



September 2011

Squadron Sponsoring Committee Chairpersons
Squadron Sponsoring Committee Advisors
Executive Committee Members
Wing Delegates
Advisory Committee Members
Honorary Life Members
Officers and Civilian Instructors

2011 Conference and Annual General Meeting – October 28-30, 2011

The 2011 Conference and Annual General Meeting of the Air Cadet of Canada, Alberta Provincial Committee will be held at:

Four Points Sheraton
7230 Argyll Road
Edmonton, AB T6C 4A6
(780) 465-7931

Our Conference and Annual General Meeting is an important function in the life of our organization and it is extremely important that we have a high level of attendance to ensure a thorough discussion of the issues before us. This is also an opportunity to come and learn from the seminars and information that will be presented so that you have the tools and knowledge to be more effective at your local squadrons. Lastly it is a good time for all to communicate with each other and to exchange ideas.

Sponsoring Committee Chairmen, Treasurers and Advisors are particularly urged to make sure your squadron is represented. Should the Chairman not be able to attend, a member of the SSC executive can carry a Proxy for that Chairman. The form is attached to this package.

Aim for Service, and Success will Follow

As we did last year, and to encourage a larger participation by our members, the SSC Advisors will not be required to pay a registration fee, however, they will be responsible for their accommodation costs. I am pleased to say that we have been able to keep the Registration Fee at the same rate as last year.

The Preliminary Agenda is as follows:

- Friday, October 28 1900 – 2100 Registration
 Meet and Greet with a light snack
- Saturday, October 29 0700 – 0815 Breakfast
 0800 – 0830 Registration
 0830 – 1200 Annual General Meeting – Dress: Business/Regalia
 1200 – 1300 Lunch
 1300 – 1630 Information/Training Seminars
- Saturday, October 29 Annual Awards Banquet
 1830 – Reception
 1900 – Awards Banquet
 Dress: formal or semi-formal, Mess Kit, Business Suit
- Sunday, October 30 0700 – 0845 Breakfast
 0900 – 1200 approx. Completion of Business Meeting

A more detailed Agenda will be provided when you arrive for the Conference.

An AGM Report Book will be emailed which will contain Provincial Committee Motions and Annual Reports of the Executive. The minutes of the 2010 AGM were emailed out previously and are available on the Provincial League site at: www.aircadetleague.ab.ca An audited Financial Statement and Budget will be available to be picked up at the Registration Desk.

Accommodation

Please make your own accommodation reservations for attending members. If you are unsure of the names due to up-coming elections, then book the amount of rooms you will require under one name for your SSC. The phone number for the hotel is: (780) 465-7931.

If you would like to make your reservations online, please go to this website which has been set up for us and follow the booking instructions: www.starwoodmeeting.com/Book/RCACS

Aim for Service, and Success will Follow

The exception to this is the Designated Wing Delegates (SSC Advisors – 4 per Wing). Their accommodation will be paid for by the Alberta Provincial Committee and we will arrange their accommodation. Members of the Nominating Committee will also have their accommodations paid for by the Provincial Committee and arrangements have been made.

The special room rate for the Air Cadet League members is \$115 plus taxes per night (Includes complimentary high speed Internet access and parking). **This special rate is in effect until SEPTEMBER 28, 2011 ONLY.** This is the same rate that was charged for last year's accommodation. After that date, the room rate will be the regular hotel rate.

When you are making your reservations by phone, please advise them that you are with the Air Cadet League to receive the special room rate. The rate is applicable to three days before and three days after.

We look forward to seeing you at the Conference and Annual General Meeting.

Yours truly,

Darlene LaRoche
Chairman
Alberta Provincial Committee
Air Cadet League of Canada

CONFERENCE REGISTRATION FORM
2011 Conference & Annual General Meeting
October 28-30, 2011

SUBMIT ONE REGISTRATION FORM PER PERSON

Name:	
Address:	
City:	Postal Code:
Phone:	Fax:
Email:	Squadron:
Paying Registrant	

Status with the Air Cadet League (Please check one):

Wing Voting Delegate **	SSC Chairman **
SSC Vice-chairman	SSC Secretary
SSC Treasurer:	Squadron Support Group Member
Life Member:	SSC Advisor
Provincial Executive Committee **	Past Chairman **
Officer/CIC	Cadet
ACLC National Member	Other (Specify)

**** Voting Members Ref: APC By-Laws Section 5**

SPECIAL DIET REQUIREMENTS: diabetic, no sea food, vegetarian, etc. ____ Yes ____ No
Please Specify:

Pre-Registration - Before October 14, 2011	\$155.00
Registration after October 14, 2011 – additional	\$40.00
Extra Banquet Tickets only	\$40.00

Registration is required for attendance at the meeting. Payment can be made in advance or at the Registration Desk. Make cheques payable to: Air Cadet League of Canada, Alberta Provincial Committee. Notice of cancellation must be received prior to October 1, 2011 for a refund. Pre-Registrations can be sent by mail, email or fax to:

Mrs. Carol Cox, Director of Finance
Air Cadet League of Canada
Alberta Provincial Committee
PO Box 99010
800, 3545 - 32nd Ave NE
Calgary, AB T2Y 0A6

Email: carolcox-cga@shaw.ca
(403) 208-0033 (fax) (403) 208-2761 (home)



PROXY

The undersigned, Squadron Sponsoring Committee Chairman of

No. _____ Squadron, Royal Canadian Air

Cadets, hereby appoints _____

Or failing him/her _____

As PROXY to attend, vote and act for the undersigned at the Annual General Meeting of the Alberta Provincial Committee to be held October 28-30, 2011, and at any adjournment thereof.

The undersigned hereby revokes any PROXIES dated prior to the date hereof.

Chairman Print Name

Signature of SSC Chairman

Dated

1. The person appointed must be a member in good standing as a member of the Squadron Sponsoring Committee
2. The person appointed must be a registered and screened member of the Air Cadet League of Canada and be verified by the Secretary prior to the commencement of the meeting.