

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

FROM: Jean Mignault
Executive Director

DATE: 22 March 2007

SUBJECT: RECORD OF DECISIONS
EC CONFERENCE CALL 17 MARCH 2007, 1200 HOURS



Attendees:	Chairperson:	C. Hawkins	President
		L. Bourgeois	Past President
		M. Cataford	First Vice-President
		J. Johnson	Vice-President
		J. Reidulff	Vice-President
		G. Fabes	Vice-President
		F. Gaboury	DCdts – SSO Air
Staff:	J. Mignault	Executive Director	

	ITEM	ACTION	STATUS
I	ADMINISTRATION		
1.1	President's Remarks A general welcome was extended. C. Hawkins welcomed everyone on the call and thanked them for sparing some of their personal time on a Saturday afternoon.	Info	Closed
1.2	New Items for Agenda No new items were added to the Agenda.	N/A	Closed
1.3	Approval of Agenda MOTION: Moved/seconded by M. Cataford / J. Johnson that the Agenda be approved. Carried 5/0/0	N/A	N/A
1.4	Approval of Record of Decisions MOTION: Moved/seconded by J. Reidulff / J. Johnson that the Jan. 20, 2007 Conference Call ROD be approved as presented. Carried 5/0/0	N/A	Closed
II	BUSINESS ARISING - INFORMATION		
2.1	SELECTIONS 2007 The Selections Database this year had issues with certain fields which are causing problem, which we are unfortunately unable to resolve. The files for IACE have arrived in early March from the Provincial Committees as requested and Selections are proceeding accordingly.	K. Banaszkiewicz	Pending
2.2	MEMBER REGISTRATION AND SCREENING K. Banaszkiewicz continues to receive file transfers from the various Provincial Committees. As we have made no progress with the Navy League for the integrated Three League Database, we	K. Banaszkiewicz J. Mignault	Pending

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	will develop our own. We will however continue to share with the Army and Navy Leagues the names of the individuals that are deemed 'unfit to work with youth'. (i.e. the Black List'.) J. Reidulff requested an update as the numbers of records received by Province for the Screening Process.		
2.3	IACE Reunion in Ottawa S. Putinski has prepared an ad for inclusion in the next Airforce Magazine. She has also posted information in the League's Website. M. Cataford provided an update on the call and noted that so far one individual from the West had expressed an interest in attending. M. Cataford and J. Mignault will be meeting with one for the interested participants in Ottawa on March 23, 2007.	M. Cataford J. Mignault	Pending
2.4	STATUS OF UPDATES TO TERMS OF REFERENCE FOR LEAGUE 'SELECT' AND 'STANDING COMMITTEES' Joe Johnson provided the following update in the revised Terms of Reference (TOR's) for the P&P Manual: <ul style="list-style-type: none"> • Advisory Board – Pending • Effective Speaking – approved March 11, 2007 • Employee Compensation – approved Jan. 20, 2007 • National Finance – approved Feb. 15, 2007 • Nat. Flying – approved Jan. 20, 2007 • Nat. Fund Raising – Pending • Honours and Awards – Pending • Training and Education Credits – Pending • Nominating Committee – Pending (J. Johnson, requested to re-circulate. • Policy and Procedures – No changes needed • PC Chairs Committee – Pending • Public Relations and Image – Pending • Recruiting and Retention – Pending 	J. Johnson B. Burchinshaw	Pending
II	BUSINESS ARISING – ACTION		
2.5	NCC CONFERENCE CALL 21 MAY 2007 CALL FOR AGENDA ITEMS J. Mignault had not received any Agenda items. C. Hawkins requested that J. Mignault request again Agenda items from the BOG, the Advisory Board and PC Chairs.	J. MIGNAULT	PENDING
2.6	TERMS OF REFERENCE OF THE RECRUITING AND RETENTION COMMITTEE The members of the BOG are still reviewing a draft as noted at 2.4 above.	J. JOHNSON B. BURCHINSHAW	PENDING

