



5 Cyclone Royal Canadian Air Cadets

Squadron Sponsoring Committee

Record of Decision

Date	March 5, 2024	Time	2000 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 Cam Fancey – Dir Web	Roshan Abraham – Dir Fundraising Kimberley Meadows – Vice Chair (TBD) Karen Mushing – Secretariat
<u>Members Absent:</u> Chris Allen Cameron Willis Andre Guilbault – Treasurer and Advisor Jennifer Pershick – Volunteer Matthew MacDonald – Volunteer Natalie Levac – Dir Fundraising	

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 Meeting had a late start due to parent announcements of the summer activity. 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 February 6, 2024 will be available on the website once committee members approve secretarially. Minutes to be adopted electronically.</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	Treasurer
		<p>Not discussed. Treasurer absent.</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
		Treasurer absent	
4c		Presentation and Approval of 2023-2024 Budget (v1.0)	Treasurer
		Treasurer absent	
4d		Signing Authority	Treasurer
		Treasurer absent	
5	CO's Address	<p>CO was informed that the there are new legal obligation to obtain their written permission before capturing these images or videos. CO will review and inform. Noting that this permission was sought and obtained in September 2024 with the onboarding package and the remaining consent forms.</p>	CO
		CO was involved with other duties and was not approached to give an update.	
6a	Activity Planning	Events and close-out Reports	Chair

ITEM #	ITEM	TOPICS	OPI
		<p>Effective Speaking – local competition was held on February 27, 2024 where judges, members of the SSC, and fellow cadets were treated to 3 speeches prepared and delivered by Cpl Lohnes, Cpl Vance and FCpl Singh.</p> <p>FCpl Singh was successful at placing first and will be entered into the Regional competitions to be held in March.</p> <p>The SSC would like to extend our thanks to the judges, Ms. Jennifer MacDonald, Mr. Paul Deveau, and Mr. Doug Anthony for taking the time to come out and support our cadets in this activity.</p>	<p>Kimberley Meadows</p>
		<p>Upcoming Fundraising Events</p> <p>Raffle and TO package ☑ 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. Mr. Roshan Abraham will ask the raptors if they add to the package for the raffle.</p> <p>Consideration to gas cards that would cover fuel costs of driving to TO.</p> <p>Communication packages need to be created by the new Director of communications. We will need the information package to be sent out to the parent during the week of March 11 to March 18 and the draw will occur on March 25, 2024. We will do one ticket for \$20 and 3 tickets for \$50.</p> <p>Once the communication package is prepared Ms. Karen Mushing will post it on the community pages within Vars.</p>	<p>Chair</p>

ITEM #	ITEM	TOPICS	OPI
		<p><u>TAG Days:</u></p> <p>Mr. Roshan Abraham will start the request over the coming weeks to ensure we purchase the TipTap devices. Will need to connect with the other Squadron who use TipTap. Account set up will then need to be completed. Mr. Roshan Abraham will send Ms. Kimberley Meadows a list of items required for the purchase.</p> <p>Resolution Number:</p> <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 Roshan 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>Mr. Cameron Fancey will review the Sponsor letters over march break and return it to the committee the week of March 18th no later than March 22, 2024.</p>	<p>Mr.Cameron Fancey</p>

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		<p>Catch the ACE: The event has opened to include more sponsorship which is great however requires a high level of effort and additional volunteers to sell tickets and to abide by the Lottery and Gaming expectations.</p> <p>Physical tickets and require retailers to assist in the sales. This may be difficult as most retailers already have their sponsors selected. We have the option to go digital and reach a wider audience. Ms. Kimberley Meadows is meeting with the Kin Club of Russell representatives March 7, 2024 to discuss options and the best way forward. Other Directors from the SSC need to assist in this event. Parent volunteers will be required.</p>	<p>Ms. Kimberley Meadows</p>
6a	Activity Planning	Local Activities for Cadets	Chair

ITEM #	ITEM	TOPICS	OPI
		<p><u>Re-open Canteen</u></p> <p>Ms. Natalie Verdon will contact Costco with a list of items required to assist with the re-opening of the canteen. A list will need to be created by the SSC committee</p> <p><u>April 6, 2024 Cadet Mess Dinner</u> total received is \$1,700.00 for 70 cadets</p> <ul style="list-style-type: none"> ● Venue Chesterville Legion has been confirmed and will be donated to us ● Food/drinks ● Cook – Constance (+2) ● Volunteers to serve will be Mr. Cameron Fancey, Mr. Roshan Abraham, Ms. Karen Mushing ● Formal table and plate settings required to honor the event as described in rules. ● Agenda <p>Communication packages need to be created for the event by the communication resource. Will need to be specific on plus 1 to ensure cadets are only inviting children from age 12 to 18. Also should add the SoP at least parts of it to ensure proper communication to the parent to assist on table matters and behaviours.</p> <p>Need to confirm with Cpt Willis who will be training the cadets on etiquette of the dinner.</p> <p>Announcement on the calendar also needs to be changed from April 5 to April 6 to ensure no confusion.</p>	<p>Ms. Natalie Verdon</p>

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7	Other points	For the summer program with the cadet, they will require computers. No cadet left behind SSC will see what we can do so all kids can register whether they have a PC or Internet.	Chair
		Tags for the uniform is required for the cadets and it will be the responsibility of the SSC to fund the tags	
		Members security screening in progress	Chair
8	Closing	Date and location of the next meeting April 2, 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