

September 2019

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

2019 Conference and Annual General Meeting Notice – October 25-27, 2019

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

Four Points by Sheraton, Edmonton South
7230 Argyll Road, Edmonton, Alberta, T6C 4A6
Hotel Reservations: 780-465-7931

Identify yourself as: “With the Air Cadel League of Canada 2019” to receive the discount rate

Please note: DEADLINE for Hotel Reservations is 5pm OCTOBER 9th. After this date, room availability will be at the discretion of the hotel. The call center cannot assist you after the deadline with the discount rate. You **MUST** talk to the hotel’s front desk directly - stay on the line or dial 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 and are responsible for transportation and accommodation costs.

The registration fee for the 2019 AGM is \$255 per person (if you register before Oct 9th, the fee is \$225), due and payable by cash, or cheque or e-transfer on or before the registration table on October 25th. **You MUST register for the AGM by the deadline Oct 18th. 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 –We are pleased to provide an online registration process. Once you have “submitted” your form, it will automatically email the form to the Alberta Provincial Committee and to you as the registrant (this is your only receipt/invoice, print for your records). 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 Cadets for 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.

PRELIMINARY AGENDA (subject to change)

- Friday, October 25 1900 – 2100 Registration – AGM registrants and Cadet Leadership Symposium attendees
Meet and Greet with a light snack; cash bar – **Dress: Casual**
- Saturday, October 26 0630 – 0800 Breakfast
0700 – 0730 Registration
0830 – 1200 Annual General Meeting **Dress: Business/Regalia**
1200 – 1300 Lunch
1300 – 1630 Information/Training Seminars
- Saturday, October 26 Annual Gala Dinner
Mandatory Dress: Semi-formal, Mess Kit or League Dress with Medals
1800 – Reception/Cocktails, 1830 - Dinner
- Sunday, October 28 0700 – 0830 Breakfast
Dress: Casual
0830 – 1200 approx. Completion of Business Meeting, elections, information sessions and a presentation by the cadets with the output of their Leadership Symposium.

A 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 select two training sessions on Saturday. See online registration form for list of four options.

AGM Reports

A Report Book will be **emailed** to all registered attendees containing Provincial Committee Motions for the year, and Annual Reports of the Executive. Minutes from last year's AGM will be included in the email. Audited Financial Statements and "Final" Budget will be available for pick up at the Registration Desk. A preliminary budget and unaudited financial statements will be emailed to Wing Directors for distribution to SSCs by early October, with a finalized version to be presented at the AGM for approval. This will allow you to review and email your questions to the Director of Finance finance@aircadetleague.ab.ca **BEFORE** the AGM. **Please email financial questions by Oct 20 to allow time to research answers for the AGM and to share with all attendees.** Each financial statement (Department or Category) has a "detailed version" listing what makes up each number. Please refer to these detailed reports when submitting your questions. Please include (1) the row number and description, (2) which version you are referring to (either "By Department" or "By Category") and (3) whether it pertains to the "unaudited financials" or the "budget" with your question.

Hotel Reservations (**see below exceptions)**

If you require a hotel room, you must make your own hotel reservations unless you are on the exception list below. 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 18th for registration purposes. The special room rate for Air Cadet League members is **\$115** plus taxes per night (Includes complimentary high-speed Internet). When making reservations by phone, please advise them that you are with the **Air Cadet League of Canada 2019** to receive the special room rate (see page 1 for details).

Hotel Reservation Exceptions**** The Alberta Provincial Committee will make hotel reservations on your behalf if you are in the category listed below. You **MUST SEND IN A REGISTRATION FORM** for these AGM and Hotel reservations:

- Designated Wing Delegates - Voting (SSC Advisors – 4 per Wing)
- Members of the Nominating Committee/Past Chairs
- APC Directors (**not** including assistant directors or coordinators)
- Cadets/Officers attending the Leadership Symposium.

We look forward to seeing you at the 2019 Conference and Annual General Meeting.

Yours truly,
Rhonda Barraclough, Chairman

ACCESS Registration Form ONLINE <https://aircadetleague.ab.ca/about-us/meeting-reports/>

PROXY

The undersigned, Squadron Sponsoring Committee Chairman of

No. _____ Squadron, Royal Canadian Air

Cadets, hereby appoints _____

Or failing him/her _____

As PROXY to attend, vote and act for the undersigned at the Annual General

Meeting of the Alberta Provincial Committee to be held October _____, 20___, and

at any adjournment, thereof.

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

Chairman Print Name

Signature of SSC Chairman

Dated

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

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

Please note:

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