

TO: Executive Committee
c.c. Provincial Chairpersons
Advisory Board
National Directors
Board of Governors

FROM: Jean Mignault
Executive Director

DATE: 19 February 2007

SUBJECT: RECORD OF DECISIONS
BOG CONFERENCE CALL 17 FEB 07



Attendees:	Chairperson:	C. Hawkins	President
		L. Bourgeois	Past President
		M. Cataford	First Vice-President
		G. Fabes	Vice-President
		J. Johnson	Vice-President
		J. Reidullf	Vice-President
		B. Robert	Governor
		M. Murphy	Governor, Absent
		R. Dionne	Governor, Absent
		B. Paisley	Governor
		B. Burkinshaw	Governor
		T. White	Governor
		R. Thistle	Governor
		K. Higgins	Governor
		R. Mercer	Governor
		F. Gaboury	DCdts – SSO Air
		E. Callow	Absent
	Staff:	J. Mignault	Executive Director
		K. Banaszkiwicz	Executive Assistant (Admin & Special Projects)
		S. Putinski	Admin. Officer (Comm. & Media)

	ITEM	ACTION	STATUS
I	ADMINISTRATION		
1.1	President's Remarks A general welcome was extended. C. Hawkins welcomed everyone on the call.	Info	Closed
1.2	New Items for Agenda C. Hawkins added agenda item number 3.09 Navy League AGM (March 22 -25) and item 3.10 CATO 17-34 Local Support Allocation to Cadet Units.	N/A	N/A
1.3	Approval of Agenda MOTION: Moved/seconded by L. Bourgeois / B. Robert that the Agenda be approved as modified.	N/A	N/A
Carried 12/0/0			

	ITEM	ACTION	STATUS
1.4	Approval of Record of Decisions		
	a. SAM ROD 2005;		
	MOTION: Moved/ seconded L. Bourgeois/R. Thistle that SAM 2005 ROD be approved as circulated. Carried 12/0/0	N/A	Closed
	b. AGM ROD 2006;		
	MOTION: Moved/ seconded B. Paisley/M. Cataford that AGM 2006 ROD be approved as circulated. Carried 12/0/0	N/A	Closed
	c. BOG ROD 23 Nov 06		
	Approval of this ROD has been deferred for approval via electronic vote.	BOG	Pending
II	BUSINESS ARISING - INFORMATION		
2.1	Selections 2007		
	K. Banaszkiwicz has sent all 2007 ACCESS national selections database to the Provincial Committees. All are advised to please take a look at the database and ensure that all is in proper order. K. Banaszkiwicz to send e-mail to all Selections Coordinators and confirm all is in proper order.	N/A	Closed
2.2	Registration and Screening		
	K. Banaszkiwicz has received screening files from the following provinces: BC, AB, MB, ON, QC, NWO, NS, and NL. K. Banaszkiwicz met with J. Riley from the Navy League along with a contractor to discuss the creation of a better database to house screening files from all three Leagues'. This is a work in progress. 3 unsuitable persons have tried to register as volunteers.	Info	Pending
	They have been picked up by the National Database and the appropriate PC has been advised. All PC's will be asked to forward in the names of unsuitable individuals that they currently have on file and we will add them to the database.		
2.3	IACE Reunion		
	After a long discussion, the BOG decided to approve the formation of a committee to hold this reunion in July 2007.		
	M. Cataford provided an overview of the proposal. Possible advantages to the League in terms of a renewed database were discussed (i.e. as a potential source of former Air Cadets for the development of a potential Air Cadet Alumni.	M. Cataford	Pending
	Decision was made to hold a relatively small event, focusing on the NCR area and within an hour or so of Ottawa. No cost to the National budget, some involvement of the National Office staff. M. Cataford will chair the Organizing/Steering Committee and will involve some local volunteers.		
	MOTION: Moved/Seconded M. Cataford / G. Fabes, that a special Committee of the BOG would organize a 60 th IACE reunion in Ottawa on the weekend of July 14 th and 15 th 2007. Invitations would be restricted to the original participants in 1947 and other participants in the Ottawa Valley area.		
	M. Cataford has agreed to Chair this ad-hoc Committee		
	Carried 9/3/0		

