



The Friends of 504
504 Blatchford Field Squadron
Royal Canadian Air Cadets
11410 Kingsway Avenue, Edmonton, Alberta T5G 0X4

AGENDA

2021 VIRTUAL SPECIAL AND ANNUAL GENERAL MEETING (AGM)

Thursday, September 30, 2021

7pm – 8.30pm

<https://bigbluebutton.virtual504.ca/AGM>

(link will only be active at the evening of the meeting)

Please use Google Chrome to access the meeting link

Agenda

- Welcome, Introductions, Attendance
- Friends of 504 President's Opening Remarks
- Approval of Minutes of the 2020 Friends of 504 AGM
- Approval of 2020/21 Financial Statements and 2021/22 Budget
- Approval of new Friends of 504 bylaws by special resolution
- Voting for the 2021/22 Friends of 504 Executive and Committee members
- Commanding Officer's Remarks
- Questions & Answers

Attachments:

- Minutes of the 2020 Friends of 504 AGM
- 2020/21 Financial Statements and 2021/22 Budget
- Friends of 504 bylaws

Please review the documents ahead of time as you will be asked to approve them as part of your participation at the meeting.

Please note that the meeting will be recorded and posted on the Squadron Website for one week after the meeting.

Please use the Chat function (bottom left of the screen) in the log in page of the meeting link to note your attendance with your full name.

Friends of 504 Executive
Friendsof504@gmail.com
September 30, 2021

NOTE: these are **LAST YEAR's AGM Meeting notes** that have to be approved at this year's AGM (Sept 30, 2021)



Friends of 504 Annual General Meeting

October 20, 2020, 7pm - 8.30 pm

Virtual meeting

<https://bigbluebutton.virtual504.ca/Executive>



Agenda

1. Welcome, Introductions, Attendance
2. Approval of Minutes of the 2019 Friends of 504 AGM
3. Presentations by Captain Mark Lust, 504's Commanding Officer and Jutta Rohrschach, Friends of 504 President about the 2020/21 Training Year
4. Presentation by Amandah Wohlgemuth, Friends of 504 Treasurer's
 - a) Review and Approval of 2019/20 Financial Statements and 2020/21 Budget
5. Appointing/Voting for the Friends of 504 Executive and Committee Members
6. Questions & Answers



Approval of 2020 AGM Agenda

- ▶ Motion to approve 2020 AGM agenda as presented:
Scott Sylvester
- ▶ Seconded by: Paul Welke
- ▶ Carried: All



Approval of 2019 AGM Minutes – For Approval

- ▶ Motion to approve 2019 AGM meeting minutes as presented:
- ▶ Scott Sylvester

- ▶ Seconded by:
- ▶ Theresa Fairfull

- ▶ Carried: All

Please scroll to the document in your meeting package.



Friends of 504 Support Associations
11410 Kingsway Avenue Northwest
Edmonton, AB T5G 0X4

Sponsoring Committee Parent's AGM Minutes September 25, 2019

Attendance sign in: See attachment

1. Call to order: Meeting was called to order at 7:03 pm by the Chair.
2. Review of Minutes: Approval of 10th October 2018 Minutes – Andy approved, seconded by Trevor, M/S/C
3. Reports
 - 3.1. Introductions were made regarding the nature of the AGM and Agenda. Meeting was passed to Andy Yun to handle the Elections to Executive and Committees
 - 3.2. CO's Address:
 - 3.2.1. There are many upcoming citizenship Events planned for the near future:
 - 3.2.1.1. Commonwealth Walkway unveiling with the Lt Governor.
 - 3.2.1.2. Open Cockpit Day with the Museum
 - 3.2.2. A Seniors development weekend is also planned for the near future.
 - 3.2.3. The Band program is underway as a joint venture between 504 RCACS, 395 RCACS, and 180 RCACC.
 - 3.2.4. A marksmanship program is planned for this year to be held on Thursday nights in conjunction with 180 RCACC
 - 3.2.5. Glider Flights in September have been postponed until the spring to help with getting summer camp cadets their required flight time.
 - 3.2.6. An FTX at Camp Wright is planned for the end of October at Camp Wright
 - 3.2.7. Poppy Day sales with the Kingsway Legion is planned for 02-Nov-2019
 - 3.2.8. Remembrance day parades are planned for 11-Nov-2019
 - 3.2.9. Current enrolled strength is 120 Cadets
 - 3.2.10. Scholarship awards have been updated. Some courses will be removed from the process
 - 3.2.11. Glider, Pilot, and International Exchange will remain as Scholarship courses.



Commanding Officer's Update - Training year 2020/21

See presentation on
RCACS website
<https://www.504rcacs.ca/2020/09/03/504-training-year-start-up-details/>

Or please scroll to
the document in
your meeting
package.

504 RCACS 2020/21

Training Year Launch Details



What is Friends of 504?

- ▶ The Friends of 504 Support Association is the squadron sponsoring committee (SSC).
- ▶ We are a not-for-profit society, made up of parent and community volunteers who work closely with Squadron staff to deliver our 504 Cadet Program.
- ▶ While it does not cost anything for your cadet to join the Squadron, offering the program is not free.
- ▶ The Department for National Defense pays for the military portion of the program (cadet uniforms, certain training costs, squadron staff, etc.).



What does Friends of 504 pay for?

- ▶ Friends of 504 pays for all other costs - and it costs about \$45,000-50,000/year to support our Squadron operations.

