



ALBERTA  
**PROVINCIAL  
COMMITTEE**



**SUPPORTING AIR CADETS IN ALBERTA**

**ALBERTA PROVINCIAL COMMITTEE  
AIR CADET LEAGUE OF CANADA  
ANNUAL GENERAL MEETING  
REPORTS OF MEMBERS OF THE BOARD, AND MOTIONS  
SEPTEMBER 01, 2016 TO AUGUST 31, 2017**



**OCTOBER 27-29, 2017**

**Four Points By Sheraton Edmonton South  
Edmonton, Alberta**



**ALBERTA PROVINCIAL COMMITTEE EXECUTIVE  
2016-2017**

**Chairman – Mr. Tom Sand**

**Vice-Chairman (Interim) – Mrs. Rhonda Barraclough**

**Past Chairman – Mr. Kevin Robinson**

**Director of Finance – Mrs. Anna Lewis**

**Secretary – Ms. Angèle Mullins**

**Director of Netook – Mr. David Lanz**

**Director of Air Resources – Mr. Derek Blatchford**

**Director of Public Relations – Mr. Stan Monkman**

**Director of Camp Wright – Mr. Doug Frost**

**Director of Camp Worthington – Mr. Burt Gillings**

**Director of NW Wing – Mrs. Evelyn Hutchings**

**Director of NE Wing - Ms. Dawna Morgan**

**Director of Central Wing – Mr. Bob Thompson**

**Director of Southern Wing – Mrs. Lorraine Forsen**

**Alberta Membership Coordinator – Ms. Bev Burke**

**2017 Conference and Annual General Meeting  
27 to 29 October 2017 - Four Points By Sheraton Edmonton South**

<b>Friday, 27 October 2017</b>		Dress
1900 – 2100	Registration	<b>Casual/ Civilian</b>
1900 – 2100	Meet and Greet - light snack & cash bar	
<b>Saturday, 28 October 2017</b>		Dress
0700 – 0815	<b>Breakfast</b>	<b>Business or Regalia NOTE: League ID must be worn at all times</b>
0800 – 0830	Registration	
0830 – 1200	<b>Annual General Meeting</b>	
	March on the Flags, O-Canada, Moment of Silence	
	Announcements/Housekeeping - Tom Sand	
	Notice of Meeting & Registrar's Attendance Report - Angèle Mullins	
	Approval of Minutes	
	Nominating Committee Report - Kevin Robinson	
	Director of Finance Report and Budget Presentation - Anna Lewis	
	Directors' Reports and Questions	
	Cash Calendar Presentation – Keith Mann	
1030 – 1045	<b>Break</b>	
	Business arising from Previous Minutes	
	RCSU NW Representative Renewal Update – L/Col Denis Letellier	
	National ACLC Representative - Jim Hunter, Vice President ACLC	
1200 – 1300	<b>Lunch and Presentations</b>	
1300 - 1700	<b>Training &amp; Information Sessions</b>	
1300-1515	<u>Choose TWO Sessions:</u> Conflict Resolution	
	Managing Public Relations	
	Best Practices for Scholarship Preparation	
	Volunteer Development	
1515 - 1530	<b>Break</b>	
1530 - 1630	Alberta Provincial Committee - Strategic Plan	
1630- 1730	<b>Break - Get ready for the Gala Dinner!</b>	
1730	<b>Annual Gala Dinner with Guest Speaker Darren Fung</b>  ** Cash Bar **  <i>50/50 and Silent Auction close at the end of the evening</i>	<b>Semi-Formal; Mess Kit or League Dress with Medals</b>



	<b>Sunday, 29 October 2017</b>	Dress
0700 – 0830	Breakfast	<b>Casual</b>
0830 – 1200	Continuation of AGM & Information Sessions	
	Nominating Committee Final Report & Elections	
	Air Cadet Gliding Program Update	
	Cadet Report from Leadership Symposium	
12:00	Session Ends - Safe Travels to Home	

**Note: All Times Approximate**

***To Learn, To Serve, To Advance***

**THANK YOU FOR YOUR PARTICIPATION**

**HAVE A SAFE TRIP HOME**

**October 27-29 2017**

***I am very pleased to welcome you to the 2017 Conference and Annual General Meeting of the Alberta Provincial Committee!***

***On behalf of the Committee, I want to personally thank you for giving up your time, not only to attend this important meeting for our organization, but also for all the work you do for our Cadets throughout the year. As Members and Stakeholders of the League we play key roles in ensuring the Cadet program is successful and thriving in Alberta.***

***Our Military Partners are a key to the successful delivery of the Cadet Movement and I am very pleased to have strong support from the Department of National Defense provincially and nationally. This year has been a pivotal one with much change in the structure of headquarters staffing at DND, and all have worked hard and diligently to make it successful and overcome any “challenges of change” that have arisen. We look forward to continuing to work together.***

***Renewal and change in the program is ongoing. We all understand this presents additional work for all parties and I very much appreciate your commitment to getting this done. Our goal is to ensure the best experience for our Cadets. We will hear more from them this weekend as we once again hold the Cadet Leadership Symposium concurrently with our Conference.***

***I hope you will take away from this weekend information you find valuable for your Squadrons, news on the work that has been done over the year by all levels of our organization and some new insights into what is coming ahead for the Cadet program. I encourage you to share experiences with people you meet and renew your connections with those you have met before. This is a weekend of learning and sharing. Above all else, it is a great opportunity to share your ideas and get your questions answered, so please know your input is welcome always.***

***Thank you for taking time out of your busy schedules to attend this weekend. Enjoy our time together.***

***Yours very truly,***

**T. L Sand**

***T. L. Sand  
Chairman  
Air Cadet League of Canada  
Alberta Provincial Committee***



## 2016-2017 ALBERTA PROVINCIAL COMMITTEE MOTIONS

### 1 October 2016

**Motion:** Anna moved to have the draft budget as presented to members, seconded by Darlene. Carried.

**Motion:** Rhonda moved that this new D&O insurance be implemented effective October 1 for the rate of \$1155 per year; seconded by Dawna. Carried.

**Motion:** Burt moved we accept the proposal from Clearwater RV to build their RV Park adjacent to Camp Worthington, with the caveat that Camp Worthington is off limits to their clients; seconded by David; Carried.

**Motion:** Anna moved to change the wording of who attends the SAM/AGM to the Chair, Vice Chair, Director of Finance, Director of Air Resources and an alternate; seconded by Bob; Carried.

**Motion:** Darlene moved to confirm Life Members for 2016 as recommended by the Nominating Committee; seconded by Rob Bauhaus; Carried.

**Motion:** Anna moved to approve the financials as submitted; seconded by Stan; Carried.

### 30 October 2016

#### **List of Assistant Directors:**

Assistant Central Wing Director: Jackie Dewane

Assistant NW Wing Director: Wayne Reitsma

Assistant Director Camp Worthington: Chris Gillings

Assistant PR Director: Brian Lewis

Assistant Director, Air Resources: Brian Lewis

Assistant NE Wing Director: Leo Lammers

Assistant Director Netook: Ross Hamilton

Assistant SW Wing Directors: Rob Bauhuis, Tammy

Anderson, Trudy Loucks, Johanna Howard

**Motion:** A Motion was made by Bob; seconded by Stan to accept the Assistant Directors as listed; Carried.

**Motion:** A Motion to appoint Rhonda Barraclough to the Vice Chair role was made by Burt; seconded by Kevin; Carried. It was noted the role is Interim Vice Chair.

**Motion:** A Motion was made by Anna to change the signing authorities to Tom Sand, Angèle Mullins, Anna Lewis, and to include Rhonda Barraclough as Interim Vice Chair; seconded by Lorraine; Carried.

