

An Agenda for the 67th Meeting of the Royal Canadian Air Force Association To Be Held at the Hotel Arts, Calgary, Alberta, 12 to 14 October 2018¹

Serial	Timings	Details	Responsible Incumbent, Notes and/or Location/Room
Delegate Registrations and Friday Activities 12 October 2018			
I	11:00 AM	Registration Desk Opens ²	Foyer Spectrum 2-3/4 – Hotel Arts
II	8:00 AM-4:30 PM	National Executive Council Meeting ³	Spectrum 2
IIA	10:30-11:00 AM	Coffee Break for NEC members	Spectrum 2
IIIA	6:30 PM	Banner Bearers Assembly and Briefing	Spectrum 2 Foyer, Ceremonial Director
IIIB	7:00 PM-9:30 PM	Opening Ceremony, ⁴ followed by Presidents' Reception ⁵	Spectrum 2-3, Chairman, Letters from HMTQ, PM Trudeau, and Mayor of Calgary
General Meeting - 1st Business Session⁶			
IV	8:00 – 8:45 AM	Breakfast for (Registered) Delegates ⁷	Spectrum 5 ⁸
V	8:30 AM	Registration of Proxies ⁹ - optional Banner Bearer Assembly if Required	Secretary, AB
VI	8:45 AM	Spousal Program – Assemble in Lobby to Embark by Van	Kenn Nixon, Pat Sulek
VII	9:00 AM	Meeting Called to Order ¹⁰ - RCAF March-past; National Anthem	Spectrum 3-4
VIIA	10:00 AM	Spousal Program Van Departs from Front of the Hotel	
VIII	9:15 ¹¹ AM	Roll Call of Delegates, Quorum Status, Admin Remarks	Spectrum 3-4, Chairman & Secretary
IX	9:20 AM	Greetings to Assembled Delegates and Guests	
X	9:35 AM	Acknowledgement of: <ul style="list-style-type: none"> • Accredited & Fraternal Delegates; • Members-at-Large; • Past National Presidents; • Local Dignitaries and other VIPs; • Serving Personnel of the RCAF and/or DND/CF 	Chairman
XI	9:45 AM	Appointment of Scrutineers & Parliamentarian(s); and, Confirmation/Declaration of a Quorum	Chairman
XIA	10:45 AM	Spousal Program Van arrives Spruce Meadows	
XII	9:50 AM	Motion to Acknowledge the Notice of Meeting ¹² Motion to Accept the Agenda	Chairman

¹ Friday Only - WiFi Name (SSID): AFAC 2018; WiFi Password: YG3NL

² The Registration Desk will be located in the Foyer area to Spectrum 2-3 on Friday and outside Spectrum 4 on Saturday.

³ Spectrum 2, Boardroom Style (for 15), NEC Members Only, Dress: RCAF Association Regalia until 10:30 AM, then Business Casual or Relaxed. Lunch not provided.

⁴ Aboriginal Cultural Ceremony for the opening 20 minutes; Dress: RCAF Association Regalia, Full-dress Ceremonial Medals/Ribbons

⁵ Dress: Smart Casual, Dambusters T-Shirts encouraged. Unique Awards may be presented. Unique Awards Alumni photographs, Hot & Cold hors d'oeuvres and cash bar

⁶ Roberts' Rules of Order and the assistance of Parliamentarians/Members of the National Advisory Council in effect, unless otherwise directed

⁷ The Conference Registration Desk will also be open, in the Foyer, before the Business Session commences

⁸ See Annex A for Hotel Arts floorplans

⁹ Delegates in possession of proxy forms issued to them by absent members are required to surrender a copy of their proxy form(s) to the meeting secretary (Dean Black) before the 1st Business Session begins.

¹⁰ All delegates, observers, guests and VIPs are kindly requested to be seated by 8:55 AM in Spectrum 3-4

¹¹ Timings will adjust, as the sequence of events unfolds

¹² The Notice of Meeting was issued to all 4,800 members on page 37 of Airforce magazine Volume 41 No 4 on or about 25 March 2018, and individual registration forms were made available through the rcafassociation.ca website in March, and mailed with Airforce magazine Volume 42 No 1 in June 2018.

