

September 2020

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

2020 Annual & Special Meeting Notice
Saturday, October 24, 2020 0900 to 1400

Due to the pandemic, this year's Annual Meeting will be held virtually using ZOOM. In order to register to attend this meeting, you must complete the **Two Step** registration process as follows:

1. Complete the registration form below and send it to the attention of Angèle Mullins at ABACProvsec@gmail.com; feel free to copy the registration form information into an e-mail
2. To receive your unique meeting link to attend the Zoom meeting, you must register by clicking the following link and entering the information requested. After you have done this, you will receive a confirming e-mail containing all the information you need to join the meeting.

<https://us02web.zoom.us/meeting/register/tZUtceCsrDMtHdwa-IgPLxKBOD7kjXFzEx8K>

Registration Form

Name: _____

E-Mail address to be used for the meeting: _____

Representing which Squadron? _____

Position: *(select one)*

SSC Chair

Wing Voting Delegate

APC Director

Nominating Committee

SSC Executive

Proxy Holder *(complete attached)*

Squadron/RSU Officer

Presenter

Other *(explain below)*

Other Role: _____

DEADLINE for Registration is Friday, October 16th

If you do not receive your ZOOM meeting link or if you have any questions, please contact Angèle Mullins at ABACProvsec@gmail.com

This year's Annual General Meeting will focus only on the business of the Alberta Provincial Committee that is required to be completed due to the virtual requirement for 2020. It will be a good opportunity to ask questions and get an update on the status of the organization. A quorum of attendees is required, so if you are a voting member, please attend.

Squadrons: If your Chairperson is unable to attend, a screened member of your SSC can carry a Proxy for your Squadron. The Proxy form is attached to this package. Please complete it and return it no later than October 16th. If a last-minute replacement is required, you may do so by contacting Angèle Mullins at ABACProvsec@gmail.com prior to the commencement of the meeting. Please note the Proxy Form must be provided and signed by the SSC Chair before the AGM starts. In accordance with the APC bylaws, no other voting member may attend via proxy.

As this meeting is virtual, no fees apply for attendance this year.

Preliminary Agenda (subject to change)

Introductions, Attendance & Greetings
Approval of Minutes for the 2019 AGM
Review and Approval of Financial Statements and Budget
Affiliation Agreement and Bylaw Changes
Appointing the Alberta Provincial Committee Board of Directors
Presentation from RCSU (NW)
Question Period

AGM Reports

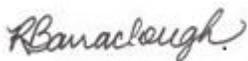
A Report Book will be **emailed** to all registered attendees containing Provincial Committee Motions for the year, and Annual Reports of the Executive. Minutes from last year's AGM will be included in the email. Audited Financial Statements and "Final" Budget will be distributed prior to the meeting as soon as available. All materials will be distributed electronically.

Financial Information

A preliminary budget and unaudited financial statements will be emailed to invitees two weeks prior to the meeting, with a finalized version to be presented at the AGM for approval. Wing Directors are requested to distribute this to all SSCs, Please review this information and send any questions to the Director of Finance: finance@aircadetleague.ab.ca **No Later Than October 16th** to allow Anna Lewis time to research answers and share the information at the AGM. Wherever possible, please indicate which section your question refers to; i.e.: Row Number and Description, which version you are referring to (either "By Department" or "By Category"), and whether it pertains to the "unaudited financials" or the "budget".

We look forward to "seeing" you at the 2020 Annual and Special Meeting.

Yours truly,



Rhonda Barraclough, Chair

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 24, 2020 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. No other voting member is permitted to attend via proxy.