, a list of all outstanding questions and progress status between meetings needs to be drawn up.

Future work includes looking at different ways of managing DND and ACL responsibilities for cadets in a different financial management arrangement.

Questions were fielded:

Bob Bondarevich: Queried the coordination between national and provincial ACL regarding fund raising

Response: J. Mignault confirmed that a list of corporations approached by national would be available

3.9 MEMBER REGISTRATION AND SCREENING

Presented by J. Johnson

The full report of the Member Registration and Screening Committee has been included in the AGM Book of Annual Reports.

This report highlighted:

- Definition of member for purposes of insurance coverage: all members of Sponsoring Committees are covered for insurance purposes. A clear and simple definition currently exists in the ACL's by-laws and Policy and Procedures manual.

Each Provincial Committee's by-laws contain their own definition – national standardization was not recommended;

- Recommendations on how to renew membership after the initial five year period: a form currently available could be completed annually. For National Directors, this form could be included with their invoice for membership

MOTION: Moved / seconded by J. Johnson / R. Mercer that an annual renewal form for national and provincial level directors be devised, which would include a screening clause to update the members' status. **Carried**

It was reiterated that existing Provincial Committee forms to accomplish this could remain in place.

3.10 LEAGUE / DND PARTNERSHIP

Presented by J.R. Goudie

The full report of the League / DND Partnership Committee has been included in the AGM Book of Annual Reports.

This report highlighted:

- the slow progress of this committee;
- priority was to develop the partnership MOA, complete and implement the four definitions, and changes to QR& O (Cadets);
- priority changed to the issue of liability, stemming from the Captain Vancouver case;
- VCDS commitment to pursue the funding of Provincial Committee offices through a Treasury Board submission. The input of the Provincial Committee was deemed paramount;
- the need to substantiate the Contingency Grant increase;
- the disparity in fees for squadron accommodations

Question:

B. Robert: Queried priority issues for this group

Response: Col Ambler concurred that:

- i. an accountability framework is a priority, which will form a foundation document for the League / DND relationship – who has responsibility for what – and to limit liability to people outside DND;
- ii. Funding issues must go forward in concert with this;
- iii. Squadron Accommodations

3.11 NATIONAL HONOURS AND AWARDS COMMITTEE

Presented by G. Cuerrier

The full report of the National Honours and Awards Committee has been included in the AGM Book of Annual Reports.

This report highlighted:

- the recognition of 56 League members;
- all committees save one submitted nominations;
- the need to provide all necessary information to substantiate a nomination;
- the necessity to recognize local level members;
- presentations only to recipients attending the AGM President's Dinner. All other recipients will have their award presented during their Provincial Committee AGM;
- clarification of the Military Member of the Year Award.

B. Bondarevich noted that a cadet within his province was the recipient of the Air Cadet League Annual Music Award of Excellence. To make this presentation a surprise, he requested that the congratulatory letter be forwarded to the Provincial Chair for presentation to the recipient cadet.

3.12 NATIONAL FUND RAISING COMMITTEE

Presented by J. Mignault

The full report of the National Fund Raising Committee has been included in the AGM Book of Annual Reports.

This report highlighted:

- the positive results for the 2001 -02 campaign;
- changes have been implemented for the 2002-03 campaign, including a former cadet testimonial insert and the thank you letter being sent from a cadet;

3.13 NATIONAL FLYING COMMITTEE

Presented by J. Mignault

The full report of the National Flying Committee has been included in the AGM Book of Annual Reports. This report highlighted:

- The all-power proposal;
- The increase in CFTA awards from \$300 to \$500. All trustees did not support this.

The Record of Decisions for the National Flying Committee meeting has been attached as Appendix G.

The report of the National Technical Authority on the Air Cadet Gliding Program Activities and Maintenance Schedule has been attached as Appendix H.

Questions:

M. Cataford: The DND report indicated that the Director of Flight Safety had concerns with safety issues. It was queried whether these concerns were based on actual experience with our current program.

Response: LCol Elias explained that DFS had concerns with operation of civilian flying clubs (non-reporting of accidents to DFS). This has been clarified.

B. Bondarevich: Look at networking within the ACL to realize the best cost in purchasing new equipment for aircraft.

Response: L. Bourgeois shall address this issue with the committee.

3.14 PUBLIC RELATIONS AND IMAGE COMMITTEE

Presented by L. Bourgeois

The full report of the Public Relations and Image Committee has been included in the AGM Book of Annual Reports.

This report highlighted:

- the working relationship with new DCdts Communications Manager Steve Keough;
- a recount of his participation in the recent Summer Training Centre Public Affairs Conference in Victoria;
- ACL public image and proposed dress code. Sample articles were shown

MOTION: Moved / seconded by L. Bourgeois / B. Goudie that the ACL approve a nationally recognizable summer and winter dress code including jacket, tie and hat to distinguish ACL members from their Legion or AFAC compatriots and be more readily identified by the Canadian public on an optional wear basis. **Carried 28/24/0**

Discussion ensued on a national dress code, the inclusion of a hat and the returning of a salute by ACL members.

3.15 POLICY AND PROCEDURES COMMITTEE

Presented by G. Albert

The full report of the Policy and Procedures Committee has been included in the AGM Book of Annual Reports.

MOTION: Moved / seconded by G. Albert / B. Wolfe that the Policy and Procedures manual be updated and available on a regular basis in PDF format on the official Air Cadet League website. **Carried**

3.16 NATIONAL SELECTIONS COMMITTEE

Presented by R. Clarke

The full report of the National Selections Committee has been included in the AGM Book of Annual Reports.

A review of all practices and procedures shall be initiated.

3.17 EMPLOYEE COMPENSATION AND BENEFITS COMMITTEE

Presented by G. Cuerrier

The full report of the Employee Compensation and Benefits Committee has been included in the AGM Book of Annual Reports.

3.18 TRAINING COMMITTEE

Presented by D. Betts

The full report of the Training Committee has been included in the AGM Book of Annual Reports.

This report highlighted:

- Air Traffic Control Course study guide and examination
- the optional CASARA Introduction to Search and Rescue Course
- the Air Cadet League Basic Training Course
- the Air Cadet Sponsoring Committee Member's functions pamphlet
- a proposed Air Cadet League member pamphlet
- the boarding of Technical Training Course candidates as per other national summer training courses

J.R. Goudie reiterated that it is the League's responsibility to introduce optional courses not offered by DCdts and applauded the work of D. Betts with the CASARA program.

In response to a query by B. Bondarevich, D. Betts confirmed that the ACL Basic Training Course would outline the responsibilities of the League, DND, Sponsor and the CO.

3.19 RECRUITING AND RETENTION COMMITTEE

Presented by C. Hawkins

The full report of the Recruiting and Retention Committee has been included in the AGM Book of Annual Reports.

This report highlighted:

- the work of and thanks to the committee members
- new recruiting tools are required
- recruiting cadets is not a problem; retention is. Retention is directly related to effectiveness of the training program
- recruiting adults is difficult

MOTION: Moved / seconded by C. Hawkins / B. Bondarevich that the ACL adopt the 14 recommendations of the Recruiting and Retention Committee and that the ACL, through the Recruiting and Retention Committee, continue to work closely with our military partners to implement the recommendations. **Carried 47/5/0**

MOTION: Moved / seconded by C. Hawkins / J. Reidulff that all Provincial Committees designate one individual to act as provincial liaison with the Recruiting and Retention Committee to coordinate activities related to recruiting and retention of cadets and adults to the Air Cadet program and to share "best practices" on a regular basis. **Carried**

3.20 PROVINCIAL CHAIRPERSONS COMMITTEE

Presented by R. Fesciuc

The full report of the Provincial Chairperson's Committee has been attached as Appendix J.

3.21 CADETS CARING FOR CANADA

Presented by B. Wolfe

No report for Cadets Caring for Canada is available as no meetings have been held, no participation updates forwarded nor the return of 15 telephone calls to DCdts staff answered. No updates from the Provincial Committees are available as it is apparent that each has been out of the loop on any progress or work. Col J. Ambler apologized for the lack of communication as the funds allocated for Cadets Caring for Canada had been reduced and re-allocated to other cadet programs.

3.22 NATIONAL FINANCE COMMITTEE

Presented by J. Reidulff

The full report of the National Finance Committee has been included in the AGM Book of Annual Reports.

This report highlighted:

- J. Mignault and C. Fauvelle-Erdogan were commended for their work
- squadrons with delinquent ACC9s
- ACC9 revision and simplification
- requirement for audited financial statement in lieu of an ACC9P

E. Lanthier requested clarification about squadron asset ownership – sponsor, sponsoring committee or supporter.

Discussion ensued on current versus market value of assets.

3.23 INTERNATIONAL AIR CADET EXCHANGE COMMITTEE

Presented by M. Cataford

The full report of the IACE Committee has been included in the AGM Book of Annual Reports.

3.24 EDUCATION CREDITS

No report

3.25 INSURANCE COMMITTEE

Presented by J. Mignault

The full report of the Insurance Committee has been included in the AGM Book of Annual Reports.

This report highlighted:

- the renewal of the aviation policy in February; all other policies will be renewed in August. A 20% increase is anticipated for all policies.
- even with recent increases, the ACL enjoys very favourable rates

3.26 NATIONAL EFFECTIVE SPEAKING CONTEST COMMITTEE

Presented by F. Hopkinson

The full report of the National Effective Speaking Contest Committee has been included in the AGM Book of Annual Reports.

This report highlighted:

- the participation by almost all committees
- sponsorship of the contest
- changes based on survey results
- video copies of the competition will be provided on request

RECOMMENDATION: It was recommended that the Board of Governors consider inviting the National Effective Speaking Contest contestants to the President's Dinner on an annual basis. Further, it was recommended that the winning cadet be invited to present their speech at that dinner.

3.27 APPROVAL OF THE FINANCIAL STATEMENTS FOR 2001-2002

MOTION: Moved / seconded by L. Bourgeois / D. Hayden that the Financial Statements for 2001-2002 be approved. **Carried**

3.28 APPROVAL OF THE BUDGET FOR 2002-2003

MOTION: Moved / seconded by R. Clarke / G. Albert that the proposed budget for 2002-2003 be approved. **Carried**

3.29 APPROVAL OF THE AUDITORS FOR 2002-2003

MOTION: Moved / seconded by I. Doty / L.G. Jenks that the Chartered Accounting firm of Boyer and Boyer be appointed as Auditors for the year 2002-2003. **Carried**

3.30 REPORT OF THE OPEN FORUM

Presented by G. Cuerrier

The Open Forum presentation has been attached as Appendices A, B and C. As clarification for the status quo position of DCdts, they will continue to support a Glider program but confirmed that it does not mean that the Glider Program does not need improvement. The proposal from QPC was brought forward because of weakness in the existing program; improvement must take place.

3.31 ELECTIONS

L.G. Jenks confirmed that two changes to the nominated Directors from QC and Ottawa Valley had been received:

1. Nominate Jean-François Provençal and delete Jacques Dufort
2. Nominate Marc Quenneville and delete Denis Turgeon

No additional nominations or changes had been received. In accordance with published procedures, the nominations were closed.

MOTION: Moved / seconded by L.G. Jenks / I. Doty that the single slate Nominating Committee report be accepted. **Carried**

IV NEW BUSINESS

4.1 SUBMISSION FROM OPC

This issue was previously addressed.

4.2 RESOLUTION/MOTION - NATIONAL FLAG AND ACL DRESS CODE

This issue was previously addressed.

