



# AIR CADET LEAGUE OF CANADA

## BOG Teleconference ROPs



### MAY 17th 2011

#### MEETING INFORMATION

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**Meeting Date:** May 17th 2011

**Start Time:** 1900hrs

**End Time:** 2100hrs

#### ATTENDANCE

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

#### 1. Administration

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

There were no new items for the Agenda

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

**Moved By:** T. White

**Seconded By:** Fred Johnsen that the Agenda be approved as presented.

Carried

##### 1.3. Approval of Record of Proceedings: BOG Mar. 23rd 2011 – G. Fabes

**Moved By:** J. Johnson

**Seconded By:** K. Mann that the ROPs be approved as presented.

Carried

##### 1.4 Auditor's Report – FY 2010-11

B. Robert introduced Mr. Andrew Foreman, of the League's new auditing firm Andrews and Co. A. Foreman gave an overview of the financial statements and explained how the audit process works and how the results are laid out in the statements. S. Matresky asked A. Foreman about the summary of eligible expenditures that the League provides DND in order to receive the grant. It was confirmed by A. Foreman that the League did indeed spend all of the grant money; however, he did not have the numbers available at this time (he believes that the League was 22K overspent). A. Foreman added that food and beverage is not an eligible expenditure towards the grant, but he believes in some cases it should be and recommends that it should be explored further (feeding cadets etc.). A. Foreman recommends that the League spends more money next year as there was a significant surplus.

The one internal control procedure that was significant and noted during the audit was that the trust funds were not regularly reconciled to the amount of money that should have been there. A fair amount of time was spent by the auditors on this and therefore they recommend that the League's bookkeeper should devote more time to doing this.



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### 1.4 Auditor's Report – FY 2010-11

B. Robert added that a separate bank account has been set up specifically for the trust funds and that a plan is underway to reconcile the trust funds more regularly as well as fine tuning the books throughout the year. A. Foreman was pleased to report that no unusual transactions were found during the audit, which is very good news for an organization. He added that the auditors were also very comfortable with the estimates made by management (regarding depreciation of furniture etc.) and that they did not encounter any disagreements with management either. The calculation of GST/HST for any charitable organization is difficult and Andrews & Co. is offering assistance to address this issue.

S. Matresky explained that there was an issue with the employees' T4s in 2009 and again in 2010. R. McAndrew was putting the amounts of the employee's RRSP contribution in Box 20 (for retirement pension plans) rather than Box 40 and therefore the employees were deducting their RRSP contributions twice. New T4s have been issued to all employees (for 2009 and 2010) and CRA has been notified of the mistake. A. Foreman concluded that the firm received nothing but cooperation from the League and immediate responses to all of their questions.

J. Walker added that he will be pleased to take over as Treasurer and B. Robert informed A. Foreman that the League will be pleased to renew its contractual obligations at least for one more year.

B. Robert reported that the audit is being completed on schedule as per the League's requirements. For the first time in memory, the BOG is being briefed on the Financial Statements 30 days before the AGM. The audit bottom line result is decidedly favourable and places the ACL in a more comfortable position than in recent times. The size of the surplus is attributable to a number of factors including prudent budgeting; overall cautious management of expenditures (down 13%) compared to the budget; very favourable SAM 2010 results; lesser staff costs due to change in personnel and doing translation in house as well as a shift in audit fees to the year incurred vice the audited year.

**Moved By:** B. Robert

**Seconded By:** J. Walker that the BOG, after having been briefed by the auditors moves to accept the financial statements and are recommending they be presented at the AGM for further approval by the membership.

Carried

## 2. Information

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

G. Fabes indicated that his report is included in the supporting materials. He added that the report indicates that the number of Presidential Certificates issued and that he was surprised that two of the largest provinces (BC, ON) did not submit a squadron for consideration.

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

S. Matresky indicated that the National Office has been very busy with the recent audit as well as the Provincial Committee website project (expected launch will be end of summer). The SAM hotel contract has been signed and the meeting will take place at the Delta Hotel again this year as the cost of hosting the meeting there in 2010 was very favourable. Some of the meeting rooms have been moved around to address some of the problems encountered in 2010. S. Matresky also indicated that she recently met with the Chief Review Services who will be conducting a review of the cadet program. The CRS asked the League for a copy of the SPU and supporting material, which the ED will provide. The review is expected to take one year.



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

B. Robert made a motion to have the PPM amended with respect to the rates of reimbursement only and to take effect on June 1<sup>st</sup> 2011. The changes include PMC travel reimbursement for the rate /km for the first 5000km (\$0.52 to \$0.55); as well, to increase the amount for breakfast to \$15.05, \$14.15 for lunch and \$39.85 for dinner to reflect the cost of inflation.

**Moved By:** B. Robert

**Seconded By:** B. Burchinshaw that the rates be amended as presented

Carried

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

D.Berrill sent his regrets

### 2.5. DCdts Report – Y. Therrien

Y. Therrien had nothing further to report.

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

*J. Reidulff sent his regrets.* G. Fabes indicated that J. Reidulff is still awaiting some information from SPU owners. He will be making a presentation to the EC next month and again to the BOG at the AGM.

