



**5 Cyclone Royal Canadian Air Cadets
Squadron Sponsoring Committee
Record of Decision**

Date	February 6, 2024	Time	1900 hrs
Location	ESCE, Embrun ON	Attachments	No

Purpose of Meeting – Monthly Board of Directors Meeting	
<u>Attendees:</u> Natalie Verdon – Chair Albert An – Dir Facilities Andre Guilbault – Treasurer and Advisor Cam Fancey – Dir Web	Roshan Abraham – Dir Fundraising Jennifer Pershick– Volunteer Matthew MacDonald – Volunteer Kimberley Meadows – Vice Chair (TBD) Natalie Levac – Dir Fundraising Karen Mushing – Secretariat
<u>Members Absent:</u> Chris Allen Cameron Willis	

ITEM #	ITEM	TOPICS	OPI
1	Opening	Meeting called to order	Chair
		Meeting is called to order by Ms. Natalie Verdon. Quorum was reached.	
2	Agenda	Approval of the Agenda	Chair
		Discussion of monthly payments listing was postponed. Approval of the agenda is proposed by Ms. Natalie Verdon	
		NOTE: In the future the agenda must be proposed and supported by members of the committee and assigned a resolution number for tracking.	
		Resolution number:	

ITEM #	ITEM	TOPICS	OPI
3	Minutes	Approval of previous Minutes	Chair
<p>Minutes from meeting of January 16, 2024 available on the website. Minutes were adopted.</p> <p>NOTE: In the future minutes must be proposed and supported by members of the committee. Identify if the minutes were adopted unanimously or if there were changes required. Resolution number needs to be assigned.</p> <p>Resolution number:</p>			
4a	Finance	Presentation and Approval of Monthly Payments Listing	Cancelled
<p>Not discussed.</p> <p>NOTE: List of transactions distributed, reviewed, proposed, and supported by 2 members of the committee and adopted. Resolution number needs to be assigned.</p> <p>Resolution number:</p>			
4b		Presentation and Approval of Annual Financial Statements 22-23	Treasurer
4c		Presentation and Approval of 2023-2024 Budget (v1.0)	Treasurer
4d		Signing Authority	Treasurer

ITEM #	ITEM	TOPICS	OPI
5	Vote	Vice Chair and other committee positions	Chair
<p>Ms. Natalie Verdon nominates Kimberley Meadows to fill position of First Vice Chair. Motion is proposed by Mr. André Guilbault and supported by Mr. Albert An. Note vote was called. Motion was passed.</p> <p>Resolution number:</p> <p>The announcement that Mr. André Guilbault will be stepping down from the Treasurer position at the end of the current training year. A potential replacement has been found with Mr. Chris Allen, currently away on vacation.</p> <p>Ms. Natalie Verdon presents a document outlining the available Director positions on the Board of Directors and opens the unfilled positions and asks if anyone is interested in filling these positions.</p> <p>Roshan Abraham volunteers for the Director-Fundraising 1 and Ms. Natalie Levac volunteers for the Director Fundraising 2. No vote was taken, no objections recorded.</p> <p>Albert An will continue to be Facility Director as it wasn't listed in the positions.</p> <p>Resolution number:</p> <p>Ms. Natalie Verdon proposes to migrate to M365, Ms. Kimberley Meadows supports the migration. No vote called. Migration to proceed.</p> <p>Resolution number:</p>			
5	CO's Address	CO's report	CO
Meeting held virtually CO did not give a report.			

ITEM #	ITEM	TOPICS	OPI
6a	Activity Planning	Events and close-out Reports	Chair
		<p>Wine Island ~\$700 income</p> <p>Ms. Kimberley Meadows: Activity was a good amount of funds raised for a low level of effort required</p>	Kimberley Meadows
		<p>Dart Tournament Ms. Karen Mushing:</p> <ul style="list-style-type: none"> a. There was a good turn out with 24 players; unfortunately, 6 players had to cancel for personal reasons the morning of. Lessons learned – b. The poster should indicate the number of teams only. Making teams the day was a stress that could have been avoided. c. The chili and baked goods were all well received. Thank you to the parents who donated the sweets. d. For future tournaments, maybe chips for each table, but keep it simple. Entrance of \$20 e. 50/50 brought in \$185 - \$370 in tickets were sold. Having the extra prizes (teeth whitening and gift cards) was a hit. More planning for prizes next time. <p>Thank you to Keith Cogswell for helping me host; Tonya Cogswell for donation the teeth whitening kit valued at \$109; Charlene Spratt who donated gift cards and special thanks to Solly's Bar for allowing us to use the space</p>	Karen Mushing
		Upcoming Fundraising Events	Chair

