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**65TH SEMI-ANNUAL MEETING OF GOVERNORS AND COMMITTEES
HELD AT THE HAMPTON INN
OTTAWA, ONTARIO
23-25 NOVEMBER 2006**

RECORD OF DECISIONS

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Semi-Annual Meeting – Opening Session

RECORD OF DECISIONS

24 NOVEMBER 2006

Meeting Attendees

Executive and Governors

Craig Hawkins National President
Lionel Bourgeois Past President
Michel Cataford First Vice-President
Grant Fabes Vice-President
Joe Johnson Vice-President
Jan Reidulf Vice-President

Bob Bondarevich (Absent)
Bob Burchinshaw
Roger Dionne
Ken Higgins
Rhodie Mercer (Absent)
Maurice Murphy
William Paisley
Bob Robert
Ralph Thistle
Tom White

Advisory Board

Guy Albert
Jim Ash
Gilles Cuerrier (Absent)
Robert G. Dale
Irene R. Doty
Harold Fowler
Bob Goudie
David Hayden
Fred Hopkinson
Ron Ilko (Absent)
Leonard G. Jenks
Jim McKeachie
Robert W. Parsons
Peter P. Prescott (Absent)
Brent Wolfe

Provincial Chairs

Carole Bédard (QC/Ottawa Valley) (Absent)
Ernie Callow (SK)
Joan Cameron (NW ON)
Danny Gosse (PE)
Geoffrey Johnston (BC)
Terry Lewis (MB) (Absent)
Dennis MacNeil (NB) (Absent)
Keith Mann (AB)
Terry Nelson (NL) (Absent)
Jim Spencer (SK)
Chuck Verge (ON)
John Walker (NS)

Directors

Marlene Conway
Jerry Elias
Tom Holland
Lloyd MacIntyre
Jim Mullins
Eric Steffensen
Douglass Sutherland
Jacques Vallées

Executive Directors and Delegates

Pierre Barabey
David Brown
Fred Johnsen
Ed deCaux
John Hunt
Ed Statham
Bud Stewart

Military

Col Robert Perron
LCol François Gaboury
Maj John Cooper
Maj Pierre Giroux
Maj Al Wardle
Capt Simon Caron

Guests

BGen T.F.J. Leversedge, DG Air Personnel
MGen (Ret) Ron Button and Janet Button, Hon. Director, ACLC
Captain Ray Gelin, Airline Pilots Association
Jerry Wharton, Honourary President, ANAVETS & Heather
Rod Jones, Chairman, CAAHRA
Serge Côté, CAMC
Mr. and Mrs. Frank Kobe
Richard Logan, Honorary Life Member
Mr. Ted Mahood, President AFAC and Mieke
Jim and Elisabeth McCollum, Soaring Association of Canada
Mary Palleschi, Marsh Canada
Kevin and Maureen Psutka, President and CEO, COPA
Bob and Trudy Tracy, AFAC
Glenn Priestley, CBAA and Barbara
Jim Heffel, DODO Birds, and Vera
Wayne Gouveia, ATAC & Jennifer
Duane Daly, Dom. Secretary RC Legion and Sharon
John Davidson, National President CASARA
Nicholas Johnston

Spouses

Shirley Callow
Jack Doty
Janet Elias
Nail Erdogan
Laurette Goudie
Peggy Hayden
Debbie Mignault
Sylvie Morin
Marguerite Parsons
Jake Banaszkiwicz
Nick Matresky
Joan Verge
Shirley Wolfe

Staff

Jean Mignault
Kimberley Banaszkiwicz
Chantal Fauvelle - Erdogan
Sarah Putinski
Laureen Nickerson

The Chairperson opened the meeting at 0830 hours by welcoming all League Members and guests.

I NATIONAL PRESIDENT'S REMARKS

C. Hawkins highlighted his activities during the first half of his term as National President. He expressed his appreciation to those members involved with his visits and functions and thanked those Directors and Members who represented him on occasion.

He conveyed his gratitude for the dedication of League Members, our military partners, and the numerous civilian volunteers. He stressed the need for the League to become proactive in ensuring the future success of the Air Cadet Movement and appealed to all present to maintain strong communication. He alluded to the signing of the forth coming MOU's that would be signed later that morning.

II DIRECTOR OF CADET REMARKS

Colonel Perron addressed the following concerns:

- FISCAL YEAR 05/06
- SOME STATISTICS

Major Russ Francis provided an update on the following:

- CADET PROGRAM UPDATE

LCol François Gaboury Provided an update on the following items:

- AIR CADET PROGRAM
- ISSUES

Colonel Perron closed the presentation with these following items:

- WAY AHEAD
 - a. Funding pressure FY 06/07:
 - \$2.5 M for Attached postings / TD incidentals benefits affecting cadet summer camps
 - \$3 M to replace 320,000 IMPs normally provided (will absorb \$1.5M)
 - Grants – Scholarships, contingency and band grants – vote 1
 - Review of QR Cadets
 - League Indemnification
 - It was announced that this was not possible. They cannot indemnify the League.
 - Supervision of Volunteers – the activity requires supervision by a Participating CIC or CI
- QUESTIONS
 - Vulnerable Sector Screening for all CICs, CIs, and volunteers? CIC's, CI's and volunteers will also have to complete the VSS.

- CIC as a separate component of the CF?
- Cadet Program Update? - Keep momentum even though the first phase has been delayed by one year.
- Review / Replacement of QR Cadets? This is being looked at.

This presentation can be found attached as Annex K Further details and information will also be provided at the Annual General Meeting in June to be held in Winnipeg, Manitoba.