- ▶ **EXAMPLES:**

Expense	Approximate Cost/Year
Hangar rent	\$18,000
Insurance	\$2,500
Air League Affiliation (a yearly fee to be paid for each cadet in the Squadron.) Fee depends on number of cadets in our Squadron.	8,000-9,000
Awards and trophies for cadets	\$2,500
Internet and telephones	\$3,500
IT Budget to support virtual training	\$2,500
Rental and repair of band instruments	\$2,500
Training cost and supplies	\$1,000
Food for training weekends (non-COVID times)	\$1,200
50% of educational trips (in non-COVID times)	\$40,000
Christmas Dining in and Annual Ceremonial Reviews (in non-COVID times)	\$12,000
COVID readiness expenses	\$800

See our FULL 2020/21 budget forecast and past budget expenses in your meeting package.



How do we generate revenue to pay for everything?

- ▶ We raise money through monthly Bingos, a casino every two years, and other activities, such as Raffles, Silent Auctions, donations and ongoing fundraisers.
- ▶ This year, Bingos and our upcoming Casino (date TBC) will be our main sources of revenue, however, at a reduced revenue due to COVID restrictions.
- ▶ In previous years, Bingo generated about \$10,000 - \$15,000 per year. 2018's Casino brought in about \$80,000. **This year, this will likely be half these amounts.**
- ▶ We need parent volunteers to work the Bingos and the Casino, so we are able to participate and bring in money to pay our bills.
- ▶ Please volunteer your time for Bingo and support all our other fundraising activities generously.



How do we generate revenue to pay for everything?

- ▶ We also receive donations from time to time, such as the Royal Canadian Legion when our cadets participate in Poppy Sales for Remembrance Day, or from private donors.
- ▶ The Department for National Defense issues Local Service Allocations (LSA) once or twice a year, which means that we get some money back from DND for rent, telephone/internet and select other costs.



F504 President Update - Activities for training year 2020/21

- Due to significant COVID-related restrictions, activities of Squadron, and therefore, the parent committee will be very limited this year.
- There will be no:
 - Lunches for training weekends (DND will provide provisions this year)
 - Field Training Exercise (FTX) weekends (no grocery purchases)
 - Canteen, i.e. sale of candy bars etc. during Wednesday evenings
 - Transportation expenses (e.g. buses to bring cadets to Legislature Tours)
 - Poppy sales for the Royal Canadian Legion (ie no volunteer drivers)
 - Christmas Dining In (December) or Annual Ceremonial Review (May)
 - Fundraising must only to be done by parents (no cadets are allowed to participate)
 - Restrictions, delays or cancellation of other activities as they emerge



Treasurer's update - Review and Approval of 2019/20 Financials

- ▶ Motion to approve 2019/20 financials statements as presented:
 - ▶ Arnold Ziemann

 - ▶ Seconded by: Scott Sylvester

 - ▶ Carried: All
- In addition, we will need two meeting attendees who are NOT on the F504 Executive to review and sign off the financial statements for audit purposes. This will be done by e-signatures this year.

Please scroll to the document in your meeting package.

6:48 PM
09-22-20
Accrual Basis

**Friends of 504
Profit & Loss**
September 2019 through August 2020

	Sep '19 - Aug 20
Income	
4000 - Fundraising Revenues	
4009 - Pizza	1,828.00
4011 - Silent Auction	616.00
4012 - Cash Calendars	2,534.56
4006 - Waka-a-thon	3,148.50
4010 - Mixing Spoons	2,030.00
4013 - Misc. Fundraising	-3,289.08
4014 - Bottle Drive Fundraisers	373.95
4015 - Cookie Dough	86.00
4018 - Ice Melt	225.00
Total 4000 - Fundraising Revenue	7,553.03
4020 - Gaming Revenue	
4021 - Bingo Revenue	12,665.55
4023 - Raffle Revenue	10,555.00
Total 4020 - Gaming Revenue	23,220.55
4030 - Contributions Income	
4032 - Poppy Fund Grant	1,000.00
4033 - Donations	1,049.52
Total 4030 - Contributions Income	2,049.52
4040 - Dinner Ticket Sales	6,679.00
4100 - Miscellaneous Income	37.25
4300 - Reimbursed Expenses	5,578.43
Total Income	45,117.78
Gross Profit	45,117.78
Expense	
5000 - Training Expense	
5010 - Food for Activities	972.47
5020 - Weekend Exercises	492.70
5030 - Training Supplies	1,143.93
5050 - Scholarship Boards	121.76
Total 5000 - Training Expense	2,730.86
5100 - Optional Training Expense	
5110 - Band	3,206.29
5111 - Band - 395 Portion	3,206.26
5112 - Band - 180 Portion	3,206.26
5113 - Donations	300.00
5120 - Blatton	59.99
5140 - MOT medical	150.00
5150 - Fun Events	555.37
Total 5100 - Optional Training Expense	10,684.19
5300 - Cadet Recognition	
5310 - Name Tags	101.39
5340 - Awards	236.25
5350 - Recruiting Expense	1,485.12
Total 5300 - Cadet Recognition	1,822.76
5400 - Ceremonial Expense	
5450 - Mess Dinner & Dance	6,842.34
Total 5400 - Ceremonial Expense	6,842.34

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They are also submitted as part of our not-for-profit society's Annual Filing to the Government of Alberta



Treasurer's update - Review and Approval of 2020/21 Budget

- ▶ Motion to approve 2020/21 Budget as presented:
- ▶ Angela Siry

- ▶ Seconded by:
- ▶ Gary Fairfull

- ▶ Carried: All

Please scroll to the document in your meeting package.

