

THE AIR CADET LEAGUE OF CANADA
ALBERTA PROVINCIAL COMMITTEE
ANNUAL GENERAL MEETING
OCTOBER 29TH AND 30TH, 2011

LOCATION-FOUR POINTS SHERATON HOTEL, EDMONTON, ALBERTA

October 29th, 2011

Call to order-the meeting was called to order by Chairman Darlene LaRoche at 0840h.

March on the Flags and O Canada -The flags were marched on by cadets from #12 Edmonton RCACS after which the singing of O Canada was led by Mr. Claude Carignan.

A Moment of Silence to remember those who have passed on since the last AGM followed.

Announcements and Housekeeping –Vice Chairman Kevin Robinson asked that all cell phones and any device that makes a sound be turned to vibrate and if any device does ring or make a sound the owner will be required to purchase \$5.00 worth of the 50/50 tickets. Kevin pointed out the exits and advised that we will meet at the front doors in the event of an emergency. The meeting is being recorded and only those speaking into the microphone will be heard—however the recording device will pick up conversations in the near proximity. Any person wishing to speak must use the microphone to be recognized and must state a name and squadron number. Military attendees are not allowed to make a motion and should have any motion moved by their squadron chairmen. Motions must be seconded before discussions take place and any person can speak to a motion.

Bob Clark was introduced as the **Parliamentarian**, and he advised that the meeting will be conducted according to Bourinot's Rules of Order. Bob reminded everyone that they must show their coloured voting cards when voting. Only the sponsoring chairmen or their proxies can vote with their pink voting cards on matters of financial costs to the squadrons.

Welcome –Darlene LaRoche welcomed all attending the meeting and followed with opening remarks which stressed that all remarks and opinions should be in the best interest of the cadets. Darlene explained that the memory sticks in the packages contain a lot of information for the squadrons and squadron advisors, and are to be brought back every year. They will be updated while the meeting is in progress. Comment forms will be distributed and it is the wish of the executive that everyone takes the time to fill out a form and return it to the secretary at the end of the meeting

The **Head Table** was introduced, with Bob Clarke; Lt. Col. Leo Brodeur-Commanding Officer, Regional Cadet Support Unit, Winnipeg; Grant Fabes-immediate past president of the Air Cadet League of Canada; Kevin Robinson; Fred Johnsen-immediate past chairman of the Alberta Provincial Committee and Keith Mann, National vice president of the Air Cadet League of Canada being introduced first followed by the rest of the provincial executive.

A **Video** was shown by Rob Bauhuis of photos of activities of cadets across Alberta last year.

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Notice of Meeting –Secretary Evelyn Hutchings read the notice of meeting which had been sent out on August 20, 2011

Approval of the Minutes of the 2010 AGM –the minutes had been circulated by e-mail
MOVED BY Kenn Nixon, seconded by Pat Sulek, Director of Southern Wing, that the minutes be adopted as circulated. Carried.

Nominating Committee Report –Fred Johnsen gave the report of the nominating committee, which nominated the following members:

Past Chairman	Fred Johnsen
Chairman	Darlene LaRoche
Vice Chairman	Kevin Robinson
Secretary	Betty Bennett
Director of Finance	Carol Cox
Director of Aviation	Tom Sand
Director of Netook	David Lanz
Director of Camp Wright	Wally Johnsen
Director of Camp Worthington	Burt Gillings
Director of Public Relations	Stan Monkman
Director of North-West Wing	Rosemary Halldorson
Director of North-East Wing	Bob Barraclough
Director of Central Wing	Roger Thompson
Director of Southern Wing	Pat Sulek

Anyone wishing to nominate a member for any of the positions, with the exception of the Wing Directors which are elected at their Wing meetings, must obtain a form from Fred, have it signed and back to him by 1600h today.

Summary of Executive Committee Motions with the exception of the Assessment Fees Motion

Moved by Kevin Robinson, seconded by Terry Rillessec that the Executive Committee motions for the year September 01, 2010 to August 31, 2011 be accepted with the exception of the assessment fees motion. Carried.