III SIGNING OF MOU's

The contacts that we have made through the signing of Memoranda of Understandings with ATAC (Air Transport Association of Canada) and CBAA (Canadian Business Aviation Association) have increased the exposure of the Air Cadet League within the Aviation Industry as well as on a public level. We have directly benefited from the announcement of the signings through their audiences, and the links from their websites to ours have made for an ideal partnership- in which the cadet ultimately benefits.

MOU's with ATAC and CBAA were signed by National President Craig Hawkins.

IV RECEIVING REPORTS

Policy and Procedures and By-Laws Committee Presented by J. Johnson

Joe Johnson, the Chair, welcomed members and outlined their meeting and objective, which was to develop the Policy and Procedures for the ongoing maintenance of the Policy and Procedures Manual (PPM). A handout package was distributed. The Chair announced that the underlying intent was to obtain a consensus on several basic principles that would guide development of the PPM, including elimination of the provision of hard copies by League HQ and to establish a user friendly, highly accessible and transparent electronic based PPM as a component of the National Website.

1. The Chair reviewed the Terms of Reference of the PPBLC and asked members to assess them in terms of being adequate to support an electronic PPM. Jim Ash proposed the following changes:

- a. The PPBLC should be a Standing Committee Vice Select Committee.
- b. Because the PPBLC now included By-Laws the name should be changed to "Policy and Procedures and By-Laws Committee (PPBLC).

Decision: Approved

Action: Chair

2. The Chair reviewed the Relationship of the Executive Committee (EC) with the PPBLC and asked if any changes were required to support development of Policy and Procedures for the ongoing maintenance of the PPM.

Decision: The consensus was that no changes were required

3. The Chair proposed that written Policy and Procedures be established and included in the PPM to provide transparency, identify responsibilities and to establish standards that would ensure ongoing maintenance of the PPM. The following points were discussed and proposed:

- a. Translation – All inputs to the PPM must be translated into French/English within two months from the date the document received formal approval the EC/BOG.
- b. PPM Updates – would be ongoing but no less than twice per year to coincide with the AGM and SAM.
- c. Amendment List – an amendment list would be maintained at the front of the PPM as well as showing a corresponding amendment annotation for each applicable paragraph or each page. In addition, a bold black line would be placed in the left margin opposite the amendment(s). The black line would remain for one year. The Page amendment annotation would be permanent.

4. Administrative Standards to guide Structure and Page Format (Handout – Annex A) were reviewed and the following changes proposed:

- a. The PPM Structure would be expanded to 7 Parts with an expanded Summary of Table of Contents to facilitate electronic linkage and accessibility. The revised Summary Table of Contents will reflect the following changes:

(1) Part 2 (Proposed) – Add new Title “Governing Documents, Memoranda of Understanding (MOUs), and Memoranda of Agreements (MOAs), broken down to:

- Letters Patent
- By-Laws
- Memoranda of Understanding
- Memoranda of Agreements

(2) Part 3 (Proposed) – Add new Title “Policies, Procedures, Guidelines and Administration”. Add “Air Cadet League Social Behaviour moved from old Part 3 and change Title to “Air Cadet League Ethics”.

(3) Part 4 (Proposed) – Add new Title “Members Awards and Decorations” with the following breakdown of contents:

- League Awards
- Decorations

(4) Part 5 (Proposed) – Use same Title with the following breakdown of contents:

- Introduction
- Air Cadet Qualifications
- Cadet Instructor Cadre Officers

- Air Cadet Squadrons
 - Air Cadet Training
 - Air Cadet Flags and Insignia
 - Air Cadet Decorations, Honours and Awards
- (5) Part 6 (Proposed) – Add new Title “Forms” and add Form Numbers, provide for electronic forms in both PDF and Word format to facilitate the electronic transfer of information.
- (6) Part 7 (Proposed) – Add Title “References” and examine all References and group under appropriate sub-titles to facilitate electronic linkage. Move MOUs and applicable MOAs to Part 2 and examine the component “Memorandum of Understanding (Screening Manuals) Click Here” to determine how best this section can be incorporated into the proposed revised PPM Structure.
5. Annex B (Handout) – List of Offices of Prime Interest (OPIs) responsible for the maintenance of specific PPM content, will be included as a component of the PPM.
6. The PPBLC will provide the EC/BOG with an “As Required” Report on PPM Submission Performance.
7. The concept of a universal Submission Form was proposed (handout) to facilitate the approving, staffing process and to provide tracking and performance information. It was proposed that the all signature blocks be removed from the sample form.
8. In order to fulfill the requirement to provide ongoing reports to the EC/BOG on the status of PPM updates in the form of Pending Updates (Handout).

The Secretary was instructed to update the Policy and Procedures Package to reflect the proposed changes. The Chair indicated the revised package would be circulated electronically to the meeting attendees for final comment.

Recruitment and Retention Committee

Presented by K. Higgins

Discussion focussed on the mandate of the committee and division of the four components into distinct but interrelated phases of work as follows:

- (1) Recruitment of Cadets (2) Retention of Cadets
(3) Recruitment of Adults (4) Retention of Adults

Discussion then focussed on component #4 - Retention of Adults (Volunteers). The outline of an article of interest to SSC's to be entitled “Motivation though Recognition” was developed. The objective will be to increase awareness of the benefits of recognizing volunteers at the local squadron level. This in turn should lead to an increase in preparing nominations for Provincial, and National level awards. A first draft to be circulated to participants for comment by mid December 2006 with Draft #2 to go to the Chair, Honors and Awards by December 31st for comment and suggestion.

