



AIR CADET LEAGUE OF CANADA

EC MEETING ROPs

08 Feb 17

MEETING INFORMATION

Meeting Date: 08 Feb 17
Start Time: 1900hrs
Teleconference

ATTENDANCE

Don Berrill	Present	Darlene LaRoche	Present
Marcel Bineau	Absent	Merv Ozirny	Present
Don Doern	Present	Ernest Wiesner	Present
Sarah Matresky	Present	Scott Lawson	Present

1. ADMINISTRATION

1.1 President's Opening Remarks – D. Berrill

D. Berrill welcomed everyone to the call.

1.2 New Items for the Agenda – D. Berrill

There were no new items for the Agenda

1.3 Approval of the Agenda – D. Berrill

Moved By: M. Ozirny

Seconded By: D. LaRoche

Carried

1.4 Approval of the ROPs: Extraordinary Meeting 19 Oct 16 – D. Berrill

Moved By: E. Wiesner

Seconded By: D. Doern that the ROPs be approved as presented.

Carried

2. INFORMATION

2.1 President's Report – D. Berrill

D. Berrill reported that the items for discussion were added to the agenda via his email Sunday. He emphasized that from here on in, the Executive Committee needs to keep its focus on particular paths to ensure issues are being addressed continually and have monthly updates on progress.

2.2 ED Report – S. Matresky

S. Matresky reported that everything was covered off in the weekly ED meeting with DND report distributed a few days before. She added that things are working out very well with the new Finance Officer and Mr. Anthony Langlois will be replacing S. Raoelimanohisoa next week as the new Communications Officer. D. Berrill asked S. Matresky to elaborate on the information in her email concerning the current financial pressures DND was facing. She explained that as discussed briefly at the last ED meeting, the Formation is currently going through a significant financial 'scrub' to identify funds that can help alleviate financial pressures. BGen Woiden gave direction to the RCSU COs earlier this week to find available funds for reduction of the current FY commitments that would minimally impact the delivery of training to Cadets. They did not have specifics yet, but wanted to assure us that we would be kept in the loop once further direction is given to the RCSU COs.



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2.3 1st VP's Report – M. Ozirny

2.3.1 Provincial Chairperson's Report – M. Ozirny

M. Ozirny noted that the PC Chairs have a meeting scheduled for the 15th of February where they will be discussing several items that are on the EC agenda. S. Lawson will be compiling the supporting material and circulating it to the participants.

2.4 Treasurer's Report – E. Wiesner

E. Wiesner prepared a written report (with Dec 31 figures) with the following information:

- We are trending offside budget on actual revenues of \$807K vs. \$1030k, however the result is a deficit of (\$27k) after expenses.
- Cash flow availability was down. Statement not available at this time.
- Money from 75th was transferred to operating account. Funds from accumulated reserves will likely have to be transferred as budgeted.
- Shortfalls in fundraising will have an impact and will require correction.
- Details on items over/under budget were given.
- LIP/NRGC and staff are reviewing things in an ongoing effort to improve bottom line.
- Investments earning nominal interest.
- CRA talks slowed over the holidays, but with a new hire in place, information will be sent out soon to the PCs.

Moved By: M. Ozirny

Seconded By: D. LaRoche that the Finance Report be received as presented.

Carried

3. BUSINESS ARISING

3.1 CPMB Agenda – S. Matresky

S. Matresky noted that the agenda and supporting material for the CPMB meeting next Tuesday was circulated to the EC for information. She added that at the last Executive Director's meeting that Col. Proteau stated that he did not want more participants than necessary and that only the Executive Directors were welcome on the call. Discussion ensued about how this issue was already put to rest at the last meeting with LCol. Chrétien and that the ACL should be able to have whomever they want participate on the call. D. Berrill will draft an email to the Colonel on the subject. S. Lawson to circulate the Working Group update matrix to the Executive Committee for information.

3.2 Renewal Tempo Change – S. Matresky/S. Lawson

S. Matresky noted that this item was added to the agenda prior to the release of the email from the General stating that the tempo of Renewal was changing. Feedback from the RCSUs was that things were moving too quickly. Focus will remain on O&E and the business process and some of the WGs currently underway will continue, but many will take a pause and be rolled into realignment.

3.3 National Office Staffing Update – S. Matresky

Item covered under ED Report 2.2

4. CRITICAL PATH UPDATE

4.1 Screening and Registration Program Activities – D. LaRoche

D. LaRoche indicated that she has not been kept in the loop on the file. G. Johnston has been dealing directly with President D. Berrill. At the last Board meeting, it was decided that I. Turra would be contracted to implement the Next Generation National Screening Program. S. Matresky spoke with her on Monday and realized that what was communicated to her did not align with what was discussed. She is preparing some further information for I. Turra and verifying software capabilities with the Sumac company. Subsequently I. Turra has been in communication with G. Johnston and D. Berrill for further details.

The Executive Committee discussed how the National Operations Group, whereby the Committees report to the VPs who then report to the President and action through the Executive Director, has been an effective and necessary system to keep operations running efficiently. D. Berrill will send out a reminder to the BOG that this reporting system needs to continue to be utilized to avoid any further miscommunication and to avoid overloading individuals unnecessarily.



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4.2 CRA Charities Division Registration Activities – E. Wiesner/S. Matresky

D. Berrill noted that the League will be incurring a great deal of travel costs associated with the various working groups. It is important that the WG's are properly supported by the partnership and although expensive, it is the cost of doing business.

4.3 Fundraising/Industry Relationship Activities – E. Wiesner

E. Wiesner noted that this was covered as part of his Treasurer's Report.

4.4 MOU/CPMB Relationship Activities – S. Lawson

S. Lawson indicated that he still needs answers for when the military will commence work on the MOU. Even though the project has been pushed back until the fall, there are still some items that need to be worked on and aligned now.

