

2677 Support Committee Minutes

Date: September 26 2017

Location: Pembroke Armoury

Called to Order by: Chair at 1930 hrs

Attendance

In Attendance

Chairperson - Steve Cupelli

Secretary - Jennifer Gallant

Director - Canteen - Joseph Wilson

Treasurer - Janice Wilson

Commanding Officer - Capt Dylan Longpré

Director - Fundraising - Laura Demont

Regrets

Vice Chairperson - Kara Stewart

League Liaison Officer - Ursula Matchett

Director at Large - Wendy Hallock

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.

Review of fundraising events.

Review of new Scotia Bank account.

ACTION (Chair):

- 1) Director: Special Events and PR - position remains empty. Chair may consider writing articles for local newspaper. Support committee members to fill in as needed.

- 2) To inquire about vehicles for bottle drive.
- 3) Confirm with DND that deposits are being made to Scotia Bank, and effectively close TD account.
- 4) To inquire about Registered Mail Envelopes for submission of personal information.

Vice Chairperson

No report.

Treasurer

Bank Account : \$4, 434.78 - pending deposits

Year end for budget – October /2017, being submitted

Treasurer to be compensated for cost of new ledger book.

Scotia Bank account has been arranged as of September 26/17. All deposits to be made to Scotia Bank.

Action (Treasurer):

- 1) Inquire with Scotia Bank re stamp.
- 2) Confirm with Chair that DND is making all deposits to Scotia, and TD account will officially be closed.

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 Alr 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. Shady Nook Recreational Hall has been booked.
- 3) Bottle Drive: Winter Drive scheduled for January 06/18 and bottle return, Jan 09/18.
Spring Drive scheduled for May 21/18

Duration of bottle drives to be extended to 1000 - 1700.

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)

- 1) Contact Beer Store manager to book bottle drive dates.

Director – Canteen

Director of Canteen has purchased supply of chocolate bars for canteen. **To be reimbursed.**

T-Shirts to be sold at canteen. Cadets will be given a receipt of \$15.00 to forward to Supply Officer.

ACTION: (Chair) To set up account at Wholesale for Director of Canteen to purchase supplies. To be considered once bank account has been established.

Kit shop needs to be restocked. FMPs and boot polish kits. Potential for email to be sent to parents with FMP and other supply information , to be purchased by parents for cadets (Christmas gifts) etc.

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

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

Director – Special Events: position remains unfilled

CO Parade : November 07/2017

ACTION: (Chair) To discuss Christmas Dinner at October meeting.

Director – Public Relations

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

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

Cadet Information day at the Pembroke Mall to be placed on hold. All in attendance agreed that there is a considerable amount of events scheduled for the cadet calendar. To be considered at another time.

Commanding Officer's Report

Letter to Primary Sponsor , requesting additional funds to help equip Marksmanship and other teams has been sent.

CO reports that Cadet Competitions will be realigned geographically to assist with other areas. CO asking that each Corp donate \$100.00 for new awards and coins.

Motion **approved** to contribute \$100.00.

Co reports that the current photocopier is no longer sufficient. CO has negotiated a potential 5 year lease at a rate of \$50.00/month for a color copier. Ink and servicing is included in the price. Paper product is donated by the regiment. Cost of lease to be shared with Alr Cadets.

Support Committee concerned with length of lease and has asked CO to negotiate a 2 year lease with company instead.

ACTION: (CO) Contact company and renegotiate photocopier contract with shorter lease.

New Business

FTX

Booked for October 20/2017. Senior cadets to attend on Friday night for set up, Junior cadets to follow on Saturday.

Volunteers needed for Sunday to meet cadets and distribute lunch.

Action:

- 1) CO to hand out forms to cadets for Subway orders.

Secretary, and Treasurer have volunteered to pick up order from Subway and bring to Armoury.

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.

Santa Clause Parade:

Director of Fundraising has registered cadets for parade. Scheduled for Nov 25/17 @ 1730. Theme announced as 150 years of Christmas. Cadets to carry banner and hand out candy with flyer. Cadets to march in parade instead of ride on float.

Next Meeting

Next meeting to be scheduled for October 24/17 at 1930hrs, at Pembroke Armoury.

Adjournment

With no other business, a **MOTION** to adjourn was **CARRIED**. Meeting adjourned at 2104 hrs