



# 3016 Calgary Highlanders (Airdrie) Battle Field Tour Minutes 1900hrs. 24 September, 2018 Ag Building

## Attendees

Belliveau, Charline  
Gerrard, David  
Lacusta, Tara  
Long, Geraldine  
Petkau, John  
Beddaos, Michelle

Gerrard, Vanessa  
Popovic, Cindy  
Lacusta, Alain  
Petkau, Rylee  
Ryan, Kimberly

Prepared by: OCdt. M. West

## Called to Order:

1900hrs.

- Motioned by:
- Second by:

## Overview

1. EF Tour – Battlefield Tour Overview
  - Capt. Barton discussed lessons learned and processes is streamlined to keep everyone informed and up to date.
  - Reminder to everyone, all emails regarding the trip will be communicated via the email registered with EF Tours.
2. CF OpsO and 14-09 – International Trips
  - Canadian Forces (CF) has implemented clear guidelines and procedures
  - EF Tours works well within the guidelines and procedures and is able to accommodate
  - Capt. Barton discussed the itinerary and locations of the Canadian Military spots. At this time, locations are still flexible if we wish to amend
  - The previous tour guide has been requested for this trip. The guide worked very well previously and is familiar with the expectations of the cadet organization. The guide is well educated in several languages and understands the outcomes of the trip and expectations.
  - Operation Orders (OPT's) must be submitted No Later Than (NLT) January  
**Action Item**..... **Capt. Barton**
  - Currently we are awaiting on some logistics to come back
  - Current enrollment of participants: 12

3. EF Tour Current Registration Price:
  - \$3683 for student price
  
4. If you encounter a reason to cancel your tour, discuss with Capt. Barton prior to contacting EF Tours. EF Tours has a letter of understanding on cancelation policy and is discussed on an individual basis
  - Insurance for cadets on tour is not required to be purchased through EF Tours. Cadets are automatically covered by insurance with the cadet program.
  
5. Expectations Officers & Cadets
  - All patrons participating on this trip are required to pay their own way including chaperones
  - Code of conduct to be provided and signed off by parents, cadets and chaperones  
**Action Item** ..... **All**
  - If code of conduct has been breached, traveler will be sent home, and will be responsible for all costs incurred including the escort chaperone
  - Capt. Barton will provide his intent to tour group and expectations  
**Action Item** ..... **Capt. Barton**
  - Fitness Level – all travelers must be at a Bronze Fitness level, and able to walk 14-22km/day
  - Curfew will be @ 2200hrs for cadets, 3-4 cadets per room and separated by gender. Cadets are typically on the same floor
  - Staff will be in separate quarters from cadets
  - Free Time- when permitted cadets will have free time at destinations, a buddy plan will be in place and all cadets will understand and adhere to this
  - Budget approximately \$30/day
  
6. Trip Committee Positions
  - Tour committee board *must* be created and positions filled in order to proceed with the tour. All funds will be handled by appointed committee members as staff will not handle any funds
  - Positions to be fill are; President, Secretary and Treasurer  
**Action Item** ..... **Parents**
  
7. Fundraising Legal Concerns & Options
  - See Business Arising #8
  
8. Joining of Chestermere 3125 RCACC
  - 3125 Chestermere has been invited to attend the tour with 3016
  - Both units will share all responsibility of forming a joint committee/ fundraising, and be accountable for the same standards

**Business Arising**

1. Agenda, changes, additions and adoptions – N/A
2. Review Minutes – N/A
3. Treasurer's Report – N/A

**New Business**

1. Current Traveler's List and Total Travelers
  - 12 cadets

- 3 Staff – Capt. Joe Barton, OCdt. Mary West, CV Brad Rent
2. Visa(s), Passport, CBSA Forms and Concerns
    - All passports must be current and CANNOT expire within 6 months after trip has occurred. (19 October 2020) If passport expires prior to October date, you are required to renew passport ASAP
    - While on tour, all cadet passports will be secured by Capt. Barton
    - CBSA Forms are to be completed prior to departure, form to follow

**Action Item**.....**All Parents**
  3. Contingency Fund & Tips
    - Currently Canadian Forces set requirement for contingency fund is \$10,000, this can be lowered by request defendant on number of travelers
    - Contingency Fund covers the cost of any unexpected medical expenses and/or cadet returned to unit (RTU) along with chaperone cost
    - Recommendations were made to complete fundraising for contingency fund to ensure it entirety is collected quickly, funds must be in place 30 days prior to 1 March 2020
    - Tips/Gratuities – It is customary to tip in Europe, \$2500-\$3500(cnd) be allocated and collected prior to departure, this can be done by fundraising
    - Left over funds from contingency fund will be divided up amongst travelers equally and disbursed
  4. Swag' – Group Identification – ideas
    - Canadian Forces mandates cadets have an appropriate jacket with hood to wear while travelling, committee/cadets can determine style of the jacket
  5. Trip Committee Positions a. President, Treasurer and Secretary
    - See Overview #6 Trip Committee Positions
  6. Fundraising Legal Concern & AGLC
    - Raffle License must be applied for ahead of time, Tammy has all the information required to complete paperwork and can provide assistance for the parent that makes application
    - All tickets must be numbered and winners information recorded accordingly as set out by AGLC
    - Cash prizes must be traceable, payout via cheque or bank draft
  7. Fundraising Bank Account
    - A bank account for each raffle must be set up separately and proper paperwork must accompany accounts to reflect activity for auditing purposes, as set out by AGLC
  8. Fundraising Ideas & Option
    - All fundraising must be completed prior to trip, and all travelers must have funds to pay full amount of trip prior to travel as fundraising is not guaranteed and cannot be relied upon to pay for trip
    - Fundraising meeting TBD

**Action Item**.....**All**

**Open Floor Questions**

- All meetings for the tour will be held at the AG building on Monday evenings, ensuring not to interfere with cadet training
- Emergency phone numbers- all information of hotels/emergency cell phone will be provided to parents prior to departure

- Travelers are able to bring own electronic, staff will not be responsible for lost/stolen/damaged items or data charges
- Wifi is available at selected locations for those required
- Itinerary will be registered with applicable Embassies accordingly

**Meeting Adjourned @ 2035 hrs**

Action Items

ASSIGNED:	ACTION ITEM:	STATUS:
1. Capt. Barton	Operation Orders (OPT's) must be submitted No Later Than (NLT) January	
2. All	Code of conduct to be provided and signed off by parents, cadets and chaperones	
3. Capt. Barton	Capt. Barton will provide his intent to tour group and expectations	
4. Parents	Positions to be fill are; President, Secretary and Treasurer	
5. Parents	CBSA Forms are to be completed prior to departure, form to follow	
6. All	Fundraising meeting TBD	

Next Meeting: 15 October, 2018