

**Minutes of the Annual General Meeting of the Alberta Provincial Committee
Air Cadet League of Canada
Saturday & Sunday, October 29th and 30th, 2016
Sheraton Suites Calgary Eau Claire, Calgary, Alberta**

Meeting Called to Order at 8:30 am

March on the Flags

O-Canada

Star Spangled Banner, recognizing the Civil Air Patrol members in attendance

Moment of Silence

Welcome & Housekeeping

Kevin Robinson welcomed attendees and guests; in particular, the members of Civil Air Patrol (CAP) who were in attendance.

Kevin also introduced the head table LCol Claveau, Commanding Officer of RCSU (NW), Doug Slowski, representing the British Columbia Provincial Committee, Air Cadets, and Darlene LaRoche, National Vice President representing Air Cadet League of Canada.

As his last year as Chair of the Alberta Provincial Committee (APC), Kevin Robinson thanked the Executive of the APC for their work and support over the past four years. He also thanked other groups including: the sponsoring committee members and volunteers for all 44 Squadron for being great people to work for, and the dedicated officers and staff of every squadron. He specifically thanked Major Randy Fisher and LCol Claveau for their support over the years for making it possible to have a true working partnership. As a final note, Kevin thanked all the cadets who have been part of the program over the past four years and all work they do. They are great Citizens and have made his time a pleasure.

Kevin encouraged all attendees to take part in the business and to enjoy the events as well.

Notice of Meeting

The Secretary, Angèle Mullins, confirmed the notice of meeting was duly distributed in accordance with the bylaws of the APC.

Approval of Minutes of 2015 AGM

Motion: It was moved by Claude Carrignan, seconded by Fred Johnson, that the minutes of the 2015 AGM be accepted as presented; carried.

Nominating Committee Report

Darlene Laroche presented the results received to date from the nominating committee as follows:

- Standing for the position of Chair: Tom Sand and Rhonda Barraclough
- Standing for the position of Vice Chair - Open
- Standing for the position of Director Finance - Anna Lewis
- Standing for the position of Secretary – Angèle Mullins

Darlene advised If you wish to put in a nomination for any position, you must be a screened member, and the nomination must be received by end of business meeting today, Saturday, October 29, 2016.

Report from the Director of Finance: Anna Lewis

Anna Lewis presented the Finance report, focusing on the following areas:

1. Assessment fees: many questions have been received in regard to how assessment fees are calculated based on the number of Cadets in the Squadron. Assessment fee statements have been reissued and a standard for calculating the number of Cadets in a squadron has been established. Anna was very happy to report that assessment fees from last year are 100% paid.

Motion: Anna moved to use the Official Quota Report as the basis for the annual assessment fees, which provides the average number of Cadets for prior year. Seconded by Dawna Morgan. A question was asked to confirm the date the average is calculated on. Vote taken and carried.

2. Anna confirmed the Assessment Fees for the coming year, if paid by December 1 would be \$59.97; if paid after that date would be \$69.97.
3. The First annual "Coffee's On Me Award" was presented to the squadron that submits the first ACC9 for the year - presented to 533 St. Albert Squadron. Congratulations!
4. Budget & Financial Statements – the unaudited statements and budgets were sent out in September with request for questions to be provided by October 20. No questions were received. Anna noted that both a summary as well as the detail for each area was provided in the e-mailed financial packages
5. Audited Financial Statements – Anna reviewed the Audited Financial Statements which showed a surplus of \$30,000. It was noted that capital purchases were two used trucks for Netook and an engine overhaul for one of the tow planes
6. Anna reviewed the 2016/17 Budget Highlights page
7. It should be noted that the members of the APC travel approximately 125,000 km per year – with over 70 volunteers
8. Anna requested that any squadron with excess funds consider donating to the APC as many capital projects require funding and it is a worthy charity

Motion: Anna Moved that the 2015/16 audited Financial statements be approved as presented; seconded by Trudy Loucks, 878 Squadron; carried.

Motion: Anna moved the 2016/17 budget be approved as presented; Seconded by Bob Thompson; Carried.

Motion: Anna made a motion to recommend that Doyle & Company be appointed as Auditors for the coming year; Seconded by Claude Carignan; it was noted that, as requested by the membership, a request for proposal was sent to a number of firms and Doyle & Company came in significantly cheaper at \$6500; Carried.

