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**68th SEMI-ANNUAL MEETING OF GOVERNORS AND COMMITTEES
HELD AT THE MINTO SUITES HOTEL
OTTAWA, ONTARIO
20 – 21 NOVEMBER 2009**

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NOTES





Meeting Attendees

Honorary Officers/Directors

Robert G. Dale	Honorary President
Jim McKeachie	Honorary Treasurer
Leonard Jenks	Honorary Secretary
Kathleen Birchall	Honorary Director
Ronald Button	Honorary Director
David Kinsman	Honorary Director
Herb Spear	Honorary Director

Honorary Life Members

Richard Logan

Provincial Chairs

Don Berrill (Chair of Chairs / ON)
Fred Johnsen (AB)
Tom Holland (BC)
Mark Brickwood (MB)
John "Bud" Stewart (NB)
Gary Pinsent (NL)
Rick Mortensen (NW ON)
Dave Vokey (PEI)
Michel Côté (QC)
Gary Winkleman (SK)

Advisory Board

Michel Cataford
Craig Hawkins
Lionel Bourgeois
Guy Albert
Brent Wolfe
Jim Ash
Gilles Cuerrier
Ron Ilko
Max Goldack
Fred Hopkinson
Bob Goudie
Irene Doty
David Hayden

Executive Directors, Provincial Staff

Pierre Barabey
David Brown

Military

Col Craig Fletcher
LCol François Gaboury

Executive and Governors

Joe Johnson	National President
Grant S. Fabes	First Vice-President
Bob Robert	Vice-President
Ken Higgins	Vice-President
Tom White	Vice-President

Bob Burchinshaw
Gladys Jarvie
Geoffrey Johnston
Marc Lacroix
Keith Mann
Lloyd MacIntyre
Eric Steffensen
Ralph Thistle
Chuck Verge
John Walker

Provincial Members

Edgar Allain
J. Louis Bourgeois
Carol Cox
Stan Harry
Darlene Laroche
Terry Lewis
Norm Lovitt
Donald Hathaway
Michel Hébert
Jim Mullins
Merv Ozirny
Ronald Rique
Yvon Soucy
Thomas Tabarowski
Ernest Wiesener

Staff

Jean-Marc Lanoue
Joan Gray
Sarah Matresky
Ray McAndrew
Leigh Ann Pingyin
Kimberly Stewart

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Guests

Suzanne Barrette, guest of Col Fletcher
Capt Stephen & Linda Guetta, ACPA
Lorne McCartney, ANAVETS
Terry Whitty, Army Cadet League of Canada
Gene Lake, Army Cadet League of Canada
Wayne & Jennifer Gouveia, ATAC
Theresa Davis-Woodhouse & David Woodhouse,
CAMC
John & Elaine Davidson, CASARA
Bill & Marielle Boucher, CBAA
Kevin & Maureen Psutka, COPA
Bob & Trudy Tracy, Piper
Jack & Lynn Frost, Royal Canadian Legion
Tim & Dew Mell, Sennheiser
Jim & Elisabeth McCollum, Soaring Association of
Canada
Tucker Densmore, Birchall Scholarship Recipient
Guests of Tucker Densmore - Sylvia, Rhys,
Joyce, John, Verona, Erin Densmore &
Heather Heim

Spouses

Manon Lanoue
Ian Gray
Denise McAndrew
Lynn Berrill
Jelena Bosanac
Janet Button
Rene Dussome
Janet Goldack
Laurette Goudie
Kathy Hawkins
Lynne Hopkinson
Nicholas Johnston
Donna Robert
Janis Thistle
Johanne Vokey
Karen Wiesner
Debbie Winkleman



OPENING SESSION

I ADMINISTRATION

1.1 President's Remarks

J. Johnson's welcome. I trust that your deliberations went well this morning and yesterday. We had our joint session between BOG and PC's, everyone attended as it was an open meeting. We have received our direction and will pursue those avenues as quickly as we can.

Info

Closed

1.2 Introduction of Delegates and Guests

Introduction of the head table. On the far left First Vice-President Grant Fabes, Col Craig Fletcher - Director of Cadets, on his right Jean-Marc Lanoue – Executive Director. Introduction of first time attendees. Dave Vokey, PEI Chair. Ronald Rique, Vice-Chair Squadron Liaison BCPC.

1.3 Administrative Announcements

II Business Arising

2.1 None

III New Business

3.1 Report by the Director of Cadets – Part 1

C. Fletcher

- Finances – The budget for the cadet and junior ranger programs has increased slightly from last year to this year from \$190 million up to \$194 million. Canada has a rich and very resourceful program compared to other nations. Over the years we've been increasing our CSTC and local training.
- Population – Over the last couple of years we've seen a decline to about 58,000 subject to our ability to count the cadet numbers. Decline has been experienced by all regions and programs and has only been 5.7% for Air Cadets. Restoring the population is all done at the local level. We can help by making a great program, training our CIC officers and provide tools to the local level to make the program interesting. They are in the process of preparing a strategic plan and would like the Leagues to contribute to what can be done.
- Local Support Allocation – 88.9% of the available funds have been used. A large improvement from last year.
- League Grant – The grants for the next five years have been approved. Approval has also been given for an increase of 1.5% annually which brings up from \$380,000.00 to \$403,000.00 this year.
- COATS (Cadet Organization and Administrative Service), includes CIC officers and members of the primary reserve. It offers primary reservists the same medical as the CIC and allows them to work up to the age of 65 rather than 60. Civilian Instructors now have pay restrictions, and decreased access of pay and increased access to paid training opportunities to help increase the enrolment to the CIC. CI's are "involved in the supervision and training of cadets". There is no intention to take them out of the Squadron level but try and control the amount of CI's at the CSTC's.
- Cadet Image – A review of all CATO's and activities was done to reduce the 'warrior' like image. No changes were made. The sensitive items were mostly related to the use of weapons mostly in the Army Cadet program but changes the how we communicate it to the public. This was briefed at the NCC and endorsed. A VCDS will be coming out on the recommendations that were made.
- Training for CIC – A completely revamped training will be rolled out that goes hand in hand with the CPU to better equip the CIC Officers.

Report by the Director of Cadets – Part 2

F. Gaboury

- CSTC Billets - In 2008 there were 439 billets not filled which decreased this last year's billet amount to 9,700. 2009 had 264 billets not filled. 2010 will bring 9,500 available billets. It's important to fill as many as possible to reduce the waste in expenditures.

