



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

1001-01 (Secretary)

21 October 2015

Distribution List (via Email)

MINUTES OF THE 170 RCAC SQUADRON  
SPONSORING COMMITTEE MEETING

Date: Friday, Oct 9, 2015  
Location: Wing Chapel Annex

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 – Acting Secretary  
Sharon Tardi – Past Chair  
Ken Woods  
Jennifer Reidulff  
Sherri Woods  
Nicole Papineau  
Santee Buscemi  
Sherri Glazier  
Daniel Whittaker  
Alex Wiebe  
Richard Lukes  
Cory Wiebe  
Patrick Borduas  
Kiran Bedi  
Robyn Finlayson

Jodi Hutchison  
Harpal Bedi  
Tiffany Gibson  
Dawn Wojtowicz  
Stacy Cawley  
Bob Exner  
Crystal Taylor  
Ken Taylor

Item	DISCUSSION	Action By
I	<p><u>INTRODUCTORY REMARKS</u></p> <p>The meeting was called to order at 7:00 pm on Friday, October 9, 2015. The meeting was conducted at the Chapel and the Chairperson, Randy Reisch, welcomed all and thanked Sharon and the outgoing Executive.</p>	
II	<p>The following items were added to the agenda.</p> <ol style="list-style-type: none"> <li>1) Pilots Achievement Training Awards</li> <li>2) Effective Speaking Competition – Feb 2016</li> </ol>	
III	<p><u>APPROVAL OF MINUTES OF LAST MEETING</u></p> <p>Sherry Glazier made a motion to accept the minutes of the last meeting as received. Motion was seconded by Dan Whittaker. In favour: All. Opposed: None.</p>	
IV	<p><u>BUSINESS ARISING FROM MINUTES OF LAST MEETING</u></p> <p>The new members of the Squadron Sponsoring Committee were introduced. Tracey Reisch is stepping down as fundraising Chairperson due to family commitments however she will be staying on as Canteen Manager. Sherry Woods switched to being a Fundraising Committee Member and the Administrative Assistant position will remain vacant until a nominee can be found.</p>	
V	<p><u>CORRESPONDENCE</u></p> <p>Received since 01 September 2015</p> <ol style="list-style-type: none"> <li>a. CRA T3010 required to be completed in order to maintain charitable status. Treasurer will complete form.</li> <li>b. Nav Canada Donation - \$250.00</li> <li>c. United Way Donations - \$188.08</li> </ol>	Treasurer
VI	<p><u>COMMANDING OFFICER'S REPORT</u></p> <p>Capt Tardi thanked everyone for attending and provided the following points as part of his Commanding Officer's Report:</p> <ol style="list-style-type: none"> <li>a. The Supply Officer has said that a number of uniform parts from the stock for trying on and missing parts need to be washed. He asked that volunteers take home a load at Christmas and wash. Wedges would need to be dry-cleaned.</li> </ol>	

<p>VII</p>	<p>b. The CO stated that perhaps there was information overload in the past with several activity sheets, multiple reminder emails and Facebook which led to parents/cadets not knowing which source was correct. Going forward the Squadron will use Google Calendar, verbal announcements on Friday night, E-mail via MailChimp and Facebook updates to ensure important information is passed. The CO also discussed establishing a weekly phone call from a Senior Cadet to the Junior Cadets for reminders. Some parents expressed concerns about this becoming a phone tree. Captain Tardi stated that this weekly phone call was a way for the Squadron to assist in leadership development and to enable Senior Cadets more interaction with their Junior Cadets. The CO will be discussing this further with his Staff and may be looking for approval/support from the parents committee.</p> <p>c. The Squadron Website is going to expire in a month and will not be renewed. A public Facebook Page is being created by Lt. Minaker which will allow public access even for those without a Facebook account.</p> <p>d. Scholarships – The CO looking for a volunteer to take on researching and providing information to the Squadron about the various Scholarship/Bursary options available to the cadets.</p> <p>e. Google Calendar – Parents raised the point that listed activities requires who, what, when, why and where. Captain Tardi said he would add more info and ensure that information is posted.</p> <p>f. The CO asked for discussion on whether a Town-Hall/Teleconference with the CO is a worthwhile initiative. After discussion regarding this issue and due to the fact that that he is available to everyone should they wish to talk to him that this is not required at this time.</p> <p><u>COMMITTEE REPORTS</u></p> <p>a. <u>TREASURER’S REPORT</u></p> <p>The Treasurer highlighted a few expenses from the report and asked for feedback on format/layout. The Assessment fee to Provincial League is based on last year’s enrolment numbers and will need to be paid following the AGM in the amount of \$5124.00</p>	<p>CO</p>
------------	---	-----------

