

2677 Support Committee Minutes

Date: August 29 2017

Location: Pembroke Armoury

Called to Order by: Chair at 2000 hrs

Attendance

In Attendance

Chairperson - Steve Cupelli
Secretary - Jennifer Gallant
Director at Large - Wendy Hallock
Director - Canteen - Joseph Wilson
Treasurer - Janice Wilson
Commanding Officer - Capt Dylan Longpré

Regrets

Vice Chairperson - Kara Stewart
Director - Fundraising - Laura Demont
Director - Recruiting - Craig Thompson
League Liaison Officer - Ursula Matchett

Approval of Previous Minutes:

Previous minutes approved by all in attendance.

Executive Reports:

Chairperson

Volunteer forms are still required to be completed by new executive members.
Director: Special Events and PR, Mary Chartrand has resigned from her position.

ACTION (Chair):

- 1) Director: Special Events and PR - position will be brought forward to parents on September 05/17, Intake Night.

Vice Chairperson

No report.

Treasurer

Bank Account : \$4, 732.35 - no change

HST : Due for the end of September/2017.

Year end for budget – October /2017.

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

Treasurer to purchase new ledger book – carbon copy, to keep track of where deposits of money are coming from. Treasurer will be compensated as per cost.

Action (Treasurer):

To make appointment with Pembroke Scotiabank, new account to be established.

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. ** CO to discuss combining sales with Air Cadets. This may lower total cost for increased profit. CO to consider design of labels - either individual or combined (Army and Air Cadet logos)
- 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.

Motion approved to discontinue sale of pop to cadets. Water will be available only by fountain. Cadets will be given the option to purchase water bottles for \$10.00. Parents may purchase water bottle on Intake Night for a lowered cost of \$8.00.

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.

Kit shop needs to be restocked. FMPs and boot polish kits. CO reports that there are sufficient supplies of boot bands to be sold.

ACTION:(Director of Canteen and Treasurer) to consider approaching **Precision Textiles** for supplies. CO to obtain contact information.

Director – Special Events:

No report.

Director – Public Relations

Chair reports there are 4 cadets representing 2677 at Riverside Park, Fiddle and Stepdancing Competition.

CO reports **New** website is up and running and Weekly Announcements will now be called Routine Orders.

Director at Large requesting consideration that Cadets 2677 be involved somehow with Boys and Girls Club or Special Olympics. Further discussion to be held on this topic.

Director – Recruiting

CO reports street banner will be ready for Hydro Company to install by the end of September. Banner requires some modifications to hemming.

CO reports that flyers have been distributed at various locations, and posts have been made on Community Websites.

ACTION: CO to distribute lawn signs to parents. Director at Large and Secretary to receive lawn signs.

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. **(CO)** to identify what needs to be done for Mall expo.

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

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

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. **** Response pending by the end of September.**

CO reviewed budget - items, expenses, along with initiatives for this year, and forecast for next year was presented.

MOTION (CO): To pass budget as amended. APPROVED.

An additional \$6500 is required to move forward with Exchange trip. CO discussed canceling Year End Trip to Coulonge Chutes with senior cadets. All in agreement to put money forward to ICE. Additional proposal for a fundraiser like the “February Blitz” was brought forward.

ACTION:(CO)

CO to book rafting trip for Exchange cadets for spring 2018.

New Business

Open Shoot

Event scheduled for September 17/17. Waiver forms to be signed by parents on Intake Night, September 5/17.

FTX

Booked for October. Property and Porta Potty has been reserved.

Action (Secretary): To contact public health clinic with regards to Tick identification, and bite prevention. Information can be brought forward at next meeting. Potential for Secretary to have information night with cadets.

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.

Next Meeting

Next meeting to be scheduled for September 26/17 at 1930hrs, at Pembroke Armoury.

Adjournment

With no other business, a **MOTION** to adjourn was **CARRIED**. Meeting adjourned at 2108 hrs

APPROVED: Budget - 2677 RCACC

Revised: 29-Aug-17

EXPENSES:

2000	Advertising & Promotion	\$ 1,000.00	
2010	Canteen Expense	\$ 700.00	
2020	Kit Shop Expenses	\$ 500.00	
2030	Ceremonial Parades	\$ 700.00	
2040	Clothing & Accoutrements	\$ 1,000.00	
2050	Entertainment (Dinners)	\$ 1,400.00	
2060	Fundraising Expenses	\$ 6,500.00	
2070	League Fees & Insurance	\$ 600.00	
2080	Office & Admin Expenses	\$ 600.00	
2090	Other Expenses (Note 2)	\$ 500.00	
2100	Prizes, Awards, Gifts	\$ 500.00	
2110	Utilities	\$ -	
2120	Bank Fees	\$ 100.00	
3000	Band	\$ 350.00	
3010	Marksmanship Team	\$ 3,350.00	* \$3000 dependent on grant
3020	Drill Team	\$ 350.00	
3030	Orienteering Team	\$ 350.00	
3040	Biathlon Team	\$ 350.00	
4000	Training Expenses	\$ 5,500.00	
4010	Equipment	\$ 1,500.00	
4020	Cadet Exchange - Visiting	\$ 6,500.00	
4030	Cadet Exchange - Hosting	\$ 3,600.00	
5000	#1 Misc Expense	\$ -	
5010	#2 Misc Expense	\$ -	
5020	#3 Misc Expense	\$ -	
TOTAL EXPENSES		\$ 35,950.00	

REVENUES:

1000	Cash in the Bank (carried over)	\$ 4,000.00	
1010	Sponsor Donations	\$ 8,500.00	
1011	Private Donations	\$ 2,500.00	
1012	Corporate Donations	\$ 2,500.00	
1020	Grants (including LSA)	\$ 1,860.00	
1030	Fundraising Income	\$ 11,000.00	
1040	Canteen & Kit Shop Income	\$ 1,200.00	
1050	DND Funding	\$ 4,500.00	
1060	Bank Interest	\$ -	
1070	#1 Misc Revenue Bank	\$ -	
1080	#2 Misc Revenue Bank	\$ -	
1090	#3 Misc Revenue Bank	\$ -	
		\$ 36,060.00	
NET \$		110.00	