- IACE – We successfully secured 75 billets. We exchanged with Israel this past

C. Fletcher

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F. Gaboury



- summer and we will continue to exchange with them as it is a safe and secure program. France, Canada and US will be exchanging with Ghana. We will be sending 2 cadets who will hopefully be adventurous. A few other countries that may join the association include South Korea. Singapore cancelled due to finances and swine flu and we will not be exchanging in 2010.
- Airport Operations Course – The contract being held at Georgian College has expired. Canadore College who is currently providing the Aircraft Maintenance Course won the bid with a 2 year contract with 4 years of options. They are looking to improve the program.
 - Cadet Program – A review has been done but there is still a mandate that the RCOPsO and the flying committee review the flying portion to keep cadets interested.
 - 100th Anniversary of Flight – There were many cadets who participated. DCdts would like to thank all who took part.
 - CPU – We are in the second year of the program and it's going well. Last summer was the first year of the General Training Course. We are seeing more of the 2nd year cadets staying at the squadron levels, hopefully this will help with retention.
 - CHAP – Replacement was supposed to be this fall but will now be rolled out in the fall of 2010 at the squadron level. There will also be a new name.

Question: R. Ilko asked if there are any plans to develop a focus group or get down to the squadron level to find out what is different in the young people today from 3-4 years ago that is causing a shift we aren't picking up in part of the training program or delivery of the program.

Answer: There aren't any specific plans at the moment but it's certainly one of the options being looked at. They are trying to take actions that have the most pay off with the least amount of work. Focus groups would take a lot of time. We have yet to ask the cadets what is going on. We have a new research development section that was formed to help find answers to improve.

Question: We keep talking about the Air Cadet program being the best guarded. Where are we at in developing a joint National marketing plan developing the tools to be made available to the PC's & local squadrons to draw in more cadets as the new CPU is put out.

Answer: We are working on it and it will be a joint effort between the 3 Leagues and D Cadets. Over the last 3-4 years the number of cadets who have come into the program has been steady at 25,000. Our issue is keeping them not getting them in the door.

Question: L. Jenks asked if the CSTC no fill statistic applies to all regions or if the problem lies in specific regions.

Answer: This year was mainly in the Prairie and Central region regarding the GT course not the senior courses. All the senior courses are being filled and the trainers are being briefed on this issue.

Question: L. Bourgeois asked how far we are getting from the regular force compared to where we used to be as we used to have a lot of regular force on retirement to help out at Cadets or the League. Does the SCAN program (the program that briefs people prior to retirement) have anything to entice outgoing members to help the next generation?

Answer: The regular force must retire at 60, by opening up coats it gives members the opportunity to serve for an extra 5 years. There is a presentation made in the SCAN presentation to volunteer.

Question: C. Hawkins asked if "the owner of the CATO" can have it re-opened to have the supervision of cadets be more reasonable.

Answer: The Cadet program is under the control and supervision of the Canadian Forces. That is the origin of the policy that if there is a cadet activity the Forces must manage the risk etc. As a Forces member we have the duty of a 'concerned parent'. The policy does in no way reflect anyone's competency. They are open at looking at options or ideas of what can be done.

Question: D. Berrill mentioned that when speaking to the other two Leagues

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F. Gaboury

they must keep in mind that this is in direct reflection on the retention of cadets. Our mandate and the MOU are for us to help provide optional and direct training. The result of the policy is that we can't provide assistance. To make the changes to the CI's is only going to compound the problem. We want to do the optional activities as they are the ones that keep the cadets in the program, the 15-17 yr olds.

Answer: Volunteers are not written out of the equation, they can assist but it must be under the overall supervision of a CIC officer paid or unpaid or a paid CI. CI's that are being limited in the tasks they do is mainly referring to summer employment not at the squadron level.

Question: K. Mann, gave a couple of examples of supervision issues. The first being a LIP event with CAMC and ATAC. CO had to call and cancel as there was no one to take the cadets to the conference, 20 minutes into town. The issue was that there was no one to supervise the transport. Second was the World Skills Competition in Calgary. There were 2 officers to be on site to supervise with 1 Air and 1 Army unit that had to cancel as there was no one to supervise the transport.

Answer: It seems adequate that there be someone there to receive the cadets and to take care of them while they are there. It will be something to look at.

Question: J. Ash, there is a problem with the word supervision. The problem comes to when we deal with those in uniform to say that they're not going to be the on-site supervisor. There is no comparison with the three Leagues. For example, tag days. Why should a CO have to be available on a Saturday morning when there is a SSC who is screened and available to drive cadets around? For example, there is a flying program in North Western Ontario who brings in squadrons. At the last minute the uniformed officer had to work and the trip had to be cancelled. A member of the League could have come in to supervise but instead the cadets lost their glider day.

3.2 Report by the National President

J. Johnson

It's been a busy week for Joe and Grant. I attended a meeting with the minister of National Defense for the 3 League presidents. He is very aware and supportive of what we do. He is aware of the recruiting and retention problem. I had the opportunity to tell him about what we are doing with the aerospace industry. The Navy League president did mention that we used to have \$1,000.00 scholarships that were taken away from us. He was very surprised to hear. If we would like him to sign certificates to people but cadets especially he will be more than willing to do so. Call his office Brian McDonald, senior policy advisor. The League grants were approved for the next 5 years at the NCC meeting and that it would not be pulled back. The terminology regarding 'free program' has been set to read, "parents and cadets are expected to participate in and contribute to fundraising as required by the League's local sponsoring element". We were updated on the ministerial directives issue; they are switching from the Queens regulations to Ministerial Directives. The slowdown is due to the CI issue but will be dealt with separately. They have assured us that they will not take anything away. The CPU and Cadet Program Image was been updated. The three top cadets from Canada will be invited to attend future NCC meetings to get the cadets perspective.

3.2 Report by the Executive Director

J.M. Lanoue

Thank you for being here on your own time to volunteer for this organization. We would like to give you a better product from the National office. Human resources, the board of directors gave the ED to write a letter to Chantal to state that she has abandoned her position and prepare an ROE. We have written to her twice with no reply. This will also allow us to go forward with other staffing proposals. In respect to the Logo's and TM registration, there are some conflicts. D Cdts feel that section 9 may not apply to us. If this is the case we might need to renew every 5 years or so. It's a pleasure to be here and to understand the passion to the League.

3.3 Advisory Board Report

D. Hayden

The advisory board has three responsibilities, the nominating committee, the honours and awards and advisory board. There is nothing to report from the advisory board itself as the meeting is to take place later today.

3.4 Nominating Committee Report

L. Jenks

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The committee is made up of five people but as honours and awards finished up we re-assembled the remainder of the advisory board to participate in the remainder of the interviews. We were able to see everyone available for the one position at the executive and one position at the governor level. Thank you to all who participated. More to come.