VIII	<p style="text-align: center;">b. <u>CANTEEN REPORT</u></p> <p>The Canteen Report was presented by Sherri Woods and she reported activity on Sept 25 and Oct 2. The canteen is trying out new items and will use a suggestion sheet to see what cadets would like. It was reiterated that Cadets will not be allowed to run a tab.</p> <p style="text-align: center;">c. <u>FUND RAISING</u></p> <p>The SSC Chairperson spoke on behalf of Tracey Reisch stated that Cash Calendars sponsored by the ACL-MB will be sold to raise funds for the 75<sup>th</sup> Anniversary Events. New fundraising ideas were mentioned and discussed.</p> <ol style="list-style-type: none"> <li>1. Lamontagne chocolates</li> <li>2. DD's Cheesecake</li> <li>3. John Russell honey</li> <li>4. Funscript (discounts, gift cards)</li> <li>5. 17 Wing Golf Club Event (summer 2016)</li> <li>6. Cash calendar</li> </ol> <p style="text-align: center;">d. <u>FALL TAG DAY</u></p> <p>Currently 24 vendor locations have been confirmed and therefore approximately 66 cadets are required. The organizing committee is very short on Senior Cadet volunteers. More parents are required as vendors are requesting an adult supervisor be around. Parents with completed screenings will be required to count money. A suggestion was made to look at cost of hand held devices as people do not carry cash. Other parents can pick up and drop off cadets if their parents are busy. A discussion ensued regarding basis points for each activity towards camp selection and perhaps increasing Tag Day point weights. This item was tabled for follow-on review by the CO. Discussion also ensued around what is considered a suitable excuse for not attending Tag Day. Sharon Tardi suggested that if parents cannot bring their kids, they can donate money in lieu.</p> <p>Spring Tag Day is scheduled for April 9, 2016</p>	CO
------	---	----

IX

NEW BUSINESS

a. Nominations for vacant positions.

i. Secretary – Mohny Bhullar

Dan Whittaker made a motion to accept the nomination as received. Motion was seconded by Sherri Glazer. In favour: All. Opposed: None.

ii. Member-at-large – Dan Whittaker

Ken Woods made a motion to accept the nomination as received. Motion was seconded by Balwinder Dhillon. In favour: All. Opposed: None.

iii. Member-at-large – Sharon Tardi

Jodi Hutchison made a motion to accept the nomination as received. Motion was seconded by Sherri Woods. In favour: All. Opposed: None.

iv. Fundraising Chairperson

The SSC Chairperson described duties and stated there is a team in place of Ken Woods, Sherri Glazier and Sherri Woods. There was a discussion on whether a parent of a Cadet that has aged out can remain a member of the SSC. The Chairperson informed everyone that as per the SSC Constitution the Past Chairperson can remain on committee for up to two years.

Jenn Reiduff made a motion to nominate Sharon Tardi and Crystal Taylor as Co-Chairpersons. Motion was seconded by Sherri Glazier. In favour: All. Opposed: None.

b. 2015/2016 SSC Budget

The Chairperson presented the SSC Budget for the 2015/2016 Cadet Training Year and highlighted some key expenditures. See enclosed document.