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Serial	Timings	Details	Responsible Incumbent, Notes and/or Location/Room
		Motion to approve the Consent Agenda Items: ¹³ <ul style="list-style-type: none"> • Minutes of the 66th General Meeting (2016); • Combined Membership Report (2018); • RCAF Association Trust Fund Report¹⁴; • Auditor's Reports (RCAF Association and RCAF Association Trust Fund 2017-2018); • Budget Proposal (2018-2019) • Appointment of Auditor (Ted Lupinski) for 2018-2019) 	
XIII	10:00 AM	1st Call for Nominations	Scrutineer
XIV	10:05 AM	Reports & Briefings: <ul style="list-style-type: none"> • National President's Report; • Honorary National President's Report; • Group Presidents' Reports 	Chairman
XV	10:30 AM	Coffee Break	Spectrum 5
XVI	11:00 AM	2nd Call for Nominations	Scrutineer
XVII	11:05 AM	Resolutions¹⁵	Chairman
XVIII	12:00 PM	Lunch¹⁶	Spectrum 5
XVIII A	12:40 PM	National President introduces Guest Speaker, Mr. John Harmer¹⁷	
General Meeting - 2nd Business Session, Elections & Closing Ceremony			
XIX	1:00 PM	¹⁸Conclusion of Lunch and Reassemble for 2nd Business Session. Presentation: Canada's Air Force Today, Major-General William Seymour. Introduction of Guest Speaker by National President, Stephen Macdonnell.	Spectrum 3-4
XX	2:00 PM	3rd Call for Nominations¹⁹	Scrutineer
XXI	2:05 PM	Open Session, Old Business, New Business Potential issues for Discussion: <ul style="list-style-type: none"> • Honours & Awards; • Future of National General Meetings; • Air Cadet Sponsorship; • Dress items; • RCAF 2024; • General Meeting Venue 2020; • General Meeting Venue 2022; • General Meeting Venue 2024 	All

¹³ Delegates are requested to pass a motion to accept the reports identified, and approve the relevant appointments, agendas and minutes. If, for any reason, any delegate has a question or wishes to discuss any specific item in the consent agenda, a motion must be made for that particular item, issue or report to be separated from the rest, and dealt with on its own.

¹⁴ The Chairman of the RCAF Association Trust Fund is prepared to provide a full presentation and/or respond to questions.

¹⁵ See Program Booklet for Resolution Details, if any.

¹⁶ Guest Speaker Mr. John Harmer; special guests: Arelen Peterson, President Royal Alberta United Services Institute, Don Matthews, Chair Air Force Museum of Alberta, Ed McGillveray, AFMSA and Ken Lett, Ken and Rona Lett Foundation.

¹⁷ John Harmer is the President of Kenn Borek Air Limited.

¹⁸ Major-General William "Bill" Seymour, Deputy Commander Canadian Joint Operations Centre.

¹⁹ On closing of the nominations process, time must be set aside to prepare and copy sufficient ballots. Results of the election will not be announced at the General Meeting if a quorum is not reached.

