

Notes to the UNTDA Board Agenda

March 31, 2020

Agenda Item #3 – Presidents Remarks

- Review of Agenda, overview of some procedural/operational changes proposed including the Committee structure
- Board Vacancies:
 - Manitoba Region Rep
 - Alberta Region Rep

Agenda Item #4 - Committee Reports and Discussion

I have asked the Chairs to send out the reports directly for this meeting, but I would hope that they would be planned to be circulated two weeks prior to future meetings.

Agenda Item # 5- Additional Committees:

- Archives Committee
- Communications Committee

I am proposing the creation of two additional committees, which should round out our needs for the UNTDA Committee Structure. The committee method of Board operations provides the advantages of engaging more new faces on our committees while bringing greater discipline to the reporting process and our meeting Agendas and debates. We should benefit from the focused work of the committees in making our Board decisions.

Bill Clearihue, Ross Connell and I had a very good discussion on the Committee system and the need to expand our reach and draw into the Association more talent and skills to ensure we can meet our growing mandate.

Below is a description of the potential expectations of the two new Committees for discussion at the meeting. Obviously as with the existing

Committees I would expect that the committees will select the Chair and develop their Mandate to recommend to the Board.

At the meeting I will be asking that you make recommendations as to the Committee membership so that the new committees so that the members can select their chairs and develop their mandates for approval at the June meeting.

I suggest that the initial Archives Committee in addition to Bill Clearihue, our Archivist, should include Ian Barker, Glenn Carroll.

Much of the work of the proposed Communications Committee has been done by Bill Clearihue, as Newsletter Editor, and along with Ross Connell provided the leadership on the Website. I would propose that they are both key players on the new committee. We should be looking to add new members with experience in advertising, marketing and journalism.

Archives Committee: Draft Resolution

The UNTDA Archivist (Bill Clearihue) is charged with gathering and collating material relating to reserve officer naval training in Canada, and specifically, with maintaining a database of all participants, public elements of which database are published on the UNTDA web site. In recognition of the magnitude of this (volunteer) job, especially maintenance of the Nominal List, and of the need to expand its work to

a) actively solicit more material;

b) gather material in one place or at least document material and its location; and

c) identify a perpetual repository or repositories for both physical and digital material.

The UNTDA board hereby establishes the Archives Committee to collaborate with and support the Archivist in his responsibilities.

Communications Committee: Draft Resolution

A cohesive communications strategy will be developed to expand our reach to the Reserve Naval Officer community through the development of an

effective marketing approach, ensuring our messages in our Newsletter, Web Site, email bulletins, etc reflect and enhance our mission and goals and that we develop sufficient depth of volunteer resources to perpetuate our communications.

The UNTDA board hereby establishes a Communications Committee. The Committee will recruit members who are prepared to support and carry on the work of Newsletter Editor Bill Clearihue, maintain the Web Site and issue bulletins as appropriate.

Agenda Item #7 - Nomination of Cmdre Robert Blakeley to Board

Hugues was authorized at the January meeting to Approach Robert Blakeley to determine his interest in becoming a Director. Hugues has spoken to him and will report of the positive nature of his discussion with him.