**Motion:** Evelyn moved to appoint Wayne Reitsma as Squadron advisor for 526 Barrhead; seconded by Dawna; Carried.

### 3 December 2016

**Motion:** A Motion to confirm the appointment of Ron Ilko as 533 Squadron Advisor was made by Dawna Morgan; seconded by Kevin Robinson; Carried.

**Motion:** A Motion was made by Derek to add a Table of Contents and amend the vehicle policy in the APC PPM, seconded by Rhonda; Burt suggested these regulations be extended to Camp facilities where vehicles are owned to ensure a log is kept; Carried.

**Motion:** Rhonda moved the Director Air Resources be permitted to spend funds within the approved budget without requiring additional approval; seconded by David; Carried.

**Motion:** Rhonda moved the minimal mark on the ground school exam be raised to 60%, in order to be considered for a Power or Glider Scholarship; seconded by Bob; Discussion ensued in regard to whether 60% was high enough; Carried.

**Motion:** Anna moved that the financials be approved as presented; seconded by Kevin; Discussion and questions followed; Carried; one abstention.

**Motion:** Anna moved that 239 be granted a two-week extension to complete their ACC9 due to the loss of their treasurer; seconded by Dawna; Carried.

**Motion:** Anna moved we book the Sheraton 4 Points in Edmonton as most economical option, same as in prior year; seconded by Dawna; Carried.

**Motion:** Burt moved to give consent to allow Clearwater River RV Park on the land next to Camp Worthington; seconded by David; Carried.

#### **7 January 2017**

**Motion:** Anna moved that we approve \$719 to Northwest Wing to pay for anniversary pins; seconded by Rhonda; carried, one abstention.

**Motion:** Anna moved the financials be approved as submitted; seconded by Lorraine; Carried.

**Motion:** Lorraine moved to appoint the following as Squadron Advisors: 15 Tammy Anderson, 52 Kendall Spielman (pending completed screening), 187 Darlene LaRoche and 952 Lorraine Forsen until a new advisor is found; seconded by Evelyn; Carried.

#### **4 February 2017**

**Motion:** Anna moved that the financials be approved as submitted; seconded by Stan; Carried.

**Motion:** Based on discussion via e-mail over the last month, Anna moved that we confirm the Sheraton Cavalier for the 2018 AGM in Calgary; seconded by Rhonda; Carried.

**Motion:** Bob made a Motion that his slate of Squadron Advisors be approved as recommended: Joanne Paquet, 65 Squadron, Len Granson, 42 Squadron, Dylaney Thompson, 572 Squadron; seconded by David; Carried.

#### **4 March 2017**

**Motion:** Dawna moved we support Kevin Robinson to attend CAP Wing Conference; Darlene would also go on her own cost but would travel with Kevin; seconded by Burt; Carried.

**Motion:** Anna moved to invite the CAP Survivair team to the Alberta Survivair competition; seconded by Angèle; Carried.

**Motion:** Anna moved to pursue a line of credit for \$50,000 to cover the funding gaps for the Netook Hanger as it would be more cost effective than a loan arrangement; seconded by Bob; Carried.

**Motion:** David moved that we extend the current lease contract for agricultural rent to Notley Farms for an additional five year effective April 1, 2017 and expiring March 31, 2022; seconded by Bob; Carried.

**Motion:** Anna moved that the financials be approved as submitted; seconded by Stan; Carried.

**Motion:** Lorraine moved to appoint Angèle Mullins as advisor for 52 and Evelyn Huseby as co-advisor for 859; seconded by Stan; Carried.

#### **8 April 2017**

**Motion:** Burt moved to spend the \$840 to purchase the ten additional pails of fly repellent, using the funds from the Disaster relief fund; Stan seconded. It was asked and confirmed the funds continue to be restricted revenue; Carried.

**Motion:** Rhonda moved to permit Central Alberta Soaring Association to use Netook facilities from June 15 to August 21, 2017. This will include an official handover & return of the facilities and a signed Letter of Agreement; seconded by Dawna. There were a few issues, including parking, outstanding invoice, and garbage disposal that have been resolved. Dawna would like to add a requirement for certificate of insurance and to have the APC added as an additional insured to the Letter of Agreement; Carried.

### 13 May 2017

**Motion:** Rhonda moved that we approve proceeding with the website with Cory Dodge for the amount of approximately \$2500, with the funds to come from our legal fees budget; Kevin seconded; Carried. One abstention.

**Motion:** Evelyn moved to proceed with developing a PowerPoint and having a presentation at the AGM for SSC's to vote and approve a Cash Calendar Fundraising; seconded by Brian Lewis (representing Stan); discussion followed; Carried.

**Motion:** The Motion to provide a as Sim Card for the iPad at Netook to allow communications was made by Derek; Rhonda seconded; Carried.

**Motion:** Anna moved we offer Camp Wright for a weekend to 868 Squadron; seconded by Bob; Carried.

**Motion:** Anna moved the financials be accepted as presented; seconded by Dawna; Carried.

**Motion:** Bob moved that Heidi Scharf be appointed as SSC Advisor for 65; seconded by Anna; Carried.

### 8 July 2017

**Motion:** A Motion that Life Member should be awarded and presented at the AGM was made by Kevin; seconded by Evelyn; Carried.

**Motion:** Bob moved the APC will enter discussions with the ACL of Canada to create an affiliation agreement with the ACL of Canada as soon as possible; seconded by Lorraine. Discussion ensued, one question being that the time frame be moved sooner. Kevin commented that he would like the AB one to be the template for other provinces, therefore earlier than the end of 2018. This would allow bylaws, etc... to be ready to move forward for the AB AGM 2018. The Motion was carried.

**Motion:** Anna moved that we hold our 2018 Effective Speaking Competition on April 7 at the Salvation Army facility in Red Deer; seconded by Burt; Carried; one opposed, one abstention.

**Motion:** Bob moved to appoint three new squadron advisors: 65, 64, 733; Derek seconded; Carried.

**Motion:** Anna moved the financials be accepted as presented; seconded by Doug; Carried. One abstention.

### 28 August 2017

**Motion:** Anna moved that our reimbursement rate for mileage beginning September 1, 2017 be revised to \$0.50/km; seconded by Rhonda; Carried.

**Motion:** Anna moved the dinner for spouses/guests should be increased from \$50 to \$60 to cover the cost of the meal; seconded by Rhonda; Carried.

**Motion:** Anna moved the AGM and Conference Registration Fees be increased in October 2017 to \$225 from \$195 to cover costs; seconded by Bob; Carried.

### 23 September 2017

**Motion:** A Motion was made to board AO and AM; seconded by Derek; Carried; one opposed; one abstention.

**Motion:** Rhonda moved we move the Scholarship Boards and hotel to Innisfail; seconded by Burt; carried.

**Motion:** Anna moved that we agree to approve the budget in principal as discussed and to follow it through to its approval at the AGM in October; seconded by Doug; Carried.

**Motion:** Kevin made Motion that the individual discussed in camera be appointed as Life Member in 2017; seconded by Rhonda; Carried

**Motion:** Derek moved we appoint the Honourable Laurie Hawn as our patron with responsibilities to be determined; seconded by Rhonda; Carried.

**Motion:** Anna moved the financials for the year ending August 31 be accepted as presented; seconded by Loraine; Carried.





**Motion:** Lorraine moved to ratify the advisers as follows; seconded by Kevin; Carried.

11 Deb Duncan	15 Tammy Anderson	52 Stan Taylor
83 Rob Bauhuis	187 Darlene LaRoche	225 Lorraine Forsen (interim)
239 Rob Bauhuis	538 Jenn Avery	604 Brian Lewis
781 Trudy Loucks	859 Evelyne Husbey	878 Dakota Montgomery
903 Tammy Anderson	952 Mike Boyle	



## EXECUTIVE COMMITTEE ANNUAL REPORTS

### CHAIRMAN'S ANNUAL REPORT

As we begin the 2017 Annual General Meeting, I would like to take this opportunity to thank each and every one of you for your individual and collective contributions, to the Air Cadet Program, the partnership and the Air Cadet League. The program would not be possible without your efforts. The 2016-2017 year presented challenges and opportunities. We addressed those challenges as a team, took advantage of the opportunities when they appeared and succeeded in moving forward together to greater achievements. Many sincere thanks to all for your support and dedication!