4.3 RESOLUTION/MOTION - AIR CADET SUMMER TRAINING CENTRE CAMP FLAG

This issue was previously addressed.

4.4 REVIEW AND DISCUSSION - REPORT AND RECOMMENDATIONS OF THE RECRUITING AND RETENTION COMMITTEE

This issue was previously addressed.

4.5 RESOLUTION/MOTION – ADOPTION OF THE NATIONAL RECRUITING AND RETENTION RECOMMENDATIONS AND APPOINTMENT OF PROVINCIAL LIAISONS

This issue was previously addressed.

4.6 AIR CADET TRAINING STRATEGIC FRAMEWORK UPDATE

Presented by LCdr P. Kay

This presentation has been attached as Appendix K.

4.7 LOCATION OF AGMs

Locations of future AGMs were reviewed:
2003 – Thunder Bay, Northwestern Ontario
2004 – Nova Scotia
2005 – Alberta
2006 – British Columbia
2007 – Open
2008 – Quebec

A host committee for 2007 is being sought.

4.8 2003 AGM

J. Ash and J. Johnson welcomed all members to Thunder Bay for 2003.

Dates: Wednesday, 18 June – Sunday, 22 June 2003

4.9 REVISED ACC9

This issues was addressed by J. Reidulff under the report of the National Finance Committee.

V CONCLUSION

5.1 GOOD AND WELFARE OF THE AIR CADET LEAGUE

Air Force Association of Canada

Brian Darling brought greetings from the Air Force Association of Canada on behalf of the National President, Jim Owens. He noted:

- the commitment of the AFAC to support the Air Cadet Movement. This is seen through the sponsorship of the Leadership Medal to top SLC cadets;
- support for the annual CFTA;
- direct sponsorship of squadrons;
- additional financial assistance to squadrons;
- membership in the AFAC. ACL members, CIC Officers, CIs and former Air Cadets with a minimum of two years service and at least 19 years of age

ACL Shirt

J. Mignault noted that dress shirts were available to ACL members for \$55.00 each. An order form shall be forwarded to all members.

Director's Book

J. Mignault requested that all members review their contact information included in this book and advise ACLHQ of required changes.

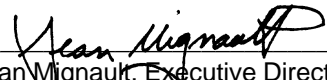
Message

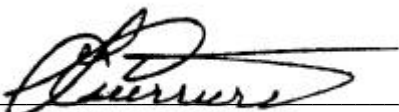
I. Doty left all members with an inspirational message.

5.2 ADJOURNMENT

There being no further business, the Chairperson adjourned the meeting at 1606 hours.


Steven Clark, Chief Administrative Officer


Jean Mignault, Executive Director


Gilles Cuerrier, National President

Open Forum: Director of Cadets

Friday, 14 June 2002



APPENDIX A

Presentation by the Director Cadets:

Outline

- Background Information
- DCdts Organization
- Air Cadet Program Update
- First Year as DCdts
- Accomplishments / Issues Over Last Year
- Update on Questions Raised by ACL
- All-Power Option – DND Position

Background Information

- Col J. Ambler provided a brief outline of his DND career

DCdts Organization as of July 2002

Air Cadet Program Development (Presented by Capt A. Onchulenko – follows)

First Year as DCdts

- CF and Reserve augmentation staff harder to secure
- Court cases have had a great impact on the cadet movement – need to change how we do business

Accomplishments / Issues

- Space Course
 - Based on ACL request, DCdts has approved three days at the Laval Cosmodome
- Rental Rate Increase
 - Re-negotiated MOA rental rates to cover the insurance rate increase. This increase will persist over the life of the MOA.
- ATC Course
- Code of Discipline – Eastern Region
 - A CATO shall be produced to cover the major issues. The League shall be invited to review the draft, as usual.
- Enrolment Date
 - Enrolment Deadline to attend national summer training courses has been changed from 31 Dec to 31 Jan, as requested.
- Helicopter Support for IACE
 - 430 Sqn in St. Hubert has had five hours baselined in their flying hours for cadets.
- Air Cadet Week
 - Based on a recommendation from the ACL, DCdts is developing a program for 2003
- Senior Leaders Course
 - Name reverted from Advanced Leadership, as requested.
- Clothing Project
 - This \$29M project will see new items delivered in advance of the summer period; all-weather coats will arrive this fall; a new training uniform separate from the current parade uniform is being developed.
- Infrastructure
 - CSTCs are being updated.

- Update on Captain Vancouver
In 1998, a complaint was received against HMCS Vancouver dating back to incidents in 1972. Several convictions have resulted with civil damages pending. The VCDS will correspond with ACLHQ explaining the legal process and suits/countersuits with a request for distribution to all members.

DJustice has directed DCdts to establish an accountability framework with the leagues to avoid future countersuits.
- Partnership Team Update
Work shall commence on the accountability framework – priority matter.

Update on Questions Raised by ACL

- Access to Cadet Net and DND Computers
As Cadet Net is part of DND Net, DCdts has been advised that, because of security issues, no external agency shall be granted access. LCol F. Gaboury stated that DND computers shall not be used by CI, League volunteers or cadets. L. Bourgeois questioned about DND computers not connected to Cadet Net; J. Dufort noted that a password is required to log on to Cadet Net and questioned the rationale of not being permitted to use non-connected hardware. LCol F. Gaboury shall investigate this situation.
- Command and Control Structure
DCdts stated his displeasure with the current structure. It was recently decided by Armed Forces Council that the VCDS shall have command of the CF side of delivering the cadet program.
- Participation in ACL AGM by RCSU CO's
DCdts advised that national level members attend national meetings whereas region level staff attend region/provincial meetings. The ACL invites each RCSU CO to the AGM. A decision on the degree of involvement remains to be decided, based on time and available resources.
- Cadets Canada Identification and Communication
- ACL as a Member of the Editorial Board of *Cadence* Magazine
DCdts reported that the magazine is representative of the government and is accountable to the Crown. L. Bourgeois requested and received concurrence from DCdts that any article relating to the ACL would be provided in draft form to the ACL for review prior to publication.
- Integration of PR Operations – DCdts (Money and Staff) with ACL (Volunteers)
- Standard Allocation of 20 meters to Cadet Units in New Armouries Regardless of Size of Unit
DCdts noted a need to look at greater support for accommodations and stated that the VCDS claimed no reduction in support for cadets.
- CATO 1407 Recreational Trips
A new draft was received 13 Jun 02 and shall be sent to the ACL for review with an effective date of Sep 02. The concern in para 18 and insurance implications have been corrected.
- Provincial League Rep on Selection Boards for RCAOpsOs.



Open Forum: Air Cadet Program Development

Friday, 14 June 2002

Presented by Captain Andrea Onchulenko

APPENDIX B

Air Cadet Training Projects – CSTC Projects

Summer Training

- What are we doing?
 - A systematic review of all summer training to standardize the courses, develop sound documentation, and build programs based on what we know about youth learning, youth social development, and youth cohort data.

Summer Training

- What is new this summer?
 - Basic Course
 - Introduction to Rifle Coaching Course
 - Introduction to Survival Training Course
 - Survival Instructor Course
 - Introduction to Physical Education and Recreational Course
 - Athletic Instructor Course

LHQ Projects

- A-CR-CCP-272/PT-001 Training Management Guide
- CATO 54-20
- Badges Poster

Summer Training

- What is left to do?
 - Introduction to Aviation Course
 - Introduction to Leadership Course
 - Senior Leaders Course
 - Space Course
 - Air Traffic Control Course
 - Technical Training Courses
 - Photography
 - Aircraft Servicing
 - Electronics
 - Will be done for summer 2003

Air Cadet Training Projects – LHQ Projects

Training Management Guide

- A tool designed for use by the Commanding Officer and Training Officer to implement the Air Cadet Training Program. It amplifies existing policies, orders and directives, providing relevant examples and advice.
- Volumes:
 - 1 Roles and Responsibilities of the Training Officer
 - 2 Mandatory Training
 - 3 Training Enhancement
 - 4 Mandatory Support Training – Range
 - 5 Mandatory Support Training – Citizenship
 - 6 Mandatory Support Training – Sports
 - 7 Mandatory Support Training – Survival
 - 8 Mandatory Support Training – Annual Review
 - 9 Mandatory Support Training – Fam Flying
 - 10 Directed Optional Training
 - 11 Optional Training
 - 12 Summer Training
 - 13 Flying Scholarship

Questions were fielded:

Question	Response
L. Bourgeois:	
1. Anything a cadet does needs to be listed for insurance purposes	OJT format now is in two parts:
2. Need to include ACL activities	1. participation in simulation (2 weeks)
3. OJT aspect of ATC no longer exists	2. DCdts has provided new computers and access to simulation facility – visit NAVCAN simulator for five days
C. Hawkins:	A. Wardle:
1. Queried if the Rifle Coach Course was offered in all regions.	1. This is planned but some regions do not have the infrastructure to support at the present time
2. Technical Training Courses need to be modernized, such as introducing digital photography versus film	2. Cadets currently do B&W, colour and digital photography. DCdts agreed to look at the current program to ensure that the training is relevant re: updated technology
B. Robert:	
Questioned limitation of management Guide to just training and suggested that how to work with Sponsoring Committees could be included.	The guide will be limited to training – the role of the Training Officer, delivery of the program, information on what needs to be done
W. Batchelor:	
Pointed out that no music course is slated for review	This area is the responsibility of the National cadet Music Training Officer. Capt A. Onchulenko agreed to forward comments to him. LCol F. Gaboury recommended inviting him to the 2002 SAM.

Question	Response
J. Dufort: Questioned if reference was made to the 1999 survey of what cadets want	Capt A. Onchulenko was aware of this survey and requested a copy
W. Paisley: Questioned amount of citizenship training at the LHQ level	The ACL had provided suggestions to DCdts. The new Training Management Guide will have a section on Citizenship



Open Forum: All-Power Option – DND Position

Friday, 14 June 2002

Presented by LCol F. Gaboury

APPENDIX C

Overview

- Description of the Study
- Process Used
- Factors Analyzed
- Surveys
- Other Factors
- Conclusion / DND Position

Background

- The Air Cadet League of Canada has endorsed the proposal for the creation of an All-Power Program for Familiarization and Summer Training in areas where it is deemed to be more effective (Nov '01)
- DCdts was tasked to determine DND's position on this issue (Dec '01)

Process

- Ensure that whatever the recommendation that it would be accepted
- DCdts Ad Hoc Committee
 - Unbiased contribution to the process. Members were not involved in the previous two studies and had not been participants in the Air Cadet Flying or Glider program – Maj G. Peterson, Capt A. Onchulenko, Capt P. Arsenault
- Another Joint Study was not required
 - Review all material produced so far
 - Decide on methodology, process and resources
- Authorities Consulted
 - Over 1400 Air Cadets
 - Director of Flight Safety
 - Cmdt RGS (Eastern) – LCol B. Senéchal
 - Association Québécoise des Transporteurs Aériens – Brian Jenner
 - ACL Insurance Broker – Mary Palleschi
 - 1 Canadian Air Division – Air Worthiness
 - Chief of the Air Staff

Analysis of the Following

- Aims / Vision / Motto
- Background and History
- What do the Cadets want
 - National Survey
 - Focus groups in Eastern Region
 - Previous Survey Results
- Impact on Cadet Recruiting and Retention
- Impact on CIC Recruiting and Retention
- Requirement for a National Program
- Outcomes of the Training Parameters Framework
- Flight Safety
- Availability of Flying Schools
- Insurance Costs
- Financial Impact
- Delivery

