

September 2018

**To:** Squadron Sponsoring Committee Chairpersons, Squadron Sponsoring Committee Advisors,

Executive Committee Members, Wing Delegates, Advisory Committee Members, Honorary Life Members,

Officers and Civilian Instructors

**2018 Conference and Annual General Meeting Notice – October 26-28, 2018**

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

**Sheraton Cavalier Calgary Hotel**

**2620 32nd Avenue NE, Calgary, Alberta T1Y 6B8 Hotel Reservations: 403-291-0192**

Identify yourself as: “With the Air Cadel League of Canada 2018” to receive the discount rate

Please note: **DEADLINE for Hotel Reservations is 5pm OCTOBER 20**. After this date, room availability will be at the discretion of the hotel. If you call the call centre after the deadline they cannot assist you for the discount rate. You **MUST** talk to the hotel’s front desk so either stay on the line or press 0 to reach them.

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 2018 AGM is $225 per person (after Oct 10th, the fee is $255), due and payable by cash, or cheque at the registration table or via e-transfer. **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.** If you wish to bring a guest to the Saturday night Dinner, the additional cost is $60.

**Online registration** – NEW this year: We are pleased to unveil an online registration process. Once you have “submitted” your form, it will automatically email the form to you as the registrant and to the Alberta Provincial Committee. The online form is available at: <https://aircadetleague.ab.ca/about-us/meeting-reports/>

Online registration is for everyone who plans to attend the AGM, including the Leadership Symposium.

**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.

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**PRELIMINARY AGENDA**

Friday, October 26 1900 – 2100 Registration – AGM registrants and Cadet Leadership Symposium attendees

 Meet and Greet with a light snack; cash bar – **Dress: Casual**

Saturday, October 27 0700 – 0815 Breakfast

 0800 – 0830 Registration

**Dress: Business/Regalia**

 0830 – 1200 Annual General Meeting

1200 – 1300 Lunch

 1300 – 1630 Information/Training Seminars

Saturday, October 27 Annual Gala Dinner

**Mandatory Dress: Semi-formal, Mess Kit or League Dress with Medals**

 1730 – Reception

Sunday, October 28 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.

**Training Sessions**

As part of our Conference and AGM, there will be an opportunity to participate in two training sessions. See online registration form for list of four options.

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 2017 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 research answers for 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 (\*\*\*\*see below exceptions)**

**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 **$119** 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 of Canada to receive the special room rate (see page 1 for hotel code and contact information).

**Hotel Reservation Exceptions**\*\*\*\***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 **STILL** **MUST SEND IN A REGISTRATION FORM** for the AGM.

* Designated Wing Delegates - Voting (SSC Advisors – 4 per Wing)
* Members of the Nominating Committee
* APC Directors (**not** including assistant 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

**Registration Form located ONLINE as per above instructions**



**P R O X Y**

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 \_\_\_\_\_\_-, 20\_\_, and

at any adjournment, thereof.

 The undersigned hereby revokes any PROXIES dated prior to the date hereof.

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Chairman Print Name Signature of SSC Chairman

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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.