



170 RCACS Sponsoring Committee  
Building 21, Air Force Way, 17 Wing  
CFB Winnipeg  
Winnipeg, MB

1001-01 (Secretary)

05 February 2016

Distribution List (via Email)

MINUTES OF THE 170 RCAC SQUADRON  
SPONSORING COMMITTEE MEETING

Date: Friday, Feb 05, 2016

Location: Wing Learning Centre, Building 135

Chairperson: Randy Reisch

In Attendance:

Capt Ryan Tardi – CO 170 St James RCACS  
Randy Reisch – Chairperson 170 St James SSC  
Balwinder Dhillon – Vice Chairperson  
Richard Marshall - Treasurer  
Mohny Bhullar – Secretary  
Crystal Taylor – Fundraising Chair  
Tracey Reisch – Canteen Manager  
Ken Woods  
Sherri Woods  
Nicole Papineau  
Sandina Buscemi  
Sherri Glazier  
Ken Taylor  
Dan Whittaker  
Luisa Sabourin

Item	DISCUSSION	Action By
I	<p><u>INTRODUCTORY REMARKS</u></p> <p>The meeting was called to order at 7:05 pm on Friday, February 5, 2016. The meeting was conducted at the Wing Learning Centre and the Chairperson, Randy Reisch, welcomed all and thanked everyone for coming and everyone is doing a great job so far.</p>	
II	<p><u>CHAIRPERSON'S OPENING REMARKS</u></p> <p>This should be a quick meeting depending on the discussion.</p>	
III	<p><u>ITEMS TO BE ADDED TO THE AGENDA</u></p> <p>No items added</p>	
IV	<p><u>ACCEPTANCE OF MINUTES OF LAST MEETING</u></p> <p>Ken Woods made a motion to accept the minutes of the last meeting as received. Motion was seconded by Sherri Glazier. In favour: All. Opposed: None.</p>	
V	<p><u>OLD BUSINESS</u></p> <p>a) 2016 Summer Training Selection Boards – February 13, 2016 at 17 Wing – The Squadron mock interview boards were conducted on 31 Jan 16 and it went well. They provided briefings, video and great points for our cadets. It was a good experience for our cadets and they are much better prepared for Provincial Interview Boards being held on Feb 13/16. Applicable candidates have been told time and location.</p> <p>b) 2016 Effective Speaking Contest – February 14, 2016 at 17 Wing – The squadron effective speaking contest was held on 31 Jan 16. Thank you to all volunteers; Judges - Mr Ken Taylor, Mrs. Ainsley McIntyre and CI Reidulf, Timer - Randy Reisch, Teller - Tracey Reisch. Ken reported that he felt our cadets are poised, confident and articulate in the delivery of their speeches. 2 nominees will move forward to the provincial competitions on Feb 14, 2016: Sgt Dhillon and FCpl Evan Chan.</p> <p>c) ACL – MB Cash Calendar – Our squadron sold 281 even though we received more. All money has been returned to the league (\$5620.00) and all ticket stubs are returned as well. As per the direction from the MB League all remaining calendars have been voided and will be used as promotions. Our remit portion will be coming back to the squadron at some point.</p>	

d) SSC Equipment Inventory – This was completed over two days Dec 13 and Dec 27. We now have a complete inventory and it will be put into a formal document and signed off by the CO for what is in his control. Capt Tardi commented that this is important for insurance purposes.

c) ACL 75<sup>th</sup> Anniversary

- i. ACL-MB Meeting – 10 Feb 16, 7-9 PM – Legion Branch 252 – CO - Capt Tardi and SSC Chair - Randy Reisch to attend.
- ii. 75<sup>th</sup> Anniversary Gala Dinner – April 16, 2016 at Victoria Inn – Please share this date and info as this is an important event for fundraising. A question was asked regarding the tax receipt statement included in the provincial invitation. Hopefully we will know after the meeting on the 10<sup>th</sup> of Feb. More info to follow in March Provincial BOD meeting.

VI

CORRESPONDENCE

1. Treasurer is working on the T3010 for charitable tax status and is awaiting new labels.
2. Letter received from Costco asking why their cheque (\$50.00) from a year ago had not been cashed. An incorrect address was used, so an address correction has been submitted to head office.

