



1000-1 (Secretary)

1 May 13

Dist List

**ADMINISTRATIVE COUNCIL MEETING 1/13
HELD VIA TELECONFERENCE 1900 HRS 11 APR 13**

In Attendance:

X	LCol S. Deschamps	X	Capt B. McAuley	X	Maj R. Thompson
X	Maj L. Hildebrandt		Capt T. Welsh	X	LCdr R. DesJardins
X	Capt C. Shewchuk	X	Lt H. Mulder	X	Capt M. Stroet
	Capt M. Adams	X	Capt T. Toms	X	Capt B. Harker
X	Capt J. Hollis		Maj R. Lewis	X	Capt S. Ronhom

INTRODUCTORY REMARKS

1. Meeting called to order by LCol Deschamps at 1902 hrs.
2. LCol Deschamps declared a quorum of Council with nine members participating in the teleconference and two (Capt Adams and Capt Welsh) by proxy to Capt Shewchuk. Capt Toms, Maj Thompson and LCdr DesJardins joined later in the teleconference.

OLD BUSINESS

3. Motion to accept previous Council meeting minutes proposed by Capt Shewchuk, seconded by Maj Hildebrandt. 11 IN FAVOUR, 0 OPPOSED. CARRIED UNANIMOUSLY.

4. Review of current business practices:
 - a. Facebook – LCol Deschamps explained the group is familiar with Facebook and thinks it is easy to use. We currently have 416 members. Maj Hildebrandt reminded everyone that not all potential members use Facebook. Also mentioned the website is not being used well. Capt Shewchuk indicated the Capt Adams would like to take over the website as this is one of the duties of the secretary. LCol Deschamps suggested possibly creating an app for smart phones.
 - b. Adobe Form Central – Capt Shewchuk explained this is used for registration and voting. There is a cost of \$150 per year for the service.
 - c. PayPal – Capt Shewchuk explained the service takes \$0.88 per registration, but costs go down if we are a charity. Once bank account is set up, money will go directly there. LCol Deschamps asked if the program automatically reminds members to repay each year and Capt Shewchuk said it does not but could.
 - d. Bank Account – LCol Deschamps will sign a copy of the 14 Jun 12 council meeting minutes (which indicate signing authorities) and get them to Capt Hollis so that he can set up the association's account at RBC.

5. Review of current business practices:
 - a. Gaming Grant Committee – Capt Shewchuk explained that he is the chair of the committee and we are waiting on the AGM so that we have a budget and can apply.
 - b. Membership Recruitment Committee – Capt Shewchuk explained that Maj Hildebrandt is chair and everyone should have a look at the Q&A on the website for new members. We currently have 46 paid members. Capt Harker pointed out that many people still do not know about the association and LCol Deschamps said we should hold an AGM to get more word out.
 - c. Professional Development Committee – Capt Ronholm expressed that she liked the idea of holding PD in conjunction with an AGM and Mess Dinner. LCol Deschamps suggested we move the AGM around the province so that it is not Vancouver-centric. Capt Shewchuk then mentioned we should also make the AGM available through a webinar.

NEW BUSINESS

6. None.

CLOSING REMARKS

7. LCol Deschamps thanked everyone for their time and reminded everyone to watch Facebook for updates and communications. Next Council meeting date TBD. Committees to meeting individually as required.

ADJOURNMENT

8. Motion to adjourn the meeting at 2008 hrs by Lt Mulder, seconded by Capt Ronholm. 14 IN FAVOUR, 0 OPPOSED. CARRIED UNANIMOUSLY.

//signed//

//signed//

S. Deschamps
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Dist List

Council (by e-mail)