



# AIR CADET LEAGUE OF CANADA

## EC Teleconference ROPs

August 10th 2011

### MEETING INFORMATION

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**Meeting Date:** August 10th 2011

**Time:** 1900hrs

**Location:** Teleconference

**Purpose:** Regular Scheduled Meeting

### ATTENDANCE

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Bob Robert	Present	Keith Mann	Present
Grant Fabes	Present	Sarah Matresky	Present
Ken Higgins	Present	Darlene LaRoche	Present
Tom White	Present	LCol. Yves Therrien	Absent
John Walker	Present	F. Johnsen (guest)	Present

### AGENDA

#### 1. Administration

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##### 1.1. New Items for Agenda – B. Robert

There were no new items added to the Agenda.

##### 1.2. Approval of Agenda – B. Robert

**Moved By:** T. White

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

Carried

##### 1.3. Approval of Record of Proceedings – EC Meeting June 1st 2011– B. Robert

**Moved By:** G. Fabes

**Seconded By:** K. Higgins that the ROP of the June 1st EC meeting be approved.

Carried

#### 2. Information

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##### 2.1. President's Report – B. Robert

B. Robert indicated that the IACE was a success and to pass along congratulations to the organizers and National Office staff. He received from DCdts. his promised rectification of shortcomings in the LSA dispensing & passed it on to PC Chairs. B. Robert added that he tasked the PPBLC to continue research for developing a proposal for a revised ACL Constitution and tasked Advisory Board to review & propose amendment to By-laws & PPM on the broad topic of 'Membership'. He attended IACE Farewell Dinner in Montreal on 1 August and will be attending the Air Maintenance & Air Operations Course graduations at Canadore College in North Bay on 12 August. As well, he will be travelling to the Civil Air Patrol Conference in Louisville KY 16-22 August. He asked that everyone (including PCs) advise the President and ED promptly of any 'Significant Incidents' occurring in the ACM.



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

The ED indicated that her report was included in the supporting material. She received a reply from the ACL's lawyer regarding recent developments in the Bouchard-Canon lawsuit against the League (the ACL lobbied to have our name dropped from the lawsuit). The judge wants to hear testimony to appreciate the nature of the activities before making a decision, and as it stands the League cannot be excused from the lawsuit. Our lawyer is preparing the League's defense and the S. Matresky will report more on the issue as the information become available.

She added that the League has finally secured its trade-marks after a lengthy process and the new Registration and Screening Handbooks will be made available by at the beginning of September. SAM registration has been distributed and J. Gray is collecting updated biographies for the website. As well, S. Matresky spoke with the Canadian Space Agency about C. Hadfield bringing the Air Cadet Ensign into space on his next mission. A press release announcing the event will follow.

B. Robert indicated to D. LaRoche that in the ED's report it also specifies that the 'consent to disclose information to the Leagues' on the cadet enrollment forms has now been looked after and to advise the chairs. He also congratulated the National Office staff on their great work.

#### 2.3 Finance Committee Report – J. Walker

J. Walker said that they are trying a new reporting format (quarterly vs. annual) on the budget and is awaiting his committee's feedback. B. Robert commented that he found the new reporting format difficult to read and suggests sticking to the original format. J. Walker added that the current accrual for hosting the 2016 conference will not be enough based on the numbers from the conference in 2006. He is proposing 5k per annum starting in next year's budget, and there should be an accrual started for the 75<sup>th</sup> anniversary as well.

J. Walker said that he and S. Matresky spoke with J. Scott, the chair of the Resource Generation and Fundraising Committee to discuss possibly using a company called 'Wisheart' to generate funds for the League to meet goals and objective. Startup costs are approximately 20k and then approximately 2k a month. J. Walker wants the EC to know that this is where the Chair committee is going and that there are substantial upfront costs to this project. The National Resource Generation committee is due to meet shortly. J. Walker recommended that J. Scott raise the issue with the BOG in September. S. Matresky asked that J. Scott look into proposals from other companies as well.

J. Walker added that he will be reviewing the League's fixed assets after the SAM (to see what can be written off etc.) to update the information as it is quite dated.

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

D. LaRoche reported that there are a few corrections to be made to email addresses on the master list: Merv Ozirny ([m.ozirny@gmail.com](mailto:m.ozirny@gmail.com)) ; Dave Vokey ([dave@dmvrealtor.com](mailto:dave@dmvrealtor.com)). The PC Chairs are planning a teleconference for August 31 (tentative).

#### 2.5 DCdts Report – LCol. Y. Therrien

LCol. Y. Therrien sent his regrets.

### 3. Business Arising

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#### 3.1 Distance Learning for League Members/Volunteers - K. Higgins

K. Higgins reported that his committee is working on implementing League training for members. He gave a rundown of what goals the committee is setting for itself and the types of training and delivery methods that are being looked at. F. Johnsen explained how web based computer training works and explained the applications. K. Higgins believes that web based training is coming down in price and that there are even some free options to be explored. By the SAM his committee will have some firm recommendations to present so that the League can decide what route to take. K. Higgins added that the first step is to get the PC Chairs on board as they will be the prime users of the training and then on to the BOG for final approval. D. LaRoche added that the item will be discussed on the next teleconference. Discussion ensued about the value of web based training.



