



Alberta

Provincial Committee



Supporting Air Cadets In Alberta

**AIR CADET LEAGUE OF CANADA
ALBERTA PROVINCIAL COMMITTEE**

ANNUAL GENERAL MEETING & CONFERENCE

REPORTS OF MEMBERS OF THE BOARD, AND MOTIONS

SEPTEMBER 1, 2018 TO AUGUST 31, 2019

OCTOBER 25-27, 2019

**Four Points by Sheraton, Edmonton South Hotel
Edmonton, Alberta**



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Provincial Committee



Supporting Air Cadets In Alberta

**ALBERTA PROVINCIAL COMMITTEE EXECUTIVE, ASSISTANTS & COORDINATORS
2018-2019**

Directors

Chair – Rhonda Barraclough

**Vice Chair – Dawna Morgan (& Acting NE/NW
Wing Director)**

Past Chair – Tom Sand

Director of Finance – Anna Lewis

Director of Air Resources – Derek Blatchford

Director of Netook – David Lanz

Director of Public Relations – Brian Lewis

Director, Secretary – Angèle Mullins

Director Camp Worthington – Burt Gillings

Director Camp Wright – Cher Lindley-Scott

Director NW Wing - Vacant

Director NE Wing – Vacant

Director Central Wing – Len Granson

Director Southern Wing – Lorraine Forsen

Coordinators & Assistant Directors

Membership – Cecelia Brugma

Risk Management – Peter Davis

Netook – Ross Hamilton

Historian – Brian Andrus

**Social Media & PR – Stan Monkman, Jo
Hansen**

**Assistant Wing Directors: Carole Reichert,
Evelyn Hutchings, Jackie DeWayne, Diane
Granson, Jessica Forsen, Joanna Howard**

Camp Worthington – Lori Craig

Effective Speaking – Kenn Nixon

2019 Conference and Annual General Meeting - Schedule of Events

Friday, 25 October 2019		<i>Dress</i>
1900 – 2100	Registration <i>Niagara Ballroom A & B</i>	<i>Casual</i>
1900 – 2100	Cash Calendar Sale Dropoff - cheque only - no cash accepted	
1900 – 2300	Meet and Greet - light snack & cash bar	
Saturday, 26 October 2019		<i>Dress</i>
0630 – 0800	Breakfast <i>Niagara Ballroom A & B</i>	<i>Business or Regalia</i>
0700 – 0730	Registration	
0730 – 0800	Membership Coordinator available for questions <i>Niagara Boardroom</i>	
0800 – 0945	Annual General Meeting <i>Niagara Ballroom</i>	
	March on the Flags, O-Canada, Moment of Silence	
	Announcements/Housekeeping - Rhonda Barraclough	
	Notice of Meeting & Registrar's Attendance Report - Angèle Mullins	
	Approval of Minutes	
	Nominating Committee Report - Tom Sand	
	Greetings from National ACLC Representative - Jim Hunter	
	Greeting from CAP Representative - Col Warren Vest	
	Financial Report, Budget, Approvals & Auditor Appointment - Anna Lewis	
	Directors' Reports and Questions	
	Business Arising from Previous Minutes	
	RCSU NW Representative Update - Major John Cater	
1015 – 1030	Break	
1030-1215	Strategic Plan, CRA & Affiliation Agreements - Strat Committee & Lawyer	
1215 – 1300	Lunch	
	Training & Information Sessions	
1300-1510	Choose TWO Sessions: 1305-1405 and 1410 to 1510	
	Healthy Squadron Relationships <i>Parlour Rooms</i>	
	Volunteer Recruitment & Recognition <i>Niagara Ballroom C</i>	
	Adult Conflict Resolution <i>Victoria Room</i>	
	Squadron Communication/Social Media <i>Cascade B</i>	
1300-1510	Advisory Council Meeting (Closed Meeting) <i>Niagara Boardroom</i>	
1515 - 1530	Break	
1530 - 1635	Risk Management Program - Angèle Mullins & Peter Davis	
	Saturday Wrap up & Housekeeping Items	
	Please clear the Ballroom ASAP for the hotel to start setup for tonight	
1635- 1800	Break - Get ready for the Gala Dinner!	<i>Semi-Formal, Mess Kit or League Dress with Medals</i>
	Annual Gala & Awards Dinner <i>Niagara Ballroom</i>	
1800-1830	Reception/Cocktails ** Cash Bar **	
1830 - 2300	Dinner, Awards & Guest Speaker LGen Meinzingler (RCAF Commander)	
	50/50 & Silent Auction Continues - Winners announced at the end of the evening	
Sunday, 27 October 2019		<i>Dress</i>
0700 – 0830	Breakfast <i>Niagara Ballroom</i>	<i>Casual</i>
0830 – 1200	Continuation of AGM & Information Sessions	
	Nominating Committee Final Report & Elections	
	Camp update - Camp Directors/Capt Colburne	
	Historian Program - Brian Andrus	
	Update from Last Years Symposium - Maj Fisher/Dawna Morgan	
	Cadet Report from Leadership Symposium	
	Questions & Closing Remarks	
1200	AGM Ends - Safe Travels to Home	



Alberta Provincial Committee



Supporting Air Cadets In Alberta

Air Cadet Week Declared!

28 October To 3 November 2019

We are pleased to announce once again that the Government of Alberta has declared

Air Cadet Week

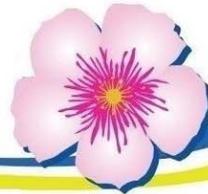
To celebrate the excellent work done by the Air Cadet League of Canada, Alberta Provincial Committee, and all volunteers who support the program province wide

Congratulations to All!

To Learn, To Serve, To Advance



Alberta Provincial Committee



Supporting Air Cadets In Alberta

October 25-27, 2019

From all of us on the Alberta Provincial Committee, it is my pleasure to welcome you to this year's Conference and AGM. I hope the time we spend together adds value to the work you do with your Squadrons and you are able to take away information and new connections that will help you in the volunteer work you do for our Air Cadets.

I want to personally thank you for all the work you do and the time you provide to the Cadet Program, not only for this weekend but for your commitment throughout the year. As Members and Stakeholders of the Air Cadet League we all play key roles in ensuring the Cadet Program is successful and because of your hard work, the Air Cadet Program in Alberta is thriving!

The Cadet Program provides a unique opportunity for youth to get experiences they could not get in any other single program. The program is successful due to our partnership with the Canadian Armed Forces and all the Squadron Sponsoring Committees in the province. You support the program in numerous ways, ensuring Cadets have the best experiences the program can deliver. And our Cadets make us proud to do what we do!

Our Military Partners are a key component in the successful delivery of the program. Thank you for the time you provide to the program – I know it is always well beyond the basic commitment and it shows in the success of our Cadets. I am proud of the relationships we have built with RCSUNW and how we work together to continually improve the program.

A common message from us, year over year, is change. You will hear more on that note as our time together unfolds through the weekend and I appreciate your support with these new initiatives that are designed to continually improve the program and what we do. There is no doubt it requires work from all of us but is in the best interest of all parties.

