



## 170 St. James RCACS Sponsoring Committee

Agenda for Friday, February 20, 2020

### Attendees:

Kirsten Reimer  
Rob Reimer  
Lorraine Milan  
Satviv Sidhu  
Kim Swiderski  
Tiffany Gibson  
Sherri Glazier  
Jan Reidulff  
Raquel Lincoln  
Brad Boyd  
Sandina Buscemi  
France Cote Marshall  
Karen Friesen  
Capt. Blake Minaker

1. Call Meeting to Order at 19h00
2. Chairperson's Opening Remarks : Welcome to the meeting, thanks to all who could attend.
3. Items to be added to the Agenda :
  - a. Elections for next year
  - b. Distribution of minutes
4. Acceptance of minutes from previous meeting
  - a. Posted to website, copies available on request.
5. Correspondence : None at this time
6. Committee reports:
  - a. Commanding Officer's Report : Blake Minaker
    - i. The state of the squadron is good; we are at 135 cadets (down a bit but still good).
    - ii. Ending in mid-May might help with the retention of cadets.
    - iii. For summer training, the intake process is over and all applications have been submitted; just waiting for acceptance now. This year is the highest amount of applicants we've received.
    - iv. The following are how many will be chosen for each level :
      1. 12 : 1st years
      2. 12 : 2nd years
      3. 5: 3rd and 4th years

- v. Numbers are down across the whole region; due to the difficulty of finding staffing for summer camp.
- b. Treasurer : Kirsten Reimer
  - i. Full report available on request.
  - ii. A discussion was had to spend money from the budget on activities for all levels of cadets.
- c. Canteen : Sherri Glazier
  - i. Full report available on request.
  - ii. Munther Zeid of Silver Heights Food Fare continues to donate fresh fruit for us every week; we are getting a bit more fruit due to the demand.
  - iii. We are still collecting tabs for Harley.
  - iv. The cadets still need reminders to recycle their pop cans.
  - v. Flight Sergeant Bedi is doing a great job as the canteen assistant.
- d. Fundraising : Sandini Buscemi
  - i. Full report available on request.
  - ii. Raffle tickets are in and will be handed out this evening. All cadets are encouraged to sell their book and will be responsible for the loss of their book. A competition will be held for the top 3 cadets who sell the most books. These 3 will receive a gift card in the amounts of \$50, \$30 and \$20 each.
  - iii. For the wine raffle, we will table this to next year and possibly do the raffle for the seniors trip.
  - iv. Effective speaking competition is over and it went well.
- e. A motion was made by Kirsten Reimer to accept the minutes, seconded by Tiffany Gibson, all in favour.

7. Old Business :

- a. Squadron Trip :
  - i. The squadron will attend the Air Show; Capt. Minaker has looked into renting buses and is waiting for approval. We will advertise it early, have the cadets sign up and once we have confirmation, we will confirm all the other details.
  - ii. Capt. Minaker has requested more details for the senior trip.
- b. Effective Speaking :
  - i. The competition was held on February 2nd, all went well. There were 5 competitors and the top 2 will be going to Provincials on March 15th.
- c. First Aid :
  - i. Not too many cadets have enquired about scheduling a spring class, we will ask if anyone is interested in doing the 1-day class and if there is enough interest; we can go from there.
- d. Kit Shop :
  - i. All orders have been sent in and confirmed. 56 items in total were purchased for a total of \$2059 in merchandise.
  - ii. The SSC covered the cost of their shirts for a total of \$270.
  - iii. One cheque has bounced and the \$5 fee will be added to this parent's amount that they owe us.
  - iv. The expected delivery date is 2-4 weeks after submitting the orders therefore near the end of March.

8. New Business :

- a. Risk Management (Raquel & Jan) :

- i. A presentation was held with a discussion on the likelihood of certain scenarios as well as their severity on the following topics :
  1. Public Perception
  2. Lack of Community Support
  3. Lack of an Emergency Communication Plan
  4. Negative Reaction to a Sponsor
  5. Decrease in Participation of New Cadets and Staff
  6. Negative Press Release
  7. Lack of Funding and Sponsor Support
  8. Too Much Fundraising
  9. Inadequate Finances
  10. Program Delivery Deficiencies
  11. Relations with Local Staff
  12. Poor Relations SSC Volunteers and Staff
  13. Funding Conflicts
  14. Conflicts with Parents and SSC Staff
  15. Parent Apathy
  16. Conflict of Parents and SSC Staff
  17. Volunteers Not Following Protocol
  18. Abuse of Any Kind
  19. Lack of Knowledge of Duties and Responsibilities
  20. Reduced Numbers of Volunteers
  21. Internal Politics Issues
  22. Incomplete Insurance or Lack of Awareness
  23. Internal Fraud
  24. External Fraud
  25. Improper and Inaccurate Record Keeping
  26. Improper Control on Debit and Credit Cards
  27. Demographic Shifts
  28. Too Many/Few Recruits to Sustain the Program
  29. Too Few Staff to Sustain the Program
  30. Proper Insurance
  31. Cost Benefit Analysis
  32. Loss of Facility, Infrastructure and Assets
  33. Loss due to Damage of Facility, Infrastructure and Assets
  34. Filing Requirements
  35. Cyber Attack
  36. Social Engineering
  37. Spills and Release of Airborne Contaminants
  38. Employee Management
- b. Elections :
  - i. We need to hold elections at our next meeting for next year; it should be done at our next parent meeting which will be held on Friday, March 27, 2020.
- c. Distribution of Minutes :
  - i. Once the meeting minutes are finalized, they need to be sent to all the members of the SSC Committee.
  - ii. Once those have been received, Brad can then send them to be posted online with the other announcements.

9. Meeting Adjourned at 20h37

10. Next SSC Parent Meeting : March 27, 2020