3.5 Provincial Chairs Committee Report

D. Berrill

Thank you to everyone who participated. We spoke about the service medals and they are now available. There was extensive discussion regarding the assessment fee. The PC chairs would like one assessment to cover the short falls that the current budget has, about a \$3.00 increase from what is currently being paid. The final number to be confirmed upon receipt of the numbers from the finance committee. The PC fundraising committee will agree to what the split should be with the province and National. Discussion also took place that it is the will of the PC's that every squadron have a sponsoring committee. There is an urgent need to revise the CATO regarding supervision. We are responsible for optional training. Forced amalgamation was also discussed and has found that it is mainly in the Atlantic region. The Air Cadet League should be in approval that we want this done. Fred Johnson is going to provide a paper with regards to the low risk activities that we will chaperone or escort.

Question: J. Ash, if you're going to proceed with something about the money prepare a change for the bylaws to be approved by the BOG. A motion should be presented to the BOG subject to approval ratification.

3.6 National Flying Committee Report

E. Steffenson

Soaring trail happened in BC with the top Glider and Pilot cadets. A sylubus to come next March. This year we had 3 glider accidents, Québec, North West Ontario and Ontario. North West Ontario had a problem as there was only 1 glider and had to cancel the fall familiarization session. It was proposed that 2 gliders be purchased on the National inventory. If there was to be an accident, we would have a glider available. The PC could reimburse that glider if they needed it. A PPS scholarship is to be given this fall to help cadets gain hours but the problem that we had was the supervision. The Cadet would require CIC supervision for the cadet to use this bursary. We have spoken to the LIP Committee and we would like the bursary to be looked after at a National level. Gliding site facilities is another issue. Perhaps the PC's could purchase a piece of land to establish a gliding site. This would be to prevent being pushed out on training dates.

3.7 National Finance Committee Report

B. Robert

New members L. Bourgeois & E. Weisner joined. Finances are in fairly good order as we are waiting to see if our fundraising and new catalogue sales will meet the new budget. Our accounting and recording procedures are up to snuff. We are looking for a translator or resources that could be free. We have a budget of \$8,000.00 but if done professionally it's about \$65.00 +tax per page. Thank you to the 5 PC's who have contributed to the website re-development costs and the legal defence fund. The need to fill the gap in fundraising to cover the per capita per cadet to the National office. ACC 9's have been ensuring compliance however 25 are still be received. Very pleased to discover that a number of PC's have completed finance workshops. Foundation update, we have a product, letter of application that has been approved by the BOG and 3 initial directors (Ron Ilko, Brock Mason & Bob Goudie). We are pending word from our lawyer once he recovers from the swine flu. The foundation is to the service for all elements of the League, hopefully we can direct funds to the foundation. The office will initially provide the support but eventually it will stand alone. The next budget input exercise is to start and be completed by next November/December.

Question: C. Verge, with respect to the Foundation. Anytime money is donated we have to account for it and according to CRA disperse it. How will it work with the foundation?

Answer: When the Foundation is stood up and independent, the directors will have to make a decision as to how to dispense the funds, accumulate and spend the interest etc. They will have to go back to Revenue Canada and make an application to receive permission to do what they would like. We don't want to just accumulate and not disperse any. I would prefer to use a hybrid system where we accumulate and spend a percentage.

3.7 IACE 2010 Planning Committee Report

L. McIntyre

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The new chair Mr. McIntyre to present the report. Major Giroux was present and 95% of the planning is complete. The cadets are to arrive in 34 weeks. This year 75 outbound cadet will be attending 13 countries. 72 inbound cadets and 9 escort officers who will be visiting for 16 days. The new countries are Ghana with 2 cadets 1 CIC, 1 Germany and 1 visiting Canada. The UK representative is Mr. Ken Higgins. The recommendation made to the PC Chairs to increase the fee from \$250.00 to \$300.00 which was approved by the BOG. Thank you to Grant Fabes for all his accomplishments.

3.8 National Effective Speaking Committee Report

G. Jarvie

Joan has distributed the medals for the Provincial competitions. The ES pins have been well received. Thank you to D Cdts for approving it. The strategic plan data collection has been completed, thank you to Keith Mann. All numbers have been based on Fortress, it will show which squadrons are participating. The PPM has been reviewed and the changes will be updated on the website. The eligibility to attend the National Competition has been reviewed. There were 5 returning cadets at the competition in NFLD. This is to be reviewed with the PC's and will be ironed out in Regina. The ACC54, the application form now includes the statement that the cadet will not have any electronic communication devices during the competition to prevent the cadet from receiving the impromptu speech topic. The budget for the National Competition has been tweaked and will be sent to B. Robert. We suggest there be 3 judges and a coordinator at each competition. Our WestJet MOU ends in 2011, prior to that each PC was responsible to send their cadet to the competition. Québec is signing and MOU with the biggest university to give the winning cadet a \$2,000.00 scholarship as well as a goodie bag if that cadet attends the university. They have also given a grant the PC.

3.9 Employee Compensation & Benefits Committee Report

J. Johnson

We came up with reasonable salaries and benefits for the upcoming year for our staff.

3.10 National Honours and Awards Committee Report

C. Hawkins

Several issues debated concerning honours and awards. The scholarship committee met and Irene was re-elected. The subject of merit based scholarships came up (Dale & Birchall), we do not take into account other scholarships the cadet may be receiving from the institution they might be receiving. We will always pick the best/most deserving cadets. We had 136 applicants for those scholarships. A new officer of the year award for squadron officers will not proceed. The quality of citations was brought up. The citation is what is read out at the award, what publicises what that individual has done. The new CASARA flying training award, our hope is to have the winner selected to be announced at the May AGM of CASARA. It will be application based and not merit based. The WestJet award, good news more applications but the bad news is that there are still some PC's who have not submitted applications. There is an amendment made to the application to be posted to the website. We now have the volunteer service medal available for ordering. A bar will be created to additional years of service.

D. Berrill – This award presented to Tom Tabarowski (10yrs), Ralph Thistle (10yrs), Chuck Verge (10yrs), Bob Robert (10yrs), Craig Hawkins (10yrs), Lionel Bourgeois (20yrs), Ron Button (30yrs), Fred Hopkinson (30yrs) and David Hayden (39yrs).

Question: K. Mann, what is the procedure for the pilot training achievement award? I wonder why we can't issue the cheque to the PC's to present the award, to make it more of a show.

Answer: The cheque is sent with a letter and in most cases a request for the cadet to respond to the donor. Please take the request to the PC conference.

Question: P. Barabey, for the allocation of the awards that the PC's be given a quota of awards for the PC's to award their own lists. The scholarship is given to the best cadet in Québec, all these scholarships should be given to PC's so that they are given to different cadets so one cadet does not receive more than one award.

Answer: Awards are allocated starting with application, then merit. Some awards are

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open but others have limitations. The National office starts with the most valuable award then works their way down. The only continuation flying awards that are not based on the application is the WestJet and CASARA awards.

