

755 Parkland Air Cadets SSC Directors Agenda for Thursday, November 23, 2023

Meeting called by: SSC Directors

Location: LHQ 755 RCACS

Called to order: 1843

Prepared by: Vickie Meed

In Attendance: 755 Directors (Kristina Millican, Kathleen Rivest, Jason Kennedy, Vickie Meed, Christine Cluff, Wade Poitras, Gordon Read, and Mark Millican)

1. **Potluck** - Saturday, December 9, 2023
 - i.) Sign up is going well and the Community Center is booked. Keys will be picked up on Friday. We are responsible for clean up, garbage, etc. We will get access at 4 pm on Saturday and have posted for families to start arriving at 5 pm.
 - ii.) At least two more reminders will be sent out.
 - iii.) Set up will be buffet style.
 - iv.) Cadets are getting activities ready.

2. **Casino** - Sunday, January 7 and Monday, January 8, 2024
 - i.) The lady from AGLC rep has the list of volunteers.
 - ii.) Jason said it is well on the way and waiting for confirmation on a couple more names.
 - iii.) We are just waiting on times to schedule the volunteers.
 - iv.) All paperwork is in.

3. **Pub Night** - Saturday, April 13, 2024 @ The Trax
 - i.) Kathleen has made a doc for the silent auction items and a letter to be distributed to various businesses.
 - ii.) Volunteers have signed up to help with the organizing.
 - iii.) Tickets will be approx \$20/each, Kathleen is thinking of getting tickets printed in January through VistaPrint.
 - iv.) A 50/50 will be held that evening. What do we need the funds for? Rent, musical instruments, marksmanship/biathlon, and facility rentals. AGLC stipulates what the funds can be used on throughout the year.

4. **Cyber Security training/emails** - Mark Millican
 - i.) The League is starting to set squadron SSCs up with emails (rather than squadrons having to set up generic gmails etc.). This will ensure better security. This will also allow the transfer of emails to happen more easily and securely as

one SSC member steps down and another steps in. This will also allow the League to step in and control the email should a SSC member negate their duties. We are not sure yet what the emails will end with (apcacl.ca, aircadetleague.com etc.). It sounds like SSCs can request what they would like their emails to be. So ideally we will stick with the same names just the endings will be different (not gmail.com).

ii.) In order to issue league emails SSC members will need to take a cyber security course offered by the League. This course will need to be taken yearly. The next Wings Meeting is Monday December 18 and they will be doing cyber security training that evening. Mark will forward the meeting details to all SSC members and hopefully everyone can attend that online meeting so we can get new emails issued. It sounds like that date will work for most if not all the SSC.

iii.) Mark asked League about getting a copy of the cyber training "video" and is hoping that moving forward he can simply run the training yearly as our league rep and then submit something indicating the SSC has completed the training. We are waiting to find out if that is an option.

5. **ACC9** - Jason Kennedy

i.) It's a document we have to send in that discloses income and expenses we have the past year.

ii.) The book keeping is done. Quickbooks is used for the bookkeeping, it is balanced up to September. It has been populated into Excel. Jason said it will be sent in on Monday, November 27th, due date is December 1st.

6. **LSA** -Jason Kennedy

i.) LSA is an allotted amount entitled to the squadron, we get so much per cadet.

ii.) Jason has to submit what we spent with receipts for proof of payment.

iii.) Gord and Kris need to sign off on the LSA. Jason plans to send it in on Monday, November 27th.

7. **Any additions?**

i.) Screenings are going well, Wade says it is moving along.

ii.) We fundraise for the following squadron year, not for the current year. Gord said we will have to look at the budget again to possibly look at cutbacks due to lack of funds raised last year (2022-23) for this year (2023-24). Jason said we still have funds in the casino account to be spent.

iii.) The casino in January 2024 will be for next year to last for 18 months before the next casino. We can claim the casino against the LSA to put it in the general account. Just about anything that is facility based is covered by AGLC, foods, etc are not covered for the cadets.

8. **Adjourned meeting** at 1931