Friends of 504 Budget for 2020/21 Training Year				
<small>Note: this budget has been prepared with best available information at the point of drafting. Due to COVID related changes to this year's program, further updates may arise during the year.</small>				
Income	BUDGETED		Previous year's ACTUAL expenditures	
	Sept 2020 - Aug 2021	Comments/Explanations	Sept 19 - Aug 20	Sept 18 - Aug 19
4000 - Fundraising Revenues		TBD based on fundraising restrictions, currently primary fundraisers will be Bingo and the upcoming casinos.		
4009 - Pizza			1,828.00	0.00
4011 - Silent Auction	\$ -		616.00	0.00
4013 - Cash Calendars	\$ -	F04 Executive Team Decision not to sell any Air League Cash Calendars this year.	215.00	0.00
4028 - Walk-a-thon			3,148.50	0.00
4018 - Mixing Spoons			2,030.00	0.00
4013 - Misc. Fundraising			-3,289.98	15,435.00
4014 - Bottle Drive Fundraisers			371.95	700.05
4015 - Cookie Dough			86.00	4,659.00
4018 - Ice Melt			225.00	1,185.00
Total 4000 - Fundraising Revenues	\$ -		5,233.37	21,378.05
4020 - Gaming Revenue				
4021 - Bingo Revenue	\$ 7,000.00	Low estimate based on reduced gaming activity as per government rules	12,665.55	37,362.57
4022 - Casino Revenue	\$ 45,000.00	Low estimate based on reduced gaming activity based on government rules	0.00	80,754.05
4023 - Raffle Revenue			10,555.00	0.00
Total 4020 - Gaming Revenue	\$ 52,000.00		23,220.55	118,116.62
4030 - Contributions Income				
4032 - Poppy Fund Grant		No poppy sales this year	1,000.00	1,750.00
4033 - Donations (excluding from Legion)	\$ 3,000.00		1,049.52	503.70
Total 4030 - Contributions Income	\$ 3,000.00		2,049.52	2,253.70
4040 - Dinner Ticket Sales	\$ -		6,679.00	0.00
4036 - Major Trip Revenue	\$ -		0.00	3,073.00
4100 - Miscellaneous Income	\$ -		37.25	0.00
4300 - Reimbursed Expenses (LSA + Internet)	\$ 17,003.87	\$19,964.87 + \$6,045 LSA (DND)	5,578.43	5,905.18
Total 4040-4300	\$ 17,003.87		12,294.68	150,784.55
Gross Profit	\$ 72,003.87		42,798.11	150,784.55
Expense				
5000 - Training Expense				
5010 - Food for Activities	\$ -	DND will supply	972.47	1,863.25
5020 - Weekend Exercises	\$ -	DND will supply	492.70	95.40
5030 - Training Supplies	\$ 1,000.00	TBD during the training year	1,143.93	280.32
5050 - Scholarship Boards	\$ -	Virtual this year	121.76	86.00
Total 5000 - Training Expense	\$ 1,000.00		2,730.86	2,406.97
5100 - Optional Training Expense				
5110 - Band	\$ 1,000.00	Virtual training this year, details TBC. Money budgeted for instrument repair.	3,206.29	2,855.03
5111 - Band - 295 Portion		TBD - if anything	3,206.28	-3,112.08
5112 - Band - 180 Portion		TBD - if anything	3,206.28	-3,112.08
5113 - Donations			300.00	0.00
5120 - Biathlon	\$ 100.00	Virtual training this year, details TBC	85.59	0.00
5130 - Fan Flying	\$ -		0.00	377.00
5140 - MOT medical		Required medical exam of a Cadet for his Scholarship program	150.00	0.00
5150 - Fan Events	\$ -		555.37	182.01
5200 - Major Trip	\$ -		0.00	42,598.08



Election of 2020/21 Executive Members

Note: where position were acclaimed, there were no other nominees from the floor, therefore no motion required as all participants were in favor.

<ul style="list-style-type: none">▶ President:▶ Name:<ul style="list-style-type: none">▶ Jutta Rohrschach▶ Acclaimed	<ul style="list-style-type: none">▶ Vice President #1▶ Name:<ul style="list-style-type: none">▶ Scott Sylvester▶ Acclaimed	<ul style="list-style-type: none">▶ Vice President #2▶ Name:<ul style="list-style-type: none">▶ Gary Fairfull▶ Acclaimed
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Election of 2020/21 Executive Members

- ▶ Treasurer :
- ▶ Names:
 - ▶ Amandah Wohlgemuth
- ▶ Acclaimed

- ▶ Secretary nominations:
- ▶ Names:
 - ▶ No nominations - Left open

- ▶ Member at Large #1 nominations
- ▶ Names:
 - ▶ Rhoda Delizo
- ▶ Acclaimed



Election of 2020/21 Executive and Committee Members

Committee positions from here on:

- ▶ Member at large #2 nominations:
- ▶ Names:
 - ▶ No nominations - Left open

- ▶ Bingo Chair nominations:
- ▶ Names:
 - ▶ Nilton Campos
- ▶ Acclaimed

- ▶ Bingo Assistant nominations
- ▶ Names:
 - ▶ No nominations - Left open



Election of 2020/21 Committee Members

- ▶ **Casino Chair nominations:**
- ▶ **Names:**
 - ▶ No nominations - Left open

- ▶ **Casino Assistant nominations:**
- ▶ **Names:**
 - ▶ No nominations - Left open



Election of 2020/21 Committee Members

- ▶ Fundraising Coordinator nominations:

- ▶ Names:

- ▶ Angela Siry

- ▶ Acclaimed

- ▶ Fundraising Assistant nominations:

- ▶ Names:

- ▶ Theresa Fairfull

- ▶ Acclaimed



Election of 2020/21 Committee Members

▶ **Effective Speaking Coordinator nominations:**

▶ **Names:**

▶ **Andy Yun**

▶ **Acclaimed**

▶ **Effective Speaking Assistant nominations:**

▶ **Names:**

▶ **Gary Fairfull**

▶ **Acclaimed**



Election of 2020/21 Committee Members

- ▶ 504 Squadron's Air League Representative nominations:
- ▶ Names:
 - ▶ Andy Yun
- ▶ Acclaimed



Executive Committee Signing Authority - Motion

- ▶ Motion to have signing authority on Friends of 504's bank accounts for President, Vice Presidents #1 and #2 and Treasurer as voted onto the Executive on October 20, 2020, and to remove all other persons still on the account with signing authority.
- ▶ Motion to approve: Paul Welke
- ▶ Seconded by: Scott Sylvester
- ▶ Carried: All



A Special Thank You to

- ▶ Annette Yun
- ▶ Trevor Uitvlugt and
- ▶ Barry Gladue

who are stepping down from their Executive and Committee positions, respectively, after many years of dedicated service to 504 Squadron.