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	2:55 PM	Guest Speaker Malcolm Kelly's WestJet Flight lands Calgary ²⁰	
XXII	3:00 PM	Elections ²¹	Scrutineer
XXIIA	3:00 PM	Spousal Program Van returns from Spruce Meadows and Saskatoon Berry Farm	
XXIII	3:01 PM	Free Time for Spousals, Prepare for Evening Gala	
XXIV	3:30 PM	Introduction, and Swearing in, of the new National Executive Council	Ceremonial Director and Members of the National Advisory Council
XXV	3:45 PM	Chairman's Closing Remarks, Acknowledgements, and Presentations	Secretary/Chairman
XXVI	4:00 PM	Motion for Adjournment – Closing Ceremony	National President
XXVII	4:10 PM	Post-General Meeting of the National Executive Council	
Awards Banquet (Mess Dinner²²)			
XXVIII	6:15 PM	National President's Cocktail Hour; Cash Bar Opens, Silent Auction items on view	Spectrum 4; Tecumseh/King's Own Calgary Regt Jazz Ensemble begins
XXIX	6:30 PM	15-minute Warning/Head-table guests assemble in foyer	Spectrum 4; Ceremonial Director to gather Head-table guests in the foyer ²³
XXIXA	6:40 PM	5-minute Warning	Spectrum 4
XXIXB	6:45 PM	In sequence: Guests invited to take their places; Piper pipes in head-table; Singing of O' Canada; Missing Man Table Ceremony; Moment of Silence – Act of Remembrance	Tecumseh/King's Own Calgary Regt Jazz Ensemble O' Canada
XXX	7:00 PM	Mess Dinner ²⁴ Begins; First course Soup is served	Spectrum 4
XXXI	7:20 PM	Second Course Salad is served	Spectrum 4
XXXII	7:45 PM	Third Course Entrée is served	Spectrum 4
XXXIII	8:30 PM	Dessert Course is served, with Coffee, Tea, etc...	Spectrum 4
	8:59 PM	The National President encourages guests to take a 10 minute break, to include one last view of the Silent Auction items, requesting everyone return to their seats at 9:15 pm	
XXXIV	9:00 PM	During the break, hotel staff may clear all tableware, utensils, dishes, napkins, and place an empty port glass at every diner's place. Once all the port glasses are in place, and once all the guests have returned to their seats, servers with full (port) decanters can take up their positions as described below.	
XXXV	9:15 PM	Ceremonial Director announces three toasts are pending, once the port is served – then he orders the port to be served	Servers with full (port) decanters take up position at the foot of each table, and one at the end of the head-table. Servers present their full decanters to the guests seated nearest to them, and then encourage guests to pass the port

²⁰ Host-Wing Committee should have someone meet Mr. Kelly at the Lobby around 4:00 PM

²¹ A ballot-election is anticipated. Please consult the program booklet for additional nomination and incumbent details.

²² The format for the Awards Banquet will be "Mess Dinner".

²³ Head-table Guests include: Malcolm Kelly, Stephen Macdonnell, Terry Chester, LGen André Deschamps, Mrs. Barbara Chester, Mrs. Gayle Deschamps, Mrs. Macdonnell, Mr. Greg Spradbrow, Major Cedric Bowes-Lyon, Mr. Kenn Nixon, Mrs. Pat Sulek

²⁴ Dress: Formal, Black-tie, Mess Kit, RCAF Association Formal Wear (blazer, grey slacks, bow-tie and cummerbund, miniature medals or full-dress medals), business suit, ladies' equivalent

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			to the guest seated next to them, but without letting the port touch the table
XXXVI		The Ceremonial Director calls on the National President to toast Canada's Air Force	Tecumseh/King's Own Calgary Tank Regiment Jazz Quartet to play the introduction (4 bars) to RCAF Marchpast
XXXVII		The Ceremonial Director calls on the Guest Speaker Mr. Malcolm Kelly to toast Canada	Introduction to O'Canada played.
XXXVIII		The Ceremonial Director calls on Lieutenant-General André Deschamps to toast the Queen	Tecumseh/King's Own Calgary Tank Regiment Jazz Quartet play the anthem God Save the Queen
XXXIX		The National President acknowledges key guests, thanks the members of the Host Wing Team, and then introduces Mr. Malcolm Kelly, Guest Speaker	
	9:15 PM	Guest Speaker Mr. Malcolm Kelly speaks to assembled guests	
General Meeting – Sunday Program			
XXXX	8:30-8:50 AM	Bomber Command Museum (Nanton, AB) Tour - Guests traveling to Nanton, AB, collect box-breakfast and gather for bus boarding ²⁵	Lobby Foyer
XXXXI	9:00 AM	Bus departs for Nanton, Alberta, Home of the Bomber Command Museum, via Military Museums ²⁶	
XXXXII	10:30 AM	Bus arrives Bomber Command Museum, Nanton, AB	
XXXXIII	10:45 – 11:00 AM	Memorial Service at Nanton, Alberta Bomber Command Musuem	
XXXXIV	11:00 AM	Tour of Museum, Lancaster Engine-Run-up ²⁷	
XXXXV	3:00 PM	Depart Bomber Command Museum (Nanton, AB) for Military Museums (Calgary, AB) for a "Wine Under the Wings" Reception ²⁸	
XXXXVI	4:30 PM	Arrive Military Museums	
XXXXVII	6:30 PM	Depart Military Museums for Hotel Arts	
XXXXVIII	7:00 PM	All Guests Returned to Hotel Arts	

