



# AIR CADET LEAGUE OF CANADA

## BOG MEETING ROPs

January 19<sup>th</sup> 2011

### MEETING INFORMATION

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**Meeting Date:** January 19<sup>th</sup> 2011

**Start Time:** 1900hrs

**End Time:** 2100hrs

### ATTENDANCE

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Bob Burchinshaw	Present	Don Berrill	Present
Grant Fabes	Present	Ken Higgins	Present
Gladys Jarvie	Present	Thomas White	Present
Joe Johnson	Present	Geoffrey Johnston	Absent
Marc Lacroix	Present	Sarah Matresky	Present
Lloyd MacIntyre	Present	Keith Mann	Present
John Walker	Present	Jan Reidulff	Present
Bob Robert	Present	Eric Steffensen	Absent
Ralph Thistle	Absent	Terry Lewis	Absent
Fred Johnsen	Present	Y. Therrien	Present

### 1. Administration

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#### 1.1. New Items for Agenda – G. Fabes

#### 1.2. Approval of Agenda – G. Fabes

**Moved By:** L. MacIntyre

**Seconded By:** T. White that the Agenda be approved as presented  
Carried

#### 1.3. Approval of Record of Proceedings: SAM BOG Nov. 19th – G. Fabes

**Moved By:** K. Mann

**Seconded By:** G. Jarvie that the ROPs be approved as presented.  
Carried

### 2. Information

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#### 2.1. President's Report – G. Fabes

G. Fabes indicated that his report is included in the supporting materials and extended a special welcome to LCol Therrien as he commences his new duties as SSO (Air).

#### 2.2. Executive Director's Report – S. Matresky

S. Matresky informed everyone that her report is also included in the supporting material and said that she has not heard from the League's lawyer regarding the outcome of the court proceedings held today in Quebec City for the Bouchard-Canon case, but she hopes to have more information soon. S. Matresky added that she and B. Robert had a positive and productive meeting today with the new auditors.



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### 2.3. National Finance Committee Report – B. Robert

B. Robert indicated that his report is also embedded in the supporting material. He agreed that the meeting held with the auditors went very well he is feeling good about the upcoming audit process. The auditor's fee is as indicated and there should be no surprises. B. Robert had circulated the Budget but had not received any comments. He invited everyone to provide feedback on the document and encouraged the BOG to bring forward any concerns sooner rather than later.

### 2.4. Provincial Chairs Report – D. Berrill

D. Berrill indicated that he had circulated the minutes of the SAM PC Chairs meeting to the Chairs. S. Matresky will circulate them to the BOG. The PC Chairs will be having a teleconference on the 28th of February. They will be discussing fundraising, training, registration and screening as well as reviewing the Budget as requested by the Treasurer. D. Berrill anticipates some lively discussion regarding the \$9.25 assessment fee. Some additional items from the previous BOG meeting will also be discussed. D. Berrill will be calling the PC Chairs individually to ensure that everyone is getting the same information. He anticipates having a very good report for the BOG following the February 28<sup>th</sup> teleconference. Discussion ensued about QC&OV opting out of D&O insurance on the National Insurance Policy.

### 2.5. DCdts Report – Y. Therrien

G. Fabes welcomed Y. Therrien to the call for the first time. Y. Therrien informed everyone that he cancelled the IACE exchange with South Korea as he does not believe it would be safe to send cadets there given the current situation. He would still like Canada to receive cadets from South Korea and he would consider a mutual exchange in the future. L. MacIntyre asked about the two cadets assigned to South Korea. Y. Therrien does not want to reduce the number of cadets being exchanged so he will try to find them an alternate country. He asked about the dates for the AGM and added that he would give S. Matresky a call to discuss smaller administrative issues.

### 2.6. SPU Status Update – J. Reidulff

J. Reidulff indicated that a status report was circulated.

A-1 Green. A9 is on hold. K. Higgins discussed A10 and indicated that a report is being drafted regarding the approach. R. Thistle will get together with the Screening Coordinators to determine what would work best. Date has been changed to AGM 2011. A12 is Green. B1 is green and J. Walker indicated that B1-1, B1-2, B1-3 are also complete. He added that all specific items have been actioned. B1-5 is green. Discussion ensued.

**Moved By:** J. Walker

**Seconded By:** K. Mann that B1-4 be moved as complete.

Carried

### 2.7. SPU Goal D3 (Catalogue Analysis) – S. Matresky

S. Matresky indicated her report was embedded and highlighted that the League online catalogue generates a gross profit margin of 10%. She feels that the catalogue is still viable and should be continued to be managed by the National Office.

### 2.8. SPU Goal A1-6, A2-1, A2-2, A2-3 – T. White

T. White indicated that the items he is responsible for are now complete

**Moved By:** T. White

**Seconded By:** B. Robert that A1-6 be moved as complete.

Carried

**Moved By:** T. White

**Seconded By:** B. Robert that A2-2 and A2-3 be moved as complete.

Carried



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### 2.9. SPU Goal B1 Implementation – J. Walker

See item 2.6

## 3. Business Arising

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### 3.1-3.3 Approval of AB By-Laws, PEI By-Laws and ON By-laws –S. Matresky

S. Matresky reported that she reviewed all of the By-laws and recommends that they be approved. She noted that there are a few typos in the PEI document that need to be amended. B. Robert raised some concerns about the definition of an SSC in the PEI by-laws. It was determined that the three documents will be sent to the PPBLC for further review. B. Burchinshaw added that AB already sent them to the committee for review and he did not find any discrepancies, but noted a few observations for action. K. Mann confirmed that changes were made based on those recommendations. B. Burchinshaw to review PEI and ON. Discussion ensued.