Registrars Attendance Report –there are 115 in attendance with 113 registered in advance. Thirty one squadrons are represented by either sponsor chairs or their proxy (23), or their squadron advisors, with fifty five voting members from the squadrons, one National representative, one Life Member, three Past Chairmen, two representatives from the Prairie Regional Support Unit for a total of 122 in attendance.

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Director of Finance Report –Carol Cox presented her Audited Financial Report, along with the Five Year Capital Budget and the Five Year Operating Budget which had been included in the meeting packages. Carol reminded the squadron sponsoring committees that their ACC9 is due to her by December 1st. Moved by Carol Cox, seconded by Lynn Manchur, #15 Medicine Hat Squadron, that the Audited Financial Statement, the Five Year Capital Budget and the Five Year Operating Budget be adopted as presented. Carried.

Moved by Carol Cox, seconded by Stan Monkman, Director of Public Relations, that the assessment fees be increased to \$52.00 per cadet if the ACC9 is received by December 1st, or to \$62.00 per cadet if the ACC9 is received after December 1st.

Discussion: a power point presentation was shown by Darlene LaRoche on the business of the Air Cadet League in Alberta. Air Cadets is a growing organization and we anticipate five new squadrons in Alberta within the next five years. The Provincial budget and financial commitments will need to increase to cover the added responsibilities. The last time that the assessment fees were increased was two years ago when the fees increased from \$35.00 per cadet to \$40.00 per cadet with a timely ACC9 or \$50.00 with a late ACC9. Other funding ideas will be presented later in the meeting from the Five Year Plan to seeking corporate funding. Proceeds from the casinos in which we participated have decreased about \$25,000.00 and donations have also decreased. Many concerns were expressed regarding the percentage of the increase at this time and also why there is a \$50,000.00 increase in the provincial budget and what do squadrons receive from this increase. Squadrons have not budgeted for this increase of their 2011-2012 assessment and can not afford \$12.00 more per cadet this year.

Darlene LaRoche reminded delegates that last year's AGM gave notice of a potential \$10.00 increase and that the motion was sent out with the Notice of Meeting on August 20, 2011, in excess of 60 days prior to this meeting. Some delegates felt they needed more information about alternate or corporate funding before making a decision. Darlene advised that the alternate and corporate planning is in its' infancy stages and we can't predict what if any funding can be realized from other sources. The Five Year Plan needs to be considered at this meeting. Then squadrons can begin to plan for alternate funding and assessment increases.

Kevin Robinson spoke on the increase of assessment fees two years ago, the discussion about increasing the fees last year and a need for smaller yearly increases, and how the fees need to be increased now to cover the expenses of the Alberta Provincial Committee and allow us to be able to provide the program. An increase in cadet numbers equals an increase in costs and therefore an increase in assessment fees.

Darlene noted that cadet numbers are always down by the end of the squadron year.

Carol added that cadet numbers this year will show on next year's budget.

Bev Burke asked if the Provincial Executive is doing all that they can to keep costs down.

Darlene replied that everything possible is done to keep costs down on a monthly basis, including car pooling to meetings, holding meetings at Legions when possible as the meeting rooms are provided with no charge to the Provincial Committee, purchasing the memory sticks for the information given

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to delegates because this was considerably cheaper than photocopying would have been, and the Director of Public Relation, Stan Monkman, also seeks funding grants.

One delegate felt that more AGM info should be posted on the web site and squadrons should be directed there.

Darlene commented that many squadrons still don't have the information about the website and what it contains, and we felt that the flash drive was the next best solution. Darlene stressed again that she expects the flash drives back to be updated at the next AGM and only new members will receive new flash drives.

Burt Gillings, Director of Camp Worthington, wondered where the cuts to the program should be if the funding is not there.

It was noted that squadron expenses are increasing as well and cuts are being made at the local level too. A 25% increase to the squadron does cut programs from the Commanding Officer's plans.

