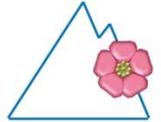




ALBERTA  
**PROVINCIAL  
COMMITTEE**



**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 1, 2017 TO AUGUST 31, 2018**



**OCTOBER 26-28, 2018**  
Sheraton Cavalier Calgary Hotel  
Calgary, Alberta



**ALBERTA PROVINCIAL COMMITTEE EXECUTIVE  
2017-2018**

**Chairman – Mr. Tom Sand**

**Vice-Chairman – 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. Brian Lewis**

**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**

## 2018 Conference and Annual General Meeting Schedule

Friday, 26 October 2018		Dress
1900 – 2100	Registration	<b>Casual/ Civilian</b>
1900 – 2100	Meet and Greet - light snack & cash bar – <i>Sheraton Ballroom</i>	
19-00-2100	Nominating Committee Meeting (closed) – <i>Cavalier Room</i>	
Saturday, 27 October 2018		
0630 – 0800	<b>Breakfast – <i>Sheraton Ballroom</i></b>	<b>Business or Regalia; Please Wear League ID</b>
0700 – 0730	Registration	
0800 – 1000	<b>Annual General Meeting – <i>Sheraton Ballroom</i></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	
	National ACLC Representative – Don Berrill	
	Greetings from CAP Representative – Col Warren Vest	
	Director of Finance Report and Budget Presentation - Anna Lewis	
	Directors' Reports and Questions	
	Business Arising from Previous Minutes	
	RCSU NW Representative Renewal Update – Maj Randy Fisher	
1000 – 1015	Break	
1015 - 1200	Alberta Provincial Committee Strategic Plan & Affiliation Agreements	
1200 – 1300	Lunch and Presentations	
	Training & Information Sessions	
1300-1515	<u>TWO Sessions: - Offered at 1305-1405 and 1410 to 1510</u> Conflict Resolution – <i>Barlow Room</i>	
	Leveraging Social Media – <i>Cavalier Room</i>	
	Influencing Cadet Success at Boards – <i>Sheraton Ballroom</i>	
	Handling Gender Sensitivity – <i>Theatre Room</i>	
1515 - 1530	Break	
1530 - 1630	National Membership Screening Process-Ilona Turra – <i>Sheraton Ballroom</i>	
1530 - 1630	Officer Session: Meeting with Brig. Gen. Cochrane – <i>Deerfoot room</i>	
	Saturday Wrap up & Housekeeping Items - <i>Ballroom</i>	
	<b>Break - Get ready for the Gala Dinner!</b>	
1730	<b>Annual Gala &amp; Awards Dinner – <i>Sheraton Ballroom</i></b> <b>Guest Speaker Brigadier-General D.B. (Dave) Cochrane, OMM, CD</b> ** Cash Bar ** - <i>Ballroom Foyer</i> <i>50/50 &amp; Silent Auction Winners Announced at the End of the Evening</i>	<b>Semi-Formal; Mess Kit or League Dress with Medals</b>

<b>Sunday, 28 October 2018</b>		Dress
0700 – 0830	Breakfast	<b>Casual</b>
0830 – 1200	Continuation of AGM & Information Sessions	
	Nominating Committee Final Report & Elections	
	Cadet Report from Leadership Symposium	
12:00	Session Ends - Safe Travels to Home	

**Note: All Times Approximate**

## **Air Cadet Week Declared! 22-28 October 2018**



**Presentation of the Declaration of Air Cadet Week – October 22 to 28, 2018  
Presented by the Honourable Lori Sigurdson, Minister of Seniors and Housing, to WO1 O. Panicker  
and WO1 E. McEowan on 18 October 2018 at the Legislative Assembly of Alberta**

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

**October 26-28, 2018**

On behalf of the Alberta Provincial Committee it is my pleasure to welcome you to the 2018 AGM. 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.

Mission, values and that sense of community are at the heart of our existence. Our members support the program in numerous ways to ensure cadets have the best experiences the program can deliver. Experiences youth cannot get anywhere else! Every job done by our volunteers is an important contribution to making this happen. Volunteers give of themselves that most precious of commodities, time. Sincere thanks to all the volunteers who give selflessly and inspire us. Your commitment and effort are greatly appreciated.

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 seen much change, 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 continue. We all understand this presents additional work for all parties and I very much appreciate your commitment to getting this done. 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. Your input is always welcome.

Thank you again 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  
Alberta Provincial Committee  
Air Cadet League of Canada



## 2017-2018 ALBERTA PROVINCIAL COMMITTEE MOTIONS

### 29 October 2017

#### **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: Stan Monkman

Assistant Director, Finance: Gulnaz Mirza

Assistant NE Wing Director: Carole Reichart

Assistant Director Netook: Ross Hamilton

Assistant SW Wing Directors: Rob Bauhuis, Tammy Anderson, Trudy Loucks, Johanna Howard

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

**Motion:** Anna moved to have Keith Mann proceed with the application with AGLC for the cash calendar. Seconded by Bob Thompson; carried.

### 6 January 2018

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

### 3 March 2018

**Motion:** Burt moved that Lori Craig be appointed as assistant Director of Camp Worthington; seconded by Anna; Carried.

**Motion:** Rhonda moved that the scholarship boards be held on the February 16, 2019 long weekend; seconded by Bob; Carried.

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

### 14 April 2018

**Motion:** David moved the excess income from crops at Netook be used to spray the runways as it will be required this year; seconded by Derek; Carried.

**Motion:** Rob Bauhuis moved to ratify the appointment of Mike Inglis as SSC Advisor; seconded by Bob; Carried.

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

### 26 May 2018

**Motion:** Derek moved to approve the financials as presented; seconded by David; one abstention; carried.

**Motion:** Lorraine moved that Brian Geiger be appointed as SSC Advisor for 15 Medicine Hat effective after their ACR; seconded by Derek; Carried.

