



AIR CADET LEAGUE OF CANADA

EC Teleconference ROPs

August 8 2012

MEETING INFORMATION

Meeting Date: August 8th 2012

Time: 1900hrs

Location: Teleconference

Purpose: Regular Scheduled Meeting

ATTENDANCE

Ken Higgins	Present	Fred Johnsen	Present
Bob Robert	Present		
Tom White	Present	Thomas Taborowski	Present
John Walker	Present	Candace Denison	Present
Keith Mann	Present		

AGENDA

1. Administration

1.1. President's Opening Remarks – K. Higgins

K. Higgins welcomed everyone to the call.

1.2. New Items for Agenda – K. Higgins

K. Mann added item 4.5 – Effective Speaking Comments

B. Robert added item 4.6 – Ministerial Directives Update

1.3. Approval of Agenda – K. Higgins

Moved By: B. Robert

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

Carried

1.4. Approval of Record of Proceedings – EC Meeting February 2012– K. Higgins

Moved By: K. Mann

Seconded By: J. Walker that the ROP of the April 2012 EC meeting be approved.

Carried



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2. Information

2.1. President's Report – K. Higgins

K. Higgins distributed the following report to the EC members prior to the call:

Accompanied by Governor Tom Holland I represented the ACL as the Reviewing Officer at the Graduation Parade at Albert Head Summer Training Camp.

I attended the IACE dinner in Montreal, July 30th. Earlier in the day I met with the new Director of Cadets and JCRs, Colonel Pratt and the SSO Air, L/Col Therrien. We visited the gliding centre at St Jean sur Richelieu in the morning. After lunch we spent time discussing issues of interest for the cadet program before departing for the IACE dinner.

At L/Col Therrien's invitation we returned to the mess at St Jean to meet socially with members of the Q & OV PC for informal discussion. Governor Marcel Bineau also in attendance.

The recent survey results regarding the percentage of members not being screened and registered has the potential for most serious repercussions for the League in the event a worst case scenario occurs involving a member/volunteer who was known not to have been screened etcetera. This requires early discussion by the EC then the Governors and PC Chairs et al to get agreement on how this practice will be stopped. Governor Fred Johnsen has agreed to co-ordinate the formulation of the League's position on this troublesome issue.

Great news about the new arrival for the Matresky family.

In addition to the report K. Higgins stated that he was pleased to have met with the new Director of Cadets, Colonel Gerald Pratt, prior to the IACE farewell dinner in Montreal. A following tour of RCSU Eastern had been arranged which several Q/OV League representatives were able to attend. Discussion at this event focused upon the immediate closure of a Naval Cadet Camp and the resulting displacement. It had been stated that the ACL had been fully consulted which was not accurate, disappointment was expressed by all that inappropriate actions that had been attributed to the League.

2.2 Executive Director's Report – C. Denison

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

Mark has transitioned to his role as Executive Assistant, mainly focused on the SAM. He will no longer be available for intensive fundraising tasks.

There has been some negative national press regarding a 2006 Quebec Glider accident that is currently in the courts. Our insurance company has been made aware and the National Office has not been contacted for comment.

Semi-Annual meeting registration will be released August 14th. Currently working with the National President to come to a suitable resolution regarding meal costs and to invite preferred Guests of Honour.

The electronic brochure created by Marc Lacroix is now on the National website. Some modifications had to be made; these include changing hyperlinks to the National website instead of outside sources for ease of updating and accuracy of information.

The National website online donation form has been repaired and tested. It is fully functioning and will be available for the fall fundraising campaign. I have also made a "quick donation link" available on the home page of our website.

In addition to the report C. Denison informed that she was able to attend an Executive Director Committee teleconference with the ED's from New Brunswick, Ontario, Quebec, Saskatchewan and British Columbia. Discussions revolved around confusion with the Ministerial



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Directors. Comments on Screening & Registration arose; apparent the procedure has not yet been standardized. Misinterpretation as to the League's role and CATO's. Further discussed was deferred until 3.2 in the agenda.

2.3 Finance Committee Report – J. Walker

The Financial Statements were provided to participants prior to the call. It was indicated that the Grant application was approved and we are awaiting the first installment.

K. Mann inquired into the success of \$30,000 in catalogue sales, as a quarter report accomplished half of the budgeted income. J. Walker indicated that catalogue management and inventory has improved and noted that the figures include our peak season ACR sales.

K. Mann inquired into higher than budgeted professional fees. J. Walker indicated that costs increased this year with the additional reports that are now required by law as well as the bylaw amendments required with the Not-for-Profit Act legislation.

B. Robert inquired into the Increased Insurance Bill to PC. J. Walker indicated he will obtain clarification from the National Office.