Please let Anna know if you have any questions or would like to see anything presented in a different way. Claude Carignan thanked Anna for an excellent job presenting detailed financials in a transparent and informative way.

Kevin Robinson noted that a number of changes have occurred at Canada Revenue Agency (CRA). There is no more acceptance of Charitable applications from squadrons. All new Squadrons will fall under the APC and all Squadrons will likely become provincially one charity rather than individual squadrons having charitable status. Working through the changes will be a priority in order for us all to maintain

our charitable status. It was noted this will NOT impact the ability for individual Squadrons to do gaming but will limit their ability to write charitable receipts.

It was noted there can only be one support group per squadron, which is the SSC, and all funding for the Squadron must run through the SSC. This is directed from National and more information will be forthcoming.

Report from the Director of Air Resources – Rhonda Barraclough

Rhonda noted her report was as presented and asked for questions.

Question for Rhonda from Lee Reid at Taber 225: Taber has seen a strong presence in military but wants us to consider what would be required in order to get Gliding Operations back in Taber. Rhonda answered that there will be a potential of looking at a gliding “road show” for the area. John Sands in Vulcan indicated it is on the radar. LCol Claveau commented that anything can happen but there are a limited number of airframes available that need to be considered – gliders, winches and tow planes.

Question from Jenny Price – 868 asked if those not eligible for gliding due to location be provided with extra funding for fam flying; LCol Claveau responded that yes, that is the plan and they are exploring how this can be done – it is being worked on. She understood 868 is the only outstanding Squadron; if not, please report it;

Capt Jeramie Welsh – The current Vulcan hangar is not suitable for training and options need to be considered. Rhonda responded the APC is on the lookout for an Atco trailer or similar space that can be moved to site that allows for training to occur. Mr. John Sand is considering building a welcome center but this will take time; Rhonda said funding to do this will be added to the budget.

Report from the Past Chair – Darlene LaRoche

Darlene noted her report was as presented. She is stepping down from the APC after 16 wonderful years.

Report from the Director of Netook - David Lanz

Report as presented; David reiterated the importance of the new building now completed and available to house equipment and protect it for the winter.

Report from the Director of Camp Wright - Doug Frost

In addition to his report as presented, Doug offered thanks to Fred and Wally Johnson for their support over the last several months as he transitioned into this new role. He also notified the membership there will be a survey on Camp Wright for northern squadrons coming out soon. Doug also reported that washrooms are working in the Volunteer Cabins!!!

Kevin Robinson also recognized Fred and Wally Johnson to for their many years of commitment to Camp Wright. Thank you.

Report from the Director of Camp Worthington – Burt Gillings

Report as presented; Burt noted there is a continued lack of cold weather instructors in the province which is limiting the training of our Cadets and encouraged we do more of this.

Report from the Director North West Wing – Evelyn Hutchings

Report as presented

Report from the Director of North East Wing - Dawna Morgan

Report as presented; Donna thanked the Assistant Wing Director, squadron advisors, SSC Chairs, Officers and staff for their hard work in the Wing.

Report from the Director of Central Wing - Bob Thompson

Report as presented; Bob Highlighted 116 new cadets in the region – significant growth!

Report from the Director of Southern Wing - Rob Bauhaus

In addition to his report as presented, Rob thanked his Assistant Wing Directors, Squadron Advisors and all the area volunteers. Rob noted that the Civil Air Patrol (CAP) participation was very good –with cross border activities. There are now over 1000 Cadets in Southern Zone. Rob is stepping down and expressed thanks to Kevin Robinson and the APC as well as Tracy Cormier, his spouse, for her support.

Kevin Robinson commented on CAP activity: representatives from southern squadrons will be traveling to the CAP Montana conference. Our connection with CAP provides awesome access to air force bases as a Citizenship Tour opportunity; CAP have the 3rd largest Air Force in the world! The focus of the CAP program is search and rescue focus.

Report from the Alberta Membership Coordinator – Bev Burke

In addition to her report, Bev commented that membership registrations are doing well but could do better. There will be a new process from National but timing not known yet. There will be a move to using a private firm for police checks to improve the process. The national ACL office will have a dedicated person managing memberships. Until then, we will need to get it done.

