



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

1001-01 (Secretary)

18 March 2016

Distribution List (via Email)

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

Date: Friday, March 18, 2016
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 – Secretary
Crystal Taylor – Fundraising Chair
Tracey Reisch – Canteen Manager
Ken Woods
Nicole Papineau
Santee Buscemi
Sherri Glazier
Dan Whittaker
Charles Lerm
Danilla Brunel
Glen McConnell
Paulo Amenta
Shelley Matheson
Jodi Hutchison
Greg Lockert

Doug Kendall
Raj Rathamanoharan
Ben Baxter

Item	DISCUSSION	Action By
I	<p><u>INTRODUCTORY REMARKS</u></p> <p>The meeting was called to order at 7:01 pm on Friday, March 18, 2016. The meeting was conducted at the Wing Chapel Annex 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>The Chairperson introduced the Executive team to the parents.</p>	
III	<p><u>ITEMS TO BE ADDED TO THE AGENDA</u></p> <ol style="list-style-type: none"> 1. Cash Calendar proceeds: \$1841.43. 170 Sqn sold most in province. 2. League raffle tickets - Printed, waiting for distribution. \$2 each, book of 10 with excellent prizes. Runs until June 6/16. Commitment to sell 2 books per cadet as this helps pay for cadet assessment fees. 3. Squadron SSC nominations for next year. Voting takes place at first meeting in September. Looking for people to help out the SSC. 	
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 Crystal Taylor. In favour: All. Opposed: None.</p>	
V	<p><u>OLD BUSINESS</u></p> <ol style="list-style-type: none"> a) ACL 75th Anniversary <ol style="list-style-type: none"> i) Meetings held 1st Monday of every month. At the first meeting, many ideas brought up to do on that weekend. At the second meeting few squadrons showed up and not much was done. ii) Gala 16th April 2016 – each ticket is \$90.00 and it is a great way to raise funds. Great dinner for adults and alumni, very formal. iii) June 10-12 – Friday to Sunday. Howard Mar is looking for mass participation from province. Lots of great ideas but not much confirmed yet. Send out save the date when more information is available. 	

	<p>b) CRA T3010 – annual submission to Revenue Canada for charitable tax credit submitted last month. This means that a tax receipt can be issued for over \$20. A suggestion was made that if people do not want to fundraise they can donate a \$\$ amount. To be discussed later.</p> <p>c) Supply Room Setup – 177 picked up most of their stuff. A re-organization will be happening in the summer of all offices in building 21 and parent support may be required.</p> <p>d) Corporate Donation Letter – To send to businesses in local area to offset parent fundraising. Chair talked to Provincial and National league and will liaise with them to get a letter and hand off to Crystal.</p> <p>e) 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. Suggestion that the fundraising committee could include schedule for next year including MB league stuff. Another suggestion was to send a letter to all parents who are federal or provincial employees so they can register to donate. Bindy to set up with province. SSC Chair found our United Way registration so will include that on the MOU letter.</p>	<p>Chair</p> <p>Bindy</p>
VI	<p><u>CORRESPONDENCE</u></p> <p>1. United Way cheque rec'd for \$83.10</p>	
VII	<p><u>COMMANDING OFFICER'S REPORT</u></p> <p>SQUADRON STRENGTH</p> <ul style="list-style-type: none"> - 130 cadets on strength. - 9 staff members on paid strength. - 1 civilian volunteer who should be on paid strength by the end of April. - We will be losing Lt Daun effective 1 April. CV Sernadilla will take his place as Supply Officer. - We will be losing Lt Ferens in June, so we will have 2 vacant positions by then. <p>SUMMER TRAINING</p> <p>We've received offers for all 44 regional summer training spots and are waiting responses from cadets, which are due by 1 April. We are still waiting for national course offers to come in.</p>	

