



February 20, 2023

PROFESSIONAL DEVELOPMENT SEMINARS & ANNUAL GENERAL MEETINGS

DETAILED NOTICE – MEMBERS

General

1. Following advance notice of meetings given on January 16th, 2023, the Annual General Meeting will be held on April 22nd, 2023.
2. This year's events will be a mixture of in-person and virtual events to maximize participation nationwide, reduce the amount of national travel, and support the professional development of directors, members, and volunteers.

Annual General Meeting – April 22nd, 2023

3. The National Annual General Meeting (AGM) shall be held at:

The Westin Ottawa
11 Colonel By Drive
Ottawa, Ontario, K1N 9H4

4. Members not present in Ottawa will be supported to attend the AGM meeting via *Pheedloop* to conduct the business of The Army Cadet League of Canada. This meeting shall convene at 0800 (Eastern) on Saturday April 22nd, for consideration of the following matters:
 - a. Receipt of reports from the officers of the corporation;
 - b. Receipt of reports from the Branches;
 - c. Approval of the 2022 financial statements;
 - d. Appointment of the auditor;
 - e. Review of resolutions for approval by membership; and,
 - f. Consideration of other such matters as are properly brought before the meeting.

The AGM is anticipated to be completed by 1000 (Eastern).



5. All voting and questions, when required, shall be done via *Pheedloop*. Unfortunately, support cannot be provided by phone-in. In-person voting shall only be done via *Pheedloop*.
6. All AGM documents shall be distributed to members in advance of the meeting. These will be uploaded to *Pheedloop*. Printed documents will not be made available.

Note: Only members in good standing are eligible to vote during meetings. Non-members and CAF representatives are considered guests and may be permitted to attend at the discretion of the Chair.

Elections

7. 2023 is an election year. Notices and calls for nominations have been issued by the Chair of the Nominating Committee.
8. In accordance with Bylaw 10, membership elects the Board of Directors. Elections of National Directors shall be done through an electronic ballot. Ballots shall be distributed by email through *Simply Voting* to all eligible voting members. Membership lists of all eligible voting members were received by the Branches.
9. The list of elected directors shall be read to membership during the AGM.
10. In accordance with Bylaw 10, the Board elects the officers of the corporation. Should it be required, an in-camera session of the Board shall be immediately called for officer elections.

Professional Development

11. Professional Development seminars on April 22nd shall be held at:

The Westin Ottawa
11 Colonel By Drive
Ottawa, Ontario, K1N 9H4

12. Those unable to attend in person will be supported virtually through *Pheedloop*.



13. Professional development seminars will be geared towards members and volunteers of The Army Cadet League of Canada. The professional development seminars are also open to observers and guests.
14. This year's theme is *Equity, Diversity, and Inclusion* (EDI). Additional seminars will also be conducted on upcoming changes to the organization and governance.

Pheedloop

15. Pheedloop will be used by all in attendance, either in-person or virtually, to fully support professional development and meeting while enhancing the overall experience. It is available online and mobile device app. Pheedloop will be used for:
 - a. Registration;
 - b. Attendance tracking;
 - c. Voting (only members in good standing);
 - d. Asking questions;
 - e. Live translation; and,
 - f. Access to all relevant documents.
16. Once registered, it is highly recommended that ALL participants become familiar with Pheedloop. It is an easy-to-use system. Over the next several weeks, the platform will be updated regularly with the agenda, documents, videos, speaker profiles, and so much more.
17. It is the participant's responsibility to be familiar with Pheedloop.

Annual Awards Dinner

18. The Army Cadet League of Canada shall be holding its Annual Awards Dinner on the evening of April 22nd.
19. There is unfortunately no virtual support for the dinner.



Hospitality

20. The Support Committee of 2784 Royal Canadian Army Cadet Corps shall be hosting a hospitality suite for all in attendance in Ottawa. All proceeds shall go to the Support Committee.

Dress

21. For in-person attendance, dress for the AGM and professional development seminars is business casual. Dress for virtual attendees is, as the military says, dress of the day.
22. Dress for the awards dinner is business professional.

Registration Fees

23. The Army Cadet League of Canada is proud to support its directors, members, and volunteers. Thanks to the generous contributions of our sponsors, we are able to keep registration fees as low as possible. Registration fees help offset some, but not all expenses.

24. Registration Fees are:

- a. Annual General Meeting (Only)
 - i. In-Person Free
 - ii. Virtual Free
- b. Professional Development Seminars
 - i. In-person, includes two coffee breaks, lunch, and all training (\$135 value)
 1. Members \$50
 2. Non-members \$75
 - ii. Virtual, includes all training (\$45 value)
 1. Members \$25
 2. Non-member \$40
- c. Awards Dinner
 - i. Member \$125
 - ii. Non-Member \$150



Registration

25. All attendees, regardless of in-person or virtual attendance. Registration is to be made here:

<https://site.pheedloop.com/event/2023aclcagm/home>

Hotel

26. All are responsible for making their own hotel reservations if required. The hotel reservation link is <https://www.marriott.com/event-reservations/reservation-link.mi?id=1672948241644&key=GRP&app=resvlink>.

27. Reservations must be made by March 20.

Travel

28. All are responsible for making their way to the hotel. No shuttles will be provided.