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		<p><u>Living Locally Fair</u></p> <p>Ms. Kimberley Meadows brought up the possibility of fundraising at tables during local events like Living Locally. If the cadets don't have a table, then may be able to use friends' tables to have a jar.</p> <p><u>Raffle and TO package</u> ? Ms. Natalie Verdon gives an update to committee regarding the current status of securing travel arrangements to support the raffling of the donated Raptor's Tickets by Mr. Roshan Abraham. VIA rail no longer donates free fares and Air Canada has not yet returned the request. Mr. Roshan Abraham will ask the raptors if they will add to the package for the raffle.</p> <p>Consideration to gas cards that would cover fuel costs of driving to TO</p>	<p>Kimberley Meadows</p>

ITEM #	ITEM	TOPICS	OPI
		<p><u>TAG Days Presentation</u> ☑ Mr. Roshan Abraham presented the use of TIPTAP to electronically collect funds of a certain denomination (5\$). Possible to onboard multiple Squadrons to reduce the administration fees associated with using the devices.</p> <p>Fees: these could be split over 4 squadrons and then each one could have it for one weekend. Consideration might be given to future partnership with the Legion or other large sponsor that could be advertised on the lanyard of the device, to help bring the cost down.</p> <p>Costs associated to using this solution: \$230 set up fee \$130 one time payment \$35 per device per month \$25 per lanyard and we keep 5% \$535 for 5, \$930 for 10 devices</p> <p>Details: Do three locations on two different weekends May 3rd to 5th and last weekend in May 24 to 26 Will give us the information we need for next year. Ms. Natalie Levac will be the contact person while Mr. Roshan Abraham is away. Concern over Cadet having lanyard around their necks.</p> <p>Committee decision is to move forward with TIPTAP as an option and to reassess after use.</p> <p>Resolution Number:</p>	

ITEM #	ITEM	TOPICS	OPI
		<p><u>Sponsorship letters refresh.</u> Mr. Cameron Fancey agrees to review and refresh the sponsorship letters to be used to communicate with potential sponsors.</p> <ul style="list-style-type: none"> ● Natalie asked a Costco re whether they sponsor. They said yes, but the letter needs to be in better shape. ● Natalie Levac has a letter, needs Andre and Rashan to look at it for Tag Days. ● CRA Number on the letter. ● Letters would be delivered in person? Email? ● Natalie Levac is OK will her name and contact details be included in the letter, but also point of contact can be the Chair as a alternate. ● Andre will send list of places and the logo information to Natalie L. <p><u>Trivia Night September 14, 2024</u></p> <p>Chili, buns, popcorn. Need, crockpots, Buns, meat, chili spices, sour cream, butter for buns. plastic spoons, bowls</p> <p>Poster/ message to parents</p>	
6a	Activity Planning	Local Activities for Cadets	Chair

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		<p><u>Re-open Canteen</u> This was discussed at the regional meeting and many of the squadrons said it is a great way to raise cash. There is also the No One is Left Behind, so that cadets who do not have the money can still benefit from the breacktime snacks.</p> <p>-volunteers for Tuesday nights, no volunteers came forward -volunteer for tracking inventory, money raised, looking for deals -volunteer to do the shopping Potential use of Square to purchase reusable tickets.</p>	
		<p>Winter FTX Feb 2 -Feb 4 nothing required from comittee</p>	
		<p><u>April 6, 2024</u> Cadet Mess Dinner total received is \$1,700.00 for 70 cadets</p> <ul style="list-style-type: none"> ● Venue Chesterville Legion ● Food/drinks ● Cook – Constance (+2) ● Volunteers ● Formal table and plate settings required to honor the event as described in rules ● Agenda <p>The screening forms for volunteers are in progress. Suggestion is to use a legion – Chesterville. Need volunteers for the meal service. Mayor has accepted the invitation to attend the dinner.</p>	

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	<p><u>May 10-May 12, 2024 Summer FTX</u></p> <ul style="list-style-type: none"> ● Food/drinks ● Someone to cook – There are three people who are volunteering for the FTX weekend. ● Volunteers ● Transportation <p>Outdoor Kitchen</p>		
	<p><u>May 25, 2024 Annual Ceremonial Review (ACR)</u></p> <ul style="list-style-type: none"> ● List of sponsors and Politician ● Food/dinks donations ● Cook ● Photos ● Agenda ● volunteers 		
	<p><u>September xx, 2024</u></p> <ul style="list-style-type: none"> ● Cadet welcome back BBQ. Need date, venue, food/drinks, agenda. Need list of food and drinks, need venue, need agenda, need location, need volunteers, need. <p>Trivia Night, Gift cards etc.... Trivia Night (not until 2025 but must be ready to go with sales in September).</p> <p>Need to start collecting for the silent auction.</p>		
	<p><u>November 11, 2024</u></p> <ul style="list-style-type: none"> ● Remembrance day celebration ● Poppy sales 		

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8	Other points	Members security screening in progress	Chair
9	Closing	Date and location of the next meeting March 5, 2024 at Regular Training location	Chair
		Adjournment	Chair

/ original signed by /

Karen Mushing, Secretary 5 Cyclone Squadron, SCC

Date

/ original signed by /

Natalie Verdon, Chair 5 Cyclone Squadron, SCC

Date