

2677 Support Committee Minutes

Date: October 24/ 2017

Location: Pembroke Armoury

Called to Order by: Chair at 1930 hrs

Attendance

In Attendance

Commanding Officer - Capt Dylan Longpré

Chairperson - Steve Cupelli

Vice Chairperson - Kara Stewart

Secretary - Jennifer Gallant

Director - Canteen - Joseph Wilson

Director - Fundraising - Laura Demont

League Liaison - Ursula Matchett

RSM - Chase Stewart

Director at Large - Wendy Hallock

Regrets

Treasurer - Janice Wilson

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 - Chair to contact parent of Mainville regarding Support Committee position of PR and Special Events director. Support committee members to fill in as needed.
- 2) To inquire about vehicles for bottle drive.

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) Chair to sub in for treasurer at this time.
- 2) Confirm with DND that deposits are being made to Scotia Bank, and effectively close TD account. 2677 now has Scotia Bank Stamp and cheques. To inquire about Registered Mail Envelopes for submission of personal information.

Director – Fundraising

Laura Demont – Fundraiser chair

- 1) Maple Syrup: “Good to Go”. 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. Shady Nook Recreational Hall has been booked.
- 3) Bottle Drive: Winter Drive scheduled for January 06/18 and bottle return, Jan 09/18. Send out email to parents asking for volunteers for bottle drive - emphasis on bottle return.

Spring Drive scheduled for May 21/18

ACTION: (Director of Fundraising)

- 1) Contact Beer Store manager to book bottle drive dates.
- 2) Obtain contact information from Secretary for Santa Claus Parade.
- 3) Consider Top Prizes for Maple Syrup sales.

Director – Canteen

Discussion about benefits/risks of having sale of pop available to cadets. Motion brought forward to reintroduce sales of pop on the last Tuesday of every month.

Motion carried to sell pop on the last Tuesday of every month.

Discussion about sales of water to increase profit. Motion brought forward by CO to hold off on considering the sales of water until after this training year.

Motion carried to hold of sales of water bottles until after this training year.

ACTION: (Director of Canteen)

- 1) To set up account at Wholesale for Director of Canteen to purchase supplies.
- 2) To set up account at Cosco - Director of Canteen able to drive to Ottawa for purchases.

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.

Director at Large

Reintroduced idea of having an open house.

ACTION:

- 1) CO to consider open house date for February.

Director – Special Events:

Position empty at this time.

CO Parade : November 07/2017

Annual Christmas Dinner - December 19/2017 - Potential to have event held at the Pembroke Armoury. Parents to be invited at an additional cost.

ACTION: (Director at Large) - To inquire about alternative catering companies for dinner.

Director – Public Relations

Position remains unfilled

Director – Recruiting

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

Commanding Officer’s Report

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 Air 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

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.

Director of Fundraising, and Director of Large have composed letters for grant and submitted to Chair.

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.

ACTION: (Director of Fundraising and Secretary) - to pair up and prepare for parade. Prepare candy canes, brochures etc. for cadet handouts.

Next Meeting

Next meeting to be scheduled for November 28/17 at 1900hrs, at Pembroke Armoury.

Adjournment

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