Surveys

- Assess the satisfaction level of cadets toward the Flying Programs (Familiarization and Scholarships)
- Assess the opinion of cadets toward the ACL proposal
- Assess potential impact on:
 - Cadets
 - CIC employment and involvement at squadron level

Target Sample – Questionnaire

	Regions	Target %	Sample %
Atlantic	14.2	12.8	
Eastern	22.5	22.3	
Central	26.7	24.2	
Prairie	20.0	20.2	
Pacific	13.3	19.0	
Northern	3.3	1.4	
Total	1440 answers	1384 answers	
Squadrons	120	112	

Target Sample – Focus Groups

Squadrons sampled included 51, 682, 728, 772, 798, 657, 654, 282, 821, 613, 690, and 709

Mini Survey to RGS (E) Members

- List of Members involved in RCSU(E), Familiarization and Summer Training given by RGS(E) CO
- Contact by email and phone
- 90 CIC and CIs
 - Answers from 40 (Cadets, CIs, CIC)

National Survey

Survey Results

- Glider and Power are the two most important activities (National)
 - Eastern: Survival and Glider
- Glider contributes more than Power in attraction, retention, wanting to fly more and earning wings;
 - Power contributes more if pursuing a career in Aviation
- Best suited familiarization is “both”
 - Eastern: “Glider” almost as much as “both”
- More than 86% think that the ideal Flying Scholarship Program [summer] should include Glider and Power
 - Eastern: 81%

Focus Groups Results

- Results show that Glider is the preferred program but cadets want to maintain the status quo
- 80% of participants do not agree with proposal
- 62% think it is important to have a national program

RGS(E) Mini Survey Results

- Most of CIC at LHQ would not continue [or get involved] if Glider removed
- If RGS(E) stops providing Glider training, most of CIC involved in summer training would not choose to continue at another CSTC

Recruiting and Retention

- Split Flying Scholarship program is not attractive to cadets
- Summer employment opportunities for CIC Officers could not be maintained under new proposal

Requirement for a National Program

- As a federally funded youth organization, the expectation is that the CCM programs build bridges, not gaps, between our Canadian communities
- 62% of respondents in focus groups said that it is important to have one national program

Outcomes of Cornwall Working Groups

- ACGP makes the program unique
- ACGP is seen as a tradition
- Need a national program
- Current program meets the needs
- Most beneficial aspect – self-sustaining peer-led structure

Flight Safety Issues / Concerns

- Operators will not report all incidents
- Operators will not investigate all incidents
- Operators will not participate fully in the CF Flight Safety program
- Cadet pilots will not be exposed to the CF Flight Safety program
- No mechanism to ensure that when maintenance will be carried out, there will be any input from the CF
- Maintenance incidents might not be reported and investigated
- DND will lose control of personnel qualifications and currency
- DND will not be able to do any flight safety trend analysis
- DND will not be able to advise the chain of command on matters of flight safety relative to Air Cadets
- DND involvement in flight safety not guaranteed with all power option

Availability of Flying Schools

- ACL identified 15 clubs including CEGEP of Chicoutimi
- Not all clubs provide rations and quarters

AQTA Meeting

- Meeting with AQTA – Mr. Brian Jenner
- AQTA would firmly oppose the contracting of the CEGEP of Chicoutimi
- RPP – a marketing tool
- Does not understand why we want to go to a split program

Insurance

- Generally when fleet size goes up, the rate decreases and the rates are higher on smaller fleet sizes
- Insurance is based on type of aircraft, aircraft values, usage, fleet size, experience of pilots and maintenance, hull values of Cessna 152, 172, Kantata's would mean an increase in insurance cost
- Would be some added exposure on the ACL's non-owned aircraft policy if the ACL decides to rent aircraft from flying clubs with their proposal. Hence a higher premium would be paid

Financial Impact

- Although the ACL proposal indicates that adopting an all-power program could reduce program delivery costs, other costs have been overlooked by previous studies:
 - Cost of rations and quarters at flying schools
 - Insurance
 - DND personnel required to carry out inspections

Delivery

- Inclement weather also affects powered flights
- During 2000-2001 training year, 9 squadrons in remote areas were given the opportunity to choose how to implement family flying as per new term in MOA. Only one out of the 9 elected to use powered family flying and subsequently requested to revert to the ACGP
- Pilot instructor development

Equipment

- Joint flying program study report (25 Nov 2000) indicated that the optimum equipment should include one tow plane and two gliders per 800 cadets
- Current efforts of RGS(E) to conduct a viable familiarization program have been hindered by a shortage of equipment
- Requirement for three additional tow aeroplanes and five gliders

DND Position

- Maintain status quo (Glider and Power). Reject ACL proposal for an all-power option
- Request ACL to acquire more gliders and tow aeroplanes for Eastern Region as per agreed in MOA
“The League, throughout the term of this MOA shall provide to DND the number of tow aeroplanes, gliders, glider trailers, winches, and their...required to satisfactorily operate the ACGP.”

Board of Governors

Thursday, 13 June 2002



APPENDIX D

ATTENDEES:

Chairperson:	G. Cuerrier	President
Members:	R. Ilko	Past President
	J. Ash	First Vice-President
	G. Albert	Vice-President
	L. Bourgeois	Vice-President
	B. Wolfe	Vice-President
	D. Betts	Governor
	M. Cataford	Governor
	R. Clarke	Governor
	C. Hawkins	Governor
	J. Johnson	Governor
	R. Mercer	Governor
	J. Reidulff	Governor
Staff:	J. Mignault	Executive Director
	S.J. Clark	Chief Administrative Officer
Absent:	D. French	Governor

The Chairperson opened the meeting at 0910 hours.

I ADMINISTRATION

1.1 President's Remarks

A general welcome was extended. A review of the AGM schedule and format changes for this meeting occurred.

1.2 Call for New Agenda Items

Three items were added:

- a. 2.41 - Air Cadet Week – DND/Air Force
- b. New Business - BC Letter
- c. 2.31.1 - Web Site Portal

1.3 Approval of the Agenda

MOTION: Moved/seconded by J. Ash / G. Albert that the Agenda be approved as amended. **Carried 12/0/0**

1.4 Approval of the Record of Decisions of 15 May 2002

MOTION: Moved/seconded by B. Wolfe / L. Bourgeois that the Record of Decisions of the Executive Committee Meeting held 15 May 2002 be approved as distributed. **Carried 5/0/0**

1.5 Ratify the Acts of the Executive Committee

MOTION: Moved/seconded by R. Clarke / J. Johnson that the acts of the Executive Committee be ratified. **Carried 12/0/0**

II BUSINESS ARISING

PARTNERSHIP

2.1 Meeting with VCDS – 23 Apr 02

G. Cuerrier provided a summary of issues discussed:

- a. funding for provincial offices
- b. increased contingency grant
- c. change in ACGP MOA re: insurance coverage and hourly rental rates

2.2 Army Cadet League Proposal for Political Action Campaign

The Army Cadet League's proposal for a political action campaign to secure funding for provincial offices was recounted. A negative reference to League bureaucracy was forwarded in a draft VCDS letter prepared by DCdts staff which caused the Army League to question the integrity of such letters. G. Cuerrier advised that the ACL's position was to pursue funding through normal channels. He confirmed that these funds should not be from the existing budget but a source of new funding. The VCDS committed his support for a joint committee to pursue this issue.

Alternate service delivery methods and a joint management scheme for the cadet program were debated. Discussions with the VCDS indicated a movement to separate the cadet budget from the DND budget.

MOTION: Moved / seconded by G. Albert / B. Wolfe that an Ad Hoc Committee be established to review the management and financing arrangements of cadet activities in Canada. The draft report and objectives shall be presented to the Board of Governors by 1 September 2002.

Carried 12/0/0

2.3 Partnership Team Update

G. Cuerrier highlighted the Captain Vancouver case with reference to the responsibilities of the partners and the resulting lawsuits.

2.4 VCDS Response for Funding of Provincial Offices – 29 May

Previously addressed.

2.4.1 Air Cadet Week / Air Force

G. Cuerrier requested an increased Air Force presence with Air Cadets and suggested incorporating an activity with the Air Force during Air Cadet Week. Plans call for implementation in September 2003. Options include a video or Wing visit. The VCDS has confirmed participation.

FINANCIAL

2.5 Financial Results for FY 2001 – 02

J. Reidulff reported positive results for the last fiscal year. J. Mignault highlighted good revenue growth - the increased catalogue sales and achievement of the fund raising target. It was confirmed that the surplus now equals the annual DND grant.

2.6 Budget FY 2002 – 03

J. Mignault reviewed the approved budget.

2.7 Fund Raising Committee Update

Discussion occurred on distributing a request through the Legion magazine. While the cost of including inserts was thought prohibitive, placing an ad requesting donations was suggested. A copy of this presentation has been attached as Appendix F.

Discussion followed on ways to develop the Friends of Air Cadets, donor survey, donor recognition, on-line donations and national/provincial solicitation of donors.

2.8 ACC9 Revision and ACC9P

A proposal was made to eliminate the ACC9P provided Financial Statements are prepared in accordance with generally accepted accounting principles.

DECISION: It was decided to withdraw the ACC9P for Provincial Committees and replace it with an audited annual financial statement.

Discussion followed on revisions to the ACC9.

MOTION: Moved / seconded by J. Reidulff / R. Clarke that the revised ACC9 form be accepted with the noted modifications. **Carried 12/0/0**

TRAINING

2.9 CASARA Proposal

D. Betts presented a proposal to supplement optional training by introducing a search and rescue co-op program for Air Cadets. This would be done at no cost to the league or DND.

MOTION: Moved / seconded by R. Ilko / B. Wolfe that the Air Cadet League of Canada endorse the implementation of the CASARA program as an optional activity. **Carried 12/0/0**

It was noted that one of the optional training subjects identified by DND is Search and Rescue training.

2.10 ATC Course Exam for 2002-03

The implementation of an Air Traffic Control study guide and exam was proposed. It was suggested that the ACL request that DND administer this exam along with the CF power and glider exam; regional support has been confirmed as that of the former Director Cadets and Director of Air Cadets. A study guide also needs to be developed. For 2003, the exam should be trialed, meaning candidates for the course would write the exam, it will be scored, but not used as a selection factor.

2.11 Optional Training Recommendations (as a League responsibility) to DND (also for the Cadet Training Parameters Review – continued League involvement and also clear responsibility to Leagues for the provision of Optional Training)

The Board of Governors endorsed the evolution of Air Cadet Training as defined by the Parameters Working Group, Cornwall 2002 and support DND, where possible, with the development and implementation of an improved Air Cadet Training program. The Air Cadet League pledged its active and continued involvement in this process. The Training Committee was tasked with developing guidelines on what the ACL can do regarding optional training.

2.12 All Power Program – Response

The DCdts response will be presented during the Open Forum. Discussion was deferred.

2.13 Recycling of Power/Gliding Exam Questions every Five Years

It was argued that cadets who have access to previous exams score much higher than those who do not.

MOTION: Moved / seconded by R. Clarke / J. Reidulff that DCdts develop a complete new set of questions each year to prepare the CF qualifying exam for Flying and Glider Scholarship candidates. **Carried 11/0/0**

It was further recommended that the previous year's exam be provided to squadrons for use as a study guide.

2.14 Additional Camp Slots for Air Cadets

The current number and calculation method of camp slots for air cadets was noted.