### 27 June 2018

**Motion:** Lorraine moved that Jamie Thompson be appointed as SSC Advisor for 225 Taber, Jessica Forsen be appointed advisor for 187 and Darlene La Roche be appointed advisor for 918 effective immediately; Seconded by Bob; Carried.

**Motion:** Bob moved that the APC pursue efforts to extend the lease with Alberta Sustainable Resources; Seconded by Rhonda; Carried.

### 22 August 2018

**Motion:** Darlene moved that the APC name a new Life Member as discussed, to be awarded at the 2018 AGM; Seconded by Bob; Carried.

**22 September 2018**

**Motion:** Angèle moved that we proceed with Foster Park as the APC's insurer for full coverage for this year and take time over the coming year to review if there are any other providers; Seconded by Derek; Carried.

**Motion:** Anna moved that we approve the 2018-19 budget for presentation to the membership at the AGM, with the change of reducing the marketing/fundraising line to offset the increase in insurance costs. Seconded by Derek; Carried.

**Motion:** Lorraine moved we cover the mileage for voting delegates coming from out of town to the AGM; seconded by Burt; Carried.

**Motion:** Anna moved that the non-director position of APC historian be created; Seconded by Burt; Carried.

**Motion:** Rhonda moved to appoint Elise Jones as a Social Media Coordinator under the PR Director, seconded by Bob; Carried.

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

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

11 Deb Duncan	15 Brian Geiger	52 Stan Taylor
83 Mike Inglis	187 Darlene LaRoche	225 Jamie Thomson
239 Katherine Hoffman	538 Anna Lewis	604 Brian Lewis
781 Les Juhasz (pending screening)		859 Evelyne Husbey
878 Dakota Montgomery	903 Rob Bauhuis	952 Mike Boyle

**Motion:** Evelyn moved we accept the list of advisors as she presented, seconded by Bob. Carried

124 Kevin Robinson	395 Wayne Reitsma	504 Dave Brown
526 Wayne Reitsma	539 Wendell Ebbett	577 Veronica Dougherty
699 Tom Sand	721 Lori Westling	755 Brian Andrus
874 Brian Andrus		

**Motion:** Bob moved we accept the list of advisors as he presented, seconded by Lorraine; carried.

7 Jackie Dewayne	24 Damian LaGrange	42 Len Granson
65 Heidi Scharf	88 Vacant	185 Jackie Dewayne
572 Vacant	644 Kevin Malica	733 Dalvin Hughes

**Motion:** Dawna provided her list via e-mail and it was confirmed in an e-mail vote.

12 Dawna Morgan	230 Rhonda Barraclough	287 Carole Reichart
341 Therese Lorincz-McRae	524 Evelyn Hutchings	533 Howie Cooke
570 Todd Swyers	664 Ron Ilko (TBC)	831 Wayne Macleod
868 Derek Blatchford		

**Motion:** Confirming E-mail Vote: Anna moved the budget be approved in principle as distributed so that business can continue for the period of September 1 to October 27, 2018, until the budget is formally approved at the AGM on October 27, 2018. Seconded by Burt; Carried.

**Motion:** Confirming E-mail Vote: Anna moved the APC waive registration fees for 918 Griffon squadron CO and SSC Chair to attend the AGM as this is the first year and it was preceded by how new Squadrons were handled in 2011 when a new Squadron was formed; Seconded by Lorraine; Carried.

**Motion:** Confirming E-mail Vote: Burt moved that the APC approve a new front deck for Cabin #2 at Worthington for approximately \$700, subject to confirmation from Anna that the funds were budgeted. Seconded by Anna; Carried.

## EXECUTIVE COMMITTEE ANNUAL REPORTS

### CHAIRMAN'S ANNUAL REPORT

As we begin the 2018 Annual General Meeting, I would like to take this opportunity to thank every one of you for your individual and collective contributions, to the Air Cadet Program, the partnership and the Air Cadet League of Canada. You make the program possible. The 2017-2018 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! The 2017 – 2018 training year started strong in Alberta. Enrollment increased over 22% representing approximately 500 cadets. The enrollment was maintained for the training year and we are looking forward to the 2018 – 2019 training year.

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 required, the Alberta Provincial Committee is better placed to move forward on the four critical areas that we identified in our strategic plan - namely: Alberta Provincial Committee Governance, Service Support, Recruiting, and Accommodation.

The Renewal Process for the Cadet Program continues, and the Air Cadet League continues to exhibit strength as the incredible workload of Cadet Program Renewal progresses. Some established renewal Working Groups continue to do their work, some have concluded, and others are being formed to identify strategies for implementing the changes required for the 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 and effectively carry out our duties and achieve our mission. Our Board of Directors addresses 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.

From a financial perspective, while we have worked diligently to keep our expense side of the budget within its constraints, we continue to struggle on the income side. Unless we can rectify this deficiency in fundraising we will have to make some harder choices than we otherwise would have had to make. Our DND partners are also experiencing funding challenges. 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 most 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 the Squadrons are set up to successfully deliver the Air Cadet program and ultimately that the cadets in the program are set up to succeed.

As my term of Chair comes to an end I would like to express my profound thanks and sincere appreciation to the members of the Alberta Provincial Committee, Squadron Sponsoring Committees, volunteers, and our DND partners for their dedication to the goals and ideals of the program and support as we have progressed through the issues. 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 has been an honour and privilege to serve as Chair. In closing, thanks again to all and best wishes for a successful 2018-2019 year!

Respectfully submitted,  
Thomas Sand

## 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

### **Effective Speaking 2019**

There is an excellent Testimonial from Sgt. Samantha Keow, our 2018 National Effective Speaking Competition Winner, on the National Website, as well as the Video of this year's Competition. You can access them as follows:

1. Go to the Air Cadet League website: [www.aircadetleague.com](http://www.aircadetleague.com)
2. Look for "Cadets and Squadrons" on the banner near the top of the page.
3. Scroll down to "National Effective Speaking Program" in the drop-down menu.
4. Scroll down the page until you come to "Competition Highlights" and you will find the pictures from the competition; below that are the videos of all the speeches.

