



2015/2016 Monthly Meeting Minutes

Location: Elks Hall

Date: March 8, 2016

SSC Members						Non-Members / Reps / Staff	
Name	Position / Status	Present	Name	Status	Present	Name	Status
Melany Burlock	Chair	Y		Member Applicant		Penny Doern	Wing Chair
Jeremy Remus	Vice Chair	Y		Member Applicant			
Peter Miedema	Treasurer	Y		Member Applicant			
Lori Cooke	Secretary	Y		Member Applicant			
Margaret Remus	Membership Director	Y		Member Applicant			
Jinping Cui	Director	N		Member Applicant			
	Member Volunteer			Member Applicant			
	Member Volunteer			Member Applicant			
	Member Volunteer			Member Applicant			
	Member Volunteer			Member Applicant			
	Member Volunteer						
	Member Volunteer						

<u>ITEM</u>	<u>DISCUSSION / ACTION</u>	<u>PRESENTER</u>	<u>STATUS</u>
1. GENERAL			
1.1 Welcome	<ul style="list-style-type: none"> Call to order – 7:00 PM Attendance sheet circulated Previous minutes circulated 	Melany	Closed
1.2 Call for New Agenda Items	<ul style="list-style-type: none"> No new items 	Melany	Closed

1.4 Approval of Minutes from Previous Meeting	Motion for Approval of Previous Minutes: Melany Seconded by: Peter Opposed: None Motion Carried	Melany	Closed
--	---	--------	--------

2. REPORTS			
2.1 Commanding Officer's Report	Capt Aspinall not present		Closed
2.2 League Rep's Report	Penny is very happy with the new SSC and the quick transition	Penny	Closed
2.3 Chair's Report	Chair happy with the transition and wants to continue to keep up the motivation to keep the SSC moving forward	Melany	Closed
2.4 Treasurer's Report	Please see attached	Peter	Closed
2.5 Membership Director's Report	M paperwork coming in and working on getting more packages out	Margaret	Closed

3. OLD BUSINESS			
3.1 Elite Cards	We need to try and sell the balance of the Elite cards at whatever they can be sold for at this time as the expiry for the cards is Oct 2016	Peter	Open
3.2 Date for Home based business expo	Expo currently scheduled for April 30 th Move to have it moved to the summer : Melany Approved : Peter Opposed: None	Melany	Open

3.3 Teen Fest Update	All swag ready to go from SSC An email sent to Deena confirming that Cadets are ready for Saturday Motion: No further expenses to be paid out for Teen Fest Approved: Margaret Opposed: None	Melany	Open
3.4 Squadron Photos	Photos moving forward Now waiting for Squadron Photo to be taken	Melany	Open
3.5 Yearbooks	2014/2015 Yearbooks have now arrived and distributed - 5 yearbooks held back for payment - Letters sent out to parents advising of outstanding monies	Melany	Closed
3.6 Buckles ordered for Capt Kelly	Buckles have been ordered and are expected in the next week	Melany	Closed
3.7 Trophy Inventory	Inventory started by Jeremy – needs to be completed soon	Melany	Open
3.8 Monthly Newsletter	We will be doing up a take home newsletter for Cadets - Will include cadet recognition - Parent recognition - Corporate recognition	Melany	Open
3.9 Sponsorship / donations	Donation letters have been sent out - need donations for next year - Submission to Daybreak Rotary will be made in April - Donation letters for Jeremy's contacts - Jeremy dealing with potential new sponsors	Peter	Open
3.10 Bowling for Air	Bowling for Air is a go for Sunday March 13 th with 60 tickets sold	Peter	Open

3.11 Storm games 50/50	Storms games over for the year.	Melany	Closed
3.12 Name tags	Capt Totten to collect name tags and money. Capt Totten will submit orders to SSC Motion: the new SSC to pay for outstanding name tag orders that were paid for prior to the change in the executive Approved: Lori Opposed: None	Melany	Closed
3.13 Perfect Attendance Pins	Have been ordered	Melany	Closed
3.14 By Law Committee	Will convene in the summer to review	Peter	Open
3.15 Teen Fest Graft	Pamphlets and bookmarks done and pom pom guys still need finishing	Melany	Closed
3.16 Mess Dinner	To be postponed to the 2016/2017 parade year to coincides with the 75 th anniversary of the 204 Squadron.	Melany	Open
3.17 Assessment Fees	Annual assessment fees have been submitted to BCPC	Peter	Closed
3.18 Daybreak Rotary	Donation application to be submitted for April's consideration	Peter	Open
3.19 Mugs/photo contest / flag contest	We are looking into a supplier for mugs to promote the squadrons' 75 th anniversary next year. Photo contest for squadron to showcase the squadron history Flag design contest to best showcase the history of the 204 Squadron Penny Doern will supply us with the criteria sheet for the contests	Melany	Open
3.20 Elite Cards Donations	Donations to Anavets and Legion have been given	Peter	Closed
3.21 Band Wish List	Wish list has been passed to Deena	Melany	Open
3.22 SSC / Officer info sheet	In process	Melany	Open

