



SEMI-ANNUAL MEETING
27 April 2019
SUMMERSIDE PEI

IN ATTENDANCE:

Kendra Mellish	Provincial Chair
David Vokey	Provincial Vice-Chair
Bill Fowler	Past Provincial Chair
Barry Rowan	Provincial Secretary/Treasurer
Russell Gallant	Board of Governors
LCdr Charlotte McAleer	J3 Area Elemental Advisor PE Zone
Alan Curtis	Past Provincial Chair/IACE
Erik Manchester	Provincial Committee/Aviation Committee
Gayle Mueller	53 Sqn SSC Chair
Capt Scott Richards	53 Sqn DCO
Darren Creamer	60 Sqn SSC Chair
Capt Christopher Kassouf	60 Sqn Commanding Officer
Stacey Newell	327 Sqn SSC
Capt Sarah McAlduff	641 Sqn Officer
Leo Gaudet	641 Sqn SSC Chair
Roy Pederson	641 Sqn Sponsoring Committee
Stephanie Kinch	641 Sqn Sponsoring Committee

Chair Kendra Mellish called the meeting to order at 10:00hrs. After welcoming remarks, introductions were made around the room.

1. AGENDA

The Agenda was presented and accepted with no changes,
Motion to accept Agenda by Russell Gallant
Seconded by Dave Vokey
Carried

2. MINUTES

The Minutes of October 2017 Annual General Meeting were distributed to all present. There being no errors, omissions or business arising, the Minutes were accepted as presented.
Motion to accept Minutes by Dave Vokey
Seconded by Darren Creamer
Carried

3. REPORTS

CHAIRS REPORT *presented by Kendra Mellish*

Kendra reports she has had a busy 6 months since assuming the position of PC Chair. She visited all squadrons during the winter and will attend all ACRs. She also attended the National SAM as well as the National Biathlon in Brookvale. A thanks to Lt(N) Scott Richards for coaching the PEI cadets and to Russell Gallant for presenting the National Air Cadets Award at Credit Union Place.

A communications plan is being developed and a working copy is on line now

Top Cadets was awarded 18 Dec 2018 to WO2 Jake MacIssac of 53 Squadron and the Top Squadron was awarded to 53 Squadron at the Mess Dinner 20 Oct 2018.

There are currently several positions to be filled on the Provincial Committee: Honours & Awards, Communications/Public relations, Risk Management, Fundraising and a Co-Chair for the Aviation Committee.

Leo Gaudet announced he was stepping down as 641 Sqn SSC Chair and Stephanie Kinch will assume that role, Nancy Matheson will step down as 327 Sqn SSC Chair and be replaced by Stacey Newell

TREASURERS REPORT *presented by Barry Rowan*

A Financial Statement covering the period 01 September 2018 to 28 February 2019 was presented.

Opening balance of the General and Credit Union Share Accounts was:	\$53201.30
Total Revenue:	13282.87
Total Expenditures:	<u>18354.82</u>
Closing balance:	\$48129.35

Assets/Liabilities:

Schweitzer Glider SGS233A	\$20000.00
Cessna L-19A (1/3 share)	10500.00
2006 EZ TXT Golf Cart Serial # 2435337	3000.00
Toshiba C850D Notebook (w/carry bag)	603.81
Epson EX3240 Projector	397.57
Dell Notepad	<u>56.50</u>
	\$31557.88

NATIONAL REPORT *presented by Russell Gallant*

Russell indicated that the National BOG had approved a revision of the Policies & Procedures Manual in March 2018 and the revised By-Laws should be ready for the June AGM. The PPM is being restructured in Modules for easy retrieval by users. Modules will cover National Office policies, Governing documents including By-Laws, Provincial Committees, SSCs, and one on reference materials such as Effective Speaking, Security & Screening. This will take the better part of 2019. The Affiliation Agreement is still a work in progress and will be presented at the AGM.

NB/PEI RCSU(A) *presented by* LCdr Charlotte McAleer

LCdr McAleer is the J3 Area Elemental Adviser (AEA) for the PE Zone and spoke for the RCSU.

She presented a PowerPoint describing the creation of a Regional Growth Management Tool (RGMT) which is to develop a plan to enable long term growth and sustainability of the Cadet program and assist the RCSUs to manage and maintain the anticipated growth. To assist this, a Management Tool Kit will be developed which will contain a Fact Sheet and Maps showing Cadet distribution and other features. Anticipated roll out for distribution is May 19.

SCREENING & REGISTRATION REPORT *presented by* Barry Rowan

Currently fifty-nine (59) people screened and registered with PEI Air Cadets. The BackCheck process appears to be working smoothly and each Sponsoring Committee has received the package containing the new forms to be used. The package being returned for a new applicant are the application form, the interview form and the reference form. The names of four references need to be provided, however only two need to be submitted. A selfie-type photo must be emailed to the coordinator and it must be a facial shot taken in front of a light- colour plain wall
It was stressed that new application forms must be completely filled out and a photo supplied before processing will be done at the provincial level.

AVIATION REPORT *presented by* Erik Manchester

The 2019 allotment for flying scholarships is one power pilot training and two glider pilot training. It was stressed to the squadron COs that more emphasis needs to be given to getting the cadets to apply for the power training. This is a unique opportunity that should not be missed.

HONOURS & AWARDS *presented by* Kendra Mellish

Eleven (11) recommendations for Honours and Awards had been forwarded to ACLC HQ and all had been approved. These will be awarded at the PEI AGM in October.
Kendra also passed out a number of Provincial League Certificates, see Annex A.

EFFECTIVE SPEAKING *submitted by* Cletus Dunn

The Provincial Effective Speaking competition took place 06 April 2019 in Charlottetown, with each squadron being allowed to have two cadets participating.
The first place Gold medal winner was FCpl Oliver Batchilder of 60 Squadron;
Second place Silver medal winner was FCpl Brian Lawt of 60 Squadron; and
Third place Bronze medal winner was Cpl Alex Beck of 327 Squadron

FCpl Batchilder will now go on to the National Competition in St Johns, Nfld.

SELECTION BOARDS *submitted by Gail Lecky*

Selection boards were held in Charlottetown on the 3rd of February 2018. There were seven (7) applicants for two glider pilot training positions, two (2) applicants for one power pilot training and one (1) applicant for IACE. This application was withdrawn before the interview and the position was given to Newfoundland.

Two New Brunswick cadets were interviewed and one GPS applicant was interviewed in Tignish.

WEBSITE *submitted by Gail Lecky.*

This year a number of features were added including Awards, Volunteers and success stories. In time the PPM and bylaws can be added.

When sending pictures to the website ensure they are 1024pixels by 768 Pixels.

SQUADRON REPORTS

In a new format, the squadron report were given by the SSC Chairs and the squadron COs will deliver the Fall reports at the AGM

Motion to accept reports made by Dave Vokey

Seconded by Bill Fowler

Carried

NEW BUSINESS

1. Risk Management

The Risk Management concept was introduced to the League members emphasizing on going support, education and the development of a risk register. The PC Chair will lead the development of critical risk statements, the creation of policies, procedures and work flow. Some training of the SSCs in risk management will be given at the AGM in October,

The date of the Annual General Meeting was set as 26 October 2019, location to be confirmed.

Motion to Adjourn at 1440 hrs made by Dave Vokey

Seconded by Russell Gallant

Carried