The promotional video “Cadets in Blue “ was discussed to assess the potential for recruiting and community television advertising clips, etcetera.

League Training material for SSC’s will be reviewed in the coming months to determine what additional material is required for new responsibilities or amendments/updates to existing documents.

National Honours and Awards Committee Presented by L. Bourgeois

It was agreed that the system of changing H&A Chair every year has not resulted in much continuity. Each new Past President who takes over H&A goes through a real learning curve. While Lionel Bourgeois will assume the Chair this cycle, this item will be discussed in June 2007 to see if he will continue, Craig Hawkins will take over, or if another Past President will Chair for 2007-2008.

Scholarships. 94 applications in 2005, 76 applications in 2006. Revised scoring sheet – 40/60. Mrs Birchall advised that she wanted only one large scholarship. The revised selection system seems to be working well. Irene Doty will stay as Chair with assistance from Gilles Cuerrier, Harold Fowler, Ron Ilko and Guy Albert.

Cadet of the Year. Working well but not all Provincial Committees submitted an applicant. For next cycle the Chair is Bob Parsons with Don Gladney and Lionel Bourgeois assisting.

Medal of Honour. It was agreed that a maximum of one be awarded each year. Selection committee for 2007 would be Dale, Dumas, McKeachie. Bourgeois and Hawkins.

Presidents Citation. It was agreed that this award was needed but needed definition in the P&P Manual.

Due dates for submissions. Agreed that 15 March would be the Target date for nominations with 1 May the required date for submission of Cadet of the Year and for the Scholarships.

It was agreed to accept Bob Burkinshaw as a volunteer to assist in the necessary rewrites and insertion into the P&P Manual

There needs discussion by the Advisory Board on the need for life memberships in addition to the two current Honorary Life Members (Both were past Exec Dir’s)

Cadet Awards for Bravery. One goes up the DND chain and is approved by the CDS. The other is a Royal Canadian Humane Association award presented by Provincial Lt Govs. The latter is not well known. See www.canadabraveryawards.com.

L. Bourgeois will update the listing of past H&A recipients and make it available to all National members.

Finance Committee

Presented by B. Robert

The Chair, Bob Robert, welcomed the members. He thanked them for coming to the SAM. He also welcomed guests to the meeting.

B. Robert reiterated the mandate of the Committee, still being “To ensure the Air Cadet League has adequate policies and procedures and control (including due diligence) in place for proper financial management and protection of assets at all three levels, including through the by-laws, AND to take part in the budgeting and audit process at the national level”. This is to be achieved through a consultative process while looking at issues from the national perspective. It is to be noted that in most cases, the final decisions on adequate policies, procedures and control rest with the EC and/or the BOG.

The Chair stated that in his efforts to involve the PCs, at the PC Chair level, he often meets with resounding silence. He also copies each PC’s main financial officer(s) and the EDs or Secretaries as may be the case where they exist. He mostly gets the same results. He has instituted the Pestergrams and is getting some ‘ears’ that way.

He asked for and expects cooperation in responding to his e-mails, especially when direct questions are asked.

The Chair advised that he still maintained a Finance Committee Advisory Group made up of those same main finance officers from PCs whom he’s aware of. He involves them as appropriate, but finds them to be busy people. At the time of the meeting, the members were (from only 8 PCs):

Tony Cloutier (SK PC); Cornelia Hatcher (NS PC); Jean Emond and Marlene Conway (OPC); Carol Cox (AB PC); Jack Budgell (NL PC); Jack Henwood (BC PC); and, Ed Statham (NB PC), plus the addition of Jim Ash as of the meeting.

Bonding Initiative Report– At the 2006 AGM, more than half of the PCs declined to participate in a proposed national Bonding (Crime) coverage policy for SSC and PC level signatories. The other PCs were to address the issue at their PC AGMs. The Fin Comm Chair relayed that he has asked our ACL broker to go back to the ‘Bidding Insurer’ for quotes on a selection of smaller number of insured to assist these PCs with their decision.

Those quotes were communicated. They were understandably higher. All PC AGMs now over and the Chair having only heard from BC PC, which advised that their membership had decided unanimously against Bonding Coverage, the Bonding File is now closed.

PCs and SSCs are going to have to rely on the other sound financial management measures and practices to protect the ‘cadet money’ and ‘PC money’. These include: The selection process for those who control and manage assets (including formal Registration & Screening); credit checks as appropriate; appropriate policies, procedures and practices and application of same as per the new “SSC Financial Management Policies & Procedures” and “Treasurer Handover Certificates”; effective

PC oversight of SSCs, including the prescribed “Review & Sign Off of ACC-9s”; education and training; and for PCs, audited financial statements. Action: PCs & SSCs

The previously BOG-approved and distributed and P&P Manual inserted “SSC Financial Management Policy and Procedures” document, including the Treasurer’s Handover Certificate (Article 2.7.4 (page 2-43)) have been translated & inserted in the French version of the P&P Manual.

The “Procedures for Review & Sign Off of SSC ACC-9s by the Provincial Committee Prior to Forwarding to National” has been finalized, translated and inserted in the English and French versions of the P&P Manual (At the end of Article 2.7.3). Both these P&P Manual documents have been joined into an electronic ‘Tool Kit’ that was distributed to PCs within a Pestergram for their further distribution.

NB - PCs are now expected to perform the requisite Reviews before signing their SSCs’ ACC-9s and mailing them to the Chair of the Finance Committee at his home.

