



# AIR CADET LEAGUE OF CANADA

## EC MEETING ROPs

### 18 October 17

#### MEETING INFORMATION

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**Meeting Date:** 18 Oct 17

**Start Time:** 1900hrs

Teleconference

#### ATTENDANCE

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Don Berrill	Present	Darlene LaRoche	Present
Don Doern	Present	Merv Ozirny	Present
Jim Hunter	Present	Ernest Wiesner	Present
Scott Lawson	Present	Josee Woodford	Present

#### 1. ADMINISTRATION

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##### 1.1 President's Opening Remarks – D. Berrill

D. Berrill welcomed everyone to the call.

##### 1.2 New Items for the Agenda – D. Berrill

The following items were added to the agenda:

- a. Item 5.5, Request to attend SAM
- b. Item 7.4 In-Camera session

##### 1.3 Approval of the Agenda – D. Berrill

**Moved By:** M. Ozirny that the agenda be approved with addendums.

**Seconded By:** J. Hunter

Carried.

##### 1.4 Approval of the ROPs: 23 Aug 17 – D. Berrill

**Moved By:** M. Ozirny that the ROPs be approved as presented.

**Seconded By:** J. Hunter

Carried.

##### 1.5 Acceptance of the Board of Governor Minutes: 13 Sep 17 – D. Berrill

**Moved By:** D. Laroche that the ROPs be received as presented.

**Seconded By:** M. Ozirny

Carried.

#### 2. INFORMATION

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##### 2.1 President's Report – D. Berrill

D. Berrill indicated that the report was circulated as part of the supporting material. He reviewed the content of the correspondence between the 3 League Presidents and noted that the other Leagues are not interested in preliminary discussions regarding various program or League issues. The Navy President provided a detailed response to some of the topics put forward for discussion. S. Lawson summarized his meeting with the other 2 League EDs at the weekly meeting, noting that they felt the issues noted were important and relevant and that the Leagues are supportive of working together and reviewing and discussing common issues. Further, they noted that their Presidents felt that the issues noted had already been discussed earlier and all positions were known, and that their Leagues had significant items on their plate at present but they would continue to work at supporting collaborative dialogue with their Presidents.

**Moved By:** D. Berrill moved that his report be approved as presented.

**Seconded By:** J. Hunter

Carried.

##### 2.2 Treasurer's Report – E. Wiesner

E. Wiesner submitted written reports and financial statements, including results of the online auctions. No financial issues were noted at present and cashflow was on track. The CRA file is still at waiting stage for ACLN with the original CRA staff coming back after leaving the file. CRA has noted that a letter is forthcoming after review by 2 other CRA levels and they cannot discuss any details until it is released. NRCG report was provided and that Tom has requested time at the SAM to present some of the



## AIR CADET LEAGUE OF CANADA

### EC MEETING ROPs

### 18 October 17

proposed actions, including the User Pay report, the Presidents Club. Campaign letters were mailed out.

**Moved By:** E. Wiesner moved that his report be approved as presented.

**Seconded By:** M. Ozirny

Carried.

### 3. BUSINESS ARISING

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#### 3.1 Acceptance of ED Resignation – D. Berrill

D. Berrill noted that a letter had been distributed by S. Matresky to the Governors to acknowledge her time and experience with the League, and her resignation. Don conducted a short exit interview with her. He summarized the discussion with her: it was a good opportunity in a gov't position, there were no major changes to the ED position noted, she felt she was supported by goal, and that it is important to be clear on expectations of the ED.

**Moved By:** D. Berrill moved to officially accept the resignation of the ED as per the earlier letter and notice.

**Seconded By:** E. Wiesner

Carried.

#### 3.2 PC Survey Result – S. Lawson

A written report on the results of the PC Survey to assist ACLN on strategic planning items was provided. The report was originally distributed to PCs at their latest meeting, but 2 respondents had not replied at that time and are now included in the final report. J. Hunter noted that the question of a potential Cadet fee was mixed, approximately 50/50 for and against, noting that the Board will have to be cautious of the concerns noted when moving forward. It was agreed to have S. Lawson distribute the survey to M. Ozirny and D. Doern for distribution to Advisory and PC Chair Committees.

