

## 755 Parkland Air Cadets SSC Directors Meeting Minutes for Thursday, May 15, 2025

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**Meeting Called by:** SSC Directors

**Location:** LHQ

**Prepared by:** Vickie Meed

**Time:** 1900 Hours

**In Attendance:** Kristina Millican, Jason Kennedy, Wade Poitras, Vickie Meed, Valerie Barter, Lindsay Dye, Nitasha Anderson, Gordon Read

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1. **Called to order** at 6:57
2. **Request for additions to the agenda for May 15, 2025** - none
3. **Past actions** – none
4. **Parent Meeting for May 22:**
  - BBQ - sign up is active, hot dogs will be served; anyone who has dietary restrictions, they are to bring their own food.
  - Get parents screened, the league would like all future SSC Directors screened. Most active cadets do not have a screened parent, the current list has a lot of inactive cadets and parents on it.
4. **AGM** - current agenda has been approved.
  - Minutes will be needed to take to the Credit Union to have Vickie removed from signing authority and adding the new secretary to signing authority. Current budget year to date and proposed budget for 2025/2026 is below. Still a few costs to come before the end of the year like ACR costs, awards etc.
6. **Fundraising** - Val has a list of fundraisers she has been organizing for next year to give to the new fundraiser director
7. **CO' Report** - Lindsay is wanting to order from Barburrito to feed the Cadets during the day while they prep for the ACR ceremony. She will see if they will

deliver and will take the sandwich order. If it's in the budget, she is hoping to keep the cost around \$12.50/person. Kris said providing food for so many events is not in the budget. Val will be looking into and setting up a "hot lunch" similar to those run for school lunch programs for cadets for ACR. If cadets wish a hot lunch, then they will pay for the meal and the SSC will order and have it brought to the ACR venue. This is optional. Cadet can choose to bring their own lunch should they wish.

-Kris will check into a Costco sheet cake to be served at ACR for the 60th Anniversary.

-To help cover costs of the year end BBQ, we will be asking for cash donations from attendees.

-Lindsay is making the ACR agenda, there will be a small cost to have it printed.

**7. Adjourn Meeting at 7:50 pm**

755 Parkland Air Cadets Parents Committee Association  
September 1 -

Revenue	
4070 Donations	5250
4080 Cash calendars	1791.88
4230 50/50	1281
4240 Casino	
4400 General fundraising	13287.25
4640 Canteen	236
4810 LSA	<u>4571.43</u>
Total	26417.56
Expenses	
5010 Administration and office supplies	2177.45
5020 Office equipment	
5030 Quarters rental	9679.52
5040 Quarters R&M	
5050 Utilities and telephone	5397.59
5080 PR	
5090 Annual assessment	4889.66
5110 Bank fees	
5310 Activity outlays	288.22
5320 Band	408.43
5330 Sports activities	
5350 training equipment	1112.66
5410 Cadet banquets	1489.72
5620 fundraising activities	<u>5229.55</u>
total	30672.8
Net Income	-4255.24

Casino 8286.03  
General 75702.80  
Trip 16351

This is your next year's estimated budget based on this year's expenses.

Budget For: 755

2025/26  
2024-2025

Expense Items						
ACC Description	ACC-9 ID	Expenses	Details (examples)	Budget	Revised Budget	
Administration & Operating Expenses	5010 1(a)	Administration & Office Supplies	Admin Supplies Paper Toner	\$ 2,200.00		
	5020 1(b)	Ofc Equipmt, Computers, Software, etc.	Laptops Printers Filing Cabinets Desk, chairs	\$ -		
	5030 1(c)	Sqn Quarters Rental and/or Mortgage Costs (incl Mortgage Interest)		\$ 9,700.00		
	5040 1(d)	Sqn Quarters Expenditures - Maintenance, Repairs, Expansion, etc	Supply shelving Repairs	\$ -	\$ 10,000.00	
	5050 1(e)	Utilities/Telephone/Internet/P O Box Rental	Postage/post office Internet Website Cell	\$ 5,400.00		
	5060 1(f)	Committee/Staff AGM & Mtg Attendance		\$ -		
	5070 1(g)	Committee/Staff Accoutrements and other such		\$ -		
	5080 1(h)	Recruiting, PR, Publicity, Image, Parents Handbooks and such	Advertising Newspaper Ads	\$ -		
	5090 1(i)	Annual Provincial Committee Assessment		\$ 4,900.00		
	5100 1(j)	Air Group, Air Wing Dues and such	Regional Assessment	\$ -		
	5110 1(k)	Bank Charges, Fees, Cheques Printing, Investment Charges, etc.	Monthly Bank Fees Returned cheque fees	\$ -		
			open Cat - insert name in Rev Jrnl disponible - insérez le titre dans le Journal Revenue		\$ -	
	Squadron/Cadet Activities Expenses	5310 2(a)	DND ASR Supported Trg/Activities Outlays	Drill Competition Range Competition Bush Weekend CO's Discretionary	\$ 300.00	
		5320 2(b)	Band Equipment, Accessories, Maintenance & Music Program	Instrument purchases Instrument Rentals Consummables Sheet Music	\$ 500.00	