It was noted that the ACL web site did not contain the most recent ACC-9 blank.

ACL 2006 Q2 Financial Statements and Investments: The Executive Director tabled and reviewed the Q2 financial statements. Good work is being accomplished with the finances although there are some uncertainties. The main uncertainty relates to the current rate of donations compared to prior years. It would be wise to approach industry sponsorship for certain additional events. The August IACEA conference in Quebec City came in significantly better off financially than budgeted. The AGM in Richmond went the opposite. There’s a need to track the annual cost of operating at 66 Lisgar. (Action: ED) The ED estimates that costs will come in within the \$50,000 grant awarded by DND, including the first year unbudgeted cost of moving.

Regarding investments, the Executive Director and Chantal have started to direct some to Wood Gundy from DNL. This is the hope of indirectly attracting donations via that Investment House.

ACC-9 Collections:

B. Robert advised that for the YE 31 Aug 2004 collection of ACC-9s, the rate of returns inched up to 87.9% (391 out of 445), a very good rate of return.

For the YE 31 Aug 2005, returns are at 86.2% (388 out of 450), again a very good rate of return because we’re counting on more to come in.

For the YE 31 Aug 2006, the early returns are at 16.5% (75 out of 454, nearly all from OPC, SKPC & NWOPC). A reminder was given again that the ACC-9s need to come in after REVIEW & SIGN OFF by the PCs.

L. Bourgeois asked if we were collecting ACC-9s from the Territories squadrons yet. They have not been forthcoming. The issue has been referred to the Executive Committee to solve. L. Bourgeois mentioned that DCdts needs to tell us what the minimum reporting requirements are.

Further details can be found in the Finance Committee report attached as Annex D.

National Flying Committee

Presented by William Paisley

The chairman welcomed everyone. He introduced LCol Steven Deschamps SO2 IM RCSU (PAC) and Commanding Officer Albert Head CSTC, who developed an excellent Flight Simulator for ACGP. He reported that he presented a power point presentation and also a demonstration of its capability. The program includes 20 lesson plans and they are developed to give as much realism as possible. His briefing also included the hardware and software requirements which purchase price should not exceed \$1,000. The link to the program information is:

www.cadets.net/pac/aircad/flight/casc_e.asp

For any further information:

Email: deschamps.sp@cadets.net

Cell: 604-351-4701

The Chairman thanked LCol Deschamps for the excellent and informative presentation and strongly encouraged PCs to support this optional training to keep the “Air” in Air Cadets. In turn, this will have a positive effect on cadet motivation and retention.

REPORTS

NCA Ops O’s Report

Maj Al Wardle presented the National Cadet Air Operations Officer’s (NCA Ops O) report (attached) which addressed Flight Safety, Scholarship Quotes and New Business.

- a. Flight Safety Stats to date for 2006, recorded 103 incidents reported and three (3) accidents (two A and one C category). The Flight Safety Stats for the year 2005 recorded one accident (glider) and 85 incidents.
- b. The 2006 Provincial and Territorial Selection Quotas for the Flying and Glider Scholarships were reviewed. There are 250 Power and 320 Glider Scholarships allocated and two additional scholarships proved by outside agencies.

National Technical Authority Report

Maj John Cooper presented the National Technical Authority’s (NTA) report. The main briefing points were:

- a. Winch Cable/Rope Trials. The rope trial/testing to replace the cable have been completed and the documentation and approval is underway with a planned implementation date in 06/07.
- b. Lycoming Crankshaft Corrosion. Crankshaft inspections will be completed this winter. Additionally, an annual maintenance program will implement to prevent/control any progressive corrosion.
- c. Schweizer Support. Meeting has been held with Mr Les Schweizer and purchase of \$13,000 spare parts. Negotiations to set up a procurement avenue for spare parts and technical support underway.

- d. Ground Handling. Use of ground handling tow bars has been discontinued. The number of gliders been ground moved by “training” of gliders has been determined to be the maximum of six gliders.
- e. Canopy Latch Gusset. The canopy latching system is being modified with the “Gusset” design to improve safety by ensuring a positive lock.
- f. Negotiating with TC regarding some change to maintenance policy to allow CF to certify some specialized work (welding, NDT, & re-certify some parts). In the event that TC contacts ACL the former should be directed to speak to the NTA.

Further and detailed information can be found in the minutes attached as Annex E. Also attached as Annex E are the PowerPoint presentations referred to above.

Board of Governors Presented by C. Hawkins

RECORD OF DECISIONS

THURSDAY, 23 NOVEMBER 2006
1600 - 1800 HOURS EASTERN TIME

I ADMINISTRATION

1.1 President’s Remarks

Chairperson opened the meeting at 4:11pm. Productive and congenial meeting with PC chairs.

1.2 New Items for Agenda

Business arising: Info:

- 2.11 CAP cadets and Effective Speaking competition
- 3.9 replacement of Governor Bob Bondarevich
- 3.10 Designation/ nomination of our Treasurer as to whether or not a staff member should be treasurer or should a BOG member.
- 3.11 System of committee chairs where they do not change annually.
- 3.12 IACE Fees

1.3 Approval of Agenda

Moved / Seconded by: G. Fabes / B. Robert.

CARRIED

1.4 Approval of Record of Decisions – Board of Governors Meeting of 18 JUN 06 AGM RICHMOND, BC, ROD AGM in RICHMOND, BC and EC Teleconference of OCT 24 06.

Request was made for Sep 16 BOG minutes be circulated as some members had not received them. It was agreed to send them out electronically for a vote.