VII

COMMANDING OFFICER'S REPORT

1. January email included a new Sqn Handbook. If you have any suggestions, please provide as it is a working paper. It is a good way to get info out to the squadron.
2. Received word yesterday that there was a flood at Minto Armoury in the basement from a fire. We have equipment there and next week it will be cleaned up and then the damage assessed. Lt Ferens says most of our equipment is in a locker and higher up and hopefully ok.
3. Level 1 to tour the Royal Aviation Museum. Budget was \$200 but quote is \$165. Last year the treasurer came out to pay. Date to be confirmed possibly Friday March 11/16 but quote says March 18.
4. The supply officer is leaving to focus on personal life. Therefore, training will begin for Miss Sernadilla. There is still a full staff complement.

VIII

COMMITTEE REPORTS

a. TREASURER'S REPORT – Richard Marshall

See report attached. There was discussion about the Sqn portion of the cash calendars sales however we do not know how much will be returned to us by the Provincial Committee as of yet.

b. CANTEEN REPORT – Tracey Reisch

Highlighted the revenue and expenses for the last two weeks as per the report attached. The canteen is running at approx. 45% profit. Tracey said parents' donations were a great help as well and would solicit more parents on weekly emails.

c. FUND RAISING – Crystal Taylor

**POSITION TO DATE: (ACTUAL/PROJECTED) – by June 30, 2016**

<u>Funds Required</u>	<u>Funds Raised</u>	<u>Activity</u>	<u>Balance</u>
\$17,230	\$9,566	Fall Tag Day	(\$7,664)
	\$821	Cheesecake Sales	(\$6,843)
	<b>PROJECTED:</b>		
	\$5,000	Spring Tag Day	(\$1,843)
	\$2,000	Pizza Card Sales	+157
	\$3,000	Corporate Sponsorship	+3157
	\$3,000	Walk-a-thon	+6157

**\*\*NOTE:** An additional \$900 of Projected Funds Raised (Applebee's Breakfast) will be generated in November 2016 for the 2016-2017 year and is not included above

INITIATIVES

1. Pizza Hotline Cards- Target \$2,000

Nicole Papineau - Leader

DATE: before Spring break, therefore purchase cards ASAP

- \$5 Cost/Card- \$10 Sale Price; Profit/card - \$5  
(Card must be used within 6 months of first use)
- 400 Cards Total – Each Cadet Family Sale Requirement (3 Cards)
- Pizza Party Prize -Top Selling Flight - Date & Location – TBD (Approach Pizza Hotline for donation of pizzas for party given 400 card purchase)

Contact: [brianwortly@bwpizzahotline.ca](mailto:brianwortly@bwpizzahotline.ca)