In my capacity as APC Chairman, I kept a full calendar representing the Alberta Provincial Committee at various functions and events throughout the year.

Progress continues to be made on both the National and Provincial Strategic Plans and the changes will be felt as we work through the process. As we move forward collectively, the National Office has identified five critical paths that they are working on, namely:

1. Financial Compliance & Canada Revenue Agency Charity Registration;
2. Memorandum of Understanding and Canadian Cadet Organization Governance (including Air Cadet League Governance);
3. Screening and Registration;
4. Fundraising & Industry Relationship; and
5. Strategic Planning.

With increased clarity and understanding regarding the desired end-states of each of the five critical paths and the organizational and structural changes the Alberta Provincial Committee is better placed to move forward on the four critical areas that we identified in our strategic Plan. As a reminder, they are:

1. Alberta Provincial Committee Governance;
2. Service Support;
3. Recruiting; and
4. Accommodation.

The upcoming year will see us working with new people nationally and regionally in the new National Cadet and Junior Canadian Rangers Support Group formation and working within the new organizational structure. There have been senior staff changes at the National Headquarters and all five Regional Cadet Support Unit (RCSU) Commanding Officers changed. The new RCSU (NW) CO is Lieutenant Colonel Denis Letellier and we look forward to working with him in support of this excellent program.

While the Renewal Process for the Cadet Program has slowed a little, the Air Cadet League continues to exhibit strength as the incredible workload of Cadet Program Renewal progresses. While some established renewal Working Groups continue to do their work or have concluded, others are being formed to identify strategies for

implementing the changes required for this program to continue successfully for many years to come. Our National and Provincial Offices are working hard to ensure that the voice of the League is heard on all the committees. The National Office continues to collaborate with the Department of National Defence (DND) to obtain concrete answers on some very significant files, and I am pleased to report they are making headway in helping the DND understand we want to be part of the solution as an active partner.

Alberta Provincial Committee Governance was determined to be the number one priority because of the need for an effective structure and governance model to align our roles and responsibilities to effectively carry out our duties and achieve our mission. Our Board of Directors needs to address both policy issues and general administrative work as a partner in the delivery of the Air Cadet program while supporting the Air Cadet League at the national and local levels. We are primarily a working board and deal with numerous issues relating to the routine program activities, but due to the volume of the activities the policy issues have become more difficult to identify and address. As a result, we are looking at a governance model that is flexible enough to address our strategic issues and operational issues and enable us to implement our strategic plan.

From a financial perspective, while we have worked diligently to keep our expense side of the budget within its constraints, we have struggled on the income side. Unless we are able to rectify this deficiency in fundraising we will have to make some harder choices than we would otherwise have to make. Our DND partners are also experiencing funding challenges. They have been requested to find savings and as such we saw DND support withdrawn for a number of discretionary activities in the last quarter of the previous fiscal year. The circumstances creating the situation are very likely to continue over the next few fiscal years; therefore, it is more important than ever that we identify strategies to increase our ability to support the Air Cadet Program. Our Air Cadets and Volunteers need us!

We are all here for our Air Cadets and our Volunteer members. It is our responsibility to serve them well. There is much to be done and the majority of the work will continue to focus on supporting the Squadron Sponsoring Committees (SSC) and the Squadron Local Headquarters (LHQ). The goal is to ensure Squadrons as a whole are set up to successfully deliver the Air Cadet program and ultimately that the cadets in the program are set up to succeed.

In closing, I would like to express my profound appreciation to the members of the Alberta Provincial Committee for their dedication to the goals and ideals of the program and support as we have progressed through this past year. I would also like to recognize those among you who have responded to our surveys and provided expertise and advice. We have a winning team and it is an honour to serve as Chair. Thanks to all and best wishes for a successful 2017-2018 year!

Respectfully submitted,

T.L. (Tom) Sand  
Chairman

## PAST CHAIRMAN'S ANNUAL REPORT

As Past Chair it is my responsibility to oversee the following APC committees:

- Effective Speaking
- Honors and Awards
- AGM planning

It has been a busy year learning my new roles as Past Chair. I also took on the task of updating our Policy and Procedures and Bylaws. This has been slowly coming along as I am doing this in conjunction with my National Role as Governor working on the Affiliation Agreements with the Provincial Committees and SSC's.

### **Effective Speaking 2018**

The 2018 Effective Speaking Competition Topics are:

- The importance of today's youth in building Canada's future
- How does volunteerism play a role in the life of your community or squadron?
- Humor is the best medicine
- How space exploration can lead to scientific advances on earth
- The role Indigenous people have played in Canada's heritage
- How has Canada changed the face of aviation?
- Lest We Forget
- Cadet's Choice: The Cadet's Choice must fit into one of these categories: Cadet Life, Science and Technology, Aviation, Canadian History or Citizenship

The last topic is new this year. It was determined that many cadets choose not to participate in ES because they don't like the topics chosen. Cadets will be able to choose their own topic within the four Categories mentioned.

Congratulations to the following 2017 competitors:

- 1<sup>st</sup> place WO 1 Heather Blake – Newfoundland
- 2<sup>nd</sup> place WO 2 Cody Lincoln – Manitoba
- 3<sup>rd</sup> place FCpl Samantha Keow – New Brunswick

I attended the Civil Air Patrol (CAP) Montana Wing Conference along with our National Vice President, Darlene LaRoche. This was a special conference this year in that there was a change of command of Montana Wing from Col. Nolan Teal to Col. Mitch Edwards. Also in attendance was Brig. Gen. Vasquez, the National Commander of the Civil Air Patrol.

During the Opening remarks, Brig. Gen. Vasquez talked about CAP's new flying program and praised the Canadian Flying scholarship program that they are basing it on, and pointedly thanked us for coming down and strengthening relations between Rocky Mountain Region and Alberta.

Respectfully submitted,

Kevin Robinson  
Past Chair

## VICE CHAIR ANNUAL REPORT

This has been a busy year for the Alberta Provincial Committee (APC). I have been involved in completing the strategic planning and looking at the structure of the APC. Part of my role has also been assisting others on the committee in their new roles.

In February 2017, the APC held Selection Boards for 206 cadets leading to 72 scholarships. The standard for the cadets that participated was very high. There were an additional nine cadets boarded in 2016 over prior year. The 2015 year saw an additional 14 Cadets boarded over 2014.

The majority of the work done in this role is conducting the Selection Board process. A few years ago, a manual and video were completed to assist with the Board process. A committee of both military and league members was struck this year and we have worked over the last few months to revise the manual and requirements for the selection board process. This updated manual with clear guidelines will be out by the AGM.

In June, we learned the Advanced Aviation Technology Courses - Airport Operations and Aircraft Maintenance - will no longer be National Selection courses, but will be Regional. After consulting with the Selection Board Process Committee, including military partners and SSC members, the APC agreed to continue these scholarships as part of the annual Selection Board process, due to the value the process provides to Cadets.

At the same time, we have been searching for a new venue to hold the selection boards. The cost of holding Selection Boards at Lindsey Thurber High School is quadrupling for 2018 and so we felt it prudent to find an alternative location. Stay tuned for that information as well.

It is imperative that squadrons are aware of the changes this year and that they prepare their cadets for selection boards. If you need resources to help prepare Cadets, please reach out and let me know. I have recently presented to the NW wing, soon will present to the NE wing and hope to see the rest of the wings between now and December.

In other parts of my role I had the pleasure of attending several ACR's throughout the province. I also attended the Provincial effective speaking competition

I am currently working with the Director of Air Resources in fund raising efforts to boost our air fleet.