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2.4	<p>CPU Update</p> <p>K. Banaszekiewicz attended the CPU update meeting in Trenton this week with L. Bourgeois and R. Thistle. It was well organized and was an effective meeting. The Proficiency Level 2 was looked at and all seems to be in order. The new "Basic" course will be titled "General Training Course" (GTC).</p> <p>LCol Gaboury announced that a briefing package will be presented as an update at the AGM.</p> <p>Things are proceeding well. We will arrange a briefing for the AGM.</p>	K. Banaszekiewicz	Closed
II	ACTION		
2.5	<p>Approval of the Final Budget for 2007- 2008 and Quarter III Financial Report.</p> <p>B. Robert commented on the budget and the Quarter III results. Revenues need to be monitored.</p> <p>MOTION: Moved/Seconded by B. Robert/ B. Burchinshaw (that the budget for 2007-2008 (for presentation at the AGM) be approved as presented. Carried 12/0/0</p> <p>MOTION: Moved/Seconded by B. Robert / L. Bourgeois that the Quarter III report be approved as presented. Carried 12/0/0</p>	B. Robert	Closed
III	NEW BUSINESS		
3.1	<p>SELECTIONS – ASSESSMENT OF HOME SCHOOL STUDENTS</p> <p>T. White noted potential difficulties with assessing home school students with their proper credentials. Discussion ensued. C. Hawkins and G. Fabes provided some assistance and Guidance. This item will be referred to the Education and Credits Committee.</p> <p>Educational Credits Committee will look at this at the AGM. T. White will send out request to get information from different regions / provinces.</p>	Education and Credits Committee	Pending
3.2	<p>Organization Charts – P&P Manual</p> <p>An organization chart for the P&P manual was presented and discussed.</p> <p>MOTION: Moved/Seconded by J. Johnson/ B. Burchinshaw, that the organization Chart be approved as presented. This is for inclusion in the new P&P Manual. Carried 12/0/0</p>	J. Johnson	Pending
3.3	<p>Terms of Reference (TOR) for Recruiting & Retention Committee</p> <p>The DRAFT was discussed. Not all members on the call were familiar with the TOR's and K. Higgins was to circulate again via e-mail for approval at a later date. Final version of the TOR are not ready for circulation (within the week). Electronic vote will be taken.</p>	K. Higgins	Pending
3.4	<p>Guidelines for SSC's for Squadron level recognition of adult volunteers</p> <p>K. Higgins had previously circulated DRAFT Guidelines for SSC's for Squadron level recognition of adult volunteers. This was discussed and all agreed that it was a good idea.</p> <p>MOTION: Moved/ Seconded by K. Higgins/B. Burchinshaw that these will ultimately be translated and included in the new Policy and Procedures Manual.</p> <p>Carried 12/0/0</p>	K. Higgins	Pending

	ITEM	ACTION	STATUS
3.5	Appointment of CFO B. Robert revealed a requirement to have a CFO as per League By-Laws. MOTION: Moved/seconded by L. Bourgeois/W. Paisley, that B. Robert be appointed CFO of the ACLC. Carried 12/0/0	B. Robert	Closed
3.6	Approval Terms of Reference National Finance Committee B. Robert discussed the TOR for the National Finance Committee. MOTION: Moved/Seconded by B. Robert/J. Johnson that the Terms of Reference be approved as presented. Carried 12/0/0	B. Robert	Closed
3.7	SK Proposal – Final Parade for Graduating Cadets in Ottawa The SK Provincial Committee Chair brought this to the attention of K. Higgins who provided an interim response. The BOG discussed this and given the demanding financial consequences, this is referred back to the Provincial Committee Chairs. Deferred to the Provincial Chairs. Ken will look at what sort programs are being used by provincial committees to recognize graduating (“aging out”) cadets in the different jurisdictions.	PC Chairs	Pending
3.8	NCC Conference call May 21 2007, Call for Agenda Items C. Hawkins requested that the BOG Members who have agenda items for the NCC Conference call send them in No later than May 3, 2007. Office will send out a request for items to provincial chairs. Items of a national / three-league interest should be forwarded to national office by end of March so that there is time to review them (EC conference call) prior to submitting to DCdts by requested deadline.	BOG and ED	Pending
3.9	Navy League AGM C. Hawkins noted that he could no longer attend the March 22-25, 2007 NL AGM. He requested an e-mail confirmation for whom could attend on his behalf. (Note: Michel Cataford has been asked to attend and represent the League.)	BOG	Pending
3.10	CATO 17-34 Local Support Allocation to Cadet Units. G. Fabes noted that the QPC had proposed a process whereby the respective allocation of CATO 17-34 would be claimed and paid to all Squadron Sponsoring Committees. G. Fabes to obtain a written proposal for distribution and feedback from BOG members. Only 22% of squadron do not submit to reclaim funds that are available to them. How can we make sure that the monies are claimed. The OV/QPC has looked on one possibility (sending in claims with the ACC9, provincial committee sends them on to RCSU for reimbursement). Comments from members suggested this may not result in money being returned to the Squadron/SSC in a timely manner. If any BOG members have other ideas, please send the feedback to Grant electronically.	G. Fabes	Pending

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IV	CONCLUSION		
4.1	Reports of the Vice Presidents No reports presented.	N/A	N/A
4.2	Comments from DCdts. F. Gaboury noted that the winning bid was declared for the new Air Operations Course, which is going to be held in English only, for one (1) year only at Georgian College in Barrie for 30 air cadets. The technical training course will be held for one more year in Borden (Blackdown CSTC) with assistance from instructors at Canadore College. T. White enquired on the cancellation of the Area Cadet Officer SDA allocation. Here is the response from Col. Gaboury - "First of all, there is no such thing as an ACO SDA allocation. There was an annual opportunity funding that we were able to do for the last two years for SDA called "COs discretion" in the amount of \$600 because there was funding available within the SDA envelope. With the inclusion of the 2 days of SDA within the local training funding in the future, there will not be room for that funding in the future and that allocation will be cancelled as of 1 April 2007. This \$600 SDA opportunity allocation had nothing to do with the contingency/band grants or scholarship. I hope that this clarifies the issue".	F. Gaboury	Pending
4.3	Good and Welfare of the Air Cadet League The BOG had nothing to add at this time.	N/A	N/A
4.4	Date and Time of Next Meeting March 17 is the date of the next EC teleconference. The next BOG teleconference will likely be 21 April 2007 at 12:00 (Note: This date still needs to be booked with military). EC Teleconference would likely be 19 May at 12:00, also needing to be booked.	C. Hawkins	Pending
4.5	Adjournment There being no other business, the meeting was adjourned at 2pm.	N/A	N/A