²⁵ "Box or bagged Breakfast to include: Eco Napkin, Disposable Knife & Spoon; Whole Fresh Fruit (apple, orange or banana); Chefs Mini Pastry/Danish; Bottled Water or Bottled Juice; Hot Breakfast Sandwich & Coffee/Tea; Breakfast Sandwich – Double Smoked Bacon, Egg, Cheddar Cheese (packets of ketchup on side); vegetarian/gluten free option available

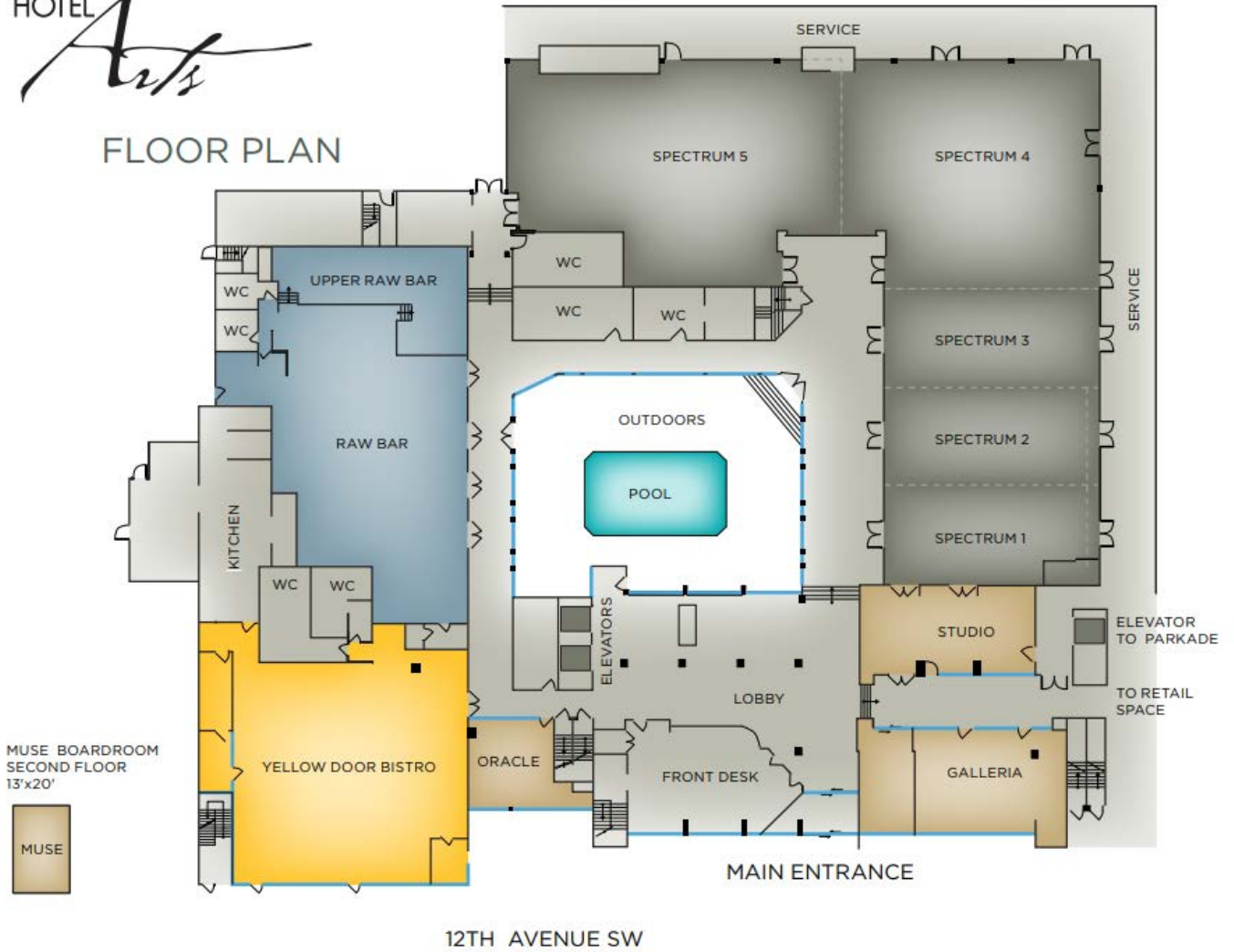
²⁶ Brief stop to pick up 783 Wing Host Committee guides and participants

