



**Minutes of the 149th Meeting of the National Executive Council
of the Air Force Association of Canada
held by teleconference and originating from the Office of the Executive Director
at National Headquarters in Ottawa, Ontario,
on Saturday 23 February 2008, at 12:30 AM EST**

Chairperson John E. Melbourne, National President

In Attendance G.E.C. Macdonald, Honorary National President
Grant E. "Ted" Mahood, Immediate Past National President
Brian W. Darling, National 1st Vice President
Terry Chester, National 2nd Vice President
Wenjun Song, Accounting/Bookkeeping

Connected by Telephone:

Danny Gosse, Atlantic Group President
André Labelle, Quebec Group President
Sam Newman, Ontario Group President
Weldon Moffatt, Acting Prairies Group President
Steve MacDonnell, Alberta Group President

Contacted by Telephone on Sunday 24 February 2008:

Don McNabb, Pacific Group President

Absent Al Prystupa, Prairies Group President

Secretary Dean Black

Item	Discussion	Decisions and Action
I	Opening the Meeting. Mr. Melbourne opened the meeting at 12:30 AM EST.	
II	A motion to accept the agenda was moved by André Labelle and seconded by Danny Gosse.	Motion Carried.
III	A motion to accept the minutes of the 148 th NEC meeting was moved by Sam Newman and seconded by André Labelle.	Motion Carried.
IV	A motion to accept the Executive Director's Budget Report as sanctioned by the Admin-Fin Committee, was moved by Steve Macdonnell and seconded by Danny Gosse.	Motion Carried.
V-IX	With regards to the need to take further steps to reduce costs, the following actions were discussed and, where indicated, pursued by the National Executive Council: A motion to accept the premise that given current trends in	Motion Carried.

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	<p>membership, and inflationary pressures, any further increase in membership dues will not likely lead to significant or sufficient increases in membership revenues to meet all ongoing budget challenges, was moved by Danny Gosse and seconded Sam Newman.</p>	
	<p>A motion to accept the premise that the loss of \$160,000.00 in government-based support in 1999, coupled with the current trend in membership decline makes it imperative that measures be taken to further reduce expenditures accordingly, to include employee rationalizations/terminations where possible and/or appropriate, was moved by Steve Macdonnell and seconded by André Labelle.</p>	Motion Carried.
	<p>A motion to terminate the current Art Director contract was moved by Ted Mahood and seconded by Sam Newman.</p>	Motion Carried.
	<p>A motion to out-source Art Director services on a per “project” basis in the interests of reducing costs was moved by Steve Macdonnell and seconded by Danny Gosse.</p>	Motion Carried.
	<p><i>Secretarial Note: the incumbent Art Director was advised of the decision to terminate her contract. An opportunity to bid for future services, in competition with other bidders, was presented to all interested parties. The winning bid came from Xactly Design & Advertising. Since hiring Xactly Design & Advertising production of Airforce magazine has been accomplished at cost-savings of approximately \$2,000.00 per issue. Additional savings are expected to result as the Editorial staff and art staff work more closely on future issues.</i></p>	
	<p>A motion to out-source Membership-Database Management services forthwith, was moved by Terry Chester and seconded by Brian Darling. André Labelle initiated discussions regarding the implications for Wing Membership Chairpersons, specifically requesting that should there be any change to their responsibilities that instructions regarding processes to access an internet-resident database be provided in both official languages. Don McNabb expressed concerns with security. It was suggested that we should avoid selling our membership list, to credit card companies, for example. The purpose of out-sourcing membership-database management is not to sell the lists, and this will not be done. The purpose, rather, is to save on one salaried position, and the infrastructure and IT</p>	Motion Carried.