Nicole

	<p>2. Applebee's Flapjack Breakfast – Target \$900  <u>Sherri Glazier – Leader</u>  DATE: November 19<sup>th</sup>, 2016 or November 5<sup>th</sup>, 2016  (Bookings avail after 29 February 16)</p> <ul style="list-style-type: none"> <li>• \$4 Cost/Plate -\$10 Sale Price; Profit/plate - \$6</li> <li>• 150 Tickets can be sold</li> <li>• Breakfast with Santa – Ken Woods to try and arrange Santa &amp; Photographer</li> </ul> <p>3. Walk-a-thon – Target \$3000  <u>All Fundraising Committee Members - Crystal is main POC</u>  DATE: (Saturday 30 April 16 – 9:00AM- 11:00AM)  Should be a mandatory activity  <u>Yellow Ribbon Greenway (5km)</u>  <u>From: Skatepark West (Silver &amp; Sturgeon)</u>  <u>To: Legion Memorial Park (Silver &amp; Ferry Road)</u></p> <ul style="list-style-type: none"> <li>• Cadets will walk in civilian attire</li> <li>• Cadet Band will play on and off during the walk</li> <li>• Cadets provided with a sponsorship sheet &amp; story of the trail</li> <li>• Minimum \$25 Sponsorship/Cadet</li> <li>• CALL 311 to get permit ASAP</li> </ul> <p>4. Corporate Sponsorship – Target \$3000  <u>Ken Woods; Crystal Taylor – Leaders</u>  -aviation Industry &amp; Service Clubs – (Ken Woods)  -Business &amp; Banking – (Crystal Taylor – Leader)  <u>NOTE: any business involved with Tag Day will NOT be solicited</u></p> <ul style="list-style-type: none"> <li>• Donation Request Letter <ul style="list-style-type: none"> <li>○ Drafted on 170 Squadron Letterhead</li> <li>○ What Cadets offers its members</li> <li>○ Program Costs</li> <li>○ Government subsidies</li> <li>○ Size of Membership</li> <li>○ What corporate sponsorship dollars can provide</li> <li>○ Confirm tax receipts issued for donations over \$20</li> <li>○ Communicate - Cadet volunteers (in uniform) can be supplied to assist at Corporate Events</li> <li>○ Communicate Canteen Donations Accepted (Water, Pop, Chips, Granola Bars, Chocolate Bars etc)</li> <li>○ Sponsoring Organizations will also be recognized as follows:</li> </ul> </li> </ul>	<p>Sherri</p> <p>Crystal</p> <p>SSC Chair  in coord  with  Provincial  &amp; National  Leagues</p>
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IX	<ul style="list-style-type: none"> <li>▪ Banner placed in Building 21 – <u>only during Cadet events</u></li> <li>▪ In written communications to Cadet Families</li> <li>▪ On table tent cards at parent meetings &amp; the annual mess dinner</li> <li>▪ Mentioned in Voxair</li> </ul> <p>5. GoFundMe (no set Target) <u>All Fundraising Committee Members</u></p> <ul style="list-style-type: none"> <li>• Page to be set up for one day – 9APR16 – TAG DAY</li> </ul> <p>6. Memorandum of Understanding – distributed to all existing Cadet Families -provided to all new Cadet Families upon registration</p> <ul style="list-style-type: none"> <li>• To include the following information: <ul style="list-style-type: none"> <li>○ What Cadets offer its members</li> <li>○ Program Costs</li> <li>○ Government subsidies</li> <li>○ Communicate the total volunteer hours spent by acting board members &amp; the average volunteer hours each member contributes</li> <li>○ Communicate the need and importance of fundraising initiatives</li> <li>○ Clarify any family unable to support fundraising initiatives, due to economic hardship can provide volunteer service in lieu of financial support</li> </ul> </li> </ul> <p>**Next year, instead of cheesecake orders, explore coupon book sales. Sqn will raise \$15 for each book sold for \$25. Comes with coupons for free stuff at a variety of vendors.</p> <p><u>NEW BUSINESS</u></p> <ol style="list-style-type: none"> <li>a. Tag Day – 09 April 16 – Mohny Bhullar to organize the vendors with Sandina and provide updated spreadsheet. More details to follow. Cadets to bring own lunch again. Ken Woods to setup sign up tables first week of March for cadets and parents.</li> <li>b. Proposed budget line adjustments: Capt. Tardi proposing that the budget be modified as follows: <ol style="list-style-type: none"> <li>i. Reduce the Fall Tag Day line from \$500 to \$48. \$452 was actually funded through LSA.</li> <li>ii. Removing the Spring Tag Day line (\$500). This can be funded through 2016/17 TY LSA.</li> <li>iii. Reduce the FTX (Fall) line from \$340 to \$254. \$86 was actually funded through LSA.</li> </ol> </li> </ol>	SSC Chair & CO – Next Cadet TY

X	<p>iv. Increase the Training and PD line from \$300 to \$900. \$500 can be reallocated from Spring Tag Day and \$100 from Biathlon Team Windup.</p> <p>v. Reduce the Biathlon Team Windup line from \$300 to \$200.</p> <p>vi. Create an Office Supplies Budget line for \$538. \$452 can be reallocated from Fall Tag Day and \$86 from FTX (Fall).</p> <p>c. Supply Room Setup – SSC tasked to empty supply room that was recarpeted. On this Sunday SSC Chair and CO to meet with 177 Sqn regarding their band supply and what to do with them. Reorganization of Supply Room to happen in summer.</p> <p><u>NEXT MEETING &amp; ADJOURNMENT</u></p> <p>The next Parent's General Meeting is on 18 March 16 at the Wing Chapel Annex.</p> <p>Motion was made by Ken Taylor to adjourn and seconded by Bindi Dhillon. In favour: All. Opposed: None Time: 9:00 pm.</p>	
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Enclosures: 2

