



170 RCACS Sponsoring Committee
Building 21, Air Force Way, 17 Wing
CFB Winnipeg
Winnipeg, MB
1001-01 (Secretary)

25 November 2016

Distribution List

25-November- 2016

Minutes of the 170 RCAC SQUADRON SSC EXECUTIVE MEETING

Date: Friday, November 25 2016

Location: Building 135

Chairperson: Randy Reisch

In attendance:

Randy Reisch	Sherri Glazier	Balwinder Dhillon	Ken Woods
Tracey Reisch	Luisa Sabourin	Wendy Ducharme	Sandina Buscemi
Mandy Giesbricht (Parent Observer)			
Regrets:	Richard Marshall	Mohny Bhullar	

Item	Discussion	Action By
1	Call to order: at 1907 hrs, SSC Chairperson, Randy Reisch, welcomed parent observer and sponsoring committee members.	
2	<p>Chairperson Opening Remarks:</p> <p>Opening remarks - It was a busy last period, so there is a lot to cover this meeting. Canteen manager will be leaving early. Randy is taking a step away from daily activity for the next two weeks as he has an upcoming exam period and needs prep time. He will still be accessible, but will not be at cadets during this time.</p> <p>This is a phenomenal team so there are no concerns. The treasurer is not able to attend, but his report is available.</p>	
3	Agenda approval and additional items: added kit shop from the minutes circulated previously. Minutes: Ken/Tracey ; carried	
4	<p>Minutes of prior meeting (executive meeting 23 - September 2016)</p> <p>Time provided to review minutes. Motion to accept: Crystal Taylor/ Ken Woods.</p> <p>Nil opposed - carried</p>	
5	<p>Old Business:</p> <p>5a) ACL-AGM: The provincial committee expressed thanks for the impressive turnout by our squadron, as does the chair.</p> <p>5b) Tag Day, October 22/16 was very successful, thanks to the organizing team. \$8841.57 was raised which is higher than projected estimate of 5K. After tag day, a suggestion was raised: can we have cadets of the most appropriate cultural group present to be able to speak with the adults at specific locations? This may generate more revenue, and cadets want to have more input into the planning process. Cadets will be encouraged to provide specific notes for the next Tag day planning (specific language skills/neighbourhoods to be matched with the locations where possible). The plan is to remove some of the smaller, less busy venues, such as Shoppers Drug Mart etc. and try to replace them with larger sites. New stores to be explored include Save on Foods and Princess Auto, going in person to speak to them. We need to make certain we have sufficient locations, and that they have been successful to date. The goal is to get larger sites, but also maintain the one remaining Tim Hortons. McDonalds was okay in the past but not certain of current standing. Corporate policy changes and lease holder processes are proving to be challenging. Walmart does not allow it</p>	<p>ACTION: Sponsoring request letter to be updated to include liability information.</p>

	<p>nationally so all we can do is keep trying. Book marks are not proving to be valuable, and many were found discarded in parking lots and still approximately 4000 left. Stickers are \$25 per roll of 1000. Actual “tags” are no longer available.</p> <p>5c) Squadron 75th anniversary alumni reunion: no meeting since last meeting. Cheque for seed money received and deposited.</p> <p>5d) Squadron reorganization - Dec 29 (Thursday) will be the day for this to occur. SSC executive is invited to participate, and we may be able to allocate space for SSC.</p>	<p>Committee members to advise Randy if available.</p>
6	<p>Correspondence:</p> <p>Donation from NavCanada for \$300</p> <p>Corporate donation letters are completed and will be circulated.</p>	
7	<p>Commanding Officer’s report:</p> <p>140 cadets, 8 paid staff including 6 officers - Miss Wallace, currently a CI will become an officer. Attendance does seem to be a challenge; attendance warnings to be sent for those who are at or below 60% attendance which is required to pass the level.</p> <p>Gate situation - in October individuals were not being let in. There was a communication breakdown with updated lists not being available at gate even though they had been provided. Anyone intending to join must advise one week in advance. Communication with the 17 Wing Ops and security has started - current standing orders do not cover what happens with the cadets. Recruiting: the squadron is at capacity in levels 1/2/3 and can review in January. We are able to go to schools to recruit.</p> <p>Phone tree - calls or other communication - This was initiated since Sept 29. Multiple warnings have been issued; the remedial action is problem solving process for senior cadets. Parents need to be advised when their cadet is not being contacted - there is a cadet profile and parent profile (main and alternate to be identified). Leaders can use any method agreed upon by the cadet and squadron leader. Senior cadets have been directed to get a response from the cadet using whatever method of communication works mutually.</p> <p>Summer training selection - November requests/January selection. There is a priority system to select camps because not all can attend:</p> <p>Attendance in mandatory activities – full year. Level one - how many activities did they attend - late joiners do not get an advantage. Level 2/3 bumped up - they incur a bit of a penalty - except for cadets with less than 60% attendance since attendance is 65% of the priority; regional course applicants in level2 and up must do a narrative - 150-500 words explaining why they should get the opportunity (screening process) –</p>	

