



1000-1 (Secretary)

21 Nov 12

Dist List

ADMINISTRATIVE COUNCIL MEETING 2/12  
HELD VIA TELECONFERENCE 1900 HRS 16 NOV 12

In Attendance:

X	LCol S. Deschamps		Capt L. Davies	X	Capt M. Stroet
X	Maj R. Thompson		Capt L. Devine		Maj D. Davies
	Capt M. Adams	X	Capt T. Toms	X	Maj L. Hildebrandt
	Lt(N) C. Earl	X	Lt H. Mulder	X	Capt J. Hollis
X	Capt C. Shewchuk				

INTRODUCTORY REMARKS

1. Meeting called to order by LCol Deschamps at 1908 hrs.
2. LCol Deschamps began by explaining that LCdr DesJardins and Capt Harker have both resigned from Council.
3. LCol Deschamps declared a quorum of Council with 7 members participating in the teleconference (Lt Mulder joined later in the teleconference).

OLD BUSINESS

4. Motion to accept previous Council meeting minutes proposed by Maj Hildebrandt, seconded by Capt Hollis. 7 IN FAVOUR, 0 OPPOSED. CARRIED UNANIMOUSLY.

5. Committee Updates:

- a. Constitution Committee – LCol Deschamps declared this committee closed as constitution was accepted by Council last meeting.
- b. Communications Committee – Maj Hildebrandt reported that the Association’s website and Facebook page, which are public, are up and running. CadetNet is also being used to get information out on key topics. This committee was declared closed.
- c. Membership Dues Committee – LCol Deschamps declared this committee closed as Council set dues at \$20 per year at last Council meeting after a poll on the Association’s Facebook page.
- d. Gaming Grant Committee – Capt Shewchuk explained that a gaming grant application requires minutes from the Association’s AGM with an approved budget. Committee comprising Capt Shewchuk (Chair), Capt Adams and LCol Deschamps to await AGM.
- e. Membership Recruitment Committee – Capt Shewchuk mentioned that the membership form is ready and Maj Hildebrandt reminded that with dues set we are ready to begin recruiting. Committee comprising Maj Hildebrandt (Chair), Capt Shewchuk and Capt Adams to await decision on when to roll out the online application.
- f. Professional Development Committee – LCol Deschamps mentioned that only Capt Stroet, Capt Toms and Maj Hildebrandt are left on this committee and the remaining members have not made any progress to-date. Committee to be disbanded due to no chair and will and re-established under new direction.

6. Bank Account – Capt Hollis to set-up the Association’s bank account with Royal Bank in Colwood as soon as we are ready to collect annual dues. The non-profit (“community”) accounts are very low fee, but will still cost at least \$8 per month. Capt Adams will need to print and sign the 14 Jun 12 Council meeting minutes (which indicate signing authorities) and forward to LCol Deschamps to sign as well so that Capt Hollis can set-up the account.

## NEW BUSINESS

7. LCol Deschamps started a discussion on “are we ready to start recruiting?” Capt Toms felt that there is nothing to offer the membership at this time.
8. LCol Deschamps asked if we should conduct a PD day to draw members to an event and then have them join the Association at the same time? Capt Stroet agreed.
9. Capt Hollis suggested tying in an AGM and PD day in with the spring CIC Mess Dinner. LCol Deschamps agreed and mentioned the tentative date is mid-March.
10. Capt Hollis reminded us that we would need someone for free to come be the key note speaker at any PD event. LCol Deschamps agreed and suggested that he has a variety of senior CF contacts who might attend as guest speakers
11. Capt Shewchuk asked if we should avoid having the AGM and PD on same day as he was concerned that many CIC in BC may not be able to attend. He suggested that recruiting start now and set-up a PD day later. Capt Hollis and Maj Hildebrandt agreed that recruiting should start soon with the promise of a PD day in March at the same time as the CIC Mess Dinner.
12. General consensus was that the arrangement of a PD day in March might be enough to encourage CIC to join association. Capt Shewchuk suggested that we also offer an exclusive newsletter to members.
13. LCol Deschamps thanked everyone for the conversation and expressed that we need to find out what the exact date is for the CIC Mess Dinner.
14. Capt Shewchuk then explained the membership form in greater detail and everyone was pleased with using it as a recruiting tool. Maj Hildebrandt is going to arrange to have it linked to Association’s website.
15. A new Professional Development Committee was then established comprising LCol Deschamps (Chair), Capt Stroet, Capt Hollis, Capt Toms and Maj Thompson. This committee will plan a PD day around the CIC Mess Dinner. LCol Deschamps will start asking prominent CF personnel if they would be willing to attend as guest speakers. Maj Thompson will find out the exact date of the CIC Mess Dinner. Committee will have a proposal in one month.
16. Council then began discussing recruitment. LCol Deschamps asked about coin costs. Capt Hollis explained that costs ranged from \$4 – \$10 with production rounds of 200. Lt Mulder explained he is working on another coin and offered to help Capt Hollis. LCol Deschamps asked

if maybe we should offer a 'founding members' coin and Hildebrandt discouraged the idea of creating exclusiveness. Capt Shewchuk suggested an optional coin only available to branch members at an additional nominal fee because we might not need to entice members to join using a coin since we are already enticing them to join with a PD session. Furthermore, Capt Shewchuk asked what do we offer members next year if we have already given a coin in exchange for becoming a member? LCol Deschamps ended the discussion by deciding to return to the topic in the future.

17. Council then began to discuss when to hold the AGM. LCol Deschamps suggested it be held at the same time as the PD day and all agreed.

### CLOSING REMARKS

18. 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

19. Motion to adjourn the meeting at 2009 hrs by LCol Deschamps, seconded by Lt Mulder. 8 IN FAVOUR, 0 OPPOSED. CARRIED UNANIMOUSLY.

//signed//

//signed//

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Dist List

Action

Council (by e-mail)

Info

CIC Branch Advisor (by e-mail)