Kevin reminded the delegates that notice was given at last year's AGM for a possible \$10.00 increase. The costs of League programs and Squadron programs have increased. The costs must be met however it is done. The cadets are worth the effort it may take to meet the program costs.

Ed Wiper, #185 Olds Squadron proposed a higher increase this year to provide a contingency fund.

The motion was voted on with pink cards, sponsoring chairmen or their proxies only, with seventeen in favour, one opposed and five abstaining. The motion was carried.

Wally Johnsen, Director of Camp Wright, noted that she raised her own fund money for the camp and uses volunteers where ever she can. She has received over \$40,000.00 in donations and the DND Engineers, who use the camp, donated money for more toilets.

Claude Carrignan, Sponsor Chairman for #533 Sabre Squadron, requested consistency in line items in the next five year reports, comparing increases/decreases in expenses.

Moved by Carol Cox, seconded by Pat Sulek, that we accept the 2011-2012 part of the Five Year Operating budget. Carried.

Moved by Carol Cox, seconded by Barry Riles, #239 Brooks Squadron, that we appoint as auditors, Doyle and Company for 2011-2012. Carried.

Darlene LaRoche noted that the five year plan is on our website and encouraged the delegates to send their comments, questions, concerns, constructive suggestions to her throughout the year. Updates will come through regular channels ie. Wing Directors, the website.

COFFEE BREAK

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Reports

Directors Reports as printed in the report booklet

Chairman-Darlene LaRoche's report is on page 13 of the booklet. Darlene visited 22-24 squadrons this past year and wants to visit the rest of the squadrons if she is elected.

Moved by Darlene LaRoche, seconded by Roger Thompson that her report be adopted as printed.
Carried.

Vice Chairman –Kevin Robinson moved the adoption of his report on page 14, seconded by Kenn Nixon.
Carried.

Past Chairman –Fred Johnsen asked delegates to keep the Effective Speaking Competition on their calendar. He hopes to have 100% participation. Fred moved the adoption of his report on page 15 of the report booklet, seconded by Jason Larden. Carried.

Director of Finance –Carol Cox moved the adoption of her report on page 16 of the report booklet, seconded by Bob Clarke. Carried.

Secretary –Evelyn Hutchings noted that volunteer hours in her report were not the total hours that the executive devoted to Air Cadets, as some executive members did not report their hours. Evelyn moved the adoption of her report in the report booklet on page 17, seconded by Keith Mann. Carried. Kenn Nixon commented that volunteer hours are very important for government funding, grants, etc. Three thousand hours could equal \$45,000.00. Kenn also encouraged the squadrons to keep track of their hours to apply for grants.

Director of Aviation –Eric Steffensen's report is on pages 18-20 which includes a list of our assets and facilities. Eighteen hundred cadets were flown this fall. Nine squadrons are scheduled for spring flying rather than for this fall. Another vehicle was obtained for a total of nine vehicles. More vehicle replacements are needed. A utility vehicle is being tested as a winch retrieval vehicle to save road insurance and money. Moved by Eric that his report be adopted as printed in the report booklet, seconded by Bob Barraclough. Carried.

Director of Netook Gliding Centre –David Lanz moved the adoption of his report on page 21 of the report booklet, seconded by Stan Monkman. Carried.

Director of Camp Wright-Wally Johnsen moved the adoption of her report on pages 22 and 23 of the report booklet, second Pat Sulek. Carried.

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Director of Camp Worthington-Burt Gillings stressed that the well water is good water, no bottled water is needed, don't contaminate the well with tooth brushing etc.. Burt moved the adoption of his report on page 24 of the report booklet, seconded by Bob Thompson. Carried.

Director of the North-West Wing-Rosemary Halldorson moved the adoption of her report on page 25 of the report booklet, seconded by Lori Westling. Carried.

Director of the North-East Wing-Bob Barraclough moved the adoption of his report on page 26 of the report booklet, seconded by Claude Carignan. Carried.

Director of Central Wing-Roger Thompson moved the adoption of his report of page 27 of the report booklet, seconded by Evelyne Huseby. Carried.