MOTION: Moved / seconded by C. Hawkins / G. Albert that the number of summer camp billets allocated for Air Cadet training accurately reflect the percentage of Air Cadets to the overall cadet population. **Carried 11/0/0**

INSURANCE AND RISK MANAGEMENT

2.15 Basis for Billing by National – Effective versus Average Strength, Cadet Pro-rata

It was reiterated that the insurance billing would be based on the effective parade strength as of the June Annual Review.

2.16 National to Pay Premiums for the National Members

Discussion occurred on the motion by W. Paisley that ACLHQ pay the premiums for National Members. It was recommended that these premiums continue to be the responsibility of the respective Provincial Committee.

2.17 Sexual Abuse Case – Update

Discussion held in-camera.

2.18 Billing for D&O Insurance

The fairest method for D&O insurance billing – pro-rata of cadet effective parade strength or number of officers and directors per province – was debated.

MOTION: Moved / seconded by J. Ash / R. Ilko that the Director's and Officers Insurance be billed pro-rata based on the effective parade strength as of June Annual Review. **Carried 12/0/0**

2.19 Update – D&O Claim

Discussion held in-camera.

2.20 Crime and Dishonesty Insurance

J. Mignault reminded the Board that the ACL does not currently have this coverage at any level of the organization. He will obtain a quote.

RECRUITING AND RETENTION

2.21 Approval of Recommendations of Committee Report

C. Hawkins reviewed the 14 recommendations of this committee:

1. The Air Cadet League should work closely with its military a partner at all levels to increase the number of adult volunteers working with local squadrons. Particular emphasis should be given to recruiting potential CIC officers.
2. The Air Cadet League, working with its partners, should review and, if necessary revise its current recruiting resources and distribute this material to all provincial committees and squadrons. These resources should include:
 - brochures
 - posters
 - video presentations (short versions for school and open house presentations) as well as clips for use on television advertisements.
3. All squadrons should be strongly encouraged to hold recruiting campaigns during December and January in order to attract cadets who turn 12 after September.
4. Provincial Committees, through local Directors, should act as points of contact with local school boards to facilitate visits to local schools.
5. The League should encourage the development and use of squadron websites to provide potential recruits and their families with information about local squadrons.
6. All squadrons should be encouraged to spend time in the recruiting program informing potential cadets and their parents about the nature of the program. A realistic, balanced presentation must focus on the local headquarters program as well as the high-profile components of the program (flying, international exchanges, etc.).
7. The Air Cadet League should recommend to our military partners that the current Air Cadet Rank Structure be reviewed. We should also recommend that an addition rank be introduced to the Air Cadet Program in order to provide a comparable rank pyramid between the three cadet elements.
8. The Air Cadet League should recommend to our military partners that promotion to ranks up to and in including the rank of Sergeant be tied to successful completion of the Air Cadet Training Program rather than to a quota based on squadron size.
9. The Air Cadet League, and its military partners, should develop career paths for cadets who are not able or interested in pursuing the flying/leadership career paths.

10. The Air Cadet League, through its Squadron Sponsoring Committees, should actively work with senior cadets who are in their final year of the program to help them plan the next step in the "Cadet Career Path".
11. The current training program for Air Cadets needs to be reviewed and, where necessary, revamped. Instructors (senior cadets, volunteers or officers) need to be knowledgeable and up to date and should be provided with training material and training aids that will focus and hold the interest of the cadets.
12. The Air Cadet League and the Military should develop a formal Exit Interview to be completed when a cadet leaves the squadron.
13. All squadrons should be encouraged to have an awards program that reflects both excellence and participation. The criteria for each award should be well publicized for both cadets and parents.
14. The Air Cadet League of Canada should provide recognition for squadrons that have increased their enrolment by 10% on a yearly basis.

MOTION: Moved / seconded by C. Hawkins / J. Reidulff that the 14 recommendations of the Recruiting and Retention Committee be approved. **Carried 11/0/0**

Discussion followed on the recruiting of adult leaders.

RECOMMENDATION: It was recommended that the ability of military members to receive time-off for training be extended to CIC Officers.

2.22 Air Cadet League Future Actions with respect to Recruiting and Retention

C. Hawkins provided a year-by-year statistical analysis on expected trends of cadet enrolment.

2.23 Cornwall Meeting - Update

C. Hawkins reported that the main problem with the Air Cadet training program is the delivery method. Guidelines have been developed and passed to DCdts.

D. Betts reviewed suggested benchmarks:

- Phase 1: Cornwall Conference (completed)
- Phase 2: Gap analysis between current and new programs (June) and Business Case to specify funding source and distribution (August)
- Phase 3: Freeze the current LHQ program for 23 years with changes rare (May 2003). During this freeze period, the new program will be prepared (implemented June 2007)

At issue is the seven years of cadet participation but only a five year training program.

MOTION: Moved / seconded by D. Betts / J. Johnson that the Board of Governors endorse the evolution of Air Cadet training as defined by the Parameters working group, Cornwall 2002 and support DND, where possible, with the development and implementation of an improved Air Cadet training program. Further, the Air Cadet League pledged its active and continued involvement in the development and implementation of optional training activities and reviews. **Carried 12/0/0**

IACE

2.24 IACE Update – Clothing – Top Marks

J. Mignault reported that the IACE clothing package shall be handled by Top Marks of Montreal commencing in 2003 (partial service for 2002).

2.25 IACEA Conference – Canada Hosting in 2006

J. Ash advised that he has established a Standing Committee to develop recommendations regarding location and program for the 2006 IACEA Conference.

PUBLIC RELATIONS AND IMAGE

2.26 ACL Clothing Proposal

L. Bourgeois made a proposal on full summer and winter dress for League members to address the lack of a League identity.

MOTION: Moved / seconded by L. Bourgeois / C. Hawkins that a committee be struck to look at specific proposals and develop recommendations for orders of dress for Air Cadet League members with a report to be presented at the 2002 Semi-Annual Meeting.

2.27 ACL Shirt Samples

J. Mignault displayed two short-sleeved sample shirts – blue and white. Orders will be taken at a cost of \$55.00 each. This will not be an inventory item.

2.28 Cadet Public Affairs Officers Conference – Victoria

L. Bourgeois participated in a conference for CSTC Public Affairs Officers in late-May. Topics included crisis communications, writing hometowners and media advisories. A Public Affairs CD-ROM has been prepared and copies requested for each Provincial Committee. The Cadet Public Relations Working Group shall convene in October.

2.29 ACSTC Flag Proposal

Requests have been received from various Air Cadet Summer Training Centres and Gliding Schools to have a camp flag. Some centres currently have a flag and the proposal was made to standardize this.

MOTION: Moved / seconded by L. Bourgeois / C. Hawkins that a standardized camp flag be developed. **Defeated 2/9/0**

This issue was deemed to be beyond the scope of Air Cadet League.

2.30 National Flag Proposal

Withdrawn.

2.31 Web Site – Update

The English version of the site has been re-designed and is maintained on a weekly basis. Work continues on the mirror French site. Improvements to the site include the ability for visitors to pay on-line for such things as the Friends of Air Cadets, AGM registration and IACE clothing. The on-line catalogue and purchasing has now been operational for approx. one month. Plans include having a sponsor's page, to

continually refresh the site using photos submitted by squadrons and committees for the main introduction pages and links as well as a password protected members-only section to include directory of personnel and other restricted information.

2.31.1 Website Portal

G. Albert suggested that a section of the site be available for members to conduct meeting, review documents, etc.

MOTION: Moved / seconded by G. Albert / B. Wolfe that Air Cadet League Headquarters investigate ways to conduct business in a secure area on the website. **Carried 12/0/0**

POLICY AND PROCEDURES

2.32 Manual - Update

G. Albert reported that the updated Policy and Procedures manual for 2002 has not yet been distributed due to outstanding information from outside sources. He noted that the updating of the manual has proven difficult due to the number of pending changes and the timing of the release of the CR-ROM as it might not coincide with decided changes.

MOTION: Moved / seconded by G. Albert / B. Wolfe that future amendments to the Policy and Procedures manual be effected on-line as changes are approved. ACL members and squadrons would then be advised of an update and directed to the affected sections. Further, previous versions of the manual shall be retained as a record of changes. **Carried 12/0/0**

MEMBER REGISTRATION AND SCREENING

2.33 Update and Possible Creation of a National Database

J. Johnson reported that this committee addressed two issues:

1. definition of a member (deemed minor revisions required only. Provincial Committee definitions shall remain their responsibility. It was reiterated that all members of Sponsoring Committees are covered by ACL insurance.)
2. how to administer a five-year renewal registration. OPC and QPC currently require their members to annually renew their commitment to the squadron. This form could be adapted to address the screening requirement.

RECOMMENDATION: It was recommended that the QPC form be amended to provide an annual renewal of member registration.

J. Mignault suggested that a confidential national database be developed to permit cross-referencing of registrants.

OTHER

2.34 Registration Forms for SAM and AGM

J. Mignault reiterated the need for meeting registration forms to be complete, accurate and submitted to ACLHQ on time. Misinformation or lack thereof causes problems for meeting arrangements.

2.35 Queen's Jubilee Medal - Allocation

The ACL request for 650 medals remains unconfirmed. Once known, the Honours and Awards Committee will recommend distribution.

2.36 League and DND Support for Sunshine Foundation

The national office and DND have agreed to support the Sunshine Foundation in their efforts to improve the profile of the organization, providing opportunities for disabled youth while providing citizenship opportunities for Air Cadets. An information package shall be provided to each member.

Discussion ensued on financial/product support for other organizations (i.e. food banks).

2.37 Selection Changes – Provincial Assessments of Criteria

S. Clark reported that it has now been 10 years since the standardized selection process has been instituted. The incoming national selection committee shall conduct a review of this process – to include scoring factors, values and how each Provincial Committee arrives at the final score – to ensure that the process is equitable.

2.38 Office Staffing

J. Mignault requested future consideration be given to the hiring of an additional person on a part-time and seasonal basis to assist with fund raising, catalogue orders and other administrative duties in the office. J. Mignault shall prepare a proposal regarding part-time hiring of personnel for the 2002 SAM.

2.39 Honorary Officers and Directors – Roles and Responsibilities

This item was referred to the Nominating Committee.

2.40 Funding for Squadron Crests

Historically, a DND graphic artist illustrated official squadron crests. Five years ago, DND withdrew this service. ACL has sourced a civilian artist and absorbs 100% of the cost of having these crests completed. As this is a benefit to the local squadron, the funding of these crests by ACLHQ was questioned.

MOTION: Moved / seconded by C. Hawkins / J. Johnson that the cost of producing a squadron crest would no longer be borne by the national level of the ACL. This will now become a catalogue item, with squadrons advised of the expected minimum and maximum price range. **Carried 12/0/0**

III NEW BUSINESS

3.1 BC Letter

The BCPC concluded that the Board of Governors had no power to approve the acceptance of an all-power program on behalf of the ACL (2001 SAM). G. Cuerrier shall address this issue with the BC Chair.

IV CONCLUSION

4.1 Good and Welfare of the Air Cadet League

Thanks were expressed to G. Cuerrier for his leadership throughout the year.

It was confirmed that no contact from the estate of the late Percy H. Davis to the ACL has taken place.

4.2 Adjournment

There being no further business, the Chairperson adjourned the meeting at 1625 hours.