We have very much appreciated all your contributions and wish you all the best!



Conclusion of meeting

- ▶ Motion to approve closure of the meeting.
- ▶ Annette Yun
- ▶ Seconded by: Scott Sylvester
- ▶ Carried: All

Thank you for attending!



Attendance

Thank you
for
attending!

[A recording of the meeting can be viewed at https://www.504rcacs.ca/friends-of-504](https://www.504rcacs.ca/friends-of-504)

Last Name	First Name
Campos	Nilton
Delizo	Rhoda
Elle	Cristina
Fairfull	Gary
Fairfull	Theresa
Kenmegne	Flore
Lust	Mark
Rohrschach	Jutta
Schraeder	Mary
Scott	Geoff
Shragge	Andrea
Siry	Angela
Sylvester	Scott
Sylvester	Kerry
Uitvlugt	Trevor
Uyar	Hakan
Welke	Paul
Wohlgemuth	Amandah
Yun	Andy
Yun	Annette
Ziemann	Arnold

Friends of 504
Balance Sheet
September 1, 2020 to 31 August 2021

	as of 31 Aug 2021
ASSETS	
Current Assets	
Chequing/Savings	
1010 · General Account	83,049.15
1020 · Bingo Account	17,193.29
1030 · Casino Acct	270.15
Total Chequing/Savings	100,512.59
Total Current Assets	100,512.59
TOTAL ASSETS	100,512.59
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2500 · Canteen Funds	220.00
Total Other Current Liabilities	220.00
Total Current Liabilities	220.00
Total Liabilities	220.00
Equity	
3000 · Opening Bal Equity	27,421.34
3900 · Retained Earnings	65,198.52
Net Income	7,672.73
Total Equity	100,292.59
TOTAL LIABILITIES & EQUITY	100,512.59

Friends of 504
Profit & Loss
September 1, 2020 to August 31, 2021

	Sep '20 - Aug 21
Income	
4000 · Fundraising Revenues	
4009 - Pizza	80.00
4013 · Misc. Fundraising	1,690.53
4018 · Ice Melt	50.00
Total 4000 · Fundraising Revenues	1,820.53
4020 · Gaming Revenue	
4021 · Bingo Revenue	11,784.47
Total 4020 · Gaming Revenue	11,784.47
4030 · Contributions Income	
4032 · Poppy Fund Grant	3,000.00
4033 · Donations	450.00
Total 4030 · Contributions Income	3,450.00
4300 · Reimbursed Expenses	22,457.66
Total Income	39,512.66
Gross Profit	39,512.66
Expense	
5000 · Training Expense	
5020 · Weekend Exercises	204.20
5030 · Training Supplies	1,411.45
Total 5000 · Training Expense	1,615.65
5100 · Optional Training Expense	
5110 · Band	183.90
5111 · Band - 395 Portion	-3,206.29
5112 · Band - 180 Portion	0.00
5113 · Donations	500.00
Total 5100 · Optional Training Expense	-2,522.39
5300 · Cadet Recognition	
5340 · Awards	2,418.94
5360 · Uniform Maintenance	166.89
Total 5300 · Cadet Recognition	2,585.83
5400 · Ceremonial Expense	
5450 · Mess Dinner & Dance	-1,000.00
Total 5400 · Ceremonial Expense	-1,000.00
5500 · ACL Affiliation	
5520 · League Assessment	10,040.58
Total 5500 · ACL Affiliation	10,040.58
5700 · Administration	
5705 · Bank & Interest charges	27.50
5710 · Hangar Licence Fee	13,669.46
5720 · Insurance	2,692.00
5730 · Office Supplies	77.68
5750 · Telephone	1,877.88
5751 · Internet	1,347.32
5770 · Postage & Delivery	19.32
Total 5700 · Administration	19,711.16

7:01 PM

09-23-21

Accrual Basis

Friends of 504
Profit & Loss
September 1, 2020 to August 31, 2021

	<u>Sep '20 - Aug 21</u>
5900 · Misc. Expense	<u>1,409.10</u>
Total Expense	<u>31,839.93</u>
Net Income	<u><u>7,672.73</u></u>

