



2483 Princess Patricia's Canadian Light Infantry

Royal Canadian Army Cadet Corps

Corps Sponsoring Committee



Minutes – Monthly Meeting of Corps Sponsoring Committee (CSC)
HQ Building, Guardhouse

September 6, 2016 6:20pm

Attendance

Chairperson: Tom Eccleston
Vice-chairperson: Heather Eichel
Treasurer: Will McGuire
Secretary: Jim Sinclair
Director – Public Relations: Heather Eichel
Director – Canteen: Tracy Green
Director Fundraising: Robert Pfuetzenreuter (absent)
Director – Stores: Joe Tremblay
Director at Large: Nena Chavit-Mullin
Director at Large: Tamara McNay (absent)
Director at Large: Arlene Aylward (absent)
Director at Large: Bruce Dickey

Also in Attendance:

Capt Brandon McAuley
Jeannine Tremblay
Isabelle Michel
Jack Bates

Refs:

- A. Army Cadet League of Canada Directives
- B. Army Cadet League of BC - Sponsoring Committee Handbook – February 12 Edition
- C. 2483 PPCLI RCACC CSC By-Laws
- D. 2483 PPCLI RCACC CSC Constitution
- E. 2483 PPCLI RCACC CSC Executive Committee Duties

Distribution List:

CSC (Executive & Parents/Guardians)
Corps Staff (CIC & CV)
ACLC-BC

1 / 4 Mailing Address:
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- 1 Call to Order at 6:36 (Tom)
- 2 Welcome to parents and guardians, Introductions (Tom)
Everyone was welcomed by Tom and introductions were giving of personnel present.
- 3 Attendance taken by Jim
- 4 Purpose of the CSC-read over by Tom to those present
 - Locally represent ACLC in BC,
 - Ensure training location,
 - Raise funds for corps optional training/activities,
 - Assist in recruitment (cadets, officers, and civilian Instructors),
 - Locally sharing the corps goals and activities, and
 - Work with CO to provide assistance as needed.
- 5 Review/modify/adopt minutes of the previous monthly meeting (June 14, 2016) (Tom)
 - Previous meeting minutes read by Jim and a request for any modifications to minutes was made.
 - Motion to approve minutes Tom, Sec. Heather, Carried

Old Business (Tom)

- 6
 - Thanks to summer efforts: staff , parents
 - Summer Camps
 - Gold Star Expedition canoeing and hiking was attended by 2 cadets
 - Interior Challenge gold star and up
 - The request for the facilities has gone in
 - Guardhouse (2017) tax exemption application sent in, \$750 donation expected
 - Jack Bates notified the committee on the improvements of the \$189 bird spikes which are installed now, the addition of new fire extinguishers which were a result of the last fire inspection and the revamping of the existing older model emergency lighting units bringing the guardhouse more up to date with the times.
 - Donations Received: Ambulance Paramedics of BC: \$500 (July 2016)
 - Videos were added by Tom online but they didn't upload correctly. Tom asked any parents with Webpage skill out there for help in loading the videos so to improve the quality of the videos.
 - Link here: https://www.youtube.com/watch?v=7hlny0yO_80

- 7 Treasurer's Report (Will)
Petty cash-\$42.34
Savings-\$2,456.09
Chequing-\$1,877.37
Gaming-\$42.34
Vimy Ridge-\$5,005.41
After the numbers Tom discussed getting together with Will to make a year-end report of finances at AGM.

- 8 Vice-Chair Report (Heather)
 - Vice chair report-Open house was discussed and the fact that Heather has advertised the coming open house in Facebook, Craigslist, the local papers(including the lookout), to the local radio

stations and other media. All on the hopes of a good turnout for recruiting and participation.

- Also a Volunteer screening checklist is in process (it is mandatory for Executive positions.)