Advisory Board

Friday, 14 June 2002



APPENDIX E

ATTENDEES:

Chairperson:	Ronald Ilko
Members:	Bill Beattie Robert Dale Irene Doty Harold Fowler J.R. Goudie David Hayden Fred Hopkinson Leonard Jenks James McKeachie Robert Parsons Peter Prescott

The Chair opened the meeting at 1400 hours, welcoming all members to the Advisory Board meeting.

I ADMINISTRATION

- 1.1 Approval of Agenda: Moved: Bob Goudie/ Dave Hayden to approve agenda as presented - CARRIED.
- 1.2 Approval of Record of Decisions Semi- Annual Meeting- Bob Goudie/ Len Jenks- CARRIED.

II BUSINESS ARISING

- 2.1 Queen Elizabeth 50th Anniversary- Members questioned what actions were done by the Executive and Board to acknowledge and celebrate this anniversary- The Chairman was to request this information from the President.
- 2.2 Fund Raising: The Executive Director provided a summary of fund raising activities and initiatives- Well received by members. Members stressed the need for Board involvement in fund raising and the future role of fund raising in the ACL.
- 2.3 Honorary Treasurer: The procedure for appointment of Honorary Officers was discussed. It was recommended by the Advisory Board that recommendations for Honorary officers should come through the Advisory Board to Honours and Awards Committee. The Advisory Board also recommended to the Board of Directors that the Advisory Board may also be used to provide recommendations on Honorary Directors. It was suggested that initial contact by letter may be done by the Honorary President or Chair of the Advisory Board. The discussion on the role of Honorary Directors, as well as recommended maximum numbers, and terms of reference was deferred to the next AB meeting.

- 2.4 Medal of Honour: The Advisory Board felt the Selection process for the Medal of Honour worked well and should be continued.
- 2.5 Report of Volunteer Hours was discussed by the AB. It was felt this was an important report that should be updated by the Board of Directors in 2002/ 2003.
- 2.6 Partnership Action Team update was provided by Mr. R. Goudie .The AB reaffirmed the role of the Partnership Working Group and recommended that the Board of Governors maintain effective and timely settlement of issues, specifically the 26 recommendations provided in the PWG Report. The AB thanked Mr. Goudie and the members of the ACL on the PWG for their efforts over the year.
- 2.7 Volunteer Screening: The AB was concerned over the lack of progress in volunteer screening and encouraged the Board of Directors to make the full screening of members a high priority this year.

III NEW BUSINESS

- 3.1 AB View on the development of an ACL uniform that would make members distinct to the public was deferred to the SAM in 2002.
- 3.2 Report on Squadron Intakes/ disbursements was deferred to the SAM in 2002.
- 3.3 AB view on new ACL training plan deferred to SAM in 2002.

IV GOOD AND WELFARE

The members of the Advisory Board remain committed to assisting the President and Board of Directors as and when needed.

V CONCLUSION

The next meeting of the Advisory Board will be at the Semi Annual Meeting in November 2002.

The meeting was adjourned at 1730 hours.



Nominating Committee Slate

2002-2003

APPENDIX F

AIR COMMODORE-IN-CHIEF

His Royal Highness The Prince Philip
Duke of Edinburgh, K.G., K.T., B.B.E., P.C., C.D.

PATRON

Her Excellency The Right Honourable Adrienne Clarkson, C.C., C.M.M., C.D.
Governor General of Canada

HONORARY OFFICERS

Honorary President	Robert G. Dale, DSO, DFC, CD
Honorary Treasurer	(to be determined)
Honorary Secretary	André O. Dumas
Honorary Solicitor	The Right Honourable Ramon Jon Hnatyshyn, PC, CC, CMM, QC

HONORARY LIFE MEMBERS

Arthur Macdonald
Richard Logan

HONORARY DIRECTORS

The Honourable Lincoln Alexander, PC, CC, K St J, O Ont, QC
Air Commodore (Ret) Leonard J. Birchall, OBE, DFC, CD
Brigadier General (Ret) William Buckham, CD
Brigadier General (Ret) Ronald Button, CD
Colonel (Honorary) John C. Eaton
Mr. Blain Fowler
Lieutenant General (Ret) David N. Kinsman, CMM, CD
Mr. Donald S. McClure
Honourable Hartland de M. Molson
Major General (Ret) Robert L. Mortimer, CD
Major General (Ret) John A. Stewart, CD

MEMBERS/DIRECTORS

Newfoundland and Labrador

Rhodie Mercer Maurice Murphy
Eric Murray Melvin Pike

Nova Scotia

Douglas Betts Earl Lantz
James Mullin John Walker

Prince Edward Island

Guy Albert Bruce Davison
Dale Laybolt

New Brunswick

Charles Allain Dennis MacNeil
Robert Pelletier

Quebec

Michel Cataford	Roger Dionne
Jean-François Provençal	Jacques Enault
Edmond Lanthier	Andre Millot
Marc Quenneville	

Ontario

Lionel Bourgeois	John Derosie
Dick Donaldson	Craig Hawkins
Paul Hayes	Mike McGrattan
George McMahon Sr.	William Paisley
Berk Patterson	Ron Patton

Northwestern Ontario

Jim Ash	Tom Beda
Joan Cameron	Joe Johnson

Manitoba

Gary Bolton
David Odell

Edward de Caux
Jan Reidulff

British Columbia

W.J. Batchelor
Thomas Holland
Geoffrey Johnston

Jack Henwood
Stan Horton
Douglass Sutherland

Saskatchewan

Ernest Callow
Lois Steele

Rick Fesciuc
Brent Wolfe

Yukon/NWT/Nunavut

Bruce McKay
(vacant)

Alberta

Bob Bondarevich
Beverly Burke
Keith Mann

Charles Bowen
Robert Clarke
Neil Olsen

MEMBER-AT-LARGE

Brock Mason
Duane Schippers

BOARD OF GOVERNORS

Guy Albert
Charles Allain
Jim Ash
W.J. Batchelor
Douglas Betts
Lionel Bourgeois
Beverly Burke
Michel Cataford
Robert Clarke
Craig Hawkins
Joe Johnson
Rhodie Mercer
Ron Patton
Jan Reidulff
Brent Wolfe

Gilles Cuerrier

EXECUTIVE COMMITTEE

President
Past-President
First Vice-President
Vice-President
Vice-President
Vice-President

James R. Ash
Gilles Cuerrier, CD
Brent Wolfe
Guy Albert
Lionel Bourgeois, OMM, CD
Craig Hawkins

National Flying Committee

Thursday, 13 June 2002



APPENDIX G

ATTENDEES:

Chairperson: Lionel Bourgeois

Members:	Earl Lantz	NS
	Ed Lanthier	QC
	Fred Hopkinson	ON
	Joan Crawford	NW ON
	George Evans	MB
	Ernie Callow	SK
	Neil Olsen	AB
	Geoffrey Johnson	BC

Military	LCol Jerry Elias	DCdts 4
	Major Al Warde	NCA Ops O
	Major Cliff Siebel	National Technical Authority

1. **Welcome** - The Chair opened the meeting at 1300 hours and welcomed all those in attendance.
2. **Ratification of the Agenda** - The agenda was tabled and accepted without additions.
3. **Minutes of meeting 15 June 2001** – It was moved by Earl Lantz seconded by Fred Hopkinson that the minutes of the 15 June 2001 meeting be approved as published.
CARRIED
4. **Presentation** – Maj Al Wardle, National Cadet Air Operations Officer provided a briefing on Flight Safety and Scholarship Quotas. On flight safety he noted the overall decrease in accidents over the past 14 years and the increase in E category occurrences because of better reporting. He noted that Winch incidents are listed separately. The following points surfaced:
 - a. Directorate of Flight Safety contacts are Capt Don Campbell and Capt Rick Green (at 1 CAD).
 - b. For insurance purposes we can note that we report more than MOT requirements.
 - c. Study # 1 November 2000 using 1998 figures shows Costs of Gliding and flying by region with DND paying about \$ 8.5 million (including the summer bonuses) and the Leagues paying some \$ 315,000 plus providing the equipment and many volunteer man hours.
 - d. On bird strikes and other small damage it is counter productive to go for insurance coverage as it raises the rates – better to fix it locally.
 - e. Rental rates for 2002 will be \$ 24.93 per glider hour and \$ 41.54 per tow plane hour.

5. **Presentation National Technical Authority** – Maj Siebel presented his report on maintenance activities - attached. The following points emerged:
 - a. The SIRP is going exceeding well with good long term health of the fleet. The budget for 2002/2003 should be \$ 67,500.
 - b. DND will procure oil filter kits for Cessna 305 tow aircraft at a cost of \$ 30,000 so as to extend oil change cycles from 25 hours to 50 hours.
 - c. Provincial Committees need to talk to their RCAir OpsOs on radio requirements.
 - f. On the breakage of Winch Cables it was noted that DND had recently paid over \$60,000 for armoured steel cables.
6. On CFTAs it will be up to Provincial Committees to decide whether they will pay cadets directly or through a flying/soaring club. The issue of unused awards needs to be addressed. The Soaring Association of Canada Scholarships need to be advertised.
7. **Scholarship Quotas.** A tabulation of the 320 Glider Scholarships and 250 Power Scholarships was tabled.
8. **Adjournment.** The meeting adjourned at 1440 awaiting the call of the chair for a subsequent meeting after the DND report on the All Power Proposal was tabled. This subsequent meeting was held 15 June.

National Technical Authority



APPENDIX H

REPORT ON AIR CADET GLIDING PROGRAM MAINTENANCE ACTIVITIES

1. SIRP Status

- a. The Structural Inspection and Repair Program (SIRP) for the gliders and tow planes is designed to ensure the long term structural health of the fleet. The first round of the program has been completed. Since 1988 a total of 132 aircraft have been inspected. The overall condition of the fleet is significantly better than it was in 1988 when the glider fleet was on the verge of rust out and had to be grounded for major corrosion repairs. There is no doubt that as long as we maintain the SIRP the fleet can be kept operational for the foreseeable future.
- b. The steps that were taken four years ago to ensure that the costs for SIRP parts provided by the League did not exceed the budget have been successful. We were able to keep the parts costs for nine aircraft last year in line within \$1,000 of the approved budget of \$63,000. This was achieved by using regional resources to cover some of the costs. For next year the budget should be increased to \$7,500 per aircraft for a total cost for nine aircraft of \$67,500.
- c. Oil Filters Both the Scout and Cessna 305 require engine oil changes every 25 hours. This is expensive and also a maintenance burden. The change cycle can be extended to 50 hours with the installation of oil filters. An approved kit is available for the Scout and the kits have been procured and installed at CF expense (\$12,000). There is no off the shelf kit for the Cessna 305, so we have funded Dynamair to develop one. The prototype has been installed and the testing has been completed. Transport Canada approval has been received and DND will procure the kits this year at a cost of \$30,000.

