



5 Cyclone Royal Canadian Air Cadets

Squadron Sponsoring Committee

Minutes

Date	October 31, 2023	Time	2000 hrs
Location	Teams	Attachments	3

1. Purpose of Meeting
Monthly Board of Directors Meeting

2. Attendance	
Board of Directors	Other Members
Chair Absent	
1 st Vice-Chair Vacant	
2 nd Vice-Chair Vacant	
Treasurer Mr André Guilbault	
Secretary Ms Karen Mushings	
Director Ms Natalie Verdon	
Director Ms Shawna Wilson-Allen	
Director Mr Steven Van de Visch	
Director Ms Natalie Levac	
Director Mr Albert An	
Director Kimberley Meadows	
Director Cameron Fancey	
Director Abraham Roshan	

ITEM #	ITEM	POINTS OF DISCUSSION	ACTION
1	Opening	<p><u>Meeting called to order</u></p> <p>Mr. Guilbault called the meeting to order. He welcomes and tanks all new members and returning members in attendance. The quorum is reached. Ms. Kilah Wilson-Allen was unable to attend. Unfortunately, she has had to step down as Chair. A new chair will be voted on tonight. For this meeting, Mr. Guilbault will lead the meeting.</p>	Treasurer
2	Agenda	<p><u>Approval of the Agenda</u></p> <p>It is resolved to approve the agenda as presented.</p> <p>Proposed by: Mr. A. An</p> <p>Seconded by: Mr. S. Van DeVisch.</p> <p>All in favor.</p> <p>Resolution 234-10-001</p>	Treasurer
3	Previous Minutes	No previous minutes have been presented.	Treasurer
4	Finance	<p><u>Presentation and approval of Monthly Transactions Listing</u></p> <p>The monthly Transactions listing was not available at this time.</p> <p><u>Presentation and approval of Annual Financial Statements 22-23</u></p> <p>Mr. Guilbault went over the financial statement, emphasizing on the revenue of \$25 000 and expenses for the same amount, with a current deficit of \$112 - See attached finance sheets. The bank account was at \$20 000 and half of it are already spent.</p>	Treasurer

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It is resolved to approve the Financial Statements 22-23 as presented.

Proposed by: Ms. S. Wilson-Allen

Seconded by: Mr. A. An

All in favor.

Resolution 234-10-002

Presentation of 23-24 Budget

It is mentioned that the DND budget has been reduced and will impact our budget.

Expenses. The cost of storage increased by 300 to 400% plus administration fees. The annual rental has been paid. Annual assessment. The assessment was set at \$60/Cdt for 49 cadets (quota as of 31 March 2023). \$2 940 has been paid to the Provincial committee. The facility rental for shooting, forecasted at \$5 000 will not be reimbursed by DND, as it was the previous year. But Field Training will be. Flying Breakfast expenses (concept to be determined) might be reimbursed in part by DND.

Revenue. United Way pay a certain amount each quarter, depending of donations. We should have some donations. Some Fundraising activities are budgeted but the SSC need to lean on them.

5	Signing Authorities	<u>Bank Account</u>	Treasurer
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New signers are needed with the changing of the Chair.

Currently the signers on the 5 Cyclone accounts are Ms. Kilah Wilson-Allen, Mr. André Guilbault and Ms. Jennifer Pershick.

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It is resolved that new signatories will be: Ms. Natalie Verdon, Mr. Albert An and Mr. Andre Guilbault.

Proposed by: Mrs Kimberley Meadows

Seconded by: Mrs Karene Mushing

All in favor.

Resolution 234-10-003

BMO Credit Card

It was proposed that Mr. Albert An be the signatory and card holder for the BMO Credit card. After discussion, the vote was postponed later.

6	CO's Report	<u>Staff</u>	CO
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Lt Rozon will be on leave for a while. MWO Pinket will not come back.

Merit Board

WO1: 7 November 2023

WO2: 14 November 2023

The promotion night will be on 28 November 2023.

