

# 2677 Support Committee Minutes

Date: August 01/ 2017

Location: Pembroke Armoury

**Called to Order** by: CO Capt Dylan Longpre at 1905hrs

## **Attendance**

### ***In Attendance***

Commanding Officer - Capt Dylan Longpré

Secretary - Jennifer Gallant

Director - Fundraising - Laura Demont

Director at Large - Wendy Hallock

Director - Canteen - Joseph Wilson

Treasurer - Janice Wilson

### ***Regrets***

Vice Chairperson - Kara Stewart

Director - Special Events & PR - Mary Chartrand

Director - Recruiting - Craig Thompson

Director at Large - Wendy Hallock

League Liaison Officer - Ursula Matchett

Training Officer - Captain Blanche Shepherd

Chairperson - Steve Cupelli

## **Approval of Previous Minutes:**

Previous minutes approved.

## **Chairperson's Report:**

Conducted on behalf of Chair Steve Cupelli by the CO.

Volunteer forms are still required to be completed by new executive members.

Chair looking for new bank for Cadets account. CO motioned on behalf of Chair to change bank for cadet account. Vote carried with a recommendation for Scotia bank.

**ACTION (Chair):** To setup new bank account with ScotiaBank Pembroke.

## **Vice Chairperson**

No report.

## **Treasurer**

Bank Account : \$4, 732.35

Year end for budget – October

CO reports that budget is balanced for audit. Provided review for budget vs actual expenditures.

Need to create new ledger book – carbon copy, to keep track of where deposits of money are coming from.

## **Director – Fundraising**

Laura Demont – Fundraiser chair

- 1) Maple Syrup: To be carried out before Christmas, on November 14/17, with orders due November 28/17. CO would like to sell at least 500 bottles.
- 2) Trivia: Potential date March 24/18. Potential location to be at Shady Nook Recreational Hall. Pembroke Armoury location not available for this date.
- 3) Bottle Drive: Winter Drive scheduled for January 06/18 and bottle return, Jan 09/18.  
Spring Drive scheduled for May 21/18

Cadet handouts with collection dates to be utilised again.

Laura reminded to delegate tasks to other parents – and will be provided with contact list.

**ACTION: (Director of Fundraising)** to develop volunteer sign up sheet for various events including fundraisers, and canteen nights. To be available on Parent Briefing night.

Sponsorship Flyer handed out to Director of Canteen for donations.

## **Director – Canteen**

Healthier snacks and drinks discussed as an option for cadets.

Option to sell bottled water instead of pop for \$1.00 discussed. Motion for chocolate bars to be sold for \$ 2.00 was carried at previous June meeting.

Director of Canteen and Treasurer to demonstrate new way of tracking funds for canteen - count the money - to discuss further with Director at Large and Director of Fundraising.

Kit shop needs to be restocked.

**ACTION:**(Director of Canteen and Treasurer) to consider Walmart for supplies.

### **Director – Special Events:**

No report.

### **Director – Public Relations**

No report.

### **Director – Recruiting**

No report.

### **Commanding Officer's Report**

CO has purchased new tents. All cadets will be required to participate in one Specialty Team (band, marksmanship, biathlon, drill, orienteering) – looking at more supplies, equipment. CO would like to purchase new sports equipment, roller skis for off season training of the Biathlon Team, etc.

**ACTION: (CO)** Draft letter to Primary Sponsor, requesting additional funds to help equip Marksmanship and other teams.

CO reviewed budget - items, expenses, along with initiatives for this year, and forecast for next year was presented. CO requested that members review information and consider alternative ways to raise or save money.

An additional \$6500 is required to move forward with Exchange trip. It was proposed that funds for Coulonge Chutes be used toward the ICE. Additional proposal for a fundraiser like the "February Blitz" was brought forward.

**ACTION:(CO)** to discuss with staff, senior cadets, as well at the parent briefing to idea of cancelling Coulonge Chute and having funds go towards ICE. CO to consider if senior cadets would be available to have a “Sleep Over, Movie Night” at the Pembroke Armoury instead.

## **New Business**

### **Healthier Snacks**

It was discussed that healthy alternatives should be provided at Canteen break for the cadets. The idea was put forward that Parents may be approached to contribute weekly snacks, suggestions to eliminate junk food altogether. The status quo will continue until the Parent Briefing In Sept.

**ACTION: (Chair)** To open the discussion up on healthier options for Canteen to the parents at the Parent Briefing, for their feedback.

**ACTION: (League Liaison Officer)** Contact 2642 Petawawa Support Committee Canteen OPI to inquire how they implemented healthy alternatives, in a successful way.

**ACTION: (Chair)** To set up account at Wholesale for Director of Canteen to purchase supplies.

### **Trillium Grant**

The CO expressed a strong interest for the unit to apply for a Trillium Grant for the Fall / Winter deadline. The grant could provide enough funding to purchase all our adventure equipment and specialty team equipment.

**ACTION: (CO / Director - Fundraising)** – work together to prepare a Trillium Grant proposal.

### **Inter-Provincial Cadet Exchange (ICE) - Corps de Cadets 2898 Ste-Marie**

The CO would like to look at participating in an ICE this year. CO has had preliminary discussions with CO 2898 Cadet Corps (near Québec City). The intent of an ICE is for two corps to host each other, where they participate in local (fun) activities. Our main hosting event would be Whitewater Rafting.

Chair mentioned that it would be great for our unit to visit the other unit during the Winter Carnival. CO has to look at trg schedule, and see what flex the Winter FTX has. CO suggested

first weekend June to travel to 2898. Cadets could be lodged at CTC Valcartier at little to no cost.

2898 has expressed that the May Long Weekend would be the best weekend for them to visit.

**ACTION: (CO)** – to meet and further discuss details with CO 2898.

**ACTION: (Chair)** – to inquire about transportation through DND contact.

### **Recruiting:**

CO received banner for August 2018 – for downtown core. Cost for banner just under \$ 400.00 - booked for October 2017, and August 2018.

Director of Fundraising to send email flyer to schools for recruitment. Director at Large to send email flyer for Whitewater news.

Proposal to set up Cadet booths at various fairs was discussed. CO would like to remain within the area - Beachburg fair was last weekend. Potential for Cadet displays at Cobden Fair, and Eganville Gun Show next year.

Proposal to set up Cadet information booth at Pembroke Mall - see New Business

Santa Claus Parade - Cadets to decorate a float or march with new banner.

**ACTION:**(Director of Fundraising) to contact parade organizer for further details.

### **Recruitment:**

A potential to have a Cadet Information day at the Pembroke Mall was discussed. The new banner could be displayed in an empty store front, along with various “hands on” displays and exhibits for children to explore. Cadet recruitment and information pamphlets would be handed out.

**ACTION: (Director at Large)** to approach Mall manager for potential dates, and storefront availability.

## **Next Meeting**

Next meeting to be scheduled for August 29/17 at 2000hrs, at Pembroke Armoury for budget approval.

## **Adjournment**

With no other business, a **MOTION** to adjourn was **CARRIED**. Meeting adjourned at 2050 hrs