**287 Squadron Sponsoring Committee Board Meeting**

**April 17th, 2019**

**Attendees**: Brain Morrison (president), Capt. Bodnaruk (CO), Carole Reichert, Trudy Eggleton, Arie Bretnall-Compton, Becky Leblanc and Jan Shute Missing: Dana Belmore and Lynn Munday

1. Call to Order at 18:35pm at the CCBCC
2. Approval of Agenda as amended- delete 5.4 AGM report- motion by Trudy, second by Becky, Carried
3. Approval of Minutes of Feb 13, 2019 meeting- motion by Trudy, second by Becky, Carried
4. Correspondence- none
5. **Reports:**

**5.1 Chairman’s Report**- Brian- submitted

It has been very busy the last couple of months and we have many activities to complete by the end of June. I know if we work together, we can get everything accomplished. Since our last board meeting, we had a successful Parent Meeting. In order to keep drawing good attendance we are going to have to come up with topics that will bring the parents in. I did send an e-mail prior to the last meeting asking parents for suggestions for items that they might like to know more about but I received no responses, so I think it is up to us to think of interesting ones. We had a great bottle drive in March but could have used more parents and cadets as we were able to only cover half of Beaumont. There were no other bottle drives that day, so I feel we missed a good opportunity. The cadets and parents that did show up worked extremely hard and I am very proud of them. We requested another donation from the Millwoods Lions Club and they generously donated $5,000. A portion of the monies went to our Mess Dinner. I did have reservations about having another Mess Dinner this year, but my mind has been changed after attending this year’s. I think a lot of lessons were learned from the previous year. This year’s was a delight to attend. It was very well organized, and the cadets were on their best behavior. It was a plated dinner, so no food was wasted. It was a great way to teach proper etiquette while showing respect and comradery towards each other. We will be helping the Millwoods Lions club with an upcoming casino. All the hard work we put in by volunteering for the poppy drive was rewarded with a large cheque from the Leduc Legion. Selling Gift Certificates and having a Wake-A-Thon were a couple of fundraising activities that also took place. A couple big upcoming events will be our AGM and ACR.

**5.2Treasurer’s Report-** Lynn (absent) Awaiting submission of report

**5.3 CO’s Report-** Capt. Bodnaruk

Squadron Strength – 110 cadets

**Mess Dinner** was excellent overall. We will need a sign in table in the future to verify any allergies etc. Our guest speaker was Larry Villetard who was a founding member of this squadron. He did a wonderful job.

Upcoming Dates- Apr 27th -Bottle Drive

 May 5th -Drill competition in Parkland county – Stony Plain- need a bus

 May 11-12th- Gliding Days

 May 17-19th -FTX at Lessard Lake- bus provided by DND

 May 25th - Air Skills day- Becky to confirm booking

 June 5th- Last Parade date- CO Parade

 June 8th -ACR

 June 12th – Sports night and summer camp briefing

 June 15th- Beaumont Daze Parade and Paintballing event for those who have participated the hanging basket fundraiser, Bottle Drives and Wake-a-Thon.

Capt. Bodnaruk and Capt. Bryan have been meeting to develop the training schedule for next year. There was some discussion about the size of our current facility and whether we need to expand our space for next year. Perhaps we could ask for a third room to be added to the parade square. The squadron could also be diligent about reporting absences and asking those with 3 unexcused absences to please resign and turn in their uniform.

1. **Old Business**:
	1. **Pictures-** Allan Belmore to take individual pictures of each cadet on May 1st. As this is a CO Parade night, all cadets should be in full uniform. Allan will provide a backdrop and the Canadian and Squadron flags will be used too. Photos will commence with the Senior Cadets at 6:00pm sharp. SCC to help organize cadets during the evening. The fundraising committee has asked that these pictures be offered to the parents via email and a donation to the SCC be encouraged**.**

**ACTION:** SCC to communicate this via email and to collect donations.

* 1. **Damage to the Wall of the CCBCC-** Capt. Bodnaruk to follow up
1. **New Business:**
	1. **AGM Meeting Date change-** The meeting date for our AGM is to be changed to May 29th. We may use Classrooms 1 &2. The meeting will begin at 6:30pm. The positions of Directors-at-Large will be asked to take on the responsibilities of Booking Clerk, Fundraising Committee Chair and Purchaser.

**ACTION:** Brian to send an email notice to all parents asap in order to fulfil the 14-day notice of AGM Meeting required by the bylaws. Follow up emails with the agenda and details will follow each week until the meeting date.

**ACTION:** Brian, Capt Bodnaruk and Lynn to hold a Special Budget Meeting in order to prepare the proposed budget for next year to present at the AGM. This proposed budget will be presented for approval at the next regular meeting of the SSC.

* 1. **Bottle Drive April 27th-** Trudywith Jackie Plooy’s help, will once again organize the maps of the town, volunteers with cadets and depot volunteers.
	2. **ACR and Awards Banquet- To be held June 8th at the KNRCC and Nisku Inn respectively**

The following is a list of duties for the ACR:

* Trophy and Keeper Plague engraving- **Carole** -to purchase and deliver list of names to the Engraver
* Water & Snacks- **Becky**- To purchase 48 water bottles and 2 large Costco size boxes of nut free granola bars. Cadets encouraged to bring their own water bottles. To be available at the First Aid in time for break.
* Special Guests- **Brian-** to extend an invitation to the Mayor of Beaumont, John Stewart, our MLA Brad Rutherford, our MP Mike Lake, and representatives from the Beaumont and Millwoods Lion’s Clubs, the Leduc Legion and the Rims & Rovers Car Wash, Beaumont Bottle Depot as well as the Gurdwara Temple.
* Guest book table and refreshments- **Jan**- to arrange the Guest book table, complete with flowers and reserved seating for our special guests. **Coffee** and refreshments will also be arranged.
* Parade Marker Trees**- Jan-** to solicit Cheyenne Tree Farms and arrange delivery
* Shell Casing Markers- **Becky**- to ask Mr. Steed if we may use these again
* Program development and printing- **Trudy**- to arrange printing. **Capt. Bodnaruk** to forward the program
* Media- **Brian** will contact La Nouvelle. **Capt. Bodnaruk** to notify the military that the media will be present at this event.

And the Awards Night:

* Guest register- to check off guest list- confirm allergies, collect any outstanding payments and welcome any special guests - **Arie & Trudy**
* Tickets- Cadets are free, Each cadet is allowed 2 guests at $40/ticket. We will offer to confidentially pay for any family that is financially unable to pay this ticket price. To be mentioned in an email. **SSC** **(Lynn/Jan**) to collect ticket money during parade nights for the month of May- keeping an accurate record of these guests. No physical tickets will be issued.
* Electronic Invitations- **Lynn or Dana** to develop and send out to all parents. It will outline the details of the ACR and Awards night
	1. **Directors and Officers Insurance-** Jan, Brian, Lynn and Caroleheld a special meeting in March and determined to continue with the Directors and Officers Liability Insurance for our SSC board, as offered by BrokerLink to the Member Clubs of the Air Cadet League of Canada’s Squadron Sponsoring Committees. The premium of $375.00 was paid and this policy is now in effect.

**MOTION**: Becky moved that we ratify this decision, Seconded by Arie, Carried.

**Meeting Adjourned at 20:28 pm**

**Next Meeting: TBA**