***I encourage you to share the testimonial and videos with anyone that may be interested in the program, including all squadron officers and Commanding Officers.***

Here are the 2019 Effective Speaking Competition Topics:

- What is a Canadian?
- 3D Printer Technology – how will it impact our future?
- Should the voting age be lowered to 16?
- How is today's technology causing gaps in communications?
- How will legalizing cannabis affect our society?
- Why should cadets be involved in fundraising for the program?
- What happened to the Avro Arrow and is it time for a new one?
- Peer pressure amongst today's youth – fact or fiction?
- What is the importance of gender equality in today's youth?
- How could the cadet program fill the gap in the aviation industry?
- The positive and negative effects of advances in technology.
- Cadet's Choice: The Cadet's Choice must fit into one of these categories: Cadet Life, Science and Technology, Aviation, Canadian History or Citizenship.

### **Honors and Awards**

There has been a substantial increase this year in Award Nominations and our thanks to all the Wing Directors for pushing this out to all SSC's. We need to recognize our Volunteers whenever possible.

### **AGM**

I hope you enjoy this years AGM events as we continuously work to improve the conference based on your feedback each year while keeping within our Budget.

Respectfully submitted,  
Kevin Robinson

## VICE CHAIR ANNUAL REPORT

### Selection Boards

In February 2018 we held Selection Boards in Innisfail, Alberta. This was a new venue and worked well for us. In total we interviewed the following:

<u>Interviewed</u>	<u>Awarded</u>
IACE - 15	6
PPS - 51	20
GPS - 65	29
AO - 26	6
AM - 37	6
AASC - 35	6

Thank you to all the volunteers who came to support the interview process.

The Selection Board Manual was revised for 2018, including a new narrative expectation. That was a challenge for cadets and a further revision has been made for 2019. The new Scholarship Board Manual is now on the website. A committee of volunteers has been working on the revisions and manual throughout the year.

### National AGM – 2018

I attended the National AGM in Lava, I Quebec from June 14 – 17. The National Selections Board Committee discussed the proposed revised timelines for the selection process. Should you see a document and flowchart with significantly earlier dates, please know these will not be in effect for 2019 Boards. They are still under discussion and there may be significant changes for 2020. Please stay tuned as the APC will inform everyone once a decision is made.

### Strategic Directions

I have worked with the committee to ensure we are setting a direction for the next few years.

### Affiliation Agreement

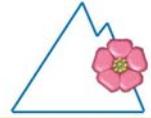
I have been working with the committee to understand and query the Affiliation Agreement proposals.

### Regina PPS graduation – Aug 20, 2018

I attended the Regina PPS graduation. Many cadets on PPS did not complete their flying time so there will be arrangements made to complete their hours at their home communities. They were weathered out due to smoke and wind in Regina. Further information will be forth coming on that for the cadets in Alberta. Most Alberta Cadets are either finished or have only a few hours left to go.

### Insurance

I have been working with Foster Park Insurance and The Cooperators to have all our facilities reviewed, assessed and to have them provide coverage costs for us to consider. We also require insurance to ensure our volunteers are covered should anything happen to them at camp. This process is under review with the Board of Directors.



**Advisory Committee**

A number of people have come forward who are interested in supporting the APC but do not want to sit on the Board. Throughout the year I have met with many of them and am hopeful the APC Board of Directors will approve the development of an advisory committee for next year where these people, along with the past chairs, can meet and offer support to the APC in many ways.

Respectfully submitted,  
Rhonda Barraclough

## DIRECTOR OF FINANCE ANNUAL REPORT

It seems like we were just getting started and the year is already over. Here are some highlights from the past year:

### **Online AGM registration**

Thanks to the efforts of our Webmaster, Corey, we now have an online AGM registration form. If you didn't see it on our home page, you will find it on the website under: "About Us", "Meeting Reports", "2018"; in the same place where the AGM book and Notice of Meeting will be filed. There will no longer be a manual registration form attached to the Notice of Meeting letter.

### **Cash Calendar – update from Keith Mann, Project Chairman**

At the timing of this report, I am pleased to say that almost all the 10,000 calendars have been dispersed and we await sale results.

I would like to express a sincere thank you to the project committee members for all their work. The committee members were: Anna Lewis, Brian Lewis, Cecilia Brugma, Kevin Knight, Kathy Cross and our printer extraordinaire, Trent Cross. Trent's hard work with the design and layout seemed endless and I am sure he felt like that as well, but the results of his tireless hours of work are evident in the results. A special thank you to Anna Lewis for being the financial wizard on this project and designing all the forms needed to properly track and monitor activity.

A sincere thank you goes out to all of you for making this project a success. Much positive feedback has been received from people throughout the province.

Again, please do not consider the AGM date to be the end date for selling the calendars. If you have them all sold please bring in your calendar stubs and money, and if you need more time to finish sales, please give us an idea of when you will be done. For those wanting more calendars, please stay tuned as we may have more when the calendars are turned in.

Please share your comments with us on this project. It has been my pleasure to work with you on this!

### **Grant applications**

We had a grant writer last year who had applied for 2 grants with no success.

### **ACC9's**

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 and all assessment fee invoices for last year have been paid.

Completed ACC9s are due October 31<sup>st</sup>. To receive the \$10 discount on Assessment Fees a **completed and balanced** ACC9 must be received no later than December 1. A reminder when submitting your ACC9:

- Use the “acc9mv15.4.1\_Excel2003.xls” version of the ACC9 that was emailed to all the wing directors.
- 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 Sponsoring Chair and the Treasurer and dated
- Bank statements for the final month (August) with reconciliation (if required) **MUST** accompany your ACC9

**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**

Same 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 to Wing Directors and those registered for the AGM at that date. 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 ask that any questions be submitted by Oct 20<sup>th</sup> to give time to prepare responses to share with the membership. I expect there should be only 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 2017/2018 and “final” Budget for 2018/2019 (plus 4 years) will be available at the AGM.