I hope you enjoy our time together this weekend and I encourage you to share experiences with each other and meet some new people and get your questions answered. Please also feel free to ask me anything or reach out to any of my us on the APC Executive to share your ideas, ask your questions and/or get your answers. 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 truly,

Rhonda Barraclough
Chair,
Air Cadet League of Canada, Alberta Provincial Committee

2018-2019 ALBERTA PROVINCIAL COMMITTEE MOTIONS

28 October 2018

Motion: Derek moved the minutes of the 22 September 2018 meeting be accepted as presented with one change: typo of slate (not slight) regarding SW Wing report; seconded by Lorraine; Carried.

Motion: Lorraine moved to approve the appointment of assistant directors as follows: Lori Craig – Camp Worthington, Jackie DeWane and Diane Granson - Central Wing, Jessica Forsen, Joanna Howard and Mike Inglis – Southern Wing, Carole Reichart, Susan Sexmith and Ron Ilko – NE Wing, Stan Monkman & Elise Jones – Public Relations, Ross Hamilton - Netook, Evelyn Hutchings – NW Wing; seconded by Tom; Carried.

Motion: Lorraine moved to appoint Mike Inglis as a non-voting director at large; seconded by Brian Lewis; discussion followed it was agreed we would ensure no increase to the cost structure; Carried.

8 December 2018

Motion: Tom moved the minutes from the 28 October 2018 meeting be accepted as presented with one change: title change – Captain Krissy Doner; seconded by Brian; Carried.

Motion: Anna moved we use the Cash Calendar revenue to pay for the project to replace Netook hangar doors; seconded by Dawna; Carried. One abstention.

Motion: Len moved that Peter Davis be approved as advisor for 88 Squadron, Seconded by Anna ; Carried.

Motion: Anna moved that 12 Squadron be granted an ACC9 extension due to extenuating circumstances, to submit everything to Anna no later than 20 January 2019, seconded by Dawna; Carried.

Motion: Burt moved that 918 be provided one optional exercise at Camp Worthington without fees in this training year, seconded by Tom; Carried.

Motion: Anna moved financials be approved as submitted, seconded by Dawna; Anna agreed to do a full review of financial at the March 2019 meeting; Carried.

Motion – Anna moved we book the Sheraton Cavalier Calgary for the 2020 AGM; seconded by Dawna, carried.

20 January 2019

Motion: Anna moved the minutes from the 8 December 2018 meeting be accepted as presented; seconded by Derek; Carried.

Motion: Anna moved financials be approved as submitted, seconded by Dawna; Carried.

25 March 2019

Motion: Len moved the minutes of the 20 January 2019 meeting be accepted as presented; seconded by Dawna; Carried.

Motion: Dawna moved we place a free black and white listing in the Canadian Donor Guide; Lorraine seconded. Carried.

Motion: Angèle moved the Cash Calendar names be entered in full by Susan Blair for a maximum of \$4,000 to be completed by August 31, 2019, with the funds coming from the shortfall of expenses from the Calendar; seconded by Burt; Carried.

Motion: Len moved that Tasha Lydom be appointed Squadron Advisor for 65 Ponoka Squadron; seconded by Lorraine, carried.

Motion: Dawna moved Leo Lammers be appointed as advisor for 12 Squadron; Lorraine seconded, Carried.

4 May 2019

Motion: Lorraine moved the minutes of the 25 March 2019^h meeting be accepted as presented; seconded by Anna; Carried.

Motion: Brian moved the awards submission date be moved to June 30th, beginning in 2019; seconded by Lorraine; carried.

Motion: Anna motioned that the responsibility of Effective Speaking be moved to the Vice Chair Role and a Coordinator Effective Speaking be added as a non-voting member. Seconded by Jackie (holding proxy); carried.

Motion: Anna moved the financials for the period be approved. Seconded by Lorraine, carried.

Motion: Dawna moved the following advisors be appointed for the remainder of the 2018-19 year and to carry into the 2019-20 year: 12 Leo Lammers; 230 Rhonda Barraclough; 287 Carole Reichert; 341 Therese Lorincz-McRae; 524 Evelyn Hutchings; 533 Howie Cook; 570 Todd Swyers; 664 Ron Ilko; 810 Ron Ilko; 831 Wayne McLeod; 868 Derek Blatchford; 124 Travis Nelson; 395 Dave Brown; 504 Dave Brown; 539 Robin Baker; 577 Veronica Dougherty; 699 Kevin Robinson; 721 Lori Westling; 755 Tom Sand; 874 Brian Andrus; Derek seconded, Carried.

Motion: Burt moved to approve the recommended camp rates as submitted by Cher; seconded by Derek; carried.

26 June 2019

Motion: Anna moved the minutes of the 4 May 2019 meeting be accepted as presented; seconded by Tom; Carried.

Motion: Anna moved the current line of credit be cancelled. Seconded by Burt. Carried.

Motion: Anna moved the financials for the period be approved as submitted. Seconded by Tom, carried.

Motion: Dawna moved the following advisors be appointed for the remainder of the 2018-19 year and to carry into the 2019-20 year; seconded by Joanna Howard (holding proxy); 12 Kevin Robinson/Dawna Morgan; 699 Kevin Robinson/Tom Sand; 577 Tom Sand/Kevin Robinson; 755 Tom Sand/Kevin Robinson; carried.

26 August 2019

Motion: Anna moved the minutes of the June 26 meeting be accepted as presented; seconded by Burt; Carried.

Motion: Anna moved to accept the financials as distributed. Seconded by Tom. Carried.

Motion: A motion was made by Brian Lewis to recommend as Life Member the individual discussed in camera; to be presented at the 2019 Awards Gala, seconded by Burt; carried.

21 September 2019

Motion: Anna moved the minutes of the June 26 meeting be accepted as presented; seconded by Derek; Carried

Motion: A motion was made to approve a new letterhead version 6 by Angèle, seconded by Brian; Carried. Two opposed.

Motion: Anna moved the annual financials as presented for the year end Aug 31 2019 be approved, seconded by Lorraine, Carried.

Motion: Anna moved the surplus from the Netook, Camp Worthington and Camp Wrights budget be rolled into the capital budget for the following year, seconded by Derek. Carried.

Motion: Anna moved we create an Aircraft Maintenance Contingency Fund with an initial amount of \$15,000 from the Air Craft Maintenance fund, to account for unscheduled maintenance; seconded by Tom; carried.

Motion: Anna moved the proposed budget for 2019-20, including the capital budget, be approved as presented as an interim budget until approved at the AGM; seconded by Lorraine; Carried.

Motion: Tom moved the Awards Cycle be changed to align with National Cycle per the distributed Honours and Awards Manual – March 1 for Volunteers and Officers, and June 30 for Cadets; seconded by Derek; 1 opposed, 1 abstained. Carried.

Motion: A motion was made to recommend as Life Member the individual discussed in camera by Anna to be presented at the 2019 Awards Gala, seconded by Burt; Carried.

Motion: Lorraine moved the SSC advisors and assistance in South Wing be approved as presented, seconded by Derek, Carried.

Electronic Motions

20 October 2018

Motion: Lorraine moved to ratify assistant directors for the southern Wing as Jessica Forsen and Joanna Howard; seconded by Anna; Carried.

