

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

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 3rd a possibility with collection organized for Monday the 2nd
 - 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

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

Meeting was adjourned at 19:25

NEXT MEETING: Tuesday, December 13th at 18:30