Sincerely,

Rhonda Barraclough  
Vice Chair (Interim)

## DIRECTOR OF FINANCE ANNUAL REPORT

Another year has gone by quickly with much work being done in readiness for changes coming from National and CRA reporting.

A very special thank you to all the people who have contributed to helping the squadrons complete their ACC9's and pay their Assessments Fees on a timely basis. This is greatly appreciated. We are one of the few provinces who are 100% compliant. Pat yourself on the back as there are no ACC9's outstanding nor are there any assessment fee invoices for last year outstanding as well.

### ACC9's

To receive the \$10 discount on Assessment Fees a **completed and balanced** ACC9 must be received by December 1, but they are actually due at October 31.

A few reminders when submitting your ACC9:

- Use the 2007 version of the ACC9
- Page 4 line 1700 and line 3400 **MUST** equal
- Page 4 **MUST** be signed by the CO and dated.
- Page 4 **MUST** be signed by the SSC Chair and the Treasurer and dated.
- Bank statements for the final month (August) with reconciliation (if required) **MUST** accompany your ACC9.
- The information form **MUST** be signed and accompany the ACC9. This is the arms length page.

**Failure to follow the above points to ensure your ACC9 is complete and balanced will result in your ACC9 being rejected and could jeopardize earning the discount.**

### Budget and Audited Financial Statements

As last year, we followed the same process by providing you non-audited financial statements and a proposed budget for early review. At the start of October, an "unaudited" financial statement with a "proposed" budget was emailed out for review. This included a detailed listing of the categories used by the audit company as well as a "highlights" page to show the change from the financials to the budget.

I hope that we have listened and addressed your concerns. I am always open to suggestions on how to make these reports more transparent and easier to read.

I have asked that any questions be submitted by Oct 20<sup>th</sup> to give time to get answers to share with the membership. I expect there should only be minor changes in the financial statements from unaudited to the final version; depreciation and deferred revenue being the anticipated areas. Depreciation on the "unaudited" version was an estimate and will be updated on the final version for review at the AGM. The "audited" Financial Statements for 2016/2017 and "final" Budget for 2017/2018 (plus 4 years) will be available at the AGM.

Respectfully Submitted,

Anna Lewis  
Director of Finance

## SECRETARY ANNUAL REPORT

It has been an honour to serve on the APC this year and now that I have experienced a full cycle of a complete year, I am much more confident in my ability to contribute to the Board and the program in general.

The most hectic times of the year for my role are AGM & Conference planning and execution and supporting Scholarship Boards. Based on feedback from last year's AGM, we have made some changes to the program this year and hope you enjoy both the business meeting and the training sessions. I ask for your feedback in providing us input to further improve the AGM & Conference in future years. Please fill out the feedback form or feel free to contact me at any time at [abacprovsec@gmail.com](mailto:abacprovsec@gmail.com).

I was pleased to attend and be on a Scholarship Board Panel once again this year. Early in 2017, I participated on the committee to review the board process and supported our Vice Chair in finalizing the new scholarship manual. Again, please provide any feedback you may have on this. I believe the changes made provide a clearer and more streamlined document and hope it answers many questions that both Cadets, and those who help to prepare them for boards, have had in recent years.

In addition to the normal governance matters such as meeting documentation and records management, I was able to secure a free Board Development session for the APC. We meet as a Board approximately monthly and have introduced teleconference meetings via "Bluejeans" more frequently as an alternative to help reduce travel and meeting costs as well as avoiding weather challenges. With board members coming from many different areas, backgrounds and perspectives, my view was that some team building could be helpful. With the support of the Chair, we applied for a free Leadership Discovery session using the work of John C. Maxwell as part of a Canada 150 Challenge. Workplace Matters had offered to do several of these sessions over the course of the year for not-for-profit Boards, and the APC won an opportunity to do so in September. We spent an extra morning at a board meeting playing "The Leadership Game" and all felt it was well worth our time. I enjoyed an early comment from a member saying, "I don't like playing games!", but within 30 minutes everyone was engaged and participating and I think we will all say we learned "snippets" about others that will help in our ongoing work together. Our thanks to Lisa Holden Rovers who delivered this excellent opportunity to us for free.

Due to some volunteer changes at the Squadron level, I continued throughout the year being very active with 52 City of Calgary Squadron as SSSC Advisor and provided support to some other squadrons as required.

I look forward to the year ahead as we continue down the path of renewal and change.

Respectfully Submitted,

Angèle Mullins  
Secretary

## DIRECTOR OF AIR RESOURCES ANNUAL REPORT

Prior to the beginning of the gliding operation in March, the League was able to have the J35 OIC Flying Training insert a paragraph into the NW Region Flying Orders that appointed the Cadet Flying Center Commanding Officer (CFS CO) as responsible for League vehicle use whilst in their charge, thus addressing a long-held concern of some members of the Committee.

We suffered a two-week delay to the spring gliding program as funding issues at the Regional Cadet Support Unit (RCSU) precluded the CFS CO Training session taking place until after 1 April. Weather issues plagued all sites except Netook throughout the season, with Villeneuve having their worst spring season on record.

The Air Cadet Gliding Program (ACGP) continues to have challenges. More aircraft in the Edmonton and Calgary areas would benefit the program. We struggle with field conditions at the Edmonton area airports, staffing at the Vulcan and Grande Prairie FSs and a shortage of vehicles.

Anyone who has seen the 2017-2018 gliding schedule can quickly see there is little to no capacity to reschedule Squadron familiarisation flying if there are any weather or equipment issues. This already crowded schedule becomes a larger headache with the probability of more Squadrons forming in both cities. We believe that acquiring more gliders to equip Vulcan and Josephburg will help the situation. Saskatchewan has graciously loaned us a glider which is operating in Josephburg this fall, the loan of which is conditional in that should a shortage arise in that province, this aircraft will be returned immediately.

Field conditions at both Villeneuve and Josephburg are slowing operations due to roughness and the need to go easy on the vehicles and aircraft. We had high hopes for finally being able to operate on the east-west infield at Villeneuve and while the landscape repair was finished, it was not seeded and there remains a mud problem when the field is wet. We cannot operate west to east due to space, although that direction is rarely used, and the useable space for east to west operations is limited.

The western end of the grass area we use at Josephburg has been churned up by our vehicle use in wet conditions and rodent dens. The grass is not cut often enough to drive away the residents and a solution to the rutting is proving to be a long-term effort. CFS staff has been informed that flying must be curtailed if the field conditions are such that vehicles are creating ruts.

Attendance at the CFS is an optional activity for graduates of the GPS and PPS. We have made a request to the acting J35 OIC FT that consideration be given to allowing CFS staff to either access Fortress to input staff cadet attendance, achievements and progress or send an equivalent report seasonally to each staff cadet's CO in order that the cadet's gliding activities are tracked and credited toward advancement within the Air Cadet program. We believe this will allow COs to look more favourably on their cadets attending the CFS thus providing the ACGP with seed material for future instructors and senior staff. This request is being staffed within the RCSU.

The vehicle fleet assigned to the ACGP must be increased if we are to add aircraft as we will need another retrieve and OSCER vehicle. More recent model ½ ton pickups are capable of the increased towing requirements (7000lbs) for moving the new DND Roman's winches so we can purchase more reasonably priced



trucks. The remainder of our fleet needs incremental replacement. There are other League vehicles not assigned to the ACGP requiring replacement as well.

We are actively fund raising for the ACGP with some success and have ear-marked funds toward a glider with other donations pledged. If we are successful with acquiring the vehicles we need and a glider, our ongoing focus will be to acquire another glider and begin an incremental vehicle replacement program.