## 3. Business Arising

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3.1 There was no new business arising.

## 4. Committee Reports

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### 4.1 Air Cadet Committee – T. White

T. White stated that he had nothing further to report but added that the committee completed its review of the PR brochure.

### 4.2 National Aviation Committee – J. Walker

J. Walker stated that he has not heard from K&L on the new glider.

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

G. Jarvie provided the following report by email:

*This year is the 20<sup>th</sup> anniversary of the Effective Speaking competition at the National AGM.*

*We are still a 'work in progress' – all Provincial Competitions are completed. I have been in contact with Tony Goodwin in NB and plans for the national competition are well underway.*

*We will only have 11 speakers this year; the NWT will not be sending a speaker.*

*Keith has had data base reports from all except Manitoba, Quebec/Ottawa Valley, New Brunswick, and Nova Scotia (as of May 9/11).*

*I have had an agenda request for the ES committee meeting at the AGM to discuss the rule concerning the Cadet speaking in either English or French, but not both languages. At this time I have asked Provincial coordinators to discuss this with their respective Provincial committees. The suggestion is to allow a Cadet to incorporate both languages in their prepared speech – the logic being that the RCAC, the ACL, and Canada are bilingual.*



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### **4.3 National Effective Speaking Competition Committee - Continued**

*The present Rule states:*

*37. E) Speakers must speak in either English or French and continue to speak in the chosen language throughout all levels of the competition. However, this should not prevent a speaker to include common expressions or proper names of places, events, things or persons in the other language if appropriate. Furthermore, a speaker should not be penalized in thanking the audience in both languages.*

### **4.4 IACE Committee – L. MacIntyre**

L. MacIntyre reported that the ongoing issue for IACE is still finding host families for cadets during the Exchange. They are at 48% of their anticipated goal and are becoming concerned as the Exchange will take place in 9 weeks. He will continue to push for the recruitment of host families.

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

G. Fabes indicated that his report was included in the supporting material. He emphasized that Sennheiser Music Division has now formally agreed to support the cadet band programme. He believes this is a wonderful and exciting new opportunity for the cadets. G. Fabes added that Sennheiser will also continue their support for Effective Speaking and Power Pilot programmes (through headsets).

### **4.6 Members Committee – K. Higgins**

K. Higgins indicated that a conference call took place last Thursday chaired by T. Tabarowski. The intent was to move the acceptance in principle for member training to be determined later by the Members Committee.

### **4.7 National Music Committee – G. Johnston**

G. Johnston sent his regrets. G. Fabes added that Sennheiser is prepared to assist the committee by approaching the national music store chains to work on such things as discounts for cadets on sheet music, instrument repairs, etc.

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

B. Burchinshaw indicated that S. Matresky and staff have gone through the PPM in its entirety and made corrections and updates. The PPM now loads almost instantly. He praised the staff for their efforts and added that all of the PPM submissions have been added in English and French.

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

M. Lacroix thanked everyone for their contributions to the PR brochure and hopes it will be ready in time for the AGM. He will be making it animated and interactive as well. He reminded everyone that Capt. Morrassé will be making a ½ hour presentation about the 70<sup>th</sup> Anniversary of the League at the AGM.

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

*Nil Report*

## **5. New Business**

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### **5.1 PPM Revisions 3.6 & 1.4.3 (Sponsors and SSCs) – G. Fabes / B. Burchinshaw**

G. Fabes provided a summary of the work down to-date and praised Bob Burchinshaw, Fred Johnsen and Ken Higgins for their involvement in producing the document, which was distributed to the EC on April 4. The EC is recommending to the BOG that it be approved. The revisions now establish clarity and help to avoid any confusion between the definition/roles of a Sponsor and that of an SSC.

**Moved By:** B. Burchinshaw

**Seconded By:** F. Johnsen that the revisions to 3.6 and 1.4.3 be approved as presented.

Carried



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### **5.2 Legion Accord – G. Fabes/ S. Matresky**

G. Fabes reported that the Legion has approached the ACL and the Navy League with a proposal to sign an Accord similar to the one they have with the Army Cadet League. The Accord would essentially put down on paper what we have already agreed to in principle with the Legion regarding sponsorship of squadrons, Poppy Funds, Remembrance Day Ceremonies, etc. S. Matresky further explained some of the support the Legion provides and how it would be written into the Accord. The EC is recommending to the BOG that it be approved.

**Moved By:** B. Robert

**Seconded By:** T. White that the ACL accepts the proposal to sign an Accord with the Legion.

Carried

## **6. Conclusion**

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### **6.1 Reports of the Vice Presidents**

T. White reported that he reviewed the logbook circulated by DCdts and commented that it was very well done.

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

G. Fabes informed the members of T. Lewis' resignation from the BOG due to family medical issues.

### **6.3 Next Meeting – G. Fabes**

The next meeting will take place at the AGM. G. Fabes thanked everyone for their participation.

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