

755 Parkland Air Cadets SSC Parent Committee Meeting Minutes for Thursday, January 22, 2026

Meeting Called by: Squadron Sponsoring Committee (SSC) Directors

Location: Muir Lake Community Hall, Parkland County

Time: 6:45 PM

In Attendance: Kristina Millican, Wade Poitras, Barbara Fowler, Marlyn Romero, CI Elsenheimer, James Fowler, Gord Morrison, Peter Reynolds, Luzvie Reynolds, Tristan Miller, Mary Anne Elsenheimer, Sarah Dusterhoft, Laura Van Der Zwan, Caroline Somus, Baudovin Barakikiba, Kelly Tonchik, Jason Allen, Melanie Bodner, Meka Schroedor, Jay Penetrante, Rebecca Bicknell, Amy Thiessen-Roy, Jeannie Panten, Michelle Kincheloe, Teresa Gifford

Called to order at 6:47 PM

Approval of Previous Meeting Minutes

- Minutes from October 26, 2025 were approved by Teresa Gifford and Amy Thiessen-Roy as recorded.

Introductions

- Kris Millican introduced herself as SSC Chair.
- Marlyn Romero introduced herself as Fundraising Coordinator.
- Barbara Fowler introduced herself as secretary.

Commanding Officer's Report – Written by Captain Dye, read and explained by Kris Millican

Advanced Leadership Program (ALP) & Promotions

- ALP replaces the old Level 5; ALP courses run on weekends, cadets apply through CI Elsenheimer.
- Cadets eligible for promotion to Sergeant and above from now until April.
- Applications due: January 29
- Boards (interviews): February 12

- Promotion process includes resume, cover letter, supporting paperwork, and a board interview.
- A rank Eligibility List 2026 is posted under the General tab in Teams, listing eligible cadets, target ranks, and available positions.

Effective Speaking & Other Key Events

- Effective Speaking workshop: February 7 in Ponoka (transport by parents; details from CI Elsenheimer).
- Local effective speaking competition: likely same day as a CO parade (to be confirmed).
- Zone effective speaking competition: Saturday, April 11 in Ponoka (central location for the wing).
- CAF recruitment presentation: January 28, West Edmonton Baptist Church (details in Cadet 365).
- Stage 2 marksmanship (zones): February 15, teams set after February 1 practice; location likely the base. Provincials (Stage 3) expected later (possibly May).

Swimming Night & FTX Weekend

- Swimming night: February 5, Tri Leisure, 7:30–9:30 pm.
- FTX (field training exercise) weekend: mid-April (around 17–19):
- Cadets bused to Camp Wright for a weekend of survival skills, shelters, map reading, etc.
- Only ~10 cadets signed up out of 90; strong push for cadets to sign up via Cadet 365 so events don't get cancelled.
- Kit lists and cabin/warmth details will be provided closer to FTX; typical gear is a 3-season sleeping bag plus extra warm layers.

Cadet 365 / Teams Use (CI Elsenheimer)

- Cadets all have Cadet 365 accounts (email format: `firstname.lastname####@cdt.cadets.gc.ca`).
- Parents can sign in on multiple devices using the cadet's credentials and authenticator app.
- Recommended settings in Teams:
 - Change to classic/file-tree view for Teams and channels.
 - On phones, separate Teams and Chat views for clarity.
 - In the General channel, a top tab "Cadet Event Signup" holds spreadsheets/forms for activities (swimming, FTX, etc.).
- Some are simple spreadsheets (no email confirmation); some use Forms (cadet receives confirmation to their Cadet 365 email).
- CI Elsenheimer also recommends using Edge + Authenticator + passkeys so long passwords don't have to be remembered.

ACR & Awards Night Changes

- ACR (Annual Ceremonial Review):
 - Date: June 14
 - Location: Heritage Pavilion
 - Facility booked 1–9 pm, but parade only part of that time (setup, rehearsal, ACR, then some downtime).
 - Aim is shorter, more comfortable parade with fewer awards given at ACR.
- New Awards / Banquet Night:
 - Date: June 10 (Wednesday) at Heritage Park / Spruce Grove Hall.
 - Seated “banquet + awards” style, likely potluck; open to parents and cadets.
 - Idea: move bulk of awards to this night and keep ACR tighter.

Summer Training Eligibility (Levels & Age)

- Question clarified with Capt. Anderson:
- Camp/course eligibility is now by age more than level, though roughly: Level 3+ can apply for higher-level courses.
- This is different from the older 2-week vs 4-week level rules.