Another area of concern is the participation rate in competition for a Flying Scholarship. This is a crown jewel of the Air Cadet program and we are concerned that 25% of Alberta's Air Cadet Squadrons are either not participating or not preparing Cadets to for Scholarship Boards. We have publicised the location of the updated Programmed Instructional Package, the basis for many Squadron Ground School courses, and are investigating other tools to help, particularly to support Cadets at small, remote Squadrons so all cadets can participate effectively in boards.

We are in discussions with the Soaring Association of Canada, with whom we have an MOU, regarding mutual issues and possible solutions to problems we both have.

Weather, sickness and other operational factors combined to make the 2017 Regional Gliding School at Gimli the most unsuccessful in some time. They graduated only 19 of 64 cadets on course. North West Region was not alone; most other CFTC in the country had one or more challenges that precluded graduation of all candidates. It was thought by the J35 staff that excess capacity existed at the Gimli CFTC to train cadets from other regions that were having difficulty with capacity. Sadly, that proved not to be true. As well, there was a glider crash at Gimli that injured a NW Region cadet. The cadet was not seriously injured, but the glider belonging to Manitoba, while repairable, was badly damaged.

The RCSU and Gliding Sites are endeavouring, with some success, to complete the training to wings standard of as many of the NW and other Region cadets as possible during the fall season.

Respectfully Submitted,

Derek Blatchford  
Director of Air Resources

## CAMP WORTHINGTON DIRECTOR ANNUAL REPORT

Camp Worthington was attended by 520 officers and cadets during the 2016-2017 training year. In addition, the camp was utilized by 41 Service Battalion who had 48 personnel in for a training exercise in April. Total camp revenue was \$11,740.00.

We have restricted the use of “paid for” firewood to the cabins and cook shack. This wood is paid for by the APC and trucked in to camp. There is a large fenced compound where wood is stored for the fire pit. This wood is scavenged from the surrounding bush and is easily accessible. The expectation is that cadets, while on exercise, will gather a bit of wood from the bush upon their return to camp and use this in the pit and help to replenish the supply. The results on this have been mixed so far.

In general, the camp has been left in good condition by users with few problems being noted.

We applied to Alberta Sustainable Resources to do some remediation work in the spring fed stream next to the cook shack, but this request as turned down.

A commercial campground was proposed for the area adjacent to the camp. This has also been turned down by the province.

Although many people continue to use the areas near the camp for random camping there have been very few problems. In the past two years, there has been a dramatic increase in patrols by Alberta Sustainable Resources and the RCMP in the area which has lessened any intrusions into the camp.

Two projects were carried out over the summer months. Proper windows were installed in one of the cabins replacing sheets of plexiglass that had been there for many years. This is the last cabin to receive proper sliding windows. Also, six buildings have been treated with several coats of a wood preservative. This is an oil based product which not only helps protect the wood but also repels insects. This also helps to deter woodpeckers whose depredation cause considerable damage to wood sided buildings. The application of the wood treatment was carried out with the assistance of several people camped near Camp Worthington who offered to assist as well as my nine-year-old grandson after an appeal for help with this project went unanswered. It seems that it is very difficult to motivate people to assist with such projects as this has been the disappointing pattern over the past several years.

Although Camp Worthington primarily serves central Alberta squadrons, it is available to cadet squadrons and corps from all over Alberta. It remains a valuable resource and hopefully will continue to do so for many years.

Respectfully submitted,

J. Burt Gillings  
Director, Camp Worthington

## CAMP WRIGHT DIRECTOR ANNUAL REPORT

It has been a great year as it is my first full year as Camp Director. I am finally starting to get a handle on this camp. Not all is good. We have lots of work ahead of us. I will present a synopsis of what has happened over the past year, what is happening at present with current initiatives and what we hope will be happening in the future with your help.

### Past

Compliance Order - We received a Compliance Order from Alberta Environment in regard to tansy weed issue and it is now well under control. As well, the decommissioned cabins on the Airstrip have been removed. It has been a very good start to the plan we will continue over the next 3 years.

Safety as the Focus – We have met all the needs of the Health & Safety Officer. Fire extinguishers have been updated, fire alarm monitoring is functioning the floor of cabin 7 was replaced. We are continuing to work on improving safety with the addition of a Safety Cabinet in the Directors Cabin including an AED (Automated Electronic Defibrillator).

2017 Participation - We saw usage numbers increase again this year. This included an increase in outside users with several new groups using the camp over the summer months. We were able to not only offset expenses but generate revenues to help reduce the subsidy the camp receives from the APC. It is my hope for future years to reinvest revenues back into the camp as well to continue the reduction of the subsidy by APC.

We continue to try to work with DND on the training calendar and encourage regular forces to utilize the camp. Randy & Debi Shieke continue to be a great help around camp. Randy is truly the maintenance man as I do not possess those skills. Debi was able to assist us in keeping up to the cleaning requirements when we had our outside groups over the summer. They have also started touching up the camp by painting to protect our assets and rehabilitate others that have deteriorated such as the floor in cabin 7.

### Present

There are still lots of things to do around camp and when we think we are checking off items on the list, more and more get added. We continue to provide access to the camp for Air, Army and Sea Cadets for their desired uses - training on land or water. We have a 238 acres lease of boreal forest and in 2018 we have provided 50 years of service to these groups as well as military and external groups. Youth leadership, weddings, family reunions and special use groups are the key outside groups we have been accommodating. We face discussions of the utilization of the camp if it be insurance consideration or impacts on resources.

The reality is, in financially difficult times we need to look at innovative ways to maintain, repair and rehabilitate the camp. There are benefits to developing a long range plan that sets us up for another 50 years of service to our cadets. One of the first initiatives we are looking at is physical impact on the environment. This is a big concern of ours. Whether taking trees down by the firepits or shelters, or leaving flagging tape and MRE packaging behind after exercises, this all impacts the environment. In 2018, we will be implementing "Leave No Trace" guidelines to minimize the impact we have on the environment and the camp.

Our three-year plan is in place to get everything restored to the best condition possible. We are also trying to evaluate camp utilization and how we might be able to maximize the experiential value, revenue and utilization of Camp Wright. We have also been asked to review the full camp operation to see if it is a resource you need. Please feel free to send me your feedback to [dougfrost.djf@gmail.com](mailto:dougfrost.djf@gmail.com). We will be reaching out to you for your input.

**Future**

I guess that is up to you. What do you want to see? For the next year, this will be my focus. I hope to have a working weekend in late February or early March to get input on a 10-year plan for Camp Wright. The APC is working on a detailed analysis and cost benefit analysis for all assets and programs as part of its strategic plan.

Respectfully Submitted,

Doug Frost  
Director, Camp Wright

## PUBLIC RELATIONS DIRECTOR ANNUAL REPORT

Either the years are getting shorter or PR is getting busier. Seems like not too long ago I was writing the 2016 Annual Report. So, here we are folks, another year gone, a new report to keep you apprised and looking forward to what will transpire for 2018.

**APC Website** - by the time you read this our new website will have been up and running for a month. Our old site was dated with programming. This is not to say our former webmaster was not doing his utmost best to maintain the site, but our former website was started more than 10 years ago, and technology has improved many, many times over since then. To update the old site to current standards would be considerably costlier than building a new site. Many thanks and appreciation to our former webmaster, Kevin DeBiasio, for all his work over the years. Our new webmaster will likely be the new PR Director.

**Social Media** – SMUGMUG is no longer a viable site for archiving cadet photos. RCSU NW has decided that all archiving will now be done on our many Facebook sites. Facebook pages are more easily accessed without going through the aggravation of knowing passwords. All that is required is to ‘friend’ the particular site or Squadron. Our own Air Cadet Alberta Facebook page is regularly visited by readers from across the province, Canada and the US Civil Air Patrol. Provincial notices are kept up to date and photos/notices of cadet, Squadron and APC activities are shared. It is proposed that in the new year each squadron’s Public Relations person will have authorization to post/share to our page.