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III	NEW BUSINESS		
3.1	STATUS OF THE LEAGUES REGISTERED PENSION PLAN FOR FORMER EMPLOYEES J. Mignault and the Executive Committee are monitoring the investments in the League's Defined Benefits pension Plan (now frozen) for one existing pensioner, one former employee and one current serving employee. The League is looking to purchase an annuity as soon as possible with a view of providing closure to the plan (i.e. pending favourable market conditions). When market conditions are deemed favourable, there will be a special Executive Committee teleconference to address this specific issue.	J. MIGNAULT	PENDING
3.2	ELECTRONIC NEWSLETTER S. Putinski has released the first electronic newsletter. Feedback has been positive and she is continuing to make improvements to the online version so that it can be downloaded more quickly. Members on call requested that the format be adjusted to fit on a regular 8.5 X 11 page when printed and also that past issues be available for interested readers.	S. PUTINSKI	PENDING
3.3	UPDATE ON REIMBURSEMENT OF SCREENING COSTS Four Provinces responded before the deadline, NS, QC, MB and SK. Along with the amounts claimed by National, J. Mignault claimed an excess of \$14,000 for reimbursement. DCdts staff looked at the request and allowed 50% reimbursement – thus an invoice for \$7,092.92 was submitted on Tuesday March 13, 2007. DCdts have advised that this would be a “one-time” reimbursement only.	J. MIGNAULT	PENDING
3.4	PPM MANUAL - TRUSTEESHIP AND SPONSORING COMMITTEE PROBATION A discussion took place for placing a Sqn Sponsoring Committee on Probation or in Trusteeship. C. Hawkins and J. Reidulff agreed that this also applies to Provincial Committees. While more discussion is need, all agreed that having these provisions also involves the duty to enforce the policies and procedures. This should be included in national and provincial committee bylaws; however a legal opinion may be required before final inclusion in the new P&P Manual. C. Hawkins will modify the wording for both items and circulate it for discussion with the BOG and the PC Chairs.	C. HAWKINS P&P COMMITTEE	PENDING
3.5	NL ACO STAFFING BY DND NL PC Chair T. Nelson requested that he check into the staffing of the ACO Air by a Reg. Force officer vis. a CIC Officer as requested by the NL PC. He noted that Reg. Force Officers in the position frequently turn-over on almost a yearly basis. Col. Gaboury noted that these kinds of decisions were made by the DND career managers. He also noted that if is a Reg. Force person in the position the salary is paid by DND and not from the Cadet Corporate account. F. Gaboury to speak to the RCSU Commander in Atlantic to see if this can be resolved. C. Hawkins to get back to T. Nelson.	C. HAWKINS F. GABOURY	PENDING

	ITEM	ACTION	STATUS
IV	CONCLUSION		
4.1	REPORTS FROM THE VICE-PRESIDENTS J. Reidulff noted that he was talking to the 3 Northern Area Squadrons and that 2 would have an Effective Speaking competition for the first time in a long time. In addition, he also noted that two of the Squadrons were making progress with the formation of a Sponsoring Committee. He also noted that the new MOU with CBAA continues to provide good training opportunities for Air Cadets. L. Bourgeois noted that he would be attending the NL SAM on April 13, 2007. C. Hawkins requested L. Bourgeois review the terms of reference for the Image and Recruiting Committee. G. Fabes noted that he had no new PC business but was working with j. Reidulff to finalize a process for senior cadets when attending functions and events held by Aerospace Industry and other associations. G. Fabes also noted that he had been working with J. Reidulff on a procedure and process whereby the individual PC's could work with the Industry Associations in their respective provinces. C. Cataford had nothing to report. C. Hawkins noted that the BC Committee were looking at Recruiting and Retention of Cadets and Officers as it relates to their Flying Programs. C. Hawkins noted discussions with the OPC Chair with respect to the OPC Chair's views on the Déry Branch/Provincial Committee Funding Initiative. C. Hawkins reiterated that the National position of the BOG remains support in principle as long as it is funded with new money, not from the current Cadet Budget.	N/A	N/A
4.2	COMMENTS FROM DCDTS F. Gaboury noted that the contract with Georgian College for the Air Operations Officer Course was nearly ready to be finalized. He also noted that the invitation for the AGM in Winnipeg may not have been received by the CAS office and that perhaps a follow-up letter be sent. Would also check with the Executive Assistant of the CAS next week to ensure this is on the Calendar. He also noted that Col. Fletcher would take over as DCdts in mid-June 2007. C. Hawkins also noted that the office was to send a congratulatory letter to Col Fletcher on his appointment and also an invitation to attend the AGM in Winnipeg.	F. GABOURY	PENDING
4.3	Good and Welfare of the League The QPC have a new bilingual Website, refer to www.cadets-air.qc.ca	N/A	N/A
4.4	Date and Time of Next Meeting The next teleconference of the Board of Governors shall be held on Saturday April 28, 2007 – 1200 hours Noon. Note that this is a different date than originally planned due to a conflict with the OPC Semi Annual Meeting. The next Conference Call of the Executive Committee shall be held on Saturday, May 26, 2007 – 1200 hours Noon.	N/A	N/A
4.5	Adjournment There being no further business, the Chairperson adjourned the meeting.	N/A	N/A