²⁷ The Bomber Command Museum is holding another event during the weekend; please anticipate much activity

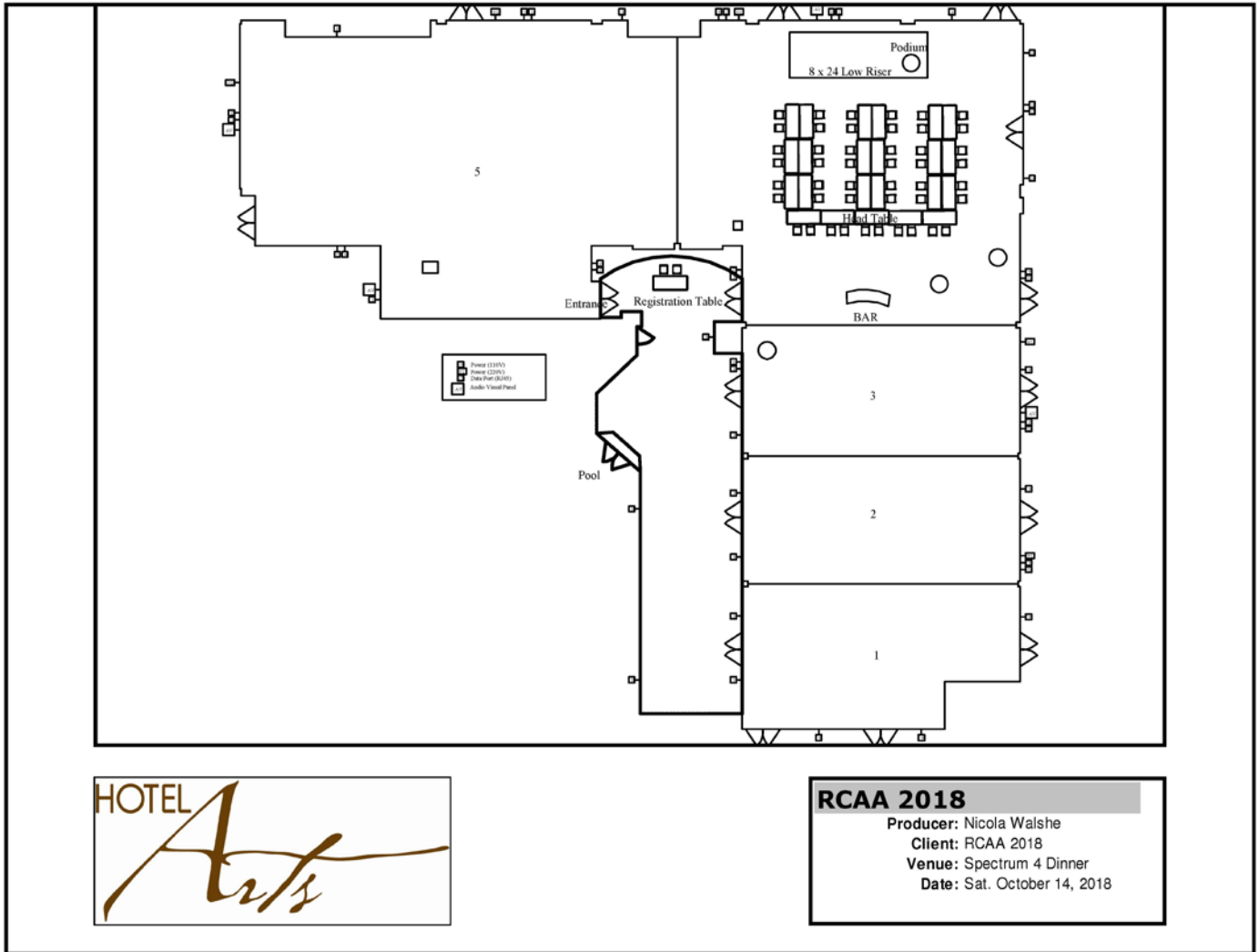
²⁸ Dress details forthcoming; please note that Calgary suffered under a record snowfall of 45 centimeters on Tuesday 2 October, so delegates should come prepared for some inclement weather and colder-than-normal temperatures.