4. NEW BUSINESS			
4.1 Squadron Website	OCDT Harton has been working on a 204 Squadron web page for a monthly fee of \$13.75 USD Motion: SSC to pay the monthly fee for the website Approved: All	Melany	Closed
4.2 LSA	Peter to meet with Deena to apply for LSA funding. Peter to review previous years LSA to ensure it has all been claimed.	Peter	Open
4.3 Positive Youth Development Course	Email has been sent to all parents	Lori	Closed
4.4 442 Squadron	T-shirts will be sent to 442 Squadron as a thank you for the tour at the airport of the Cormorant	Melany	Open
4.5 75th year posters	12x17 posters have been made available for purchase to commemorate the 75 th anniversary. The posters have all the squadron crests in the Province of BC Motion: To order 25 posters @ \$2.00 each Approved: Jeremy Opposed: None	Melany	Closed
4.6 Reimbursement of expenses	Mailbox rental \$163.80 "Deposit to credit of" stamp \$36.91 Charitable donation receipt book \$252.00 Outstanding balance to City of Kamloops \$34.00 Motion: to approve payment to reimburse Peter for out of pocket expenses Approved: Lori Opposed: None	Melany	Closed
4.7 ACR Date/RO for ACR	- ACR date June 12 th - Reviewing Officer: Retired Brigadier General Glen Nordick - Invites to be sent out for VIP's during spring break	Melany	Open

4.8 Hoodies	<p>We have a quote for Squadron hoodies, golf shirts and t-shirts</p> <ul style="list-style-type: none"> - Hoodies pull over \$50.00 - Hoodies zippered \$80.00 - Golf shirts \$40.00 - T-shirts \$25 - Squadron logos will be embroidered with an additional cost of \$5.00 to have name embroidered on item. - Will bring in sample sizes at a later date for ordering 	Jeremy	Open
4.9 Insurance for City of Kamloops	A request has been made to AON for proof of insurance and forwarded to city (Sharon)	Lori	Open
4.10 Weekly newsletters	SSC will stop using facebook as a communication tool for parents. All information will be sent out by emails. A goal of sending out messages on Sunday nights for parents to have for Monday parades	Melany	Open
4.11 Wake A Thon	<p>April 30th provided we have approval from City to secure the facility for the 24 hours.</p> <ul style="list-style-type: none"> -Fire Marshall and alarm company to be advised of the event -SSC to confirm availability of officers 	Melany	Open
4.12 Speed skating	Cadets / parents utilized to support the Provincial speed skating competition. It was a very successful weekend with an honorarium to the squadron from the skate club	Melany	Closed
4.13 Aging out Gifts	<p>Motion: to purchase watches for cadets aging out</p> <p>Approved: All</p>	Melany	Closed
4.13 Memberships	<p>Motion: to accept memberships of:</p> <ul style="list-style-type: none"> - Renate Dersch - Roland Girard - Peter Miedema - Melany Burlock - Margaret Remus - Jeremy Remus - Jinping Cui <p>Approved: All</p>	Melany	Closed

4.14 Resignations	Motion: To accept Ann Marie Bodo's resignation from the SSC Board Accepted: All	Melany	Closed
4.15 SSC Room	Approval from the City has been given to add doors to the overhead cupboards as well as putting a split door between the SSC Room and the Level 5 room for canteen	Melany/ Lori	Closed
4.16 Donation of tables	There may be someone interested in donating tables to the Squadron. Not yet confirmed	Lori	Open

5. DATE OF NEXT MEETING			
5.1 Next Meeting	The next monthly SSC Meeting will be held Wednesday April 6th @ 7 pm at the Elks Hall	Melany	Closed
5.2 MEETING - ADJOURNED	Motion to Adjourn: Melany Seconded by: Peter Opposed: None Motion Carried Time: 9:15 pm	Melany	Closed

Lori Cooke
Secretary

Melany Burlock
Chair