



# AIR CADET LEAGUE OF CANADA

## BOG MEETING ROPs

September 22nd, 2010

### MEETING INFORMATION

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**Meeting Date:** September 22<sup>nd</sup>, 2010

**Start Time:** 1900hrs

**End Time:** 2100hrs

### ATTENDANCE

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

### 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:** R. Thistle that the Agenda be approved as presented.

Carried

#### 1.3. Approval of Record of Procedures: AGM June 2010 – G. Fabes

**Moved By:** K. Mann

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

Carried

#### 1.4. Approval of Executive Summary – G. Fabes

**Moved By:** B. Robert

**Seconded By:** J. Johnson that the Executive Summary (2010-06-19) be approved as presented.

Carried

### 2. Information

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

G. Fabes added the following items to his report:

-The IACEA meeting was most productive. Maj. Gaboury did an excellent job securing additional exchanges (76 + 6) with other countries after the UK reduced their numbers to only 8 cadets and 1 escort for this coming summer. We will now receive two cadets from South Korea for 2011.

-The Term of Office was amended for the post of Secretary-General in the IACEA handbook.

-The Rules of Exchange section of the Handbook includes reference to a 'no-alcohol' policy. After a PowerPoint presentation made by Canada, an amendment to the policy was made, which reads: 'Any violation must be reported to both the host and home country representatives who will then take appropriate action.'



## AIR CADET LEAGUE OF CANADA BOG MEETING ROPs

September 22nd, 2010

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

-B. Wolfe was made an honorary president of IACEA

-The ACL will be celebrating its 75<sup>th</sup> anniversary in 2016 and this would be a great opportunity to host the IACEA conference again. G. Fabes will suggest this during the next EC conference.

G. Fabes added that he has invited 'co-guests of honour' to the 2011 AGM in New Brunswick. One would represent the Canadian Forces and the other would represent Industry. LGen. Andre Deschamps, Chief of the Air Staff, has confirmed he will represent the CF and Mr. John McKenna, President and CEO of ATAC, will represent our Industry Partners.

G. Fabes also indicated that, based on the survey, design number 1 was chosen for the volunteer service medal lapel pin, along with the bar with the large eagle. The Honours and Awards Committee asks that the BOG approve its recommendation.

**Moved By:** B. Robert

**Seconded By:** R. Thistle that the H&A Committee recommendation be approved as presented.

Carried

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

S. Matresky informed everyone that her report is included in the supporting material. She added that F. Mongeau recently started at the National Office as the League's Coordinator of Bilingual Services. Everything is working out very well so far and having her as an addition to the staff is proving to be beneficial. L. MacIntyre asked about the translation line item included in the budget and if this item will be removed now that Francine is in the office. It was discussed that no, the item will remain for now as F. Mongeau is currently on probation and should there be additional translation work required, we may still need to outsource a portion of the translation.

G. Fabes indicated to everyone that he is pleased with S. Matresky's work and that she is performing exceptionally well in her post as Executive Director.

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

B. Robert reported that the League is in good shape financially. The line item in the Budget for the audit/auditors is proving to be unfavorable on top of the unexpected payments into the pension fund; however, the League is still doing well financially. He added that S. Matresky is managing the funds well and stays on top of things. She will be visiting with our investors at CIBC in the near future. B. Robert is also very pleased with the work being done by R. McAndrew at the National Office. R. McAndrew knows the League's files very well and B. Robert is very comfortable with the situation in the office. L. MacIntyre asked about item 4 and the Millard Estate. B. Robert clarified that the 100k donation is seed money for the Foundation and he is recommending that the BOG approve the transfer from the League to the Foundation as soon as they become a Registered Charity.

**Moved By:** B. Robert

**Seconded By:** G. Johnston that the 100k from the Millard Estate be transferred from the League's investment portfolio to the Foundation as soon as it becomes a Registered Charity.

Carried

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

D. Berrill sent his regrets. S. Matresky had distributed his report electronically prior to the conference call. G. Fabes commented on item number two, which refers to the Foundation, the Resource Generation Committee and the Provincial/Territorial Committees. He said that this item needs to be looked at closely and the relationship between the groups, clarified. A meeting to discuss this has been scheduled for the SAM and will be preceded by a teleconference on the 24<sup>th</sup> of October. Discussion ensued.

