



1000-1 (Secretary)

4 Oct 11

Dist List

ADMINISTRATIVE COUNCIL MEETING 1/11
HELD VIA TELECONFERENCE 1900 HRS 29 SEP 11

In Attendance:

X	LCol S. Deschamps	X	Lt(N) J. Hillsden		Maj (Ret) M. Keetch
X	Maj R. Thompson		Capt L. Davies	X	Capt M. Meyer
X	LCdr R. Desjardin		Capt M. Fortino		Maj D. Davies
X	Capt M. Adams	X	Capt T. Toms		Capt B. Harker
X	Lt(N) C. Earl	X	Lt H. Mulder	X	Maj L. Hildebrandt
X	Capt C. Shewchuk	X	Capt J. Hollis	X	LCdr J. Chidlow

INTRODUCTORY REMARKS

1. Meeting called to order by LCol Deschamps at 1905 hrs.
2. LCol Deschamps welcomed all members of the Adm Council to its inaugural meeting and thanked everyone for their overwhelming enthusiasm towards the creation of the CIC BA BC.
3. LCol Deschamps explained that although he was appointed to the position of President by the CO RCSU(P), all other council members were selected by him from a list of volunteers. He further explained that he selected members amongst volunteers to create a balanced and well-rounded representation of the CIC officers throughout BC.

OPENING DISCUSSION

4. What Are We as an Association?

- a. Capt Hollis expressed his view that the association should be a combined voice advocate for the branch in BC, something which is presently lacking.
- b. LCol Deschamps agreed and continued that he saw the association as a promoter of esprit de corps and a provider of professional development opportunities not available through the CF.
- c. LCol Deschamps further explained that the association is separate from the Regional Advisory Council (RAC), which he also chairs. However, he does see synergies between the two. He explained that since he, in his capacity as RAC chair, is limited in his ability to gather feedback from all CIC officers in BC, the association will be able to do it much easier which will help him to pass on relevant feedback to the national Branch Advisory Council (BAC).
- d. Lt(N) Hillsden expressed the importance of reaching out to younger CIC officers in the province.

5. How We Came To Be

- a. LCol Deschamps explained that the current chair of the BAC is Cdr Norm Comeau, who is the past president of the CIC Officers Circle (Eastern Region's CIC Branch Association). Cdr Comeau encouraged all RAC chairs to start-up similar associations in their own regions and this has now occurred in BC. Other regions are looking to start-up similar associations soon as well. The CIC BA BC was officially created by the CO RCSP(P) on 8 Jul 11. The long term view is to create a National CIC Association.

OLD BUSINESS

6. Nil.

NEW BUSINESS

7. General

- a. LCol Deschamps explained that it was his wish to form working committees to tackle the most pressing issues with council at this time. These include:
 - i. finalization of constitution;
 - ii. creation of communication tools;
 - iii. finance initiatives – dues, gaming commission grants and tax receipt status;
 - iv. membership recruitment; and,
 - v. professional development activities.

Working committees would form plans of action and present these to the President, who would then put them to council for ratification. LCol Deschamps explained that while discussion would be held during this teleconference as to concept or proposals in the various committee areas, each committee would be free to research and to propose alternatives or completely different concepts from those discussed tonight.

Council would deal with committee proposals by staging electronic votes. This would eliminate the need for regular meetings and speed up the work of council.

8. Finalization of Constitution

- a. LCol Deschamps explained that the CIC BA BC draft constitution is an English translation of the CIC Officers Circle constitution with some amendments.
- b. Lt(N) Hillsden inquired about the membership requirements as per the draft constitution.
- c. LCol Deschamps responded that the draft constitution only has provisions presently for two types of membership, ordinary and associate. Ordinary members must be serving or retired CIC officers. These members would have voting rights and be eligible for election to council. He further explained that we may want to have honorary members, such as influential members of communities or the Lt-Gov, for example, but this is not presently allowed for in the draft constitution.
- d. The working committee for finalization of the constitution was established as Capt Fortino (Chair), Capt Adams and Lt Mulder.