SIRP ACTIVITY AND FORECAST

	Aircraft	Atlantic	Eastern	Central	Prairie	Pacific	Projected Parts Cost	Actual Parts Cost
97-98	Gliders	1	1	2	1	1	\$39.0 K	\$32.5K
	Tow	0	0	0	0	0	Balance	
98-99	Gliders	1	2	2	2	1	\$58.5 K	\$51.2K
	Tow	0	0	0	0	1	Balance	
<div> <div></div> <div></div> <div></div> </div>								
New	Cycle	Starts	9 A/C		/ year		x \$7K/AC	
99-00	Gliders	1	2	2	1	1	\$65 K	\$60,799.16
	Tow	0	0	1	1	1	Balance	
	NDT							\$13,600.00
00-01	Gliders	0	1	2	1	1	\$63 K	\$63,000.00
	Tow	1	0	1	1	1		
	NDT							\$12,500.00
01-02	Gliders	0	1	1(+1)	2	2	\$63 K	\$63,371.27
	Tow	1	1	1	0	0		
	NDT							\$12,584.11
02-03	Gliders	0	0	2	1	1(+1)	\$67.5 K	CLB
	Tow	1	1	1	1	1		
03-04	Gliders	1	1	1	1	1	\$67.5 K	
	Tow	1	1	1	1	0		
04-05	Gliders	1	1	1	2	1	\$67.5 K	
	Tow	1	0	1	0	1		
05-06	Gliders	1	1	2	2	1	\$67.5 K	
	Tow	0	1	1	0	0		
06-07	Gliders	1	1	2	2	2	\$67.5 K	
	Tow	0	0	1	0	0		
07-08	Gliders	2	1	1	1	1	\$67.5 K	
	Tow	0	1	1	1	0		
08-09	Gliders	1	0	2	1	1	\$67.5 K	
	Tow	1	1	0	1	1		

AIRCRAFT SIRP STATUS

Atlantic	Year Signed Out	Eastern	Year Signed Out	Central	Year Signed Out	Prairie	Year Signed Out	Pacific	Year Signed Out
CLN	94	ARD	95	FMN	91-99	SOR	96	CLL	89-96
CLX	92-00	CSK	94-02	AIU	88-96	CLS	93	CLK	88-95
CSD	94	ACQ	90-98	QON	90-98	CLD	92-01	QRT	91
CLF	93	EAF	96	CLH	92	FMC	92-02	FMB	91-99
BJH	95	FMD	92-00	YWL	89-97	FDR	90-98	LIT	90-97
CLV	92-99	CLA	93-01	CLM	90-98	RVH	95	CLY	92-01
FNA	95	ACY	93-00	CLR	91-02	MOG	94	CLB	94
FMF	96	VQM	94	DXP	87-95	RFQ	94	JSN	92-98
BZG	98	KRR	95	FME	93	CLZ	91-99	XGX	00
		DUH	91-99	BJR	92	CLJ	93-02	DXR	02
		QYI	91-99	YLP	88-96	CLW	90-96	ABQ	
				CIV	87-95	JNM	90-99		
				IIB	01	CLE	91-00		
				YJL	94				
				CLG	87-95				
				TGB	99				
				GHV	00				
				FIN	00				
				WCV	99-00				
				DZF	02				
Cessna		Cessna		Scout		Scout		Cessna	
TGU	93	TGC	93	GYS	93-01	OBW	92-01	TAL	90
TGY	92-02	TGN	91-02	PKB	92	BAZ	94	KNK	91-01
TGP	91-01	TGE	95	XAC	97	CLD	95	TGA	90-00
BBD	94	TGV	92	QII	96	SSD	93	TGF	89-99
		TZZ	95	QSC	94	SSV	91-00	RGS	94
				DOL	95	QNQ	95		
				XZK	91				
				DVY	Repair93				
				FIU	01				
				GQK	02				

NOTES

- 1
2. Towplane schedule 10 years(no change)
3. Glider schedule 12 years(under review).
5. Increase budget to \$7,500.00 per airplane.(Confirmed 17 Jun 02)

Provincial Chairperson's Committee

Thursday, 13 June 2002



APPENDIX J

ATTENDEES:

Chairperson: Rick Fesciuc

NF	Eric Murray	NW ON	Tom Beda
	Maurice Murphy		Joan Cameron
NS	Earl Lantz	MB	Ed deCaux
	Jim Mullins		George Evans
NB	Dennis MacNeil	SK	Ernie Callow
QC	Andrea Millot		Lois Steele
	Pierre Tanguay	AB	Bob Bondarevich
ON	Bill Paisley	BC	Bill Batchelor
	Bob Robert		Geoffrey Johnston
	Jean Emond		Doug Southerland
	Ralph Thistle		

Guests: LCol François Gaboury
Maj Marc Boudreau
Capt Andrea Onchulenko

I ADOPT AGENDA

Additions to Agenda:

3.9 – Cato 14-07
3.10 – Aviation Insurance Update
3.11 – Selection Process
3.12 – Removal of Officers
3.13 – Selections on Web Site
3.14 – Selections – Cadets rejecting courses for staff positions
3.15 – All Power Concerns
3.16 – Dress Code
3.17 – Borden Air Cadet Summer Training Centre
3.18 – Registration Fees for Cadets
Moved to adopt agenda as amended: Bob Bondarevich – AB
Seconded: Tom Beda NW ON.

Approve Minutes from SAGM Chairs Meeting – November 16 – 17 , 2001

Moved: Dennis MacNeil – NB
Seconded: Eric Murray – NFLD

II BUSINESS ARISING FROM THE MINUTES

Recommendation BOG:

Recommend that the Home Page of the National Site provide easy to find links to the Provincial Web Sites. The current navigation structure is too cumbersome. – New Site Launched

Recommendation BOG

There was a proposal to increase the no-fault accident insurance from \$10,000 to \$25,000 for death benefits for Air Cadets. The Provincial Chairs recommend no increase to the no-fault insurance coverage.

Recommendation BOG:

That the ability to place selection board forms on-line during the redesign of the ACL web site. – In Progress

Recommendation BOG:

That the BOG reviews the ACC9 provided by Ontario and Quebec and make them available for all provinces for the next ACC9 season. It is further recommended that these programs be provide as soon as possible to provide ample time for sponsor training.

Further Discussion:

There has been very little consultation in this National initiative. OPC continues to work with their implementation. Other provinces have been using a spread sheet to electronically submit the data to National. The proposed changes must be reviewed with the provinces and a standard must be adopted.

- The question was raised as to the purpose of the ACC9.
- Are the forms and information still needed by National?
- Provincial Committees use the data for check and balance on Squadrons
- The information on ACC9 cannot be verified, however some provinces use a system to identify areas of concern and ask to see all records from that Squadron Committee.
- Asset Depreciation was confusing.
- MB – 18 squadrons are not willing to use the electronic form. 3 are happy with it.

Additional Recommendation: Clarification of ACC9 purpose is requested.

Additional Recommendation: That the Quebec and Ontario program is implemented.

Recommendation BOG:

That the BOG investigates a national advertising program. In Progress.

Recommendation BOG:

New Brunswick committee will provide a copy of the document to National to develop a National document for use by all provinces. – Distributed

Recommendation BOG:

That the Flying Committee report be forwarded to the provinces for their consideration before any recommendation could be made. Further ask for the position of the BOG concerning the all power program.

The final committee report was not distributed as of this meeting.

Recommendation BOG:

That the Honorary Certificates be available in English and French.

Recommendation BOG:

That the National Registration and Screening committee investigate a form to be used to update the information. To date no information has been distributed about this point. Request further information on the status of this form and process.

Recommendation BOG:

The number to be used will be the Average Cadet Strength for insurance premiums. – Implemented

Recommendation BOG:

That there be more consultation, whenever possible, on decision that effect cadets. The consultation should be between the partners, ACL and DND, and also between the national league and the provinces. The provinces haven't been informed about other national meetings that are to take place in February.

As of the AGM, this still seems to be a problem. The recommendations from this Committee (Chairs) may have been acted on, but the minutes from the BOG don't specifically address the issue. Request that the points be identified in the BOG minutes as being an issue of the Chairs Committee.

Recommendation BOG:

That the National Chair be in place for more than one year at a time.

Recommendation BOG:

The Provincial Chairs strongly suggest that the Advanced Leadership Course be changed back to the Senior Leadership Course. – Course Name Changed

Recommendation BOG:

The 2 year term be investigated and implemented for the National League President. – Rejected

Recommendation BOG:

Training committee is being put together in Jan/Feb.

That the information about this meeting be forwarded to the Provincial Committees as soon as possible. – Completed

III NEW BUSINESS

3.1 D&O Insurance – Ontario

The D&O insurance costs are being completely covered by the provinces. The National League should be sharing in this cost.

Discussion:

There are a number of National Members and Officers that are not associated with the Provincial Committees and therefore the D&O insurance cost for those individuals should be picked up by National.

Recommendation to BOG:

Motion:

That National be responsible for 15% of the D&O insurance premium – Moved Bill Paisley Ont. Seconded – Ed deCaux MB Carried

3.2 Selection Quotas – Ontario

The quota system for the number of candidates per squadron should be reviewed.

Discussion:

- Ont. – Some larger squadrons complained they are not getting their share of special courses.
- Concern that only so many slots were available and if other slots were given to larger squadrons, smaller squadrons would be affected.
- Provinces have split larger squadrons into two to obtain more training slots.

- Some provinces allow more than 1 application but the quotas for the provinces are fixed.
- The rule for 1 billet/squadron remains and is equitable.
- Ontario seems to be the only Committee experiencing this problem.
- The number of slots seems to be decreasing every year. The numbers from DC dts don't back this up.
- Every effort should be made to obtain more training billets to provide trained cadets for the squadrons.

3.3 Air Cadet Rifle Drill – Saskatchewan

Although Air Cadet Rifle Drill has been installed in the CATO, Air Cadet Squadrons are not allowed to draw dummy practise rifles from DND stores. The scale of issue is not and WILL NOT be modified.

Discussion:

DCdts – Misinterpretation and Air Cadets Squadrons will be able to draw rifles if available.

3.4 Partner's acknowledgement at public events (e.g., ceremonies). – Quebec

- There has been a modification to the ACR procedures to make certain that the ACL is recognized in the ACR parades.
- Scholarship should be presented jointly at squadron parades.
- NFLD uses a marking system to grade squadrons at the ACR.

3.5 Follow-up on the recommendations of the joint partnership committee (re: provincial committee grants). – Quebec

- Update on partnership at AGM tomorrow. See AGM Minutes.
- Discussion about a number of points about Army League approach and direction of the grant increase from \$8 to \$12.

Recommendation to BOG:

Request status of increase in grant.

3.6 Two-year term for the national president re-elected on a yearly basis – Quebec

- An amendment to the constitution would be required
- An amendment will be prepared and presented to the full membership.

3.7 Alberta Squadron Requesting to Maintain the National Website: I have a package that I will bring with me that discloses their intentions. Far too much to convey in this communiqué. – Alberta

The proposal is to be forwarded to the National Office for consideration. – Forwarded on June 14, 2002

3.8 Scholarship Applications Proposal; to provide a signature block for League Representatives on the back of the Scholarship Application. Rationale; the League Rep. is a grass roots individual who should be involved in the process. Some League Reps. are not utilized, or involved and possibly side stepped by the officers or Sponsors for whatever reasons. The League Rep. is a valued individual providing their expertise to the Officers and Sponsors. By having the League Rep. sign the cadets application, this ensures the League Rep is involved in the scholarship process. – Alberta

- The concern that there would be another level of approvals introduced with no real value.
- No recommendation forwarded, however the Provincial Committees are encouraged to make certain that Provincial Directors are involved at the Squadron Level to select candidates

3.9 Cato 14-07 – Travel approvals and insurance.

The Cato has been rewritten and will be distributed ASAP.

3.10 Aviation Insurance Update

- An update on the process used to the Aviation Insurance renewal was given.
- The MOA has been modified to provide an increase to rental rates when insurance premiums increase.

