

Despatches from 4900

No. 11
December 2011

Season's Greetings to Everyone at OPC!

We wish all OPC members, Cadets, Sponsors, DND staff and our many community partners and supporters a wonderful holiday season filled with health and happiness.

The OPC Office will be closed from December 22, 2011 and opening again on January 5, 2012. **For emergency's only during this time**, you are asked to contact the following in order:

Scott Lawson, Executive Director (613-884-2183).
Tom Taborowski, Chair ((416-806-4360).
Bill Cumming, Vice Chair ((905-515-2573).

Any regular emergency situations should be reported through 911 or your appropriate local service. Non-emergency issues should go through the regular channels of SSC Chairs or Squadron CO's.

A full registration package will be sent out shortly and available on the OPC website. Accommodation is being reserved for OPC members through Yukon Lodge, with limited rooms available. Once you receive your registration package, please submit to OPC and make your reservations to ensure accommodation on site. We look forward to seeing everyone and recognizing this years graduating Air Cadets!

Insurance Coverage for Special Events and Activities

As a reminder, for Squadrons who are embarking on a special event or activity involving volunteers, or which is not a sanctioned event covered by DND, you should submit the Certificate of Insurance Claim Form outlining all the details of the event/activity. This *Claim Form* can be found on the OPC website (www.aircadetleague.on.ca) under Forms → Insurance.

This insurance program is managed for OPC through the National Headquarters for the Air Cadets, and is also available for the other two Cadet Leagues via their National Offices. Submission details are noted on the form. Please leave enough advanced time before your event to ensure the National office and the insurer can review your application, process and return the approved claim to your Squadron.

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Check Your OPC Membership Card!

Have You Expired?

There are many OPC members who secured their card during the switch to the new policy requiring a Volunteer Sector Search (VSS) in 2006-07. These cards may have already expired or about to, so please check your date and give yourselves plenty of time to renew. The OPC office will be sending out a reminder early in the new year to all OPC members who's cards will – or have – expire in the coming year. **Please remember** – *if you are not registered, you may not be covered by OPC insurance and, most importantly, you must refrain from any contact with Cadets unless fully supervised!*

There is a special *Registration and Screening Renewal Form* on the OPC website for members who are renewing their membership. All new OPC members must complete the full form, also on the website.

REMEMBER – it can take an average of 2-5 months for some police forces and the RCMP to process the full records check. All OPC members, whether new or renewing, must have their police check and VSS checks completed.

The '*Bona Fide Memo*' on the OPC website (in the Forms, Registration and Screening section) can be used by OPC members when submitting their application as a way to eliminate any fee assigned for the police checks; however, we cannot guarantee all police forces will oblige and not charge you, but ask that you contact us should you still sustain a fee after producing the *Bona Fide* memo.

Have you had to be fingerprinted?

There are a growing number of citizens across Ontario who are having to give their fingerprints to the local police to verify, and clear them, with the Sexual Offender Database (used for VSS checks). The OPC, and any other group in Ontario, has no input or control over this process or any individuals review. Here is a short review of this practice and policy: in Canada, citizens are legally allowed to change their name – first and last – on a regular basis. Due to this, a few years back when federal politicians were concerned that sexual offenders may slip through the cracks of a 'name search' in the federal database, the only consistent and available identification was a date of birth. Given that there are only 365 days of the year and potentially millions of citizens, individuals who are checked against for their VSS against the sexual offender database may be linked to the same birth date as an offender on the system, along with their 'gender'. If your date and gender match someone on the database, the ONLY way to clear you is to check your fingerprints against those on the offender database with the same birth date/gender, given that all sexual offenders have their fingerprints on file.

As OPC is involved fully with youth, who are considered in the 'vulnerable persons' category, all OPC members must go through the VSS process and may potentially be required to produce their fingerprints before being cleared.

Finally, all Registration and Screening applications are to be submitted to the OPC office care of Virginia del Mundo, *Executive Assistant* (virginia.delmundo@aircadetleague.on.ca).

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4900 Forms Now Overdue!!

The 4900 Form is the required form for all OPC SSC's to complete and submit by October 31 of each year. As you are aware, this form legally approves each SSC and sponsor as the recognized body able to represent the Air Cadet League of Canada, OPC, and designates the approved members of the SSC for each Squadron. Further, it acknowledges each Squadrons ability to continue to raise funds, disperse funds, approve other members, and covers all documented, registered members under the OPC and National insurance policies. Failing to provide your 4900 could result in a loss of your insurance coverage and further involvement by the OPC Board of Directors in the proper administration of your Squadron.