9. Creation of Communication Tools

- a. LCol Deschamps explained that we will need to create communication tools for council and members. These may include websites, Facebook, Google discussion forums, etc.
- b. Lt(N) Hillsden suggested a private forum on CadetWorld, of which she is an administrator.
- c. Capt Adams inquired if we could have a website linked off of the RCSU(P) site, similar to the CIC Officers Circle.
- d. LCol Deschamps said we could, but the CMS system for updating DND websites is challenging to use.
- e. Maj Hildebrant indicated that the RCIS(P) website linked of the RCSU(P) website is no longer using CMS and has returned to using Dreamweaver, which is much more user-friendly.
- f. Maj Thompson had to drop off the teleconference due to other commitments, but expressed his interest in chairing the Communications Committee and that as a Telus employee, his teleconference bridge could be made available for committee or council use in the future.
- g. The working committee for creation of communication tools was established as Maj Thompson (Chair), Maj Hildebrandt, LCdr Desjardins and Lt(N) Hillsden.

10. Finance Initiatives – Dues

- a. LCol Deschamps discussed his thought that dues for ordinary members could be different depending on a members rank. His initial suggestion was \$10 for OCdts/NCdts and an additional \$5 for each rank above that per year. He explained though that a challenge for the council will be creating a dues structure for the first year of operation without actually having a solid budget.
- b. Capt Shewchuk inquired how we would charge associate members.
- c. LCol Deschamps suggested that associate members be charged differently than ordinary members (e.g., \$40 per year) and that would be up to the committee to recommend.

- d. LCol Deschamps also proposed having a lifetime membership fee significantly higher than the annual fee, if the council saw a need to raise funds early in the association's creation.
- e. The working committee for membership dues was established as LCol Deschamps (Chair), Capt Hollis and Capt Meyer.

11. Finance Initiatives – Gaming Commission Grants

- a. LCol Deschamps explained that as an NPF organization, the association may be eligible for gaming commission grants.
- b. Capt Shewchuk, who has experience in this area, then explained that this was correct, but there are many tasks to complete in the lengthy application process. He further explained that for 2012, the applications are due by Nov 11, so this may not be something the association can apply for until next year.
- c. The working committee for gaming commission grants was established as Capt Shewchuk (Chair), Capt Adams and LCol Deschamps.

12. Finance Initiatives – Tax Receipt Status

- a. LCol Deschamps explained that the CIC Officers Circle grant tax receipts to members for dues and professional development activities they pay for, but cautioned laws in BC and Quebec may be different.
- b. Lt(N) Earl explained she is currently working on obtaining this status for her civilian employer and so has experience in the area.
- c. The working committee for gaming commission grants was established as Lt(N) Earl (Chair) and Capt Shewchuk.

13. Membership Recruitment

- a. LCol Deschamps explained that there are presently 800 CIC officers serving in BC and that 80-90 of them are lost each year through attrition. Recruiting will be important to legitimize the association and sustain it financially. He again brought up the concept of recruiting influential community members as honorary members to boost membership numbers.

- b. The working committee for membership recruitment was established as Maj Hildebrandt (Chair), LCdr Desjardin, Lt(N) Hillsden, Capt Shewchuk, LCdr Chidlow and Capt Adams.

14. Professional Development Activities

- a. LCol Deschamps proposed this be one of the main objectives of the association. He suggested the need to tap into the professional resources we have around the province. He proposed the creation of a membership directory and possible member benefits program (e.g., insurance discounts). He further spoke about the CIC Officers Circle annual professional development day, which is an additional cost to members and could be followed by an annual mess dinner.
- b. The working committee for professional development activities was established as LCdr Desjardin (Chair), LCdr Chidlow, Capt Meyer, Capt Toms and Maj Hildebrandt.

ROUND TABLE

- 15. LCol Deschamps suggested that meetings of the Adm Council not be held on a regular basis, but instead, as required. Working committees could start tackling their issues led by the respective chairs and suggested that committees look to have proposals sent to the President within one month from now.

ADJOURNMENT

- 16. LCol Deschamps again thanked all council members for attending and adjourned the meeting at 2008 hrs. Next meeting will be held as required.

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Action

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