3.11 Selection Process - Standardization across regions.

Discussion:

- Cadets in different regions are selected using different criteria.
- Standardize questions asked
- Standardization of which course are interviewed (IE: Rifle and Survival Instructor)
- There continues to be a slow approval process once the packages get to National
- Cadets in each region are competing equally with other cadets in that region.

3.12 Removal of Officers

- A problem arose when an officer who was dismissed in one province was hired in another.
- DCdts has addressed this situation.
- There is a concern that the League signing the recommendation of an officer is opening liability for the officer's action, but no input into how that officer is being used or performance of duties. This will be addressed and discussed by DCdts at the Open Forum.

3.13 Selections on Web Site

There is lead time on notices to the league on selections. Next year will be 1 month notice after selections are made but May 1 will be the latest possible date for release.

3.14 Selections– Cadets rejecting courses for staff positions

Any cadet being selected for a special course will be removed from the staff selections.

3.15 All Power Concerns

- The BOG were to review the proposal. The concern is that is never came back to the Provincial Chairs for discussion before the DND looked at the program. This change will have a national impact.
- DCdts to present their findings at the Open Forum

3.16 Dress Code

Recommendation to BOG:

Moved by Quebec that every province be responsible for establishing a dress code for their members, if they so desire. Seconded by Sask. Carried

3.17 Borden Air Cadet Summer Training Centre

- Borden Technical Course are under canvas this year.
- An investigation to course content and permanent quarters will be underway.

3.18 Registration Fees for Cadets

It must be communicated that there is an obligation to parents that fund raising is required but should not be required to pay a registration fee.

IV GOOD AND WELFARE

The communication between the Board of Governors and the Provincial Chairs must be improved. Although it has improved over the past years, it still needs to be better. The major concern is that the recommendations from the Chairs meetings are difficult to disseminate from the BOG minutes. A system of identifying the recommendations and actions should be implemented to help the Chairs find their areas of concern easier.

The Chairs Committee is concerned that their committee and recommendation do not have serious consideration at the National Board Level. The Chairs Committee believes that the communication of our concerns should be addressed specifically to ensure that this concern is address.

The next meeting will be in Ottawa in November. The Chair of that meeting will be Dennis MacNeil from New Brunswick.

V ADJOURNMENT



Presentation – Evolution Project for the Cadet Program

Saturday, 15 June 2002

Presented by LCdr Peter Kay

APPENDIX K

Why do it?

- Who are our Youth?
- What do they need and want?
- Does the cadet program interest them?

Strategic Factors Impacting on the Direction and Policies of the CCM

- Organization, Aims, Society, Leagues, Youth, Money, Advisory Groups, Vision

Cadet Training Development Mission Statement

- Develop dynamic training programs for the youth of Canada to meet the aims and vision of the CCM

Cadet Training System Components

- Parameters - Parameters for the management of the training system to deliver the aims and vision to cadets:
 - Management Process
 - Training System Management: issue staffing; education research mechanism
 - Project Management: CFITES application
 - Feedback Mechanism: best practices exchange
 - Performance Measurement: qualitative; quantitative
 - Guiding Principles
 - Youth Demographics (10-19 years): 1996 (< 4M), 2001 (4.1M), 2006 (4.3M)
 - Youth Wants and Needs: Challenging, stimulating and FUN activities; social interaction; unique; contribute to society; treated with respect and dignity
 - Youth Development: development cycles of youth (10-14: experimental, 15-20: development and refinement)
 - Science of learning: dynamic learning environment based on developmental stage; enjoyable
 - Program for Life: transferable skills
 - Collaborative Delivery Approach
 - Mandatory Program: level training; CSTC training
 - Complementary Program: catalogue of approved and supported activities; CO's and regionally selected activities in support of the LHQ; League and jointly sponsored activities
- Training Environment
 - Framework for the Management of Training Development Activities to Deliver the Aims and Vision to Cadets
 - The Methodologies and Principles Utilized in the Creation and Maintenance of "Dynamic Training for the CCM"
 - Meet the Aims and Vision
 - Fun
 - Dynamic Training Components: cadet demographics; science of learning; supportive; progressive; efficient
 - Training is to be Dynamic: fun; meaningful (useful after cadets – transferable); challenging
 - Satisfy Needs and Wants: transferable skills; physically and emotionally; social interaction; unique; challenge and perceived risk

- Science of Learning: Age appropriate (12-14: experimental; 15-16: developmental; 17-18: competency); learning styles
 - Supportive: peer led; safe learning environment; communication; actives
 - Progressive: LHQ is self-sufficient and self-sustaining; summer training supports LHQ; active; built out of bricks not concrete; sense of accomplishment; choices/flexible
 - Efficient: best use of resources; utilize existing programs; develop external ties
- Core Cadet Program
 - Core Activities: foundation of program; conducted with environmental flavour; fun and interesting
 - Core Cadet Activities:
 - citizenship: lived not learned; values; community; embrace multiculturalism
 - leadership: peer led; supportive
 - physical well-being: holistic approach; linked
 - instructional techniques: meets the objective of self-sustainment; transferable skills
 - public communications: meets the objective of transferable skills; best public relations ambassadors are our cadets
 - other activities: to be defined; meet the objective of transferable skills
- Environmental Programs – unique activities and approaches in the environmental programs that stimulate an interest in the CF
 - General: programs must be in tune and evolving with the day; programs must have distinct uniqueness; provide an identity; real skills; competitive aspects; fun; achievement
 - Air Cadets: activities (transferable, aviation oriented); Air Force customs and traditions (live for future and embrace the past); hands-on flying experiences; experience the Air Force of today; foster relationships with the aviation community

Where do we go from here?

- Phase 1 Framework Development (Nov 01 – Feb 02)
- Phase 2 Framework Approval (May 02)
Gap Analysis (Jun 02)
Business Case (Aug 02)
- Phase 3 Execute the Business Case
 - Close out existing programs (Mar 03)
 - Move to a learning organization model within the Program Development section (Apr 03)
 - Develop learning environment (Sep 03)
 - Develop core programs (Sep 04)
 - Develop environmental programs (Dec 05)
 - Develop complementary catalogue (Dec 06)
 - Finalize programs (May 07)
 - Roll-out programs (Jun 07)

National Flying Committee

Saturday, 15 June 2002



APPENDIX L

ATTENDEES:

Chairperson: Lionel Bourgeois

Members:	Maurice J. Murphy	NF
	Dale Laybolt	PE
	Earl Lantz	NS
	Jacques Dufort	QC
	Fred Hopkinson	ON
	Joan Crawford	NW ON
	George Evans	MB
	Rick Fesciuc	SK
	Neil Olsen	AB
	Geoffrey Johnson	BC

Military:	Major Al Wardle	NCA Ops O
	Major Cliff Siebel	National Technical Authority

Guests:	Guy Albert	National Vice President – PE
	Jacques Enault	Quebec Provincial Committee
	Jean Francois Provencal	Quebec Provincial Committee
	William Paisley	Chair, Ontario Provincial Committee
	Craig Hawkins	National Governor - Ontario
	Joe Johnson	National Governor - Northwestern Ontario
	Tom Beda	Chair, NW Ontario Provincial Committee
	Jan Reidulff	National Governor - Manitoba
	Ernie Callow	Saskatchewan
	Lois Steele	Saskatchewan
	LCol Francois Gaboury	DCdts 5
	LCol Jerry Elias	DCdts 4

1. **Welcome** - The Chair opened the meeting at 07:30 hours and welcomed all those in attendance.
2. **Ratification of the Agenda** - No agenda was prepared for circulation. The Chair explained that the meeting was called on short notice for the sole purpose of following up on the All-Power Option Report "Flying as Part of the Air Cadet Experience" tabled by Lt/Col Gaboury at the open forum session on Friday June 14th. While no letter has been received or expected from the Vice-Chief of the Defence Staff (VCDS), Lt/Col Gaboury confirmed that the VCDS had given DCdts permission to reply. The report states in part:

" that the status quo, which includes Gliding and Power as complementary components of a strong National Flying Program, be maintained"

Further, it recommends that:

“ the Air Cadet League of Canada provide sufficient equipment to the Regional Cadet Support Unit (Eastern) as soon as possible, as formally agreed to in the Memorandum of Agreement between the Department of National Defence and the Air Cadet League of Canada.”

It was confirmed by the DND attendees that any further submission on this issue to D Cadets or the VCDS would meet with a similar reply. The Chief of the Air Staff in his role as environmentally responsible for DND aviation matters had also concurred with the conclusions. In view of the foregoing, it is now essential that the League consider the requirements and arrangements to fulfill our obligations as detailed by the MOA.

3. **Status of Resources**

In response to a request by the Chair the provincial representatives commented as follows about the status of resources across the country:

Newfoundland - In good shape and can meet commitments but would like to be able to reposition a glider to St. Anthony. Provision of power aircraft by DND where gliders can not operate is working well.

Nova Scotia – In good shape. The MOA change to provide for power flying when required has worked well this year.

New Brunswick, – Part of Atlantic Region. OK.

Quebec – QPC have not had an opportunity to review the report. Until this is done the position of the Quebec Provincial Committee remains the same. For the past three years the QPC have recognized that they do not have the manpower or the finances (\$75,000) to conduct the required program. Expressed dissatisfaction with the efficiency of use of the fleet. Had hoped that DND would sit down and discuss the issues in detail. Are disgruntled that the partnership forces them to accept a unilateral decision. Remain unconvinced that cadets prefer gliding to power flying. The QPC member advised that their surveys indicate that cadets prefer power.

Ontario - No major problems. Have the required resources to conduct the summer training and fall familiarization program. Current resources include twenty 2-33 Schweizer gliders and ten Scouts. This enables them to operate nine gliding units with two gliders and one tow aircraft for each and leaves two gliders and one Scout in reserve to be used as replacements for unserviceable equipment. Strategic plan calls for one more Gliding Centre within two years. Looking for more aircraft and 442 North Bay Wing of the AFAC has already raised \$13,000 for this purpose.

Manitoba – Wants to buy another glider.

Northwestern Ontario - The provisions of the last MOA have worked well in the past year. NWO does not, and will not, own equipment. It is not economically feasible as they have just six squadrons and 250 cadets. The arrangement to use all power aircraft for familiarization flying, sharing the cost between DND and the PC, seems to be working well.

Saskatchewan – No great concerns. There is still a role to augment the gliding with power for familiarization flying.

Alberta - Short of equipment and require another glider. Provincial Committee to consider again at their annual meeting.

British Columbia - No major problems.

Major Al Wardle was asked to comment. He expressed concern about the equipment shortages and indicated a willingness to do whatever possible to help overcome the problem.

4. Replacement Aircraft

a) Tow Aircraft

Concerns were expressed that the L-19 aircraft is in short supply and very expensive. This makes it very difficult for those Regions using the L-19 as a tow aircraft. The Chair questioned whether the League is restricted in the type of tow aircraft that can be utilized in the program. Lt/Col Elias pointed out that a past study provided that “wherever possible fleet commonality should exist”. It is not unreasonable to switch Regions to another tow aircraft through time. It is imperative however that we agree on the specific aircraft to be used. It was agreed that the NFC and the RCAirOpsO would collaborate on a replacement study. M/Gen Paisley commented that the League printed the study on replacement aircraft and he is in possession of a copy. He undertook to provide this to the Chair who will distribute it to all committee members.

The British Columbia Provincial Committee is looking at alternative aircraft. They favour a four-seat, dual role aircraft that could be used both for glider tow and power familiarization flying.