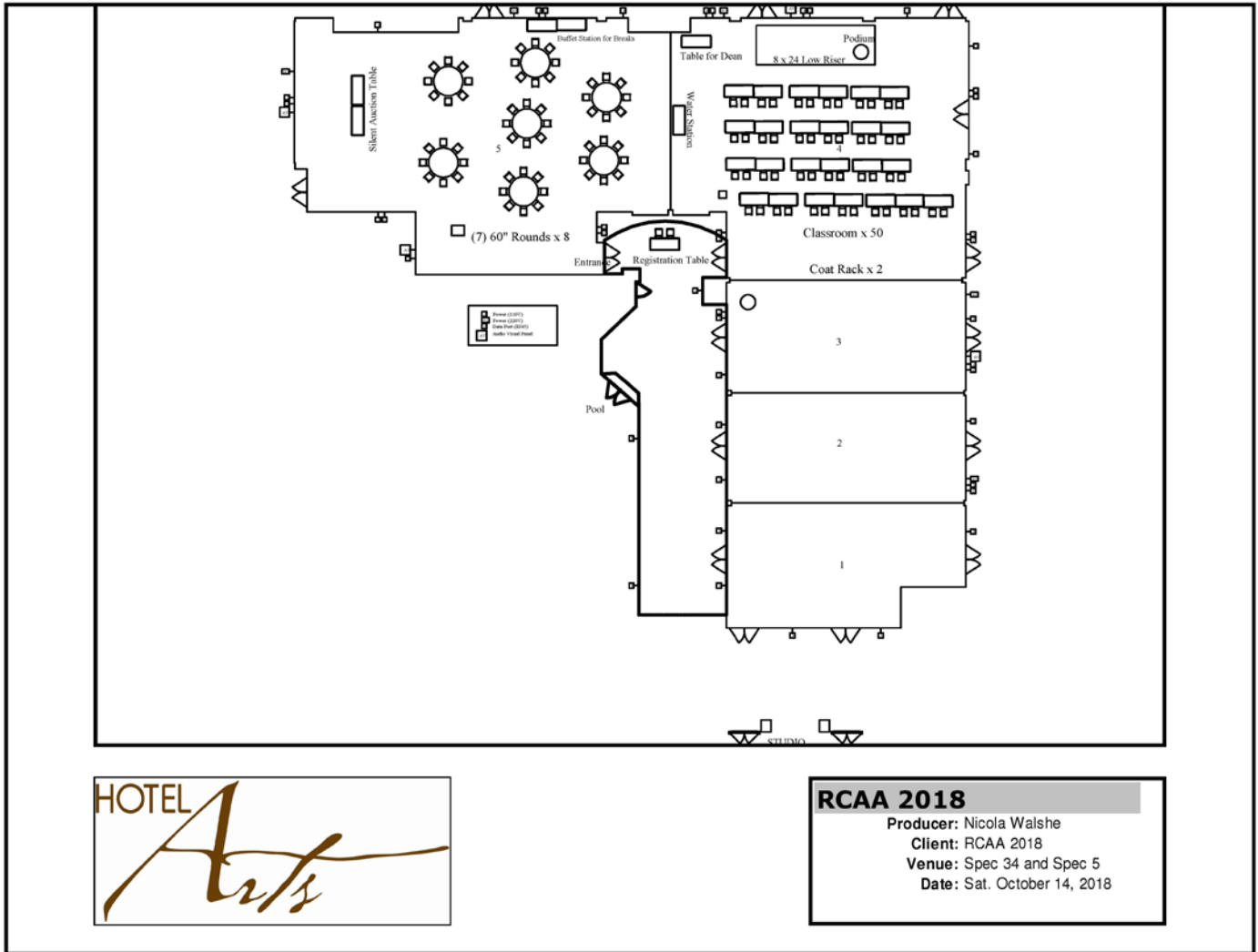
FLOOR PLAN



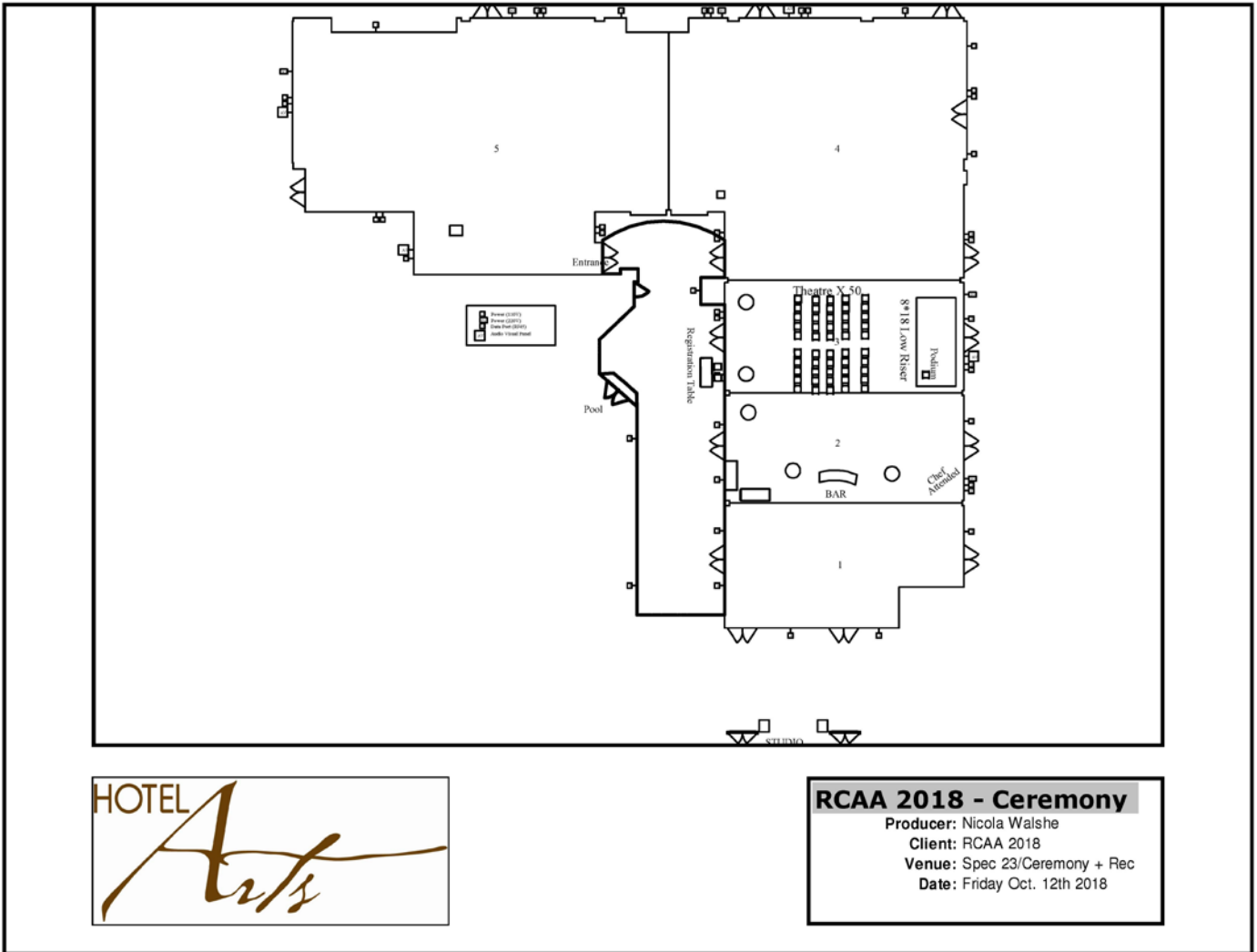
Annex A to
Agenda for the 67th Meeting of the
RCAF Association, dated 01 October 2018



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Mess Dinner Layout – diagram only; Seating plan to be detailed