4.5 Strategic Planning Committee – M. Bineau

M. Bineau reported that the planning committee will be meeting in the coming days. M. Lacroix has also joined the committee. S. Lawson added that he needs feedback from everyone on the Workbook information that was distributed at the SAM so that they can proceed with next steps.

5. NEW BUSINESS

5.1 Report on Findings: SSC Inc., Gov & Fees – S. Lawson

S. Lawson circulated a report that outlined the information derived from a survey given to the PCs on matters relating to Governance and operational areas of concern. The questionnaire was also given to them to review areas of interest surrounding SSC incorporation and an optimal legal structure to govern and deliver the Air Cadet Program across all provinces.

He summarized that there is a need to ensure proper balancing of authority and responsibility and the proper alignment of operational autonomy with legal/governance authority. There are some potential gaps in the overall governance and legal framework of the ACLC that needs to be addressed. A goal of all corporations, of course, is to properly align levels of responsibility, accountability and authority. There were no further questions.

Moved By: M. Ozirny

Seconded By: E. Wiesner that the report be received as presented.

Carried

5.2 Communications Within and Outside the ACL– D. Berrill

5.3 Proper Care and Communication with ACLN Staff – D. Berrill

D. Berrill noted the importance of speaking with one voice when communicating the Board's position to the rest of the membership as well as outside the organization. The organizational structure (where committee chairs report to vice-presidents who then in turn communicate with the ED and the President) is very important and must be utilized. He added that we are reverting back to the old system where committee chairs are contacting the office directly and the national office staff is receiving mixed messages and having a difficult time aligning priorities. It is crucial that we adhere to the new structure as it is an effective one. Discussion ensued on how to get the message across to the masses in a consistent fashion and how to leverage communication to get broad messaging to the public.

5.4 Changes to the SAM Structure for 2017– S. Matresky

S. Matresky presented several options for making changes to the structure of the Semi-Annual meeting held in November. With all of the additional costs for travel (both at the National and Provincial levels) the expense for the fall meeting is just over \$100k. With a modified version of the event, significant savings could be had if changes are made sooner rather than later. As the contract for 2017 has already been signed, it will be important to come to a decision soon. Some of the options included inviting only BOG members; inviting only EC members; BOG & PC Chairs; cancelling all together or keeping things as-is. After much consideration, it was decided that 'Option C' (BOG members and Committee Chairs in attendance only) would be the best option to present to the BOG for decision by electronic vote. Once solicited to the BOG, a summary will be provided to the PCs for input. It will be noted to them as well that they will be saving on the cost of travel for the delegates for whom they are responsible.

Moved By: D. Doern

Seconded By: E. Wiesner that 'Option C' (BOG members and Committee Chairs in attendance only) at the 2017 Semi-Annual meeting be put forth as a recommendation for consideration (electronically) by the Board of Governors.

Carried



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5.5 Items for Discussion with BGen. Woiden – D. Berrill

D. Berrill explained that he has scheduled a meeting with BGen. Woiden later this month in Ottawa and will be accompanied by S. Matresky and S. Lawson. He circulated a list of items to discuss during their upcoming appointment and asked for the ECs concurrence on the agenda. The items are as follows: Review of Independent Risk Management Report; Governance as it relates to the decision making process – WG to CPMB to CPMC; Tempo of Renewal; Governance as it relates to the ACL chain of authority and incorporated units; Assistance from DND as it relates to the CRA registration issue; Communications at the National level between the ACL and DND; Dual screening for CIs and CVs; VSS issues.

The items were reviewed and the Executive Committee concurred with D. Berrill's recommendations for the topics to be covered with the Commander of the Formation.

5.6 ACL Committee Direction – D. Berrill

D. Berrill circulated a memo that he penned a memo to the Committee Chairs with the expectations for their committees for the year. The information was reviewed and it was determined that more could be done to get the chairs in line to do what is required of them to move the business of the league forward. The list will be recirculated to the Committee Chairs as a refresher at the next meeting.

5.7 Insight Contract – D. Berrill

D. Berrill thanked S. Lawson for his participation on the call up until this point and S. Lawson then withdrew himself for this item of discussion. In conclusion, despite the shift in Renewal and delays with the Working Groups and the MOU undertaking, the EC agreed that it is still to the League's advantage to keep S. Lawson on as a consultant without any gaps between contracts. The workload continues to be heavy and much lead-up work will be required to stay one step ahead of DND when the time comes to negotiate. S. Matresky will draft a final version of his contract for renewal along with a redefined scope of work in the attached annex.

5.8 Invitations for the Honorary President – D. Berrill

D. Berrill explained that the BCPC has contacted him about an event being held on the West Coast in the fall. The League's Honorary President has been invited and she has accepted the invitation. R. Rique inquired about the protocol for the event when it comes to covering M. Carmichael's travel expenses as there is no policy in place at this time. Discussion ensued and it was determined that it would be proposed to the BOG to make a policy at the next meeting that if the National level of the League invites the Hon. President (or Hon. Director) to participate or represent the National President at an event, then National will cover the costs. If a Provincial Committee wishes to invite the Hon. President to an event, then the request must come through the National Office and it will be determined if the PC will cover the costs or if they will be incurred by National.

Moved By: D. Doern

Seconded By: E. Wiesner that a policy based on the outline above be drafted and presented to the BOG at the next meeting.
Carried

5. CONCLUSION

5.1 Closing Remarks – D. Berrill

Nothing further

5.2 Good and Welfare of the ACL– D. Berrill

Nothing further.

5.3 Date and Time of Next Meeting– D. Berrill

A BOG Meeting will be held on 08 Mar 17