



1000-1 (Secretary)

2 Jan 14

Dist List

ADMINISTRATIVE COUNCIL MEETING 4/13
HELD VIA TELECONFERENCE 1930 HRS 19 Dec 13

In Attendance:

P	Capt C. Shewchuk	P	Capt B. McAuley	A	Maj R. Thompson
A	Maj L. Hildebrandt	PP	Capt T. Welsh	A	LCdr R. DesJardins
P	Capt M. Adams	P	Lt H. Mulder	P	Capt M. Stroet
PP	Capt J. Hollis	P	Capt T. Toms	A	Capt B. Harker
A	Maj R. Lewis	P	Capt M. Ronholm		

Present = P, Present by Proxy = PP, Excused = E, Absent = A

INTRODUCTORY REMARKS

1. Meeting called to order by Capt Shewchuk at 1935 hrs.
2. Capt Shewchuk declared a quorum of Council with six members participating in the teleconference and two by proxy (Capt Hollis' and Capt Welsh's proxy to Capt Shewchuk). Lt Mulder arrived late at 1951 hrs.
3. Motion to accept minutes from previous meeting by Capt Shewchuk, seconded by Capt McAuley. 8 IN FAVOUR, 0 OPPOSED. CARRIED UNANIMOUSLY.
4. Motion to accept agenda by Capt Shewchuk, seconded by Capt McAuley. 8 IN FAVOUR, 0 OPPOSED. CARRIED UNANIMOUSLY.

OLD BUSINESS

5. Website – Capt Adams explained that since last meeting he, Capt Welsh and 2Lt Omid Nobakht, who is a member of the association and very competent with IT, have formed a working group to re-vamp the association’s website. The new website will host separate members only and public pages. 103 RCACS sponsoring committee has agreed to sponsor the association’s website on Weebly, which is a very user friendly online web editing service, for the next few years since the squadron has already purchased a Weebly account subscription and can host multiple domains on the same account for free. The working group will either transfer the current domain (www.cic-bc.ca) and its content to Weebly pending Capt Hollis’ approval or Capt Hollis will remove all non-association material from the current domain and the working group will look at purchasing a new domain for the association. Motion to allocate up to \$100 to purchase a new domain name if necessary proposed by Capt Shewchuk, seconded by Capt Adams. 8 IN FAVOUR, 0 OPPOSED. CARRIED UNANIMOUSLY.

6. Bank Account and Signing Authority – Capt Shewchuk announced the association’s RBC bank account has finally been set up. Fees are approximately \$3 per month. Money can be transferred from the association’s Paypal account as often as needed. Cheques are also being printed to allow for direct payment of invoices as well as reimbursement where members use their own funds to pay for approved association business. Capt Shewchuk, Capt Hollis and Maj Hildebrandt are the current signing authorities.

7. Open House – Capt McAuley explained that there was a very successful open house held at the Light House Mess in Metchosin on 20 Nov 13. Near 30 people participated including members and non-members. Eight new members signed up at the event. \$129 money was earned net of spending. A short speech by 39 Bgde Chief of Staff which was well-received by attendees.

8. AGM – The annual Vancouver CIC mess dinner is being held on 1 Mar 14 and the association will be using this congregation of officers from around the province to host its first AGM. Capt Shewchuk is the lead on planning supported by Capt Adams. There was some discussion around location (hotel, armoury, etc) and one point of note that was brought up is that we will require internet so that members from around the province can participate remotely.

9. Spring Election – Spring election to coincide with AGM. Capt Shewchuk looking for committee of councillors to lead planning.

10. Conference Call Bridge – Council currently uses a Telus conference call bridge through Maj Thompson and we may be using it too often. Capt Shewchuk will look into using the RCSU bridge, but explained that we may need to purchase another platform (Skype, etc) with association dues as early as Jan 14. Lt Mulder will look into using his civilian employer’s bridge until at least the AGM.

NEW BUSINESS

11. Regional Calendars – Capt Shewchuk encouraged regional councillors to set up regional calendars which can be linked to website in future, so that members in the different geographic areas can be kept up to date with the goings-on of the association.

CLOSING REMARKS

12. Capt Shewchuk thanked everyone for their time and wished all happy holidays. He reiterated that attendance at council meetings is important and that if three are missed, councillors can be removed. Next Council meeting date TBD, but would like to start short monthly meetings in the New Year.

ADJOURNMENT

13. Motion to adjourn the meeting at 2003 hrs by Capt Shewchuk, seconded by Capt Meyer. 9 IN FAVOUR, 0 OPPOSED. CARRIED UNANIMOUSLY.

//signed//

//signed//

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