	5330 2(c)	Sports & Phys Ed Related Activities	Inter-Sqn Competitions Inter-Flight Competitions Fitness Program Biathlon	\$ 1,200.00	
	5340 2(d)	Flying and Gliding related outlays	Flying Scholarship PowerFlying	\$ -	
	5350 2(e)	Training Equipment, Manuals & Durable Supplies		\$ 1,500.00	
	5360 2(f)	Other Non-DND Supported Trg/Activities Outlays	Sqn special trips Sqn special events	\$ -	
	5370 2(g)	Sqn level Insurance	Insurance through League	\$ -	
	5380 2(h)	Volunteer Registration & Screening Costs	Police Checks	\$ -	
	5390 2(i)	Honours & Awards, Including Prizes, Bursaries, Grants, etc.	Annual Trophy costs Engraving costs Scholarships	\$ -	
	5400 2(j)	Annual Ceremonial Review	Annual Displays Annual Review	\$ -	
	5410 2(k)	Cadet Banquets and Special Events	Christmas Dinner Cadet Dances Mess Dinner	\$ -	
	5420 2(l)	Cadet and Ceremonial Accoutrement (name tags, flags, etc)	Name tags Whites	\$ -	
		open Cat - insert name in Rev Jnl disponible - insérez le titre dans le Journal Revenue		\$ -	
		open Cat - insert name in Rev Jnl disponible - insérez le titre dans le Journal Revenue		\$ -	
<b>Fund Raising Expenses</b>	5610 3(a)	Tagging Expenses	Purchasing tags Prizes Trays Lollipops	\$ -	
	5620 3(b)	Fund Raising Expenses (excluding Tagging & elsewhere reported)		\$ 5,300.00	
	5630 3(c)	Prov Committee Lottery Payments and Expenses	L'Auto Cadet tickets	\$ -	
	5640 3(d)	Canteen Supplies Expenses paid (incl thru advances/floats)		\$ -	
	5650 3(e)	Bingo and/or Casino and/or Break Open Tickets Expenses		\$ -	
		open Cat - insert name in Expenses Jnl		\$ -	
<b>Other Expenses</b>	5810 4(a)	Travel Expenses (not entered elsewhere)		\$ -	

	5820 4(b)	Sqn Logo Clothing & other Sales items		\$ -	
	5830 4(c)	open Cat - insert name in Rev Jrnl disponible - insérez le titre dans le Journal Revenue		\$ -	
	5840 4(d)	open Cat - insert name in Rev Jrnl disponible - insérez le titre dans le Journal Revenue		\$ -	
	5850 4(e)	open Cat - insert name in Rev Jrnl disponible - insérez le titre dans le Journal Revenue		\$ -	
	5860 4(f)	open Cat - insert name in Rev Jrnl disponible - insérez le titre dans le Journal Revenue		\$ -	
	5870 4(g)	open Cat - insert name in Rev Jrnl disponible - insérez le titre dans le Journal Revenue		\$ -	
	5880 4(h)	Other Expenses (Must not be Excessive)		\$ -	
<b>Sub-Total</b>				<b>\$ 31,000.00</b>	<b>\$ 10,000.00</b>