Friends of 504 Budget for 2021/221 Training Year					
Note: this budget has been prepared with best available information at the point of drafting. Due to Public Health Restrictions and COVID related changes to this year's program, further updates may arise during					
		BUDGETED		Previous year's ACTUAL expenditures	
		Sept 2021 - Aug 2022	Comments/Explanations	Sept '20 - Aug 21	Sep '19 - Aug 20
Income					
4000 - Fundraising Revenues		TBD based on fundraising restrictions, currently primary fundraisers will be Bingos and the planned casino.			
4009 - Pizza				\$ 80.00	\$ 1,828.00
4011 - Silent Auction	\$ -			\$ -	\$ 616.00
4012 - Cash Calendars	\$ -		F504 Executive Team Decision not to sell any Air League Cash Calendars this year.	\$ -	\$ 215.00
4008 - Wake-a-thon				\$ -	\$ 3,148.50
4010 - Mixing Spoons				\$ -	\$ 2,030.00
4013 - Misc. Fundraising	\$ 1,000.00			\$ 1,690.53	\$ 3,289.08
4014 - Bottle Drive Fundraisers				\$ -	\$ 373.95
4015 - Cookie Dough				\$ -	\$ 86.00
4018 - Ice Melt				\$ 50.00	\$ 225.00
Total 4000 - Fundraising Revenues	\$ 1,000.00			\$ 1,820.53	\$ 5,233.37
4020 - Gaming Revenue					
4021 - Bingo Revenue	\$ 12,000.00		Low estimate based on reduced gaming activity as per government rules	\$ 11,784.47	\$ 12,665.55
4022 - Casino Revenue	\$ 45,000.00		Low estimate based on reduced gaming activity as per government rules	\$ -	\$ -
4023 - Raffle Revenue					\$ 10,555.00
Total 4020 - Gaming Revenue	\$ 57,000.00			\$ 11,784.47	\$ 23,220.55
4030 - Contributions Income					
4032 - Poppy Fund Grant					\$ 1,000.00
4033 - Donations (including from Legion)	\$ 1,000.00		potential donation	\$ 3,450.00	\$ 1,049.52
Total 4030 - Contributions Income	\$ 1,000.00			\$ 3,450.00	\$ 2,049.52
4040 - Dinner Ticket Sales	\$ -				\$ 6,679.00
4090 - Major Trip Revenue	\$ -				\$ -
4100 - Miscellaneous Income	\$ -				\$ 37.25
4300 - Reimbursed Expenses (LSA + Internet)	\$ 10,000.00			\$ 22,457.66	\$ 5,578.43
Total 4040-4300	\$ 10,000.00				
Gross Profit	\$ 69,000.00			\$ 39,512.66	\$ 42,798.12
Expense					
5000 - Training Expense					
5010 - Food for Activities	\$ 500.00		TBD during the training year	\$ -	\$ 972.47
5020 - Weekend Exercises	\$ 500.00		TBD during the training year	\$ 204.20	\$ 492.70
5030 - Training Supplies	\$ 1,500.00		TBD during the training year	\$ 1,411.45	\$ 1,143.93
5050 - Scholarship Boards	\$ -		Virtual this year	\$ -	\$ 121.76
Total 5000 - Training Expense	\$ 2,500.00			\$ 1,615.65	\$ 2,730.86
5100 - Optional Training Expense					
5110 - Band	\$ 1,000.00		Virtual training this year, details TBC. Money budgeted for instrument repair.	\$ 183.90	\$ 3,206.29
5111 - Band - 395 Portion			TBD - if anything	\$ 3,206.29	\$ 3,206.28
5112 - Band - 180 Portion			TBD - if anything	\$ -	\$ 3,206.26
5113 - Donations				\$ 500.00	\$ 300.00
5120 - Biathlon	\$ 100.00		Virtual training this year, details TBC	\$ -	\$ 59.99
5130 - Fam Flying	\$ -			\$ -	\$ -
5140 - MOT medical			Required medical exam of a Cadet for his Scholarship program	\$ -	\$ 150.00
5150 - Fun Events	\$ -			\$ -	\$ 555.37
5290 - Major Trip	\$ -			\$ -	\$ -
Total 5100 - Optional Training Expense	\$ 1,100.00			\$ 2,522.39	\$ 10,664.19
5300 - Cadet Recognition					
5310 - Name Tags	\$ 120.00			\$ -	\$ 101.39
5330 - 504 Jackets	\$ -			\$ -	\$ -
5340 - Awards	\$ 2,500.00		Trophies for awards ceremonies	\$ 2,418.94	\$ 236.25
5350 - Recruiting Expense	\$ 1,000.00			\$ -	\$ 1,485.12
5360 - Uniform Maintenance				\$ 166.89	\$ -
Total 5300 - Cadet Recognition	\$ 3,620.00			\$ 2,585.83	\$ 1,822.76
5400 - Ceremonial Expense					
5450 - Mess Dinner & Dance	\$ -		No mess dinners this year	\$ 1,000.00	\$ 6,842.34
Total 5400 - Ceremonial Expense	\$ -			\$ 1,000.00	\$ 6,842.34
5500 - ACL Affiliation					
5510 - AGM Expense	\$ -		No fees this year - virtual APC AGM	\$ -	\$ 225.00
5520 - League Assessment	\$ 12,000.00		Estimated, this fee is paid per cadet in the squadron	\$ 10,040.58	\$ 8,027.80
Total 5500 - ACL Affiliation	\$ 12,000.00			\$ 10,040.58	\$ 8,252.80
5700 - Administration					
5705 - Bank & Interest charges	\$ 5.00			\$ 27.50	\$ 2.14
5710 - Hangar Licence Fee	\$ 15,950.70		\$1,011.45*6 (Sept - Dec 2021, July-Aug 2022 offices only); 1,647.47*6 (Jan 2021 - June 2022) - pending new licensing agreement as of Feb 2022.	\$ 13,669.46	\$ 19,211.63
5720 - Insurance	\$ 2,700.00		kept same as 2021/22 - may increase.	\$ 2,692.00	\$ 2,588.00
5740 - Photocopier Expense	\$ 100.00			\$ 77.68	\$ 39.89
5750 - Telephone	\$ 2,000.00			\$ 1,877.88	\$ 2,485.08
5751 - Internet	\$ 1,500.00			\$ 1,347.32	\$ 1,007.13
5760 - Computer Expense	\$ 1,000.00		IT budget for virtual training	\$ -	\$ 186.87
5770 - Postage & Delivery	\$ 50.00			\$ 19.32	\$ 46.37
5780 - General Repair & Maintenance	\$ 120.00			\$ -	\$ 127.55
5790 - Volunteer Expense	\$ -			\$ -	\$ -
Total 5700 - Administration	\$ 23,425.70			\$ 19,711.16	\$ 25,694.66
5900 - Misc. Expense					
5900 - Misc. Expense	\$ 500.00		\$500 COVID related expenses (cleaning supplies, Tshirts for CI training staff, plus extra budget as required)	\$ 1,409.10	\$ -
Total Misc. Expense	\$ 500.00			\$ 1,409.10	\$ -
6000 - Fundraising Expense					
6010 - Cookie Dough	\$ -			\$ -	\$ -
6020 - Casino	\$ -			\$ -	\$ -
6040 - Pizza Fundraiser				\$ -	\$ 1,476.00
6050 - Cash Calendars	\$ -			\$ -	\$ 706.56
6070 - Raffle	\$ -			\$ -	\$ 404.58
6080 - Mixing Spoon	\$ -			\$ -	\$ 1,218.00
6200 - Misc. Fundraising Expense	\$ -			\$ -	\$ -
Total 6000 - Fundraising Expense	\$ -			\$ -	\$ 3,805.14
Total Expenses	\$ 43,145.70			\$ 31,839.93	\$ 59,832.75
Net Income (budgeted)	\$ 25,854.30			\$ 7,672.73	\$ -17,034.63

