

**2677 RCACC  
Support Committee Meeting Minutes**

**November 22, 2016**

Attending:

- |                      |                                  |
|----------------------|----------------------------------|
| - Capt Dylan Longpré | Commanding Officer               |
| - Steve Cuppelli     | Chair                            |
| - Kara Stewart       | Vice-Chair                       |
| - Ursula Matchett    | Army Cadet League Liason Officer |
| - Didi Leonard       | Secretary                        |

The meeting came to order at 18:40

**Actions from Previous Meetings**

(Secretary not present to witness at last meeting; some information may be missing)

REF	WHO	WHEN	WHAT
1	Steve Cuppelli		<ul style="list-style-type: none"><li>• Select supplier for the Unit's t-shirts: Gallant Media vs Warrior Gear</li><li>• Gallant Media was lowest bidder</li><li>• Going forward with Gallant Media</li><li>• Design to be confirmed</li></ul>
2	Capt Dylan Longpré/Steve Cuppelli		<ul style="list-style-type: none"><li>• Obtain new pace sticks</li><li>• Steve's contact at the Base can provide them at little or no cost</li><li>• We will be getting 10 on loan from the new Zone Commander, Paul Fraser</li></ul>

**Old Business:**

- a. Treasurer's Report  
Current balance: \$3745.84
- b. Fundraising (Wendy Hallock was out on assignment)
  - Discussion regarding the date for the Bottle Drive: Tuesday January 3<sup>rd</sup> a possibility with collection organized for Monday the 2<sup>nd</sup>
  - Date (Jan.3) to be confirmed with the Beer Store
  - Timings for collection:
    - meet up at 12:30 for 13:00 start, collect until 16:00
    - sorting 16:00 to 17:00
  - Timing for Tuesday:
    - meet up at Armoury at 18:00
  - Discussion regarding out-of-town cadets; the general concensus was that they should be here on the Tuesday to help sort.

- Bottle Drive goal: \$1200
  - There should be some advanced advertising done.
  - Everything needs to be planned out ahead, first week of December.
  - Wendy to arrange for O.P.I.
- c. Recruitment
- Flyers: 1000 have been produced.
  - RDSB not easy to deal with!
  - Dylan went to 4 schools, sent out bilingual e-mails and also posted flyers around town (Metro, Brash's, etc...)
- d. Sponsorship
- Digital copy of the Sponsorship Booklet is ready (need to get some produced)
  - Goal: maybe get a \$1000 or \$2000 Bursary from a company
- e. Training Equipment
- Inventory: work in progress
- f. Clothing
- Finalize t-shirt order
- g. Registering the Support Committee as a Charity
- Steve is looking into this

## New Business

- a. Fundraising
  - wait for Wendy's input
- b. Honours and Awards
  - Would like to do these at the Christmas Dinner or the CO Parade
  - Steve would like the parents to be advised so it will be put in the weekly announcements.
- c. Parent Outreach
  - Steve will send parent contact information to the Secretary
- d. New Canteen Director
  - Parents are currently being canvassed
  - Kara will be taking the position on in the interim.
- e. Canteen Shift Sign-Up
  - Is now available online.

- f. Volunteer Nominal Role
- Dylan needs a list
  - Didi to prepare an Excel Spreadsheet

### New Actions

<b>REF</b>	<b>WHO</b>	<b>WHEN</b>	<b>WHAT</b>
3	Steve		<ul style="list-style-type: none"> <li>• Bottle Drive: confirm date of return (Jan. 3) with Beer Store</li> </ul>
	Wendy		<ul style="list-style-type: none"> <li>• Arrange for O.P.I.</li> </ul>
4	Dylan		<ul style="list-style-type: none"> <li>• Sponsorship: get booklets made</li> </ul>
5	Steve		<ul style="list-style-type: none"> <li>• Register the Support Committee as a 'charity'</li> </ul>
6	Dylan		<ul style="list-style-type: none"> <li>• Honours and Award presentations at Christmas Dinner or CO's Parade: to be put on the Weekly Announcement</li> </ul>
7	Steve		<ul style="list-style-type: none"> <li>• Send Contact Information to the Secretary</li> </ul>
8	Didi		<ul style="list-style-type: none"> <li>• Volunteer Nominal Role: Excel spreadsheet to be produced with contact info and status</li> </ul>

Meeting was adjourned at 19:25

**NEXT MEETING:** Tuesday, December 13<sup>th</sup> at 18:30