Question from Brian Andrus - Can the documentation be done electronically rather than paper copies in the future? Bev Burke responded the process is not certain yet. Darlene LaRoche confirmed it will be.

Question from Jessie Healy from 88 Airdrie: Jessie expressed the concern that a private firm may not have complete enough records to do appropriate screening; Kevin stated this firm will have full access as they can do screening for DND, police, etc.; Further details to be provided when available.

Question from Claude Carignan asked when the new program is rolled out and photo id cards are provided, will existing cards be replaced or just upon renewal: Bev confirmed it will be on renewal.

Bev Burke asked that when submitting paperwork, please ensure the name and squadron are on the application and legible. A question from the floor asked the process for name change? Bev advised to send her the old name and new name and she will reissue a new card.

Rob Bauhaus advised that memory sticks are available to each squadron that included all forms and other information; please pick them up from him. All forms for screening are accessible on the website as well.

Kevin Robinson reminded the attendees that all adults should wear their screening card whenever in the presence of cadets and it is the SSC & Advisor's responsibility to ensure this – with support from the Officers.

Kevin offered thanks to Bev for all the work she does on this process.

Question from Jackie DeLousa asked how to manage parents without screening cards? It was clarified that anyone who may be alone with Cadets must be screened.

Report from the Public Relations Director - Stan Monkman

In addition to his report as presented, Stan asked the membership if there would interest in a bus from Airdrie to Lethbridge to travel to HART? If so, please commit to Stan ASAP. HART date is 19 November 2016. If there are six squadrons interested in sending five Cadets each, the cost per Squadron would be \$150.

Stan also reminded each SSC to appoint a public relations person to submit photos and happenings to Stan and get stuff in the news. Ideally, review any postings to media with Stan first.

Question from Capt Welsh asked if any other costs would be involved other than the Bus for HART? Stan responded that squadrons will not be required to pay lunch or dinner; the only Cadet cost would be Canteen after the event.

Darlene LaRoche reminded attendees about the Holly Jones Memorial Award to recognize Cadets for public relations work.

Kevin Robinson recognized Elise Jones, daughter of Holly Jones, for all the work she has done with PR for the Cadet program, and with the website and videos.

Rob Bauhaus recognized the Freedom of the City parade done by 52, bringing forward the celebration of the 75th anniversary of the Cadet Program.

Meeting Break at 10:35 am – resumed at 10:55 am

Kevin Robinson recognized and thanked Ron Ilko for acting as Parliamentarian for the meeting.

Kevin called for a request from the floor for any business arising from the last meeting and hearing none, proceeded with the business of the meeting.

Report from RCSU (Northwest) – LtCol Michelle Claveau

LtCol Michelle Claveau was asked to present her report from RCSU (northwest)

Where we are, who are and what we will look like in the future; the presentation will be made available to attendees.

LtCol Claveau mentioned some “Quick Win” for the program:

- LSA will be one pot of money – no need to break down in multiple areas.
- Complimentary and Optional activities – all become locally directed activities

LtCol Claveau reviewed the principles of Operation Honour. Every CAF person should talk of this. NO HARM – Leadership, respect and honour is the expectation of All CAF Members – Must speak out and take action and report all allegations immediately.

Operation Honour:

- Be a leader
- Respect all
- Act with honour
- Be courageous
- Don't turn a blind eye
- Get involved

Digital citizenship is the way we are all moving. LCol Claveau encouraged us all to Live it, Learn it, and Love it – with a priority to ensure social media is used appropriately.

Current Initiatives

1. New countries for IACE
2. 2017 Vintage Wings
3. Power Pilot scholarship – need to increase funding due to increase costs
4. Aging fleet and need for renewal funding
5. Order of St. George for top Staff Cadets

The Air Cadet program is healthy but need to continue increasing numbers. She encouraged us all not to “rest on our laurels”.

