

**MINUTES OF THE BEAUMONT 287 AIR CADETS
PARENT COMMITTEE
HELD ON JUNE 24, 2019 AT 7:00 P.M.
BOSTON PIZZA
BEAUMONT**

Present:

Brian Munday, Chair
Trudy Eggleton, Vice-Chair
Jan Shute, Secretary
Brad Chrabaszcz, Treasurer
Becky LeBlanc, Director
Jared Giffin, Director
Jaime Murphy, Director

Lynn Munday, Outgoing Treasurer
Dana Belmore, Outgoing Director

Captain Darcy Bodnaruk, CO
Carole Reichert, Advisor

Regrets:

Brian Morrison, Outgoing Chair
Arie Brentnall-Compton, Outgoing Director

1. MEETING CALLED TO ORDER

The chairman called the meeting to order at 19:40h.

2. ADOPTION OF MINUTES OF AGM MAY 29, 2019

It was MOVED by Trudy, seconded by Brad, that the minutes of May 29, 2019 AGM be adopted.

MOTION CARRIED

3. ADDITIONS TO THE AGENDA- NONE

4. BUSINESS REQUIRING A DECISION/ACTION/RESPONSE

.1 Transition

Various Organizations will need updated contact information. AGLC, CCBCC, Websties, etc

Jan

Society Annual Returns for 2017, 2018 and 2019 are due June 30th. These Returns have been prepared and include the audited Financial Reports. To be mailed tomorrow

Jan

Brian Munday and Brad were given copies of the Minutes of the May 29, 2019 AGM and a cover letter to take to the Beaumont Credit Union, in order to update the signing authority. The timing of the turn over of signing authority will be co-ordinated with Lynn Munday as she will be responsible for the financials until our fiscal year end of August 31, 2019.

**B. Munday
Brad**

.2 Parent Bond

Discussions included whether or not to ask for volunteer bond cheques from parents, the number and amount of each cheque, how to collect these cheques, how to communicate about them clearly to all of the parents and the need to communicate about the opportunities to volunteer.

It was MOVED by Lynn that we ask each parent for four volunteer bond cheques in the amounts of 3 for \$50 and 1 for \$25. The \$50 cheques will be redeemed for participation in larger fundraising events such as Casino, Bottle Drives, Ritchie Bros etc and the \$25 cheque redeemed for smaller events- yet to be determined. Seconded by Becky.

MOTION CARRIED

Brian to review the memo from the Alberta Provincial League which provides guidelines for volunteer bond cheques. He will then prepare a document which outlines details specific to our squadron. I.e. Exemptions, dates of volunteer opportunities, etc. This document is to be shared via Google Docs so that the entire Board can have input prior to our meeting in August, when we will finalize these guidelines and parental communication tools.

B. Munday

.3 Fundraising

Fundraising Directors to develop a Fundraising plan for the year which they will present to the SSC at our August meeting. There was some discussion that the cadets need to be more visible in uniform in order to develop a 'branding awareness' within the Community. This will help soften the public's willingness to donate to our Squadron.

**Jared
Jaime**

a) Bottle Drives

Our first drive is Sept 7, 2019. Trudy, Jared and Jaime to develop an action plan

Trudy

(**ACTION** plan from previous minutes: Becky to create an article for La Nouvelle explaining that Cadets cannot charge a registration fee and therefore need the support of the community in their fundraising efforts. She will also post this on Social Media in late August prior to our Sept 7 Bottle Drive. SSC will send out an email to the previous year’s email list and will ask the CO that a Call Out be done by the Cadets.)

Jared
Jaime
Becky
Capt Bodnaruk

b) Beaumont Community Grant Program

Fundraising Directors to prepare and submit this application which is due soon.
Discussion: Ideas for things that we need funding for include rent, coffee urns, whiteboards and laptops for the Cadets to prepare lessons on, etc.

Giffin
Jaime

c) APC Calendars

Tabled

d) APC AGM Donation

Tabled

e) Other Fundraisers

Jared and Jaime to develop a plan with ideas.

.4 Debrief

a) Annual Ceremonial Review

The Ken Nichol arena is booked for next year for May 27, June 3rd and the ACR June 6th 2020. This will give the cadets two parade nights to practice in the space prior to the ACR. It was proposed that a ticket order form be developed, perhaps through a website like Eventbrite. This will allow the easy recording of tickets sold, allergies and payments.