BOG ROD – 18 JUN 06. All minutes delayed until they can be reviewed and read thoroughly.

II BUSINESS ARISING - Information

2.1 Selections 2007

New course that is being introduced this year is in English only. It will be offered in both French and English next year. Selections Database will be out soon. Trying to populate fields to make it easier on PC's and working on a pop up box with new items etc.

2.2 Registration & Screening

R. Thistle reported that a procedure went out to all PC chairs. It was asked if PC's had an appeal process in place and if they did, to send it in – no replies were sent. R. Thistle is also working on the screening policy and what constitutes a rejection. Criminal records are unacceptable. R. Thistle will be looking at what these are so they can be listed. In reference to the appeals process – we use the model that has been provided. This will become the standard that they can adopt. K. Banaszkiewicz provided an update on the Navy League personnel lay off and what effects this would have on our process.

2.3 IACEA 2006 Conference Québec City

M. Cataford reported that L. Bourgeois represented the National President, C. Hawkins, at the meeting. He reported that they were there from 25 Aug 06 – 1 sep 06. Guests arrived early. The Conference went well and according to schedule. Great support from the Canadian Forces (CF). Guests were amazed at how much CF supports the cadet organization. Good weather. For 2007 selections, 70 cadets going on Exchange due to the discussions that took place. B. Wolfe was very pleased for the work done by volunteers and staff. L. Bourgeois sent thank you letters out as well.

2.4 Proposal on Bonding Air Cadet League Financial Signatories (National, Provincial and Local)

B. Robert reports that at the AGM the consensus was reached by half of PC's. The other half were going to pursue at their Provincial AGM's. BC not participated. Unanimously declined by the SSC's. Have not heard from any others. Manitoba (MB) – AGM came with some level of agreement and desire to go ahead. The issue is closed until someone wants to re-open it. National level is already covered with the policy so no change is required. Saskatchewan will carry on as they are. Manitoba can be provided with info but not advantages to establish a national bonding based on 2 provinces.

2.5 New By-Laws

J. Mignault reported that they are up on the website in both official languages and were approved by Industry Canada on 29 Sep 06. L. Bourgeois noted that there is no \$50.00 fee. J. Johnson mentioned that if there was ever a significant item, it was brought up in advance b J. Ash.

2.6 National Fundraising Campaign

J. Mignault mentioned we were late but returns were looking good. Won't meet the target but are doing well. J. Mignault reported that we may put something in Air Force magazine for an insert. He will speak to Ted Mahood tomorrow night and ask. Results for the regular campaign to date as of November 21, 2006 are \$44, 020.00. Results for the parent mailing as of November 21, 2006 are \$1155.00. At this rate, there is no chance that we can achieve or even come close to our planned target. As such, J. Mignault will request that C. Hawkins approach the President of the Air force Association of Canada (AFAC) for an insert mailing in the December/January issue of Air Force magazine.

Even if our request is granted, we do not believe that we will achieve our target as several of our AFAC members are already supporting us.

2.7 PTAA Awards and Music Awards

53 awards in pamphlet tomorrow night. The names of cadets for music awards are there as well. Irvin Erb award top male and top female provide as well. Cheques are going to the cadets except for these awards. Hope that this will happen in a timely manner this year. Brian Darling needs League's representatives & CO names. J. Mignault reported that we will need to go back to PC Chairs and ask for those names as we are committed. The Provincial Committee's have been provided the marking guide and scoring sheets for the PTAA's. This year there are 50 PTAA awards at \$300.00 each. 2, \$1000.00 Top Male and Female Pilot awards, 3 \$500.00 Soaring Association of Canada awards, in addition, the Air Cadet League of Canada will be awarding a gold watch to the top military band musician and the Air Force Association will also award a gold watch to the top Piper. 2 non-cash awards for last summer's private pilot scholarships, the CBAA and ALPA awards are also worth mentioning.

2.8 League Aerospace Industry Steering Committee Update

G. Fabes reported that you have a copy of both MOU's.

Motion: that our President be authorized to sign the MOU.

Moved / seconded by G. Fabes / R. Thistle.

CARRIED

G. Fabes and the committee have prepared an MOU for ratification with ATAC; this will be signed during the SAM. G. Fabes will update the committee.

II BUSINESS ARISING - ACTION

2.9 League IACE Rep to the UK

During the October 26, 2006 teleconference the EC members agreed that the League representative for this year's Exchange to the UK will be one of the Vice-Presidents in line to accede the Presidency. As such, this process will not be open to all League members wishing to apply. The EC members believe that a President who has participated in an Exchange is better prepared to represent the League at future IACEA conferences. In addition, the individual selected MUST be reasonably fit, have the ability to sustain a heavy regiment and walking many kilometres each day for a 2+ week period. Motion: that the 2007 League representative traveling to UK be one of the Vice-Presidents in line to accede the Presidency and MUST be reasonably fit, have the ability to sustain a heavy regiment and walking many kilometres each day for a 2+ week period.

Moved/ seconded by L. Bourgeois / Bill Paisley.

CARRIED

C. Hawkins reported that in order to prepare incoming President's that they should have participated in at least one Exchange. C. Hawkins reported that it does not mean most current Exchange, but at least one. C. Hawkins conveyed that this does change our current process of an open competition.

2.10 Governance Committee/BOG Recommendation – AB voting rights

With the resignation of R. Ilko on the Governance Review Committee, the President summarized the main issue at hand which is the voting rights of Advisory Board members and sought advice from BOG members. Feedback received is overwhelming in

that they should maintain their right to vote at Annual and Special meetings of the League. The consolidated responses from the BOG, Advisory Board and PC-Chairs will be circulated prior to the start of the SAM for review by those attending.