**Moved By:** B. Burchinshaw

**Seconded By:** T. White that the AB By-laws be approved as presented.

Carried

## 4. Committee Reports

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### 4.1 Air Cadet Committee – T. White

T. White stated that he had nothing further to report. He will review item C-2 with the committee and will commence working on it.

### 4.2 National Aviation Committee – J. Walker

J. Walker reported that he and S. Matresky are working on the aviation insurance renewal. There was discussion about marketing the League's account this year (the exercise is done on average every five years), but it was decided that we will hold off for now as the League is currently in litigation and the present underwriters are paying the legal fees. J. Walker added that NWO needs to be added to the Annex A if they are planning to rebuild the aircraft. He added that a letter was sent out to all committee members asking for their commitment on the financing issue of the glider reserve and he has only had two replies (yes from PEI and a tentative yes from NS). BC would like to put the entire project into the National budgeting process (which is not the way it was originally discussed and voted on at the committee meeting at the SAM.). Discussion ensued.

### 4.3 National Effective Speaking Competition Committee – G. Jarvie

G. Jarvie's report was provided in the supporting material. She added that the flight vouchers from WestJet have arrived and the ES package for this year's cadets is underway. She has also been in contact with the hosts from NB to get things organized for the 2011 competition.

### 4.4 IACE Committee – L. MacIntyre

L. MacIntyre added that his report is included in the supporting material. He asked that if anyone knows of any squadrons that train on occasion with Civil Air Patrol Cadets he would appreciate the information or details about the activities.

### 4.5 League Industry Partners Committee – G. Fabes

G. Fabes indicated that his report was included in the supporting material and he added that the request contained in the CCAA to HRSDC pertaining to youth development has been approved. The proposal included an initiative to partner with the ACL to develop a database containing information about aviation and aerospace companies and associations that are willing to provide company tours and/or speakers for squadrons and it has now been approved. G. Fabes is very pleased with the news.



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### 4.6 Members Committee – K. Higgins

K. Higgins indicated that he regretted not being able to attend the SAM. His committee has received a few requests that will be looked into and he and S. Matresky have been working together to coordinate the translation and posting of the documents his committee has been working on. B. Burchinshaw has agreed to vet all of the material. The next conference call the committee has will focus on how the material will be delivered. F. Johnsen is looking into webinars and will be making a presentation.

### 4.7 Music Committee – G. Johnston

G. Johnston sent his regrets. G. Fabes added that G. Johnston will be stepping down after this year and invited any BOG member who would be interested in assuming the role, to step forward. B. Robert added that the PC Chairs should be canvassed as well to see if they have any National members who are interested. D. Berrill to communicate.

### 4.8 National Policy Procedure & By-Laws Committee – B. Burchinshaw

B. Burchinshaw mentioned that all PPM submissions have been actioned at this point. F. Johnsen has joined the committee and he is working hard to resolve the wording problem with the SSCs – a report will follow shortly. K. Higgins and his committee are also looking into other definitions that are of a concern. There have been some production errors in the PPM in the last year (spaces between letters, etc.) and should anyone find any others, he would appreciate being advised. An edit is underway starting from the beginning of the Manual right through to the end.

### 4.9 National Public Relations and Image Committee – M. Lacroix

M. Lacroix sent his regrets, and asked that everyone refer to the emailed report sent out mid-November.

### 4.10 National Resource Generation Committee – J. Scott

D. Berrill, B. Robert and J. Scott will be meeting at the end of the month to discuss various matters, including the relationship between this committee and the Foundation.

## 5. New Business

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### 5.1 Marksmanship Trophy – Chris Hadfield – J. Reidulff

J. Reidulff indicated that the ACL does not currently have a trophy to present at the National Marksmanship Competition to the top Air Cadet and suggested that one be made available. He also recommended naming it after Chris Hadfield because Chris Hadfield said he drew upon his marksmanship training as an Air Cadet when flying the space shuttle. B. Robert suggested purchasing a shield with plaques as an alternative to a trophy. K. Mann added that he believes there is also a need for a Biathlon trophy and he will look into it and send a response to S. Matresky and G. Fabes. The Biathlon trophy will be revisited at the next EC meeting.

**Moved By:** B. Robert

**Seconded By:** K. Mann that an Air Cadet League trophy (a suitable name to be determined at a later date) be presented for the Marksmanship competition every year with a keeper trophy for the cadet at a cost not exceeding \$400 for a shield.

Carried

### 5.2 Recommendations from H&A from the SAM – G. Fabes

G. Fabes indicated that the document is embedded. Recommendation 3 was excluded from the motion because the PC Chairs agreed that the medal should be on its own, and anything else should be packaged separately (lapel pin be at member's own expense).

**Moved By:** L. MacIntyre

**Seconded By:** B. Burchinshaw that Recommendations 1, 2, and 4 from the H&A report be approved and required changes made to the PPM

Carried



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### 5.3 New Hire – S. Matresky

S. Matresky reported that Ms. Candace Denison will be starting at the National office on January 24<sup>th</sup>. She brings with her a wealth of experience and knowledge and will be a great asset to the League. C. Denison has obtained her private pilot's license in her spare time and currently works as an office coordinator for a local realtor. S. Matresky recommends that the BOG make a motion to officially approve the hire.

**Moved By:** J. Johnson

**Seconded By:** T. White that C. Denison be hired as an employee at the National Office of the League

Carried

## 6. Conclusion

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### 6.1 Reports of the Vice Presidents

The VPs had nothing further to report at this time.

### 6.2 Good and Welfare of the ACL – All

S. Matresky reported that she spoke with D. Logan, who will be visiting the office next week and will be returning a few swords belonging to the ACL.

### 6.3 Next Meeting – G. Fabes

The next meeting will take place March 23<sup>rd</sup> instead of March 16th. G. Fabes thanked everyone for their participation. This concluded the meeting.

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