



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

1001-01 (Secretary)

23 September 2016

Distribution List

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

Date: Friday, September 23, 2016
Location: Building 135

Chairperson: Randy Reisch

In Attendance:

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
Allison Boxshall – Training Officer
Sandee Buscemi
Sherri Glazier
Luisa Sabourin
Ken Woods
Jaym Stephens
Steve Jurkowski
Charles Lerm
Wendy Ducharme

Item	DISCUSSION	Action By
I	<p><u>INTRODUCTORY REMARKS</u></p> <p>The meeting was called to order at 7:00 pm on Friday, September 23, 2016. The meeting was conducted at Building 135 and the Chairperson, Randy Reisch welcomed everyone and thanked them for their work during the last training year.</p>	
II	<p><u>CHAIRPERSON'S OPENING REMARKS</u></p> <p>The Chairperson started by thanking everyone for all the work on the ACR last training year. He reminded everyone about the next general meeting and everyone is welcome. He introduced Allison Boxshall, the new Training Officer</p>	
III	<p><u>ITEMS TO BE ADDED TO THE AGENDA</u></p> <p>Triple C Conference</p>	
IV	<p><u>ACCEPTANCE OF MINUTES OF LAST MEETING</u></p> <p>Motion to accept: Sherri Glazier Seconded : Ken Woods In favour: All. Opposed: None.</p>	
V	<p><u>OLD BUSINESS</u></p> <p>a) Cadet Family MOU – (Memorandum of Understanding) – was completed over the summer and included in the enrolment package. An idea was proposed that the SSC should set up a table every parade night to allow new parents a place to ask questions or drop off their cheques. Sherri Glazier and Ken Woods volunteered. There was also discussion about a deadline for MOU payment and it was decided to leave it open for another month due to this being the first year. To be revisited: if cadets do not fundraise then they will need to pay later in the year. This MOU does not exclude mandatory fundraising like Tag Day and League Raffle Tickets. Therefore, an email will be sent to remind everyone of any mandatory events.</p> <p>b) Corporate Donation Letter – finalized and sent to the outgoing Fundraising Chair. Ken Woods requested to see a copy of it as he will be assisting in corporate donations. Crystal and Randy to finalize so it can be sent out. There was discussion about having a vice chair for fundraising but it was decided Ken Woods and Nicole Papineau would assist as co-chairs.</p>	

VI	<p><u>CORRESPONDENCE</u></p> <p>Two donation cheques were received from United Way for a total of \$140.09 Also the T3010 has been received from Revenue Canada so the Treasurer will begin working on it. Randy is working on the MPC4900 and ACCC32</p>	
VII	<p><u>COMMANDING OFFICER'S REPORT</u></p> <p><u>SQUADRON STRENGTH</u></p> <ul style="list-style-type: none"> - 137 cadets on strength. - 7 staff members on paid strength. We have lost one position due to lower numbers, which we were anticipating. - New staff members are Capt Allison Boxshall, Training Officer; Capt Gord Enright, Supply Officer; Ms Violet Pearase, Level 1 Training Officer and Band Officer. - The Squadron is awaiting transfer of Capt Enright from 573 Sqn to go through and CI paperwork for Ms Pearase and we will have a full compliment of staff. <p><u>WEBSITE AND FACEBOOK</u></p> <p>Our website was rolled out last month. It contains all the essential information cadets, parents, and staff need to know. We also moved from a Facebook group to a page to allow greater access to that content and to allow staff to post as the Squadron vs using their personal profiles.</p> <p><u>ANNOUNCEMENTS</u></p> <p>We have ceased using Mail Chimp and Facebook to post announcements. Rather, all announcements will be posted to the website on the homepage. This has cut down on the Comms O's workload considerably.</p> <p><u>CONTACTING THE SQUADRON</u></p> <p>Preferred methods to contact the squadron are now through the use of our contact form on the website or through our Facebook page. Email is still a valid option as well. Voicemail will no longer be monitored during the week. Messages will only be checked on parade nights.</p>	