	<p>applications that are missing narratives will not be considered. November 4 - January - observation by staff and trainers - top cadet, golden boot, fundraising or payment in lieu- 5%; level 2&3 - drill and ceremonial will be considered for all.</p> <p>Shaw cable - Squadron will now have wireless internet into offices and possibly classrooms - maybe downstairs, staff; senior cadets and sponsor. It will be paid for by sponsor. Reallocate uniform cleaning to the purchase of a suitable router to wireless hub cost? Request to move funds (\$200): Ken/Luisa - carried. .</p> <p>Questions: Anyone wanting to join – there is currently no space.</p>	
8	<p>Committee reports:</p> <p>8a) Canteen: 34.5% profit - reflective of Gatorade purchase for fitness night - should be back up to approx. 45%. \$ 283 donations to date.</p> <p>8b) Fundraising: Action pack sales have started - POC is Sherri so she will take it over. 333 books distributed - 50 families left to distribute to. No money has been taken in yet. At the end of this fundraiser we want to send out a survey to solicit feedback again about what they think about it, and interest in being involved. If we sell 500 books - will get a \$500 bonus. Do we have a top seller bonus? Will we have cadets who sell multiple books - are we going to aim for the bonus - cadets and families to establish minimum criteria - if we sell 500 books - we can offer a top seller prize - if we do not - then we will not do so. Books taken out to date - every family has taken 4 except 3 families who have taken out 10... Prize announcement? Split \$500 - \$250 for SSC and then \$250 divided for top sellers (total of 3 prizes) – can be 125/75/50 - only if we sell 500 books - if we do not reach the 500 - no top seller prizes: Motion: Luisa/ Sherri carried</p> <p>8c) Treasurer’s Report: current balance is as indicated. There will be a deposit for canteen along with Nav Canada and 176 Sqn cheque - \$500 total - 176 Sqn cheque is for our portion of the donation from the Legion for the joint band performance for Remembrance Day. ACC9 submitted to Provincial League, working on T3010 for Revenue Canada.</p>	
9	<p>New Business</p> <p>9a) Kit shop: X - Promo (at AGM) and Fridays Apparel - We will send out survey monkey to solicit feedback from the group.</p> <p>XPromo: Prices are based on order of 50 per item (price will increase if lower volume - 2 week turn around)</p> <p>Fridays Apparel: Minimum of 25 for t-shirts (assorted size) and hats, notebooks - 100 minimum; all others on demand; no polo shirts. Review offerings and send Randy any questions - then email to survey monkey for feedback - orders after Christmas break -</p>	

	<p>on google drive under committees.</p> <p>Would like to see it taken over as OPI - but will not be a stock item - will be on an order in basis - pay in advance - and then distribute on arrival - selling at cost. Sherri willing to lead work on the Kit shop (Official person in charge)</p> <p>9b) Squadron Effective Speaking Competition: January 28, 2017 - 2 weeks prior to provincial competition. Looking for a volunteer to run effective speaking competition - everything is on the national website. The link will be in the announcement and has the handbook, guides, and scoring guide. Someone needs to organize it, select judges, and submit results through CO. If your child is participating, you have to be removed from the processes. It will be held at building 21. Respond in next 2 weeks with interest. OPI to be assigned.</p> <p>Provincial board on the 12th of Feb - on 17 Wing - specific location TBA</p> <p>9c) Selection Mock Boards – International Exchange, Glider & Power. Need OPI from SSC 4-Feb-2017; Randy can do that one; however if there is anyone willing to do it he is happy to transition it over. Aviation knowledge at board would be helpful. CO will provide squadron rep as the facilitator, provincial will also have facilitator, and RCSU (regional cadet support unit) may have someone available. The full board is Feb 11/17 in bldg. 135 at 17 Wing; info will be in announcements tomorrow.</p> <p>9d) National AGM: 170 Squadron has been requested to assist and will have financial benefit. Our squadron has been asked to run the bar at the national AGM - all proceeds will go to 170 Squadron. Executive to review and comment. Smart Serve trained - online - \$40 x 30 min and will be reimbursed. Licensing will be provincial committee responsibility - more information to follow. We will do it!</p> <p>9e) Parent Open House: Capt Boxshall is OPI and has level 5 assigned to lead. Have asked SSC to provide food. They will organize all other elements. Order food - up to \$1000 to spend for the full event - what are we looking for? Finger food type stuff - Harris meats? Other supplier? Food and drinks - anticipating food for 250. Luisa will be food OPI.</p> <p>9f) ACL Christmas Reception – open to all executive members - December 12th invitation will be emailed.</p> <p>9g) Shaw internet service (see above)</p>	
10	January 27/17 - Wing Chapel - Parents General Meeting.	
11	<p>Motion to adjourn: Luisa Sabourin/Ken Woods</p> <p>Adjourned at 2037 hrs.</p>	