Meeting Break for Lunch at 11:45am

Awards Presentation during lunch

The following awards were presented:

- Anniversary certificate to 538 celebrating their 65th Anniversary
- Anniversary certificate to 539 for celebrating their 65th Anniversary
- Anniversary certificate to 810 for celebrating their 45th Anniversary
- Certificate of appreciation to 187 Squadron - Shvonne Shephard
- Certificate of appreciation to 187 Squadron - Stacy Locke
- Certificate of appreciation to Pincher Creek Legion Branch #43 – for providing a free van to allow travel of Cadets from Pincher Creek to Blairmore
- Certificate of appreciation to Bellevue Legion for support to 859 Crowsnest
- Certificate of appreciation to Tammy Anderson 903 Squadron
- Certificate of appreciation to Lynn Gingras 83 Squadron
- Certificate of appreciation to Sarah Delisle 538 Squadron
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Meeting Resumed at 12:45 pm

Spirit of Vimy - Major Randy Fisher

Major Fisher discussed Spirit of Vimy. It was introduced by Lieutenant Governor of Alberta and is a social media contest to gain a better understanding of Vimy and the importance Canada played in this battle. The successful submission to the contest will be based on the six elements of success, represented by the word SPIRIT. Major Fisher showed a short video on this contest created by the History & Heroes and Foundation. The winner will be announced in April 2017 and the prize is a trip to

France. Our Lieutenant Governor is a wonderful supporter of the Cadet program and it would be ideal to have Cadets participate.

Words from the Air Cadet League Representative – Darlene LaRoche – Vice President

Darlene brought greetings from National President, Don Berrill.

Key messages were a reminder to us all that we are both accountable as well as responsible for our actions.

There are several projects underway at national and information will be released as soon as it is available regarding the new screening process, authority and responsibility agreements between provincial committees and SSC's. Darlene asked for our patience as all committees are composed of volunteers - although dedicated and committed projects take time.

Words from the BC Provincial Committee – ACL Representative – Doug Slowski – President

On behalf of BCPC Doug wished all members congratulations on 75 years of air cadets in AB. He also thanked everyone for our hospitality

Doug provided an update on the BC Air Cadet Program and mentioned the BC 75th anniversary project was a new monument to the Air Cadet Program at Boundary Bay Airport with an investment of \$300,000.

League Insurance Update – Bob Thompson

As in insurance professional, Bob Thompson was sked by APC to review AB property insurance and insure values were accurate and appropriate. Bob noted that the APC holds more than \$2.5 million of property assets. With that inventory, he went to market and reviewed quotes received. It was determined the current provider was best and renewal has occurred. The D&O insurance was also reviewed and made a recommendation for an October 1 effective date. The D&O insurance option will be extended to allow access by each SSC. Bob noted that typically if an SSC requested D&O insurance, the price would be near \$1000. By leveraging one policy in a group model, it would be available for \$350/Squadron.

Selection Board Update – Tom Sand

Tom Sand provided update on selection boards. Numbers of available scholarships will be released within approximately one month. A survey was distributed to all squadrons to provide feedback on the scholarship process. Based on the analysis completed, it clearly indicated the results are fair and consistent. There are options that include holding boards in two locations on the same day. The only scholarships currently requiring boarding are power, glider and IACE. The statistical review indicated there is a slight disadvantage to rural squadrons, likely due to resourcing ground school and/or mock board programs. Any recommended changes from the review process will be provided at next year's AGM for approval. Changes coming will be designed not to penalize any Cadet for what is outside their control and to reward them for anything in their control.

Question: Anna Lewis asked about the timing of changes – if approval will be at next AGM does it make sense to implement it at the 2018 Boards? Will this provide adequate time to communicate and ensure Cadets have adequate time to implement the changes? Tom responded the immediate change will be what feedback is provided on or from Boards to Cadets and SSC.

Other Business

88 Airdrie Project

Airdrie's LAV III has arrived. This was an idea generated by the Airdrie Legion, and they approached Airdrie SSC for support. Canada Company is an initiative to have 250 LAV units across Canada. Initially the Legion asked the SSC to sponsor but decided to work on fundraising/sponsors for the project due to the \$\$ required. 37 Sponsors came forward to make the project happen; 162 names of CAF that did not return from Afghanistan are listed on the plaque. For more details, check out AirdrieLAV.ca. The dedication is next Sunday at 1:00 pm. It was noted this is the first one in western Canada.

Alberta Provincial Committee Strategic Plan

Tom Sand advised that a committee has been working on this consisting of Rhonda Barraclough, Wayne Reitsma and himself. A "straw dog" for the plan was reviewed.