  
 Randy Reisch  
 Chairperson

05 Mar 16  
 Date

  
 Balwinder Dhillon  
 Vice-Chairperson

March 18/16  
 Date

  
 Mohny Bhullar  
 Secretary

08/mar/16  
 Date

Distribution List (via email)

All Sponsoring Committee Members  
 Commanding Officer 170 RCACS  
 All Cadet Parents

170 RCAC SSC Treasurer's Report - 01 Sept 2015 to Present

A	B	C	D	E	F	G
2	1	1-Sep-15	Opening Balance			\$8,501.61
3	2	11-Sep-15	D+H-CHEQUE ORDER # 50831215959188		\$46.73	\$8,454.88
4	3	15-Sep-15	Cheque - Tag Day Cans	575	\$452.00	\$8,002.88
5	4	19-Sep-15	Deposit - Canteen Proceeds		\$99.85	\$8,102.73
6	5	19-Sep-15	Deposit - United Way Donation		\$41.60	\$8,144.33
7	6	21-Sep-15	Cheque - Canteen Supplies	153	\$130.49	\$8,013.84
8	7	21-Sep-15	Cheque - PRC/VSS	155	\$84.85	\$7,928.99
9	8	21-Sep-15	Cheque - PRC/VSS	154	\$43.80	\$7,885.19
10	9	21-Sep-15	Cheque - Canteen Float	156	\$40.00	\$7,845.19
11	10	21-Sep-15	Cheque - FTX Propane	152	\$26.22	\$7,818.97
12	11	30-Sep-15	Credit Interest		\$0.26	\$7,819.23
13	12	2-Oct-15	Deposit - Canteen Proceeds		\$103.05	\$7,922.28
14	13	2-Oct-15	Deposit - United Way Donation		\$146.48	\$8,068.76
15	14	2-Oct-15	Cheque - LSA Supplies (Office Phone & Air Rifle Locker)	151	\$271.18	\$7,797.58
16	15	7-Oct-15	Deposit - Canteen Proceeds		\$135.10	\$7,932.68
17	16	7-Oct-15	Deposit - Nav Canada Donation		\$250.00	\$8,182.68
18	17	13-Oct-15	Cheque - Canteen Supplies	4	\$72.84	\$8,109.84
19	18	13-Oct-15	Cheque - FTX Food	8	\$64.36	\$8,045.48
20	19	14-Oct-15	Cheque - Canteen Supplies	3	\$38.24	\$8,007.24
21	20	19-Oct-15	Deposit - League Raffle Proceeds		\$2,674.00	\$10,681.24
22	21	19-Oct-15	Deposit - LSA Reimbursement		\$247.99	\$10,929.23
23	22	19-Oct-15	Deposit - Canteen Proceeds		\$100.75	\$11,029.98
24	23	19-Oct-15	Deposit - Cash Calendar Sales		\$40.00	\$11,069.98
25	24	19-Oct-15	Cheque - ACL-MB Assessment Fees	11	\$5,124.00	\$5,945.98
26	25	19-Oct-15	Cheque - FTX Meals (Lunch)	2	\$10.74	\$5,935.24
27	26	20-Oct-15	Cheque - Canteen Supplies	12	\$103.43	\$5,831.81
28	27	21-Oct-15	Cheque - AGM Fees	10	\$160.00	\$5,671.81
29	28	26-Oct-15	Deposit - LSA Reimbursement		\$652.12	\$6,323.93
30	29	26-Oct-15	Deposit - Canteen Proceeds		\$99.50	\$6,423.43
31	30	26-Oct-15	Cheque - Canteen Supplies	6	\$44.19	\$6,379.24
32	31	26-Oct-15	Cheque - PRC/VSS	1	\$42.50	\$6,336.74
33	32	26-Oct-15	Cheque - PRC/VSS	7	\$42.50	\$6,294.24
34	33	26-Oct-15	Cheque - FTX Park Fees	17	\$12.00	\$6,282.24
35	34	27-Oct-15	Deposit - Tag Day Proceeds		\$9,566.42	\$15,848.66