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	support that one position has typically required.	
	<p><i>Secretarial Note: the company ASi Workbench has been contracted. As of 31 May 2008 the data transfer process was underway. Additionally, the membership reporting system has been optimized, with national providing completed lists to all membership chairs as a part of the Wing Membership Reporting system already in place. Essentially, annual membership returns are entered on the database, but instead of sending out blank membership forms to Wing Membership Chairs, a completed list consisting of all Wing member details, as well as blank lines and forms are completed, thereby reducing the workload of membership chairs considerably. There have been nothing but favourable responses to this optimization-seeking change. Finally, once the data transfer process is complete, the scope of permitting Wing membership Chairs the opportunity to access the internet-based information will be further explored, and an effort to explore new membership cards will be completed.</i></p>	
	<p>A motion to terminate the current Mail Clerk/Membership Database Management Clerk position was moved by Steve Macdonnell and seconded by Danny Gosse.</p>	Motion Carried.
	<p>A motion to terminate all Advertising Management functions forthwith was moved by Brian Darling and seconded by Sam Newman. The aim of this motion is to realign the functions of the incumbent to more pressing needs of the Association. Attention to sponsorship, production of an editorial calendar, more technical writing and circulation management are just some of the functions that could be compromised as more time would have to be dedicated to an increasingly unsuccessful advertising pursuit. Sufficient evidence exists showing that <i>Airforce</i> magazine, being an association magazine, is not the kind of venue “advertisers” are actively seeking. Additionally, there exists too much competition for <i>Airforce</i> magazine to succeed in the aerospace industry market. Since <i>Airforce</i> magazine is an association magazine, and since association magazines are not sought out by our traditional advertisers to the extent <i>Airforce</i> magazine once was, it is important that a functional review seek to align the incumbent’s responsibilities to the association’s needs.</p>	Motion Carried.
	<p>A four-option motion was proposed, ranging from simple optimization to elimination of the kitshop. However, the</p>	Motion defeated, in favour of further

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	<p>NEC requested that the issue of the kitshop be further explored, before further discussions ensued. It was generally agreed that a proposed limit to the purchasing envelope be enacted forthwith. It was also agreed that a kitshop remains an important aspect of membership in the air force association, since it forms a large part of the members' identity with the association. Additionally, the possibility of assuming responsibility for the AIRCOM kitshop remains unsettled. Don McNabb also emphasized how important it would be to seek further kitshop emphasis on uniform pieces and related items, instead of branching further out to more souvenir-type items.</p> <p>A motion to approve the implementation of the Association Workbench and Enhanced Membership Database web-based application with the following conditions:</p> <ol style="list-style-type: none"> a. The duties and responsibilities of the Wing Membership Chairs be optimized; and b. Those aspects of the Association Workbench and Enhanced Membership Database web-based application for which the Association has no use, not be pursued <p>...was moved by Sam Newman and seconded by Steve Macdonnell. Some members were concerned that some members might not know their way around a computer, to benefit from this optimization. It was stressed that the aforementioned application replaces one staff position; it does not obligate any member to enhance their computer skills. Those with computer skills may be permitted to access the web-based application, but only after bilingual process instructions are developed. No single membership chair currently has access to our current membership database; therefore, concerns related to their access of the internet-based membership database are simply unfounded.</p>	<p>analysis, to be completed before the next AGM, during which the NEC will enter into follow-on discussions regarding the future kitshop model for the association.</p> <p>Motion carried.</p>
X	<p>Air Force Associations International Meeting in Berlin. A motion to approve the Association's attendance at the Berlin Air Show meeting of the Air Force Associations, in accordance with the invitation extended to Canada by LtGen (Ret) Michael Dunn, President of the (US) Air Force Association, was not made. The majority of NEC members believed the cost of the trip to Berlin would be prohibitively expensive, mindful of the possibility that the National President may be able to meet with LtGen Dunn in North</p>	