C. Hawkins reported that there is a consolidated response in your packages. C. Hawkins will convey that there does not seem to be a will to change the rights of the Past President's. PC Chairs, (except BC), the others said there was nothing to be gained. L. Bourgeois pointed out that at an Annual meeting there are only between 8-13 Advisory Board members. They need to report and they need to make motions. How much would you reduce it by?, he asked. L. Bourgeois made mention that they have not had any contentious votes in a while – the majority of Past Presidents, come out and do good work, so if you decided that the Advisory Board held no vote – you would have to put them back in again. C. Hawkins appreciated the input provided.

- 2.11 CAP cadets and invitation to Effective Speaking Competition
An invitation was extended to General Pineda, to have CAP cadets “participate”, NOT “compete” in the National competition in Winnipeg. We requested that they are in the age range of our cadets (17-19 age range). C. Hawkins told Chair of host committee to send bill if there is added cost. This will stretch the Effective Speaking competition by 30 minutes. This will be noted in the schedule.

III NEW BUSINESS

- 3.1 Approval of Budget: Quarter I and Quarter II
J. Mignault reported that we are in the “red” due to the Quebec City Conference. Non funded moving expenses hurt this as well. J. Mignault mentioned that it is still a little early to tell how we will end off. We are already budgeted to be in the hole for \$24,000. L. Bourgeois mentioned that this is good because we have to provide an update to our annual grant to the Vice Chief so “red” would look good. B. Robert had nothing to add and agreed with J. Mignault, and the financial reports for Quarter 1 and Quarter II.

Motion: That Quarter I and Quarter II be approved.
Moved / seconded by B. Robert / R. Thistle.

CARRIED

- 3.2 NWO Loan Request
J. Johnson reported that NWO is asking that in order to get their gliding program on the go, it has been and will continue to be very costly. He conveyed that they have had to tax the Squadron's heavily and do not want to continue to do this. NWO have decided to run a lottery and get details and license to do so. In order for this to happen, they need to provide \$15,000 to cover the prizes etc. J. Johnson reported that they would like the League to loan \$15, 000 for a 2 year period, which will be fully paid and any lost interest that may be inquired. After the first 2 years, J. Johnson reported that they will be ok. It was deemed that there could be a conflict of interest here with these discussions and J. Johnson agreed to leave the room. It was found not to be necessary. J. Johnson mentioned that a Line of credit was explored and the answer to them was no. L. Bourgeois agreed and supported the request, but mentioned that OPC has a license for all of Ontario – and that they may be willing to print extra tickets, and with already having the license. It was

brought forward that this offer was made before and it was discussed but it was thought that at that time there was not a full program – so the issue was put aside.

B. Robert asked as to when they would like the money. J. Johnson responded as soon as possible. J. Johnson reiterated that over a 2 year period can pay the \$15,000 back. It was added that OPC would not be able to help out for this year. B. Robert mentioned that they will get their lottery license in May.

Would National be able to sign on NOW's behalf? C. Hawkins reported that we have \$153,000 in long term investments. Some are redeemable. J. Johnson reported that if there was a loss of interest they would pay that back as well. K. Higgins asked if it is being sold to reduce tax on gliding how would you deal with winch repairs etc? J. Johnson responded that they have the operational requirements covered. C. Hawkins suggested that if the BOG approves the motion that an awful lot of expertise can be drawn on.

It was asked: Is this a precedent? Answer: Yes, at the National level it would be. L. Bourgeois reported that we have made loans to PC's before (i.e. Manitoba).

Motion: That NWO be granted a loan in the amount of \$15,000.00 from National assets to be repaid in 2 years, loss of interest included. Timeframe to provide funding is as soon as possible.

Moved / seconded by T. White / B. Burchinshaw

CARRIED.

1 conflict of interest declared.

3.3 National Cadet Council Meeting Update

C. Hawkins, M. Cataford and J. Mignault attended the NCC meeting on Wednesday 22 November 2006. C. Hawkins highlighted the interesting issues. Many of these issues will be provided tomorrow. CIC update – there is an occupational structure implementation plan. All were advised that this would take some time to complete as it is not easy to make a separate component. All literature has to be re written and the CDS has enforced it. 2010 before expected implementation. Advantage is that CIC requirements as youth leaders can be created to suit them; not generic to Canadian forces. The Cadet Program Update (CPU) – roll out of level 1 is delayed, develop of program is proceeding. A further update will be provided during the presentation by DCdts. Delay of implementation will be from Sept 07 to Sept 08. This will provide a 10 month lead time for the Squadrons.

Status of grants are being received. 1 is national office grant \$380,000 per league per year due for renewal on March 31, 2009. We will put in a proposal to increase the grant.

Treasury Board has deemed this a legal grant. Contingency grant \$8.00 per cadet – was established under QR Cadets in 1983 and it is not a legal grant according to Treasury Board (TB). This was paid by DCdts O&M funding. Bands grant \$7.50 for each instrument to the maximum of 25 instruments – not a legal grant as identified by TB.

Cadet scholarship: 1 per cadet unit – YIP program – not an approved TB grant. Col Perron is proposing to merge the grants into 1 cadet grant which he will pay out of his budget "Cadet Unit allocation" in the neighbourhood \$16.00 - \$20.00 per cadet. Would include money spent on Contingency grant, band grant & cadet Scholarship. It is not money given directly to the Commanding Officer. This is where they have not finalized the process. He envisioned that each Sqn and SCC gets notified and the squadron would

put in receipts to get that money back on approved activities. L. Bourgeois reported that if he talks any figure less than \$25.00 – they are putting money in their pockets.

