

September 2017

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

2017 Conference and Annual General Meeting Notice – October 27-29, 2017

The Conference and Annual General Meeting of the Air Cadets 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 or

<https://www.starwoodhotels.com/fourpoints/reservations/index.html> [Use Code 2J25AA for hotel](#)

Please note the **DEADLINE for Hotel Reservations is 5pm OCTOBER 12**. After this date, room availability will be at the discretion of the hotel.

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 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. It is also an excellent opportunity 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 screened member of their SSC can carry a Proxy for their Squadron. The Proxy form is attached to this package. Please adhere to the requirements regarding who can carry a proxy as outlined on the Proxy form.

As in prior years, to encourage greater member participation, SSC Advisors do not pay a registration fee for this event. They still must register for the AGM and are responsible for transportation and accommodation costs.

The registration fee for the 2017 AGM is \$225. Per person, due and payable by cash or cheque at the registration table. **You MUST register for the AGM by the deadline Oct 20th. There will be NO LAST MINUTE REGISTRATIONS ACCEPTED AT THE AGM due to space and food notice requirements.**

Cadet Leadership Symposium

We are pleased that as part of our Conference and AGM, there will be an opportunity for Cadets to take part in a Cadet Leadership Symposium. This is a chance for Cadets to network, share ideas and learn more about leadership.

PRELIMINARY AGENDA

- Friday, October 27 1900 – 2100 Registration – AGM registrants and Cadet Leadership Symposium attendees
Meet and Greet with a light snack; cash bar – **Dress: Casual**
- Saturday, October 28 0700 – 0815 Breakfast
0800 – 0830 Registration
Dress: Business/Regalia
0830 – 1200 Annual General Meeting
1200 – 1300 Lunch
1300 – 1630 Information/Training Seminars
- Saturday, October 28 Annual Gala Dinner
Mandatory Dress: Semi-formal, Mess Kit or League Dress with Medals
1730 – Reception
- Sunday, October 29 0700 – 0830 Breakfast
Dress: Casual
0830 – 1200 approx. Completion of Business Meeting, elections and 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** to all registered attendees containing Provincial Committee Motions for the year, Annual Reports of the Executive and the minutes of the 2016 AGM. An audited Financial Statement and “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 when available by 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 you to email any financial questions by Oct 20 to give us time to present answers at the AGM and to share with all attendees.** Each financial statement (Department or Category) 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.

Hotel Reservations****

All attending members must make their own hotel reservations if required. If you are booking for your Squadron and unsure of the names due to up-coming elections, book the number of rooms required under one name. Actual names must be provided before Oct 20th for registration purposes. The special room rate for Air Cadet League members is **\$115** plus taxes per night (Includes complimentary high speed Internet). 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 and contact information).

******The exception to this** will be as per the list below where hotel reservations will be made and paid for by the Alberta Provincial Committee. You **MUST STILL SEND IN A REGISTRATION FORM** for the AGM.

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

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

Yours truly,

Tom Sand, Chairman
Alberta Provincial Committee - Air Cadet League of Canada

Please see Registration Form below

REGISTRATION FORM
2017 Conference & Annual General Meeting - October 27-29, 2017

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 **	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 _ Leadership Symposium- Gender ()
ACLCL National Member	OPI Officer Cadet Leadership Symposium
	Other (Specify)

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

Specify Special Diet/Allergies (eg: gluten free, nut allergy, etc.):

The following breakout sessions being planned for this year. You will have a chance to attend two of them. Please select two sessions for planning purposes. These are in addition to open forum sessions.

Breakout sessions: (indicate 1,2,3,4): 1300hrs: _#_____ 1410hrs: _#_____

1. Conflict Resolution	3. Volunteer Development
2. Managing Public Relations	4. Strengthening your Scholarship Program

Check X

Registration (includes Saturday night Gala Dinner ticket)	\$225.00	
Registration after October 10th, 2017 (includes Saturday night Gala Dinner ticket)	\$255.00	
Special Diet/Allergies (eg: gluten free, nut allergy, etc...):		
Additional Gala Dinner Ticket for Spouse/Guest– complete below:	\$60.00	
Name:	Rank:	
Address:	or Same as above:	
City:	Postal Code:	
Email:		
Paying Registrant		
Special Diet/Allergies (eg: gluten free, nut allergy, etc...):		

Pre-Registration is required by Oct 20th for attendance. LAST MINUTE REGISTRATIONS WILL NOT BE ACCEPTED AT THE AGM.

Payment due at the Registration Desk on Oct 27 or 28, 2017. 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, 2017 for a refund. No refunds after this date

Registrations can be sent by mail, or email to:

Mrs. Anna Lewis, Director of Finance00
 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; Phone: (403) 472-8612 (cell)

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 27-29, 2017, 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

Article 16 section C of the Alberta Provincial Committee Bylaws states:

For the purpose of voting at Annual General Meetings or other regularly called general meetings of the Provincial Committee, a Local Sponsoring Committee Provincial Chairman may, if unable to be personally present at such meetings, give a proxy to another member of his Sponsoring Committee. Such proxy is required in writing.

Please note:

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

Squadron Advisors are members of the Alberta Provincial Committee of the Air Cadet League and as such are **not** members of any SSC and **cannot** hold a proxy for a squadron.