Bylaws of
Friends of 504 Support Association or Squadron Sponsoring Committee
(hereafter called “SSC”)

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1. INTERPRETATION

1.01 Definitions

In all bylaws and resolutions of the SSC, unless the context otherwise requires:

- a) “**Act**” means the *Societies Act*, RSA 2000, c. S-14, including any Regulations made pursuant to the Act and any statute or Regulations that may be substituted, as amended from time to time;
- b) “**Air Cadet League**” or “**ACL**” means the Air Cadet League of Canada as incorporated or continued under the *Canada Not-for-Profit Corporations Act*, S.C. 2009, c. 23;
- c) “**Alberta Provincial Committee**” or “**APC**” means the Air Cadet League of Canada -Alberta Provincial Committee as incorporated under the *Societies Act*, RSA 2000, c. S-14;
- d) “**Board**” or “**Board of Directors;**” means those individuals elected or appointed by the Members to lead or govern the SSC;
- e) “**Bylaws**” means this bylaw and all other bylaws of the SSC as amended and which are in force and effect;
- f) “**Director**” means any person occupying the position of director by whatever name called;
- g) “**Majority**” means more than half;
- h) “**Member**” means a member of the SSC and “**Members**” or “**Membership**” means the collective membership of the SSC;
- i) “**Officer**” means an Officer of the SSC such as chairperson, secretary or treasurer;
- j) “**Policy and Procedure Manual**” or “**PPM**” means the manual with respect to the structure and activities of the ACL, APC and the SSC approved from time to time by the ACL and APC that are required to be published;
- k) “**Special Resolution**” means a resolution as defined in the Act as follows:
 - i. A resolution passed:
 - A. At a general meeting of which not less than 21 days’ notice specifying the intention to propose the resolution has been duly given; and
 - B. By vote of not less than 75% of those Members who, if entitled to do so, vote by person or by proxy;
 - ii. A resolution proposed and passed as a special resolution at a general meeting of which less than 21 days’ notice has been given, if all the Members entitled to attend and vote at the general meeting so agree, or;
 - iii. A resolution consented to in writing by all the Members who would have been entitled at a general meeting to vote on the resolution in person or, where proxies are permitted, by proxy.

In these bylaws and in all other bylaws of the SSC hereafter passed unless the context otherwise requires, words importing the singular number or the masculine gender shall include the plural number or the feminine gender, as the case may be, and vice versa.

2. AMENDMENT OF BYLAWS

- 2.01 These bylaws may only be rescinded, altered or added to by completing all of the following steps:
- a) Passing a “Special Resolution”;
 - b) Obtaining the approval of the ACL and APC in accordance with the procedure in the PPM; and
 - c) Filing with and receiving a filed copy evidencing registration by the Registrar under the Act.

3. CONDITIONS OF MEMBERSHIP

- 3.01 Membership in the SSC shall be open to persons interested in furthering the objects of the SSC who meet the conditions of Membership in 3.03 below and shall consist of anyone whose application for admission as a Member has received the approval of the Board of Directors of the SSC.
- 3.02 The APC has the right to appoint representatives who meet the conditions of Membership in 3.03 below as Members of the SSC.
- 3.03 All Members must meet the conditions of Membership set forth herein:
- a) Be a legal resident of Canada or a Canadian citizen living abroad;
 - b) Be at least eighteen (18) years of age; and
 - c) Have a genuine interest in the objectives of the SSC.
- 3.04 Any Member wishing to withdraw from Membership may do so upon a notice in writing to the Board.
- 3.05 The Board may suspend or expel any Member from the SSC for any one or more of the following grounds:
- a) Violating any provision of the Bylaws, or policies of the SSC;
 - b) Carrying out any conduct which may be detrimental to the SSC as determined by the Board in its sole discretion; and/or
 - c) For any other reason that the Board in its sole and absolute discretion considers to be reasonable, having regard to the purposes of the SSC.
- 3.06 Any Member upon a majority vote of all Members of the SSC in good standing may be expelled from Membership for any cause which the Members of the SSC may deem reasonable.
- 3.07 Membership in the SSC is terminated when:
- a) The Member dies; or
 - b) The Member ceases to maintain the conditions for Membership set out by the ACL.