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	<p>America at a later date.</p>	
<p>XI</p>	<p>Strategic Organization and Constitution Committee. A motion to receive (the draft motion used the verb approve, but this motion was changed to reflect the fact the S.O.C.C. report was not a part of the Mid-term Package of information NEC members considered before the teleconference began) the S.O.C.C. report was moved by Steve Macdonnell and seconded by André Labelle. A motion to approve the recommendations so as to provide the SOCC with the proper mandate to move forward with the work, was sought, but this was not possible since there was insufficient time to review the document. Additionally, the SOCC did not seek to comment on a possible Legion "merger" as there was not an actual proposal put forth by the Legion to actually consider or comment on. In the ensuing months the SOCC will be seeking to look at the "representation" numbers and potentially recommend some changes as well as completing the review of the bylaws and booklets. In the "post-AGM" NEC meeting" last October efforts to update all the Association booklets to capture all the policy changes from the last number of AGMs would be started. With this work complete, sometime in early 2009, we will then prioritize the reviews according to what is most complete first.</p> <p><i>Secretarial Note: there are significant problems with some booklets, and with a number of resolutions aimed at changing the constitution. These latter resolutions may not have been in order, and because there is a risk some may have to be deemed null and void, the review of booklets will proceed carefully.</i></p>	<p>Motion to receive the SOCC report was carried. The Chair stated "that the report requires a follow-up; that it is a good report, with some good ideas, but members of the NEC must review it over the next few months and be prepared to discuss it further at a future date.</p>
<p>XII</p>	<p>Charitable Reimbursement Proposal. A motion to accept a procedural proposal making available to members of the association the RCAF Association Trust Fund for the purposes of making donations to the Fund for work in keeping with the Fund's mandate, and to seek, in turn, a tax receipt in keeping with the exigencies of the Canada Revenue Agency's Charity Act, was moved by Ted Mahood and seconded by André Labelle. The exact wording of the motion follows:</p> <p>Association members who desire to avail themselves of the RCAF Association Trust Fund's charitable processes may</p>	<p>Motion Carried.</p>

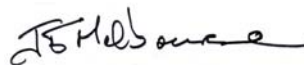
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	<p>submit claims for eligible expenses incurred as a consequence of undertaking eligible activities as specified and defined by the RCAF Association Trust Fund Board of Trustees, from time to time. Claims must be accompanied by a personal cheque in the amount of eligible costs incurred, a copy of related correspondence such as an invitation or programme or brochure describing the event, and a letter consisting of relevant details (timings, travel details to include mileage) and gas receipts. Once this package of information is received, the cheque will be cashed. Once the cheque clears the personal account a cheque will be written to the member in the amount claimed, but drawn on the RCAF Association Trust Fund account, and a tax receipt issued for the eligible expenses incurred.</p>	
XIII	<p>Revised Resolutions Process. A motion to accept the revised resolution process was moved by Terry Chester and seconded by Danny Gosse.</p>	Motion Carried.
XIV	<p>National Nomination Process. A motion to accept the revised national nomination process was moved by Steve Newman and seconded by Sam Newman.</p>	Motion Carried.
XV	<p>Strategy-Visions –Values Process. This process was introduced.</p>	
XVI	<p>New Business. Terry Chester provided an update on the NCVA.</p>	
	<p>2009 AGM. Danny Gosse indicated a letter was enroute from the Summerside Wing, essentially withdrawing their bid to host the 2009 AGM.</p>	
	<p><i>Secretarial Note: the Executive Director has requested and received from the Holiday Inn Trenton, a proposal costing out holding an AGM there. The Executive Director has also introduced to the Executive Director of the National Air Force Museum of Canada the idea of holding the Awards Banquet at the Museum under the Wings of the Halifax bomber. Completion of the ante-room will be the only condition. It has been learned that the local Chamber of Commerce has donated \$50,000.00 per year for the next ten years, to the museum. It would seem fitting, therefore, that the Air Force Association of Canada extend the gratitude of the members by holding their 2009 (Centenary of Flight) AGM in an area so receptive to Canada’s air force and the Air Force Association of Canada.</i></p>	

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	<p>With respect to Group AGMs, John Melbourne covered the assignments and said Dean Black should attend Ontario Group's meeting.</p> <p>John Melbourne commented on the success of the Aviation Affairs Committee and the Conference of Defence Associations annual seminar.</p> <p>André Labelle requested the recruiting brochures be complete in time for the air show in Quebec.</p> <p>LGen Macdonald commented on the Royal Canadian Legion discussions. He emphasized that nothing has been committed and that he is struck with two things: first, that the Legion is an impressive organization, and that the Legion is a Veteran's organization while the Air Force Association of Canada is not. There is a fundamental difference between the two, and we need to remember this.</p> <p>Terry Chester reflected on the exposure AFAC receives at the CDA level, a level at which one witnesses the participation of the most senior Generals, Ambassadors and the Prime Minister. Operating in this milieu, as effectively as it does, bring great credit to all members of the Air Force Association of Canada.</p>	
XVII	Adjournment.	The meeting was adjourned at 1:50 PM EST.



Dean C. Black
Secretary

Approved/~~Not Approved~~



John E. Melbourne
National President