**HART 2017** – Planning for this year’s HART Ceremony began several months ago, and all the key players tune into BlueJeans meetings every two weeks to report on updates and to discuss the ‘way ahead’ to ensure we have everything in place for a bigger and better ceremony. This year’s HART Ceremony is Saturday, 18 November in Lethbridge.

For the past several years now I have neglected to thank the members and officers of 11 Lethbridge Squadron for all their help in ensuring the success of HART and to 702 Wing RCAFA Lethbridge for feeding the Civil Air Patrol on both mornings. 702 Wing also lends a great helping hand at the Lethbridge Air Show.

**Dream Flyers** – First many, many thanks to Assistant PR Director, Brian Lewis, for his boundless efforts and numerous hours to maintain the Dream Flyers. He is the unsung hero as his work is almost always behind the scenes, but without his efforts we wouldn’t have a continuous ‘serviceable fleet’ of Schweitzers. Trailer #1 is a Training Resource used extensively and exclusively at the northern Gliding Centres. Units 2 & 3 are ‘the loaners’. They are on the road almost continually throughout the year including the Edmonton Air Show, with thanks to our Chair Tom Sand; the Springbank Air Show with the help of 88 Lynx Airdrie; and the Calgary Air Show, with thanks to 952 WestJet Squadron. That means literally hundreds of users so eventually and inevitably hardware wears out or computers develop “hiccups”. Just a couple of cautions users must be aware of: when the Dream Flyer platform is rolled back into the trailers after use, both front and rear anchor points must be securely in place and fastened; the joystick is not required to fly the Schweizer glider but it must be electronically attached to the PC – only the pilot’s control column and foot pedals are required to fly the Schweizer; and the Dream Flyer trailer must be inspected inside and out before it is removed from Netook and when it is returned to Netook. Instructions on setting up the Dream Flyer on site are in the plastic pouch stapled to the inside front wall of the trailer, along with trailer registration and insurance. Please always remember that the Dream Flyer is

not a toy – it is a cadet training resource. When it is displayed at air shows, schools, squadron open houses and other locations, it is very attractive to all ages and must be treated with care.

**Effective Speaking** – For 2018 the provincial competition is moving back to the Salvation Army Church, Red Deer. It is an excellent venue, with great acoustics and is centrally located.

**2017 Scholarship** – The venue for 2017 was once again the Lindsay Thurber High School in Red Deer with accommodation for volunteers at the Baymont Inn & Suites. Baymont has again promised us the same rate for 2018 and hopefully for 2019. As for the scholarship venue, it may change as there has been an error in quoting rental rates to the APC and we have been advised we were being undercharged for at least the past five years by a significant amount. The estimate for 2018 shows the rates will skyrocket regardless of the choice of school in Red Deer. Lindsey Thurber also limits the APC's options for catering, which must be provided by the school cafeteria which is costly and has been negatively criticized. Stay tuned for more information by the time of the AGM on the location of Scholarship Boards for 2018.

**SURVIVAIR 2017** – This is one super exercise for our cadets! I attended this year and operated the canteen with another great League volunteer from 395 Sqn (my sincerest apologies for not remembering her name – she is the Chair of the SSC).

**Cadet Tent – Calgary Stampede** – From all reports this venue was once again a terrific success. The tent was staffed by Air, Sea and Army Cadets with an officer and volunteer parents for support. The Dream Flyer is always a hit with visitors. Swag and information on joining cadets and/or the CIC was passed to many interested persons. It is the cadets themselves who are the best ambassadors for the program. There is still no concrete word on a cadet tent for K Days but I believe it's still in the wind.

**Cadet Tent – Edmonton Air Show** – From all reports this venue was once again a tremendous success. The tent was in a prime location, 10 feet from a CF-18 and adjacent to where the Snowbird aircraft were parked. The tent was staffed by Air and Sea Cadets, officers and volunteer parents providing support. A glider from the Villeneuve Cadet Flying Site was on static display next to the tent with staff provided by the Villeneuve Cadet Flying Site. The Glider and Dream Flyer are always a hit with visitors. Swag and information on joining cadets and/or the CIC was passed to many interested persons.

So, another year comes to a close and with it, my retirement. Thank you all for your support. I hope I have been of some assistance to you over the years. My wish is for your continued success. Please, volunteer with your local squadron or with the Alberta Provincial Committee. It is through our dedicated committees and you that Alberta Air Cadets enjoy the respect of all the other provinces.

Respectfully Submitted,

Stan Monkman  
Director Public Relations

## NETOOK DIRECTOR ANNUAL REPORT

### Gliding Program

The Spring Gliding Session went well. No major problems with the facility were noted.

The Fall Gliding Season is currently underway. As part of the continuation of training from Gimli, five cadets received their wings on Sunday, 24 September. Severe Weather was encountered at Gimli this summer, leaving many Glider Pilot Candidates to complete their training at their home fields.

The following are the Netook Flight Statistics for the period January 1 through September 24, 2017:

- Total Glider Flights = 871
- Total Tow Plane Flights = 497
- Total Glider Winch Launches = 388

### Site Maintenance & Operations

As part of the annual maintenance program, the infield was sprayed for weeds with PAR3 and the gravel areas with roundup.

The Netook water well failed its yearly test with 10-12 PPM of Coliforms present. Wild Rose Water Wells was hired to shock chlorinate the well. The work was successful and two tests have since been performed and the water is good now.

### Other

The Netook facility was turned over to the Central Alberta Gliding Club 28 June. Their program completion date was planned as 8 July. This Club has successfully used Netook in the past and is a supporter of the Cadet program.

Respectfully Submitted,

David Lanz  
Director of Netook

## NORTH WEST WING DIRECTOR ANNUAL REPORT

The Wing had a successful year with good participation in League activities and most Wing meetings. The SSCs work well together and actively share ideas for fund raising, ways of recruiting both Cadets and Volunteers, and public relations activities.

The Wing had a workshop in September in which Brian Andrus, Wayne Reitsma, Tom Sand and Kevin Robinson gave presentations on the Roles and Responsibilities of the League and DND, the Role and Responsibilities of the SSC, the dreaded ACC9 and other financial matters, scholarships and awards available to Cadets, and a general discussion on matters of interest or concern.

Eight of the ten SSCs had a representative at the AGM in October and enjoyed the Gala along with the information presented at the meeting. Nine of the ten Squadrons had Cadets attend Selection Boards in February. The remaining Squadron had a Cadet who wrote the flying exam and did not pass. The ground school that Derek Blatchford is working so hard to have available for the Cadets will be a huge help for Squadrons that do not have readily accessible ground school instructors.

The Wing Effective Speaking competition was held in Whitecourt on March 18<sup>th</sup> with nineteen Cadets from seven Squadrons participating. The Cadets who went on to the Provincial competition were: Cpl. Brady Potter from #395 Edmonton Squadron, F/Sgt. Troy Finley from #395 Edmonton Squadron, and Sgt. Caitlin Acker from #755 Parkland Squadron. The impromptu subject they were given was "If you were the prey (ant, gazelle, rabbit, etc.), how would you convince the predator (anteater, lion, coyote, etc.) to not eat you?" This was likely a difficult subject for the Cadets, but their impromptu speeches caused much hilarity in the audience.

In March, we said Thank You to Capt. Mitchell Krasey who has moved on. His work with the Squadrons and the SSCs has been very much appreciated.

The Wing Invitational Drill competition hosted by Capt. Boychuk of #755 Parkland Squadron was well received by the Squadrons attending. Some were participating in their first drill competition in many years. Judging from the enjoyment that the Cadets showed, I am sure they will be eager to participate again at the first opportunity.

ACRs were concentrated on the few weekends available during ACR time, so it was not possible to attend all of them. Regardless, I was still thinking of you too on the day if I was unable to attend your ACR.

One of the Wing SSC Advisors, Wendell Ebbett, received the Queen's medal in a ceremony at the High Prairie Royal Canadian Legion. Congratulations, Wendell!

