

**TO:** Board of Governors  
Provincial Chairpersons

**FROM:** Richard Logan  
Executive Director

**SUBJECT:** RECORD OF DECISIONS  
EXECUTIVE COMMITTEE  
CONFERENCE CALL 17-02-98



February 18, 1998

**1. APPROVAL OF THE RECORD OF DECISIONS – JANUARY 21, 1998**

**MOTION:** Moved/seconded by Len Jenks/Rhodie Mercer that the Record of Decisions from the meeting of January 21, 1998 be approved.  
**CARRIED 5/0/0**

**2. BUSINESS ARISING FROM THE MEETING OF JANUARY 21, 1998**

**Pension Plan**

André Courville advised that the plan shall remain in effect until the retirement date of Dick Logan, noting that current low interest rates adversely affect the purchase of an annuity at this time. Benefits following retirement could also be paid directly from the plan until favourable market conditions return.

**Pension Benefit Alternatives**

André Courville noted that options continue to be explored and shall be in place when the current pension plan folds.

**Search and Select Committee**

André Courville reported that this committee's work is on track with the timetable and plan approved at the Semi-Annual Meeting. It was suggested that the advertisement for a successor receive a wider distribution and should include the Globe and Mail. Cost will be a determining factor; a budget will have to be developed.

Applicants should be pre-screened. The Committee's recommendation shall be available to the Board prior to the 1998 Semi-Annual Meeting, at which time approval will be sought.

An information document on the League will be prepared for all candidates applying. A report by the Select Committee on their progress shall be forthcoming before the next conference call.

### **CATO 14-07**

It was reported that the Navy and Army Cadet Leagues support the existing CATO and shall not pursue the matter further. Dick Logan relayed that DCdts had referred this issue, and its level of assumed liability, to JAG, who advised to leave the CATO as it stood. This decision by JAG, however, was made without League input. André Courville noted that the current CATO represents a change in how we do business.

**CONSENSUS:** The President shall contact the VCDS regarding CATO 14-07 –

**NOTE:** See copy attached.

### **Annual General Meetings**

A request from OPC to move the meeting dates from mid-June to late-June or early May for the 2002 AGM was denied as it contravenes current policy.

**MOTION:** Moved/seconded by Ron Ilko/Len Jenks that the proposal by Ontario to host the 2002 AGM, during the normal timeframe, and Alberta to host the 2005 AGM be accepted.

**CARRIED 5/0/0**

### **Policy and Procedures Manual**

Dick Logan reported that the distribution has been completed. André Courville expressed his concern over the low number of manuals requested by the Provincial Committees. This matter shall be monitored with a report, hopefully, to follow during the next conference call.

Dick Logan noted that three quotations were received for the translation of the manual and recommended that the proposal by a Montreal translator be accepted. QPC has agreed to work with this translator and will provide assistance where possible. QPC has also consented to do the initial proofreading. Dick Logan noted that he had verified previous work by this translator and found it satisfactory.

**MOTION:** Moved/seconded by Len Jenks/Fred Hopkinson that the Montreal translator be accepted to complete the translation of the Policy and Procedures Manual.

**CARRIED 5/0/0**

### **Volunteer Screening**

Dick Logan reported that the first step in this process, the Volunteer Application – Registration Form, and a coordinating message, have been distributed. Ron Patton and Duane Schippers shall now work with the Provincial Coordinators to complete this phase – determining who the volunteers are.

The second step shall be to develop position descriptions, which are currently under review by the Provincial Coordinators. The Army and Navy Leagues have advised that they shall soon adopt the Air Cadet League's package.

**3. REPORT OF FINANCIAL STATEMENTS FOR 9 MONTHS ENDING DECEMBER 31, 1997**

**MOTION:** Moved/seconded by Fred Hopkinson/Ron Ilko that the Financial Statements for the period ending December 31, 1997 be accepted.  
**CARRIED 5/0/0**

**Approval of 1998-99 Headquarters Budget**

André Courville outlined the challenge to the Fund Raising Committee to increase their revenues. He also relayed that Dick Logan has been tasked to secure additional financing for the 1998 AGM.

**MOTION:** Moved/seconded by Len Jenks/Ron Ilko that the 1998-99 Headquarters budget be approved. **CARRIED 5/0/0**

**4. APPROVAL OF THE FORMAT FOR COMMITTEE REPORTS, 1998 AGM**

**CONSENSUS:** The proposed format was accepted.

**5. FUND RAISING – POLICY AND PROCEDURES RE NATIONAL/PROVINCIAL COORDINATION**

Dick Logan noted that a formal policy and procedure governing coordination of national and provincial fund raising campaigns has been developed by Mary Anne Chambers and Bob Dale following consultation with the provinces and members of the National Fund Raising Committee. He noted that only OPC responded to the lists forwarded to each Provincial Committee and Governor showing all corporations approached at the national level. He further noted that the only change to the existing procedure was to also forward these lists to the Governors.

**MOTION:** Moved/seconded by Ron Ilko/Rhodie Mercer that the Policy and Procedure re Coordination of National and Provincial Fund Raising be accepted. **CARRIED 5/1/0**

**6. BASIC TRAINING COURSE**

Dick Logan advised that this package shall be produced on disk, CD-ROM, OHP transparencies and hard copy. It is expected that production shall commence next week in both official languages. He lauded Gilles Cuerrier and his committee for their work.

**7. PROVINCIAL COMMITTEE AND SPONSORING COMMITTEE ASSESSMENTS**

**MOTION:** Moved/seconded by Len Jenks/Fred Hopkinson that the proposed assessment forms be accepted. **CARRIED 5/0/0**

**8. CONTACT WITH PROVINCIAL COMMITTEES**

Rhodie Mercer reported that the L-19 agreement between the four Atlantic Provinces is now in place.

**9. NEW BUSINESS**

It was reported that Dave Boudreau will be leaving his position as the Way Ahead Coordinator to assume the duties of the Executive Assistant of the Army Cadet League of Canada. André Courville will seek assurances from Colonel Cloutier regarding the effectiveness of the process and that the progress of the committee shall continue unabated.

Dick Logan responded to Len Jenks' query about the Way Ahead Committee meeting in Borden by stating that R&Q and CF Sched Flights should be available to all participants. Details have yet to be arranged.

Len Jenks congratulated PEI and Manitoba for submitting 100% of their ACC9s. Approximately 40% of all forms nationally, have been received.

Ron Ilko suggested that Honorary Directors be utilized where possible, including involvement as Way Ahead Committee participants.

**10. DATE AND TIME OF NEXT CONFERENCE CALL**

The next conference call shall take place on March 18, 1998 at 1000 EST.

Attachment

Two League members were recently named as recipients of awards from the Canadian Aeronautics and Space Institute:

**André Dumas** has been awarded the Trans-Canada (McKee) Trophy by the Canadian Aeronautics and Space Institute (CASI), recognizing his considerable contributions to aviation over his long and distinguished career and, in particular, his involvement with the Air Cadet Movement.

**Don Spruston**, a League worker in the Ottawa Valley, is this year's recipient of the C.D. Howe Award, presented for achievements in the field of policy making and overall leadership in Canadian Aeronautics and Space activities.

**These awards have yet to be announced. Your cooperation is requested, therefore, in keeping this information confidential until the official Press Release is issued.**