Answer: G. Albert, we have to be careful that awards are being sent directly to the cadet to ensure that it was received and not missed.

Question: D. Berrill, all PC's would like the cheques sent to them and have the PC's distribute them to the cadets for next year.

Question: E. Steffensen, PPS & GPS the ED goes to the Air OPS officer who goes to the RCAir Ops officer for the flight tests. Can the RCAir OPS officer send the top names to the PC's who will then send it onto the ED. Marks are based on marks and flight tests.

Answer: If it's going directly from the RCAir Ops Officer, direction would be required from the National Flying Committee and the PC's. If we are only looking at one candidate then it seems pointless.

Question: B. Goudie, why are awards selected based on top female and make Air Cadets? Is not every cadet the same?

Answer: The awards specifically the Erb/Mitchell awards are given specific 'rules' from the donor that we have to follow.

3.11 League Industry Partnerships Committee Report

G. Fabes

There are two new MOU's in the works. First is the Canadian Airports Council which is in its draft stage. This MOU contains a bursary for a cadet graduating from the Airports Operations Course at Canadore College. The second is with the National Airlines Council of Canada, this one is still in discussion. In the past three weeks, there has been preliminary contact with NAV Canada and Pratt & Whitney. Also in the last three days there has been contact made with a senior policy advisor for what assistance the minister will be able to provide through his own office and particularly through the other ministers. There are 20 secondary schools across Canada that offer the Aviation Maintenance program which has been developed by CAMC. What we are encouraging squadrons to do is to make partnerships with these schools. At the post secondary level we are encouraging squadrons to make partnerships.

3.12 Public Relations and Image Committee Report

M. Lacroix

The objective is to present to you powerful tools at the SSC levels. This joint venture between the RR committee and the PR&I committee is to stimulate the recruitment and retention of cadets so that cadet activities are better known.

Presentation by Darlene LaRoche & Thomas Tabarowski

Goals are to promote, stabilize and create a higher profile. The quality of the program plus the squadron reputation equals the retention. Going directly to the grass roots was the best way to get attention. Simple and easy documents will be provided to ensure that the specialist has all the tools that they require in order to get information to the media quickly.

Question: N. Lovitt, there are two parts to the equation, the recruiting part which we have seen here. Is the committee going to go forward and continue to address the retention issue as well?

Answer: I have approached our DND partners and they are ready to help us. There are many recommendations that we have made and will be experiencing it in Eastern region. We will be receiving follow up and how to retain Air Cadets. There will be a representative of the SSC and the CIC levels.

3.13 Policy and Procedure / Bylaw Committee Report

B. Burchinshaw

CATO 30 day review process is slowly fading out. There are 19 people on the address list and only 3 responses. Jean-Marc will filter the CATO's so that only League sensitive information will get through. I'd like to establish a core reviewing committee particularly from the PC Chair's, Advisory Board and the Governors. This would allow for me to respond to DND regarding the CATO. PPM, the conversion to the new website caused many errors. The manual is back and in great shape. There is still a major problem in translation. All new submissions will have a tracking number. We are not looking to be a League that is run by Facebook or MySpace.

IV Conclusion

J. Johnson



4.1 Good and Welfare of the Air Cadet League of Canada

G. Winkleman: The Saskatchewan Provincial Committee is working hard and is looking forward to hosting the 2010 Annual General Meeting. Our committee is working very hard to show you our western hospitality and we would like ensure that everyone is welcome.

R. Mortenson: We recently had an accident with a glider and would like to thank Saskatchewan, Manitoba and Ontario for stepping up to the plate to help us out. Our meeting in St. John's, we indicated that we would like to host the meeting but due to our number of staff we would like to let you know that at this time we would not be available to take on the meeting.

T. White: A quick note to thank all for the feedback for the slip-ons. I would like to let you know that it would be an embroidered slip on.

F. Hopkinson: My usual commercial for the model aeronautics association for the Air Cadet League model building program. We had a period where we had no money. We gave out 13 awards across the country. We have \$2,100.00 along with an anonymous donor who gave us \$2,000.00 and now have \$4,100.00. Please take this back to your provinces to let them know that we are available to hand out awards of \$300.00 each.

4.2 Date and Time of the Next Meeting

The next meeting will be held at the AGM June 17th 2010.

4.3 President

I would like to thank everyone for their contributions to making these meeting so successful, I really appreciate that and I wish you a safe journey home. The meeting was adjourned.

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PROVINCIAL CHAIRPERSONS COMMITTEE



**APPENDIX B
ADVISORY BOARD AND NOMINATING COMMITTEE REPORTS**



**APPENDIX C
EMPLOYEE COMPENSATION AND BENEFITS COMMITTEE**



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APPENDIX D INTERNATIONAL AIR CADET EXCHANGE (IACE)

Chairperson: Grant S. Fabes

Attended By: Committee Members - David Brown, Lloyd MacIntyre, Maj Pierre Giroux,
Capt Simon Caron, Leigh Ann Pingyin, and Chuck Verge

Observers - Guy Albert, Gilles Cuerrier, Darlene LaRoche

Minute notes taken by Kimberly Stewart, final minutes prepared by Lloyd MacIntyre

I. Administration

1.1 Opening Remarks by Chairperson

1.2 Call for new Agenda items

Nil – Revised Agenda distributed at the meeting

1.3 Approval of Agenda

Moved by: Lloyd MacIntyre, Seconded By: David Brown

1.4 Approval of Record of Decisions – 21 Nov 2008

Moved by: David Brown, Seconded By: Lloyd MacIntyre

II. Business Arising

2.1 Update- Canadian Cadets to Foreign Countries 2009

Maj Giroux mentioned that all Exchanges went well. The United Kingdom continues to be our largest Exchange country.

As per the agreement at a past IACEA planning conference, it is up to each country to declare their individual policy concerning alcohol. The policy for Canada is; Canadian cadets are not permitted to consume alcohol at anytime during the Exchange period. Canadian escort officers are not permitted to consume alcohol when in the presence of cadets.

An incident took place in Florida with a Canadian female cadet. An alleged relationship with a male UK cadet escalated to the point where the Florida State CAP Wing considered not hosting Canadian cadets on future Exchanges. The female cadet denied the relationship and indicated her words may have been misunderstood. The situation was resolved to everyone's satisfaction when the female cadet apologized for her actions in writing before the end of the Exchange.

Issues arose regarding cadets losing their passports. One cadet in particular in Australia lost her passport in a taxi and ended up having to stay an extra few days with an Australian host while they waited for the Consulate to issue her a replacement passport.