Director of the Southern Wing-Pat Sulek moved the adoption of her report on page 28 of the report booklet, seconded by Rob Bauhuis. Carried.

Membership Screening-Bev Burke-has screened in Alberta over 2000 people since screening started and there are many more to go. Bev doesn't like the new form. Please use the squadron # box on the top left corner of the new form. Bev apologized for sending some cards out laminated and asking for a signature. Current cards being sent out will not have a signature line. Moved by Bev, seconded by Wally Johnsen that Bev's report on page 29 of the report booklet be adopted as printed. Carried.

Director of Public Relations -Stan Monkman-is on 2 national committees, will address fundraising tomorrow. Moved by Stan Monkman, seconded by Roger Thompson that Stan's report on page 30 of the report booklet be adopted as printed. Carried. Rob Bauhuis asked squadrons to add ACR photos to the Smugmug site and the Alberta website. Smugmug site address is www.prairiecadets@smugmug.com. It is a tri-service site for prairie region squadrons.

Webmaster's Report - Moved by Rob Bauhuis, seconded by Kenn Nixon, that we accept Kevin DeBiasio's report on pages 31 and 32 of the report booklet. Carried. There is a new website provider and the web sites will be standard all across Canada.

Business arising from previous minutes-Darlene-there is no business known to her arising from previous minute.

Darlene introduced **Major Woollven, RCSU Officer in Charge of Training**- who spoke on training year highlights such as delivering year 4 of the cadet training update this year for which he thanked the officers responsible for delivering the plan and the parent volunteers for supporting the program. There are summer training changes for all three elements; the new Leadership and Ceremonial camp for Air Cadets was held at Penhold this past summer; Pipe and Drum camps were tri-service and were at RMCC; they are trying to increase ground based courses. Summer training will focus of creating centres of

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excellence for training and camps will be moved around and changed for the better. He talked on changes to the gliding schedule from two flights per year to one flight per year to accommodate over 80 cadet squadrons. Survivair happened and now is in all four prairie region provinces. Funding is back on and may involve Zone competitions moving to provincials and then a challenge across Prairie Region as Sea and Army cadets want it too. They may be moving to a biathlon type competition; Major Woollven thanked Darlene and the executive and the Air Cadet League for their support. Eric Steffensen asked if the gliding schedule included weather days for squadrons weathered out. Major Woolven replied that a gliding day is for more than just flying, other elemental training will be delivered that day too such as using the dream flyer, the challenge in filling vacant days is fiscal due to the cost of transport and meals. Eric feels that gliding is more important than other training there.

Darlene introduced L. Col Leo Brodeur, Commanding Officer Prairie Regional Cadet Support Unit who presented a power point presentation detailing the Regional Cadet Support Unit budget for the 2011-2012 training year. Challenges are geography which affects the travel costs and volunteers are needed. We are a team training the next generation of leaders. The goal is to keep cadets in the program. Last year we started the year with 8800 cadets and ended the year with 7700 cadets. This year we have 8900 cadets and the goal is to retain them. We continue to have great success despite the fiscal restraints while making sure that cadets are also having fun. The IACE program shares our culture with other countries, and Alberta had six exchange scholarships this year. He has excellent staff in Alberta who goes far beyond their paid hours. Delivering the Air in Air Cadets is his biggest challenge. Gliding centres are the pinnacle and heart of Air Cadets. Netook is a shining example. SurvivAir is the envy of other provinces; he will be expanding his level of support as much as possible; other provinces also do it. He thanked the League for our support last spring. SSCs should talk to squadron officers if all events are not being entered. He will continue the Pipes & Drums program at Rocky as it is the best site available. He highlighted a success story about a cadet in Insight magazine –smug mug had over 2 million hits which resulted in Facebook sites from each camp. The youth of today go to the electronic medium. Gliding grad Smugmug photos showed 60 cadets graduating and had 35000 hits the next day. The Strategic Communications Plan is to get out the word, meet the goals, and retain cadets. The Colonel lauded #577 Grande Prairie squadron which won SurvivAir-and #878 Banff/Canmore squadron which is the best in the region this year. He needs the League to recruit more CIC officers, especially for the rural areas; Stan's contribution to the Public Relations National group is awesome. The dreamflyer at Gimli was a huge success and is money well spent. Challenges are money, retention, CIC burnout, goal is to grow up to 10 thousand cadets in the region. He carries his #12 Edmonton squadron shoulder flash with him as a reminder of his roots. His budget is not short of needs; there will be no increase this year or next; there is not much discretionary spending room; for program reduction- squadrons have been asked to fund their own paper, printing & supplies, do weekend training locally as our camps are often too far, and use the most economical venue. The coming year situation is-every government

