

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

FROM: Jean Mignault
Executive Director

DATE: 21 Aug 2002

SUBJECT: RECORD OF DECISIONS
CONFERENCE CALL 21 AUG 2002



Attendees:	Chairperson:	J. Ash	President
		G. Cuerrier	Past President
		B. Wolfe	First Vice-President
		G. Albert	Vice-President
		L. Bourgeois	Vice-President
		C. Hawkins	Vice-President
		D. Betts	Governor
		LCol F. Gaboury	SSO Corporate Services
		B. Goudie	Advisory Board
		J. Mignault	Executive Director

Absent: S. Clark Chief Administrative Officer

ITEM	ACTION	STATUS
1.0 J. Ash advised conference participants that B. Goudie of the Advisory Board would provide an update of the Aug 19 02 PAT Team Meeting. B. Goudie advised that: <ol style="list-style-type: none">1. progress has been slow;2. that the three Leagues are not in agreement in their position vis-à-vis funding of Provincial Branch/Offices;3. the 3 League Responsibility Matrix is not yet complete;4. an affinity relationship diagram of the DND/League relationships had been prepared by Cmdr J. Bell which is a useful tool for future discussions;5. a similar model for the Atlantic Region would be prepared as a model (good working relationships in this area);6. the 3 League Presidents must meet in early Sept. to arrive at a consensus; and7. the Committee wanted to send a simple survey to all League Members and Chairpersons, to get a consensus on a "full-support" mandate by all for future discussions on the Funding of Provincial Offices issue. G. Cuerrier disagreed on the last point (#7) and confirmed that the members were in fact in full support. MOTION: Moved/seconded by L. Bourgeois/C.Hawkins that the PAT Team Working Committee members send a survey to all members and Provincial Chairs to update them on the PAT Team deliberations and to obtain a firm mandate for pursuing the Funding of Provincial Offices issue.		

Defeated: 2/3/0

	The PAT Team will thus continue their deliberations of the Provincial Funding issue with the full support of all members of the ACLC.	PAT Team Working Committee	Closed
I	ADMINISTRATION		
1.1	President's Remarks J. Ash noted that LCol Gaboury would join the call after discussion of the PAT Team Update.	Info	Closed
1.2	New Items for Agenda G. Cuerrier requested the addition of New Business Item #3.7 – Web Site	N/A	N/A
1.3	Approval of Agenda MOTION: Moved/seconded by G. Cuerrier/C. Hawkins/ that the Agenda be approved as distributed. Carried 5/0/0	N/A	N/A
1.4	Approval of Record of Decisions BOG Meeting 13 Jun 02 MOTION: Moved/seconded by C. Hawkins/L. Bourgeois that the Record of Decisions for the meeting of 17 Apr 02 be approved as distributed. Carried 5/0/0	N/A	N/A
1.5	Approval of Record of Decisions BOG Meeting 16 Jun 02 MOTION: Moved/seconded by G. Cuerrier/B. Wolfe that the Record of Decisions for the meeting of 17 Apr 02 be approved as distributed. Carried 5/0/0	N/A	N/A
II	BUSINESS ARISING		
	ACTION		
2.1	CASARA Program This program was endorsed as an optional training activity by the ACL and received DND support at the Region level. Search and Rescue is listed by DND as an optional training activity, although concern about cadets participating in spotting flights was expressed by LCol Gaboury. DCDTS agreed to program as long as cadets are not involved in actual search missions and training flights are conducted in line with the requirements of CATO 52-07. MOTION: Moved/seconded by G. Cuerrier/Brent Wolfe that the League/CASARA MOA be modified and subsequently signed to preclude air cadets from participating in actual training flights and that training familiarization flights be in line with CATO 52-07, and that the proposed program be rolled-out to Squadrons for local implementation if desired. Carried: 5/0/0	D. Betts	Pending
2.2	ATC Course Exam Administration While the former DCdts and Director of Air Cadets supported an ATC exam, DCdts has now stated that their staff would not administer this exam at the Region/local level. One suggestion is to have League members administer the exam when ATC applicants arrive for the Provincial Interview Boards. ATC exam and study guides will be distributed by the League and the requirement for a local exam will be added to League Selections information – Sept. 2002. The exam will be used on	D. Betts S. Clark	Pending