VIII	<p>170 SQN 75th ANNIVERSARY COMMITTEE On Wednesday 2 March, I chaired the inaugural 170 Squadron 75th anniversary committee meeting. The committee is made of squadron alumni, whose mission is "Through engagement of fellow alumni, the 170 RCACS 75th Anniversary Committee will create an event to celebrate the squadron's 75th anniversary, rekindle old friendships, and to fund raise money for the squadron."</p> <p>The next meeting is scheduled for Wednesday 13 April.</p> <p><u>COMMITTEE REPORTS</u></p> <p>a. <u>TREASURER'S REPORT – Richard Marshall</u></p> <p>See report attached. Bank Balance \$13,499.70. Forecasted deposits include Pizza Hotline card sales, cash calendar sales and LSA reimbursement. Forecasted expenses remaining includes Tag Day, FTX, level tour and ACR. For start of next year would like to have provincial fees in the amount of \$34 per cadet for 155 cadets in the account.</p> <p>Vote on line changes as requested in last CO report</p> <ol style="list-style-type: none"> 1. Proposed budget line adjustments: CO Tardi proposing that the budget be modified as follows: <ol style="list-style-type: none"> i) Reduce the Fall Tag Day line from \$500 to \$48. \$452 was actually funded through LSA. ii) Removing the Spring Tag Day line (\$500). This can be funded through 2016/17 TY LSA. iii) Reduce the FTX (Fall) line from \$340 to \$254. \$86 was actually funded through LSA. iv) Increase the Training and PD line from \$300 to \$650. \$500 can be reallocated from Spring Tag Day and \$100 from Biathlon Team Windup. v) Reduce the Biathlon Team Windup line from \$300 to \$200. vi) Create an Office Supplies Budget line for \$538. \$452 can be reallocated from Fall Tag Day and \$86 from FTX (Fall). <p>Motion by Dan Whittaker Second by Doug Kendall Opposed – None In favour – All</p>	
------	---	--

	<p>2. Donations to supporting organizations – discussion around what was done in the past \$400 budgeted for this. 100 to Firefighters Burn Fund, 100 to Terry Fox, 200 to the Wing Chapel.</p> <p>Motion made to donate \$200 to Wing Chapel and send Letter of Recognition for Winnipeg Airport Authority, Fire Fighter, and Nav Canada.</p> <p>Motioned by Jodi Hutchison Seconded by Bindi Opposed – none In favour – All</p> <p>Motion made to move \$200 to Training and Development Motioned by Doug Kendall Seconded by Nicole Papineau Opposed – none In favour – All</p> <p>b. <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 37% profit. Tracey said this increase in profit is due to canteen donations. Parent donations are always welcome but not skittles or chips. Suggestion made to add cookies to canteen but declined due to allergies that may be present and would require labelling.</p> <p>An idea was proposed of a bake sale in the future, Tracey to explore.</p> <p>c. <u>FUND RAISING – Crystal Taylor</u></p> <p>1. Pizza Hotline Cards- Target \$2,000 (<u>Nicole Papineau - Leader</u>) DATE: before Spring break, therefore purchase cards ASAP</p> <ul style="list-style-type: none"> • \$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 	<p>Tracey</p>
--	--	---------------

	<p>2. Applebee's Flapjack Breakfast – Target \$900 (<u>Sherri Fox Glazier – Leader</u>) DATE: November 19th, 2016</p> <ul style="list-style-type: none"> • \$4 Cost/Plate -\$10 Sale Price; Profit/plate - \$6 • 150 Tickets can be sold <p>3. Walk-a-thon – Target \$3,000 (<u>All Fundraising Committee Members</u>) <u>Crystal is main point of contact</u> DATE: postponed to next year Should be a mandatory activity</p> <ul style="list-style-type: none"> • Yellow Ribbon Greenway (5km) From Skatepark West (Silver & Sturgeon) To Legion Memorial Park (Silver & Ferry Road) • Cadets will walk in civilian attire • Cadet Band will play on and off during the walk • Cadets provided with a sponsorship sheet & story of the trail • Minimum \$25 Sponsorship/Cadet • CALL 311 to get permit ASAP <p>Motion made to postpone Walk-a-Thon to next cadet year. Motioned by Crystal Taylor Seconded by Nicole Papineau Opposed – none In favour – All</p> <p>IX <u>NEW BUSINESS</u></p> <p>a) Tag Day – 09 April 16 – will be out of Building 135. More parent volunteers are needed as we only have 23 and need 36. SSC Chair to look into GoFundMe page as some people do not have cash. Mohny Bhullar to organize the vendors with Sandini and provide updated spreadsheet. More details to follow. Cadets to bring own lunch again. Ken Woods to set up sign up tables first week of March for cadets and parents.</p> <p>b) ACR – May 28/16 – Budget \$2,000. Looking at luncheon ideas. In the past was done by Harris Meats. Crystal to look into donations. Could be 350 to 400 people. Silent Auction items to be purchased by cadets, perhaps one per flight. Desserts to be donated by parents. Fundraising idea 50/50 draw. Need to discuss and nail down at next meeting.</p> <p>c) Supply Room Re-organization – Summer 2016 – parent volunteers may be required. CO and staff will advise.</p>	<p>Chair Mohny Ken Woods</p> <p>Crystal</p>
--	--	---