26 January 2019

Motion: Anna moved the APC approve securing a 10 by 10 ft storage unit at Maple Leaf Storage Country Hills beginning February 1st to store APC records and materials as required; seconded by Angèle; Carried.

28 January 2019

Motion: Cher moved to change Camp Wright rates per the Rate Schedule distributed to the APC on this date, effective immediately; seconded by Angèle; Carried.

5 February 2019

Motion: Anna moved the APC purchase a laptop, including supplies such as mouse, Microsoft Office, external passport drive for backups, etc... for the Membership Coordinator at a total price not to exceed \$1500, Seconded by Angèle; Carried, one against.

9 May 2019

Motion: Dawna Morgan moved to have Anna Lewis proceed with the application process with AGLC for a 2020 cash calendar to be available for sale Fall 2019. Seconded by Angèle Mullins; Carried.

16 May 2019

Motion: Angèle moved that the recommendations of the Advisory Committee regarding the criteria and application process for Outstanding Cadet be approved as presented and used for the 2019 application and selection process; seconded by Tom; Carried.

7 June 2019

Motion: Tom moved to approve the revised Honours and Awards Handbook as distributed; Seconded by Angèle; Carried.

5 September 2019

Motion: Anna moved that the APC cover travel costs for the AGM Nominating Committee under the guidance of the current travel policy options; Seconded by Angèle; carried.

6 September 2019

Motion: Anna moved the APC purchase 20 leather bound notebooks to provide as a gift for guest speakers, etc.. at a total cost of \$800; seconded by Angèle; carried.

COMMITTEE ANNUAL REPORTS

CHAIRMAN'S ANNUAL REPORT

Alberta has the fastest growing Air Cadet population in Canada. While exciting and encouraging this also increases our need to keep up with the young people we support.

This past year seems to have flown by. I want to thank the Board of Directors for all their hard work. The amount of dedication and time everyone puts in is incredible. A well-run organization is composed of people who carry out their duties with great care. I hope we have done that this year focussing on good governance and support to the program. As a caring and diligent Board, we have strived to maintain:

- clarity and transparency
- legal and risk requirements (insurance and financial)
- focus on good governance
- an interactive and open culture, and
- focus on the operational plan

In terms of Board governance, we challenged ourselves this year to be candid and open in discussions; aligned our activities to an operational plan; reviewed bylaws and policies; and ensured our assets are secure financially for the future. Care and governance are tightly linked.

We have worked hard to ensure we understand our business and its drivers. We have had our policies and procedures reviewed, along with the affiliation agreements from National. This has been a long and bumpy journey between the provincial committees and National, but we are in the final stages and should be able to sign off this year. That will cascade to the squadron level next. Essentially this is an alignment of the organization at all levels leading to a more effective corporate governance framework and clarity of roles and responsibilities. This, coupled with a rigorous risk management system, allows us to move forward in a culture of continuous improvement and a spirit of success.

We will outline our successes as we move through the AGM. We are very proud of our efforts to fundraise for the APC this year. It has been our focus to try to do what we can to support the program and maintain our assessment fees at current levels. We have received significant donations and tried new events and feel we are moving in the right direction. Stay tuned for new and exciting things next year. We hope you will join us for a few fun new activities. A huge thank you to all that have participated or donated this year.

This year we developed committees to support Camp Worthington and Camp Wright. These committees have reviewed the needs of each camp, outlined priorities, and developed future-focused plans. There have been significant upgrades to both camps this year. We invite you to visit – just to see them or with your Squadron. Our goal is to ensure we have full capacity in both camps.

We have added some new faces to the APC this year: Cecelia Brugma is Membership Coordinator; Peter Davis is Assistant Risk Management Coordinator, Brian Andrus is historian; Kenn Nixon is Effective Speaking Coordinator and Jo Hansen is Social Media Coordinator. Thank you for volunteering to join us in developing the best program in Canada.

I want to thank everyone involved in the Air Cadet program. There is a huge dedicated group of military and civilian staff, sponsors, and supporters who make this organization successful. To each and everyone of you I want to say thank you. Together we are building an incredible future for young people, and Canada. If you have any questions or ideas, I am always open to chatting. Please don't hesitate to reach out.

Respectfully submitted,
Rhonda Barraclough

PAST CHAIRMAN'S ANNUAL REPORT

Provincial Effective Speaking

The 2019 provincial competition was held April 6th, 2019 in Red Deer. It was an excellent competition by very talented Cadets.

The topics for the 2020 National Effective Speaking Competition are:

1. How do you live with integrity as a leader?
2. What does bravery mean to you?
3. What are the positive or negative effects of AI?
4. What are the health and social effects of vaping?
5. Canada's role in international affairs.
6. What are the greatest challenges facing the Canadian aviation industry?
7. How do you remember the sacrifices made on our behalf by our nation's military?
8. Describe an historical event of note, and what it meant to Canada.
9. Describe a true Canadian hero, and the difference he/she made to our nation.
10. Cadet's Choice: The Cadet's Choice must fit into one of these categories: Cadet Life, Science and Technology, Aviation, Canadian History or Citizenship.

Honours and Awards

The provincial Honours and Awards handbook was updated and published on June 3rd, 2019. The most significant change was the scoring for the top Alberta Cadet.

Forty-five provincial award applications were received and processed.

Advisory Board

The Advisory Board was very active in 2019 and conducted a review of the APC Honours and Awards Handbook and the APC bylaws. The APC Honours and Awards Handbook was updated in time for the 2019 awards cycle. The bylaw review and update was completed August 12th.

Edmonton Airshow and Career Fair

A Career Fair was planned in conjunction with the Edmonton Airshow producers and the Alberta Aviation Council, to be held during the 2019 Edmonton Airshow. The plan included a special access day for Cadets (Air, Army, and Sea) on Friday, August 16th. Every Cadet in the province was invited to attend, understanding many would not be available. Each Cadet in uniform, along with one accompanying parent/chaperone, was provided with given free access to the grounds on this day to attend the career fair (exclusive access) and view any of the practice, arrival and static air displays. Sadly, the event was cancelled due to high rains and muddy facilities. A Career Fair is being planned for next year during the Edmonton Airshow, August 15th and 16th, 2020.

A Cadet recruiting tent was also planned for the 2019 Edmonton Airshow. The presence was to include a glider on static display and a winch. The opportunity to have a flying display was pursued. It did not happen due in part to the cancellation of the airshow. The process to have a flying display at the 2020 Edmonton Airshow has started.

Respectfully submitted,
Tom Sand

VICE CHAIR ANNUAL REPORT

Wow, this year was a whirlwind of activity for both the APC and the squadrons. Thank you to everyone who volunteered to sit on committees, helped with Scholarship Boards, attended meetings, and provided feedback. Your dedication and service to the Cadets is invaluable and truly, truly appreciated.

Selection Boards

Some scholarship board statistics between 2018 and 2019 for you to ponder:

	2019	2018
Number of Cadet interviews	246	209
Total number of Cadets boarding	219	206
Cadets applying for two Boards	26	12
Cadets applying for three Boards	1	4
Number of applicants for each of:		
IACE	14	15
GPS	73	52
PPS	60	47
AM	37	36
Aerospace	33	32
Airport Operations	29	27
Number of Applicants by Wing:		
Northwest	58	46
South	97	90
Central	34	26
NE	57	47
# of volunteers – League, Military, Civilian	96	87

New information is just being released by our military partners on the structure and timing of Boards for 2020. We will provide an update on that as soon as it is available.