A Canadian cadet on Exchange to Japan (there is no Canadian escort officer to this country) displayed Attention Deficit Disorder (ADD) type behavioural problems. This incident reinforces the fact that cadet medical issues must be closely reviewed during the application process and cadets with similar medical conditions require stricter monitoring by a Canadian escort officer while on Exchange. In order to ensure incidents of this type do not jeopardize Canada's excellent IACEA reputation in the future, all PC Chairs must forward their IACE cadet applications to D Cds 4-5-2 Capt Simon Caron by the previously stipulated deadline of March 1st of the Exchange year. Applications received after this date shall be restricted to USA Exchanges only. Some Atlantic Region PC Chairs are not complying with the March 1st deadline. **Action - G. Fabes**

2.2 Update - Foreign Cadets to Canada 2009 / 2009 Cadet Survey

Maj Giroux pointed out that the Philippines and Singapore both cancelled as a result of the H1N1 pandemic. This resulted in Canadian cadets being redirected to Australia (2), UK (2), and USA (2).

Note - The 2009 Cadet Survey results are incorporated in the following itinerary reviews. 82 surveys were collected from cadets/escorts, some of whom did not answer all of the questions.

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Ottawa Itinerary

Most of the survey respondents had an enjoyable experience with the White Water Rafting and Yukon Lodge accommodations being the most popular.

Maj Giroux stated that during the White Water Rafting two female cadets from France did not want to continue the activity after lunch. The Canadian senior host escort officer made arrangements with the White Water Rafting staff serving lunch to bring the two girls back to base to join the main group. The girls then went off to rest and get warm in another building not too far from the building at the lunch area. Following the clean up after lunch, the White Water Rafting staff forgot about the girls and returned to base without them. The two girls ended up hitchhiking back to base. Cadets must be under the supervision of an IACE escort officer at all times.

Trenton / Hamilton / Niagara Itinerary

David Brown mentioned that while the overall OPC Exchange was quite good, some planning issues needed to be reviewed for IACE 2010. Area coordination of activities and billeting with host families was transferred this year from Niagara to the Hamilton area. Survey highlights indicate the visit to Canada's Wonderland, Maid of the Mist boat ride, and accommodations and activities with host families were the most popular.

Montreal / Quebec City Itinerary

Maj Giroux stated that Q/OV PC requested the Quebec portion of the itinerary be split into two groups to ease the recruiting of host families in both locations. Bus A would go to Quebec City and Bus B to Montreal, and then they would switch. This format was successful.

The sugar shack booking mishap in Montreal was quickly fixed and the DJ music for the Farewell Dinner dance was good and enjoyed by the cadets.

Capt Simon Caron thanked Lloyd MacIntyre for all the phone calls to local area restaurants to negotiate quotations and reservations for DND paid meals.

Lloyd MacIntyre stated that the late cancellation of the ICAO tour in Montreal due to a new Secretary General being sworn-in was a disappointment, but the plan B activity to EMAM was very good and enjoyed by the group.

The survey found the Helicopter Familiarization Flights to be the most popular activity of IACE 2009. The new Arbre en Arbre activity was very popular, followed by accommodations and activities with host families.

The Quebec City portion of the itinerary was very enjoyable for all participants.

Several comments in the survey indicated that there were too many museum tours in the overall itinerary and that the cadets would prefer not to split the buses into two groups in Quebec.

Fifteen responses in the cadet survey were about their positive interaction with their host families and planned activities. I must echo the comments of our new Hamilton/Niagara area coordinators, Sandra Wells and Capt Lisa Lacombe that "the general consensus is that there was not sufficient time with the host families." Unfortunately a very tight 16 day Canadian itinerary does not allow us the luxury of spending additional time with host families. We can review this, but in the interim, quality time with host families must supersede quantity time.

100% of the survey respondents agreed or strongly agreed that their overall experience was good and that they would recommend this Exchange.

Darlene LaRoche pointed out that since the cadets/escorts visit only two of Canada's provinces, a slideshow review about the remaining provinces should be presented to them. She will gather photographs and forward them to Capt Caron to be added in the IACE arrival briefing.

Action - Darlene LaRoche and Capt Simon Caron

2.3 2009 Cadet Survey - See point 2.2 above

2.4 2009 Split East / West Canada Visit

Grant Fabes pointed out that he was tasked by the ACL National President to explore the idea and it was proposed at the SAM 2008 IACE meeting. He made inquiries with WestJet to determine if they would be able to finance the flights. No response has been received to date from West Jet and the matter is being placed on hold pending their response.

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Darlene LaRoche suggested that we approach Air Canada to provide free flights. Grant Fabes indicated this may not sit well with West Jet, which is the present air carrier of the ACL that sponsors free flights for Effective Speaking cadets and one escort to the national competition wherever it is held in Canada.

Maj Giroux stated that free transportation was only one of the issues with this proposal. The ACL/DND should have an air carrier that could be counted on for a few years. In addition, using two days in a 16-day itinerary for air travel only, may affect the quality of the Exchange for the cadets. He also stated that since the matter was now discussed above his level with LCol Gaboury, all further communications on this subject would have to be made directly with LCol Gaboury.

III. New Business

3.1 Financial Statement 2009 - See enclosed document

3.2 Proposed Budget 2010 - Approved - See enclosed document

3.3 Number of Cadets for 2010 - See enclosed document for exact numbers by country
Maj Giroux indicated that Canada will be exchanging with two new countries this year; Germany and Ghana. Canada will not be exchanging with the Philippines and Singapore this year.

3.4 Itinerary / Content Review 2010 – See enclosed document

The 2010 IACE Canadian Itinerary and Organisation / Financial Responsibilities documents were reviewed in detail.

The following points form part of the decisions made by the Committee members:

- Each activity must have a back-up plan in place for the possibility of inclement weather for flying or outdoor activity, or a last minute activity cancelation, etc.
Action - David Brown & Lloyd MacIntyre
- DND will be financially responsible for lunch on 30 July (Bus B only) and Q/OV PC for the lunch on 3 August
- Maj Giroux requested that all area Coordinators provide addresses with postal codes for restaurants and activity sites. This information is required as soon as possible (send to Capt Simon Caron) in order for bus contractors to provide DND with quotations. **Action - David Brown & Lloyd MacIntyre**
- Capt Caron mentioned D Cds purchased a GPS for the foreign cadets and escorts group to be used by the Canadian Host escort officers as required.
- OPC and Q/OV PCs requested D Cds review the possibility of Canadian flying clubs/organizations and/or Canadian pilots to fly foreign cadets/escorts in civilian aircraft. Maj Giroux requested that Lloyd MacIntyre send him an email on this subject and he would then forward this email to the D Cds OPI for all flying matters, the National Air Operations Officer D Cds 4-6, Maj Bill Fox for his review. **Action - Lloyd MacIntyre & Maj Fox**
- Some cadets/escorts may have breathing or health concerns. A host family suggested a process be established to identify cadets/escorts with breathing problems, in order to prevent them from being billeted with host families who smoke. Health concerns and food allergies are to be reviewed with all foreign cadets and escort officers as soon as they arrive in Canada, in a statement to this effect at the incoming briefing so all these concerns may be addressed on an individual basis immediately after the incoming/arrival briefing. Capt Caron then to advise the OPC and Q/OV PCs of any unknown concerns as soon as possible. **Action - Capt Caron**
- The VIP Welcome Reception Line at the Farewell Dinner has been moved to 1600 hrs. in order to be on schedule for the dinner meal. The VIPs shall be advised by a member of the ACL to keep their comments with each individual short.



