



1000-1 (Secretary)

5 Nov 13

Dist List

**ADMINISTRATIVE COUNCIL MEETING 3/13
HELD VIA TELECONFERENCE 1900 HRS 4 Nov 13**

In Attendance:

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

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

INTRODUCTORY REMARKS

1. Meeting called to order by Capt Shewchuk at 1919 hrs.
2. Capt Shewchuk declared a quorum of Council with seven members participating in the teleconference and two by proxy (Capt Hollis' proxy to Capt Shewchuk and Capt Ronholm's proxy to Maj Hildebrandt).
3. Capt Adams explained that, since the last council meeting, LCol Deschamps has retired from the CF and is, therefore, no longer eligible to serve on council. He tendered his resignation as president effective his release date in Oct 2013. In accordance with the constitution, either Capt Shewchuk or Maj Hildebrandt as vice presidents must fulfill the duties of the president when he or she is unable to do so. In this case, they have discussed between themselves and agreed that Capt Shewchuk will become the association's acting president until the next election.

OLD BUSINESS

4. Website – Capt Shewchuk spoke about the current association website being hosted by RCIS and mainly contains non-association content through a software based editing service. Capt Welsh explained that he thought we should use a web-based website editing program instead which would enable multiple people (ie, all councillors) to have access to edit the website, instead of burdening only a few people. He mentioned that his squadron uses Weebly, at a cost of \$71 per two years and is very easy to use. He suggested that we should continue using our current web address as there is some web recognition. There could be password protected sections for RCIS and NPF (kit shop and scholarship) content. Maj Hildebrandt expressed that she would be comfortable with that. Capt Welsh and Maj Hildebrandt to speak offline and come up with best way forward. Funds will likely need to be spent, but it was decided to hold off on a motion until it is investigated further. Overall, it was agreed the website is an extremely important communication tool for current and prospective members.

5. Bank Account and Signing Authority – Capt Shewchuk explained that, currently, the association has \$898.64 sitting in our PayPal account. He suggested it is time to open a bank account. Capt Hollis had indicated previously that fees for a charity account would be around \$7 per month. Capt Adams motioned that the association open a bank account and that Capt Shewchuk, Capt Hollis and Maj Hildebrandt be appointed signing authorities (two signatures required per cheque), seconded by Capt Welsh. 9 IN FAVOUR, 0 OPPOSED. CARRIED UNANIMOUSLY.

NEW BUSINESS

6. Open Houses – Capt Welsh explained he organized and hosted an association open house for the Lower Mainland at the JP Fell Armoury mess in North Vancouver. The event was attended by eight CIC officers. He explained that while the event was advertised well of Facebook and via CadetNet, indifference towards the association by prospective members is a major issue. He felt more would have attended if the event if something complimentary was provided to attendees such as lunch. He is planning to hold more events possibly a Santa photo session in Dec and a bbq in the spring. In the future, events would be free for current members and at cost for non-members. Capt McAuley, with help from Capt Shewchuk and Maj Hildebrandt, has also organized an open house for Vancouver Island which will take place in at the Light House Mess on 20 Nov 13. This coincides with a CO's Course at Albert Head. Ideas for the event include a wine and cheese or Christmas theme. Looking at having the event free for current members and at cost for non-members with the option to join the association at the event itself. Capt McAuley will propose a budget prior to the event and council will vote for approval online.

7. AGM and Mess Dinner – All were in agreement that the association need to hold an AGM in the spring so we can move forward with charitable status and gaming grant applications. Maj Hildebrandt suggested it be held in person before the CIC mess dinner on 1 Mar 14, with an online broadcast for members who cannot attend. Capt Shewchuk will take the lead on planning.
8. Spring Election / Succession Planning – Capt Shewchuk suggested that we begin thinking about succession planning for council. He suggested he will remain acting president through the AGM, but will likely not seek the position at the next election due to other commitments. It was generally agreed that future councillors need to be available for meetings.
9. Conference Call Bridge – Council currently uses a Telus conference call bridge through Maj Thompson and we may be using it too often. The option of using Skype was discussed, but the multi-user feature may have a cost as would most other interfaces. RCIS currently uses a government paid system, which is not an option for the association. Capt Shewchuk to investigate further with Maj Thompson.
10. Membership Database – In Nov 2012, Capt Shewchuk set-up the association's online membership application database through Adobe at a cost of around \$160. This service is set to expire in Dec 2013. There was some discussion around other options, but they are possibly too IT intensive. Motion by Capt Shewchuk to spend up to \$200 to renew database license, seconded by Capt Harker. 9 IN FAVOUR, 0 OPPOSED. CARRIED UNANIMOUSLY.
11. Newsletter – It was generally agreed that council focus on website content for now and then investigate a newsletter. Capt Adams to send out future council meeting minutes via email as somewhat of an update to current members.

CLOSING REMARKS

12. Capt Shewchuk thanked everyone for their time and reminded everyone to watch emails and Facebook for updates. Next Council meeting date TBD.

ADJOURNMENT

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

//signed//

//signed//

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