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department has to come up with a reduction plan; DND is the largest federal department so they will have the biggest cut and have been asked to make a 5% and a ten % reduction plan. The plan is to continue next year as this year with restrictions, Honour band and Sports may be deleted, he is \$100,000.00 short for next year as compared to this year. The Prairie Region budget is \$28,979,900.00 and a 5% reduction for each element on April 1st. Some was given back in June. Wages are the biggest expense. Summer training cost \$6,945,700.00, CIC training cost \$1,557,700.00, command and support cost \$6,945,700.00, local cadet mandatory training cost \$1,864,000.00, nationally directed costs are \$989,300.00 and other local training costs are \$677,200.00 of which SurvivAir cost \$217,300.00. In response to a question regarding bussing and food and obtaining them locally rather than through DND, the answer is that it is OK for the League/Sponsors to order & pay for a bus and to own and use their own busses but they can't bill DND for owned busses; re scheduling transport, he does not have the people with the skill sets he needs.

LUNCH

IACE CADET PRESENTATION-During lunch, an International Exchange cadet from #699 Jasper Place Squadron gave a presentation on her Exchange Scholarship to Holland.

Grant Fabes-brought greetings from the National president, Mr. Bob Robert. Thank you for everyone's work and reaffirming a commitment to the program. We must recruit and retain CIC and cadets. The President's focus is league training and league infrastructure. Cadet supervision was a major topic at the National meeting and requirements have been amended-see the CATO. CIC posts are manned about 67% with the rest being manned by CIs. C.O.s can use league volunteers in low risk activities and the issue will be addressed at the SAM. The League has 16 partnerships with aviation industries and groups to enhance the cadet experience. National website has a testimonial page for anyone who was a cadet to write what being an Air cadet did for them along with a photo. Partners are listed on the partner's page of the website. The Canadian Council for Aviation and Aerospace is the oldest partner with a mandate to provide career information to youth. Two hundred youth participated of which 24 were cadets. Fifty to sixty percent of people in the aviation industry are former cadets. Grant went over scholarships available for cadets. There is an MOU with Sennheiser Canada for a squadron band award, and only two have applied in Alberta. More should. The Canadian Owners and Pilots Association have a Neil Armstrong Scholarship. There is the Webster Memorial Trophy Competition for power pilots. League partners consolidated power pilot upgrade scholarships. Last Wednesday a Warrant Officer from #52 Buffalo squadron won a scholarship upgrade and a pilot handset, with money in trust for him at a flying school. Grant hopes that the cadet brings his pilot skills back to the squadron. Go to websites, National or Provincial, for scholarship information. \$95,000.00 was presented to cadets nationally last year.

Training and Information Sessions for SSC Chairmen, SSC Advisors, SSC Treasurers completed the afternoon portion of the meeting.

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AGM AND AWARDS DINNER

The AGM and AWARDS dinner began at 1900h with the piping in of the head table and the toast to the piper given by Mrs. Darlene LaRoche.

The Missing Comrades Table Ceremony was conducted by Mr. Stan Monkman and three cadets.

Mrs. Bev Burke, Master of Ceremonies, welcomed members and guests, and introduced the head table which included Mr. Kevin Robinson, Provincial Vice-Chairman; Mr. Jim LaRoche; Mrs. Darlene LaRoche, Provincial Chairman; L. Col. Leo Brodeur, C.O. of Prairie RCSU; Mr. Grant Fabes, Immediate Past President of the Air Cadet League of Canada; Mrs. Bev Spielman, guest speaker and Mrs. Burke.