Respectfully submitted,  
Anna Lewis

## SECRETARY ANNUAL REPORT

The focus of the Board this year has been on governance and strategy and looking at ways to increase fundraising opportunities to support the Cadet program, that continues to grow significantly in Alberta. I have contributed wherever possible to these efforts supporting directors and assisting with committees.

September and October are busy times as we prepare for the AGM & Conference and each year hope to make it better than the last. I look forward to hearing our special guests and training session speakers this year and hope you also learn and enjoy the information they share with us. Please complete the feedback form and return it to me before you leave on Sunday. If you have any further feedback or suggestions for future years, we would love to hear from you. Send me a note at [abacprovsec@gmail.com](mailto:abacprovsec@gmail.com). We also continue to keep costs lower and support the environment by minimizing printing costs and distributing materials via e-mail or website posting.

Scholarship Selection Boards are a passion for me every year, and in addition to being part of a panel, I once again played a role on the Committee to review and continue to improve the board process and the preparation material available for the Cadets. We have updated the manual once again and hope it is easier to use, with less duplication and clearer instructions. It continues to be a work in progress so again, send us your suggestions for changes.

I was honoured to participate in the Provincial Effective Speaking Competition this year in Red Deer, acting as a judge. It is amazing what our Cadets can accomplish and how well-spoken they are. I look forward to continuing to support this program.

The APC increased its use of “Blue Jeans” teleconferencing service this year and held several meetings via this route, reducing travel costs as well as time impact on directors. This was partially planned and partially because of very unlucky travel conditions with storms raging on several days that meetings were planned. We have also reduced costs of this teleconferencing service significantly for the coming year by subscribing directly rather than paying through the national plan.

Supporting squadrons took some time this year, and I helped 52 City of Calgary with scholarship board preparation and mock boards, as well as acting as their Casino Chairperson for an August Casino. I am happy to do this and add whatever support I can to Squadrons when it is required.

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

Respectfully submitted,  
Angèle Mullins

## DIRECTOR OF AIR RESOURCES ANNUAL REPORT

It has been a most eventful year with some positive improvements and a number of setbacks.

Alberta lost the use of the Scout 1 tow plane due to an accident at Gimli on July 17. Insurance has categorized it as a write-off. We will receive the insurance money and have purchased the wreckage for repair from the insurance company. The Gimli maintenance staff have assured me that will do their utmost to have the aircraft repaired for the 2019 summer Gimli Cadet Flying Training Centre (CFTC), if not sooner. They have had some challenges in recent years which has resulted in long turnaround times for aircraft in deep maintenance, but recent personnel and organisational changes have given them greater capacity.

Normally based at Netook, the loss of aircraft use means that this site will operate as a winch site for the 2018/19 training year with two gliders.

The 2018 spring gliding season was delayed for over a month in some places due to slow melt and significant winter snowfall. This affected our Air Cadet Gliding Program (ACGP) resulting in a reduction in familiarization flying.

Our DND partners in the RCSU Regional Cadet Air Operations shop underwent staff changes in the late spring. Maj Bill Woollven became the RCA OpsO and Maj James Lawson became the Deputy. Maj Lawson applied for and won a competition for the Deputy job in Central Region during the summer and left in late September. There is a competition underway as this is written for a new Deputy RCA OpsO.

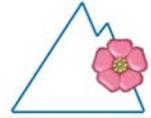
The Cadet Flying Site (CFS) Commanding Officers are now providing staff cadet home unit COs with a report on their cadets' activities and achievements at the CFS to ensure it is recognized at their home squadron. I would appreciate any feedback you have regarding these reports.

All gliders are back in service, and one glider at Vulcan has the new increased gross weight modification. We also have on loan two additional gliders to augment our fleet - a Saskatchewan provincial committee glider and a regional spare. Vulcan will now operate two gliders for this year and Josephburg will operate two for the fall session and Grande Prairie will start using the extra glider for the spring 2019 session.

Villeneuve commenced operations on the east-west infield this year, although the tempo will not be the same as before construction. Overall, we should see an improvement in the number of familiarization flights they can generate now that wind direction is not the limiting factor as it was with the north-south runway.

We continue to communicate with Strathcona County to obtain permission to smooth the grass area we are using to enable a faster launch tempo with two gliders. Without this approval, familiarization flying in the Edmonton Region remains a challenge. The rollers are ineffective until the molehills and hummocks have been tilled away.

DND provided the Alberta Air Cadet Gliding Program (ACGP) with three sea containers late last season. Vulcan, Grande Prairie and Josephburg have each received one. While these have eased concerns over security and aircraft storage, we continue efforts to source classroom and office accommodation options at the various CFS's.



In the spring, STARS in Grande Prairie donated a 2007 Suburban to the ACGP. The donation was facilitated by STARS pilot, Mr Andy Stewart, also the 577 Sqn Grande Prairie SSC Chair. This welcome donation removes some of the vehicle pressure from the APC. I have suspended vehicle acquisition efforts until Scout 1 is repaired in the unlikely event more monies than received from the insurance company are required to cover repair costs.

We deployed some assets from Villeneuve to Athabasca in May to schedule a gliding day for 868 Fort McMurray and 664 Cold Lake Squadrons. 230 Athabasca Squadron also participated. We were hampered by a strong crosswind that prevented the gliders from flying on both Saturday and most of Sunday, but all cadets were flown, mostly in the Scout. Future deployments are possible, but crosswinds remain a potential challenge.

