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| minutes of the Beaumont 287 air cadets  parent committee held on November 20th 2019 at 7:00 P.m.  bEaumont Community Centre  beaumont |  |
| Present: |  |  |
| Brian Munday, Chair  Jan Shute, Secretary  Brad Chrabaszcz, Treasurer  Becky LeBlanc, Director  Jared Giffin, Director  Jaime Murphy, Director    Carole Reichert, Advisor  **Regrets:**  Capt Darcy Bodnaruk, CO  Trudy Eggleton, Vice-Chair |  |  |
| 1. MEETING CALLED TO ORDER at 19:07   The chairman called the meeting to order at 19:07 |  |
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| 1. adoption of minutes of Sept 25th , 2019   It was MOVED by Brad, seconded by Becky, that the minutes of Sept 25th, 2019 be adopted. CARRIED |  |
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| 1. review and approval of agenda   Addition by Brian: 4.9 Financial procedures to be drawn up  JaN: 4.10 E-transfer added to main bank account |  |
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| 1. business requiring a decision/action/response   .1 **Recent Fundraisers:** Jaime reported- Red Canoe profits were approx. $1,221.69, Creekside profits were approx. $385.30. Jaime expressed some concern about the process of ordering from Red Canoe due to fluctuating prices. She also recommended that a form of formal receipting of funds collected be put in place.  .2 **Upcoming Activities:**  Brighten Up Beaumont- 287 Air Cadets will man the outdoor concession in the Four Seasons Park Nov 29th during BUB. This is to be a community awareness event as well as a fundraiser. Jan has organized this & is working with the cadets who will man the concession.  Bottle Drive- Nov 30th- Trudy and Brian will organize the registration of drivers and cadets at the CCBCC. Brian to send an email to parents.  Casino- Jan 15-16th 2020- Trudy is our Casino Chair person. All application forms have been sent and volunteer positions have been filled .  Calendars- Brian- We have some remaining calendars. He submitted all stubs and monies to the APC at the AGM.  ACR- June 15th- This date conflicts with Beaumont Daze. Becky to inquiring about changing the KNRCC rental date to June 8th  Donations- Awaiting word from Beaumont Lions re: annual donation. Brian to approach the Millwooods Lion’s Club as well  Brian has received a cheque from the Beaumont Lion’s Club for $5,000.  **.3 Logo**- Jaime now has a copy of the Squadron Logo. She proposed that we set up an account with the Ustore. This is a website that would offer apparel branded with the 287 Air Cadet logo. Cadet families could then order apparel directly from the website and our SSC would get a portion of the profits. Other squadrons have been using this site successfully.  **MOTION**: Jared moved, second by Jaime that we set up a UStore account*.* CARRIED  .**4 Beaumont Chamber of Commerce Application**  **MOTION:** Jared moved, second by Becky that we apply for membership in the Beaumont Chamber of Commerce. CARRIED Jared will pursue this  **.5 Parent Meetings-** Dec 5th to be held at CCBCC. Brian to send an invitation to parents via email. Next parent meeting is Feb 5th. We will need to find a location for this meeting.  .**6 Bookings Update-** Becky reported that only 4 new cadets showed up for the Recruit Weekend. This was an expensive rental fee for so few cadets. Discussion about how to improve attendance at events and how to improve communication with parents about events. Communication methods to be discussed at the Parent Meeting. .7 Squadron Phone Trudy has squadron phone in her personal name through KUDO $31/month. Held by Capt Bodnaruk for Field trips and absences, etc .**8 Future Activities**  **.9 Financial Procedures**- Brian proposed that we develop some procedures for the way we process monies that we collect.  **ACTION:** Jared to develop a spreadsheet to be used as way to document/receipt any monies collected.  .**10 E-transfers**- Jan reported that the Air Cadet APC approves that practice of squadrons setting up their bank accounts to *receive* e-transfers only. No funds can be moved electronically -only deposited electronically. This is a fairly new banking practice and Beaumont Credit Union offers it.  **MOTION:** Jan moved that Beaumont 287 Air Cadet Parent’s Committee apply to the Beaumont Credit Union for etranfer deposits into the main account # Seconded by Jaime, CARRIED  The Treasurer and one other signator to visit the bank and complete this application process. It was suggested that we set up a separate email address specifically for e-transfers. Access to view this email could be shared with various executive members, IE Fundaraising so that they can reconcile monies received with orders, etc. | Jan  Trudy & Brian  Becky  Brian  Jaime  Jared  Brian  Jared  Brian, Trudy & Brad |
| 1. Financial Statements: Brad   .1 Year-to-Date Statements- unavailable  .2 Parent Bond Update- only approx. half of the parent have given us their bonds to date. Brad has been recording which parents have fulfilled duties thus far.  .3 Bank Statements- unavailable  Note: The Financial Statements from Sept 2018-Aug 2019 have been now been signed by both auditors and are on file with 287 Air Cadets SSC. |  |
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| 1. COMMANDING OFFICER’S REPORT- Capt Bodnaruk was unavailable |  |
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| 1. INFORMATION ITEMS |  |
| .1 Registered Charity Status- Jan reported that the Registered Charity Status application form was completed and forwarded to the APC Financial Officer Anna Lewis, who was to submit them together with other squadrons.  **Since the meeting, this application was returned as outdated. It will be re-submitted online as per direction form Anna at APC.**  **.2 Cabela’s Outdoor Fund**  .**3 Beaumont App-** Brian reported that this App was suggested as a good way to advertise any fundraisers like the Bottle Drives, etc that we would like the public to be aware of.  .**4 Collaboration and Innovation Centre-** Jared reported that this is a meeting space that has opened in the town centre mall. As members of the Chamber of Commerce, we would be eligible to use this space for meetings as needed. | Jan |
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| open forum .**1 Open Forum**  **.2 Business Arising from Open Forum** |  |
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| 1. **adjournment** |  |
| The meeting adjourned at 20:40 p.m. |  |
| NEXT MEETING Jan 15th, 2020 . Location TBA |  |

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