



1000-1 (Secretary)

22 May 14

Dist List

**ADMINISTRATIVE COUNCIL MEETING 2/14**  
**HELD VIA TELECONFERENCE 1930 HRS 22 May 14**

In Attendance:

P	Capt C. Shewchuk	P	Capt K. Cheung	P	Lt(N) M. Cardoza
PP	Maj L. Hildebrandt	A	Lt H. Mulder	P	2Lt O. Nobakht
P	Capt T. Welsh	A	Maj T. Toms	P	Capt M. Stroet
P	Capt M. Adams	P	Capt B. Harker	P	Maj R. Thompson
P	Capt J. Hollis	P	Maj J. Adams		
P	Capt B. McAuley	P	Capt M. Dahl		

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

**INTRODUCTORY REMARKS**

1. Meeting called to order by Capt Shewchuk at 1934 hrs.
2. Capt Shewchuk declared a quorum of council with 13 members participating in the teleconference and one by proxy (Maj Hildebrandt to Capt Hollis). Capt Welsh joined at 1955.
3. Motion to accept minutes from previous meeting by Capt Hollis, seconded by Capt Adams. 13 IN FAVOUR, 0 OPPOSED. CARRIED UNANIMOUSLY.
4. Motion to accept agenda by Capt Adams, seconded by Capt Hollis. 13 IN FAVOUR, 0 OPPOSED. CARRIED UNANIMOUSLY.

## OLD BUSINESS

5. Banking/PayPal Update – Capt Hollis explained the association bank account is almost completely set-up with online banking enabled and just over \$1000 transferred recently from Paypal to the account. Capt Hollis will set up a simple accounting ledger to post transactions as they come up which will be available for review by council. One last thing required by the bank is a letter authorizing Capt Hollis to be sole possessor of banking card, even though he, Capt Shewchuk, and Maj Hildebrandt all have signing authority for cheques. Capt Hollis to draft letter and have signed by all three signing authorities for presentation to the bank.

6. AGM / Dinner – Capt Shewchuk explained we are still looking to host inaugural AGM followed by dinner this fall and dates suggested were 13 Sep, 18 Oct, or 15 Nov. Location was also raised and it was agreed either Vancouver or Victoria would be best. Capt Shewchuk to poll council for date and location on Facebook so that council have a chance to review calendars and contemplate pros and cons of alternatives.

7. Website Update – Capt Welsh explained new website was nearly ready with only kit shop and a news area to complete. Website will be ready to go live by mid-June. Capt Welsh thanked 2Lt Nobakht and Capt Adams for their help.

### 8. Regional Events

- a. Vancouver Island– Capt McAuley explained he is looking at organizing another Wine & Cheese at Albert Head either during June ETC or Sep CO's course with Capt Dahl's help. \$300 budget already approved at last council meeting.
- b. Lower Mainland – Capt Welsh explained he has contacted Capt Ted Bowman, a CIC officer who works with the Fort Wine Company in Langley, to see if we might be able to host a private event there. He is still waiting on a response along with details on costs. Capt Cheung to assist in planning.
- c. CSTC Visits – Capt Shewchuk inquired as to which members of council are working at CSTCs this summer so that association events can be planned to help increase exposure. Lt(N) Cardoza will be at Quadra and will look at hosting an event along with RGS. Capt Thoms and possibly Capt McAuley to look at hosting an event at Vernon. Capt Cheung, Capt Welsh and Maj Adams will look to host something at Albert Head. Maj Adams to take lead on putting together a short association presentation which can be used at any event. Capt Shewchuk to follow-up with everyone.

## NEW BUSINESS

9. Welcome to New Councillors – The 2014-15 Council Election was held last month and newly elected council were announced effective 8 May 2014. Capt Shewchuk welcomed the new council and gave new councillors a brief overview of how council meetings typically operate. He encouraged all new councillors to please review and be familiar with the association's constitution and past council meeting minutes.

10. Council Meeting Dates – Capt Shewchuk explained he would like to maintain council meetings on the same weekdays, so councillors can plan accordingly. His suggestion was to alternate between Mon and Thu. He also suggested that monthly meetings might be beneficial. As some members were concerned about monthly commitment, Capt Shewchuk suggested some leniency in attendance as long as members catch up via meeting minutes. Capt Shewchuk to poll council on Facebook.

11. Social Media Presence – Capt Shewchuk explained that the association has a general Facebook page which has many members, but most are not paid members of the association and there may be a need to re-label. Capt Adams expressed that it is important to keep in mind that the roll of the association is not only to represent officers who are members, but also those who are not members. Capt Shewchuk agreed we should keep the page active, but to amend the name and description to clarify the role of the page. Capt Adams and Maj Thompson to make the changes.

12. Committees – Capt Adams explained that although we have had committees outside of council to tackle specific initiatives such as recruiting, constitution, communications, etc, these have basically all dissolved. However, there is still a role for committees and moving forward, regional councillors should form regional committees to address recruiting and event planning in different parts of the province. Capt Shewchuk asked if council felt that this would be too burdensome and all agreed it would not be. Capt Shewchuk explained that given the commitment, it is expected that regional councillors update the council at each meeting on initiatives they are undertaking.

## CLOSING REMARKS

Capt Shewchuk thanked everyone for their time and committing to the association. Next Council meeting tentatively scheduled for Thu, 19 Jun 14 before summer training begins. Capt Shewchuk also reminded regional councillors to please brainstorm ideas for their respective areas and report back to council next meeting.

ADJOURNMENT

13. Motion to adjourn the meeting at 2016 hrs by Capt Harker, seconded by Capt Dahl. 14 IN FAVOUR, 0 OPPOSED. CARRIED UNANIMOUSLY.

//signed//

//signed//

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Dist List

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