3.5 IACEA Kit

USA announced that for the 2010 IACE program they do not require cadets to have their Exchange uniform blazers. At the IACEA planning conference it was decided that all countries must indicate if they require cadets to bring blazers or not.

Capt Caron stated the lack of pockets on female pants has not been resolved from last year. A note will be added to the Top Marks order form indicating same.

Action - Lloyd MacIntyre

D Cdts will add a note to the IACE uniform ordering process that female cadets who need pockets may use their own pants or purchase them locally.

Action – Capt Caron

Capt Caron asked if a lightweight windbreaker with a RCAC crest could be added as an optional item to the Top Marks order form?

Action - Lloyd MacIntyre

Capt Caron pointed out that cadets find the IACE polo shirt is made of a thick un-breathable fabric. While the quality is high and it is extremely durable, could some research be done to find a lighter cotton material?

Action - Lloyd MacIntyre

3.6 2010 Air Cadet League of Canada - UK Escort Officer

Ken Higgins, National Vice President will be the 2010 Canadian escort to the UK.

3.7 IACE Committee - New Chairperson

Grant Fabes announced that Lloyd MacIntyre would be the new IACE Committee Chairperson.

Maj Giroux thanked Grant Fabes for chairing the Committee over the past years and welcomed Lloyd MacIntyre as the new Chairperson.

IV. Conclusion

4.1 Good and welfare of the Air Cadet League of Canada

4.2 Closing remarks

4.3 Date and Time of Next Meeting

4.4 Adjournment

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APPENDIX E HONOURS AND AWARDS COMMITTEE

Chairperson/Secretary: Craig Hawkins

In Attendance:

N Bob Goudie*	N Len Jenks*	N Jim Ash*
Y Brent Wolfe	Max Goldack*	N Fred Hopkinson*
Y Irene Doty	Y Jim McKeachie	N Lionel Bourgeois
N Ron Ilko*	N Bob Parsons	N Paul Kinsman
Y Dave Hayden	N Peter Prescott	Y Bob Dale
N Cecil Palmer	N Harold Fowler	N Don Gladney
N Jan Reidulf	Y Michel Cataford	Y Gilles Currier
Y Guy Albert		

* Members were present but attending other meetings during the morning session of the Honours and Awards Meeting

I. Administration

1.1 Welcome and Opening Remarks

C. Hawkins welcomed the members to the meeting. Len Jenks indicated that a number of members would be leaving in order to begin the work of the Nominating Committee.

1.2 Additions to the Agenda

Add as item 3.7 West Jet Pilots' Association Award update.

1.3 Approval of the Agenda

Moved by Brent Wolfe, seconded by Bob Dale that the agenda be approved as amended. Carried

1.4 Approval of the Minutes of the Last Meeting (June 2009)

Copy of the minutes included with agenda. Moved by Bob Dale, seconded by Len Jenks that the minutes of the June 2009 Honours and Awards Meeting be approved as circulated. Carried.

II. Business Arising

2.1 Update on Strategic Plan

C. Hawkins provided an update on the status of the activities assigned to the Honours and Awards. Goals A6, B5 and C7 have been completed. In particular:

- Presidential Citations will be presented to the Air Force Association (by Lionel Bourgeois, October 2009), Joe Johnson (ANAVETS) and by Grant Fabes (October 2010)
- New certificates have been developed and put on line. Available for all levels of the League to access free of charge
- No specific award/recognition items were requested by the provincial chairs through a survey

2.2 Air Cadet Volunteer Long Service Medal

The medals are now available for pick up from the supplier in Gatineau, PQ. We will need to communicate with the PC Chairs so that they can begin to order the medals. The National Office/National Executive will be responsible for ordering the medals for those that work only at the national level. The medals will be ordered through the national office.

The committee recommends that the bar be developed for subsequent 10-year service recognition. The bar should be a simple design including the bar and the number of years of service by increments of 10 (20 years, 30 years, 40 years etc.). The committee will work through the National Office and the company to get a design for approval.

2.3 Posting of Award Winners in the Policy and Procedures Manual

It was decided that the list should not be included in the PPM, but should be posted on the web site on the awards section.

Action: The Chair will update the Award Winners list for posting on the Web Site.

III. New Business

3.1 Vetting Process for National Honours and Awards.

Sub Committees:

- Scholarships: IreneDoty**, Gilles Currier, Guy Albert, Harold Fowler, Ron Ilko
- Certificate of Merit: Guy Albert**, Brent Wolf, Don Gladney
- Certificate of Honour : David Hayden**, Bob Dale, Bob Parsons
- Certificate of Recognition: Jan Reidulf**, Max Goldack, Fred Hopkinson, Paul Kinsman
- Presidential Citations: Craig Hawkins**, Bob Goudie, Jim Ash, Jim McKeachie

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- Medal of Honour: Craig Hawkins**, Bob Dale, Bob Goudie, Joe Johnson, Jim McKeachie
 - Officer of the Year: Michel Cataford**, Len Jenks, Lionel Bourgeois
- ** Sub-Committee Chair

3.2 Officer of the Year

There was discussion about whether or not to create a new category specifically for officers from the local headquarters level. It was noted that some provinces already had a recognition program for officers. It was noted that the initial screening / selection of officers would have to be done at the local level to generate a pool of candidates for final consideration. The decision was made to take this to the provincial chairs for their input.

Action: Chair to meet with PC Chairs

Follow Up: The provincial chairs are not in favour of having another national award for a LHQ officer. Many provincial committees already have a similar award in place.

3.3 Quality of Citations

Concerns had been raised by several sub-committee chairs about the quality of the citations that were submitted in 2009. The recommendation was made to provide some suggestions to the provincial chairs on what to include in a citation, along with a sample of an exemplary citation.

Action: Chair

3.4 Post Secondary Scholarship for Technical Education

(from AGM 2009) "Irene Doty advised of a private Scholarship of \$ 4000 to \$ 5000 to a deserving cadet in post secondary technical education. After answering questions it was moved by Irene, seconded by Brent Wolfe "That ACL agrees to pursue and help manage this new annual award". Some research has been done by members of the Honours and Awards Committee on the parameters of the award, post-secondary institutions that would qualify etc. I. Doty advised that the individual is ill and this item has not moved forward. **Action: Pending**

3.5 Continuation Flying Training Awards

(From AGM 2009) "Additionally Max announced that a major Support organization wants to donate \$5000 per year for 5 years as continuation flying scholarships."