#### 3.3 Work Group Membership – S. Lawson

S. Lawson provided a written update of the Working Group Status report. Of note, the 2 new WGs are moving forward, with Guy Albert attending the Youth Voice Review and Craig Hawkins the Unit Team Leadership Review. Also confirmed are the CAF WG being attended by Marc Lacroix and the Growth and Sustainability WG attended by Ron Ilko. The MOU WG is tentatively scheduled for November, either 8, 9 or 10, with the key issue being raised by the Navy League that they will not be participating in MOU discussions unless the foundation of the document is based on the QR&Os or the Ministerial Directives (which currently are not developed). They have asked DND to provide rationale and details at the upcoming CPMC as to why they are moving ahead in the manner they are and for clarification of the foundation document issue. D. Berrill noted that ACLN is in agreement with this stance in principle, and that we have also requested that each League must have a unique MOU, or unique addendums to a common MOU that clarify and support the unique aspects, structure and operations of each League.

It was noted that D. Berrill, J. Hunter and S. Lawson will review CPMB/CPMC items prior to the upcoming meetings. D. Berrill also noted to remove Bob Birkenshaw from the AHGC, and to add Kevin Robinson and Ron Ilko.

#### 3.4 OPC Bylaws – D. Berrill

There was an earlier, electronic vote by the Board on the acceptance of the proposed OPC Bylaws to be put forward at their AGM. The results were 14 in favour, 1 against and 1 abstain. D. Berrill noted that he had provided G. Johnston with an explanation of the screening issue being put forward by OPC and that it must relate to current Bylaw/Policy of ACLN and not the future, anticipated ones.

**Moved By:** D. Berrill to officially accept the results of the Board electronic voting outcome on OPC Bylaws.

**Seconded By:** M. Ozirny

Carried.

#### 3.5 Growth & Sustainability Report: D. Berrill

D. Berrill noted that the report had been circulated earlier to the Executive with time for input and that no responses came forward. It has since been circulated to the Board of Governors for review at the next meeting and then for discussion at the SAM.

**Moved By:** D. Berrill to accept the report.

**Seconded By:** M. Ozirny

Carried.



## AIR CADET LEAGUE OF CANADA

### EC MEETING ROPs

18 October 17

#### 4. CRITICAL PATH UPDATE

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##### 4.1 Screening and Registration Program Activities – D. LaRoche

D. LaRoche noted report from G. Johnston on screening sent out earlier. It appears progress is being made and positive comments were provided about the new process. It was noted that forms will need to be approved by the Board. It was noted, though, that DND does not understand some of the legalities around the VSS issue.

##### 4.2 CRA Charities Division Registration Activities– E. Wiesner

E. Wiesner updated the EC during his Treasurer's report and had nothing further to add at this time.

##### 4.3 Fundraising/Industry Relationship Activities – E. Wiesner

E. Wiesner updated the EC during his Treasurer's report and had nothing further to add at this time.

##### 4.4 Affiliation Agreements – M. Ozirny/S. Lawson

S. Lawson provided a written report which contained various items for review and direction related to the Affiliation Agreement. Referencing the numbered items in the report, the following items were addressed:

- 1a) – approved
- 1b) – approved with the relevant wording changed to “does not have the authority to allow”. Scott to determine if legal counsel will be providing intellectual property text.
- 1.c) to secure proper language and clarification of issue with legal counsel as it relates to disposition of assets and ACLN establishing a separate entity within a PC.
- 1d) – agreed that the official Agreement should not identify actual form names and #'s, but reference would be to the approved forms as per current ACLN policy. Proper wording to be sought from legal counsel.
- 1 e) –agreed that clarification is required to address dispute resolution process language and process for items that are applied or interpreted within the Agreement between a PC and ACLN.

**Moved By:** M. Ozirny to approve the report, section 1 with the noted revisions and directions.

**Seconded By:** D. Laroche

Carried.