The Provincial Air Cadet League Assessment Fee for this year will be \$5024.00 which will be paid at the AGM. The fee is based on the Squadron's Cadet effective strength from last year which stood at 157 cadets. The ACL-MB Membership Fee of \$100.00 must also be paid at that time.

Capt Tardi explained the Local Support Allocation (LSA) and described the different categories those expenditures would apply to:

Category 1 - Optional Training Activities (i.e. Training aids & equipment).  
Category 2 - Optional Physical Activities (i.e. sports equipment).  
Category 3 – Administrative Support (i.e. pens, paper and supplies)

The CO also explained how the LSA was determined and that a certain amount of funding was allocated per cadet.

Jodi Hutchison made a motion to accept the budget as received.  
Motion was seconded by Sharon Tardi and Ken Woods. In favour:  
All. Opposed: None

c. Fall Tag Day – 24 Oct 15

Tag Day will be conducted from Bldg 21. The organizing committee will setup during the Friday parade night to reduce the workload in the morning. Bag lunches are required by each cadet. Water to be supplied.

d. ACL 75<sup>th</sup> Anniversary

All Manitoba Air Cadets will be convening in Winnipeg in June and since it is the same weekend as the Squadron's Annual Ceremonial Review (ACR), the 75<sup>th</sup> Anniversary will count as the ACR. It is a huge weekend event, therefore there will be no ACR. This event will qualify as sufficient training to replace the ACR.

e. ACL-MB Cash Calendar

The Provincial League will be doing a Cash Calendar to raise money to fund the 75<sup>th</sup> Anniversary Events. 170 Sqn has been allotted 310 calendars which must be sold at a cost of \$20.00 each. There are \$7600.00 in prizes built in the calendar on a monthly basis. We are asking all cadets to sell at least 2 each. Profits are split 50/50 between the League and the Squadron). Sharon motioned that we have each cadet sell 2 minimum. They are to be sold before Christmas with a recommended deadline of 30 November. If calendars remain unsold we have to reimburse the Provincial League therefore we must sell all allotted numbers.

f. Squadron Photos – ACL-MB SmugMug Site

Squadron has photos on Facebook and paper copies which will need to be scanned and added to site.

g. SSC Equipment Inventory

An inventory is required for the 170 Squadron for tracking purposes. An updated itemized list of inventory will be completed by January 2016. The SSC Chair will be looking for assistance to have this completed.

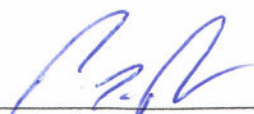
Chair

	<p>h. Fundraising Suggestions:</p> <p>i. Bud, Spud,&amp; Steak with silent auction Tijuana Yacht club is approx. \$15 to \$20 per ticket and cost is \$10 per person. OPI – Sherri Glazier will research options.</p> <p>ii. Applebee’s Flapjack fundraiser – cost per person is \$4 on Grant Avenue. Currently can be booked for April 2 or 3, 2016 which conflicts with Spring Break and Good Friday, therefore there is a need to look for other dates. Discussion indicated that this idea is supported. OPI - Sherri Glazier.</p> <p>iii. Corporate Sponsorship – none currently according to Sharon Tardi.</p> <p>iv. Wine Raffle.</p> <p>v. Putting Company logo on FB page suggested for corporate sponsorship.</p> <p>vi. Weekly 50/50 draw.</p> <p>vii. Red River Co-op Grant.</p> <p>The Chairperson thanked everyone for the good ideas and will follow-up on some of these items with the Fundraising Co-Chairs.</p> <p>i. Squadron Potluck- Following discussion it was determined this event was not required.</p> <p>j. Spring Mess Dinner – Discussion determined that this event will be used to present Sqn awards and is budgeted for \$3000. Everyone agreed that it is a great training opportunity for cadets to sit down to a formal dinner. Date TBD</p> <p>k. ACL-MB Annual General Meeting (AGM) – 17 &amp; 18 Oct 15 The SSC Chairperson listed the attendees currently attending to represent 170 Sqn as himself, Sharon Tardi, Richard Marshall, Balwinder Dhillon, Sherrie Glazier and Capt Tardi. Anyone interested in attending is encouraged to contact the SSC Chairperson.</p>	<p>Chair</p> <p>CO</p>
--	--	------------------------

