



## 170 St. James RCACS Sponsoring Committee

Meeting minutes for Thursday, September 24, 2020

In Attendance: Brad Boyd, Lorraine Milan, Kirsten Reimer, Blake Minaker, Sherri Glazier, Karen Friesen, Rob Reimer, Tiffany Gibson, France Cote Marshall, Susan Boisjoli, Reed Boisjoli, Gord Enright, Ryan Tardi, Serhii Yermelenko, Richard Reidulff, Kim Swiderski

1. Call Meeting to Order : 1936
2. Chairperson's Opening Remarks : Thank you to everyone who is attending tonight.
3. Items to be Added to the Agenda :
  1. SSC section of the Cadet website
  2. Cadet Nights SSC Members Attending
4. Acceptance of Minutes from Previous Meeting (August 6 2020)
  - a. Motion made by Lorraine Milan to accept the minutes, seconded by Kirsten Reimer, all in favour, carried.
5. Committee Reports :
  - a. Commanding Officer's Report - Blake Minaker
    - i. Annual renewal validation - about 90 cadets so far
    - ii. 40 outstanding cadets who haven't done it yet, their officer will contact them to find out if they are coming back
    - iii. Online pre-registration for new cadets (about 30)
    - iv. 39 returning Level 5 cadets
    - v. Read the COVID response plan on the website; it covers everything you need to know for this year
    - vi. Multiple parade nights in order to follow the COVID regulations, had 4 nights per week organized but have been told we can only have 2 per week. Capt. Minaker will meet with the rest of the officers to come up with a plan.
    - vii. Adjustments will have to be made, we are very limited but we will come up with a plan.
    - viii. No international exchange this year.
    - ix. Not much for optional training, music has been cancelled for this year, a lot of restrictions, things change every day.
      - x. In case of a lockdown, we will go back to virtual training.
      - xi. Building 21 is under renovations, won't be before January before we can get back in there.
      - xii. In person appointments will start next week Thursday for new cadets to bring all their paperwork in at the new office.
      - xiii. Uniforms have been ordered, not sure when they'll come in.

- b. Treasurer Report - Kirsten Reimer
  - i. Community builder account : \$ 13,125.16
  - ii. Monthly high rate saving account : \$ 51,068.94
  - iii. Kirsten shared all the monthly statements from March to August 2020
  - iv. Kirsten also shared the expenditures for September 2020
  
- c. Canteen - Sherri Glazier :
  - i. Sales to March 7 = \$ 1835.15
  - ii. Cost to March 7 = \$ 1183.33
  - iii. Profit = \$ 660.57
  - iv. Gross Profit Margin = 35.99%
  - v. Average Sales per Week = \$ 87.38
  - vi. Donations to Date = \$ 540.00
  - vii. Canteen sells drinks, chocolate bars, chips, bagged candy, juice boxes, granola bars, bottled water and fresh fruit.
  - viii. Fruit is donated by Munther Zeid of Silver Heights Food Fare.
  - ix. Cadets need more training and reminders about recycling, there are issues with access to recycling on base.
  - x. We are collecting pop can tabs for a child named Harley for their wheelchair. Last fall, we donated 2 - 70L bins of tabs to Harley.
  - xi. Flight Sergeant Bedi was acting as Canteen Assistant and was able to operate the canteen without SSC assistance and enlisted the help of other cadets when needed.
  - xii. Due to COVID, we are unable to operate a canteen.
  - xiii. The float of \$40.00 was returned to the SSC account until the canteen can once again be operational.
  - xiv. Leftover stock at time of shutdown was handed out to the volunteers who came out to move the contents of Building 21 into storage.
  - xv. There is one outstanding receipt for \$ 59.20 to be reimbursed
  
- d. Fundraising - Sandina Buscemi
  - i. The SSC has few ticket stubs, money and booklets have been dropped off in the mailbox.
  - ii. We anticipate that after the September 25th deadline, we will receive the majority of the books back.
  - iii. All cadet families have been contacted; a few indicated that their cadet lost their booklet.
  - iv. Lost booklets cost \$20.00 each therefore they are looking for them.
  - v. We are still offering to those families who did not pick up a book that they can still purchase as there are some leftovers.
  - vi. Draw date is October 17th at CanadInns.

6. Old Business : None at this time.

7. New Business :

- a. Office Space :
  - i. Kirsten dealt with the city and got our occupancy permit for the new office.
  - ii. Rent will be adjusted accordingly because we are only taking possession of it this weekend.

- iii. We need parents to help move everything in and need to borrow a van for all the stuff.
- iv. Need access to the internet, which is \$49.95 to move the line to the new office. An appointment was made for October 1st.
- v. Keys - who will have keys and who will need keys?
- vi. Kirsten Reimer made a motion to move our Shaw to our new office space at the cost of \$49.95, Brad Boyd seconded, all in favour, carried.
- vii. Gord Enright stated that we will need racks for the tunics and pants (maybe 2 of them for now).
- viii. Kirsten Reimer made a motion to approve a budget of up to \$500.00 to purchase clothing racks, Karen Friesen seconded, all in favour, carried.
- b. Executive Elections :
  - i. No elections for this year; everyone is staying.
- c. SSC Section of the Cadet Website :
  - i. Meeting minutes are only on there until November, Lorraine will send Blake all meeting minutes after November 2019 to September 2020.
  - ii. Kirsten would like to have the names and possible pictures of who the SSC members are as well as their role on the committee.
- d. Cadet Nights SSC Members Attending :
  - i. Parents will be asked to stay in their cars and wait for their children therefore SSC members will not be in attendance. This will be done to not violate the COVID regulations.
  - ii. If there are announcements, the officers will share them with the cadets and they will also be put on the website.

8. Next Meeting : Wednesday, October 21, 2020 at 19h30 (try to do them the 3rd Wednesday of every month)

9. Meeting Adjourned at 20h30