	a trial basis for a period of one to two years, after which it will be assessed for use as a mandatory selections criteria. In the interim, the exam should be written by all applicants but may/will not necessarily be used for final selection.		
2.3	Ad-Hoc Committee – Management /Financial Arrangements of Cadet Activities in Canada The Committee, chaired by Michel Cataford, shall present their draft report and objectives in the fall of 2002.	M. Cataford	Pending
	J. Ash to follow-up with M. Cataford for the preparation of initial terms of reference and mandate of this Committee.	J. Ash	Pending
2.4	ACL Clothing Proposal The Provincial Chairperson's Committee recommended that each province be responsible for establishing a dress code for their members, if so desired. L. Bourgeois to continue exploring options for future consideration.	L. Bourgeois Provincial Chairs	Pending
2.5	Queen's Jubilee Medal – Allocation and Selection Procedure 80 medals allocated to the ACLC for distribution. Specific guidelines have been provided regarding selection and presentation. The Honours & Awards Committee has developed a procedure for nominating deserving individuals from all three levels of the League.	VPs League HQ H&A ad-hoc Committee	Pending
	Submissions requested for Sept.1, with a completion date of Sept. 15, 2002. J. Ash asked Executive Committee members follow-up with Chairpersons as assigned previously	Exec. Committee Prov. Chairs	Pending
2.6	Advisory Board Review As recommended y the Advisory Board, the Executive Committee shall address the future of this Committee – Structure, Goals, Objectives, Members, etc.	Advisory Board	Pending
	J. Ash advised that the Advisory Board members would be completing this review.		
2.7	League/DND Partnership The funding of Provincial offices shall be discusses.	B. Goudie L. Bourgeois J. Mignault	On-going
	Refer to Item 1.0 above - PAT implementation team to pursue discussions with full support of the League - absolute necessity to obtain this funding.		
2.8	National Selection Procedure Review A review of all selection practices and procedures has been initiated. It is recommended that David Hayden chair this committee with Guy Albert assisting and acting as liaison to the Executive Committee. MOTION: Moved/Seconded by Guy Albert/Lionel Bourgeois that David Hayden be appointed to chair this committee and begin the work as soon as possible. Carried: 5/0/0	D. Hayden G. Albert	Pending
2.9	Effective Speaking – Contestants at Luncheon an/or Dinner The policy of the ACL is to invite the contestants to attend the National Awards luncheon only. J. Ash and all other members aged that the policy would continue to be adhered to except for this is not possible or there are other extenuating circumstances.	N/A	Closed

2.10 Access to Squadron Computers

LCol F. Gaboury indicated that he would investigate this and asked to provide an update.

LCol F. Gaboury confirmed that there were no changes due to confidentiality of information on the system. However he noted that he would continue to explore this issue with his IM staff.

F. Gaboury **Pending**

II BUSINESS ARISING

INFORMATION - (These items were not discussed in detail by the Executive, i.e. barring no major concerns with the information provided).

2.11 Crime and Dishonesty Insurance

J. Mignault shall obtain a quote in late August 2002.

J. Mignault **Pending**

2.12 Definition – League Volunteer

Our insurance broker recommended that no change regarding the definition of a League member and volunteer. The definition of a volunteer should be as broad as possible to protect the organization.

J. Mignault **Closed**

2.13 Awards – Military Member of the Year

The Honours & Awards Committee has been tasked with developing the criteria for this award

**H&A
Committee** **Pending**

2.14 Recycling of Power/Gliding Exam Questions

The President shall forward a letter to the NACAOpsO requesting that a complete new set of questions be developed each year when preparing the CF qualifying examination.

**J. Mignault
J. Ash** **Pending**

2.15 Volunteer Hours Report

R. Ilko volunteered to lead the updating of this report. C. Hawkins to communicate with R. Ilko to begin the update of this report/study.

**C. Hawkins
R. Ilko** **Pending**

2.16 National Finance Committee – Delinquent ACC9s

Letters shall be sent to delinquent squadrons.

J. Mignault to prepare letters for Squadrons who are delinquent from the fall of 2001 and previously. Copy to be sent to Squadron with a CC to the Provincial Committee Office/Chair.

J. Mignault **Pending**

2.17 Future AGMs

As hotel contracts must be signed three years in advance, NS (2004) and AB (2005) shall be asked to confirm details of their hosting of these future meetings as soon as possible. BC shall be required to confirm details (for 2006) by the 2003 AGM.