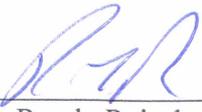
VIII	<p><u>COMMITTEE REPORTS</u></p> <p>a) <u>CANTEEN REPORT – Tracey Reisch</u></p> <p>See report attached. We had \$344 worth of products donated which helped our profit last year. Operating at 43.8 % profit. Last year we sold apples and it took forever to sell so this year we are going to offer apples for free. Last week 19 apples went for free.</p> <p>A suggestion was made to have healthy bars like Cliff, however we tried Vector last year from a donation and it took a long time to sell. Price point also needs to be considered.</p> <p>Randy said there was interest from new parents to work in the canteen so one parent will be added a night to help.</p> <p>b) <u>FUND RAISING – Crystal Taylor</u></p> <p>Walkathon – postponed to Spring as Oct 1 is too soon into the new cadet training year. Goal is for each cadet to raise \$20. We need to pick a date but stay away from Tag Day which is April 29/16. Much needs to be done to set this up, such as receiving permission from the city to use the trail, and getting yellow ribbon pins. We should have a story to hand out on the significance of the trail. There was discussion around making a donation but decided not to as we will purchase pins from MFRC (Military Family Resource Centre). There will be more discussion at the next Fundraising Committee Meeting after a new Fundraising Chair is voted in.</p> <p>There was discussion around what should be done this year. It was decided that instead of pizza cards the Fundraising Committee would look at the “Action Pack” book as each cadet would only need to sell 1 book for \$15 profit. The expectation will be that each cadet must sell/buy one book. This will be done before Christmas so it can be used as stocking stuffers. Consensus is that there will not be cheesecake or honey sales this year, but that will be confirmed during the Fundraising Committee Meeting. It was reiterated that League Raffle Tickets and Tag Day remain mandatory.</p> <p>The Corporate Donation letter will be fine-tuned and ready for distribution shortly.</p> <p>There were Pizza hotline card issues from last year. Many people found their cards to have been expired so Nicole has talked to the corporate office and the cards can be re-activated by calling 222-</p>	
------	--	--

IX	<p>2222 and stating you have a card from the cadet sales and there were issues so they will re-activate for another 6 months. The SSC Chair will ensure this information is included in the weekly announcement.</p> <p>c) <u>TREASURER’S REPORT – Richard Marshall</u></p> <p>See report attached. We are starting this training year with a healthy bank balance. Next two tag days noted as October 22, 2016 and April 29, 2017. After reviewing the draft budget, it was decided to add entries for a Squadron Social event for parents; a Squadron banner to list corporate sponsors; and refreshments for the Parents’ General Meetings. It was noted that there are several new line items on the budget for this coming year and they are a result of the successful fundraising last year and the fact that many Squadron items haven’t been replaced or updated in many years.</p> <p><u>NEW BUSINESS</u></p> <p>a) 170 RCAS 75th Anniversary – Sherri Glazier</p> <p>In 2017 170 RCAS will be celebrating its 75th Anniversary. Sherri is a member of the “170 Squadron 75th Anniversary Committee” that is planning a weekend of anniversary celebrations for 170 Alumni and will be acting as liaison between the committee and the SSC.</p> <p>The celebration will take place Friday September 29th to Sunday October 1st 2017. The itinerary for the weekend is as follows:</p> <p>Friday September 29th evening “Meet and Greet”: at the Officers’ Mess</p> <p>Saturday September 30th afternoon Open House and parade at Building 21 followed by dinner and dance at the Officers’ Mess.</p> <p>Sunday October 1st brunch at the Officers’ Mess Tickets will be sold for each of the events at the Officers’ Mess. Prices yet to be determined.</p> <p>Squadron cadets will be taking part in the parade and open house. Aside from the parade and open house the event will be open to alumni (and guests) over the age of 19, so no current cadets.</p> <p>We are asking the SSC for start-up seed money for this event in the amount of \$1000. The money will be put into a reunion bank account and used for deposits on anything we need up front before</p>	
----	--	--

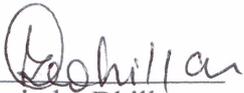
	<p>we begin ticket sales. If this event breaks even or makes a profit, start-up seed money and proceeds will be returned to the SSC. The purpose of this event is not a fundraiser, but an important milestone celebration. We are hoping to make this a very successful event. The 70th made \$2600 and only a social was held at that time.</p> <p>b) Fall FTX – SSC Support Request</p> <ol style="list-style-type: none"> i. Request for transportation of equipment and senior cadets on Friday October 7 and Sunday October 9th. Mohny and Crystal volunteered for Friday. ii. Ensure propane tank is full and delivered – Randy to do. iii. Deliver fire wood – Randy to do. <p>c) SSC Executive Nominations – Training Year 2016-2017 Fundraising Chair – Luisa Sabourin Secretary – Wendy Ducharme There was discussion around a new kit shop; setup would require a parent volunteer and a decision about whether it should be a company to order on demand or items ordered upfront. Capt Boxshall has a contact. SSC Chair to followup on this item</p> <p>Suggestion for new parents – Moron’s Guide to Cadets! And a social event for parents and cadets. Capt Boxshall stated that she would like to have senior cadets plan it for either Oct 28th or Nov 4th. SSC Chair to discuss with CO & Trg O.</p> <p>d) ACL (MB) AGM – 15-16 October 2016 Chair advised us that the emphasis this year is training seminars with other Manitoba SSCs and League Members. Randy encourages all 170 SSC Exec members to attend as well as members at large. Need registration forms by next Friday at the latest.</p> <p>e) Fall Tag Day – 22 October 2016 Mohny to head the coordination with Randy. Building 21 not available on Tag Day so we will use ½ the gym.</p> <p>f) Draft SSC Budget – Training Year 2016-2017 There was discussion around if there is a surplus at the end of this training year, should we purchase a GI and restrict those funds? Will be decided later.</p> <p>g) Items Added to Agenda</p> <ol style="list-style-type: none"> i. Capt Boxshall stated the Sqn would like to plan a trip for 2018 with suggestions for either overseas or within Canada. Planning will start at the next Parents’ General Meeting. 	
--	--	--