Analysis of the Flying Scholarship selection exam results reveals some stats that may be interesting to some;

	<b>Squadrons with:</b>			<b>Cadets at Boards:</b>	
	<b>No PPS Exam Writers</b>	<b>No GPS Exam Writers</b>	<b>No Exam Writers*</b>	<b>GPS Avg Mark</b>	<b>PPS Avg Mark</b>
<b>2017</b>	15	11	8	75%	78%
<b>2018</b>	11	11	6	72.5%	77.5%

*\* Four squadrons did not provide any PPS or GPS exam writers in either year*

Both Gliding (GPS) and Power (PPS) Pilot Scholarship Programs are under pressure. Due to contracting and Flying Training Unit (FTU) capacity issues, the number of PPS Cadets across the country was lowered to 192 from 247. Alberta typically has 23 PPS slots, and received only 20 in 2018.

There were not enough vacancies at the FTUs in the NW region who bid to train our selected cadets. Several flight schools used in the past did not bid for the work. The Regina Flying Club, which has not been involved recently in training cadets, won the bid. While none of Alberta's cadets were affected, Regina had difficulties finishing cadets on time due to smoke and wind. Our PPS cadets were trained at Steinbach, Manitoba as well as out of region in Campbell River, BC and in Oshawa, Ontario. NW Air Ops scrambled to find places for Pacific Region cadets when a school in the Lower Mainland of BC withdrew from the contract only days before course commencement. Those cadets were accommodated at the last minute at St Andrews, near Winnipeg.

The GPS program at Gimli graduated only one cadet of the 60 on course (29 from Alberta) after a six-day extension to the six-week course. The reasons for this are varied and somewhat controversial. The DND and the League's National Aviation Committee are both investigating the circumstances surrounding the issues threatening two of our most prestigious programs.

The burden of training the Alberta 2018 GPS cadets was shifted to Netook and Villeneuve. Due to remarkable staff effort, favourable weather and the generous loan of a Scout from Saskatchewan, Netook was able to complete 15 candidates in two weekends. As of this report's writing, Villeneuve is attempting to complete 12 remaining of 14. Three large Edmonton area Squadrons volunteered – unasked – to give up one of their assigned scheduled gliding days to allow Villeneuve the opportunity to do this.

Although this situation will have some effect on the familiarization flying program for the 2018/19 Training Year, the long-term effect to the ACGP is more troubling. Last year I gave a presentation at the AGM wherein I outlined challenges with staffing. With the situation at Gimli this year we now have three cohorts of glider pilots, 2016, 2017 and 2018, who will have difficulty obtaining enough flying time to become familiarization pilots. These pilots typically build their time flying cadets at a CFS until they amass enough experience to eventually become instructors at a CFTC and eventually senior staff at a CFS.

Personally, my activities in the last year included a number of activities, the highlights being:

- Travel to Fort McMurray as SSC Advisor to 868 Squadron
- Partnered with the Director, Netook to service and prepare our ACGP vehicle fleet for the season
- Attended the Annual Recertification & Flying Supervisors Training Session at Gimli in March along with my Saskatchewan and Manitoba counterparts
- Flew as a tow pilot during the spring and fall gliding seasons at Villeneuve
- Attended the ACL AGM in Laval, QC
- Instructed new tow pilots at Gimli in June and July
- Attended the PPS graduation at Steinbach and the BATA grad at Gimli on 17 August
- Participated at the Volunteer Appreciation Day at Netook
- Helped with the 2019 Selection Board Manual
- Continue fundraising efforts for the ACGP

At the national level, I am on the National Aviation Committee and also work with the sub-Committee tasked with recommending aircraft types to replace existing obsolete tow planes.

Respectfully submitted,  
Derek Blatchford

## NETOOK DIRECTOR ANNUAL REPORT

Financially Netook has had a good year. The spring lease payment was approximately \$3,000 higher than average at \$8,985. The fall payment is expected to be above normal due to a shortage of feed in Alberta, resulting in good crop prices.

The spring gliding operation went well with no significant incidents. The fall operation is well under way and it also appears to be going well.

Materials have been purchased to replace siding on the Ross Hamilton learning Center. Currently the skirting has been replaced. Due to bad weather, the siding project will be finished in the spring.

We are looking at a major Fund Raiser to replace the hangar doors next year. The current doors are in very poor condition and require two people to safely open them.

Respectfully submitted,  
David Lanz

## CAMP WORTHINGTON DIRECTOR ANNUAL REPORT

Camp Worthington has completed another successful training year. In addition to hosting 370 cadets, the camp also accommodated the 1<sup>st</sup> Olds Boy Scouts, 41 Service Battalion (2 weekends), King's Own Calgary Regiment, and the Southern Alberta C.A. The camp was also used on one weekend by a private family group who came out and painted the inside of the mess hall in payment. Total camp revenue for the 2017-2018 year was \$11,390.

In early 2018 Camp Worthington recognized the long-standing assistance and support of Mrs. Thelma Montgomery, a nearby resident, who kept a close eye on the camp from its early days until her passing in 2016. With the generous assistance of 41 Service Battalion, a sign has been placed on the cook shack designating it as "Montgomery's Mess". Fabricated from a large piece of Elm and beautifully finished, I believe it to be a fitting tribute to someone who took a great interest in the camp and also became a good personal friend over the years.

In addition to painting the mess hall interior, several other smaller projects have been completed. A divider wall has been constructed in one large cabin in order to improve privacy. There has been work done in the latrines, a power pole was replaced, some rewiring done through a donation, and a motion sensor security light installed. We will also be rebuilding the front deck on the large 2 story cabin before winter.

I am very pleased to note that Camp Worthington has a new assistant director. Ms Lori Craig, granddaughter of L.P. Worthington, founder and first camp director, has assumed this position. I would like to thank my son Chris, who has served as assistant director for several years, for his assistance and dedication to the camp. If re-elected, I am looking forward to working with Lori in the coming year.