36	35	27-Oct-15	Cheque - Canteen Supplies	15	\$31.62	\$15,817.04
37	36	27-Oct-15	Cheque - Tag Day Supplies	14	\$9.30	\$15,807.74
38	37	31-Oct-15	Deposit - Cash Calendar Sales		\$320.00	\$16,127.74
39	38	31-Oct-15	Deposit - Canteen Proceeds		\$90.10	\$16,217.84
40	39	31-Oct-15	Credit Interest		\$0.31	\$16,218.15
41	40	3-Nov-15	Cheque - Drill Team ACR Wrap-up	157	\$46.11	\$16,172.04
42	41	9-Nov-15	Cheque - Nametags	23	\$132.77	\$16,039.27
43	42	9-Nov-15	Cheque - Halloween Activity	22	\$82.35	\$15,956.92
44	43	9-Nov-15	Cheque - Canteen Supplies	19	\$56.08	\$15,900.84
45	44	9-Nov-15	Cheque - Tag Day Coin Wrappers	21	\$22.60	\$15,878.24
46	45	9-Nov-15	Cheque - Canteen Supplies	20	\$8.81	\$15,869.43
47	46	12-Nov-15	Deposit - United Way		\$178.74	\$16,048.17
48	47	12-Nov-15	Deposit - LSA Reimbursement		\$23.19	\$16,071.36
49	48	12-Nov-15	Deposit - Cash Calendar Sales		\$220.00	\$16,291.36
50	49	12-Nov-15	Deposit - Canteen Proceeds		\$91.00	\$16,382.36
51	50	14-Nov-15	Deposit - Donations		\$220.00	\$16,602.36
52	51	14-Nov-15	Deposit - Cash Calendar Sales		\$1,000.00	\$17,602.36
53	52	14-Nov-15	Deposit - Cheesecake Sales		\$175.00	\$17,777.36
54	53	14-Nov-15	Deposit - Canteen Proceeds		\$100.55	\$17,877.91
55	54	18-Nov-15	Cheque - PRC/VSS	18	\$57.75	\$17,820.16
56	55	21-Nov-15	Deposit - Cash Calendar Sales		\$900.00	\$18,720.16
57	56	21-Nov-15	Deposit - Canteen Proceeds		\$116.90	\$18,837.06
58	57	25-Nov-15	Cheque - PRC/VSS	13	\$42.50	\$18,794.56
59	58	28-Nov-15	Deposit - Canteen Proceeds		\$114.45	\$18,909.01
60	59	28-Nov-15	Deposit - Cash Calendar Sales		\$2,340.00	\$21,249.01
61	60	28-Nov-15	Deposit - Cheesecake Sales		\$3,240.00	\$24,489.01
62	61	30-Nov-15	Credit Interest		\$1.07	\$24,490.08
63	62	30-Nov-15	Cheque - Cash Calendar	32	\$4,900.00	\$19,590.08
64	63	30-Nov-15	Cheque - Biathlon Equipment	26	\$3,070.26	\$16,519.82
65	64	30-Nov-15	Cheque - Canteen Supplies	31	\$55.70	\$16,464.12
66	65	30-Nov-15	Cheque - Canteen Supplies	30	\$54.26	\$16,409.86
67	66	30-Nov-15	Cheque - Canteen Supplies	27	\$37.86	\$16,372.00
68	67	5-Dec-15	Deposit - LSA Reimbursement		\$426.69	\$16,798.69
69	68	5-Dec-15	Deposit - United Way Donation		\$125.00	\$16,923.69
70	69	5-Dec-15	Deposit - Cheesecake Fundraiser		\$821.00	\$17,744.69
71	70	5-Dec-15	Deposit - United Way Donation		\$241.35	\$17,986.04
72	71	5-Dec-15	Deposit - Canteen Proceeds		\$135.35	\$18,121.39
73	72	5-Dec-15	Deposit - Cash Calendar Sales		\$160.00	\$18,281.39