Cadet Leadership

Some of the feedback from our 2018 Leadership Symposium was the Cadets wanted more leadership training. We created a Cadet Mess opportunity, and our first one was held in February 2019. While the weather didn't cooperate with us, we had a wonderful turn out. Thank you to the Officers and League members who contributed their time to make this happen.

SSC Manuals and Training

We are constantly updating our training aids and manuals. We are endeavouring to have consistent practices across all Wings and therefore all SSC's. While this can be a slow process I would like to thank everyone for embracing the new formats.

Strategic Direction

We have made great strides in moving our strategic direction forward. We know that change is not easy, but we are gaining constant momentum, and we are striving to be a more responsive and adaptive APC. Thank you everyone for your ongoing commitment.

2018-2019 was a great year! Thank you everyone for your continued support.

Respectfully submitted,
Dawna Morgan

DIRECTOR OF FINANCE ANNUAL REPORT

Here are some highlights from the past year:

Online AGM registration

We are continuing this year to use online registration with great success, thanks to our Webmaster Corey Dodge. This is accessed on our website at www.aircadetleague.ab.ca, under "About Us, Meeting Reports". We have eliminated a manual registration form to streamline the process.

Cash Calendar

Our 2019 Cash Calendar fundraiser was a great success provincially. Out of 10,000 printed, we had only a 12.3% return rate. Total Gross revenue was \$175,380 less prizes and production costs of \$61,772 resulted in a profit of \$113,608 of which half \$56,804 - was shared was shared with Squadrons who sold them. It was the best day of the year for me when I printed cheques to all the SSC's for their share 😊.

The 2020 Cash Calendar was distributed to SSC's over the summer so they had it available for start of year intakes. If you have completed your sales, bring your cheques to the AGM. The final day to submit sales, returns, etc is **No Later Than** November 30th. AGLC approved all the draws to occur on December 30th with winners announced based on the published draw dates in the calendar. This streamlines the process for us, but still requires lots of work to call winners every week... but what a great call to make – giving money away to a winners!

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 with our ACC9 submissions. Pat yourself on the back as there are no ACC9's outstanding nor are there any assessment fee invoices for last year outstanding. Excellent work!

ACC9's are due October 31. To receive the \$10 discount on Assessment Fees a **completed and balanced** ACC9 must be received no later than December 1. When submitting your ACC9, please remember the following:

- Use the same version of the ACC9 that was used last year
- 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 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

We followed the same process as last year 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 to Wing Directors for distribution to Squadrons. 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 s that any questions you may have are sent to me by October 20th to give time for answers to be completed and shared with the membership. I expect there to be only minor changes in the financial statements from unaudited to the final version. Depreciation and deferred revenue are typically the areas that change. The "audited" Financial Statements for 2018/2019 and "final" Budget for 2019/2020 (plus 4 years) will be available at the AGM.

Respectfully submitted,
Anna Lewis

SECRETARY ANNUAL REPORT

This year the APC embarked on a structured operating plan to deliver on our strategic plan, and we are making progress!

You hopefully saw the first issue of our newsletter that we would like to produce quarterly. Work and volunteer commitments exceeded time available. If you are interested in working in the communications area on the APC, please let me know as we greatly need more resources to do some of the work we are undertaking.

I took on the role of Risk Management in 2019, as a part of new initiative being rolled out from the National Air Cadet League office. Although initially assigned as the Alberta representative role, the National Committee needed assistance to get the volume of work completed, and with some risk experience, I joined this committee. I believe risk is critical to every business, not-for-profit or even individual these days, and by joining the committee my goal was to help ensure the end product that we roll out is as simple and easy as we can make it, minimizing time commitments by our volunteers. You will hear an overview of the Risk Management Plan on Saturday. I am happy to say that Peter Davis is our Assistant Risk Coordinator and between the two of us, we will be available to help Wings and Squadrons implement the program at the local level over 2020.

Over the course of the year, I participated in several activities. I continue to be involved in the Scholarship Selection Boards and am very pleased by the success of our Cadets. I assisted the Effective Speaking Competition. After seeing this competition locally, provincially and nationally, I am in awe of the calibre of Cadets we have in the program. I attended the Cold Lake End of Summer Graduation Parade which was excellent to watch – over 600 Cadets on parade and all so proud of their summer accomplishments. Most memorably was the short time after the parade where they had to say goodbye to their new friends – friends many will now have for life!

I attended the National Air Cadet League AGM due to my role on the Risk Management Committee. It was an excellent opportunity to learn more about the organization and see how different provinces operate compared to Alberta. One interesting learning for me was that we are one of the few – and certainly the only large province – that operates without staff at the provincial level. Volunteers are responsible for all the work at the provincial level, which includes running assets like Netook and our camps, putting on events such as the AGM, fundraising, running booths at events, etc., etc., etc. Remember – many hands make light work – if you are interested in getting more involved, please let any of the directors know – we could use the help!

Coming up to my fourth AGM in this role, I believe we have developed a process for materials distribution and have responded to member feedback requesting improvement. That being said, we can always improve more so if you have suggestions, I welcome them. Please send me a note at abacprovsec@gmail.com. Our goal is to continue to minimize costs at the AGM by minimizing paper and printing. Making the AGM book available to you electronically worked last year and ideally will continue to work well.

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

Respectfully submitted,
Angèle Mullins

Director Air Resources Annual Report

Although there were a few improvements during the year, some challenges were faced by Air Resources this year.

Aircraft

Alberta lost the use of Scout 1 due to an accident at Gimli in July 2018. The repair process was nearing completion when Gimli was hit with a major storm on June 7, tearing most of the hangar roof off and shutting down heavy maintenance activity for the summer. Scout 1 will not be back to Netook until spring 2020 at the earliest. Netook is operating as a winch site with two gliders for the fall season.

Two gliders used in Alberta were scheduled for the Structural Inspection and Repair Program (SIRP) in November 2019. Due to maintenance hangar disruption, one has been deferred to 2020 and the other will be sent to the manufacturer – K&L Soaring of Elmira, NY.

David Lanz, Director Netook, generously donated the use of his truck and trailer January to drive to the American Champion factory in Rochester, Wisconsin to pick up major aircraft components for our damaged Scout in Gimli. This facilitated the repair of the Scout, prevented damage to the components and eliminated expensive shipping costs.

Power & Gliding Scholarships

On 14 Sept 2019, the last remaining Glider Pilot Scholarship (GPS) Cadet from the 2018 GPS program finished at Villeneuve Cadet Flying Site (CFS) – after he had just completed his 2019 Power Pilot Scholarship (PPS)!