There are still many Squadrons who have not submitted their application and are now overdue:

55 Received and complete
13 Received but incomplete
44 Overdue

The 4900 Form is on the OPC website and we ask that all outstanding Squadrons complete and submit their form ASAP – which means before end of December, 2011 latest! Thank you to the Squadrons who met the deadline and submitted their forms!

ACC9 Submissions

As noted in earlier notifications from the OPC Office, all ACC9 forms for the year ending August 2011 are to be submitted to our Finance Officer Nicky Grantham (nicky.grantham@aircadetleague.on.ca). Many Squadrons have already been signed off, and many more have submitted their forms and are either in the process of review or having to make some amendments to their financial allocations prior to final signing off for compliance. There are still a number of Squadrons who have not submitted their ACC9 which are now overdue...please make effort to submit before end of December, 2011.

Most common issues arising with ACC9 submissions that may cause a delay in review and final compliance sign-off are:

- Not submitting a hard copy and an electronic copy
- Not submitting bank statements for all Squadron bank accounts
- Not signing your documents

As the ACC9's are reviewed, Nicky will provide specific detail back to each Squadron related to any bookkeeping or allocation issues needing revision. Once completed and signed off, Squadrons can then submit their T3010 to CRA and their HST reimbursement claims.

Squadron Director Reports

Each Squadron Director (SD) is required to submit a Fall and Spring report to the OPC office, as well as an Annual report at the completion of the training year. This is a reminder to SD's to submit their Fall reports at the soonest time possible and they will be distributed to the appropriate OPC members and Squadron Operations Council.

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OPC Volunteer Training Program

Many OPC members have participated over the past 6 months in some of the workshops offered under the new OPC Training Program. These have taken place in conjunction with the Town Halls held around the province, as separate workshops, and as part of our recent AGM.

All materials used in the workshop are now available on the OPC website. These can be downloaded and viewed for content. They currently range from workshops that target Treasurers, SSC Chairs, new Directors, introduction to SSC members, fundraising and the Memorandum of Understanding with our DND partners.

In the new year, OPC will be providing you with a *Training Request Form* and a guide to securing OPC training for your Squadron, region, or specific SSC position, such as Treasurer or Chair. These documents will outline the range of organizing and administration that will need to occur to host a training workshop, from securing an event location to registering participants and booking a facilitator.

In the interim, if you have any questions about the training, or wish to schedule a specific training session, please contact Craig Hawkins (hawkinsfamily@rogers.com), Greg Merrill (greg@gdmengineering.com) or Scott Lawson (scott.lawson@aircadetleague.on.ca).

Available through the OPC Office

Drill Manuals – cost \$2.50 each plus shipping and handling

TAG Boxes - cost \$5 each plus shipping and handling

Blank Air Cadet League Certificates - \$1.50 ea

Air Cadet Service Medals – For Cadets in your Squadron that have reached the 4 Calendar Year of achieving the Air Cadet Service Medal, please submit the application as soon as possible so they can be processed by the OPC office in a timely manner. There is no charge to the Squadron Sponsoring Committee for the Initial ACS Medal awarded to a serving Cadet, but you will be invoiced for the actual cost of shipping and handling. The form is available on our website.

Payments to OPC

Squadron Assessment

All Squadrons have received their invoices for this years assessment. Payment dates and amount due are the same as last: 40% by December 10, 2011, and the final 60% by April 30, 2012.

Lottery Ticket Payments

Interim payment from Squadrons was due on November 30, 2011. Your final payment and any unsold tickets are due to the office not later than March 31, 2012. If you would like to exchange tickets with another Squadron, you are able to make your own arrangements and we recommend all details are put in writing through an agreement. The OPC office will make the payment to the Squadrons as noted in your agreement when you received your tickets. Any payments for lottery books that are exchanged is strictly between the Squadrons involved.

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National Courses

With National Courses applications due shortly after the holidays, all Cadets, SSC's and CO's should be processing all necessary documents and securing the required ones from various sources. As noted in CATO 51-01, Annex C s: *Application forms for National Summer Training Courses need to be received at the OPC Office no later than **16 January annually** (a Monday this year). Applications received later than 16 January will not be considered.*

A copy of the 2012 National Courses Handbook was distributed to all SSC's, CO's, Squadrons and Directors in November, but please contact the office if you still require one.