2.4 Provincial Chairs Report – T. Taborowski

No report provided. T. Taborowski added that he is focusing on contacting all PC Chairs and building relationships. He is concerned that focus is on the Provincial Level instead of their National responsibilities. He is striving to have his committee rallied around common focus points by the SAM.

3. Business Arising

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

3.2 Screening & Registration Update – F. Johnsen

F. Johnsen informed that the National Screening & Registration handbook and amendments are being completed. Draft version was circulated to the EC for comment. F. Johnsen is working on strengthening the language to enforce that this is not an optional procedure. EC members are in agreement that risk cannot be undertaken and will work towards developing an enforceable position.

J. Walker inquired as to why CATO's are referenced within ACL documents. F. Johnsen stated that the language and format will be extracted and the CATO references removed.

K. Higgins inquired as to the language "may be required to take a fingerprint check". F. Johnsen clarified that this is a police decision and is handled prior to the VSS check being provided.

T. Taborowski shared information on insurance and liability. He informed the EC that when the National Office applies for and obtains insurance certain conditions apply, if an insurance provider can prove that negligence occurred and the League did not enforce the policy, coverage could be altered or denied. T. Taborowski recommended that the National Policy be a strict requirement with checks and balances are put in place.

J. Walker inquired if the Screening responsibility should be removed from the Provincial level and brought Nationally. F. Johnsen stated that the final check will still be completed nationally and that a future option of providing national registration cards is being considered.

T. White stated that R. McAndrew has been regularly following up with PC's prior to expiration dates. This should help reduce lapse time. T. White also inquired into the possibility of including the interview form and the reference check form into the existing 3 page application package. C. Denison advised it would be modified immediately.

A SAM presentation is being considered. It was agreed that this will be an ongoing item.



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4. New Business

4.1 Provincial AGM Representation – K. Higgins

K. Higgins will follow up with all EC Committee members to ensure that suitable representation is in attendance during upcoming Provincial AGM's.

4.2 Outstanding ACC9's – Actions & Remedies – J. Walker

J. Walker expressed concern with the 79% return rate on ACC9's for 2011. J. Walker has sent out an increased distribution email to PC Chairs in the hopes of resolving the issue. Discussion revolved around three provinces that are struggling and the squadrons that have not reported for 5+ years. J. Walker requested suggestions on how to resolve this deficiency. B. Robert stated that a policy is in place to undertaken probationary action.

It was decided a trial training blitz will be put in place. J. Walker will gather information for a package and K. Higgins will discuss with PC Chairs the possibility of holding seminars during the upcoming provincial AGMs. B. Robert commented that the PC's with the largest compliancy issues are also the ones with limited AGM attendance. T. Taborowski recommended that the national level absorb the travel cost for attendees to help guarantee attendance, K. Higgins will consider this as a limited time offer.

4.3 Fund Generation Permanent Full-time Position – C. Denison

C. Denison brought forward discussion on the possibility of employing M. Williams permanently at the end of his temporary maternity contract. J. Walker informed that J. Scott and himself have looked at the possibility of a fundraising position and agrees that the goals currently in place will also require an increase in staff, he is awaiting an official proposal from the National Resource Committee. It was stated that F. Hopskinson would like to complete a professional evaluation prior to decisions. Required information was forwarded to the Staff Management Committee for further discussion.

4.4 Grant Evaluation Interview Questions – C. Denison

C. Denison informed that she was contacted by the Chief Review Services to conduct a Grant Evaluation Interview. Provided questions were previously distributed to the EC for comment. B. Robert finds the questions troubling and suggested that all EC members provide answers, background and supporting materials to C. Denison prior to the interview.

4.5 Effective Speaking Comments – K. Mann

K. Mann indicated that the National Effective Speaking Competition video created during the 2012 AGM is currently a cost of approximately \$300 to the hosting province. As 25 copies must be provided to each contestant, province and the national office it was discussed that this will now be a national responsibility and will be accounted for in the training budget. C. Denison will work on amending the AGM planning guide as required.

4.6 Ministerial Directives Update – B. Robert **In Camera**

5. Conclusion

5.1 Reports of the Vice-Presidents – Various

T. White informed that Chris Hayden with the Civil Air Patrol has created an international Cadets Across the Border website at www.goaircadets.org. We will have access to the website without financial responsibility.



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K. Mann informed that the Calgary Stampede was an overwhelming success. He recommends further support of the tri-service 10 day information booth.

F. Johnsen commented on his experience with the International Air Cadet Exchange. He escorted 4 cadets (2 Canadian and 2 United Kingdom) to California.

B. Robert inquired into the status of the commission to the Advisory Board on their study of current membership issue in order to ensure Not-for-Profit compliance. B. Burchinshaw and S. Matresky have also been involved. K. Higgins stated that the Not-for-Profit Bylaw compliance is an ongoing issue and asked B. Robert to carry forward.

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 by teleconference on October 10th, 2012.