Flying Scholarship exam results for 2019 were as follows:

	<i>Squadrons with:</i>			<i>Cadets at Boards:</i>	
	No PPS Exam Writers	No GPS Exam Writers	No Exam Writers*	GPS Avg Mark	PPS Avg Mark
2017	15	11	8	75%	78%
2018	11	11	6	72.5%	77.5%
2019	13	15	8	77.1%	81.5%

* Note: Total Squadrons in 2017 & 2018 = 44; in 2019 = 45

Average marks exclude results below 60% as not eligible to attend scholarships

In Alberta, 23 Cadets were selected for Power and 30 were selected for Glider. Nationally there were 215 Power and 276 Glider positions available.

The 2019 GPS course at Gimli was not successful, even after extending to eight weeks. There were no operations during week eight due to bad weather. While weather and runway orientation are contributing factors to the program's challenges, statistically those factors were not worse than prior years. Some factors contributing to this year's performance include new orders and procedures difficult to implement, lack of sufficient staffing levels, delay of equipment deployment to Gimli, Scout serviceability issues, administration of instructor licensing with Transport Canada, and four of eleven did not complete the Glider Pilot Instructor Course (GPIC). A low average aircraft launch rate was also observed. Of the 21 years the GPS program has been conducted at Gimli, the last three have been the worst.

A total of 58 Cadets were to start the program. Two Alberta Cadets did not begin, one to attend RMC. By the end of the summer, 10 graduated with wings but 19 had not soloed. By comparison, in 2018, while only one completed the program, all but one had gone solo. Of Alberta's remaining 28 Cadets, six achieved their license and eight had yet to go solo. Alberta CFS's are working to complete this training, but this will impact the fall and spring gliding familiarization programs. As of October 4th, 17 Cadets have yet to finish, of which four have yet to go solo. Villeneuve is also working to complete a Cadet from Yellowknife.

Flying Program

There have been staffing changes in air operations, resulting in some challenges to the administration of the flying program in the region as staff are sought to fill the required roles.

I attended the National Flying Training and Flight Safety Conference in Winnipeg in December, representing the National Aviation Chair, Jerry Elias. The challenges of finding Flying Training Units to provide PPS was discussed. BGen Cochrane approved the GPS course to be seven weeks long, eliminating the need to request an extension yearly.

In March I attended the annual Flying Supervisors Training Session at Gimli as both an APC representative and Scout Standards Officer. We discussed a tentative Flying Training schedule for the 2019 CFTC with crew rest restrictions imposed by the CO RCSU (NW). These restrictions are in addition to those in draft Sp Gp Order 7002-7 and the Air Cadet Gliding Program Manual. We also discussed the need for another glider in Alberta. This was supported by Regional Cadet Air Operations Officer (RCA OpsO) and so the ACL and CF approval process has begun.

Developing staff to become glider instructors continues to be a challenge for the GPS program. The proximity of Penhold to Netook facilitated this during summer Cadet Training Center (CTC) programs. We are working on the potential of adding a glider familiarization program to the Cold Lake CTC. We have national ACL support to pursue this option to begin in summer 2020. Cold Lake CTC Cadets benefited from the RCSU Air Ops Power Familiarization program run at Bonnyville Airport this year, but it does not provide support to glider pilot development.

Last year, Netook borrowed a Scout from Saskatchewan to assist in completion of 2018 GPS training. This year we asked Saskatchewan, Manitoba, Ontario and Alberta Soaring for the loan of a Scout, but none were available to provide Netook with an air tow capability for the fall to conduct GPS training.

Ground support Vehicles

STARS pilot Andy Stewart of 577 Grande Prairie SSS, and members of the Grande Prairie CFS, again facilitated the acquisition of a vehicle for our gliding program, a 2011 GMC pickup truck. It was donated by Tidewater Midstream and Infrastructure Ltd. This brings our truck fleet to the desired number - we can now begin our fleet renewal program!

Other Activities

I assisted Tom Sand with plans for an air display at the Edmonton Air Show, to include a static display and a glider being towed by the Edmonton Soaring Club as a nod to our roots. The ACGP initially began as trial partnership between the RCAF, the League and the Edmonton Soaring Club at Cooking Lake in 1965. Unfortunately, the air show was cancelled due to wet ground conditions. We did not receive approval to have our glider fly at the show but hope to have it in time for the next show. There was a static display of a glider and winch at Springbank Air Show in July, which proved popular.

I am pleased to report the aircraft donated to the APC last year by Glen Rippon was sold September 30th to Chile! David Lanz and I will assist the purchasers when they pick up the aircraft in October.

Over the course of the year, I have also participated in a number of other initiatives and projects including: working on the Camp Committee for Camp Wright, Fund-raising initiatives, attendance at Selection Boards, Squadron Advisor for 868 Ft McMurray, tow pilot at Villeneuve CFS, trained new tow pilots and towed for part of the summer at Gimli, attended ACL national AGM, member of the National Aviation Committee, and a subcommittee recommending tow plane replacement, and attended summer graduation parades at BATA and GPS.

Sincerely,
Derek Blatchford

NETOOK DIRECTOR ANNUAL REPORT

Financially Netook has had a good year starting with an above average Spring Lease payment of \$9574 and a lower than average fall payment of \$6872 resulting in a total of \$16,446 for the year. This is an average year for Netook.

The new Bifold Netook Hangar Door was installed this spring and is working very well. Derek Blatchford coordinated a partial donation of this door from Diamond Doors in Winkler, Manitoba after a fortuitous meeting with them at Oshkosh 2018. Thank you to Diamond Door for providing the product and Derek for assisting with the installation and coordination of the product. It is both reliable and convenient for all users, requiring minimal maintenance for many years to come.

The spring gliding operation went well with no incidents. The fall operation is underway, but weather is impeding operation significantly. There was one off-field landing with no injuries and minor glider repairs required. The glider has been returned to service. There was minimal crop damage sustained and no crop payment required.

The siding replacement project on the Ross Hamilton Learning Center was completed in July.

There has been a change in onsite caretaker this year. The Caretaker sold her mobile home, and effective October 1, 2019 the new owner has moved in. We have signed a five-year lease and are expecting an excellent relationship with the new owner.

This will be my last report as the Director of Netook after nine years. I have decided I need more time to travel and enjoy my retirement. I would like to thank everyone from the APC, our Military Partners and the general membership for their support over my tenure at Netook.

Respectfully submitted,
David Lanz

CAMP WORTHINGTON DIRECTOR ANNUAL REPORT

During the training year Camp Worthington was utilized by eight squadrons/corps. In addition, the camp was used by the RCMP, 41 Service Battalion (Reserves), an addictions recovery group twice and a role playing group twice. It was also rented for a private company function and twice by private family groups. Total revenue for the year was \$11,500.

In early summer we experienced a break-in at camp which resulted in the loss of the camp generator, wood splitter, and various other small tools and some supplies. Total loss was estimated between \$6500 and \$7000. As our insurance deductible is set at \$5000, so it was not deemed worthwhile to submit a claim. The generator has been replaced and my thanks goes to Turple Brothers in Red Deer for selling us a generator at their cost of \$4600. Other items will be replaced as needed. The lock system on the Sea-cans that store these items has been upgraded and a security camera installed. Additional security cameras are needed.

During this past summer we replaced the roof on one of the cabins with a new metal roof. This was badly needed as the rolled asphalt shingle roof had been there for almost 50 years. Thank you to Lori Craig and her husband Dave Fowles who paid for the installation.