The Blessing for the meal was asked by Mrs. Evelyn Hutchings.

Dinner was served.

The M.C. introduced honoured guests, life members and members of the provincial executive.

Toasts were offered to: The Queen, Canadian Armed Forces, Air Cadet League of Canada and the Royal Canadian Air Cadets.

Mrs. Bev Spielman gave a very entertaining and informative talk on her involvement as Commanding Officer of an all girls Air Cadet squadron in the early 1970s. Her supply officer, Mrs. Grace Smith, was in attendance with her husband, Mr. Ernie Smith who was also involved with the Air Cadet movement in Alberta at that time. Mrs. Spielman was thanked for her talk by Mrs. LaRoche and presented with an thank-you gift.

Mr. Fred Johnsen and Mrs. Darlene LaRoche presented the following awards:

Outstanding Cadets: presented by Mrs. Rosemary Halldorsen for the North-West Wing to WO Podkowka from #395 Edmonton Squadron; presented by Mrs. Pat Sulek for the Southern Wing to WO Philip Waal from #903 Strathmore Squadron; presented by Mr Roger Thompson for the Central Wing: to Sgt. Matthew Grantson from #65 Ponoka Squadron: presented by Mr. Bob Barraclough for the North-East Wing to WO Shane Underwood from #868 Rotary Northstar Squadron.

Mrs. Darlene LaRoche presented Life Memberships to Mrs. Bev Burke, Mrs. Bev Spielman and Mr. Ron Hockridge.

L. Col. Brodeur presented the third bar to his C.D. to Mr. Kenn Nixon and to Mrs. Wally Johnsen an Award of Excellence.

Mr. Fred Johnsen and Mrs. Darlene LaRoche presented to Mr. Ron Hockridge a long service medal with bar for his twenty-three years of service to the Alberta Provincial Committee. They then presented the Top Squadron Sponsoring Committee award to #230 Athabasca Squadron in the small squadron category, #903 Strathmore Squadron in the medium size squadron category, and to #577 Grande Prairie Squadron in the large squadron category.

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Mrs. Wally Johnsen presented Certificates of Appreciation for contributions to Camp Wright to: 1 Combat Engineers Regiment, Barricades and Signs, #700 Wing Air Force Association and Sheila Bella-Tate.

Mrs. LaRoche and Mr. Johnsen then presented Officer Recognition Awards to Lt. Mona Forbes from #52 City of Calgary Squadron, Capt. Brandy Boychuk from #577 Grande Prairie Squadron and ACO South Capt. Randy Fisher. A Volunteer Recognition Award was presented to Mrs. Anna Lewis who works with #52 City of Calgary Squadron. A photograph of the Snowbirds with the Golden Hawk was presented to Mr. Keith Mann in appreciation for his service as a Chairman of the Alberta Provincial Committee. Mrs. LaRoche presented Mr. Johnsen with a Certificate of Honour from the Air Cadet League of Canada. She then presented Mr. Eric Steffensen with a Certificate of Honour from the Air Cadet League of Canada in appreciation of his services as a National Governor.

Mr. Stan. Monkman concluded the Missing Comrades Table Ceremony with the Marching Off of the Hats.

The evening concluded with the presentation of bouquets to life members which had been made by Mrs. Pat Sulek and thank-you gifts being presented to L. Col. Brodeur, Mr. Grant Fabes, Mrs. Bev Burke, and Major Bill Woollven.

SUNDAY, OCTOBER 30th

The meeting was called to order by Darlene LaRoche at 0830h.

Fred Johnsen presented the nominating committee report. There being no additional nominations, the list as posted stands.

