



August 2015

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

### **2015 Conference and Annual General Meeting – October 23-25, 2015**

The 2015 Conference and Annual General Meeting of the Air Cadet of Canada, Alberta Provincial Committee will be held at:

#### **Four Points by Sheraton**

**Edmonton South**

**7230 Argyll Road, Edmonton, Alberta, T6C 4A6**

**Hotel Reservations: 866-716-8133 or 780-465-7931**

<https://www.starwoodhotels.com/fourpoints/reservations/index.html>

For Hotel reservations refer to code **ACO22G**

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 others and to exchange ideas.

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

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 must still register for the AGM and will be responsible for their accommodation costs.

The registration fee for the 2015 AGM will be \$165.00, due and payable by cash or cheque at the registration table.

#### **The Preliminary Agenda is as follows:**

Friday, October 23    1900 – 2100 Registration

Meet and Greet with a light snack

Saturday, October 24 0700 – 0815 Breakfast  
0800 – 0830 Registration  
0830 – 1200 Annual General Meeting – Dress: Business/Regalia  
1200 – 1300 Lunch  
1300 – 1630 Information/Training Seminars

Saturday, October 24 Annual Awards Banquet  
1830 – Reception  
1900 – Awards Banquet  
Dress: formal or semi-formal, Mess Kit, Business Suit

Sunday, October 25 0700 – 0845 Breakfast  
0900 – 1200 approx. Completion of Business Meeting/Training Seminars

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 2014 AGM will be emailed out and are available on the Provincial League site at: [www.aircadetleague.ab.ca](http://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**

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. However, each delegate **MUST STILL SEND IN A REGISTRATION** for the AGM.

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 \$120 plus taxes per night (Includes complimentary high speed Internet access and parking). This is the same rate that was charged for last year's accommodation. **Deadline for this rate is September 23, 2015.**

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,

Kevin Robinson  
Chairman  
Alberta Provincial Committee  
Air Cadet League of Canada

Please see Registration Form attached below😊

**CONFERENCE REGISTRATION FORM**  
**2015 Conference & Annual General Meeting**  
**October 23-25, 2015**

**SUBMIT ONE REGISTRATION FORM PER PERSON**

<b>Name:</b>	
<b>Address:</b>	
<b>City:</b>	<b>Postal Code:</b>
<b>Phone:</b>	<b>Fax:</b>
<b>Email:</b>	<b>Squadron:</b>
<b>Paying Registrant</b>	

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

<b>Wing Voting Delegate **</b>	<input type="checkbox"/>	<b>SSC Chairman **</b>	<input type="checkbox"/>
<b>SSC Vice-chairman</b>	<input type="checkbox"/>	<b>SSC Secretary</b>	<input type="checkbox"/>
<b>SSC Treasurer:</b>	<input type="checkbox"/>	<b>Squadron Support Group Member</b>	<input type="checkbox"/>
<b>Life Member:</b>	<input type="checkbox"/>	<b>SSC Advisor</b>	<input type="checkbox"/>
<b>Provincial Executive Committee **</b>	<input type="checkbox"/>	<b>Past Chairman **</b>	<input type="checkbox"/>
<b>Officer/CIC</b>	<input type="checkbox"/>	<b>Cadet</b>	<input type="checkbox"/>
<b>ACL National Member</b>	<input type="checkbox"/>	<b>Other (Specify)</b>	<input type="checkbox"/>

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

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

**Fill out this page and return as per next page.**

The following are the seminars being planned for this year. More information at AGM.

1. Honors and Awards
2. Insurance
3. FunRaiser (June 5, 2016)
4. Governance
5. Open House

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Pre-Registration - Before October 9th, 2015	\$165.00	
Registration after October 9th, 2015	\$195.00	
Extra Banquet Tickets only	\$40.00	

**Pre-Registration is required for attendance at the meeting.**

Payment due at the Registration Desk on Oct 23 or 24, 2015.

Make cheques payable to: Air Cadet League of Canada, Alberta Provincial Committee.

**Notice of cancellation must be received prior to October 16, 2015 for a refund.**

Registrations can be sent by mail, email or fax to:

Mrs. Carol Cox, Director of Finance  
Air Cadet League of Canada  
Alberta Provincial Committee  
P.O. Box 381210  
#725, 500 Country Hills Blvd. NE  
Calgary, AB T2K 5G9

Email: [carolcox-cga@shaw.ca](mailto:carolcox-cga@shaw.ca)

(403) 208-0033 (fax) (403) 208-2761 (home)



SUPPORTING AIR CADETS IN ALBERTA

## 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 23-25, 2015, 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.