



August 2016

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

2016 Conference and Annual General Meeting Notice – October 28-30, 2016

The 2016 Conference and Annual General Meeting of the Air Cadet of Canada, Alberta Provincial Committee will be held at:

Sheraton Suites Calgary Eau Claire

255 Barclay Parade SW, Calgary, AB T2P 5C2

Hotel Reservations: 1-888-627-8623 or the hotel direct from 9am to 5pm at 403-517-6600 refer to code AJ28AC or book the rooms online at

<https://www.starwoodmeeting.com/events/start.action?id=1605049034&key=1603949D>

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 own transportation and accommodation costs.

The registration fee for the 2016 AGM will be \$195.00, due and payable by cash or cheque at the registration table. For the past 3 years this rate had not changed from \$165 which was not sustainable considering the rising costs. **You MUST register for the AGM by the deadline Oct 20th as there will be NO LAST MINUTE REGISTRATIONS ACCEPTED AT THE AGM.**

75th Anniversary Gala Evening

Instead of having our usual annual Awards Banquet, we are excited to be celebrating our 75th Anniversary Gala. Notable VIP's will be in attendance, guest speakers, silent auction and of course presentation of our annual awards. This is a **formal** affair so dust off your formal attire and join us. For AGM attendees, the Gala tickets are part of your AGM package, no additional purchase required. Because this year has been a special celebration, we have opened up the Gala to outside tickets sales. If you have friends or other family that wish to join us, tickets can be purchased on our website. Since this is a formal affair, all outside tickets sales for this evening must be done by Oct 20th, 2016 and only purchased via our website Paypal button located at www.aircadetleague.ab.ca

Cadet Leadership Symposium

We are pleased to announce that as part of our Annual General Meeting, will be an opportunity for 2 cadets from each Wing to take part in a Cadet Leadership Symposium. This is a chance for the cadets to network, share ideas and learn more about leadership.

Preliminary Agenda as follows:

Friday, October 28 1900 – 2100 Registration – AGM registrants and Cadet Leadership Symposium attendees
Meet and Greet with a light snack – **Dress: Casual**

Saturday, October 29 0700 – 0815 Breakfast
0800 – 0830 Registration
Dress: Business/Regalia
0830 – 1200 Annual General Meeting
1200 – 1300 Lunch
1300 – 1630 Information/Training Seminars

Saturday, October 29 75th Anniversary Gala (Annual Awards Banquet)
Mandatory Dress: Formal, Mess Kit
1730 – Reception

Sunday, October 30 0700 – 0845 Breakfast
Dress: Casual
0900 – 1200 approx. Completion of Business Meeting/Training Seminars as well as a presentation by the cadets regarding their Leadership Symposium.

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 2015 AGM will be emailed out and are available on the Provincial League site at: www.aircadetleague.ab.ca An audited Financial Statement and a “Final” Budget will be available for pick up at the Registration Desk.

A preliminary budget (with an unaudited financial statement) will be emailed to the Wing Directors late in September/early October to forward to the squadrons with a finalized version to be presented at the AGM for approval. This will give you time to review and email your questions to the Director of Finance finance@aircadetleague.ab.ca BEFORE the AGM. **We are asking that you email any financial questions by Oct 20 to give us time to present answers at the AGM and to share with all of the membership.** Each financial statement (Summary or FS Presentation) has a “detailed version” to help you understand what makes up each number. Please refer to these detailed reports when submitting your questions. Each question must include (1) the row number and description, (2) which version you are referring to (either “By Department” or “By Category”) and (3) indicate if you are questioning the unaudited financials or the budget.

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. Names will need to be provided before Oct 20th for registration purposes and for the Gala night. The special room rate for the Air Cadet League members is \$119 plus taxes per night (Includes complimentary high speed Internet access). This is the same rate that was charged for last year’s accommodation. Street parking is free from 6pm Friday to end of day Sunday or park for free at the Eau Claire Market Mall which is kitty corner from the hotel, **pickup your parking pass when you check-in at the registration desk.** 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 (see page 1 for hotel code or website).

******The exception to this** will be as per the below list, whose accommodations and registrations will be paid for by the Alberta Provincial Committee and we will make arrangements, but you **MUST STILL SEND IN A REGISTRATION FORM** for the AGM.

- >Designated Wing Delegates - Voting (SSC Advisors – 4 per Wing).
- >Members of the Nominating & APC Committee (excluding assistants to the Directors)
- >Cadets attending the Leadership Symposium.

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
2016 Conference & Annual General Meeting
October 28-30, 2016

SUBMIT ONE REGISTRATION FORM PER PERSON

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

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

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

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

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

Possible seminars being planned for this year. More information at AGM.

- 1. Strategic Planning 2. Governance 3. Insurance 4. Open Forum**

Check X

Pre-Registration - Before October 10th, 2016	\$195.00	<input type="checkbox"/>
Registration after October 10th, 2016	\$225.00	<input type="checkbox"/>
One extra Banquet Ticket for Spousal/Partners only - as this is a FORMAL affair names are mandatory.		<input type="checkbox"/>
Name:	Rank:	\$50.00
Address:	or Same as above:	
City:	Postal Code:	
Email:		
Paying Registrant		
Special Diet Requirements: Please specify:		

Pre-Registration is required by Oct 20th for attendance at this weekend. NO LAST MINUTE REGISTRATIONS WILL BE ACCEPTED AT THE AGM.

Payment due at the Registration Desk on Oct 28 or 29, 2016. Make cheques payable to: "Air Cadet League of Canada, Alberta Provincial Committee" (a stamp will be available at the desk).

Notice of cancellation must be received prior to October 20, 2016 for a refund.

Registrations can be sent by mail, or email to: (no Fax)

Mrs. Anna Lewis, Director of Finance
Air Cadet League of Canada - Alberta Provincial Committee
P.O. Box 38120, #725, 500 Country Hills Blvd. NE
Calgary, AB T2K 5G9

Email: finance@aircadetleague.ab.ca

(403) 472-8612 (cell)

Aim for Service and Success will Follow



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, 2016, 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.