Past Chairman	Fred Johnsen
Chairman	Darlene LaRoche
Vice Chairman	Kevin Robinson
Secretary	Betty Bennett
Director of Finance	Carol Cox
Director of Aviation	Tom Sand
Director of Netook	David Lanz
Director of Camp Wright	Wally Johnsen
Director of Camp Worthington	Burt Gillings
Director of Public Relations	Stan Monkman
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Grant Fabes took the podium and stated that in accordance with the bylaws of the Alberta Provincial Committee, Air Cadet League of Canada he declared the slate of officers posted as elected by acclamation. Darlene thanked all and is looking forward to next year. She also stated that she would not be running as Provincial Chairman after this coming year.

A video titled "Never Give Up" was shown and a plea that squadrons treat parents with Tender Loving Care.

Darlene presented to Capt. Darren Villetard of 12 Edmonton Squadron a Certificate marking the squadron's 70th anniversary. Capt. Villetard gave Darlene a #12 Squadron shoulder flash to be presented to #15 Medicine Hat, and #15 Medicine Hat Squadron gave her one of their shoulder flashes for #12 Squadron which she presented to Capt. Villetard.

Darlene advised that meeting comment forms are on the tables, and asked that each person complete a form and return it to the secretary.

Fred Johnsen presented a Long Service Medal and Bar to: Bev Burke who thanked all for making it so enjoyable; Bob Clarke; Bev Spielman; Mike Clulow, treasurer for #533 Sabre Squadron; Claude Carignan, SSC Chairman for #533 Sabre Squadron; Ross Hamilton, and Pat Sulek received her bar.

The 50/50 draw was won by Claude Carignan with \$535.00 for the winner and \$535.00 for the Alberta Provincial Committee's squadron support fund.

New Business Wayne Reitsma gave a presentation on the **Strategic Plan for Alberta** with an emphasis on SWOT-Strengths, Weaknesses, Opportunities and Threats for the Alberta Provincial Committee. The goal is to prepare a Strategic Plan for the Alberta Provincial Committee to take to corporations in Alberta when soliciting contributions and support. Each squadron should also examine their goals and threats. Each squadron can contact Wayne for information or help in developing a plan.

Fred Johnsen announced that Suncor has donated \$2,000.00 per year for the last twenty-two years and has done so again this year due to Fred's volunteer application request as a retiree. Kenn Nixon commented that we must thank Suncor again and keep thanking them. Grant Faves advised that the National Certificate of Thanks is available.

Fred asked squadrons to look on their flash drives for the link to information on the website for **Effective Speaking** and setting up the program, It is a League event and not DND. Squadrons should set up their local competition, then there is a Wing competition, then the Provincial competition with prizes of \$400.00, \$300.00 and \$200.00 for first, second and third places respectively, and finally the National competition which is in Burlington, Ontario this year. Bronze, silver and gold pins are awarded to all participants for Wing, Provincial and National competitions and West Jet flies the Provincial winners and an escort to the National competition.

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It was requested that the name tags be returned to the secretary with the name card removed and the string folded inside the plastic holder.

IACE has asked Alberta & British Columbia to offer to host exchange cadets for 2013. Darlene will put a presentation together for hosting. The executive is in full agreement. National will give \$7,000.00 toward hosting costs, not including transportation and accommodation. The tour is fourteen days, with seven days in each province and one weekend of host families will be required.

Kevin Robinson advised that **Selection Board** information is on the flash drive. Boards are in Red Deer on Feb 25th, 2012, same location as last year which is Lindsay Thurber School. Many volunteers for Boards will be needed and he asks that we let him know as early as possible. Oshkosh will be boarded this year. Kevin stressed the confidentiality of the master list and requested that they not be left out nor discussed. The Commanding Officer will communicate the results to the cadets within two weeks after notification of selection has been received. He will accept one over quota for the Boards except for Oshkosh and IACE, education marks for this year will be last year's complete transcript with the same requirement for university students. The top three marks are used and graded by subject. Kevin would like e-mails with suggestions for what a core subject should be. Captain Fisher suggested that, to be fair, we do not change the way we mark education marks until next year. Kevin will take the current year transcript IF the course has been completed but also wants last year's transcript. Going forward we will accept only last years transcript. Rob Bauhuis suggested that the cadet have the option of which marks are submitted: current or last year marks. There are many challenges around alternate schooling and the different grading systems being used. Kevin will be revamping the questions for the Boards and providing answers to them for the Boards. Kevin will continue the feedback forms for cadets which were received well by cadets and National and all involved. Officers should contact Kevin to be accommodated with times when travelling to boards.

