

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

FROM: Jean Mignault
Executive Director

DATE: 20 January 2005

SUBJECT: RECORD OF DECISIONS
CONFERENCE CALL 15 JAN 05



Attendees:	Chairperson:	G. Albert	President
		B. Wolfe	Past President
		L. Bourgeois	First Vice-President
		M. Cataford	Vice-President
		C. Hawkins	Vice-President
		J. Johnson	Vice-President
		LCol M. Bourduas	SSO Air, DCdts
	Staff:	J. Mignault	Executive Director
		S. Clark	Chief Administrative Officer

ITEM		ACTION	STATUS
I ADMINISTRATION			
1.1	President's Remarks A general welcome was extended. Guy thanked S. Clark for his service to the League and extended congratulations on his new job with the Royal Canadian Legion and wished him the best for his upcoming surgical procedure.	Info	Closed
1.2	New Items for Agenda None	N/A	N/A
1.3	Approval of Agenda MOTION: Moved/seconded by C. Hawkins / J. Johnson that the Agenda be approved. Carried	N/A	N/A
1.4	Approval of Record of Decisions 26-27 Nov 04 MOTION: Moved/seconded by L. Bourgeois / B. Wolfe that the Record of Decisions for the Semi – Annual Meeting of 26-27 Nov 04 be approved as distributed. Carried	N/A	Closed
II BUSINESS ARISING - INFORMATION			
2.1	Leonard and Kathleen Birchall and Robert G. and Mary Dale scholarships L Jenks and the other members of the H&A Committee have finalized draft scholarship application and selection criteria. Each of these awards will be a one time award for approximately 80% of the interest accrued from the Capital.	Ex. Dir Col. Bourduas	Pending Pending

ITEM	ACTION	STATUS
<p>The other 20% is to be reinvested with the capital to prevent erosion of the capital in a long period of declining interest rates. The scholarships are available only to applicants who are still Air Cadets at the time of application. These are first year scholarships only, and are not renewable. The awards will only be advertised internally, i.e. on ACL national and provincial web sites, and if possible the DCdts website and also the Cadence Magazine. Other advertisements may be placed strategically for expected dissemination to senior cadets who are at the end of their cadet careers. J. Mignault to contact donors Birchall and Dale to advise them that the criterion has been finalized and how the scholarships will be awarded and disbursed. Moved/seconded by L. Bourgeois / C. Hawkins that the selections and application process for these scholarships be approved as distributed.</p>		
<p>2.2 CAMC Aerospace and Aviation Career Information Booklets The Booklets will be distributed to the Provincial Committee Chairs/offices for distribution to the local squadrons. In addition J. Mignault will distribute a PDF electronic version of the booklet.</p>	ACLHQ	Complete
<p>2.3 Website Update The contractor has been working on migration the Web site from Internet Secure for credit card authorization, authentication and payments (online donations, member registrations, etc.). The contractor is now working on finalizing the Simply Webstore online catalogue. We hope that the new Webstore will be up and running no later than Feb. 28, 2005. The costs of the new Beanstream credit card processing is very similar to Internet Secure, the only additional cost of the Webstore will be maintaining both French and an English store!</p>	ACLHQ	Pending
<p>2.4 National Fund Raising Campaign The Air Force Association mailing was delivered to the publisher in mid-December 2004. The actual magazine was mailed in the last week of December, as of the 25th of January, 2005, about 47 donations had been received for approximately \$1,900 total donations. Expected cost of the mailing is about \$4,500 to \$5,000 and we are hoping that the campaign will gross between \$20,000 to \$23,000.</p>	J. Mignault	Pending
<p>2.5 IACEA 2006 C. Fauvelle and J. Mignault have been in discussions with the Fairmont Chateau Frontenac. They have offered a rate of \$219 for a regular room, \$269 for a deluxe suite (view of the city), and \$319 for a deluxe room with a view of the water. C. Fauvelle to arrange for booking a mixture of rooms at \$129, \$269 and \$319. J. Mignault to check with other host countries on the number of room nights used in the past, also the number of couples/delegates sharing a room, and also the number of rooms needed for the committee members. J. Mignault also to check on the number of guests who arrived earlier than the conference and those who stayed later.</p>	J. Mignault C. Fauvelle	Pending