A number of questions were asked:

1. If bylaws need re-writing, should we hold off? Answer: If possible but in some cases it may not be permitted to wait in order to run the business of the SSC.
2. Consider the dissolution clause in your bylaws – where will any moneys go in the event the SSC fold; is there a standardized clause? Answer: There will be but no details known at this time.
3. Is the order of the Strategic Plan priorities indicative of the order of performance and priority? Answer: Yes
4. What is the measure of success by APC? Answer: We need to measure the targets/success; In order to do so an operational plan will be developed.
5. Given the priority of goals listed, is putting recruiting ahead of accommodation a problem? Answer: APC needs to focus on recruiting the officers; SSC recruiting more focused on the Cadets; APC does not know exactly what needs to be done on accommodation – more work is required.
6. Interested in plans for recruiting staff as a number of officers are currently required. Answer: League is recruiter for CIC officers; strong need for this to be addressed. APC will look at ways to get this improved.

75th Anniversary Gala Event - Keith Mann

Keith Mann explained the table allocation for the evening's event.

The meeting was adjourned at 14:40 pm.

Sunday, October 30, 2017

AGM Reconvened at 0900

Kevin Robinson opened the meeting by reiterating the importance of Operational Honour for all members in the room: Leadership, respect and Honour:

Be a leader
Respect all
Act with honour
Be courageous
Don't turn a blind eye
Get involved

Kevin passed the gavel to Darlene to report on the nominating committee and conduct the elections.

Nominating Committee Final Report – Darlene LaRoche

Motion: Darlene moved that the following be the slate for the coming year, seconded by Bob Thompson. Motion carried.

Director of Finance: Anna Lewis
Secretary: Angèle Mullins
Director of Netook – David Lanz
Director of Public Relations – Stan Monkman
Director of Camp Wright – Doug Frost
Director of Camp Worthington – Burt Gillings

For the contested position of Director of Air Resources, Darlene offered that the candidates had five minutes each to speak.

Derek Blatchford spoke for five minutes and described his background starting with his Cadet career. Brian Lewis spoke on his past as a Cadet and his knowledge of the program.

Darlene appointed Ron Ilko and Keith Mann as scrutineers for the meeting and they passed the ballots to all eligible voters.

The meeting paused for time for the scrutineers to collect and count ballots.

Darlene reported the results of the election for Director Air Resources as Derek Blatchford. She then called for a motion to destroy the ballots from the election.

Motion: Deb Duncan moved the ballots for the election of Director Air Resources be destroyed, seconded by Leo Lammers. Carried.

For the contested position of Chair, Darlene offered that the candidates had five minutes each to speak. Tom Sand spoke about his past and his involvement in the program. Rhonda Barraclough spoke about her view of the role and experience in the program.

The meeting paused for time for the scrutineers to collect and count ballots.

Darlene announced the Chair for 2016 - 2017 will be Tom Sand.

Motion: Loraine Forsen moved the ballots for the election of Chair be destroyed, seconded by Robert Clarke; Carried.

Darlene passed the gavel back to Kevin Robinson to carry on with the meeting.

Kevin thanked Darlene for her contributions as past Chair and presented her with a gift. Darlene thanked the APC as she opened her gift, the Canadian Hero Set.

Leadership Symposium Presentation

Thirteen Cadets participated in the symposium. Over the course of Saturday several guest speakers were invited to speak at the symposium on the topics of leadership and community. Two questions were asked:

1. What would you like to see on leadership training in the program?
2. What would you like to see changed about the program?

The Cadets broke down into groups and made a number of presentations to the meeting, providing the following recommendations.

- Level 5 workshop in AB – 50 approximately attend – each cadet attends 4 four hour workshops held in the month of May; this is too close to the end of the training year and would be more effective if it could be held at the beginning of the training year. Each cadet attends four classes but there are 12 classes and there is a belief that doing all of them would be better. Also the classes do not allow much time for information and idea sharing. This should be incorporated as part of the regular program. Many of the Cadets were aging out within the next six months so really the training is wasted as most ideas are not brought back to the squadron for any significant amount of time.
- Take the 12 lessons and condense and then teach it to all. Rather than selective ones; Change the format of the workshop to have more interactive sessions with more discussions rather than only classroom style learning. Make it more like the leadership symposium.
- When you become a level 5, you receive a book that is to help you through the program. This book is viewed as dense and not user friendly for teenagers. Improve the language of the workbook. Make it more practical to help understanding what is to be learned and to grab their attention. Make classes interesting and effective.
- Leadership is a skill that needs to be practiced. The book deals with more academic descriptions. Some squadrons do not deal with this Level 5 log book so it should be standardized. Other squadrons do it as a group session that doesn't provide for everyone to get the same training. They proposed an online forum across the province for Level 5 to have online resources available to all. Having it practical and fun would make it more attractive rather than "homework". There is also the possibility of mentoring, potentially having more seasoned level 5's mentor level 4's as they move into level 5.
- Staff training and development: The following concerns were identified:
 - Provide online orientation for CI's;
 - Provide a refresher courses for CIC Officers;
 - Create an evaluation process for Officers;
 - REAL problems;