We are all happy to see Capt. Kelly Jensen back at his Squadron and know that you all will join the North-West Wing in wishing him a continued recovery from his recent health challenge.

Respectfully Submitted,

Evelyn Hutchings  
Director North-West Wing



## NORTH-EAST WING DIRECTOR ANNUAL REPORT

Our Wing increased our communication and working together through all the hard work and dedication of our Advisors, CO's and SSC Chairs.

To maintain the momentum of working together collectively, many joint exercises were hosted by the Squadrons such as the Fall Survival Exercise in Cold Lake, which was weathered out and rescheduled to March 2017 and had seven squadrons attending with 330 cadets and 25 staff, Range Day, Ground School, Band, and Orienteering Day.

We had a wonderful turn out for the Wing Effective Speaking Competition hosted once again by 524 Bon Accord, with 17 competitors that all did an amazing job. Sgt Patel from 810 won the Provincial Effective Speaking Competition and did us extremely proud at Nationals in Winnipeg. Our Squadrons also attended Battle of Britain, Biathlon, Range, and Survivair, and it was reported that all our Cadets had a great time and took home medals.

The Cadets in the NE Wing did extremely well in the Scholarship applications that were submitted (50 applications were submitted this year!), the preparation and the number of cadets that attended Scholarship courses. Congratulations to all!

We had Change of Commands for 287, Capt. Bodnaruk, 810, Capt. Pilkington, and 868 Capt. Backiney. We had a great year for stability in staffing. The growth in our cadet population for all of our Squadrons has been outstanding, especially 287 Beaumont.

All our Squadrons successfully completed and submitted their ACC9's on time, thank you!

287 Beaumont moved into a brand-new facility in October 2016. Some of our Squadrons were bursting at the seams again this year. 831 was able to increase their use of existing facilities by getting an additional night for the new training year.

524 and 570 both went to Vimy Ridge in France for their Citizenship Tour to take part in the celebrations. I had the pleasure of attending the Silver Duke of Edinburgh Ceremony in Edmonton which was a wonderful event to see our Cadets shine.

Our Wing said hello to two new Advisors this year, Ron Ilko for 533 and Therese Lorincz-McRae for 341 and 810. It was with great sadness that our Wing said good-bye to long time staff and volunteer Leo Lammers, who retired from his volunteer capacity as NE Wing Assistant Director and Advisor to 664 and 868.

Thanks everyone for all your support once again this year!

Respectfully Submitted,

Dawna Morgan  
Director North East Wing

## CENTRAL WING DIRECTOR ANNUAL REPORT

As usual, September started fast out of the gate with all Squadrons doing an excellent job of recruiting Air Cadets, and an increase in Air Cadet Population growth of 37% - 89 new Air Cadets in the nine Squadrons of Central Wing. The Fall was also a busy time with new Glider Pilots returning to help support the Fall Gliding Program at Netook.

We presented Long Service Medals to many deserving cadets, attended WO interviews, Wing Meetings and SSC meetings. I completed presentation of the 75<sup>th</sup> Anniversary Poster to all Central Wing Squadrons. I had the honour and privilege to present to Phil Ricard upon his retirement from as SSC Advisor for 572 Coyote (Coronation), a 75<sup>th</sup> Anniversary Poster as well the Chairman coin on behalf of the Alberta Provincial Committee of the Air Cadet League of Canada. In the Spring, several squadrons had special 75<sup>th</sup> & 60<sup>th</sup> Anniversary ACRs.

November was busy with all nine Central Wing Squadrons participating in Remembrance Day Ceremonies across Central Alberta at more than 20 locations. 644 Camrose had a citizenship Tour to Ottawa during Remembrance Day and attended the Service at Parliament Hill.

65 Ponoka took 14 Air Cadets and two Officers and a few SSC Parents on the Squadron bus to Lethbridge to participate in the HART Ceremony. This was a magnificent event and Lots of fun was had by everyone that attended.

Workshops were held for Effective Speaking, Mock Boards, Roles and Responsibilities of Positions of SSC and Advisors, DND areas of Delivery, and Conflict Resolution.

January and February was Scholarship "season" and Central Wing had 40 Scholarship Applications from 34 Air Cadets applying for all six scholarships. All Squadrons held Mock Boards to prepare their Air Cadets for Scholarship Boards.

March focused on the Effective Speaking Program taking place first at the Squadron level and then for the Wing competitions where we had 14 Air Cadets compete at 185 Olds on March 18<sup>th</sup>. Three Cadets went to the provincial competition where Sgt Knull took home 2<sup>nd</sup> Place!

Citizenship Tours continued through the year. 65 Ponoka toured Cold Lake Air Base which was a TREMENDOUS SUCCESS with 32 Cadets attending. 42 Wetaskiwin went to Banff. 185 Olds went to the Bomber Museum in Nanton where they got together with 703 Regina who were passing through on a trip. This was a great fun Day with lots of learning.

This Spring the Southern Wing Director, Loraine Forsen, and myself were asked by Major Fisher if we would like to plan the Calgary Stampede Event along with Navy League and Army League counterparts. We had four Tri-League planning meetings which were very well received and has opened excellent communication lines with our Cadet League counterparts.

After Many Years Parading at the “Hanger”, 7 Penhold had to move over the summer. They are still in Springbrook but now in smaller quarters.

As Central Wing grows and the challenging changes continue to present themselves, I need to thank the many people that allow me to represent them and their concerns and be their Representative on the APC. A huge thank you to the Team: my Assistant Wing Director Jackie Dewane, SSC Advisors, SSC Chairs and SSC Executive, supportive parents, fellow Members of the APC that support and assist me through the phone calls, emails, text messages, the countless hours we spend on the road, in meetings, on the phone. Thank you all. I also thank my wife and family for allowing me to give back to this program.

We need to set the examples in what and how we do things, while assisting our Partners in Blue in delivering this FABULOUS PROGRAM. Remember why we are here: FOR THE AIR CADETS

Respectfully Submitted,

Bob Thompson  
Director Central Wing

## SOUTHERN WING DIRECTOR ANNUAL REPORT

It is hard to believe that a year has passed as the Southern Wing Director. It has been a year of learning as I became more familiar with all the squadrons in the Southern Wing.

Southern Wing is comprised of an incredible team of assistant wing directors that help make my job so much easier to accomplish.

Tammy Anderson, Trudy Loucks, Rob Bauhaus and Joanna Howard have been an amazing group of people to work with and I want to thank them for their hard work and dedication to the cadet program. A special thank you to Tammy for taking on the role of Southern Wing Secretary with all the extra work that has entailed.

This past year we have seen movement with some advisors with new ones joining and some long time advisors taking a step away to assist with the program in other ways. A big thank you to Kendra Fisher and Jamie Thomson for all their hard work with their respective squadrons.

Cadet recruitment is up in Southern Wing and that is contributed to the hard work of the SSC's, cadets and officer staff.

We held another successful information Tent at the Calgary Stampede, working in collaboration with the Army Cadets, Sea Cadets and the Navy League. A big thank you to all the volunteers who put in their time making this a successful event.

HART was held in November in Lethbridge with over 200 cadets and Civil Air Patrols participating in the event. It was a very emotional and humbling experience for our young cadets as they paused to remember and honour the memorial cross families.

The Effective speaking completion was held in March with representation from many of the squadrons. Participation is up across the southern wing and the enthusiasm is growing for cadets to become involved in the program.

225 Taber celebrated their 75<sup>th</sup> anniversary with an amazing gala that was held in May. Her Honour, the Honourable Lois E. Mitchell, CM, AOE, LLD, Lieutenant Governor of Alberta was the distinguished guest at this event. 225 Taber was also presented with the Freedom of the City.

187 Foothills was honoured with the Freedom of the City in May in High River as they too celebrate their 75<sup>th</sup> anniversary. They were presented a key to the city and were the Parade Marshalls for the Little Britches Parade.