Max Goldack was attending another meeting and was not able to advise us.

The Canadian Search and Rescue Association has agreed in principle to provide a \$5000 scholarship to a cadet to bring them closer to his 100 hours required to fly cadets as a famil-pilot.

Action: The group agreed in principle to accept the award and to develop some guidelines for the award. The earliest date for this to start would be the spring of 2010. The Chair and Max will speak with a representative from CASARA and will report back to the group at a later date.

Can we send the cheques to the PC and then ask the provincial chairs to arrange for distribution? Yes ... it could be done that way. Don Berrill asked to speak with the PC's about it and to provide update to the HAC. Motion passed by Provincial Chairs for implementation next year. (2010)

3.6 Recognition of Outgoing Honorary Solicitor

The Committee recommended that a Presidential Citation be prepared for presentation to our outgoing Honorary Solicitor, Mr. Stuart Clyne. **Action: Chair**

3.7 Other Items:

3.7.1 West Jet Pilots Association Award Update: This year the league office received 32 applications for this award: Ontario (5), British Columbia (11), Manitoba (4), Quebec and Ottawa Valley (4), Saskatchewan (3), Alberta (4), Newfoundland and Labrador (1). This is both a good news and bad news situation. This was a significant increase in the number of applicants (good), it was unfortunate that not all provincial committees submitted an application (bad), and many of the applications went directly to the national office, bypassing the provincial selection process (bad). Herb Spears agreed on behalf of the WJPA to consider all of the applications that were received by the deadline for the current year. The announcement of the winning candidate will be made in the new year.

Action: The Chair will advise the PC Chairs of the problem. The WJPA application letter will be adjusted to make it clear that the applications must be submitted to the provincial committee.

Follow up: The nominations that were received at the national office on time will be reviewed by the West Jet Pilots' Association. The application package has been



revised to clarify the requirement for the applicant to submit his/her application to their respective provincial office for the initial screening process.

- 3.7.2** Pierre Barabey (Executive Director, Quebec and Ottawa Valley Provincial Committee) suggested to the Honours and Awards Committee that the process for selecting candidates for the Continuation Flying Training Award (CFTA). His recommendation is that the CFTA's be allocated regionally on a per-capita basis. The provincial committees would be tasked to allocate the awards based on their own merit list. That would allow the provincial committees to take into account other flying-based awards that they will be allocating. The goal is to spread the awards to as many deserving cadets as possible.

The Committee was uncertain about how the CFTA's are allocated. The Executive Director will be asked to brief the group on the current process.

On Saturday the Executive Director briefed the Advisory Board on the process for allocating the Pilot Training Awards. Cadets must first apply for the award. A national merit list is the key to the allocation of awards. This ensures that the best cadet (according to the criteria established by the donor) gets the highest award. The only two awards that are not taken directly from the merit list are the West Jet Pilot's Association Award and the still-to-be-delivered CASARA Award: these are based on a separate application process.

The Executive Director also briefed the Board on an idea to consolidate and rationalize the allocation of Pilot Training Awards in order to help address the identified concerns of the program (to help cadets get enough hours to get their "fam rating"). He will be preparing a position paper for the BOG, which will also be shared with the Advisory Board.

IV. Conclusion

4.1 Good and Welfare.

- Irene Doty: We had a very productive Scholarship Meeting last night. The Committee will continue to operate this year under Irene's leadership
- Bob Dale: Should we be approaching Porter Airlines about an award similar to the WJPA? It was discussed and decided that we should encourage the OPC to approach this company, as it is currently an Ontario-based company.
- Gilles Currier: we still need to do more to promote the use of the awards program for recognizing our hard-working volunteers. What more can we do to make this happen?
- Jim McKeachie: Our Honorary Officers and Life Members should be invited to attend the SAM / AGM banquets (at their cost). A question was also raised about who pays for guests at the SAM and AGM dinners: is this a League cost or is it shared among the League members in attendance: Action: Chair to follow up with Executive Director.

4.2 Closing Remarks.

The Chair thanks the members for attending and for their input. Hopefully all will be busy in the spring with reviewing the nominations for national awards.

4.3 Date of Next Meeting

June at the Annual General Meeting

**APPENDIX F
NATIONAL FLYING COMMITTEE**



**APPENDIX G
LEAGUE INDUSTRY PARTNERS COMMITTEE**



**APPENDIX H
EFFECTIVE SPEAKING COMMITTEE**



2009 Semi-Annual Meeting of the BOG and Committees



APPENDIX I NATIONAL FINANCE COMMITTEE

In Attendance:

Bob Robert (Chair & Secretary)
Ralph Thistle (Vice Chair)
Stan Harry (Member)
Carol Cox (Member)
Max Goldack (Member)
Tom Holland (Member)
Louis Bourgeois (Member)
Jean-Marc Lanoue (Member)

Absent:

Greg Boudreau (Member)

Don Berrill (Visitor, Chair OPC & Chair of Chairs)
Geoffrey Johnston (Visitor, Governor ACL)
Bud Stewart (Visitor, NB PC Chair)
Ernest Wiesner (Visitor, NS PC Chair)
Terry Lewis (Visitor, Immediate Past Chair MPC)
Yvon Soucy (Visitor, VP QOV PC)

I. Administration

1.1 Welcome and Opening Remarks

The Chair welcomed Finance Committee members and thanked them for their participation and contributions. He especially welcomed Tom Holland and Louis Bourgeois as new members. He thanked Don Berrill for his past service on the Committee. He also welcomed the visitors and welcomed their interest.

The Chair expressed his appreciation for the continued progress in the 'finance file' since the last meeting, to the point that the routine mode has been achieved. Nearly all the pieces required to operate efficiently and effectively are in place. The most recent one is the quarterly report to this committee on the League investments with DNL and CIBC Wood-Gundy. The financial administration in the office is stable and experience is being accumulated, with the most senior member of the office staff nearing two years in the position. The Chair mentioned that to speed the meeting up he had forwarded in a November 3rd e-mail to the members the *AGM 2009 Finance Committee Meeting ROP*, the *SAM 2009 Finance Committee Book Report*, the *End of October ACL Financial Reports (Balance Sheet & Income Statement)* and the *Statement of Investment Policy* for prior review.

1.2 New Agenda Items

A call for additions to the Agenda yielded none.

