



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

1001-01 (Secretary)

06 May 2016

Distribution List (via Email)

**MINUTES OF THE 170 RCAC SQUADRON
SPONSORING COMMITTEE MEETING**

Date: Friday, May 6, 2016
Location: Building 135

Chairperson: Randy Reisch

In Attendance:

Randy Reisch – Chairperson 170 St James SSC
Balwinder Dhillon – Vice Chairperson
Mohny Bhullar – Secretary
Crystal Taylor – Fundraising Chair
Tracey Reisch – Canteen Manager
Nicole Papineau
Sandee Buscemi
Sherri Glazier
Ken Taylor
Luisa Sabourin

| Item | DISCUSSION | Action By |
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| I | <p><u>INTRODUCTORY REMARKS</u></p> <p>The meeting was called to order at 7:04 pm on Friday, May 6/16, 2016. The meeting was conducted at Building 135 and the Chairperson, Randy Reisch recognized the missing members. Richard was called back to Lundar, Ken Woods sent his regrets. CO Tardi could not come due to sick staff members.</p> | |
| II | <p><u>CHAIRPERSON'S OPENING REMARKS</u></p> <p>The Chairperson stated that there was much to be covered today due to this being the last meeting before the Annual Ceremonial Review (ACR) and the 75th Anniversary celebrations.</p> | |
| III | <p><u>ITEMS TO BE ADDED TO THE AGENDA</u></p> <p>Nil.</p> | |
| IV | <p><u>ACCEPTANCE OF MINUTES OF LAST MEETING</u></p> <p>Motion to accept: Nicole Papineau Seconded : Ken Taylor In favour: All. Opposed: None.</p> | |
| V | <p><u>OLD BUSINESS</u></p> <ul style="list-style-type: none"> a) Spring Tag Day was extremely successful. Over \$8,993.00 raised in one day. A big thank you to all the parents and cadets that made it so successful. b) Corporate Donation Letter – finalized and sent to the fundraising chair. Some minor changes required and then it will be sent out at the end of this training year and early in the next year. c) Cadet Family MOU – (Memorandum of Understanding) – needs to be developed so parents are aware of what is expected of them. This will be completed over the summer and included in new enrolment packages. d) Office re-org at building 21 – was originally scheduled for this summer. However as this will now be the hub for the summer camp organization, it will be done sooner and to our benefit. Note 90 new chairs were acquired so the old ones went to repair and disposal (R & D). e) Raffle tickets – we were given 200 books to sell and have 38 books left not signed out yet. Each cadet must sell a minimum of 2 books. We need the money and stubs back by | |

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| | <p>the 20th of May 2016. We have the reputation of being the highest selling squadron and would like to keep it. There was a question about how the ticket is printed and why the exact price is on the ticket for prizes. It was answered that it is a legal requirement by Manitoba Lottery that the retail value be noted. It is in our best interest to sell these as last year we received \$3600 from the league.</p> | |
| VI | <p><u>CORRESPONDENCE</u> None.</p> | |
| VII | <p><u>COMMANDING OFFICER'S REPORT</u></p> <p><u>SQUADRON STRENGTH</u></p> <ul style="list-style-type: none"> - 124 cadets on strength. - 8 staff members on paid strength. - We will be losing Lt Minaker at the end of the training year which will make a total of 3 vacant positions by the end of June. - CV Sernadilla has informed me that she has an application in for the CAF Army Reserves and will likely not be with us next training year. - I've interviewed and intend to bring Ms Violet Pearase on board in the role of Level 1 Training Officer and Band Officer. - I will be interviewing Ms Michelle McLennan, a former cadet who is interested in becoming a Level Training Officer. - No plans yet to replace Ms Sernadilla. <p><u>UNIFORM SITUATION</u></p> <p>During CO's inspection on 15 April, I noticed that there are a substantial number of cadets without uniforms on. It seems that some have even been waiting several months for a new uniform or parts of the uniform to come in. This situation is less than ideal, so I have immediately taken steps to fix the situation.</p> <p>I created a survey that was sent out via email and Facebook to determine who needs new uniform parts and for how long they've been waiting. I've also been working with Ms Sernadilla on how to run supply more efficiently. Supply will continue to operate beyond</p> | |