### 2.5. DCdts Report – F. Gaboury

F. Gaboury sent his regrets.



## AIR CADET LEAGUE OF CANADA BOG MEETING ROPs

September 22nd, 2010

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

J. Reidulff indicated that a status report had been circulated. He explained how the scorecard worked for those who are new to the BOG. He reviewed all objectives that are status 'red' and asked the executive owners to comment.

A3: Communications between DND and the League – This is currently stalled and is awaiting for someone to help the League communicate on the issue of communications.

LCAC: This has been temporarily suspended.

A10: Validate the League's Registration and Screening Compliance – The original report was scheduled for SAM 09 with no progress made to date. It was agreed that this goal should fall under K. Higgins (Members Committee), as it would be the most logical grouping.

B1: Determine support services required by the PCs and SSCs. J. Walker's committee provided an excellent report at the end of May and J. Reidulff asked that he put the item on the Agenda for the next EC meeting.

B2: Status is Red. Reassigned to F. Johnsen since the departure of C. Verge.

The rest of the 'B' Section is Green.

Strategic Theme C is on track.

K. Higgins commented on the website material provided to date (Goal B3) and recommended that the survey be pushed back 12-15 months until around this time next year.

T. White reported that he is almost finished with the First Aid report, and expects to have the last of the details in order soon.

D2: Status is Red. Nothing has happened as of yet with regards to the National Fundraising Database. It has been turned over to the Resource Generation Committee with new owner John Scott.

D3: New owner of this Goal is Sarah Matresky. She will report to the BOG at the SAM.

J. Reidulff concluded that over all we have made excellent progress and have accomplished a great deal over the past two years.

### 2.7. Presentation – Alberta PC Activities/Initiatives – F. Johnsen/K. Mann

K. Mann spoke about the Alberta Provincial Committee Natook Gliding Centre, near Red Deer. The Centre, which sits in the middle of 168 acres of land features two long grassy runways and a hangar that houses one tow plane and five gliders. The land not being used by the Centre is crop land that is rented by a local farmer and therefore generates revenue for the Alberta PC (8k-9k/yr.). The farmer maintains the property and mows the grass at the Centre. Beside the hangar sits a classroom and a building that contains a simulator for the cadets to sharpen their skills. K. Mann also reported that they are looking into obtaining signage to indicate to everyone that the Centre belongs to the Alberta Provincial Committee. E. Steffensen added that they also store 8-10 vehicles on site and that the location also has a cook house and washroom facilities. They performed over 1200 familiarization flights there last year.



# AIR CADET LEAGUE OF CANADA

## BOG MEETING ROPs

September 22nd, 2010

### 3. Action

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#### 3.1 TORs – National Committees SPU Goal A7 –G. Fabes / B. Robert

B. Robert was pleased to report that this very time consuming project is near completion. He received some valuable input from many of the members and 13 of the TORs are now up on the website in English and are currently being translated into French for the PPM. The last TOR that remains is the Staff Management Committee, which will be worked on during the October 6 teleconference and completed by the SAM.

#### 3.2 Cadet Supervision (In Camera) –G. Fabes

### 4. Committee Reports

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#### 4.1 Air Cadet Committee – T. White

T. White mentioned that his only update was the First Aid issue discussed earlier on the call.

#### 4.2 National Aviation Committee – J. Walker

J. Walker mentioned that there had been an issue concerning insurance and the under insuring of the BC 4 passenger aircraft. It was about 50% under insured, but it was resolved earlier today with the help of S. Matresky. BC is paying the premium for the additional coverage. Next year he anticipates that this will be rolled into the renewal.

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

G. Jarvie sent her regrets. G. Fabes pointed out that her report talks about the 'You Be the Judge' page that will be included in the ES Pamphlet at the AGM 2011 competition. A standardized scoring software package will be put on CD and distributed to the Provincial/Territorial Committees at the SAM.