Question was asked “Could this be put in a CATO so that there is a way to monitor it and or review it”? All agreed that this was a good point. This is something the League would be interested in. This will be brought up at the meeting tomorrow.

B. Robert added that we just signed an MOU clearly making financial management by SSC and we may be reversing that.

C. Hawkins commented that this is to support local units and SSC should have discretion over it. If this money is replacing these funds, it should be used for optional activities. This is a point that will be made.

C. Hawkins reported that DCdts may be looking at dealing with insurance themselves as well. Need to ensure that League members, volunteers, Sqn volunteers all fall under this. The issue of loss of sight, dismemberment and the like were also brought forward as important issues to question them on.

Legal indemnification questions were addressed. Bad news is that there is no way under current TB regulations that the League can be indemnified. There are 3 ways that you can be. 1. Indemnification for Crown service: works for them, but the ACL is not a servant of the Crown. CI's were confirmed as servants of the Crown. 2. Contractor liability- League is not a contractor for DND. Under TB claims, there is an “Ex Gratia payment” to compensate; the League benefits from the grant – we cannot claim “Ex Gratia” payment. Basically, the grant that you get – part of that is designed to cover legal costs – if you need more money – put together your case. The 3 Leagues will do that. All 3 of us spend more money than the \$380,000 grant and so a strong case could be made.

C. Hawkins suggested that we should get our own legal opinion – but that is going to cost money as you need someone familiar with the most recent TB guidelines. K. Higgins mentioned that when the lawyers repress the person bringing the case; he who shares the benefit shares the pain. If connected financially – part of causal chain of events to which you participate in...then you share the pain. They will sue anyone who is in peripherally. Need an agreement on a severance – but likelihood of this is nil.

C. Hawkins asked the question: “Does the BOG wish to ask Jean to hire an independent council to review this and see if it is right”? We have an honorary Solicitor – may have a friend pro bono – lets try him first was mentioned by L. Bourgeois. It was also noted that we should only pay 1/3 of the costs since this benefits the other 2 Leagues as well.

Supervision of cadets by CI's and their changeable status was addressed. This will not change. Col Perron reported that a CI is entitled to 20 paid days, 40 half days. A half days is 6 hours – that covers lots.

C. Hawkins stressed the point raised by L. Bourgeois that we need to build the case with examples and separate volunteer Registration & Screening from supervision of cadets. They are not the same thing. C. Hawkins noted that Col Perron would provide concrete examples during his presentation.

- 3.4 Hosting of Top Cadet – Heather Shonoski (Ottawa)
C. Hawkins, J. Mignault and S. Putinski hosted the Royal Canadian Legion Air Cadet of the Year, WO1 Heather Shonoski from Manitoba on Friday 10 November 2006. Again this year, the three Leagues's hosted their top cadets jointly. During the dinner Capt Nick Rapagna from ALPA presented Heather with an official recognition certificate for her achievement of the ALPA Award for the top pilot applicant on Power scholarship. All had a good time! Heather is currently moving into a CIC position.
- 3.5 CPU Update
LCol T. McNeil of DCdts has sent an update in regards to the Cadet Program Update. This was forwarded by J. Mignault the week of November 6, 2006. Tom White reported that a briefing will be completed tomorrow. Program marching along and ready for implementation – except for the manual as mentioned previously.
- 3.6 Honours and Awards
L. Bourgeois will update the committee on Honours and Awards. The SAM would be a good venue to remind the PC Chairs to send in their nominations to recognize the efforts of their volunteers. It was mentioned that there is no continuity – no files, no samples of acceptable awards or honours. No surprise that the PC's have difficulty. L. Bourgeois to work on a sample that people can use and hopefully this will allow for more nominations.
- 3.7 National Director Appointment – Boyd Taylor NS
PC Chair J. Walker advised in early November 2006 that their vacant Director position was filled by Boyd Taylor. APPROVED. No need to approve this under the New By-Laws.
- 3.8 Translation Services
M. Cataford advised by e-mail on Nov 15, 2006 that QPC Chair C. Bédard was not attending the SAM because she believes 3 days is too long and that only 2 are needed and also noted the difficulty in communicating effectively because of the unavailability of simultaneous translation services. M. Cataford to discuss this point during the meeting.

Issue raised by C. Bédard and the Director has limited knowledge of English and was asking how we are doing to provide translation services? We are talking about 6-8 people to install full translation for one person. This issue was discussed further. If all of this was for one person, it was noted that this is beyond our means. A counter remark followed which detailed that what they do in Québec is at their AGM they rent out a device that is being used by one knowledgeable League member and they will put on the headsets and translate as the session goes on. This is a minimal cost.

G. Fabes mentioned that if it is 1 person, what about the possibility of having a transator hired to follow that person around. It may not be consistent as we could have a year where there is only one person who needs it and another year it could be 5. It was mentioned that in Winnipeg next year, we could advertise and look into the possibility of simultaneous translation on an available basis for those few people. C. Hawkins asked for further information. It was agreed that we would look in house for this as well. J. Reidulff asked to find pricing for this in Winnipeg. Update on next teleconference.

Duration of the SAM – do we need this length? C. Hawkins said the reality of it is that we could shave a bunch of time off this meeting if committees used teleconferencing to

replace their meetings here. G. Fabes commented that is the SAM were to go down to one day, some provinces may not see any use in attending for such a short period of time.