S. Clark **Pending**

MB has offered to host the 2007 AGM. QC will host the 2008 AGM.

2.18 ACL Shirts

J. Mignault to meet with Top Marks of Montreal to investigate using this clothing manufacturer and distributor for ACL shirts. A report shall be forthcoming.

J. Mignault **Pending**

III NEW BUSINESS

3.1 QPC Intentions re: All Power Program

DND rejected the all power program proposal. Their report indicated a shortage of three tow planes and five gliders in Eastern Region.

**QPC
DCDTS** **Pending**

QPC will confirm the number of gliders and tow-planes required for the future. QPC have met with the RCAIr Ops O and are

	pursuing the opportunity of buying two new gliders, while DND will pay to renovate and/or purchase new winches to assist in the delivery of the ACGP.		
	F. Gaboury has also asked the National Flying Committee to undertake an evaluation for the purchase of the "tow-aeroplane of the future", i.e. past the period of the useful lives of the existing Scouts and/or L-19s.	National Flying Committee	Pending
3.2	Crime and Employee Dishonesty Insurance Quarter I financial Report tabled for review and approval. No questions or comments. Main highlights – Surplus for Q1 – this year - \$28,630, last year - \$1,689. QTRI Budget - \$(1,375). Total Revenues – this year - \$184,970, last year - \$182,987, QTR I Budget - \$168,325. Total Expenses – this year - \$156,340, last year - \$181,298, QTRI Budget - \$165,200. MOTION: Moved/Seconded by Craig Hawkins/Guy Albert that the QTRI financial report be accepted and approved as accepted . Carried: 5/0/0.	Exec. Dir.	Closed
	J. Mignault to ensure distribution of QTRI financial report to all members as soon as possible.	J. Mignault	Pending
3.3	IACE		
3.3.1	Location for 2006 IACEA Conference A host city must be selected, Quebec City has been proposed by G. Cuerrier. MOTION: Moved/Seconded by G. Cuerrier/L. Bourgeois that Quebec City be approved as the host city for the 2006 IACEA Conference. Carried: 5/0/0	N/A	N/A
	Initial Planning to commence as soon as possible.		
3.3.2	Canadian Host Tour A recommendation has been received from OPC that the visiting cadets be divided into two groups, one to Eastern and one to Western Canada. The IACEA Committee will review this item.	IACEA Committee M. Cataford F. Gaboury	Pending Pending
3.4	Air Cadet Insurance Renewal All ACL Policies (except aviation) including D&O, Commercial General Liability, Automobile, Accidental Death and Dismemberment, National HQ Office Contents, and Non-Owned aircraft are due for renewal before Aug. 31, 2002. Primary indications are that most policies will incur premium increases in the range of 15–20%, except D&O which will increase by 35%.	J. Mignault	Pending
3.5	100th Anniversary of Flight The ACL should consider if it wants to celebrate this anniversary (December 2003). Proposals have been received. J. Mignault will provide suggestions and ideas to the National Flying Committee.	J. Mignault	Pending
3.6	Fund Raising		

Total donations to the end of July 2002 are \$51,295.98:

Corporate /Individual	\$20,500.98
Air Cadet Award Donations	\$2,600.00
President's Fund	\$18,195.00

J. Mignault to arrange a National Fund Raising Committee teleconference in the first half of September, 2002. The Committee will review results to-date, forecast to year-end and also an action plan to ensure the targets for 2002/03 are met

J. Mignault **Ongoing**

3.7 ACLC Web Site.

G. Cuerrier noted that while the new version of the English Web site is functional the French site is still incomplete.

S. Clark to focus on completing the French Web site upon his return from Annual Leave.

S. Clark **On-going**

IV CONCLUSION

4.1 Good and Welfare of the Air Cadet League

G. Albert noted the old issue of League member recognition while visiting Cadet Summer Training Centres. He noted that this applied mainly to Provincial members and not necessarily himself.

N/A **N/A**

F. Gaboury agreed to address this issue through a possible review and amendment of the CATO for visits by league personnel (CSTC's, graduations, public parades, etc.).

F. Gaboury **Pending**

4.2 Date and Time of Next Meeting

The next meeting shall be held by teleconference on Wednesday Sept. 16, 2002 – 1030hours.

Infor **N/A**

4.3 Adjournment

There being no further business, the Chairperson adjourned the meeting.