1.3 Approval of the Agenda

Approval of the agenda as published in the AGM Book was called for.
Motion by Stan Harry. Seconded by Ralph Thistle.
Carried

II. Review and Approval of ROP, Business Arising and Updates

2.1 Approval of 2009 AGM Finance Committee ROP of 18 Jun 09.

No errors or omissions were noted.

Motion to adopt the 2009 AGM Finance Committee ROP by Tom Holland. Seconded by Ralph Thistle
Carried

2.2 Business Arising and Updates from the 2009 AGM Finance Committee ROP.

- a. The Chair noted that the current financial status (reports) would be addressed in New Business if time permitted.
- b. On the matter of 'Measures to Rectify the Control & Management of Finances' elaborated in the AGM 2009 ROP, the following update was provided and/or comments made:
 - PPM Article 3.7.10 continues to be the policy/procedures on Internal Financial Management, Control and Reporting. In this respect,
 - i. Cheques continue to be mailed to the Treasurer for signature. He thus has the opportunity to view expenditures and at times make enquiries. The ED mused on the advisability of using an internal electronic cheque approving procedure. No, as supporting documents could not easily accompany. It was pointed out that there are now only three signatories for the bank account and that two or three more need to be added to ensure availability of two.

Action: Chair & ED



- ii. Expenditures Commitments and Payments Authorization Procedures and responsibilities are working better and better.
- iii. Budget Development, Financial Reporting and 'How-goes-it' follow ups are in effect.
- The Chart of Accounts has been aligned with the Budget line items and the YE Audited Financial Statements are required to likewise be. The ED explained why it was not possible to complete this at the last FY End.
Action: ED
- The Line of Credit remains well clear. The ED reported the cost of using it, if and when required, as being prime + 1%.
- The ED reported that the clearing of loans between various accounts (Trust & Operating) has been fully completed.
- The Finance Committee agreed that it continues to be kept in the loop.
- The ED stated that the reporting to Birchall & Dale Trustees has become routine on a six-month basis (September & March).
- The rates of return on Trust Accounts are still running at 3.5% to 4.5%, averaging 3.8%.
- The Chair flagged the catalogue/kit shop inventory size (by valuation) and asked the ED about control:

Value on audited statements of 31 March 2008 = \$123,015
Value on audited statements of 31 March 2009 = \$109,517
Value reported on 29 Oct 2009 = \$114,246

The ED explained that the first value was nowhere near accurate. The second value was based on an actual count adjusted for a write off of items no longer worth anything and adjusted to a cost basis. Simply Accounting was re-zeroed at that time. The 29 Oct 2009 value is based on the accounting system. There are seasonal fluctuations in the inventory size based on purchases and sales. We are no longer buying widgets and "novelties". The ED, in accordance with the SPU, will go back to the BOG in 2010 with an assessment of the catalogue/ kit shop situation and with recommendations.
- The search for and determination of the existence of Trust Legal Agreements for the ~\$780,000 worth of Trust Funds has been completed. The ED reports very little documentation was found. A later determination will be made as to the advisability of switching some or all 'trust' monies to the Foundation.

For Info

2.3 Review of the Finance Committee Report in the 2009 SAM Book (pages 35-36).

- a. Update on SPU Goal D2 (Fund Raising Fields for the NLL, PCs & SSCs Levels):
The Chair of the Fund Raising Committee reported that the FR fields were in the 'review and negotiation' stage.
For Info
- b. Update on the ACL Foundation stand up:
The Chair briefed that the solicitor had produced the Foundation By-laws and the Letter of Application which were likely to be sent to the Minister of Industry shortly. The follow on step will be to apply for Registered Charity status.
For Info
- c. Collection of ACC9s:
The Chair said himself very pleased, generally, with the efforts of FCOs. They are ensuring quality. A negative is the number of SSCs still using obsolete ACC9 forms. The current (Jan 2007) Forms from the web site are to be used without fail. These new Forms, in the Excel versions, have the immediate benefit of eliminating math errors. The Chair still expected another 25 or more FY End 2008 ACC9s to be submitted – particularly from AB, MB, NS, QOV & SK. **Action: Those PCs**
- d. Training:
The Chair was very pleased that at least 4 PCs had conducted Financial Management Training Workshops at their recent AGM or shortly after. He encouraged all PCs to do the same.
Action: All PCs
- e. Awards:
The Chair was not aware yet of any PC giving awards for best SSC Financial Management or Best Treasurer(s). He would like to see it happen.
Action: All PCs

III. New Business

3.1 Office Financial Management staff situation:

The ED indicated that he was considering and would likely recommend that the current office accounting person's contract with Account Temps be bought out so that he be hired directly by us.

For Info



3.2 Presentation & Review of YTD (d/29 Oct 09) ACL Financial Statements & Budget:

The Chair expressed a concern in that budgeted Donations Revenues are very likely not to be met. Also the net take from the kit shop against the budget has been and remains a concern.

Action: Fund Raising Committee & ED

3.3 National Per Capita Assessment Fee:

Tom Holland expressed satisfaction that the Finance Committee had “taken control of ACL finances”. Noting the now chronic shortfall of Fund Raising revenues at ACL, especially the near complete drying up of corporate donations (acknowledged by Bob Dale), he proposed that it was time for the NLL to be properly funded by the PCs through a per capita assessment. Only in this manner will the NLL ably and aptly meet its responsibilities and rightly pay its members’ expenses so they will not be out of pocket. He noted that the ACL assesses now singly for insurance and other purposes.

It was agreed by the meeting participants, including four PC Chairs, that a single Assessment Fee to cover all validated purposes was required. That fee should be worked out in the coming weeks to allow PCs to prepare in consequence. The Assessment Fee would be voted on separately at the ACL AGM. One reservation was voiced by the QOV PC representative who said that value would have to be demonstrated for any increase over the current method.

Action: Chair

The Committee further agreed and stated that the ACL Executive Committee needs to tell the PCs to comply with having properly constituted and properly operating SSCs at every squadron per the PPM.

Action: EC

3.4 Mandatory Yearly Review of the ACL ‘Statement of Investment Policy’:

The Committee saw no need for changes and so recommends to the BOG.

Motion by Tom Holland. Seconded by Ralph Thistle.

Carried

Action: Chair to report to the BOG

IV. Conclusion

4.1 Good and Welfare of the Air Cadet League of Canada:

The Chair welcomed the offer by Ernest Wiesner to join the Committee as a member.

Action: Chair

4.2 Closing Remarks

The Chair acknowledged the very good progress made, thanks to the members of the committee and the office staff. Financial Management is good. He looked forward to continued support and involvement of those present.

4.3 Date of Next Meeting

June 17th 2010 at the AGM in Regina SK

4.4 Adjournment

**APPENDIX J
DIRECTOR OF CADETS**



**APPENDIX K
NATIONAL SELECTIONS COMMITTEE**