There were so many other exciting moments in southern wing it is hard to list them all: Vimy Ridge trips, Flying Scholarships, IACE recipients, and opening a time capsule to name just a few.

I want to take a moment to thank each of my SSC advisors for their hard work and commitment to their squadrons

- 11 Lethbridge – with Deborah Duncan
- 15 Medicine Hat with Tammy Anderson
- 52 City of Calgary with Angèle Mullins



- 83 Juno Beach with Rob Bauhuis
- 187 Foothills with Darlene LaRoche
- 225 Taber with Deborah Duncan
- 239 Brooks with Rob Bauhuis
- 538 Buffalo with Jenn Avery
- 604 Moose with Brian Lewis
- 781 Calgary with Kendra Fisher
- 859 Crowsnest Past with Evelyne Husbey and Jamie Thomson
- 878 Banff/Canmore with Trudy Loucks
- 903 Strathmore with Tammy Anderson
- 952 WestJet was covered by myself this past year with a large support from their SSC Chair Mike Boyle.

2017 was a great year and I am looking forward to the coming year with all the new exciting challenges it will bring.

I want to take a moment to thank my husband, Kevin, for being my support as I took on this new role. Strength comes from Family and he is my rock.

***To all the SSC Advisors, SSC members, parents, Officer staff, cadets, and community supporters, a big thank you to all!!!!***

Respectfully Submitted,

Lorraine Forsen  
Director Southern Wing

***The best way to find yourself, is to lose yourself in the service of others.***

## MEMBERSHIP COORDINATOR ANNUAL REPORT

First, I must apologize for not being at the AGM this year. Unfortunately, I have a trip planned for the last weekend in October, thinking the Air Cadet AGM was the third weekend in October.

There have been so many changes with the membership registration program this year that I hardly know where to start.

Effective September 1, 2017, all new membership cards will have a picture. Therefore, when submitting your membership application packages, please either include a picture or email one to me with the name of the individual either on the picture or in the content of your email. Following is a sample of the new Membership Card. Please note, the disclaimer on the back of the card has also changed.



BEVERLEY

BURKE



This card is the property of the Air Cadet League of Canada.  
NOT TO BE ACCEPTED BY ANY OTHER ORGANIZATION AS  
PROOF OF SCREENING

Upon leaving or resigning from the organization this card must be  
returned to the SSC/Provincial Screening Coordinator

Has been screened under the Screening and  
Registration program of the Air Cadet League of Canada.

A fait l'objet d'une vérification en conformité  
avec le programme d'inscription et de sélection  
des bénévoles de la Ligue de cadets de l'Air du  
Canada.

Cette carte est la propriété de la Ligue des cadets de l'Air du Canada.  
En aucun cas, elle ne peut être acceptée par d'autres organisations  
comme preuve de filtrage.

Lors du départ ou résignation du bénévole, cette carte doit être  
retournée répondeur de l'escadron/  
coordonnateur provincial du filtrage

Ilona Turra from British Columbia has assumed the position of National Screening Manager. She has been running the program in BC for many years and is extremely knowledgeable.

Moving forward, the PSRC (Provincial Screening & Registration Coordinator) has the authority to approve all files (that's me) so what this means to you is quicker turnaround as I no longer must wait for National approval. I will make every effort to get the cards back to your people as soon as possible.

The Screening Policy 3.2.7 was adopted by the Board of Governors on September 13, 2017 sets out the principles under which the Air Cadet League's new screening program is based. The procedures to be followed in carrying out these principles will be contained in the Screening Handbooks soon to be published.

The Squadron Sponsoring Committee Screening and Registration Coordinator's Handbook is undergoing final input and editing, and will be forwarded to you soon. This Handbook sets out the details of the new basic level of screening for Air Cadet League members and volunteers, commonly referred to as E-PIC.

Two other levels of screening above the basic level are also being considered which may involve a different coloured screening card. The first involves ACL personnel who volunteer as drivers for Squadron activities, and the second involves ACL personnel who volunteer to work with the DND staff in delivering the program. The basis of these additional levels has not yet been approved by the Board of Governors, nor have the necessary agreements been negotiated with DND. Work is ongoing and we will inform you as soon as any changes are made.

**PLEASE NOTE:** Until further notification is received by way of approved direction from the Board of Governors, ALL screening which involves Civilian Volunteers/Civilian Instructors or Volunteer Instructors working under the

direction of the Commanding Officer of a Squadron will continue to be screened as we have done to date. As this entire procedure is under review, we must maintain status quo to insure the successful implementation of the Cadet program. CV/CI/VI's will need to provide a VSS for their screening applications. ONLY LEAGUE/SSC MEMBERS no longer require a VSS.

As a reminder, Police Security Checks older than six months are outdated and will not be accepted. Please complete the interview and reference checks in a timely fashion to avoid issues with the Police Security Check being outdated.

Please keep me informed about members who become inactive so that I can keep the database updated.

For those of you who appreciate stats, since inception of the program we have registered 3293 members and currently have 1522 active members and another ten awaiting processing.

As a reminder, my contact information is as follows:

Mailing Address: 2820 – 11 Avenue South, Lethbridge, AB T1K 0L4  
Residence Phone: (403) 327.4495; Business Phone: (403) 320.3822; Cell: (403) 315.2346  
Email: [bevannburke@shaw.ca](mailto:bevannburke@shaw.ca) or [bev.burke@lethbridge.ca](mailto:bev.burke@lethbridge.ca) (work)

Thank you to all those who work on the Membership Registration Program. This is a time consuming, arduous task but extremely important for the protection of our cadets. If at any time you require information concerning membership registration, please contact me.

Respectfully submitted



Bev. Burke  
Membership Registration Coordinator

#### **ADDENDUM to the Membership Coordinator's Report**

##### **Registration Coordinator's Handbook and new Forms:**

The SSC and Registration Coordinator's Handbooks along with new membership registration application forms are expected to be ready by the end of October but not in time for the AGM. The reference check form has been revised to request the names and contact information of four references but completion of two of the four is required. The Yes/No check boxes will be eliminated from the Interview Form and in place will be an area for Interviewer comments and this section must be completed. Once the new application, interview and reference check forms are available there will be a six-month transition period after which old applications will no longer be accepted.

### Screening:

British Columbia and Ontario are using Sterling Talent Solutions for all their volunteer screening. While there is a cost to this service of \$26.00 plus GST, per person, it definitely has its advantages:

- Application for the check can be done on-line
- Individual receives a copy of the report which can then be used for other reasons
- Copy of the report is sent directly to the Provincial Membership Coordinator

It is anticipated that this will be a National requirement within a year but if Alberta is interested in moving forward with this method of obtaining a security check sooner, there are some administrative requirements to get set up. For more information on this service see <https://www.sterlingtalentsolutions.ca>.

A reminder that Police Record checks must be received by the Provincial Coordinator within six months of the date completed. Police Record checks older than 6 months will not be accepted and an updated check must be obtained. The Provincial Coordinator has some leeway in this regard, depending on the circumstances. It is imperative that reference checks and interviews be done in a timely manner. Contacting references is often the hold-up so with the new process, obtaining four references but requiring completion of only two will hopefully speed up the process.

I have maintained Incomplete application packages for years but the new National regulation will be that incomplete packages be retained for 6 months only. If the information/documents required to complete the package are not received by the Provincial Coordinator within six months, the application will be destroyed and the process must start over again.

Membership applications rejected at the squadron level must be sent to the Provincial Coordinator along with an explanation so that they can be recorded in the database.

Squadrons wishing to obtain a Credit Report for those people handling finances are encouraged to request a credit score which is currently a free service. A credit score can be obtained from Borrowell (<https://www.borrowell.com>). Very few squadrons across the country are using this method of screening so Ilona will check with the insurance company to determine if this is a requirement for due diligence.