	ITEM	ACTION	STATUS
	A response was received from GG Clarkson's office – it is too early to request that the GG host the Conference Closing Dinner. We will need to write again as the deadline for the Conference approaches.		
II	BUSINESS ARISING - ACTION		
2.6	Legal Defence Fund L. Bourgeois to write up the criteria for the establishment, replenishment, use of funds, investment policy, etc. for the funds collected in the Legal Defence Fund. L. Bourgeois will need to work with the League' lawyer and Insurance Broker to ensure proposed procedures will achieve the established goals and that there are appropriate controls over the funds. G. Albert to enquire if Governor R. Mercer can help with finalizing this document.	L. Bourgeois G. Albert J. Mignault	Pending
2.7	AGM 2007 – Site Selection Proposals were received from the MB Provincial Committee for the 2007 AGM in Winnipeg. The two recommended hotels are: 1) The CanadInn Polo Park, room rate \$85 per night + \$5,000 for meeting room. 2) The Viscount Gort, room rate \$89/night with full breakfast + \$975. Moved/seconded by Joe Johnson and Craig Hawkins that the Viscount Gort be selected as the recommended Hotel for the 2007 AGM. J. Mignault to confirm final details with Jan Reidulff and PC Chair Ed deCaux. Approved dates of the meeting to be June 14 -17, 2007.	J. Mignault	Pending
III	NEW BUSINESS		
3.1	NFC Recommendations The recommendations put forward by Chair of the National Flying Committee were discussed and require confirmation before a decision can be made for formal acceptance of the proposed recommendations. C. Hawkins and L. Bourgeois to seek clarification on Aircraft Procurement Process recommendation #1 – who is deemed to be an "appropriate AME"? and #6 – who specifically would make the decision "to accept the equipment on the Contract, and do the repairs noted apply to a newly acquired aircraft which is subsequently SIRP'ed – who is responsible for the repairs? The League or DND? In addition, clarification is required for recommendation #2 – Replacement Tow Aircraft – i.e. with respect to who the League members are intended to be involved in the working group (who are they, and how many) and also are there any costs to the League?	L. Bourgeois C. Hawkins W. Paisley	Pending
3.2	IACEA UK League Escort Officer New process developed to ensure the process is open and transparent and available to all. Three applications have been received so far with one more expected. J. Mignault and M. Cataford to review applications with a view of providing a recommendation of the selected candidate for approval by National President Guy Albert.	J. Mignault M. Cataford	Pending

	ITEM	ACTION	STATUS
3.3	2005/06 Budget J. Mignault has submitted a draft budget for review and comments. Final budget for 2005/06 to be submitted for approval during the Feb. 2005 Board of Governors teleconference. Budget reflects Operating grant increase of \$80,000 and the addition of a fifth employee in the National office. G. Albert to follow-up on a possible increase of (\$25) to the \$225 IACEA fee, i.e. to be discussed with the provincial committee chairs. This increase could be for the 2005/06 or 2006/07, and depends on the agreement of the PC Chairs.	G. Albert J. Mignault	Pending
3.4	National Headquarters Relocation J. Mignault shall be granted the authority to discuss this issue with the other two Leagues. Discussions will include sharing common office space and other services and equipment. There are advantages for the three Leagues to be co-located and the three Leagues are expected to move ahead cautiously on this, i.e. with a view to continue receiving DND funding (estimated at \$50K) for services in kind (rent and telecommunications services) and for the long term availability of office space.	DCdts/Finance J. Mignault Army/Navy Leagues	Pending
3.5	Recruiting new CAO G. Albert thanked C. Hawkins (Chair of Finance committee), L. Bourgeois and F. Hopkinson for their efforts in reviewing all four job descriptions of the National HQ staff. The staff will now validate and update these job descriptions. They are due Jan. 31, 2005. The position is to be renamed – Administration and Special Projects Coordinator, for which Web site design and maintenance will be removed as a major responsibility. J. Mignault to arrange for contracting an outside personal services contractor to maintain the Web site. The position is to be advertised on ACL internal Websites (National and Provincial), the Charity Village Web site, the DND Web site (national and regional) and also the Canadian Society of Association Executives (CSAE). J. Mignault to arrange for first interviews of candidates in mid to late February and second interviews to be conducted by G. Albert, L. Bourgeois, J. Mignault and F. Hopkinson in March 2005.	J. Mignault G. Albert L. Bourgeois F. Hopkinson All HQ staff	Pending
3.6	Cadet Training Parameters Response - DCdts A response deadline has been extended from Jan. 15 2005 to February 14, 2005. J. Mignault to prepare a response based on the feedback received from Training Committee Chair Tom White. Other members with comments are requested to forward them to J. Mignault as soon as possible.	J. Mignault ACLHQ	Pending
IV	CONCLUSION		
4.1	Reports from the Vice-Presidents L. Bourgeois reported that M. Wedge has been doing very good work in the PR Committee and Public Information Plan. C. Hawkins noted that the Faro Air Cadet Squadron is closing. C. Hawkins also noted that the Finance Committee is working on a sort information booklet which will describe to the members what the staff of the national office does. Also the Committee will soon request a list of all League and Trust Investments, with a view of reviewing the investment mix and profile.	Info	Closed

ITEM		STATUS	
	The IACEA 2006 Committee is working on getting corporate support for the Conference to offset the costs of hosting this event. J. Johnson noted that the By Laws Committee's work was progressing well and they are hopeful of presenting a full report to the members at the AGM in Calgary.		
4.2	Comments form DCdts LCol Bourduas noted that DCdts had hired one person in the public affairs section. He thanked for everyone for being able to participate on the call.	N/A	N/A
4.3	Good and Welfare of the League No items noted.	N/A	N/A
4.4	Date and Time of Next Meeting The next meeting shall be held on February 12, 2005 at 12 Noon – Eastern time . This will be a full Board of Governors teleconference . Participants have already been provided with the toll-free number for the call and the password to join the call.	N/A	N/A
4.5	Adjournment There being no further business, the Chairperson adjourned the meeting.		