



AIR CADET LEAGUE OF CANADA

EC Teleconference ROPs

April 18 2012

MEETING INFORMATION

Meeting Date: April 18th 2012

Time: 1900hrs

Location: Teleconference

Purpose: Regular Scheduled Meeting

ATTENDANCE

Bob Robert	Present	Keith Mann	Present
Grant Fabes	Present		
Ken Higgins	Present	Darlene LaRoche	Absent
Tom White	Present	Sarah Matresky	Present
John Walker	Present		

AGENDA

1. Administration

1.1. President's Opening Remarks – B. Robert

B. Robert welcomed everyone to the call.

1.2. New Items for Agenda – B. Robert

Grant Fabes added item 4.2 – State of the Partnership Survey

1.3. Approval of Agenda – B. Robert

Moved By: G. Fabes

Seconded By: T. White that the Agenda be approved as amended.

Carried

1.4. Approval of Record of Proceedings – EC Meeting February 2012– B. Robert

G. Fabes indicated that it item 3.2 it should read that the EC agreed to proceed with contacting the members of both the House and Senate Standing committee on Defence.

Moved By: K. Mann

Seconded By: J. Walker that the ROP of the February 2012 EC meeting be approved as amended.

Carried



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2. Information

2.1. President's Report – B. Robert

B. Robert reported that S. Matresky has been awarded the Queen's Diamond Jubilee medal by the Conference of Defence Association. The medal will be presented at their meeting on May 2nd. He added that he and K. Higgins traveled to Ottawa on April 12th for the meeting with the CRS. The ACL emphasized on the governance of the cadet program and management by cooperation and the need for consultation at all levels among other things. B. Robert also reported that Governor General's office contacted the League inviting two members to attend the 'Caring Canadian Awards' reception (ACL only had 48 hours' notice). G. Fabes and L. MacIntyre traveled to Ottawa to attend. The League was led to believe that those in attendance would be recipients of this award; however to everyone's surprise they were only invited as guests of the event. B. Robert wants to establish a process where we nominate individuals from the ACL for the Caring Canadian Awards in the future.

B. Robert has begun formulating the League's position on combined cadet units and Commanding Officers of other elements in charge of Air Cadet Squadrons.

Moved By: K. Higgins

Seconded By: T. Whit that this awards nomination process for the Caring Canadian Awards be established for next year.

Carried

2.2 Executive Director's Report – S. Matresky

The ED emailed the following report the EC members prior to the call:

- *The position for the Admin Officer has been filled. Mark Williams, a CIC officer with 211 Squadron and former Air Cadet in Antigonish, NS will begin working with us starting on May 1st until November 30th. In the meantime, the staff is busy taking care of logistics (arrangement of desks, acquiring/selling of furniture to accommodate).*
- *Mark's duties for the first few months will consist of setting up our new Donor database, assisting with the AGM and other fundraising tasks.*
- *The lawyer working on our bylaws for the new NFP Act will have a response to the League by April 20th regarding suggestions to improving our definition of membership.*
- *The Air Cadet League has been released from the lawsuit regarding Penhold Bus pulling accident.*
- *All agenda items and reports for the AGM meeting book are now past due. Please submit any outstanding items.*

2.3 Finance Committee Report – J. Walker

J. Walker indicated that the Auditors have been in to the National Office to do the principle audit. They will participate on the BOG call next month to present the Financial Statements. He added the following points:

- We are running a 160k surplus as predicted.
- The National Glider will be listed under inventory because of its special circumstance.
- They made some adjustments to our General Liability insurance line item because the previous auditors did not account for the fact that we pre-pay (August to August). I will look into changing our renewal date so that everything will balance with our fiscal year in the future.
- They found nothing significant and said we had a huge improvement over last year. Therefore instead of a 'management letter' to the Board, they will prepare a letter of suggested best practices instead.

2.4 Provincial Chairs Report – D. LaRoche

Absent, no report



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3. Business Arising

3.1 Ministerial Directives – B. Robert **In Camera**

3.3 Cadet Supervision Update – G. Fabes **In Camera**

4. New Business

4.1 PPM Submission Principles – B. Robert

B. Robert gave a run down on the draft paper from the PPBLC on the proposed procedures for updating the League's Policy and Procedure Manual. It includes how updates are handled by HQ and how progress is tracked by the Committee.

Moved By: K.Mann

Seconded By: T. White that the proposal be accepted as presented.

Carried

4.2 State of the Partnership Survey

G. Fabes gave an overview of the Survey and indicated that to date the League has had 510 people responded. The return rate is excellent at the national and provincial level. Response rates are not as good at the local level so some more encouragement is needed to get them to engage.

5. Conclusion

5.1 Reports of the Vice-Presidents – Various

K. Mann feels that the work that he and D. LaRoche did on their survey is now redundant because of the new initiative with the State of the Partnership Survey and recommends that the item be removed from the SPU tracking sheet.

T. White indicated that the Colonel Commandant will be the Reviewing Officer at a New Brunswick Squadron on June 2nd. Discussion ensued about whether or not the Commandant is in fact available.

5.2 Good and Welfare of the ACL – All

Nothing further to report.

5.3 Next Meeting – B. Robert

The next meeting of the Executive Committee will take place after the AGM at a date and time to be determined by the next President.