170 RCAC SSC Treasurer's Report - 01 Sept 2015 to Present

	A	B	C	D	E	F	G
74	73	5-Dec-15	Cheque - Double D's Cheesecake	34	\$3,520.00		\$14,761.39
75	74	5-Dec-15	Cheque - Notebooks (LSA)	35	\$680.24		\$14,081.15
76	75	5-Dec-15	Cheque - Canteen Supplies	37	\$132.92		\$13,948.23
77	76	5-Dec-15	Cheque - PRC/VSS	29	\$52.75		\$13,895.48
78	77	5-Dec-15	Cheque - PPNS (LSA)	24	\$47.46		\$13,848.02
79	78	12-Dec-15	Deposit - Canteen Proceeds			\$106.45	\$13,954.37
80	79	14-Dec-15	Cheque - Chapel Donation (2014-2015 Training Year)	556	\$200.00		\$13,754.37
81	80	14-Dec-15	Cheque - Whiteboard (LSA)	36	\$174.65		\$13,579.82
82	81	21-Dec-15	Cheque - Mess Dinner Catering	38	\$1,615.00		\$11,964.82
83	82	21-Dec-15	Cheque - Blathion Equipment (LSA)	25	\$81.73		\$11,883.09
84	83	24-Dec-15	Deposit - Cheesecake Sales			\$35.00	\$11,918.09
85	84	24-Dec-15	Deposit - Cash Calendar Sales			\$40.00	\$11,958.09
86	85	29-Dec-15	Cheque - PPNS (SSC Inkstamps)	43	\$45.00		\$11,913.09
87	86	29-Dec-15	Cheque - Canteen Supplies	42	\$44.04		\$11,869.05
88	87	29-Dec-15	Cheque - Filing Cabinet Keys Cut	41	\$16.90		\$11,852.15
89	88	31-Dec-15	Credit Interest			\$0.72	\$11,852.87
90	89	5-Jan-16	Cheque - Sports Equipment (LSA)	39	\$591.12		\$11,261.75
91	90	9-Jan-16	Deposit - LSA Reimbursement			\$902.35	\$12,164.10
92	91	9-Jan-16	Deposit - LSA Reimbursement			\$3,070.26	\$15,234.36
93	92	9-Jan-16	Deposit - LSA Reimbursement			\$81.73	\$15,316.09
94	93	9-Jan-16	Deposit - Donations			\$200.00	\$15,516.09
95	94	9-Jan-16	Deposit - Canteen Proceeds			\$135.80	\$15,651.89
96	95	9-Jan-16	Deposit - Mess Dinner Proceeds			\$470.00	\$16,121.89
97	96	9-Jan-16	Deposit - Cash Calendar Sales			\$480.00	\$16,601.89
98	97	11-Jan-16	Cheque - Cash Calendar	45	\$720.00		\$15,881.89
99	98	11-Jan-16	Cheque - Canteen Supplies	44	\$77.33		\$15,804.56
100	99	21-Jan-16	Cheque - Band Equipment	40	\$87.34		\$15,717.22
101	100	30-Jan-16	Deposit - Canteen Proceeds			\$144.53	\$15,861.75
102	101	30-Jan-16	Deposit - Cash Calendar Sales			\$100.00	\$15,961.75
103	102	30-Jan-16	Deposit - Canteen Proceeds			\$86.50	\$16,048.25
104	103	30-Jan-16	Deposit - Cheesecake Sales			\$70.00	\$16,118.25
105	104	30-Jan-16	Deposit - Canteen Proceeds			\$119.50	\$16,237.75
106	105	31-Jan-16	Credit Interest			\$0.83	\$16,238.58

## Canteen Report – February 5, 2016

Revenue to January 29: \$1779.00

Average Revenue per week: \$111.19

Expenditures to November 27: \$993.36

Average Expenditure per week: \$ 62.09

Total Profit to date: \$785.64 (45%)

### ***Donations of goods:***

Saucier Family (x2)

### ***Possible avenues to explore:***

- Soliciting for donations of goods
- Bake Sale
- Suggestions from Cadets regarding different stock