- 3.08 Upon any withdrawal, suspension, expulsion or termination of Membership, the rights of the Member automatically cease to exist.
- 3.09 The SSC shall keep a register of its Members containing the names of every person who is admitted as a Member of the SSC, together with the following particulars of each person:
- a) the full name and street address or postal address;
 - b) the date on which the person is admitted as a member; and
 - c) the date on which the person ceases to be a member.

4. MEMBERS' MEETINGS

- 4.01 The annual meeting of the Members shall be held once a year in Alberta to transact any business required by the Act or the PPM.
- 4.02 The Board of Directors or the Chairperson shall have power to call, at any time, a general or special meeting of the Members of the SSC. The Board of Directors shall call a general or special meeting of Members on written requisition of Members carrying not less than 33% of the voting rights.
- 4.03 The greater of two (2) Members or five (5%) percent of the Membership present in person but not by proxy at a meeting will constitute a quorum at any Members meeting.
- 4.04 Six (6) days' notice shall be given to each Member of any annual or general meeting of Members. Twenty-one (21) days' notice shall be given of any meeting where special business requiring a Special Resolution will be transacted. All notices shall contain sufficient information to permit the Member to form a reasoned judgment on any decision to be taken. Notice of each meeting of Members must remind the Member of the right to vote by proxy.
- 4.05 Each Member present at a meeting shall have the right to exercise one vote. A Member may, by means of a written proxy, appoint a proxyholder to attend and act at a specific meeting of Members, in the manner and to the extent authorized by the proxy. A proxyholder must be a Member of the SSC.
- 4.06 Any Members meeting may be held by telephonic or electronic means that permits all participants to communicate adequately with each other during the meeting, A person participating in a meeting by such means is deemed to be present at the meeting. When a vote is to be taken at any meeting of Members, the voting may be carried out by means of a telephonic, electronic or other communication facility only if that facility enables the votes to be gathered in a manner that permits their subsequent verification; and permits

the tallied votes to be presented without it being possible to determine how each Member voted.

5. BOARD OF DIRECTORS AND CHAIRPERSON

- 5.01 The property and business of the SSC shall be managed by a Board of Directors, comprised of a minimum of three (3) Directors, including the Chairperson. Directors must be individuals, 18 years of age, with power under law to contract. Directors must be Members and screened as in accordance with the ACL Screening Process.
- 5.02 The Directors and the Chairperson shall be nominated and elected by the Members at an annual meeting of the Members for a term of 1 year, commencing September 1st of each year.
- 5.03 The office of Director shall be automatically vacated:
- a) if a resolution is passed by the Members that a Director be removed from office;
 - b) if a Director resigns by delivering a written resignation to the Board of the SSC;
 - c) if a Director is found by a court to be of unsound mind;
 - d) if a Director makes an assignment in bankruptcy; or
 - e) on death.
- 5.04 If any vacancy shall occur for any reason on the Board, the Board of Directors by majority vote, may, by appointment, fill the vacancy with a Member of the SSC.

6. POWERS OF DIRECTORS

- 6.01 The Directors of the SSC may administer the affairs of the SSC in all things and make or cause to be made for the SSC, in its name, any kind of contract which the SSC may lawfully enter into as the SSC and is by the PPM or otherwise authorized to exercise and do by the APC or ACL.

7. DIRECTORS' MEETINGS

- 7.01 Meetings of the Board of Directors may be held at any time and place to be determined by the Directors provided that 48 hours notice of such meeting shall be given to each Director. There shall be at least six (6) meetings per year of the Board of Directors.
- 7.02 A Director may participate in a Board meeting, by means of a telephonic, electronic or other communications facility that permits all participants to communicate adequately with each other during the meeting. A Director participating in the meeting by such means shall be deemed for the purposes of the Act to have been present at that meeting.

- 7.03 A majority of Directors in office, shall constitute a quorum for meetings of the Board of Directors. Any meeting of the Board of Directors at which a quorum is present shall be competent to exercise all or any of the authorities, powers and discretions by or under the bylaws of the SSC.
- 7.04 Each Director is authorized to exercise one (1) vote at all meetings of the Board of Directors and every question shall be decided by a majority of the votes cast on the question. In case of an equality of votes, the chair of the meeting in addition to an original vote shall have a second or casting vote.

8. REMUNERATION

- 8.01 No Director, Officer or Member of the SSC shall receive any remuneration for their services but are entitled to reimbursement for Board preapproved and reasonable expenses incurred in the exercise of their duties.

9. OTHER OFFICERS

- 9.01 The Officers of the SSC include the Chairperson and may include a secretary and treasurer and any such other Officers as the Directors may determine.
- 9.02 Officers other than Chairperson of the SSC may be appointed from among the Directors elected by resolution of the Board of Directors at any meeting of the Board of Directors following an annual meeting of Members.
- 9.03 Officers shall be subject to removal by resolution of the Board of Directors at any time.

10. DUTIES OF OFFICERS

- 10.01 The Chairperson shall preside at all meetings of the SSC and of the Board of Directors, shall have the general and active management of the affairs of the SSC and shall see that all orders and resolutions of the Board of Directors are carried into effect.
- 10.02 The duties of all other Officers of the SSC shall be such as the terms of their engagement call for or the Board of Directors requires of them.
- 10.03 The Chairperson, or the secretary if one is appointed, shall be responsible for the preparation and custody of minutes of proceedings of meetings of the SSC and of the Directors, and the Chairperson, or the Treasurer if one is appointed, shall be responsible for the preparation of all other books and records of the SSC.