X	<p><u>NEXT MEETING & ADJOURNMENT</u></p> <p>The next SSC Executive Meeting is on 29 April 16 at Building 135 and is open to all parents to attend.</p>	
XI	<p>Motion was made by Crystal Taylor to adjourn and seconded by Ken Woods. In favour: All. Opposed: None Time: 8:35 pm.</p>	


Enclosures


 Randy Reisch
 Chairperson

22 Apr 16
 Date


 Balwinder Dhillon
 Vice-Chairperson

APRIL 22 / 2016
 Date


 Mohny Bhullar
 Secretary

April 22/16
 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
1	#	Date	Item	Cheque #	Withdrawal	Deposit	Balance
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

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

	A	B	C	D	E	F	G
73	72	5-Dec-15	Deposit - Cash Calendar Sales			\$160.00	\$18,281.39
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 - Biathlon 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
107	106	6-Feb-16	Deposit - Canteen Proceeds			\$105.80	\$16,344.38
108	107	8-Feb-16	Cheque - Mess Dinner (Linens & Tableware)	46	\$262.20		\$16,082.18
109	108	8-Feb-16	Cheque - Canteen Supplies	49	\$134.14		\$15,948.04
110	109	8-Feb-16	Cheque - Canteen Supplies	48	\$51.45		\$15,896.59
111	110	8-Feb-16	Cheque - Canteen Supplies	47	\$29.92		\$15,866.67
112	111	13-Feb-16	Deposit - Canteen Proceeds			\$98.50	\$15,965.17
113	112	16-Feb-16	Cheque - Canteen Supplies	50	\$148.83		\$15,816.34
114	113	19-Feb-16	Cheque - Pizza Hotline Fundraiser Purchase	52	\$2,000.00		\$13,816.34
115	114	20-Feb-16	Deposit - Canteen Proceeds			\$136.30	\$13,952.64
116	115	23-Feb-16	Cheque - ACSM Undress Ribbons	53	\$30.00		\$13,922.64
117	116	29-Feb-16	Credit Interest			\$0.81	\$13,923.45
118	117	5-Mar-16	Deposit - Canteen Proceeds			\$120.25	\$14,043.70
119	118	5-Mar-16	Deposit - Canteen Proceeds			\$151.75	\$14,195.45
120	119	5-Mar-16	Deposit - United Way			\$83.10	\$14,278.55
121	120	7-Mar-16	Cheque - Canteen Supplies	57	\$125.29		\$14,153.26
122	121	7-Mar-16	Cheque - Canteen Supplies	59	\$42.34		\$14,110.92
123	122	7-Mar-16	Cheque - Canteen Supplies	58	\$32.75		\$14,078.17
124	123	7-Mar-16	Cheque - Band Equipment	51	\$26.95		\$14,051.22
125	124	8-Mar-16	Cheque - Biathlon Fee Reimbursement	54	\$31.58		\$14,019.64
126	125	12-Mar-16	Deposit - Canteen Proceeds			\$126.90	\$14,146.54
127	126	14-Mar-16	Cheque - Pizza Hotline Fundraiser Purchase	60	\$500.00		\$13,545.54
128	127	14-Mar-16	Cheque - Canteen Supplies	51	\$146.84		\$13,499.70
129							

Canteen Report – March 18, 2016

Revenue to March 11, 2016: \$2518.00

Average Revenue per week: \$114.45

Expenditures to March 11, 2016: \$1578.88

Average Expenditure per week: \$ 71.77

Total Profit to date: \$939.12 (37%)

Donations of goods:

Saucier Family

Papineau Family

Possible avenues to explore:

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