



170 St. James RCACS Sponsoring Committee

Thursday, August 6, 2020

Attendees: Raquel Lincoln, Lorraine Milan, Brad Boyd, Wes Cottrell, Tiffany Gibson, Kirsten Reimer, Rob Reimer, Kim Swiderski, Blake Minaker, Karen Friesen, Sherri Glazier, France Cote Marshall, Sandina Buscemi, Gurminder Kaur

Meeting started at 19h12

1. With the new COVID rules, some new changes will be that each level will meet on a specific night, parade nights will be restrictive, parents will not be allowed into the building, we will not have room or access to get paperwork done, not have permanent space for our supplies, equipment, uniform sizing, etc. in Building 135.
2. The office space will be used for ease of use for the staff and SSC committee, equipment, materials, and uniforms, supply and administration will be done at "The Office" in order to comply with social distancing rules.
3. Wes found office space for us to use during the renovations. Kirsten has looked into the details :
  - a. Unit 17 – 395 Berry Street
  - b. 492 sq. ft
  - c. \$18.00/sq.ft or \$738.00/month (plus GST)
  - d. Landlord has agreed to do a 6 month lease and then go month-to-month if needed. They will require at least 2 months' notice when we will no longer need the space.
  - e. There are 2 rooms in the office; one with no windows (good for storage), other one has windows. Seems spacious enough for what we need to use it for.
  - f. Enough room for SCC meetings however not spacious enough to add more parents for larger meetings (due to social distancing).
  - g. We are responsible for rent, hydro (about \$55.00/month), janitor service and waste disposal, tax escalation costs, normal maintenance and repair, lighting replacement, business content and tenant's liability insurance, management and supervisory fee
  - h. There is plenty of parking outside on the street, school across the street.
4. Raquel enquired to see if we added this need in the survey.
  - a. Kirsten is unsure if she indicated it on the survey.
  - b. Raquel also asked if we asked the RCSU to see if they can cover the cost of this office space.
  - c. Capt. Minaker said that all our expenses are LSA category 1 and 3 eligible; we will be reimbursed for these expenses. He has not heard from anyone else in regards to being reimbursed for funds used.
  - d. Kirsten believes we have around \$60,000.00 in our accounts at this time therefore we are in a good financial state. We are assuming that we will be out of Building 21 for the entire year (maybe back in by the spring).
  - e. Our savings account has just over \$51,000.00 and the chequing account has just about \$11,000.00 which brings us to around \$62,000.00.
  - f. We have about \$15,000.00 in forecasted costs for this year.
5. **Kirsten Reimer** made a motion to rent the 492 sq. ft. of office space at Unit 17 – 395 Berry Street during the renovation of Building 21 for a 6 month lease with the option of going month-to-month as needed and by giving a notice of 2 weeks at \$738.00/month plus GST. **Wes Cottrell** seconded, all in favour. Motion passed.

6. Capt. Minaker asked Raquel if they will be offering league supported activities (effective speaking, etc) – Raquel is working on online classes/virtual competitions in order to offer those. She should have more information by mid-August. Trying to keep the standards high by trying to offer something which is better than not offering anything at all.
7. Capt. Minaker is planning to take all activities that are mandatory plus a selection of complimentary ones to fill out the year for the cadets. He is trying to find a good balance and would like any advice he can get.
8. Raquel explained that the summer exchange will be cancelled but they are thinking of having cadets go through the application, selection, and interview as a learning experience. It's a great life experience but unsure how many cadets will follow through and do it knowing they don't get to go on an exchange.
9. Capt. Minaker also asked Raquel about band programming and at this time, it is to be determined. Some cadets are taking summer classes and feedback in regards to the actual classes is positive so far. However, registration and selection process did not have positive feedback.

Meeting ended at 20h05