Darlene added that the work behind the scenes is huge for Selection Boards and thanked Kevin for all of his work.

Public Relations-Stan Monkman showed film clips by City TV, Edmonton, on cadet training. These had been shown on breakfast TV on October 17, 2011. He will try to set one up again with Capt. Legace. Gift wrapping is to start Dec 21, 2011 at Edmonton International Airport as it was so well received last year.

The DND Cato states that recruiting efforts must include all three elements. The League MOU in this regard is also on the flash drive. Joint Public Relations and recruiting establishes good relations among the elements.

Grant Fabes congratulated Alberta on a successful year, thanked us for our hospitality and left to catch his airplane for home.

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PR presentation-each squadron needs someone for public relations who can regularly submit articles to the media every six or eight weeks. Make sure that the squadron staff and volunteers are recognized in the articles and invite local officials to squadron parades. Stan suggested that each squadron invest in a good camera which can e-mail photos to local media and also make a scrap book; be in the media's face all the time; invite media to events; work with the Commanding Officers and liaise with Stan as well before submitting articles to make sure no rules are broken. His tips on how to do PR are to use twitter, face book or blogs. Phone calls don't work with the cadet age group. There is a Public Relations kit on the flash drive. Darlene has set up with Great Falls, Montana Civil Air Patrol and Canadian Air Cadets from Alberta and British Columbia the "Wreaths across America" ceremony to honour war dead but no date has been set at this time. A Silver Cross mother on each side is given a Christmas wreath to place on her child's grave and one to be given to the Silver Cross Mother on the opposite side for her to take home. IACE cadets could be given a camera or a memory stick to take on their tour and use the photos for a presentation to a sponsor. On fund raising, Stan is always searching for funds for which we are eligible and squadrons should do the same. E-mail questions on public relations or fund raising to Stan at chiefstan@gmail.com.

Claude Carignan, #533 Sabre Squadron, asked for clarification re FOIP and photos in media. The answer is that squadrons have parents sign permission to publish photos when cadets join, also when they go to camps, no personal information is printed. If children are in care in AB (foster home, group home--), NOTHING can be published about them and NO ONE can give permission. Stan has a list of anniversaries and changes of command for the coming year. He advises the sponsors to make sure that the media is invited.

Honours and Awards-Fred was taking Grant Fabes to the airport so Darlene spoke on his behalf. The handbook is on the flash drive and the website. Darlene mentioned in place of Fred that we need to say thank you, recognize and honour our cadets, and encouraged lots of nominations for our awards.

Darlene called for questions from the floor.

MOVED by Evelyne Huseby, #65 Ponoka squadron, to have a 5% increase in assessment fee next training year, 3% every year thereafter to be suspended or reinstated as executive sees necessary. The motion was seconded by Jason Larden #903 Strathmore Squadron. The motion carried with sixteen voting for and, one against the motion.

This year, the assessment will be \$52.00 for squadrons who have their ACC9s in to the Director of Finance by December 1st, and \$62.00 if the ACC9 is received later than December 1st. The assessment invoices will be sent in December and the assessments are to be paid by March 1st, 2012. If there is a challenge on anything, contact Carol Cox with a cc to Darlene.

Silent Auction results were announced. The proceeds and 50/50 proceeds are to go to a special fund for helping new squadrons or squadrons in emergency financial situations.

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Bring flash drives back next year for updating and return to the secretary any not needed for your squadron.

Pat has crystal cubes for sale and Wing Directors will have some for sale. Darlene advised that all IACE cadets from other countries received one.

The meeting was adjourned by Darlene 1036h.

The next meeting will be held in Calgary 2012 with the date to be determined.

The minutes were approved as _____ on the ____ day of _____, 2012.

Chairman

Secretary
