



**5 Cyclone Squadron  
Royal Canadian Air Cadets**



**SPONSORING COMMITTEE MEETING - MINUTES**

<b>Date</b>	Tuesday, September 19, 2017 and Tuesday, September 26, 2017	<b>Time</b>	1903-1950 hrs 1907-2000 hrs
<b>Purpose</b>	Budget Meeting and Regular Meeting	<b>Location</b>	ESCE, Embrun, Ontario
<b>Present</b>	<b>Executive:</b> Chair: Josee Robichaud Co-Chair: Pam Furlong and Jennifer MacDonald Secretary: Kiersten Burke Treasurer: Andre Guilbault Director: Lisette Dufour Director: Tammy Somers Director: Cheryl Burke Director: Sylvia Theriault Director: Stephanie Schan	Matthew Macdonald Erika Sheridan	

<b>Item</b>	<b>Presenter</b>	<b>Discussion</b>	<b>Action</b>
1	Chair/Co-chair	<u>Meeting called to order</u>	
2	Treasurer	<u>Financial Report</u> <b>Budget Meeting</b>  1. The CO would like to have a big activity at the end of the year that the cadets would have to pay for part of. This will be optional and there will be fundraising opportunities to bring the amount down. Conditional for the moment.  2. We are looking at doing more fundraising activities this year.  <b>Expenses</b>  3. AGM – Josee Robichaud, Pam Furlong, CI Andre Dublois, Capt Mason Magil and WO2 Maxime Robichaud will be attending.  4. Recruiting – Advertising, Open House, and more. There will be more emphasis on recruiting this year.  5. Administration Fees – Bank fees and fees to have all of the coin from Tag Day processed by the bank.  6. Insurance – Insurance on the two storage units and our belongings.	1st: Lisette Dufour 2nd: Kiersten Burke

		<ol style="list-style-type: none"> <li>7. Gifts – Gifts for staff and Reviewing Officer for Annual.</li> <li>8. Bursaries – We are expecting less cadets attending College this year based on the ages.</li> <li>9. Christmas Dinner – Food and rental</li> <li>10. March Break – Amount has been lowered from last year as we have less cadets.</li> <li>11. Busing – Pricing has gone up this year as we don't have our bus driver any longer. We are looking around for the best prices.</li> <li>12. Facility Rentals – Two storage units</li> <li>13. Expenditures – Repairs for the two storage units</li> <li>14. Flying/Gliding – Mainly reimbursed by DND</li> <li>15. Budget for the flags is conditional at the moment.</li> </ol>	
3	Chair/Co-chair	<p><u>Activities Close-Out Reports</u></p> <ol style="list-style-type: none"> <li>1. Russell Fair They were very happy with our</li> <li>2. Senior NCO All cadets were given their positions on parade.</li> <li>3. Battle of Britain Only had a couple of cadets attend and it ended up being quite a hot but good day.</li> </ol>	
4	Chair/Co-chair	<p><u>Upcoming Events</u></p> <ol style="list-style-type: none"> <li>1. Gliding There is a 7:15 drop off time but the bus will not leave until 7:30. Please do not leave until the bus leaves. Make sure your cadet has water and a lunch because the water on location is not potable. They need to wear warm clothes, preferably layered. They will be going to Smiths Falls and are expected back at 4:30.</li> <li>2. Tag Day Tag Day will be October 12-15. Sign up</li> </ol>	

		<p>started tonight and will go on until the Tuesday before Tag Day (Oct 10). It is mandatory for all cadets to participate in at least two shifts. Parents are needed as well as the cadets cannot tag without adult supervision. Cadets are to be in full uniform or white shirt, black pants, black tie, and black shoes if they do not have their uniform yet. If the parents have squadron gear then it is preferable that they wear this so that everyone know who they are with. If they do not, we have plenty of 5 Squadron hockey jerseys. Cadets are to show up 15 minutes early for their shifts, and please remember that you are representing the squadron. Please act appropriately.</p> <p>3. FTX FTX will be on October 21-22. There will be someone coming on October 3 from 7:15 to 8:45 selling gear for FTX. It is mandatory to attend at least one FTX a year. FTX will be at MacSkimming and Seniors will be arriving on the Friday and will need to find their own way there. Sign up will soon be on the website.</p> <p>4. Remembrance Day There will be two Remembrance Day events this year, one in Russell and one in Vars. As Remembrance Day is on a Saturday this year, we are looking into getting a bus to bus everyone between the two events.</p>	
5	Chair/Co-chair	<p><u>New Business</u></p> <p>1. Open Positions A. Facilities – Matthew MacDonald B. Clothing – Tammy Somers C. Canteen – We are still looking for people to help with canteen. 2-3 people would be preferable. D. Fundraising – Still looking for someone for fundraising as well.</p>	
6	CO	<p><u>CO's Report</u></p> <p>1. October 1 – Gliding</p> <p>2. Info Session – For senior cadets on October 11.</p>	

		Parents are welcome. 3. We would like to remind parents to be here for 9:15, but the night might end a little later. .	
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Kiersten Burke  
Sponsoring Committee - Secretary