- No standard training for civilian instructors and may not know much about the cadet movement, even basic information that is taught to level 1's. This is a problem;
- Most jobs require some continuing education. None of this is done with CIC officers and means that they may have outdated information; and
- No current method of upholding standards at the Squadron level; no re-evaluation of training at the Officer level.

Recommended solutions:

- Online orientation course for CI's to understand the basics of the Cadet program; This will be easy to do since it is an online format;
 - CIC Officers may not have had any formal training in many years once they are done their training; recommend refresher courses every one to two years and bring them up to date on everything; and
 - Evaluation: needs to be done at the squadron level – Cadets are evaluated but Officers are not.
- Problem: Unqualified Staff cadets attending training centers across the country – set standards, ensure age requirements are met, their leadership skills and experience, look at regional activities the Cadet has done as well as what they have accomplished with their learnings when they get back to their Squadron;

Recommended Solutions:

- Implement staff evaluations;
- Standardized Indoctrination process at all training centers – currently occurs in the first week when staff arrive; this is not standardized across the country; there should be skill set role assignments; leadership taskings should also be evaluated. Leverage your talents; and
- Clear standards of what skills are required to apply for a role at training centers – prerequisites – consider a merit review board process for selecting staff cadets.

The Cadets expressed thanks to allow them the opportunity of participating in the Symposium.

Comments from the Members:

Marc Gauthier – expressed a 'wow' to the cadet presentation, engaging, professional and effective. He expressed that Cadets need a formal voice in the program. He suggested this group (members) hold the leaders accountable to deliver this.

Keith Mann expressed how fantastic it is to be part of this organization after hearing this. We need to take these ideas forward and report back on changes and how they are implemented.

Carole Reichart commented on the presentation and how excellent. Eight of you attended Scholarships – how can we set strong pre-requisites? Many would not be available for staff?

Ron Ilko asked about what they would recommend to use as Social Media to work on these solutions? Response was a national website that provided collaboration opportunities and interaction across the province or groups, such as a forum. Way to share PowerPoint and teaching plans. Need to restrict with passwords so it is all protected.

LCol Claveau commented the renewal group is already working on some of these ideas. An app is under development (My Cadets) to be able to do some of these sharing options. It will be web accessible.

It was suggested the idea of a “Cadet Senate” to advise on issues relevant to Cadets with potentially one representative per squadron? Monthly or semi-annual skype conference call. Coming together helps to develop ideas greater than what each individual may have suggested.

Concept of a community group to involve Cadets – some of this is starting to be done already

A question was asked regarding training - is it content or method that is outdated? The response was more about content but also incorporating some more current training methodology.

Major Fisher asked if the group talked about the leadership role of a senior cadet in the squadron? The response was that Level 3 & 4 Cadets are not getting enough experience instructing; Also recommend a “co-teach” process with a Level 3 and 4 and a WO co-teaching to allow mentoring opportunity. If Levels 3 and 4 taught more this would help lessen the load on senior cadets in High school and college where time is not as available.

CI Training: It was noted this can be a challenge for specialized resources and training topics. Hope for an ability to share resources between squadrons.

The Cadets were thanked by all for their amazing contributions.

Kevin Robinson closed the meeting by saying it has been an honour and pleasure to be on the APC for the past four years.

Kevin passed the gavel to Tom Sand to recognize his role as Chair.

Tom thanked the attendees for their vote of confidence in electing him as Chair. He expressed his enjoyment of the conference and particularly the Cadet presentation.

The meeting was adjourned at 11:46am.

Recorded by:

Approved by:

Angèle Mullins, Secretary

Kevin Robinson, Chair