The United States Air Force Academy has five Scouts for sale and is asking \$40,000 US each. These are very high time aircraft however and do not have hard (i.e. metal spar) wings. DND has committed to pay for Hard Wings (\$20,000 US) if aircraft are purchased with soft wings. The CAP have acquired the Maul , 4 seater, as a tow plane.

b) Gliders

After considerable discussion it was concluded that the Schweizer 2-33 aircraft is still in reasonable supply although now out of production. Recent purchase price has been \$ 13,000 to \$15,000. It was reported that the Civil Air Patrol has now decided in favour of a European aircraft and will not therefore be in competition with us for the 2-33. Major Seibel commented that 233 spare parts are in short supply but still available. Schweizer still manufactures some spares and other suppliers can be found for parts on a “one off” basis.

5. Summer Program

There do not appear to be major problems with equipment for the summer training program. The Quebec Provincial Committee is concerned about the operation at St Jean. Complaints from local residents have resulted in a curtailment of operating hours that make it difficult to meet their obligations and English speaking cadets from Eastern Region are being trained by Central and Atlantic Region Gliding Schools. They have looked at other sites that would alleviate the problem but DND has expressed a preference for the St. Jean site.

6. Fall Program

There do not appear to be any major problems with the provision of equipment for the fall program in most areas other than Quebec. The OPC offered to study its ability to help out.

7. Next Meeting

The next meeting of the committee will be held at the call of the Chair. The Chair or a member of the Committee will attend the fall meeting of RCAir OpsOs.

8. Adjournment

The meeting was adjourned at approximately 08:45 hours.



Fund Raising Presentation

Thursday, 13 June 2002

Presented by J. Mignault

APPENDIX M

Results for 2001/02

- Donations: Individual: \$56,790
Corporate: \$27,390
Total: \$84,180

- Number of Individual Donors: 909
Number of Corporate Donors: 101

- Average Individual Donation: \$62.47
Average Corporate Donation: \$271.19

- Target 2001/02 = \$75,000
- Fund Raising Expenditures this Year = \$14,037
- Fund Raising Expenditures last Year = \$14,424
- Number of Letters Mailed in May 01 = 4,315
- Number of Letters Mailed in Oct 01 = 3,900
- Number of Responses this Year = 1010
- Number of Responses last Year = 791
- President's Fund Donations this Year = \$33,964
 Donations last Year = \$30,316
 Target this Year = \$31,000
 Target last Year = \$33,000

2001/02 Campaign

- Main Campaign – May 01
- Follow-up Campaign – Oct 01
- Air Force Magazine Insert Mailing Dec 01 and Jan 02 – 15,500 Pieces
- AFAC Mailing Costs = \$2,000 (approx.)
- AFAC Donations Received (01 Jan – 31 Mar 02) = \$18,444
- Number of AFAC Donations Received = 326
- Average AFAC Donation = \$56.57

Strategy for 2002/03

- Stay the course!
- Spring Mailing (May 02) and Follow-up Mailing (Oct 02)
- New Cadet Testimonial Accompanies Letter
- Postage Paid Pre-addressed Envelope Enclosed
- Thank You Letter with Tax Receipt Signed by a Cadet
- No Letters to AFAC Donors in Spring Campaign
- No Colour Brochures in either Mailing
- Individual Donor Target 2002/03 - \$78,000
- President's Fund Target 2002/03 - \$33,000
- Number of Letters Mailed in May 02 – 1,926

Friends of Air Cadets

- Alumni Group Launched in Oct 01
- Number of Members at Year-end = 123
- Annual Fee = \$30
- Total Receipts last Year = \$780
- Total Costs last Year = \$3,155 (mainly translation)
- NEW – Enrol and Pay On-line
- Source of New Names for the Future
- Advertisement in AFAC Magazine, Legion Magazine and Air Canada Pilot's Magazine, Fall 2002-06-25 Next Newsletter after Niagara Falls AGM

Long-Term Strategy

- Seek Co-op Mailings in Aviation Publications
- Reliance on Friends of Air Cadets for Name/Lists Replenishment
- Donor Recognition – Thank the Donors
- Sample Wants and Needs of Donors
- On-line Donations Accepted
- Develop Planned Giving Programs
- Use of Internet for Expansion of Donor Lists

Employee Contributions

- This Year - \$27,419
- Last Year - \$13,773
- Donations, Raffles and Other Initiatives

President's Dinner

Saturday, 15 June 2002



APPENDIX N

The Annual Dinner was held Saturday, 15 June 2002. Highlights of this dinner included:

- a. music ensemble of Air Cadets from No. 710 squadron;
- b. address by the Guest of Honour Major-General Richard Bastien, Assistant Chief of the Air Staff, NDHQ, and presentation of a gold Air Cadet League watch in sincere appreciation;
- c. presentation of the Director of the Year scroll to Lionel Bourgeois;
- d. presentation by Brigadier-General Richard Bowling, National Commander of the Civil Air Patrol, US, to outgoing President Gilles Cuerrier;
- e. bestowing of gifts to outgoing President Gilles Cuerrier;
- f. presentation of gifts to Françoise Cuerrier, Diane Ash and Ellen Bowling;
- g. presentation of the President's Pin to the new National President, Jim Ash, and delivery of his acceptance speech.

The following awards were presented:

- a. introduction of the National Effective Speaking Contest winner, FSgt Maxime Gauthier, 839 Chibougamou Squadron, Quebec, and presentation of trophies and a \$200.00 cheque;
- b. conferring of Certificates of Honour to:
 - Eric Murray NF
 - Judy Murray NF
 - Jacques Dufort QC
 - Jacques Énault QC
 - John Derosie ON
 - Joan Cameron NW ON

The following recipients were not present and shall have their award presented at their fall Provincial AGM:

- Leo Gaudet PE
- Jack Hatcher NS
- Al Cyr NS
- Mansfield Rogers ON
- Colin Cousens ON
- Gary McDougall ON
- Gordon McRae SK
- Robert Burchinshaw BC

c. conferring of Certificates of Merit to:

- Brian Darling QC
- Thomas Holland BC
- Douglass Sutherland BC

The following recipients were not present and shall have their award presented at their fall Provincial AGM:

- Jean-Louis Lanthier QC
- Marc Quenneville QC
- Carole Bédard QC
- Denis Turgeon QC
- Pauline Fillion QC
- Richard Duguay NW ON
- Wayne Goldfinch SK
- Hendrikus Meijer BC
- Philip Perry BC

d. announcement of the following recipients of a Certificate of Recognition, the presentation of which shall be completed during the fall Provincial AGM:

- Maj Ron Revelle NB
- Maj Marcel Bineau QC
- Charles Burbank ON
- Maj Jacquie Pepper ON
- Jerrold Labrecque NW ON
- Phil Wilson NW ON
- William McCutcheon NW ON
- Capt Shirley Slack MB
- Raymond Richard SK
- Maj Svend Raun BC
- Robert Goode BC
- Douglas Slowski BC
- Astrid Minnick BC

e. conferring of Presidential Citations to:

- LCol Jerry Elias NDHQ

The following recipients were not present and shall have their award presented at their fall Provincial AGM:

- LCol Gordon Hatch BC
- Paul Craig YT/NT/NU
- LCol Peter McCulloch ON
- Don McClure NB

Congratulations were also extended to Don McClure on his recent induction into the Canadian Aviation Hall of Fame

f. presentation of a commemorative flag of the April 2001 STS 100 Space Mission when Col Astronaut Chris Hadfield became the first Canadian to walk in space and a special 60th anniversary greetings from HRH the Prince Philip to each Provincial Committee Chairperson;

g. presentation of a hand-carved Mosquito aircraft to Robert G. Dale for his tremendous efforts with ACL fund raising;

h. presentation of a VCDS Commendation by Col Jon Ambler to Gilles Cuerrier;

- i. presentation of gifts of appreciation by Jim Ash to the Ontario Provincial Committee, hosts of AGM 2002;
- j. conferring of the Medal of Honour to James G. McKeachie

Board of Governors

Sunday, 16 June 2002



APPENDIX P

ATTENDEES:

Chairperson:	J. Ash	President
Members:	G. Cuerrier	Past President
	B. Wolfe	First Vice-President
	L. Bourgeois	Vice-President
	C. Hawkins	Vice-President
	D. Betts	Governor
	R. Clarke	Governor
	W.J. Batchelor	Governor
	M. Cataford	Governor
	J. Johnson	Governor
	R. Mercer	Governor
	J. Reidulff	Governor
	R. Patton	Governor
Staff:	J. Mignault	Executive Director
	S.J. Clark	Chief Administrative Officer
Guest:	Col J. Ambler	DCdts

A general discussion on Air Cadet Week with MGen R. Bastien and LCol F. Gaboury took place before the start of this session.

The Chairperson opened the meeting at 0835 hours.

I. ADMINISTRATION

1.1 President's Remarks

J. Ash welcomed all new and returning Governors. He outlined his plans and expectations for the upcoming year. This meeting highlighted the following:

- a. Future Board of Governors meetings at AGMs and SAMs shall, if over the lunch hour, include a working luncheon.
- b. AGM format – holding the Joint Session in the afternoon of day one will be reviewed
- c. Committees were encouraged to meet throughout the year, using conference call services whenever possible:
 - calls of less than 10 people are arranged by ACLHQ. Please advise ACLHQ at least three days in advance of the scheduled time with a list of participants and contact telephone numbers;
 - calls of 10 people or more are arranged by ACLHQ using government teleconference services. Please advise ACLHQ at least 10 days in advance of the scheduled time with a list of participants and contact telephone numbers. Each member will be provided a toll-free number to call and a password to enter to join the teleconference.

- d. Members were recommended to complete as much of their committee work as possible themselves and were cautioned about downloading work on ACLHQ
- e. Item discussion and meeting procedures were outlined:
 - invite open discussion by email with input from the Chair of the respective committee; meetings shall not be held on the floor of the AGM/SAM, etc
 - for Executive Committee teleconferences, forward any information to the Chair of the respective committee, who shall be invited to provide a report to the Governors
 - Committee Chairs shall report to the Executive Committee
- f. Each Director and Advisory Board member shall receive, with their membership:
 - ACL shirt order form
 - request for contact information update
 - request to list preference for serving on committee(s)
- g. The composition of the Nominating Committee was discussed – having a select group of 5-6 versus all Advisory Board members
- h. Committee Chairs were encouraged to speak with former Chairs to become familiar of problems, progress, etc
- i. At Provincial AGMs, Governors will be encouraged to address issues national in scope. Awareness of National Director nominees that they must be prepared to work/serve on national committees was noted
- j. It was recommended that each committee have an Advisory Board member as a worker or consultant
- k. Each Committee Chair must name a Vice-Chair to ensure continuity
- l. Committee Chairs were encouraged to make use of national Directors on their committee
- m. Committee Chairs were advised to limit the participation of Governors on numerous committees
- n. The Executive Committee conference call schedule shall be published soon: there will be a call in August, cancelled for November
- o. Governors were encouraged to respond to all email messages – if even to acknowledge receipt. If feedback is required, author is to specify request for same
- p. Each committee shall submit a written report for the SAM and AGM
- q. Committees were directed to review their Terms of Reference and Record of Decisions for applicable issues

MOTION: Moved / seconded by J. Johnson / B. Clarke that L. Bourgeois strike an ACL Dress Committee to present dress code options at the 2002 SAM in Ottawa. **Carried**

II CONCLUSION

There being no further business, the Chairperson adjourned the meeting at 0956 hours.