In past years, there have been occasional issues with random campers near the camp. Thanks to the efforts of the RCMP and Alberta Sustainable Resources, these problems do not occur nearly as often.

We are currently working on some new plans for the future of the camp. At present we are investigating the possibility of expanding the lease to take in more land, building a new gate at the actual camp boundary, approximately 60 feet east of the current gate, and seeking to increase the camp capacity in order to accommodate larger groups. We are also looking into more use of the camp by outside groups in order to increase the amount of revenue the camp generates.

Respectfully submitted,  
J. Burt Gillings

## CAMP WRIGHT DIRECTOR ANNUAL REPORT

Fall 2017 saw some good months, warm and busy. Winter hit hard with cold and wet weather from the last week of October through into May. Winter saw good attendance but also some difficulties including staffing, frozen water and sewer lines, endless snow shoveling, snow pushing, ice melting and mud. Cadets and Staff persisted and enjoyed the camp and facilities. Revenue was good but expenses, due primarily to the sewer clean up issue, were higher than expected.

This year we saw staffing changes and it was with regret we accepted Randy Schieke's resignation from his position at Camp Wright. His handyman skills are missed and were a valuable resource to the camp and cadets. Randy & Deb THANK YOU for your years of service. Because of this and my personal injury from a Snowmobile accident, the focus since January has been on the day to day maintenance required to keep the camp safe, tidy and ready for use.

This year, bookings were cancelled due to road conditions, weather and site conditions, including too much snow in April. Some of these were last minute cancellations and we had already arrived at camp to prepare for openings. There was no charge for these bookings, which has been the traditional practice. We may need to review the cost of this in future as there are costs incurred.

Over the past year and half, we have been a member of Long and Narrow Lake Stewardship Society. The Society is currently looking at a Park Designation and the impacts to the watersheds. There will be no impact on the lease for Camp Wright, but hopefully just protected lands for the future.

Because of my accident in early April, I was not able to actively pursue what I had planned and started working on this year. I do not feel I can fulfil my duties as required by the Camp and I have decided to resign as Camp Director. I hope I can play some role in the ongoing operations of Camp Wright. It has been an honour to work with the Cadets, Officers and volunteers of Camp Wright and the League.

Respectfully submitted,  
Doug Frost

## PUBLIC RELATIONS DIRECTOR ANNUAL REPORT

**H.A.R.T.:** This was a big project last year, including the inception of bussing Alberta cadets to the program and providing meals and lodging. This program provides the highest public relation representation we have. We are looking to re-work the program that revolves around the remembrance of both the Americans and Canadians to reduce the cost associated with it.

**National Semi-Annual Meeting:** There was no SAM to attend in 2018. National opted for a different delivery method of their program which included a monthly Communications Committee meeting via blue jeans to discuss public relations and communications and the practices being tried in each of the Provinces.

**Dream Flyer:** The Dream Flyer was in demand and was very active last year. As our machines age, we are incurring higher maintenance costs, so we are considering updates to the hardware. We continue to work on making them easier to use for those borrowing the unit. For part of the season, unit two trailer was loaned to the Aviation area as a storage unit.

**Scholarships:** This was a year of transition and it worked out spectacularly. We changed venues from Red Deer to Innisfail with great success. We took some pictures to share with the local Chamber of Commerce, who were, along with Director of Finance, Anna Lewis, instrumental in finding this great venue.

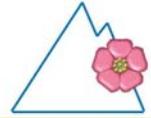
**Provincial Effective Speaking:** We returned to the Salvation Army facility this year and ran a great Provincial competition. If you missed it, try to make it next year because the competition was definitely worth watching. As PR Director, I was the Sargent at arms for the day.

**Website:** Work is still on going on our new website as tweaking and updates continue. Our home page now showcases local Alberta pictures. Many thanks to Corey Dodge, our webmaster, who gives countless hours to the website. At the bottom of our home page, we now have "Star Donors", showcasing our donors for the past two years.

**National AGM:** I attended this in Laval, QC, which was an experience as change-over occurred from the DND side with Brigadier General Dave Cochrane taking over as head of the cadet program, replacing Brigadier General Kelly Woiden. Funding issues for the program are the main concern. The communications committee has Mr. David Brown replacing Kevin Robinson and Gerald Platt replacing Jerry Elias, who is moving to the aviation committee.

The National Air Cadet Committee was positive on Squadrons holding Aviation expos to expose cadets to job opportunities in the aviation industry, having aviation sponsors present their positions and peak cadet interest, and a reworking the relationship with CASARA.

The National Communications Committee is focused on recruitment of C.I.'s, C.V.'s and officer cadets. There is also focus on developing a national perspective of cadets with information ultimately leading to squadron level contact that would be a Provincial responsibility. The four initiatives adopted were - sharing of documentation between provinces, Social Media growth, acceptable practices in collaborations and sharing, and adding to our National Website database. Alberta was a strong supporter and contributor to these initiatives.



**Summer Months:** The focus was to assist on the Cash Calendar project and the Airshows in Edmonton and Lethbridge and other venues where we could present cadet program. This year DND was not able to financially support the Calgary Stampede Cadet Tent, but the APC took it over to continue with the program and had a very successful event. The Alberta Biathlon Organization loaned us their new Eco Aims camera rifles and targets which we were able to demonstrate at stampede. Summer is also when I have time to fix the Dream Flyers and work on their deficiencies.

**VIP day:** The last Sunday in August is VIP Day at Netook. It is an opportunity to invite sponsors and like-minded to enjoy a glider ride, a burger and ask questions about the cadet program in our Province. We had one of our Dream Flyers set up as well.

Last but not least, a heartfelt thank you to Stan Monkman, Assistant PR Director. His mentorship has been greatly appreciated over this past year.