After dealing with Alberta Environment for over three years we finally received approval to dredge the stream that flows past the mess hall. This had become plugged with debris in the 2013 flooding and was becoming a potential health hazard due to stagnant water. The issue has now been rectified. We have also received the authority to close off a section of quad trail that passes through a corner of our lease. Doing so will relieve some pressure from quads and dirt bikes along the east side of the lease and will enable Cadets to use a larger portion of the lease for training.

We have begun planning for a possible future expansion of the lease to enable us to use more land. This will be a longer-term project to allow the camp to accommodate larger groups of Cadets in the future. We are currently cannot accommodate some of the larger squadrons in our facility. We have also begun marketing the camp for outside use other than Cadets and reserves and have approached several groups in that regard, with some success.

We have established a "Camp Worthington Committee" to look at future development of the camp. Future ideas include the construction of an additional barracks and expanding the mess hall.

Late this summer we had the trail into the camp graded to better accommodate busses and other vehicles coming into the camp and are currently dealing with Alberta Environment and Parks for more control of the access road.

The annual water testing of our well has been completed and the well continues to be fit for human consumption. A copy of the report is posted in the mess hall. This is important as we continue to be told by some squadron members the water from the well is not potable when the opposite is in fact true.

My sincere thanks go to all who have helped with the camp in the past year, especially my Assistant Director, Lori Craig, who does an outstanding job and provides much needed support. Thanks also to my son Chris and his family and my wife Wendy who has put up with my many absences over the past 19 years.

Respectfully submitted,
J. Burt Gillings

CAMP WRIGHT DIRECTOR ANNUAL REPORT

After one year as Director of Camp Wright, I am thrilled to report our progress. I look forward to seeing you at Camp – feel free to contact me for a visit at any time.

Camp Wright Team

A call for volunteers to create a group of interested and dedicated persons to address Camp Wright's standard was made in November 2018. Eight volunteers came forward and meetings followed to put together a game plan. The team included two Squadron COs, two members from Edmonton RCSU office, a former Director of Camp Wright and three friends of the organization. We have made great progress over the year. Some of the items addressed are as follows:

Security: The security of the Camp has improved. Locks were changed where required, and deadbolts added. Security cameras were added, allowing for remote monitoring. RCMP presence is visible - they monitor camp whenever possible.

Equipment: Camp equipment needed to be inventoried. Thanks to the Cadets of 230 Athabasca, all equipment was inventoried, and its state of repair assessed. All major equipment requiring repair was completed. Kitchen equipment has been "deep cleaned" and repairs or replacement done. An additional refrigerator was purchased to accommodate rations for larger groups. A commercial refrigeration unit is on the list for replacement soon. Mattress covers are now washed on a regular basis.

Grounds and Buildings: After three weekends of hard labour, all unusable surplus equipment and materials were cleaned out and sent to the dump. Remaining items were organized and stored safely for future use. Several trees were identified as being dead and potentially at risk of falling on buildings. These trees were removed, and the wood kept for firepit use. Building furnaces, hot water tanks and plumbing have all been serviced and a maintenance program is now in place. The Volunteer and Director's Cabins have received a new coat of paint, baseboards and door mouldings. The decks behind these buildings were removed as they were rotted. All remaining wood stoves were removed from cabins and chimneys/ducts will be removed when roofs are repaired. Outside water taps were repaired. Thanks to a generous donation of tiles for the Mess Hall, new flooring was laid during ten arduous days in August. The mobile home on site was emptied and rebuilt and will be converted into four classrooms.

There are some building issues that will require funding. Doors that were not working properly have been repaired but several will need to be replaced soon. Building insulation and roofs need to be addressed, and we have an estimate of \$50,000 required to get this work done. A fundraiser and/or grant will be required to do this.

Utilities: Utility costs were reviewed and steps taken to reduce wherever possible including replacing all lighting with LEDs.

Water System: Many upsets have been experienced with the water system, including a major freeze in February due to a furnace malfunction. A new water system was installed in August 2019 and we now have better flow and are iron free.

Inspections: Thorough inspections were carried out during the year. Fire extinguishers all require replacement in 2020. Our Health and Safety Permit was renewed without issue. In support of our new agreement with DND, their fire inspection resulted in a need to replace all electric heaters, smoke & CO2 detectors and to install emergency exit light kits in all buildings. Some building furnaces needed relocation behind fire-rated doors and some cabin doors required rehanging to open out. All the work was completed by Labour Day weekend. Water sampling is done quarterly and there are no issues.

Bookings

A brochure for the Camp was created in early Spring and is being used to market the Camp. The information booklet has been updated and is now on our web site. Last training year we had 3,118 users with \$51,143 in revenue. There were no bookings from November to January, and we were fully booked from March to May.

The Sail Center had used the camp for the past six years but not in 2019. It was confirmed with RCSU they would not be returning, and their equipment was removed in May.

Marketing the Camp has been successful with new bookings including five school groups, Scout groups, Junior Forest Wardens, and the Native Friendship Center. Military groups have been using the Camp for several years with an agreement they could use it for free in exchange for the completion of various camp projects. A new agreement has been entered into and they will now be paying fees.

Kudos

We have so many people to thank for all the work on camp as well as fundraising that has been done to allow us to accomplish so much at Camp Wright.

A former Air Cadet and now a Worshipful Master of Waskatenea Lodge 154 of the Freemasons asked his association to support Camp Wright. They helped us celebrate our 50th Anniversary of Camp with a donation of \$12,500!

Noelle's Catering from Athabasca catered some camp users and supported Camp by providing the catering for the anniversary event and some volunteer work weekends.

The APC, through new fundraisers including the Dave Hadfield Concerts and a Golf Tournament, raised an additional \$7,000.

Many thanks to everyone who has supported Camp Wright through funds, donations and time. It has made an amazing difference in such a short time.

We have an amazing group of volunteers that come when the call is put out. Throughout the year, we had a core group of 23 volunteers, not including those who come along with their parents and produce amazing results toting, fetching, sweeping, mowing and cleaning! We amassed over 2,800 volunteer hours this year at camp... easily exceeding \$57,000 in free labour for camp. This involved donating so much family time, long weekends, etc. We cannot thank you enough!

Two of our volunteers went above and beyond, helping our youth users in a very important way. Todd Demaine and Jonallan Lindley-Scott both helped our users out when they were in potential danger due to a wildlife encounter. While both fine men are members of the Armed Forces, they were at our Camp as volunteers, and immediately reacted when needed. Their actions bring great credit to our organization!

Another two volunteers that require special mention are Captain Dawn Bucholz, CO of 230 Athabasca RCACS and Rod Bucholz of Bucholz Electric, Redwater, AB. The expertise and skill they bring to camp have been extraordinary and the dedication unbelievable - the results they produce are incredible in every way.

What a first year at Camp – I am so proud of what we have accomplished this year and have immense thanks for everyone who has supported Camp Wright on this journey.