Other important dates to note for National Courses:

Saturday, January 14, 2012 – Cadets write Qualifying Exams for Power Scholarships

Saturday, February 4, 2012 – Interview Boards for all National Courses take place across Ontario

Saturday, February 18, 2012 – Interview Boards for IACE (International Air Cadet Exchange) take place across Ontario.

For Interview Boards – if you have not already contacted the OPC Office to participate on one of our Interview Board teams, please contact Anne Kozich by January, 6, 2012.

Important OPC Dates

Sunday, January 15, 2012 - Aviation Committee Meeting

Sat/Sun January 21/22 – Board of Governors

Saturday, January 28, 2012 – Squadron Operations Council Meeting

Friday, March 30, 2012 – All lottery payments and unsold books to be returned to OPC office

April 27-29 - OPC Semi-Annual Meeting and Debating/Effective Speaking Competitions

June 21-25 – National Air Cadet League Annual General Meeting Hosted by OPC

OPC on Facebook

Don't forget to sign-up or check-in regularly with the OPC Facebook page. Any important stories, events or accomplishments that you wish to consider for inclusion can be forwarded to Scott Lawson at the OPC Office. Look for Air Cadet League of Canada, Ontario Provincial Committee on Facebook!

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OPC Staffing Update

The new OPC *Program Development Officers* (PDO) have formally begun their work and the Office has been busy with initial orientation and planning. We will be providing a full overview of the PDO roles, responsibilities and key priorities to everyone in the New Year.

As an overview, the role of a PDO's is to assist the various Board, Regional and Local structures/ levels of the OPC in key areas of planning, development and execution of numerous programs. This work includes assisting OPC committees, regions and Squadrons in key areas such as fund and fundraising development, Cadet and youth recruitment and development, volunteer development and training, corporate and sponsorship development, organizational and community development. Each PDO will be a lead liaison for various administrative and program initiatives of OPC, such as assisting in the AGM/SAM administration, National Courses, OPC lottery, and honours and awards.

As each PDO is also assigned to work with the OPC Squadrons, Directors and DND partners in a designated region, the following are the staff and contact information for each assigned area:

COA Detachment region – Anne Kozich (anne.kozich@aircadetleague.on.ca)
EOA Detachment region – Janet Herbert (janet.herbert@aircadetleague.on.ca)
WOA and NOA Detachment region – David Brown (david.brown@aircadetleague.on.ca)

Squadrons are asked to communicate directly with their PDO's for their region in conjunction with their usual communications to their Squadron Directors or Regional Directors.

For all ACC9 and discussions or questions about Squadron financial issues or bookkeeping, please communicate directly with Nicky Grantham (nicky.grantham@aircadetleague.on.ca).

For all new and renewing Registration and Screening applications, please communicate directly with Virginia del Mundo (virginia.delmundo@aircadetleague.on.ca).

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OPC Committees

The OPC has a number of Standing and Special Committees that have responsibility for broad governance and operational authority on behalf of the organization. Following the appointment of a new Board of Governors at the recent AGM, some of the committee chairs, project/program coordinators and membership may have changed.

Here is a list of the main OPC Committees and members thereof, as of November 1, 2011:

| Board of Governors | | |
|--------------------------------|-------------------------|---|
| Chair | Tom Taborowski | B: (905) 212-7007 X 222 H: (905) 566-5618 C: (416) 806-4360 E: thomast@expoinsbrks.com |
| 1st Vice Chair | Bill Cumming | B: (905) 528-8811 X 3228 H: (519) 587-2595 C: (905) 515-2573 E: wjc@kwic.com |
| Immediate Past Chair | Don Berrill | B: (519) 622-9703 C: (519) 240-2244 E: donberrill@rogers.com |
| OPC Treasurer | Edwina Thompson | C: (519) 384-1961 H: (519) 336-8887 E: edwina.jt@hotmail.com |
| Aviation Committee Chair | Fred Hopkinson | B: (905) 527-0631 H: (905) 679-7451 C: (905) 719-4615 E: fred@cpi-hamilton.ca |
| Squadron Operations Chair | Lee Ann Jennings | B: (905) 238-2677 Ext 21 H: (905) 840-0237 C: (416) 845-0237 E: ljennings@bosspcs.com |
| Squadron Operations Vice Chair | Chris Redfearn | H: (519) 245-8436 C: (519) 318-7651 E: cjredfearn@porchlight.ca |
| League Operations Chair | Craig Hawkins | H: (705) 526-2194 C: (705) 526-1442 E: hawkinsfamily@rogers.com |
| Cadet Programs Chair | Jean-Ann Milton-Binzack | B: (905) 637-1274 X 24 H: (905) 876-0743 C: (416) 807-7002 E: foxy lady637@hotmail.com |
| Governor at Large | James Gale | H: (519) 368-4223 C: (416) 805-8905 E: jamesgale@gmail.com |
| Governor at Large | Marlene Conway | H: (905) 701-4191 C: (905) 536-1371 E: marlene@envision-tech.ca |