Respectfully submitted,  
Brian Lewis

## NORTH WEST WING DIRECTOR ANNUAL REPORT

It is always such a pleasure to look back on a Cadet year and reflect on all of the positive actions undertaken by the Cadets, Staff, SSCs and support groups. The role that parents and guardians play in the SSCs and support groups to provide the funds needed by the Squadrons for their various training activities is absolutely vital. It seems that fewer people are carrying this load every where I have visited. I hope that the future will show a change in this area.

We still need SSC Advisors as several are covering two SSCs. The situation has been relieved with the addition of one new Advisor. Thank You Kevin for taking this on!

There were three Changes of Command, at #577 Grande Prairie, #395 Edmonton and #755 Parkland. A huge THANK YOU to the outgoing Commanding Officers and to the incoming Commanding Officers. The dedication that you provide to the Air Cadet program will have an impact on the adults and young people in your Squadron for many years in the future.

The Effective Speaking Competition was well attended, with well prepared speeches from the Cadets and a very appreciative audience.

Selection Boards resulted in some very deserving Cadets attending various scholarship camps. I have talked to a couple of the Cadets and they felt that their camp was well worth attending. It is unfortunate that weather was so uncooperative for the flying and gliding camps. Some Squadrons have generously given up their gliding day so that the Scholarship Cadets can try to finish their course.

Due to a severe mobility issue, I have asked Wayne Reitsma to take over as Wing Director earlier than the usual AGM weekend. Thank you, Wayne. Thank you, also, to all members of the Wing, military and civilian, for your help, support and cooperation during my time as Director.

Respectfully submitted,  
Evelyn Hutchings

## NORTH-EAST WING DIRECTOR ANNUAL REPORT

WOW!! What an amazing year the NE Wing had. We continued the momentum from the year before with an increased effort to ensure strong communication, transparency and a commitment to support each other. We started off the year with a great Training Day where SSC's and Staff were both in attendance. Along with the regular training, we were also able to incorporate into our day a presentation made to us from the Pride Centre on how we can better support our LGBTQ2 youth. I found this presentation to be very well done and knowledgeable.

We dedicated part of our monthly Wing meetings to ongoing learnings, which varied from recruiting and supporting our volunteers, how to break down the diversity barrier in our new families, how to prepare and communicate on the approval of the scholarship applications, the relationship between the SSC Chair and the CO, and email communication and responsibilities.

To maintain the momentum of working together collectively, many of the Squadrons continued to do joint exercises and training. We had a wonderful turn out for the Wing Effective Speaking Competition hosted by 810 Grant McConachie with space provided by 12 Edmonton, in which we had 17 competitors that all did an amazing job. WOII Bhavya Patel from 810 Grant McConachie won the NE Wing Effective Speaking Competition and did well at the Provincial level.

Our Squadrons also attended Battle of Britain Parade, Remembrance Day Parades, Poppy sales and local Celebrations.

The Cadets in the NE Wing did extremely well in the Scholarships applications that were submitted (47 applications were submitted this year!), the preparation and the number of cadets that were able to attend Scholarship camps. Congratulations to all!

We had a year in transitions from Squadron Sponsoring Committees and staffing, and the need for more staff and volunteers with the steady growth in our cadet population for all of our Squadrons. We still had all our Squadrons successfully complete and submit their ACC9's on time, thank you!

Our Wing said hello to three new Advisors this year, Derek Blatchford for 868, Howie Cook for 533, and Chris Swinden for 664. Welcome!

It was with great sadness that our Wing lost a good friend and volunteer, Kevin Lindley-Scott. Kevin was committed to the Air Cadet program and was always a joy to be with. We also had to say good-bye to our long time dedicated Zone Training Officer, Captain Cher Lindley-Scott who retired in June 2018, but we are so fortunate that she will continue to be with us as a volunteer.

I want to thank you all in the NE Wing for being a wonderful amazing group of talented individuals. I am so very humbled to be associated with such a great group and dedicated and devoted people. Thank you.

Respectfully submitted,  
Dawna Morgan

## CENTRAL WING DIRECTOR ANNUAL REPORT

As normal, September started at a fast pace with most squadrons getting new Air Cadets, thanks mostly to a great recruiting program, community events and supportive SSC members. The fall was busy, and we held our first Central Wing workshop. Anna Lewis helped out with ACC9's and gave some great input in our meeting. Derek Blatchford also did a presentation on Air Resources. It was a great day with lots of information being passed on to SSC. Gliding in Netook was also in full swing.

We presented many Long Service Medals across Central Wing, attended WO interviews, Wing meetings and SSC meetings. On October 27, 644 Camrose had a Halloween Dance and approximately 80 local and area Air Cadets enjoyed the night.

November is always fast paced. All nine Central Wing Squadrons participated in Remembrance Day Ceremonies across Central Alberta with many locations having Air Cadets at multiple locations. Wetaskiwin 42 Air Cadets participated in an event called "No stone Left Alone". Music Concentration was also attended by some Central Wing Air Cadets.

The HART Ceremony had more Central Wing Air Cadets this year, a bus running from the north to the Lethbridge area was used by 7 Penhold; senior Cadets participated and enjoyed visiting with everyone. This is an event every Air Cadet should get to see!

By December, everything was in full swing: Biathlon, Ground School, Range, Effective Speaking, and SSC's doing lots of fundraising, and Christmas activities are planned. 572 Coyote took Cadets Fun Bowling, Pizza and Gifts and for the last few years 185 Olds has had a Photo booth at the Christmas Dance for memories later on in life.

January PPS and GPS qualifying exams were held, followed by preparation for Boards and February Scholarship time for the Wing. Mock Boards were planned in many Squadrons.

March was Effective Speaking month and most squadrons had their top three attend the Central Wing Competition that was in held in Red Deer. 88 Airdrie did a great job making a clean sweep of the top three Wing spots; congratulations! It was a pleasure listening to the speeches. Congratulations to WO Paden Knull of 88 Airdrie, who went on to represent Alberta at the National Effective Speaking Competition in June.