Website vs Email & Fundraising Communications

- Parents mainly use the calendar; very few use the website for fundraising updates.
- Group preference: fundraising info by email and via Teams, rather than frequent website updates.
- Website will likely keep calendar link and key info, but fundraising detail may be reduced to save effort.

SSC (Sponsoring Committee) Turnover & Screening

- Large portion of the SSC (including Chair Kris Millican, Treasurer, and others) are stepping down this year as their cadets age out or transition to CI/officer roles.
- Need to fill 3 SSC positions (must include at least: Chair, Treasurer, Secretary).
- SSC meets 3–4 times per year, plus 2–3 parent meetings; much small business is handled via online chat.
- Screened parent volunteers are critical needed to transport cadets for fundraising (e.g., bottle drives).
- Screening includes a criminal record check and yields a 5-year card.
- Wade Poitras is handling screening forms and quick interviews after parade and will follow up on any missing cards.

Unit Cell Phone

- New unit cell phone: 780-405-6585 (basic flip phone).

- Used by staff on rotation during activities and overnights for emergencies and contact when cadets are away from personal phones.
- Not for routine “I’ll be away” notifications; those should go via Teams forms or the website absence form.

Spaghetti Dinner Fundraiser (Marlyn)

- Next fundraising event: Spaghetti Dinner + Silent Auction at the Legion.
 - Capacity of hall: about 90 people seated (space is tight, especially if silent-auction tables are in the room).
 - Menu: salad, spaghetti with sauce, garlic bread, dessert, coffee; water via Legion jugs (no bottled water sold).
 - Bar open (Legion bartender); cadets cannot serve food/drinks due to alcohol rules, so parents must cook/serve.
- Budget & Pricing (discussion):
 - Food budget around \$500 planned for ~100 meals; donations of pasta, sauce, etc. can increase profit.
 - Ticket ideas: \$20 flat per adult discussed; some concern about kid pricing vs adult pricing, but consensus leaning to adult-only evening (Valentine’s-style date night) to simplify.
 - With 90 seats at \$20 and \$500 costs, rough target net is ~\$1,300 + silent-auction revenue.
- Timing & Parking (Legion constraints):
 - Legion has a meat draw that occupies parking until about 5:30 pm.
 - Idea: organizers can access hall from 3 pm for cooking/setup.
 - Proposed flow (under discussion): Doors open: ~5:30 pm, Dinner served: ~6:30 pm, Silent auction open: from doors-open until around 8:00 pm, then close, tally, and announce winners before 9:00 pm.
 - Volunteers then clean up and wash dishes; hall use expected until around 10 pm for organizers.
- Silent Auction Logistics:
 - Space is limited; silent-auction tables likely on the stage or carefully placed to keep aisles and exits clear.
 - Group also discussed online auction options to reduce space pressure and extend reach (website that takes a percentage of proceeds).
 - Concern: selecting a platform quickly and dealing with any fees vs benefit of wider bidding.
- Donations & Business Letters:
 - Need donated items (baskets, gift cards, experiences) and/or cash for food purchases.
 - Marlyn requested a generic donation letter so parents can approach businesses.
 - Barbara Foley clarified that: SSC is not yet a registered charity with its own number (application in progress), so personal tax receipts cannot be issued yet.

- Businesses can still treat donations as deductible business expenses if they have proper documentation.
- Plan: draft letter on SSC letterhead, get it approved, then post it in the SSC channel in Teams so parents can download/print it.

Volunteer Needs for Spaghetti Dinner

- Approximately 13–14 volunteers needed:
 - Cooking teams (sauce/pasta, salad, bread, dessert plating).
 - Serving, clearing tables, dishwasher/cleanup.
 - Silent-auction table setup, monitoring, closing, and checkout.
- Volunteers can sign a list in person and also coordinate through Teams (SSC channel).
- Suggestion raised to allow cash donations instead of ingredients so Marlyn can buy consistent supplies and manage food-safe requirements (all cooking done in Legion kitchen; no homemade off-site foods).

Other Fundraising & Future Plans

- Oilers 50/50: still in the works via a partner preschool needing 40 adult volunteers; date to be confirmed (likely late January or February). Parents would sell 50/50 tickets at a game, with proceeds shared between preschool and squadron.
- Future fundraiser mentioned: Kick-Ass Caramels fundraiser in March.
- Bottle Drive April 12. Captain Dye submitting necessary paperwork so cadet can participate. Rural bottle drive...meeting location will be Muir Lake Hall. 10am to 2pm
- Ideas like event-specific shirts (with 755/unit branding) were floated for volunteer identity and spirit.

Meeting adjourned at 8:29 PM.