Section 2: That the protocol diagram and roles/responsibilities be adopted and that S. Lawson would assume the ED responsibilities for the Affiliation Agreement development for the next 2 months. He will work with Kevin Robinson and Russell Gallant on the items pertaining to ACLN Bylaws/policies.

**Moved By:** E. Wiesner to approve the report section 2 with the noted revisions and directions.

**Seconded By:** J. Hunter

Carried.

Item 3: deferred until SAM.

S. Lawson will send a letter to legal counsel next week with a goal of having a draft Agreement available (clean copy) for the Board to review at the SAM.

##### 4.5 Strategic Planning Committee – D. Berrill

S. Lawson provided various written documents from the Strategic Planning Cttee. to NEC and the master spreadsheet containing the full details for each Governor Committee and Actions. Based on the spreadsheet, NEC reviewed all of Quadrant 'A' items which relate to those items that are slated to be addressed in years 1-2. Some revisions were made and captured by S. Lawson and the full, revised spreadsheet will be used to create specific documents for the SAM.

D. Berrill noted to members that the remaining items in Quadrants 'B' and 'C' will be reviewed at the next NEC meeting by 'exceptions only'. NEC members are to review the activity guidelines provided in the written documents.

#### 5. NEW BUSINESS

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##### 5.1 Insurance D&O, Crime Coverage – D. Berrill

D. Berrill noted that the ED was working on a couple if insurance items prior to her departure. The current items pertain: a) to the issue of Crime Coverage and any action ACLN will be taking as it relates to the lack of coverage that ACLN felt it had secured with the



## AIR CADET LEAGUE OF CANADA

### EC MEETING ROPs

### 18 October 17

insurers but were informed otherwise; b) Directors and Operators coverage. D. Berrill and J. Woodford to review the files. J. Hunter will followup with J. Woodford on insurance items related to Aviation.

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#### 5.2 SAM Itinerary/Planning – D. Berrill

A draft of the itinerary was provided. D. Berrill noted that they need confirmation of the timings and locations for the ED interviews on November 23, either at the hotel or at ACLN offices. J. Woodford to finalize details and report back. The DND guest list for the recognition breakfast was reviewed, and D. Berrill and J. Woodford will finalize the list of invitees with the goal of including the senior level CCO officers who will be new in their positions. Gen. Woiden will provide a report to the plenary. J. Woodford is sending out all invitations to other VIPs and sponsors. Dress for BoG and Executive Committee to be in blazers for the recognition breakfast, which J. Woodford will note to everyone.

**Moved By:** M. Ozirny to accept the agenda for SAM.

**Seconded By:** J. Hunter

Carried

#### 5.3 CPMC/CPMB Items – D. Berrill

D. Berrill noted the email communications included that were held with the other 2 League Presidents with a goal of having advanced meetings of the 3 Leagues prior to DND meetings to identify common issues and relate any concerns for each element. As identified, the other Leagues did not wish to participate in the meetings. Navy provided a more detailed response to the issues raised by D. Berrill for discussion at the upcoming CPMC. It was noted that ACLN will be standing alone on the protocols and involvement of the Leagues as it pertains to National Selections. J. Woodford noted that the National Selections and IACE meeting just held today were productive and that another one is to be held before November 15. Timelines and activities were noted and agreed to, and the revisions will take effect next year once they have been finalized. It was noted that our continued involvement and role for National Selection and IACE would be reinforced at the upcoming CPMB meeting if addressed.

An email written by Atlantic RCSU CO was included and which noted one item that stated this RCSU would not be supporting Effective Speaking activities and were putting officer time and resources into other Regional activities. The communication came to our PC Chairs and they have noted that there was no consultation or input by the Leagues on this item. S. Lawson noted that there is inconsistencies in DND messages as one of the Working Groups has put forward that ES be expanded and supported to all PCs and considered as an optional program by the other 2 Leagues, while one RCSU is removing their support. It was discussed that if DND is not going to support ES, than ACLN will require advance notice so that it can determine other options and funding to ensure this important, national program is implemented across all PCs. J. Hunter and S. Lawson will bring this matter forward at the next CPMB meeting for discussion and note our concerns.