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#### **3.1.1 Budget for PC's training needs (\$8500) - K. Higgins**

K. Higgins indicated that there is money in the ACL budget for member training to enable all PC members to reach a minimum standard of equipment. He added that this money can be used to customize handouts/training packages to suit local needs as an example.

#### **3.2 AGM 2014 – Yellowknife - S. Matresky**

S. Matresky indicated that the convention rate at the Explorer Hotel for the AGM in Yellowknife is expected to exceed \$175/night for 2014. June is one of the busiest months at the Hotel and unfortunately with such a low rate they may not be able to entertain the idea of hosting our event. S. Matresky said that we therefore have the following options:

- a) We sign with at the rate of \$175 or higher during their busiest time of year, with a hotel that is not very interested in our business.
- b) We consider moving the AGM to July, when the rates decrease (will need to get a quote).
- c) We ask the Pan Territorial Committee if they would consider hosting the conference in Whitehorse Yukon instead as there are more hotels to accommodate our group at a better rate.

S. Matresky said that she will have more to report on the issue at the BOG meeting once she speaks with D. Crouch after his meeting with the hotel.

#### **3.3 SPU Action Items – B. Robert**

B. Robert introduced the document that was circulated. He made note of the owners of each of the objectives and indicated that the action items will be reviewed on the BOG call next month. He added that all Executive Sponsors should get in touch with their 'Primes' to move forward on the objectives and report on the progress on the BOG call on the 7<sup>th</sup> of September.

#### **3.4 Cadet Supervision File – G. Fabes**

*In Camera*

## **4. New Business**

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#### **4.1 Display to Recognize Past Presidents – S. Matresky**

S. Matresky would like to put together a commemorative display to honour Past Presidents of the ACL in the form of an engraved plaque, gavel and bell. She is requested to spend approximately \$600 on this project.

**Moved By:** G. Fabes

**Seconded By:** T. White that the ED be allowed to spend approximately \$600 on this commemoration project.

Carried



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### 4.2 Clothing Allowance – ED (blue blazer & slacks) – B. Robert/S. Matresky

The National President proposes for Executive Director to wear attire similar to that of League members (blue blazer, slacks/skirt, scarf etc.). When pricing these items, the ED has determined that the cost would be approximately \$550 for the garments, taking into consideration retail pricing as well as pricing for uniforms in the Legion catalogue.

**Moved By:** K. Mann

**Seconded By:** T. White that the League provide funding (\$550) for a one-time procurement of League attire for the ED to wear to official meetings and functions.

Carried

### 4.3 Resource Generation Committee Expenses – J. Walker

See item 2.3

### 4.4 Reps at PC AGMs - B. Robert

Province	Date	Location	Representative
British Columbia	Sept. 30, Oct. 1-2	Kamloops	K. Higgins S. Matresky
Alberta	Oct. 28-30	Edmonton	G. Fabes
Saskatchewan	Oct. 21-22	TBD	J. Walker
Manitoba	Oct. 15-16	Winnipeg	G. Fabes
Ontario	Oct. 28-30	Mississauga	B. Robert
Northwestern ON	Oct. 16	Thunder Bay	S. Matresky
QC&OV	Sept. 30, Oct. 1-2	St. Hyacinthe	B. Robert
New Brunswick	Oct. 1	Oromocto	K. Mann
Nova Scotia	Oct. 15	Dartmouth	K. Higgins
Newfoundland & Labrador	Oct. 22	St. John's	T. White
Prince Edward Island	Oct. 8	Summerside	J. Walker

### 4.5 Approval of F/T Employment C. Denison - S. Matresky

S. Matresky said that C. Denison has completed her period of probation as has proved to be a wonderful new addition to the League. S. Matresky is recommended that C. Denison be approved for F/T permanent employment with the ACL. B. Robert added that the League is very pleased with C. Denison's work thus far.

**Moved By:** G. Fabes



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**Seconded By: J. Walker** that C. Denison is approved for F/T employment with the ACL.

Carried

#### **4.6 Social Media - B. Robert**

B. Robert indicated that this is an item as a result of the Chairs' recommendation for the ACL to engage in such things as Twitter, Facebook etc. B. Robert proposed that this task be given to the PR & Image Committee to make a recommendation to the BOG about how the League should go about using it.

### **5. Conclusion**

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#### **5.1 Reports of the Vice-Presidents – Various.**

K. Mann, as assigned chair, said that he needs to form a committee to deal with the 75<sup>th</sup> anniversary celebrations. He would like to know from a financial point of view how much the League is willing to spend on the celebrations. K. Mann will be in charge of the planning the celebrations as he will be the President in 2016. B. Robert said that a plan and budget needs to be put in place as a starting point. J. Walker said that he is concerned that the League is hosting the IACEA conference as well, which means two major expenses in one year. This will have to be looked at as early as next year's budget with a new line item.

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

K. Mann wondered if an after action report should be sent out regarding local support allocations and the confusion it raised recently. D. LaRoche will distribute a summary of the recent events to clear the air.

#### **5.3 Next Meeting – G. Fabes**

The next meeting of the Executive Committee will take place October 5th 2011.