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| VIII | <p>ACR--likely on a different night--until the end of June</p> <p><u>COMMITTEE REPORTS</u></p> <p>a) <u>CANTEEN REPORT – Tracey Reisch</u></p> <p>Highlighted the revenue and expenses for the last two weeks as per the report attached. The canteen is running at approximately 41% profit. Tracey said this increase in profit is due to canteen donations.</p> <p>b) <u>TREASURER’S REPORT – Richard Marshall</u></p> <p>See report attached. Forecasted expenses remaining include Tag Day; FTX; level tour; ACR; 75th Anniversary; and Harv’s Air if required as it is currently at a credit balance. Next two tag days noted as October 22, 2016 and April 29, 2017</p> <p>c) <u>FUND RAISING – Crystal Taylor</u></p> <p>Goal was to raise a sufficient amount outside of tag days to support the budget. Raised to date: cheesecake \$821.00, raffle \$1,841.00, pizza cards \$1,500.00.</p> <p>Discussion around what should be done next year. It was decided that instead of pizza cards the fundraising committee would look at the “Action Pack” book as we only need to sell 1 book for \$15 profit. The expectation will be that each cadet must sell/buy one book.</p> <p>Corporate Donation letter will be fine-tuned and ready for distribution shortly. Discussion around who would sign letter and it was decided it would be the SSC fundraising team member that contacted the business and the SSC Chair.</p> <p>League raffle tickets are selling well, only 38 left to sign out. Some flight sergeants and above have not picked theirs up so will be mentioned at nightly announcements.</p> <p>Memorandum of Understanding (MOU) - will contain a \$\$ figure that parents can give if they do not wish to do any fundraising. There was discussion if a parent has 2 cadets they must pay the same amount per cadet. Also tag day and league raffle tickets cannot be opted out of.</p> <p>Walkathon – October 1, 2016. Goal is for each cadet to raise \$20.</p> | |
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| IX | <p><u>NEW BUSINESS</u></p> <p>a) ACL 75th Anniversary Event – June 11, 2016</p> <p>i) ACL-MB Meetings – Randy has attended monthly meetings since Feb with other SSC and the ACO rep. Mr. Howard Mar is chairing. There will be more info to follow.</p> <p>ii) Funding – cost has been set at \$45 per cadet so our squadron can send 40 cadets based on the funds made by our squadron. Need more volunteers for Band, Honor Guard and to carry our flag.</p> <p>iii) Sequence of Events – review attached. If someone would like to attend just the dinner and dance, they can buy a ticket for \$45. Dress is formal or uniform.</p> <p>iv) Volunteers/Chaperones – screened SSC members required to help on the bus and at dinner as well as various other stations throughout the day. If we volunteer before May 30/16, then the SSC will pay for our dinner.</p> <p>b) ACR – May 28/16</p> <p>1. SSC Responsibilities</p> <p>i) send out invites to the following VIPs: HCol Chapman, Mr. Delmage, Mr. Fissett, and Mr. Harris.</p> <p>ii) Order placards to be mounted on awards and individual plaques for recipients.</p> <p>iii) Provide/order food and refreshments for the reception</p> <p>Luisa has volunteered to order the food and be the point person on receiving delivery/setup/cleanup. Last year we ordered for 600 ppl and that is too much. Target for 500 ppl and confirm a few days before. Budget is \$2000 for everything on that day. Ask each family to bring approx. 12 dainties for dessert. Need coolers for drinks and juice boxes.</p> <p>iv) Provide water for Cadet consumption – Tracey to take care of water and ice.</p> <p>v) Print 200 copies of the ACR Program, soft copy to be provided to the SSC no later than 20 May 2016.</p> <p>Randy to print.</p> <p>2. Fundraising - 50/50 draw, silent auction –TBD. Decided not to do silent auction this year. Sandina to organize 50/50 draw and only adults can buy tickets due to gambling rules.</p> <p>c) SSC Budget – Training Year 2016-17 – planning to have a meeting on 1st June and will sit down with the CO to discuss.</p> <p>d) SSC Nominations – Training Year 2016-17 – need more people. Let the Chair know if you can stay on next year.</p> | <p>SSC Chair</p> <p>SSC Chair</p> <p>Luisa</p> <p>Tracey</p> <p>Randy</p> <p>Sandina</p> <p>Chair Treasurer CO</p> |
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| | <p>This committee stays in effect till Sept 2016. The committee will meet at beginning of September to vote.</p> | |
| X | <p><u>NEXT MEETING</u></p> <p>The next SSC Executive Meeting is September 2016 and is open to all parents to attend.</p> | |
| XI | <p>ADJOURNMENT</p> <p>Motion was made by Ken Taylor to adjourn and seconded by Luisa Sabourin. In favour: All. Opposed: None Time: 8:40 pm.</p> | |

Enclosures

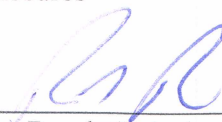
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| Randy Reisch Chairperson | Date |
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| Balwinder Dhillon Vice-Chairperson | Date |
| _____ | _____ |
| Mohny Bhullar Secretary | Date |

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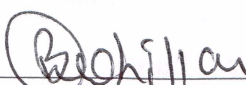
All Sponsoring Committee Members
 Commanding Officer 170 RCACS
 All Cadet Parents

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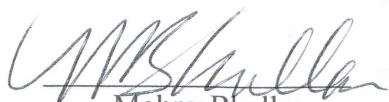
Enclosures


 Randy Reisch
 Chairperson

23 Sept 16
 Date


 Balwinder Dhillon
 Vice-Chairperson

Sept 30/16
 Date


 Mohny Bhullar
 Secretary

Sept 30/16
 Date

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