



1000-1 (Secretary)

1 Apr 2014

Dist List

**ADMINISTRATIVE COUNCIL MEETING 1/14
HELD VIA TELECONFERENCE 2000 HRS 1 Apr 14**

In Attendance:

P	Capt C. Shewchuk	PP	Capt B. McAuley	A	Maj R. Thompson
P	Maj L. Hildebrandt	P	Capt T. Welsh	A	LCdr R. DesJardins
P	Capt M. Adams	E	Lt H. Mulder	P	Capt M. Stroet
P	Capt J. Hollis	E	Capt T. Toms	PP	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 2017 hrs.
2. Capt Shewchuk declared a quorum of council with seven members participating in the teleconference and two by proxy (Capt Harker to Capt Stroet and Capt McAuley to Capt Shewchuk).
3. Motion to accept minutes from previous meeting by Capt Shewchuk, seconded by Capt Adams. 9 IN FAVOUR, 0 OPPOSED. CARRIED UNANIMOUSLY.
4. Motion to accept agenda by Capt Shewchuk, seconded by Capt Adams. 9 IN FAVOUR, 0 OPPOSED. CARRIED UNANIMOUSLY.

OLD BUSINESS

5. Bank Account Update – Capt Hollis explained that the bank account at the Colwood Royal Bank branch is active. There are minimal fixed fees and no fees for electronic services and a small number of cheques. Cash from PayPal account has not been moved into the account, but can be done any time. Currently the association still owes money to Capt Shewchuk for setting up the membership directory. Capt Hollis to pick up debit card soon to enable website access and e-transfers.

6. Website Update – Capt Welsh explained the website is well into development stage on Weebly. Once ready to go live (target is end of cadet training year), Capt Hollis will transfer domain (www.cic-bc.ca) from RCIS. Any suggestions, feel free to email Capt Welsh directly. For a sneak peak, access can be gained through cic-bc.weebly.com. Members' area password is "Branch."

7. Vancouver Island Events – Capt Shewchuk on behalf of Capt McAuley explained the Vancouver Island Region is looking to host another wine and cheese, possibly between BOTC and OTC. This would likely result in a gathering of 32 students, RCIS staff and others from the area which would be a great audience. Ideas to increase revenue include increasing the non-member rate from \$5, holding a silent auction, etc. Last event worked with a budget of \$150 (profit was made), but likely more needed this time due to increased numbers. Motion to approve budget up to \$300 by Capt Adams, seconded by Capt Ronholm. 9 IN FAVOUR, 0 OPPOSED. CARRIED UNANIMOUSLY.

8. Spring Election – Capt Adams explained last council election was held in Mar 2013, so the association should look to have another election very soon. Last year, the format was all completely online to maximize member participation with a two week nomination period followed by a two week voting period. The same will be repeated this year. It was noted that over the last year, some councillors have been more active than others, and current councillors should seriously consider interest and commitment level should they wish to remain in council as opposed to stepping aside for new councillors. Along with call for nominations, association will send out an update to existing about what the council has been doing in the last year as well as what is planned for the coming year.

9. AGM – While the association wanted to conduct its first AGM in Feb 2014 coinciding with the Vancouver CIC Mess Dinner, the organization timeline was too tight. There is also perceived hostility between the association and the Vancouver CIC Mess Dinner organizing committee. AGM needs to include all members regardless of geographic location and also needs to produce minutes so the association can apply for charitable status. Suggestion by Maj Hildebrant to organize an AGM with an association mess dinner in Sep 2014. Capt Welsh

pointed out possible conflicts such as Battle of Britain parade and Air Cadet league AGM. Capt Ronholm suggested possibly the end of CSTC season (Aug 2014) would also work. Sep was generally accepted as the best option and thought was the event could rotate regionally each year. Date selection and actionable tasks need to be set before the summer. To be discussed at next council meeting.

NEW BUSINESS

10. Capt Shewchuk asked the council for discussion on whether current members should be assessed additional dues for the 2014 year. General consensus was that because there have been limited events to-date, asking for further dues could cause some members to simply leave the association. Motion to withhold charging member additional dues until at least fall 2014 by Capt Shewchuk, seconded by Capt Adams. 9 IN FAVOUR, 0 OPPOSED. CARRIED UNANIMOUSLY.

11. It was brought to the attention of councillors present that this meeting marks the third absence from a council meeting in the last year for the following: Maj Thompson, LCdr DesJardins, and Maj Lewis. With an upcoming election, it is important that councillors consider seriously if they are able to commit the time required to be members of council.

12. Capt Welsh raised the issue of presidential succession planning. Capt Shewchuk and Maj Hildebrant to speak off-line as to whether either are will to accept a nomination. Capt Adams pointed out that it would be best for an existing councillor to become president for continuity reasons.

13. Maj Hildebrant raised the potential for association info sessions at CSTCs in 2014. While deemed important and something council should do, a firm plan will be left for next call meeting.

CLOSING REMARKS

14. Capt Shewchuk thanked everyone for their time and the efforts over the last while. Next Council meeting scheduled for mid to late march so we can for next conference call so we can address AGM and CSTC info sessions.

ADJOURNMENT

15. Motion to adjourn the meeting at 2109 hrs by Capt Shewchuk, seconded by Capt Meyer.
9 IN FAVOUR, 0 OPPOSED. CARRIED UNANIMOUSLY.

//signed//

//signed//

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