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OPC Committees (cont'd)

| Chairs and Coordinators | | |
|--------------------------------|------------------|--|
| Advisory Board Chair | Bill Paisley | H: (613) 384-2116 E: wpaisley@cogeco.ca |
| Airshow Coordinator | Marika Booton | B: (905) 857-9200 H: (905) 814-8411 C: (647) 234-8411 E: marika_booton@sympatico.ca |
| Conference Committee Chair | Sandra Wells | B: (905) 667-2990 H: (905) 573-2004 C: (289) 244-3315 E: ayrsho@shaw.ca |
| Debating Chair | Fred Hopkinson | B: (905) 527-0631 H: (905) 679-7451 C: (905) 719-4615 E: fred@cpi-hamilton.ca |
| Effective Speaking Chair | Debbie Long | B: (905) 212-7007 ext227 H: (289) 242-4476 E: choney_55@yahoo.com |
| Finance Committee Chair | Edwina Thompson | B: (519) 384-1961 H: (519) 336-8887 E: edwina.jt@hotmail.com |
| Fund Generation Chair | Don Berrill | B: (519) 622-9703 C: (519) 240-2244 E: donberrill@rogers.com |
| HR Specialist | Fred Hopkinson | B: (905) 527-0631 H: (905) 679-7451 C: (905) 719-4615 E: fred@cpi-hamilton.ca |
| Honours & Awards Chair | David Hayden | B: (416) 724-0646 H: (416) 282-4433 E: davidhayden@rogers.com |
| IACE Chair | Sandra Wells | B: (905) 667-2990 H: (905) 573-2004 C: (289) 244-3315 E: ayrsho@shaw.ca |
| PILAT/Industry Chair | Marlene Conway | H: (905) 701-4191 C: (905) 536-1371 E: marlene@envision-tech.ca |
| Lottery Chair | Marlene Conway | H: (905) 701-4191 C: (905) 536-1371 E: marlene@envision-tech.ca |
| Nominations Chair | Don Berrill | B: (519) 622-9703 C: (519) 240-2244 E: donberrill@rogers.com |
| Registration & Screening Chair | Lee Ann Jennings | B: (905) 238-2677 Ext 21 H: (905) 840-0237 E: ljennings@bosspcs.com |
| Training Chair | Greg Merrill | H: (705) 792-5270 C: (705) 796-8710 E: greg@gdmengineering.com |
| OPC Legal Counsel | Rod Seyffert | B: (416) 369-7238 H: (416) 482-4424 C: (416) 540-9516 E: Rod.Seyffert@gowlings.com |

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OPC Committees (cont'd)

| OPC Members at National | | |
|---------------------------------|----------------|---|
| National President | Bob Robert | H: (905) 655-9961 E: bobrobrt@rogers.com |
| National Governor | Don Berrill | B: (519) 622-9703 C: (519) 240-2244 E: donberrill@rogers.com |
| National Member | Ralph Thistle | H: (613) 394-3242 C: (613) 848-1707 E: thistle@kos.net |
| National Advisory Board Chair | David Hayden | H: (705) 526-2194 C: (705) 526-1442 E: hawkinsfamily@rogers.com |
| National Flying Chair | Jerry Elias | H: (519) 634-9913 C: (519) 895-6486 E: j-jelias@rogers.com |
| National Fund Generation Chair | John Scott | H: (519) 856-4014 C: (519) 760-1749 E: john4u@me.com |
| National Honours & Awards Chair | Craig Hawkins | B: (416) 724-0646 H: (416) 282-4433 E: davidhayden@rogers.com |
| National OPC Representative | Marlene Conway | B: (905) 701-4191 C: (905) 701-7488 E: marlene@envision-tech.ca |
| National OPC Representative | Jim Gale | H: (519) 368-4223 C: (416) 805-8905 E: jamesrgale@gmail.com |
| National OPC Representative | Sandra Wells | R: (905) 573-2004 B: (905) 667-2990 E: ayrsho@shaw.ca |