3.9 BOG Replacement

Marlene Conway nominated by L. Bourgeois. E. Callow nominated himself. C. Hawkins noted that we have 2 candidates. It was reminded that we still have 14 board members. Not essential to name a replacement at this time. B. Robert mentioned that we should go through the normal process and delay until the AGM. Various considerations are made and need to be taken into account – interview the people, and he is prepared to make this motion to delay filling the vacancy for the BOG. J. Johnson offered to second. Discussion was brought fourth by L. Bourgeois. He provided details that he nominated M. Conway based on filling the position and with her work on fundraising to date. He noted that If we do not need someone – then that is fine. M. Conway could act as Chair of the committee and not be on the BOG.

K. Higgins asked whether her work is done due to it being a major project. The answer was no. L. Bourgeois mentioned that we could put her there until June. Not permanent. J. Johnson brought the concern that we have 5 BOG members from Ontario already and now this would be a 6th.

B. Burchinshaw thought that it would not bother anyone based on L. Bourgeois' consideration. Some felt it would be a political time bomb.

MOTION: that we defer this position and nomination until the AGM 2007.

Moved / seconded by B. Robert / J. Johnson.

CARRIED.

1 Opposed.

C. Hawkins to speak to both candidates about the decision.

3.10 Designation/ nomination of our Treasurer as to whether or not a staff member should be treasurer or should a BOG member?

Question was raised: Designation/ nomination of our Treasurer as to whether or not a staff member should be the treasurer or should it be a BOG member?

One of the staff members is listed as secretary-treasurer. This is a wrong designation. New By-Laws stipulate that it has to be someone else NOT an employee.

MOTION: That B. Robert is the Treasurer for the Air Cadet League of Canada and that J. Mignault is the secretary for the Air Cadet League of Canada.

Moved / seconded by R. Dionne / G. Fabes

CARRIED

3.11 Committee Chairs Rotation

System of committee chairs where they do not change annually was brought forward. Stabilization of committees is important and adds value. C. Hawkins when he was first-vice brought this point forward. Agreed that one needed to stay as committee chair for three (3) years.

3.12 IACE fee per cadet

G. Fabes reported that the recommendation to BOG is that the present fee of \$225.00 be raised to \$250.00. Motion/seconded by G seconded by Bob R. CARRIED.1 in opposition. (Maurice Murphy).

IV CONCLUSION

4.1 Reports of the Vice-Presidents

J. Johnson: nothing to report

G. Fabes: nothing to report

J. Reidulff: reported that they are making progress in the north. Insurance bills will be paid. They are being screened by the detachments. He reported that they are not in our database and no ACC9's. He advised that Whitehorse is creating parents/ sponsoring committee.

M. Cataford – nothing to report.

4.2 Good and Welfare of the Air Cadet League

W. Paisley - has summary sheets of PC Chairs ACC12's. Asked Rod Jones about the 100th anniversary powered flight and can produce large sized banners to be displayed at all graduation & wing parades at CSTC's. Nothing has happened as of yet. The Air Force will be planning significant events and Air cadets will be invited to participate in them as well. Further information will follow as the date gets closer.

T. White- would like to see time put aside during AGM's so that the BOG can have the opportunity to tour the town that they are in. It was reported that this proves to be difficult but could be looked at as a possibility.

L. Bourgeois – will act as MC at the President's dinner.

4.3 Date and Time of Next Meeting (EC 20 JAN 07 at 12:00 EDT)

4.4 Adjournment

Meeting was adjourned at 6:25pm.

**Employee Compensation and Benefits Committee
Presented by C. Hawkins**

It was recommended that the current job descriptions be reviewed and updated. The Executive Director will undertake this task with the staff.

It was also recommended that the pamphlet outlining the staff's job descriptions ("We're From the National Office and We're Here to Help") be updated and redistributed. It might be useful to put the revised pamphlet on the web site so that people will know who to contact.

Please see full report as attached as Annex H.

**Registration and Screening Committee
Presented by R. Thistle**

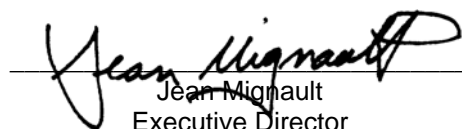
Please see reports attached as Annex I. A full update on currently registered members will be provided at the AGM 2007 in Winnipeg. Commendation was given to those provinces who were well on their way in registering members and following the new process. Job well done was given.

V Adjournment

There being no further business, the chairman thanked all committees for their work and recommendations. C. Hawkins reported that he was pleased at the wonderful work that had been presented and that he was very happy to see many committees reach their targets and goals.



Kimberley Banaszekiewicz
Executive Assistant
(Admin & Special Projects)



Jean Mignault
Executive Director



Craig Hawkins
National President

VI Formal Dinner

A formal dinner was held on Friday evening, November 24, 2006. Special guests included Colonel Perron, Director of Cadets and our Guest of Honour, BGen T.F.J. Leversedge, Director General Air Personnel.

Highlights of the Dinner Program included:

- a. introduction of the Special Guests by the National President;
- b. a special tribute was paid to Ron Button for his long standing achievements and dedication to the Air Cadet League of Canada;
- c. the recipients of the Air Cadet League Music Awards for Excellence was announced; and
- d. the recipients of the Pilot Training Achievement Awards (PTAA's) were announced. They can be found on the next page.

Congratulations to all cadets!



*Thank you for your efforts, dedication and personal sacrifices
that you make each and every day for the youth of Canada!*