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| minutes of the Beaumont 287 air cadets  parent committee held on August 28th 2019 at 7:00 P.m.  bEaumont Community Centre  beaumont |  |
| Present: |  |  |
| Brian Munday, Chair  Trudy Eggleton, Vice-Chair  Jan Shute, Secretary  Brad Chrabaszcz, Treasurer  Becky LeBlanc, Director  Jared Giffin, Director  Jaime Murphy, Director  Captain Darcy Bodnaruk, CO  Carole Reichert, Advisor |  |  |
| 1. MEETING CALLED TO ORDER at 18:10h |  |
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| 1. adoption of minutes of June 24, 2019 |  |
| **MOTION:** by Becky, seconded by Brad, that the minutes of the June 24, 2019 meeting be adopted. Carried. |  |
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| 1. review and approval of agenda   Addition by Jared re: support of local businesses 4.6 e |  |
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| 1. BUSINESS |  |
| .1 Welcoming Parents to Cadets  SSC members to greet parents along with Squadron officer.  Sept 4th -Returning parents Sept 11th- New Recruits  Capt Budge-parents sign medical forms, permission forms etc for the squadron/DND  Jan- to confirm and gather best email addresses to contact parents (ensuring that two household families have contact emails for each parent)  Jaime- to provide information about the volunteer opportunities this year with sign up sheets.  Brad- to gather volunteer bond cheques  Brian- to sell/distribute APC calendars  Becky- to provide “Volunteer Screening’ documents and information  Lynn Munday and Dan Shute to greet parents at the doors on behalf of the SSC and encourage them to come in and to see Capt Budge and SSC  To inform parents of this plan…. Brian to draft an email to parents which will be forwarded to Darcy to be emailed via the RAMP system. Call out by cadets. Post email on Facebook page and website | SSC executive  Brian/Darcy  Jan  Jaime |
| **.2 Parent Bond (Volunteer Bond Cheques)**  3 for $50 and 1 for $25 made out to 287 Beaumont Cadets. Brian had circulated memo (attached) outlining details- to be posted to website  If parents do not have cheques, we will accept cash and will receipt this. Brad to have a receipt book on hand. If all volunteer duties are completed, a cheque will be issued in June to reimburse these cash deposits. | Brad |
| **.3 Calendars**  Spreadsheet from APC available to account for calendars.  Discussion- Must be over 18 to sell the calendars because of lottery rules (They are actually a Raffle ticket). Buying 3 calendars counts as 1 volunteer bond. We will ask for cash before giving parents calendars. | Brian |
| **.4** **Bottle** **Drive**  Sept 7th- Email will be sent. Driver logs to be collected. Depot has been contacted. Jackie has maps and will direct parents. To be posted website and Facebook. |  |
| **.5 Casino Jan 15-16, 2020**  Trudy to act as the Casino Chairperson. She has engaged the services of a Casino Advisor Group. Shifts run from 3:00PM-12:45AM both days. Volunteers must fill out an application form, which is then to be signed by Brad and Brian. Volunteers will be signed up Sept 4th and 11th during the parent welcome sessions. | Trudy |
| .**6 Other Fundraising** |  |
| 1. **Beaumont** **Community** **Grant** **Program- Jared reported**   This is an extensive application process and the grant can only be awarded once every three years. We will work on this throughout the year and will be on the look out for an identifiable project to be used for the application. | Jared |
| 1. **Stawnichy’s** **Meat- tabled** |  |
| 1. **Donation Request Letters**- Carole provided Jared with a standardized letter.   Jared would like to speak to various local businesses in order to solicit donations and asked for a policy re: donation and advertising and various receipts….Brian to prepare a document to circulate- what qualifies as advertising, etc. This will be approved at our next meeting. Charitable tax receipts need to go through APC because we are not currently a registered charity but they are.  Website advertising- Jan to check and update.  Beaumont Barber Shop Club- Offering a Donation. Let’s encourage cadets to use this business. To be discussed further at the ext meeting in light of the policy tbd | Jared  Brian |
| 1. **Other: Flowers Baskets**   **MOTION**: Trudy moved that we sell flower basket vouchers once again this year as it was a successful fundraiser last year. If families sell 5 or more baskets, this will count as a major $50 volunteer contribution. Seconded by Jared. Carried  **Other**: **Red Canoe Catalogue**  **MOTION:** Brad moved that we place a Red Canoe catalogue order as a fundraising event this year. No Volunteer contributions credited. Jaime to manage. Seconded by Jared. Carried. | Jaime/Jared |
| Jared and Jaime to continue to bring forward fundraising recommendations. Volunteeer bond eligibility will be determined on case by case basis as each SSC meeting. | Jaime/Jared |
| .7 Beaumont Lion’s Bingo Sept 6, Sept 15 and Dec 15th  Jan to look after ensuring that we have volunteers, reporting to the Lion’s club and recording volunteer contribution. | Jan |
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| 5.FINANCIAL STATEMENTS |  |
| **.1 Year-to-date Statements- attached**  Current assests of $93,232.57. Surplus from budget of $10,916 because of a $10,000 private donation. |  |
| .2 **Audited** **Statements-** 2018-2019 financial documents to be submitted to Annette Jefferson and Yun Troung for Auditing. Copy of signed Audited Financials to be included in Minute Book and submitted for our Society Annual Return in May | Lynn/ Brad |
| .3 ACC9 Report- prepared and ready to be submitted to the APC |  |
| .4 Bank Statements- June and July circulated |  |
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| 1. COMMANDING OFFICER’S REPORT   Staff- Capt Tyler Bryan has taken over the duties of Training Officer. Capt. Budge will oversee the Administrative duties. Capt Crystal Schmidt is our new supply officer as Capt Adila is transferring to Leduc. Anticipating growth to 120 cadets. Summer camps- we did not lose any summer camp spots as other cadets were able to fill in any cancellations. Although the Glider candiadate was unable to finish his training at Gimli (only 10 of 56 cadets got their wings) arrangements have been made for him to finish on weekends at the local airports. Our two power pilots- Morrison and Plooy- were able to finish their training. Staff Cadet reports were all good from the various camps. |  |
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| 1. INFORMATION ITEMS |  |
| .1 Bookings  Jan to ask the City for a lease agreement for CCBCC. (storage) | Jan |
| .2 Plaques- To be present Oct CO parade |  |
| .3 Information items/Tabled items  Community Awareness Night-Sept 5th- To sell calendars/raffle tickets. Jan to man the table.  Society Annual Returns- Returns for 2017, 2018 and 2019 have been filed and recorded.  APC AGM Silent Auction Donation Item- AGM end of October.  **MOTION**: Becky moves that we authorize Jaime to purchased $100 worth of gift certificates for the APC AGM donation, Seconded by Trudy. Carried.    Branding/Apparel- tabled  Terms of Reference for each position- tabled | Jan  Jaime |
| open forum |  |
| .1 Open Forum |  |
| Of note, Trudy still has squadron phone in her personal name through KUDO $31/month as this was the least expensive option available a couple of years ago. She submits an expense report and is reimbursed each month. Held by Capt Bodnaruk for Field trips and absences, etc |  |
| .2 Business Arising from Open Forum - none |  |
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| 1. **adjournment** |  |
| The meeting adjourned at 20:40 p.m. |  |
| **NEXT MEETING: TBD** |  |

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