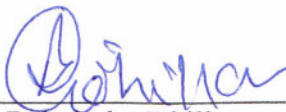


X	<p><u>NEXT MEETING &amp; ADJOURNMENT</u></p> <p>The next Squadron Sponsoring Committee Meeting will be on 27 Nov 15 at 7 P.M. Location will be announced once a suitable location has been confirmed. The Incoming Chairperson thanked the Outgoing Chairperson and her committee for their hard work over the past year.</p> <p>Motion was made by Ken Woods to adjourn and seconded by Ken Taylor. In favour: All. Opposed: None Time: 8:50 pm.</p>	
---	---	--

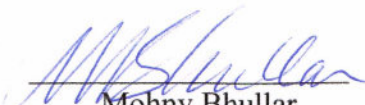
Enclosures: 1

  
 \_\_\_\_\_  
 Randy Reisch  
 Chairperson

06 Nov 15  
 \_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 Balwinder Dhillon  
 Vice-Chairperson

Nov 6/15  
 \_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 Mohny Bhullar  
 Secretary

06 Nov 15.  
 \_\_\_\_\_  
 Date

Distribution List (via email)

All Sponsoring Committee Members  
 Commanding Officer 170 RCACS  
 All Cadet Parents

## 170 RCAC SSC Budget - Training Year 15/16 - Sept 2015 to June 2016

	Income			Expense		
	LSA (Cat 1&3)	LSA (Cat 2)	SSC Funds	LSA (Cat 1&3)	LSA (Cat 2)	SSC Funding
Bank Balance (01 Sept 15)						
LSA Allocation (Cat 1 &3)	\$2,745.00					
LSA Allocation (Cat 2)		\$4,290.00				
Familiarization Flights				\$900.00		\$2,750.00
PP&S				\$735.00		
Marksmanship Equipment				\$750.00		
Office Supplies (Easel & Storage)				\$300.00		
Misc LSA Expenses (MSE & RCSU Test Deposit)				\$60.00		
Biathlon Equipment					\$3,200.00	
RCAF Run Sponsoring					\$510.00	
Sports Equipment					\$580.00	
Assessment Fee for ACL						\$5,100.00
ACR						\$2,000.00
Mess Dinner/Awards Banquet						\$3,000.00
Fall Tag Day						\$500.00
Spring Tag Day						\$500.00
FTX (Fall)						\$340.00
FTX (Spring)						\$340.00
PRC/VSS Reimbursement						\$500.00
Awards (Service medals, trophies, plaques, etc)						\$500.00
ACL (MB) General Meeting						\$300.00
Training and PD						\$300.00
Level Tours						\$200.00
Biathlon Team						\$300.00
Donation to Chapel for use						\$200.00
Donation for Aviation Day Support						\$200.00
Name Tags for New Cadets						\$200.00
<b>Sub Totals</b>	<b>\$2,745.00</b>	<b>\$4,290.00</b>	<b>\$8,501.61</b>	<b>\$2,745.00</b>	<b>\$4,290.00</b>	<b>\$17,230.00</b>
<b>Totals</b>		<b>\$15,536.61</b>		<b>\$24,265.00</b>		

ACL - Air Cadet League  
 ACR - Annual Ceremonial Review  
 FTX - Field Training Exercise  
 LSA - Local Support Allocation  
 MSE - Mobile Support Equipment  
 PD - Professional Development  
 PP&S - Pens, Paper & Stationery  
 PRC/VSS - Police Record Checks/Vulnerable Sector Search  
 RCSU - Regional Cadet Support Unit  
 SSC - Squadron Sponsoring Committee