D. Berrill asked S. Lawson to review and re-send him the data provided in the Growth & Sustainability report as it pertains to BCPC population statistics as he will be using this information at CPMC to stress the issue of financing and funding the Cadet program.

The issue of League ED involvement at national RCSU CO conferences and communication protocol was discussed as the concern is that with the new DND structure that some nationally directed activities are being downloaded directly to regional levels and the national EDs are not in the loop for this communication, leaving Leagues reliant on their PC/SSC levels to hear about changes from national level.

M. Ozirny noted that the DND officer responsible for this years IACE initiative and which ACLN had concerns about was tasked to assume the role again for next year, and did his superiors know about his poor performance from ACLNs perspective. D. Laroche noted that she had serious concerns about this officers conduct and performance and that there seemed to be a disconnect in the information that was shared with P. Bousigard in relation to what had transpired with IACE and this officers performance. J. Hunter believed that ACLN was told that this officer was not returning in the role. J. Woodford noted that the overall situation was difficult from her position of having to provide support to the full program and the challenge of being involved with the various issues that were impacting the IACE program and ability to ensure it was implemented. J. Hunter to review this matter, determine what information was provided about this officers future involvement, and report back to Executive.

#### 5.4 Expanded Partnership – CAP and ACL

D. Berrill noted some of the details on his recent activity with Civil Air Patrol in USA and some of the discussions with them as it relates to future exchange opportunities. There is interest from CAP to further explore opportunities to build relationships with ACLN and also to look at future Cadet exchanges, possibly alternative programs for those Cadets not involved in IACE. It was agreed that continue discussion with CAP with a goal of benefitting youth in both parties was a positive initiative. D. Berrill will provide a framework for discussion on potential relationships and opportunities between both organizations and present to NEC.

#### 5.5 Attendance of PC Chair at SAM – M. Ozirny

M. Ozirny reviewed an email that was included and sent from the new Chair of the BCPC (Christine Welch) in which she asked if she was able to attend the SAM. He noted that he was not in agreement given the decision reached by all the PC Chairs regarding their attendance, and allowing this would be inconsistent. D. Berrill noted that the earlier discussions with PC Chairs concluded with their



## AIR CADET LEAGUE OF CANADA

### EC MEETING ROPs

### 18 October 17

agreement that it was all of none of them attending, for which the current SAM structure was established to use web conferencing for the PC portion of the business meeting. It was agreed that the BCPC would not be able to attend the SAM and that D. Berrill will provide written response the her.

#### 6. COMMITTEE REPORTS

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##### 6.1 PC Chairs, Air Cadet Committee – M. Ozirny

M. Ozirny noted that he has not been getting any response or cooperation from the OPC Chair on important issues such as a signed Letter of Intent, recent participation in the PC Chair survey, or responses and explanations of how OPC will be addressing the lack of ACC9 submissions. It was agreed that D. Berrill and M. Ozirny will review this matter and that D. Berrill will address to the Chair and incoming Chair at the upcoming OPC AGM.

M. Ozirny asked about the systems in place to host the PC online conference portion of the meeting. J. Woodford noted that the system was reviewed at the hotel and should work well and that it utilizes BlueJeans system with enhanced microphone and screens in the meeting room. M. Ozirny requested that one of the staff members be assigned responsibility to manage the system on the day so that all goes smoothly. It will be assigned to Anthony Langlois. J. Woodford will have A. Langlois communicate with Merv for the SAM arrangements. The goal is to have the meeting agenda and notice details sent out on October 23. The itinerary for the PC Chair meeting at SAM is still to be finalized.

**Moved By:** M. Ozirny to approve his report.

**Seconded By:** D. Laroche

Carried

##### 6.2 Finance, NRG, LIP – E. Wiesner

Nothing further was noted.