The spring brought more FTX activities, new screening forms with Mybackcheck, which we are still figuring out, elections for SSC's, and year-end reports. At our last meeting of the year, 733 Drayton Valley reported getting wonderful media coverage in the local newspaper, Western Review, about the Cadets' 55<sup>th</sup> Annual Cadet Review, with a full two-page article on the history and activities of both 733 and the Air Cadet League. I was the reviewing officer for 24 Red Deer ACR of which I thoroughly enjoyed.

65 Ponoka have been great hosts all year for meetings, both for the Wing and the APC, workshops, etc. Thank you! Thank you to my team this year, we all work for the same reason, FOR THE AIR CADETS!!

Respectfully submitted,  
Bob Thompson

## SOUTHERN WING DIRECTOR ANNUAL REPORT

Southern Wing is certainly a wing that never sleeps. Our 14 squadrons were very active in marksmanship, biathlon, effective speaking and many other endeavors. A few items to note:

- A special mention to 15 Medicine Hat who had a cadet compete in the National Biathlon Competition.
- A big thank you to 11 Lethbridge for hosting the 2017 HART Ceremony.
- We had cadets from 13 of our 14 squadrons participate in the scholarship boards this year in Innisfail.
- Cadet recruitment is up in Southern Wing, due the hard work of SSC's, Cadets, officer, and staff.

We held another successful information tent at the Calgary Stampede, working in collaboration with the Navy League. A special Thank you to APC Public Relations Director, Brian Lewis, for organizing this event.

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

A big thank you to all the work of my SSC advisors in Southern Wing: 11 Lethbridge (Deb Duncan), 15 Medicine Hat (Brian Geiger), 52 Calgary (Stan Taylor), 83 Juno Beach (Mike Inglis), 187 Foothills (Darlene LaRoche), 225 Taber (Jamie Thomson), 239 Brooks (Rob Bauhuis), 538 Buffalo (Anna Lewis), 604 Moose (Brian Lewis), 781 Calgary (Trudy Loucks), 859 Crowsnest Pass (Evelyne Huseby), 878 Banff/Canmore (Dakota Montgomery), 903 Strathmore (Tammy Anderson and Rob Bauhuis), 952 West Jet (Mike Boyle).

Many long service medals were handed out this year to many deserving cadets. Southern Wing was also proud to have the recipient of the Top Alberta Cadet with WO1 Brugma-Lattery from 83 West Jet squadron. WO Brugma-Lattery also served as the Squadron commander for the HART ceremony in Lethbridge.

SSC Chairs and advisors participated in our annual workshop held in late September with presenters including Keith Mann, Kenn Nixon, Darlene LaRoche, Rob Bauhuis and Anna Lewis, lead sessions teaching our incoming and returning executive members about the working of a strong SSC team. Major Fisher presented on Operation Honour during our lunch hour plenary session.

As we begin 2018-2019 we are excited to welcome a new squadron to southern wing, with 918 Griffon in the process of standing up. For now, they are addressed as 781a – as they are branching off from 781. With a strong executive in place and a very experienced advisor with Darlene Laroche, I know this squadron is set for success as they formalize during this cadet year.

We thank Tammy Anderson and Trudy Loucks as they complete their term as Assistant Wing Directors. We wish them well with their future plans. Also, a huge thank you to Rob Bauhuis for all your support over the past year. I am blessed with such a strong team that makes Southern Wing so strong. Thank you to the SSC Chairs and your teams for all the hard work they have put in over the last year - your cadets appreciate it!!!!

Respectfully submitted,  
Lorraine Forsen

## MEMBERSHIP COORDINATOR ANNUAL REPORT

### Registration Coordinator's Handbook and new Forms

The Squadron Sponsoring Committee and Registration Coordinator's Handbooks along with new membership registration application forms have all been distributed. I am happy to say that everyone is using the new forms.

### Screening

Sterling Talent Solutions is being successfully used by several squadrons for all their volunteer screening. While there is a cost to this service, \$26.00 plus GST, per person, it definitely has its advantages, including:

- 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 sometime in the future. For more information on this service, visit the Sterling website at: <https://www.sterlingtalentsolutions.ca>

The new process, if done correctly, is very quick and efficient. If all the paperwork is in order, the turn-around time for issuance of a membership card should be about two weeks. Please advise your candidates to notify you if they have not received their membership cards in a reasonable amount of time so that we can follow-up. Application packages should be mailed to me with a tracking number.

Please note the following information to minimize issues in the future:

- Original documents are required – Application, Reference Checks, Interview Form and Police Records check if done at a local detachment
- Applications must be completed providing all information and necessary signatures
- While the candidate is required to provide four references, only two completed references are required
- Application packages should be mailed with a tracking number. If sent requiring a signature the process may be slowed down as I can't get to the post office every day.
- Police Security Checks are only valid for six months from the date of issuance
- Members who are 30 days past their expiry date will be removed from the Wing Reports and identified as "Inactive" on the National database
- Previous members who do not renew their membership within six months of expiry are required to complete the full process
- Membership applications rejected at the squadron level must be sent to the Provincial Coordinator along with an explanation so that they can be recorded on the data base.
- Squadrons wishing to obtain a Credit Report for those people handling finances are encouraged to request a credit score which is a free service at this time. A credit score can be obtained from Borrowell (<https://www.borrowell.com>)

Currently, there are 1,438 active screened members in Alberta. Please keep me updated on members who are no longer active with your squadron.

My contact information is as follows:

Mailing Address: 2820 – 11 Avenue South

Lethbridge, AB T1K 0L4

Residence Phone: 403.327.4495 / Cell: 403.315.2346

Business Phone: 403.320.3822

Email: [bevannburke@shaw.ca](mailto:bevannburke@shaw.ca) / [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 and 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

