

**Administration:**

- In progress: file structure for the organization of for the storage of documents for members to access. **As an MO we have obligation** to ensure our members have access to SOP’s, policy manuals, MO and national, Casara Training manual, Casara reference guide, bylaws MO and national, insurance etc. These can be provided in **hard copy, electronic or accessible through Casara.ca**
- Zone members will benefit if able to access their member profiles on TMMS to update personal information and file expense claim forms. Also accessing reference and training tools on CASARA.ca. Each zone must be proficient with Teams as a virtual meeting tool, search coordinators to use VCC and TMMS, gosar.ca, and to remain in contact with active crews both ground and air training and actuals via VHS radio, cell, base landline, and satellite communicators such as in Reach.

**Outreach:**

- Casara <> Cadets we are to introduce these young members to Casara to enhance their experience as youth interested in aviation. **Reach out to cadets in zone 4 is in progress and zones 2 and 3 are encouraged to do the same as it is part of our zone evaluations.** Follow link to see about an award for a young cadet offered by CASARA. <https://casara.ca/en/awards>

**Social Media:**

- FB like us on @casara.nb This can be added to all of your (the executives) email signatures and directors can encourage zone members to like our FB page. **This page and our website on casara.ca fulfilled the OpEval requirements under Social Media.**
- Most popular post to date: Fredericton zone passes OpEval, 130 people reached with 80 post engagements.
- Next focus: engaging our zones in submitting posts.

**Equipment:**

**Membership Recruitment and Retention Report:**

- Member IDs were shipped to each zone this week. **Please continue to have your zone members update their profile photo that meets our set criteria. Additional badges will be ordered (they are free) as required.** Encourage members to access their member profile and add their photo themselves.
- **Swag was distributed to zones in December.** The supply of additional swag is limited as the supply was funded from SAR awareness funds and this fund no longer exists.
- The following members are eligible for Years of Service pins:10-year Bob Mulhern December 8, 2012, Blair Williams March 3, 2013 15-year Brian Bowes Feb 12, 2008 Attention: Membership Anniversaries are listed TMMS>Reports>Member Statistics, see below. If you need pins, please let either of your National Directors know and we will source these for you.
- National will again do a series of FB ads between January and March 2023. **Zones interested in accessing this free advertising let Merredith know.**
- In progress: MO Executive (Tim H. and Merredith B.) and zone committee member (Samantha G. and Merredith) duties and responsibilities. Deadline to have ready so these are available to zones for their elections.
- Applications continue to come in from casara.ca.
- **Membership Renewals**

TMMS>Reports>Member Statistics

As of January 16, 2023	Z2	Z3	Z4	NB	
Members by policy:	27	40	16	83	
Active members: Min 7 >10	14	32	13	59	
Available members:	13	31	13	57	
Members with a certification:	9	25	13	47	
Members with a current certification: 4>7 active spotters/GHS	9	21	13	43	
Recruitment Events Planned Q4:	0	0	0		
Applications received from National					

Submitted by Merredith Brewer, President January 16, 2023, NB MO BOD Meeting