	<p>This trip will be limited to a certain number of cadets and lots of fundraising will be required.</p> <p>ii. Randy advised of the Triple C conference which means Community Coordinating Committee. This will be at the COs conference on the 1st and 2nd of October. It's an opportunity for COs, SSC Chairs, and Senior Warrant Officers to talk.</p> <p>iii. CO and SSC Chair received invitation for Lt. Governor's reception on 6th October 2016 re ACL 75th Anniversary.</p>	
X	<p><u>NEXT MEETING</u></p> <p>The next SSC Meeting is 30 September 2016 and is open to all parents to attend.</p>	
XI	<p><u>ADJOURNMENT</u></p> <p>Motion was made by Ken Woods to adjourn and seconded by Crystal Taylor. In favour: All. Opposed: None Time: 8:40 pm.</p>	

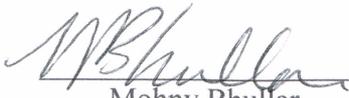
Enclosures


 Randy Reisch
 Chairperson

30 Sept 16
 Date


 Balwinder Dhillon
 Vice-Chairperson

Sept 30/16
 Date


 Mohny Bhullar
 Secretary

Sept 30/16
 Date

Distribution List (via email & website)

All Sponsoring Committee Members
 Commanding Officer 170 RCACS
 All Cadet Parents

Canteen Report – September 23, 2016

Revenue – Training year 2015-16:	\$3384.93
Average Revenue per week:	\$112.83
Expenditures – Training year 2015-16:	\$1901.94
Average Expenditure per week:	\$ 63.40
Total Profit – Training Year 2015-16:	\$1482.99 (43.8%)
<hr/>	
Revenue to September 16, 2016	\$233.00
Expenditures to September 16, 2016	\$143.42
Profit to September 16, 2016	\$ 89.58 (38.4%)

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		\$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						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
32						
33						
34						
35						
36						
37						
38						
39						
40						
41						
42						
43						
44						
45						
46						
47						
48						
49						
50						
51						
52						
53						
54						
55						
56						
57						
58						
59						
60						
61						
62						
63						
64						
65						
66						
67						
68						
69						
70						

Statement of your accounts

August 1, 2016 to August 31, 2016



www.assiniboine.mb.ca

170 ST JAMES R C A C S SPONSORING COMM
PO BOX 17000 STATION FORCES
SUITE 185
WINNIPEG MB R3J 3Y5

Why not get your money working harder for you? ACU has a variety of personal investment and savings options that can help you get the most from your money. Feel secure knowing that your money is 100% protected through the Deposit Guarantee Corporation of Manitoba. You can earn a daily interest in our high rate savings account, or generate a guaranteed rate of return by investing in a one, two or three year, Guaranteed Investment Certificate. Whether your cash needs are short-term or long-term, or even unknown – we can find investment solutions that meet your specific needs. Check out our website for our competitive rates, or speak to an ACU representative to find out more!

Your Account Summary

Date	Account Description	Balance
Aug 31	Community Builder - 100100832030	27,450.18

Your Monthly Activity

Community Builder - 100100832030

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

Date	Transaction Details	Debits	Credits	Balance
Aug 1	Balance Forward			27,222.07
Aug 8	Deposit		300.00	27,522.07
Aug 27	Eff.AUG26 Cheque #65	42.42		27,479.65
Aug 27	Eff.AUG26 Cheque #55	31.58		27,448.07
Aug 31	Credit Interest		2.11	27,450.18
Aug 31	Number of Debits/Credits	2	2	
Aug 31	Value of Debits/Credits	74.00	302.11	
Aug 31	Ending Balance			27,450.18



If there are any errors on your statement, please contact us within 30 days at (1-877) 958-8588. Deposits are guaranteed 100% without limit by the Deposit Guarantee Corporation of Manitoba. As a member, your \$5 member share entitles you to one vote and a say in how your credit union is run. No new trees were cut to print this statement — printed on 100% post-consumer mixed office waste, 100% processed chlorine free, acid-free paper.