TBD

b) Awards Banquet

The Nisku Inn had good reviews this year. Becky will book them for next year

Becky

c) Paintball

We have a \$711.00 credit to be used for next year.

.5 Communications

Brain would like to focus on improving communication with the parents. For this upcoming year he will provide the messaging for any communication with parents. He will cc Capt Bodnaruk. Jan to keep website updated and Jaime to update Facebook page. The SSC will develop a separate contact list this year for communication purposes with parents- details of communication vehicle to be used will be determined at our August meeting.

B. Munday
Jan
Jaime

Jared would like a list of the parents in order to contact them for fundraising events- possibly through a phoning committee. Capt Bodnaruk to provide contact info from the current list and updated post-September registration list.

Capt Bodnaruk

.6 Terms of Reference

Brian has asked that each position on the SSC executive develop a Terms of Reference document which outlines the duties of that position, important contacts, etc so that the new members have an excellent guide when they take over the position.

**Ongoing
All SSC**

5. FINANCIAL STATEMENTS

.1 Year-to-Date Statements

The year-to-date financial statements were not available in time to be reviewed.

(Out standing Invoice for the RAMP interactive website- has this been paid?
Capt Bodnaruk and Lynn to investigate and pay)

**Capt Bodnaruk
Lynn**

.2 Audited Statements

After August 31, 2019 our year end financial reports and back up documents will be presented to the **Auditors: Annette Jefferson and Yun Truong.**

Lynn

(An email was sent to all parents after the AGM, informing them of the need for a second Auditor. It was noted in the email that Mrs Jefferson was willing to fill this role unless there were other volunteers willing or any objections to her appointment. As we have received no communication, Mrs Jefferson has been appointed as our second auditor.)

.3 ACC9 Report

Tabled. Lynn would like to develop a complimentary reporting system that more clearly compares the budgets of the current and past years.

Lynn

.4 Bank Statements

Circulated

.5 2019-2020 Budget

Tabled

6. COMMANDING OFFICER’S REPORT

Captain Bodnaruk discussed the upcoming dates of August 28th for the Levels 5-7 instructors training meeting, Sept 4th for the Returning Cadets and Sept 11th as Recruit night for new cadets. She will inform her staff that the SSC needs to speak with each parent this year in order to discuss fundraising initiatives, gather Volunteer Bond cheques and confirm contact information. The Staff and SSC will work together to ensure that this happens. A message will be sent out via RAMP and a Cadet phone out will be initiated as well

Capt Bodnaruk

8. INFORMATION ITEMS

.1 Bookings

Becky and Capt Bodnaruk to review the bookings needed this year, specifically the CCBCC Contract dates. Becky, on behalf of the SSC, to sign and return the CCBCC Contract once it is amended

**Becky
Capt Bodnaruk**

.2 Calendar of Events

Cadet Staff to populate the website with the training dates
SSC Secretary to populate the website with Fundraising dates

.3 Alberta Provincial Committee - Casino

Oct 30th and 31st. Jan to circulate the email which called for volunteers

Jan

.4 Plaques

Carole reported that the plaques are done. Discussion about when to present them- possibly at the Sept or Oct CO parade. Brain Morrison has requested to be present for this

Carole

8. OPEN FORUM

.1 Open Forum

The meeting adjourned in favour of an unrecorded open forum.

.2 Business Arising from Open Forum

Beaumont Lion’s Club is requesting volunteers to help with their Bingos at Rapid Bingo in Leduc. Dates and time: Sundays July 28, Aug 4 & 25, Sept 15 and Dec 15th. 11:30-4:00pm and Friday Sept 6th.

**B Munday
Bodnaruk**

Brain to draft a letter requesting volunteers and Capt Bodnaruk to send out via RAMP email system. These hours would count toward next year’s Volunteer hours.

Appreciation Card for Will for the \$10, 000 personal donation he gave to the Squadron. Jan will have it made and cadets will sign it Aug 28th and Sept 4th.

Jan

Cadet Branding (Apparel)- tabled to August meeting

9. ADJOURNMENT

The meeting adjourned at 10:19 p.m.

NEXT MEETING: August 28th, 2019 at CCBCC