Respectfully submitted,
Cher Lindley-Scott

PUBLIC RELATIONS DIRECTOR ANNUAL REPORT

H.A.R.T.: The bussing of Alberta Cadets to the program and providing meals and lodging was extremely successful. This program is the highest public relation representation we have as it included an international profile. We reduced the overall costs and incorporated the opportunity for any interested Squadron or Cadet to attend at a low cost. **We welcome the attendance by anyone who is interested!**

Major Events: The APC supported a Cadet information tent at the Calgary Stampede and had a very successful event. This event has been supported by the military side in the past, but the APC has stepped in for two years now to ensure it continues without military funding. I would like to thank all our officers, Cadets and parent volunteers who worked hard to make this event successful, and in particular, Major Tracey Bauhuis of 604 Squadron for her outstanding work on this project.

Dream Flyer: We located the dream flyers in the north and south of the province and maintained them to the best of our ability. As our machines age, we are incurring higher maintenance costs, so we are looking at updating some of the hardware. Welding and repairs were done, and the Dream Flyers suffered minimal downtime at most events. Further work was done in the downtime over the summer

Provincial Effective Speaking: We returned to the Salvation Army facility and held a great Provincial competition. If you missed it, try to make it next year because the competition was definitely worth watching. I was the Sergeant at arms for the day. I hope to always have this role and enjoy supporting the program.

Website: Our Website is working well and our webmaster, Corey Dodge, does an excellent job managing it. Additional development is in the works to make it even more useful to members. I am also pleased to report we have appointed a new Social Media Coordinator, Jo Hansen, who has former experience in the Cadet program. She has just come on board to work on our Social Media development.

National Communications Committee and AGM: I attended monthly video conference meetings of the National Communications Committee to discuss PR and communications practices being tried in various provinces. This year's focus was on the development of public relations and provincial adoption of social media and critical ways of presenting the cadet program to media. Past Chair Kevin Robinson is on this committee as is immediate Past Chair Tom Sand, both of whom are now National Board of Governors members.

I also attended the National AGM in St. John's NF. Guest speaker was Brigadier General Dave Cochrane and he shared how the Cadet program is embracing some great changes. I attended Scholarship/Awards, Membership committee and Communications meetings. We were treated to the experience of participating in the Alcock and Brown commemoration celebrations.

Respectfully submitted,
Brian Lewis

NORTH WING DIRECTOR ANNUAL REPORT

This past year, we did things a little differently in the north wings. With the departure of the NW Wing Director in December 2018, we decided to merge the NE and the NW Wings into the North Wing for the remainder of the year. This was a wonderful opportunity for all the SSC's and CO's to come together with a larger group of their peers to share experiences and practices. I would like to thank the Assistant Directors who stepped up in the north to help in this area.

While we still struggle with training space and staffing issues, we are making some headway in trying to locate new homes for our Squadrons.

We have had a few Change of Commands this year, and new CIC staff joining us, along with new SSC Chairs and Executive Members. Volunteers and Staff have been so wonderfully supportive of their fellow SSC's, squadrons and the team work and sharing of resources and knowledge is commendable.

We saw WO Acker from 755, win the Provincial Effective Speaking Competition and she went to Newfoundland to represent Alberta. She did a fantastic job! Bravo Zulu Acker!

All the Northern squadrons had very busy training years and participated both in RDA and League activities. You all move the partnership forward every day, thank you!

Respectfully submitted,
Dawna Morgan

CENTRAL WING DIRECTOR ANNUAL REPORT

The 2018 AGM saw a change in the position of Central Wing director. Mr. Bob Thompson stepped back after leading the Wing for several years to be replaced by me. Although I had several years in different squadron positions, this new role had a steep learning curve which really hasn't stopped!

Two new Assistant Wing Directors stepped up to assist me. Stepping down at the 2019 AGM from her long-time position as Assistant Wing director is Jackie Dewane. She will still be involved in different capacities going forward, however I believe she really ran Central Wing for many of the past years. I will miss her assistance and guidance in the new year.

It was a good year for squadrons in improving their facilities. 733 Drayton Valley, 88 Airdrie, 644 Camrose, 7 Penhold and 572 Coyote Squadrons all found better training facilities. The biggest move was for 572 Coyote Squadron who moved from Coronation to Stettler and started off with a bang in their new facilities going from under 10 Cadets to having 20 new Cadet-hopefuls show up for first parade. Great job!

As usual, there were a number of outstanding Cadets from different squadrons that did exemplary work, competed at provincial levels and obtained scholarships. Their names are too numerous to mention. Way to Go and keep up the good work!

There were also three changes of command this year. One emphasis in the Wing has been better communications with our partners this year. Our relations have been good but as a Wing we feel we need to strengthen the partnership with the military and we are working hard to do so.

As the organization changes and meets new challenges, Central Wing plans to be an important part of creating another set of outstanding Cadets. Thank you to all our SSC Advisors, SSC directors and volunteers, Officers and staff, and especially to my Assistant Wing Directors, Jackie Dewane, Diane Granson, and Peter Davis. We are all in this together – For the Cadets!

Respectfully submitted,
Len Granson

SOUTHERN WING DIRECTOR ANNUAL REPORT

Southern Wing had a very busy year in 2018-2019. We welcomed a new squadron with 918 Griffon, bringing our total to 15 squadrons in Southern Wing.

The Wing was very active at Scholarship boards with Cadets from every squadron. WOW! We received 32 scholarships in the Wing this year. Great Job to all the Cadets, SSC's and Officer Staff for all your hard work on Mock Boards in preparing the Cadets for boards. It truly showed in the results.

Cadet recruitment was up in Southern Wing , again due to the hard work of the SSC's, Cadets, officers, and staff. We held another successful information tent at the Calgary Stampede, working in collaboration with Sea Cadets. A special thank you to Major Tracey Bauhuis from 604 for all your hard work.

Effective Speaking was a tremendous success with 20 Cadets participating at the Wing level. All Cadets did an amazing job and their speeches were well planned and presented with great enthusiasm.

Several long service medals and bars were handed out this year to many deserving Cadets.

Hart 2018 was another successful event with Cadets from all over central and southern Alberta as well as six US States participating. HART 2019 is just around the corner.

It was with heavy hearts that we said good bye to an amazing Officer, Captain Reid Habing from 187 Squadron, who passed away in February. He was one of a kind and gave his heart and soul to the program, and Cadets from 187 benefitted from his enthusiasm, passion and drive to always be the best commanding officer he could be. "One Team Blue Team" was his favorite way to describe Cadets and there is some wisdom we can all take away from that.

We were deeply saddened at the loss of two Cadets this year, from 604 and 538 squadrons, who passed away in accidents. These two Warrant Officers were leaders at their squadrons and their losses are without words.

I want to thank all the Commanding Officers in the wing for their hard work and dedication to the program. They go above and beyond to make the program such a success. They are: Captain Foster – 11 Lethbridge, Captain Duffield – 15 Medicine Hat, Major Kushnir – 52 City of Calgary, Captain Moran – 83 Juno Beach, Captain Groenwold – 187 Foothills, Captain Petty – 225 Taber, Lieutenant Grandy – 239 Brooks, Major Van Appledorn – 538 Buffalo , Major Bauhuis – 604 Moose, Major Hissey – 781 Squadron , Captain Desrosiers – 859 Crowsest Pass, Captain Vandorsten -878 Banff/Canmore – Captain Peters – 903 Strathmore, Captain Angel – 918 Griffin, Captain Enns – 952 West Jet.