#### 4.4 IACE Committee – L. MacIntyre

L. MacIntyre reported that he has made initial contact with Industry partner CAE to have the Exchange cadets tour their facility in Montreal. He had one correction for his report: Ghana is a returning country, not a new one. L. MacIntyre added that he has an area of concern regarding OPC and Q/OV PC host families. Ways to help the PCs recruit host families for the Exchange will be discussed at the SAM.

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

G. Fabes indicated that his report was included in the supporting material and he had nothing further to add.

#### 4.6 Members Committee – K. Higgins

K. Higgins indicated that the committee will have its first teleconference in a week's time and an agenda is being prepared.

#### 4.7 Music Committee – G. Johnston

G. Johnston reported that after a rocky start, things are underway and the Terms of Reference have been agreed upon. He has had a few new members join the committee as well. G. Fabes added that Sennheiser is very interested in the Air Cadet Music programme and Tim Mell will be speaking with his counterpart in the Music Division (department) at Sennheiser to see if there is anything they can do to support Air Cadets. They will be meeting with G. Fabes shortly to discuss their potential involvement.

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

There is no report at this time. A teleconference is scheduled for mid-October followed by a Thursday night meeting at the SAM.



## AIR CADET LEAGUE OF CANADA BOG MEETING ROPs

September 22nd, 2010

### 4.9 National Policy Procedures & By-Laws Committee – B. Burchinshaw

J. Johnson reported that B. Burchinshaw sends his regrets, but would like to pass on the message that F. Johnsen has now joined the committee and will be reviewing CATO drafts.

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

M. Lacroix reported that the committee is working on its communications plan and will complete a report on a survey on actions taken by PC Chairs. Six of twelve PCs have responded to the survey and D. Berrill will follow up with those who have not as yet answered. M. Lacroix asked if the following motions made by the committee need to be followed up with a motion of approval by the BOG.

Motion 1 – to work with the LIP committee to design electronic brochures that include hyperlinks to better familiarize youth with the opportunities provided by the Industry Partners.

Motion 2 – Design an electronic brochure that included opportunities available to Air Cadets.

Motion 3 – The 70<sup>th</sup> anniversary of the ACL should be displayed on the website, letterhead and by providing promotional items to members of the League or by underlining it with special events at the next AGM.

Motion 4 – to adopt a committee to prepare for the 75<sup>th</sup> anniversary of the League in accordance with the SPU.

G. Fabes feels that these motions are part in parcel of the SPU mandate and, therefore, stated that the committee should proceed.

## 5. New Business

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### 5.1 Budget Items for 2011 – G. Fabes

G. Fabes responded to this item in D. Berrill's report in 2.4

### 5.2 SAM Guest Speaker – G. Fabes

G. Fabes indicated that at either breakfast or lunch on the Saturday of the SAM, there will be guest speaker. He hopes that if all goes well, this will be a yearly tradition. G. Fabes has invited Michel Juneau-Katsuya, formerly with CSIS (who is a former cadet), to speak. The title of the session will be 'Expanding our Minds and our Partnerships – Improving Security, Not Just Increasing It.'

### 5.3 BOG Presentations Proposal – G. Fabes

G. Fabes said that this took place in item 2.7 and added that he would like to include this as an opportunity in each BOG teleconference. B. Robert suggested that it be a part of Good and Welfare of the ACL and L. MacIntyre suggested that it be added to the supporting material in bullet form in case there is not enough time during the call. Every agreed that the concept/idea was a good one.

## 6. Conclusion

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### 6.1 Reports of the Vice Presidents

B. Robert mentioned that he will put together a report on the use of RCMA numbers by the RCSUs and how it affects the League and the Cadet Assessment Fee.

T. White spoke about a Civil Air Patrol (CAP) project that is underway called 'Wreaths Across America' and of attendance by Canadian Air Cadets at a December ceremony in St. Stephen, NB

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

Nothing further to report at this time.

### 6.3 Next Meeting – G. Fabes

The next meeting will take place in Ottawa in November. G. Fabes thanked everyone for their participation. This concluded the meeting.