<b>Autres déboursés</b>					
<b>ACC Description</b>	<b>ACC-9 ID</b>	<b>Income</b>	<b>Details (examples)</b>	<b>Budget</b>	<b>Revised Budget</b>
<b>Donations, Grants &amp; Other Such Income</b>	4010 1(a)	From Official Sponsor(s)		\$ -	
	4020 1(b)	From Non-Sponsor Veterans Organizations & their Auxiliaries	Legion, RCAFA	\$ -	
	4030 1(c)	From Other Service Clubs (Other than Sponsor)	Lion's Club, Knights of Columbus, etc.	\$ -	
	4040 1(d)	Specific Purpose Non-DND Grants		\$ -	
	4050 1(e)	Bequests and Such		\$ -	
	4060 1(f)	Other Non-Tax Received Donations		\$ 5,300.00	
	4070 1(g)	Other Tax Received Donations (Only if Registered Charity)		\$ -	
		open Cat - insert name in Rev Jnl disponible - insérez le titre dans le Journal Revenue		\$ 1,800.00	
<b>Gaming Fund Raising</b>	4210 2(a)	PC Lottery/ Raffle Sales Income		\$ -	
	4220 2(b)	PC Lottery/ RaffleShare (ie share received/returned from PC level)		\$ -	
	4230 2(c)	Sqn Lottery/ Raffle		\$ 1,300.00	
	4235 2(d)	Bingo Income		\$ -	
	4240 2(e)	Casino Income		\$ -	
	4250 2(f)	BreakOpen Tickets Income		\$ -	
		open Cat - insert name in Rev Jnl disponible - insérez le titre dans le Journal Revenue		\$ -	
		open Cat - insert name in Rev Jnl disponible - insérez le titre dans le Journal Revenue		\$ -	
		open Cat - insert name in Rev Jnl disponible - insérez le titre dans le Journal Revenue		\$ -	
<b>Other Fund Raising Activities</b>	4410 3(a)	Annual Banquet Ticket Sales and Such		\$ -	
	4420 3(b)	Tagging		\$ -	

	4430 3(c)	open Cat - insert name in Rev Jrnl disponible - insérez le titre dans le Journal Revenue		\$ 13,300.00	
	4440 3(d)	open Cat - insert name in Rev Jrnl disponible - insérez le titre dans le Journal Revenue		\$ -	
	4450 3(e)	open Cat - insert name in Rev Jrnl disponible - insérez le titre dans le Journal Revenue		\$ -	
	4460 3(f)	open Cat - insert name in Rev Jrnl disponible - insérez le titre dans le Journal Revenue		\$ -	
	4470 3(g)	open Cat - insert name in Rev Jrnl disponible - insérez le titre dans le Journal Revenue		\$ -	
<b>Miscellaneous</b>	4610 4(a)	GST Rebate (Only if Registered Charity)		\$ -	
	4620 4(b)	Money Collected for Activities (e.g. ski trip, year-end trip,		\$ -	
	4630 4(c)	Refunds (from School Board and Others)		\$ -	
	4640 4(d)	Canteen Proceeds		\$ 300.00	
	4650 4(e)	Sale of Sqn Logo Items, Drill Manuals and Such		\$ -	
	4660 4(f)	Bank and Investment Interest/ Income		\$ -	
		open Cat - insert name in Rev Jrnl disponible - insérez le titre dans le Journal Revenue		\$ -	
		open Cat - insert name in Rev Jrnl disponible - insérez le titre dans le Journal Revenue		\$ -	
<b>DND Funding &amp; Recoveries</b>	4810 5(a)	Local Support Allocation - Admin	Training Allocation (Admin, etc.)	\$ 4,600.00	
	4820 5(b)	Local Support Allocation - Optional Training	Training Allocation (Bush, CO's des)	\$ -	
	4830 5(c)	Regular Training & Travel Recoveries	ex: Gliding Day	\$ -	
	4840 5(d)	Consumable or other Recoveries from DND	Internet (CDT-135 submitted every 3	\$ -	
	4850 5(e)	open Cat - insert name in Rev Jrnl disponible - insérez le titre dans le Journal Revenue		\$ -	
<b>Sub-Total</b>				<b>\$ 26,600.00</b>	<b>\$ -</b>

**755 Parkland Air Cadets Parents Committee Associat**

**Budget For:** 2025/26  
2024/2025

<b>Total Estimated Revenue:</b>	\$	26,600.00
<b>Total Estimated Expenditure:</b>	\$	31,000.00
<b>Difference:</b>	\$	(4,400.00)

(red - budget is negative)  
(black - budget is positive)

<b>Total Revised Revenue:</b>	\$	-
<b>Total Revised Expenditure:</b>	\$	10,000.00
<b>Difference:</b>	\$	(10,000.00)

(red - budget is negative)  
(black - budget is positive)

**Cadet Fundraising Cost Estimate**

<b>Squadron Effective Strength:</b>		0
<b>Total Funds Required Through Cadet Fundraising:</b>	\$	-
<b>Fundraising Requirement Per Cadet:</b>	\$	-

**Cost Estimate Per Cadet to Operate the Squadron**

<b>Total Revenues Required:</b>	\$	-
<b>Cost per Cadet:</b>	\$	-