Canteen Report – November 25, 2016

Revenue to November 18, 2016	\$991.40
Expenditures to November 18, 2016	\$648.93
Profit to November 18, 2016	\$342.47 (34.5% profit)
Average revenue per week	\$110.16
Average expenditures per week	\$72.10

Donations of pop or other drinks, as well as individually wrapped candy and chocolate bars are always welcome!

Donations to date = \$283

170 RCAC SSC Treasurer's Report - 01 Sept 2016 to Present

	A	B	C	D	E	F
1	Date	Item	Cheque #	Withdrawal	Deposit	Balance
2	1-Sep-16	Opening Balance				\$27,450.18
3	12-Sep-16	Cheque - Senior Prep Day	96	\$451.57		\$26,998.61
4	12-Sep-16	Cheque - Canteen Supplies	97	\$66.00		\$26,932.61
5	12-Sep-16	Cheque - Canteen Float	98	\$40.00		\$26,892.61
6	15-Sep-16	Cheques D+H -CHEQUE ORDER (Deposit Book)		\$19.64		\$26,872.97
7	17-Sep-16	Deposit - Canteen Proceeds			\$117.50	\$26,990.47
8	17-Sep-16	Deposit - Canteen Proceeds			\$115.50	\$27,105.97
9	17-Sep-16	Deposit - Parent Fundraising			\$600.00	\$27,705.97
10	17-Sep-16	Deposit - United Way			\$41.60	\$27,747.57
11	27-Sep-16	Deposit - Canteen Proceeds			\$113.50	\$27,861.07
12	27-Sep-16	Deposit - United Way			\$98.49	\$27,959.56
13	27-Sep-16	Cheques D+H -CHEQUE ORDER (Cheques)		\$47.80		\$27,911.76
14	27-Sep-16	Cheque - Canteen Supplies	99	\$77.42		\$27,834.34
15	27-Sep-16	Cheque - Canteen Supplies	100	\$60.73		\$27,773.61
16	30-Sep-16	Deposit Interest			\$2.05	\$27,775.66
17	30-Sep-16	Cheque - Trg & PD - Biathlon	76	\$60.00		\$27,715.66
18	1-Oct-16	Deposit - Parent Fundraising			\$500.00	\$28,215.66
19	1-Oct-16	Deposit - Canteen Proceeds			\$123.75	\$28,339.41
20	3-Oct-16	Cheque - Canteen Supplies	101	\$75.30		\$28,264.11
21	4-Oct-16	Cheque - CO's Fund	103	\$200.00		\$28,064.11
22	7-Oct-16	Cheque - FTX Propane	105	\$26.22		\$28,037.89
23	18-Oct-16	Deposit			\$3,069.05	\$31,106.94
24	18-Oct-16	Cheque - ACL Assessment Fees	107	\$4,580.00		\$26,526.94
25	18-Oct-16	Cheque - Tag Day Cans	108	\$226.00		\$26,300.94
26	18-Oct-16	Cheque - AGM Fees	106	\$180.00		\$26,120.94
27	19-Oct-16	Cheque - Parent's General Meeting Refreshments	102	\$37.81		\$26,083.13
28	21-Oct-16	Cheque - Harv's Air	104	\$1,500.00		\$24,583.13
29	24-Oct-16	Deposit - Tag Day Proceeds			\$8,841.57	\$33,424.70
30	24-Oct-16	Deposit - Canteen Proceeds			\$120.75	\$33,545.45
31	24-Oct-16	Deposit - Donation			\$100.00	\$33,645.45
32	24-Oct-16	Deposit - Parent Fundraising			\$400.00	\$34,045.45
33	24-Oct-16	Cheque - Canteen Supplies	109	\$84.54		\$33,960.91
34	24-Oct-16	Cheque - Canteen Supplies	110	\$52.11		\$33,908.80
35	24-Oct-16	Cheque - Tag Day Supplies	111	\$20.32		\$33,888.48
36	31-Oct-16	Deposit Interest			\$2.38	\$33,890.86
37	31-Oct-16	Cheque - Fall FTX (LSA)	116	\$140.24		\$33,750.62
38	31-Oct-16	Cheque - Canteen Supplies	112	\$102.70		\$33,647.92
39	31-Oct-16	Cheque - Office Supplies	113	\$71.41		\$33,576.51
40	31-Oct-16	Cheque - PP&S (LSA)	114	\$59.16		\$33,517.35
41	1-Nov-16	Deposit - Parent Fundraising			\$200.00	\$33,717.35
42	1-Nov-16	Deposit - Canteen Proceeds			\$116.50	\$33,833.85
43	1-Nov-16	Cheque - Fall FTX (LSA)	117	\$12.00		\$33,821.85
44	7-Nov-16	Deposit - Parent Fundraising			\$300.00	\$34,121.85
45	7-Nov-16	Deposit - Canteen Proceeds			\$126.30	\$34,248.15
46	7-Nov-16	Cheque - 170 Sqn 75th Reunion Seed Money	118	\$1,000.00		\$33,248.15
47	10-Nov-16	Cheque - PP&S (LSA)	115	\$5.66		\$33,242.49