To all my advisors, Deb Duncan, Brian Geiger, Stan Taylor, Mike Inglis, Darlene Laroche, Jamie Thomson, Katherine Hoffman, Anna Lewis, Brian Lewis, Les Juhusz, Evelyne Husbey, Dakota Montgomery, Rob Bauhuis, and Mike Boyle - I could not do this without you. Thank you for the hours of work, endless emails, multiple phone calls and many meetings. I know how hard you work, and it shows in the great work your squadron are doing.

Finally, 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. Thank you!

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 has 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 purposes
- Copy of the report is sent directly to me as the Provincial Membership Coordinator

It is anticipated that this will be a National requirement 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 quick and efficient. If all the paperwork is in order, turn around time for issuance of a membership card is about two weeks. Please advise your volunteers to notify you if they have not received their membership cards in two to three weeks time so we can follow-up. Please send your application packages to me using a tracing option such as Canada Post's Xpresspost.

To minimize delays, please note the following when submitting screening packages:

- Submit originals for all documents: Application, Reference Checks, Interview Form and Police check if not done through Sterling
- Applications must be completed providing all information and necessary signatures
- Candidates are required to provide four references; two completed references are required
- Ship packages to me using a tracking number; signature is not required; if you send requiring a signature, this may delay the process as I cannot pickup from the post office daily
- Police 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 Member Report Lists 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; this can be obtained from Borrowell <https://www.borrowell.com>

We currently have 1,438 active screened members in Alberta. Please keep me updated on members who are no longer active with your squadron. Feel free to reach out if you have any questions.

Respectfully submitted,
Cecelia Brugma

HISTORIAN ANNUAL REPORT

I was pleased to be appointed Historian for the APC in 2019. I have started to connect with several people and sent emails to the Directors of Camp Wright, Camp Worthington and Netook requesting any historic record or material they currently have. To date I have received some photographs from Jim Trudel, former Director of Camp Worthington and several photographs which came from Art Skinner's collection.

Presently there are ten cadet units who have identified their unit history on their websites. Some of the units have extensive information while others have a brief overview. There are no consistent formats – each have been recorded in their own style. Only 35 more to go!

I have contacted the historian from the BC Provincial Committee to acquire information and ask about the challenges and successes achieved in their province. He has provided information and guidelines they have used which will become useful as this assignment moves forward. No doubt I will touch base with other provinces and the National office for assistance. I am also working with Tom Sand, General Manager of the Air Cadet Museum of Canada, to compare notes of similar historical artifacts.

Below is a rough outline of the files to be addressed. Any information you may have on your squadron history is welcome. Please forward the information to me at historian@aircadetleague.ab.ca. We are looking at documentation first, then a collection of artifacts.

Proposed Outline of Alberta Provincial Committee History

1. Provincial Chairmen – historical listing
2. History of APC Facilities in the Province: Camp Wright, Camp Worthington, Netook
3. History of Alberta Air Cadets in the Province – Overview
4. APC Programs within the Province
 - a. Effective Speaking
 - b. Sports and Drill
 - c. Selection Boards
 - d. HART Ceremony
5. History of Tow planes and gliders
 - a. Provincial Gliding Zones
6. Provincial Awards – historical listing
 - a. Sponsor of the Year
 - b. Citizenship Award
 - c. Volunteer of the Year
 - d. Officer of the Year
 - e. Outstanding Air Cadet Award
7. Scholarships
 - a. Bob Barraclough Leadership Scholarship
 - b. Holly Jones Memorial Public Relations Award of Excellence
8. Squadron History, by Squadron to include
 - a. Historical overview including Charter date, significant unit awards, notable cadets, etc.
 - b. Commanding Officers
 - c. Reviewing Officers
 - d. SSC Chairs

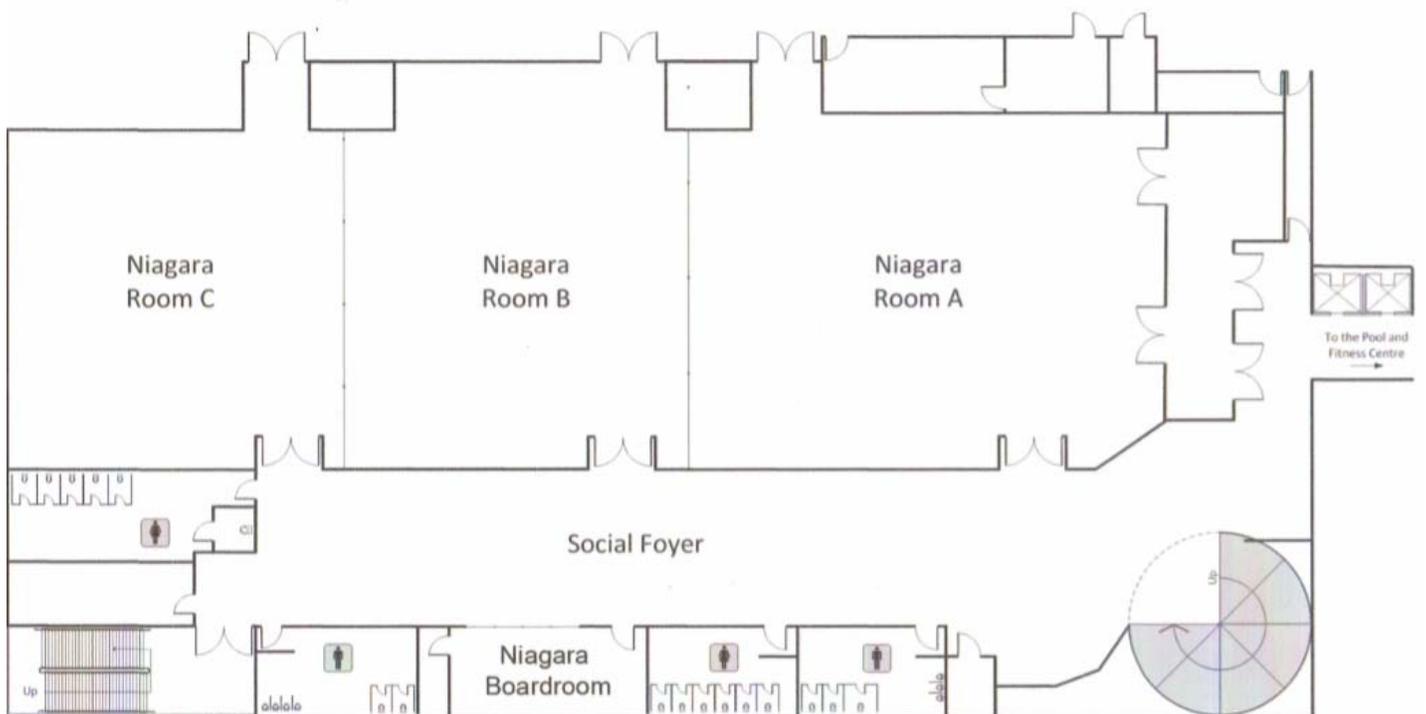
Respectfully Submitted,
Brian Andrus

Four Points By Sheraton – Edmonton South - Hotel Map

Main Floor



Lower Level



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