Aviation Night

OPI: CI Maxwell

Music

The CO mentioned that she is looking to restart the Brass & Reed program locally. Pipes and Drums can still go in Rockland.

Ground School

Will be hold on 1 November 2023.

Poppy Sale

Will take place on 4 November 2023.

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		<p><u>Remembrance Day Ceremonies</u></p> <p>Vars: 5 November 2023</p> <p>Russell: 11 November 2023</p> <p>Embrun: 11 November 2023</p> <p><u>Marksmanship</u></p> <p>CO is working on getting a location.</p>	
7	Functions assignments	<p><u>Chair person</u></p> <p>To replace Ms. K. Wilson-Allen as the SSC Chair, it is resolved to appoint Ms. Natalie Verdon.</p> <p><u>Vice-chair</u></p> <p>The filling of this function will be discussed at the next meeting.</p> <p><u>Facility coordinator</u></p> <p>Mr. Albert An accepted to keep this responsibility.</p>	Treasurer
8	Activities planning	<p><u>Trivia night</u></p> <p>Last year's trivia night was a huge success. Costs were minimal and approximately \$7000 was raised.</p> <p>Because all 2024 dates had already been reserved, the next trivia night will be for the 2025 program year.</p> <p>The 2025 date has been reserved.</p> <p><u>Spring tag day</u></p> <p>The subcommittee for spring tag day includes Natalie Levac and Abraham Roshan:</p> <ul style="list-style-type: none"> - ask business locations to have Cadets standing outside “selling” something small (pens, stickers??) - date to be decided with CO - contact businesses after dates have been decided 	Chair

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- André has information but he will share regarding locations and past fundraising tag dates
- supervision for tag day; ensuring everyone has supplies; number of Cadets and locations

Bagging

The group discussed the success of the bagging fund raising done last year at Foodland Russell.

This year, Kim Meadows will contact several Foodlands (Russell, Winchester, Greely).

Christmas Market (Dec 2, 2023)

There were concerns on whether we would participate in the December 2nd Christmas market at the Russell fairgrounds. Concerns included the low return from last year and the limited time to ensure there are enough volunteers.

If our group participates, parents will donate baked goods to sell for donations. Last year, SSC had coffee and hot chocolate, but because the event had been moved inside, people were just called Internet show as much interest in the coffee and hot chocolate.

There are some items available in storage. Inventory of cups, sugar, spoons, etc. will need to be completed to see what would be needed for this year.

Minimal set up, volunteers are key.

Other Fundraising ideas

A discussion together further ideas for fundraising will be discussed at the next meeting after members have had some time to gather more ideas.

- Catch the Ace
- Online Auction
- Raffle (baskets)
- Sponsors??
- Event night at the school? Is the gym available? What about other locations? Legion?

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9 Varia

Assessment Cost

The question about assessment cost was answered by André. In short there is the national air cadet league (ACL) and they are the ones in direct contact with DND. Each province has its own league. Several provinces are grouped together because of their small numbers. Quebec and Ontario are the two largest leagues. In the past, Ottawa was part of the Ontario League but because Ontario had the majority of the votes the national ACL decided to move the Ottawa valley over to the Quebec league.

There are national, provincial and local levels. Without SSC, a squadron can't operate.

Historically, it was \$75 per Cadet. Then the pandemic, it dropped to \$25, but is back up to \$60. This money is for the permanent office that answers emails and the administration for the gliders and powers.

Every squadron is responsible for covering this cost through fundraising.

10 Closing

Date and location of the next meeting

Chair

It was proposed the committee meetings be held the 1st Tuesday of the Month. Members agree to meet on 7 November 2023, 1900 hrs at ESCE, Russell.

Adjournment

Adjournment of the meeting at 2150 hrs.

Mrs. Karen Mushing

 Secretary

 Date

Mrs. Natalie Verdon

 Chair

 Date