Statement of your accounts

September 1, 2016 to September 30, 2016



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Your Account Summary

Date	Account Description	Balance
Sep 30	Community Builder - 100100832030	27,775.66

Your Monthly Activity

Community Builder - 100100832030

Unauth OD Int Rate: 18.000% (Sep 13/03)

Date	Transaction Details	Debits	Credits	Balance
Sep 1	Balance Forward			27,450.18
Sep 13	Eff.SEP12 Cheque #96	451.57		26,998.61
Sep 13	Eff.SEP12 Cheque #97	66.00		26,932.61
Sep 13	Eff.SEP12 Cheque #98	40.00		26,892.61
Sep 15	Customer Cheques D+H -CHEQUE O	19.64		26,872.97
Sep 17	Deposit		874.60	27,747.57
Sep 27	Deposit		211.99	27,959.56
Sep 27	Customer Cheques D+H -CHEQUE O	47.80		27,911.76
Sep 28	Eff.SEP27 Cheque #99	77.42		27,834.34
Sep 28	Eff.SEP27 Cheque #100	60.73		27,773.61
Sep 30	Credit Interest		2.05	27,775.66
Sep 30	Number of Debits/Credits	7	3	
Sep 30	Value of Debits/Credits	763.16	1,088.64	
Sep 30	Ending Balance			27,775.66



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Statement of your accounts

October 1, 2016 to October 31, 2016



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Your Account Summary

Date	Account Description	Balance
Oct 31	Community Builder - 100100832030	33,890.86

Your Monthly Activity

Community Builder - 100100832030

Unauth OD Int Rate: 18.000% (Sep 13/03)

Date	Transaction Details	Debits	Credits	Balance
Oct 1	Balance Forward			27,775.66
Oct 1	Eff.SEP30 Cheque #76	60.00		27,715.66
Oct 1	Deposit		623.75	28,339.41
Oct 4	Eff.OCT03 Cheque #101	75.30		28,264.11
Oct 5	Eff.OCT04 Cheque #103	200.00		28,064.11
Oct 8	Eff.OCT07 Cheque #105	26.22		28,037.89
Oct 18	Deposit		3,069.05	31,106.94
Oct 19	Eff.OCT18 Cheque #107	4,580.00		26,526.94
Oct 19	Eff.OCT18 Cheque #108	226.00		26,300.94
Oct 19	Eff.OCT18 Cheque #106	180.00		26,120.94
Oct 20	Eff.OCT19 Cheque #102	37.81		26,083.13
Oct 22	Eff.OCT21 Cheque #104	1,500.00		24,583.13
Oct 24	Deposit		8,841.57	33,424.70
Oct 24	Deposit		620.75	34,045.45
Oct 25	Eff.OCT24 Cheque #109	84.54		33,960.91
Oct 25	Eff.OCT24 Cheque #110	52.11		33,908.80
Oct 25	Eff.OCT24 Cheque #111	20.32		33,888.48



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Date	Transaction Details	Debits	Credits	Balance
Oct 31	Credit Interest		2.38	33,890.86
Oct 31	Number of Debits/Credits	12	5	
Oct 31	Value of Debits/Credits	7,042.30	13,157.50	
Oct 31	Ending Balance			33,890.86