9 Director Fundraising Report (Robert)

- Chocolates:Robert is still selling chocolates about \$900 worth of chocolates or 25 boxes. Tom will talk to him about getting the chocolates to sell them at coming events such as the open house or in other ways.
- Tagdays-reminder(Febuary 11,2017) locations process needs to start The question was discussed about selling the chocolates then or even getting into crispy cremes? Roses for valentines day? Or other activities it was decided that the chocolates would work for now. Any suggestions for other fundraising to be brought up to members of the Committee.
- MeatDraws-Maybe one for January? >\$500 was brought in for meat draws. Cadets not allowed to sell but the event is fun for the Adults The task is to be discussed in future committee's as more volunteers were needed as indicated by those at the meeting present at the Meat draws.
- Silent Auction-is on Dec 13,2016, as is the Xmas potluck. A solicitation letter is in progress by Tom who is will be sending it to Jeanine. Tamara has the list of Business contacts to be checked prior to the event but more businesses will be approached before the event by cadets, parents or both to promote the event. Will mentioned the bake sale was successful last year and the 50/50 brought in ~\$100.
- Bottle drive-Reminder it is on the 15 Oct., 2016. Irene is to recruit parents at the Open House as drivers are always needed any parents can help at the event.
- Tom to make Legion donation requests if possible some can be made to the Lions club as well any donations are welcome from other organizations.

10 Director Canteen Report (Tracy)

- All good

11 Director Public Relations Report (Heather)

- See above in VC report

12 Director Stores Report (Joe)

Joe is going to coordinate with Tracy on what is needed to be ordered for the canteen. As well Joe is currently mustering the container to find out what is important cadet equipment and what is to be redistributed. It is asked that anyone with gear in the container to talk to Joe about what is needed to be there.

New Business

- 13
- Website updates are needed and Tom is asking any parents or committee personnel with web page know how to assist him in the updates. Emails will follow on news and events.
 - A PILLARS Conference sponsored by the Army Cadet League of BC is for new and existing committee members and parents wanting to learn about how cadets work is going to be held in Chillawack,BC from the 21 to the 23 of October. It is your opportunity to learn about the cadets, camps and programs. All is included in the cost of the event, Parents of green stars and up could be paid by the corp's. A plus for any new executives on the committee. See Tom for the Details.
 - At the Open House on the 20 September CSC is to set up a table at the open house and possibly sell the extra chocolates any volunteers contact Tom or other committee members before next week.
 - The AGM date is for the 11 of October at 1820hrs(6:20pm), HQ building

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- All exec positions open for nomination. Chairperson Tom is stepping down, Secretary Jim is stepping down, and we also need directors such as; for fundraising, canteen, public relations, stores and other are to be considered for this coming year and brought up at the next meetings.
- Will is nominated to continue as treasurer and Heather is also nominated as Vice-chair. Any questions about the any positions please email Tom or Heather.

14 CO's address to the CSC

- The cadet organization is under reorganization and this may affect future monies but currently all is good for this year. More to follow when known.
- For the Open House the CO wants to track where people get the news for the open house to assist follow up with recruitment in future events
- Near the end of the month an FTX is being booked for silver stars it is pending bookings so more to follow.
- 18 October is going to be the CO's Parade. Expect an hour of promotions. Parents to be notified of possible promotions that evening.
- Fitness tests will be performed during the AGM
- The CO will be gone from the 20 Sept. to 24 Oct. see the other officers for any issues during this time.
- Staff list to be updated for the inclusion of a new staff
- Parents informed that Facebook is to be weaned off
- Emails and the Website will be used more for cadets and parents for cadets to get involved with their own scheduling parade times, and ease of resolving issues with summer camps and other problems.
- Communication with officers is also to be encouraged by cadets if scheduling problems occur. This is why it is imperative that someone assist CSC in maintaining the Webpage. Any parents or personnel wishing to help with the Webpage see Jeanine or Tom.
- This is the CO's last year the corps is currently looking for a New CO and will be asking the committee for involvement in the way of a interview of the new candidate to be done at a later date. More to follow.
- All were then welcomed back by the CO and commended on their hard work over the summer. Cadet feedback will be requested for the success of the summer camps and other events over the summer.

15 Next meeting (AGM): October 11, 2016; 6:20pm TBC

16 Motion to Adjourn at 8:18pm. Motion by Tom, Sec. Joe. Carried

//Original Signed By//

Tom Eccleston, Chairperson

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