##### 6.3 Aviation, IACE, Music, Effective Speaking, Strategic Planning – J. Hunter

Aviation report was provided. J. Hunter noted that graduation rates for northwest region are not updated at present by DND, so he will continue to seek them and provide to Executive when available. He identified that DND is continuing to work on the report for fleet items with a focus on the extended SIRP times which will extend the life and create financial efficiencies along the way, report due in January 2018.

**Moved By:** J. Hunter moved to approve Aviation report.

**Seconded By:** M. Ozirny

Carried

IACE and National Selections reports were provided. J. Woodford Meeting added she attended the National Selections meeting with Hille and Marc and they worked through a mapping process to determine timelines, dates and process to be followed for selections next year.

**Moved By:** J. Hunter moved to approve IACE and National Selections report.

**Seconded By:** M. Ozirny

Carried

##### 6.4 Members, Communications, Selections, Screening – D. LaRoche

D. LaRoche provided a written report that went out after package. Communications is working on an 'aging out' package that will come to the Board in the near future.

**Moved By:** D. Laroche moved to approve the reports as presented.

**Seconded By:** M. Ozirny

Carried

##### 6.5 Advisory Council, Awards, Nominations, Scholarships – D. Doern

D. Doern noted he has been offline since mid-August and is catching up on emails. He has not received reports from Advisory Council as a whole of the Nominations Committee. He noted a recommendation from Scholarship has been put forward to D. Berrill and J. Woodford who will determine direction and bring to Board accordingly. D. Doern reviewed the situation with regards to a Presidents Citation for Vern Toews. Due to timings, the approval process was expedited so that the President could provide the award to Mr. Toews at the recent MB AGM. Tom White and M. Ozirny were consulted and approved the expedited timeline as it was already approved. It will be suggested by D. Doern to request that the Honours and Awards committee have 2 cutoff dates for these awards so that the relevant ones can be awarded to PCs at their fall AGMs, and other ones would remain for ACLN AGM. D. Berrill to send 2 documents to D. LaRoche, a timeline document and a communication plan for the scholarships for review and recommendations to the Board in the future.

**Moved By:** D. Doern moved to approve the reports as presented.



## AIR CADET LEAGUE OF CANADA

### EC MEETING ROPs

18 October 17

**Seconded By:** M. Ozirny

Carried

#### 6.6 Staff Management/Ad Hoc Governance Committee – D. Berrill

It was noted that J. Hunter will send resumes and proposed questions for the ED interviews to the Staff Management committee once they have been reviewed by the Search Committee. J. Hunter noted that not all Search Committees have seen all resumes to date as there have been some technical challenges to access them by everyone. J. Woodford will review and communicate with Jim. Travel arrangements for all Search members have been made. D. Berrill is securing salary and benefit information and will provide to staff management.

D. Berrill noted that Ron Ilko has agreed to head up the Risk Management committee for ACLN and has been the ACLN representative on this Renewal Working Group.

**Moved By:** D. Berrill moved to accept the verbal reports provided.

**Seconded By:** J. Hunter

Carried

## 7. CONCLUSION

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#### 7.1 Closing Remarks – Various

J. Woodford noted that they did receive information on providing an award at RMC Kingston. D. Berrill said he can represent ACLN and will coordinate dates with the office.

#### 7.2 Good and Welfare of the ACL– D. Berrill

D. Laroche noted that Dave Vokey was recovering from heart surgery and doing well. J. Woodford will send best wishes and get well card from ACLN. D. Berrill noted that he feels that headway is being made on a number of files, and that we will have some challenges moving forward but feels ACLN will work together and be successful for the Cadets. M. Ozirny recognized the time and devotion that D. Berrill spends in support of ACLN and thanked him for his efforts.

#### 7.3 Date and Time of Next Meeting– D. Berrill

An NEC and BOG Meeting will be held at the SAM.

#### 7.4 In-Camera session – D. Berrill

**Moved By:** M. Ozirny to move to an in-camera session with Executive members only.

**Seconded By:** E. Wiesner

Carried.

NEC went in-camera to discuss IACEA.

**Moved By:** M. Ozirny to move out of in-camera session.

**Seconded By:** D. Doern.

Carried

**NEC Meeting Adjourned.**