11. COMMITTEES

- 11.01 The Board of Directors may appoint committees made up of Directors, Officers or Members who hold their offices at the will of the Board of Directors. The Directors shall

determine the duties of such committees. Committee appointees shall receive no remuneration for serving as such but are entitled to reasonable pre-approved expenses incurred in the exercise of their duty.

12. BORROWING POWERS

12.01 For the purpose of carrying out its objects, the SSC may borrow money in accordance with any process set down in the PPM, but in no case shall debentures be issued without the sanction of a Special Resolution of the SSC.

13. AUDITING

13.01 The books, accounts and records of the SSC shall be audited at least once each year by a duly qualified accountant or by two Members of the SSC elected for that purpose at the annual meeting. A financial statement setting out the income, disbursements, assets and liabilities, of the SSC for the previous year, audited and signed by the auditors shall be submitted to the annual meeting of the SSC. Any further requirements contained in the PPM must also be complied with.

14. BOOKS AND RECORDS

14.01 The books and records of the SSC may be inspected by any Member of the SSC at the Annual Meeting or at any time upon giving seven (7) days' notice and arranging a time satisfactory to the Officer or Officers having charge of same.

15. METHOD OF GIVING NOTICES

15.01 Any notice to be given pursuant to these Bylaws shall be sufficiently given:

- a) If delivered personally to the person to whom it is to be given or if delivered to such person's address as shown in the records of the SSC; or
- b) If mailed to such person at such person's recorded address as shown in the records of the SSC by prepaid ordinary or express mail; or
- c) If sent to such person by telephonic, electronic or other communication facility at such person's recorded address or e-mail address as shown in the records of the SSC for that purpose.

15.02 A notice so delivered shall be deemed to have been given when it is delivered personally or to the recorded address as aforesaid; a notice so mailed shall be deemed to have been given when deposited in a post office box; and a notice so sent by any means of transmitted or recorded communication shall be deemed to have been given when dispatched.

- 15.03 The SSC may change or cause to be changed the recorded address of any Member, Director, Officer, or member of a committee of the Board in accordance with any information believed by the SSC to be reliable.
- 15.04 The declaration by the Chairperson that notice has been given pursuant to this Bylaw shall be sufficient and conclusive evidence of the giving of such notice.
- 15.05 The signature of any Director or Officer of the SSC to any notice or other document to be given by the SSC may be written, stamped, type-written or printed or partly written, stamped, type-written or printed.

16. RULES AND REGULATIONS

- 16.01 The Board may adopt, amend, or repeal by resolution such policies that are not inconsistent with these Bylaws or the PPM relating to such matters as terms of reference of committees, duties of Officers, Board code of conduct and conflict of interest as well as procedural and other requirements relating to the Bylaws as the Board may deem appropriate from time to time. Any such policy adopted by the Board will continue to have force and effect until amended, repealed, or replaced by a subsequent resolution of the Board.

17. ARBITRATION

- 17.01 Any dispute arising out of the affairs of the SSC and between any Members of the SSC or between:
- a) a Member or a person who is aggrieved and who has for not more than 6 months ceased to be a Member; or
 - b) a person claiming through the Member or aggrieved person or claiming under the bylaws of the SSC, and the SSC or a Director or Officer of the SSC,
- shall be decided by arbitration, which shall be under the *Arbitration Act*, RSA 2000, c A-43.
- 17.02 A decision made pursuant to arbitration is binding on all parties and may be enforced on application to the Court of Queen's Bench.

18. DISSOLUTION

- 18.01 In the event of dissolution or windup of its affairs, the Board of the SSC shall ensure that the following procedures are carried out:
- a) All liabilities are paid;
 - b) Any gaming proceeds remaining shall be distributed to eligible charitable organizations approved by the Board as per Alberta Gaming, Liquor & Cannabis regulations;

- c) Any property remaining shall be paid or transferred to the APC in Trust to support Air Cadet Squadrons in Alberta, provided at the time of distribution, the APC is a qualified donee within the meaning of subsection 248(1) of the Income Tax Act (Canada), R.S.C. 1985, c.1 (5th Supp.), as amended from time to time, otherwise any property remaining shall be distributed to one or more qualified donees within the meaning of subsection 248(1) of the Income Tax Act (Canada), R.S.C. 1985, c.1 (5th Supp.), as amended from time to time.

18.02 In no event shall any Members receive any assets of the SSC.

Dated this 23rd day of September 2021.

Authorized Representative/Authorized Signing Authority for the SSC

Last Name	First Name	Middle Name (<i>optional</i>)
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Street/Postal Address	City or Town	Province	Postal Code
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Date of submission (yyyy-mm-dd)	Signature
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Witness

Last Name	First Name	Middle Name (<i>optional</i>)
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Street/Postal Address	City or Town	Province	Postal Code
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Signature

Signing Authority for SSC Applying to be a Society

Last Name	First Name	Middle Name (<i>optional</i>)	
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Street/Postal Address	City or Town	Province	Postal Code
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Date of submission (yyyy-mm-dd)	Signature		
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Last Name	First Name	Middle Name (<i>optional</i>)	
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Street/Postal Address	City or Town	Province	Postal Code
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Date of submission (yyyy-mm-dd)	Signature		
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Last Name	First Name	Middle Name (<i>optional</i>)	
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Street/Postal Address	City or Town	Province	Postal Code
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Date of submission (yyyy-mm-dd)	Signature		
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Last Name	First Name	Middle Name (<i>optional</i>)
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Street/Postal Address	City or Town	Province	Postal Code
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Date of submission (yyyy-mm-dd)	Signature
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Last Name	First Name	Middle Name (<i>optional</i>)
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Street/Postal Address	City or Town	Province	Postal Code
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Date of submission (yyyy-mm-dd)	Signature
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Witness

Last Name	First Name	Middle Name (<i>optional</i>)
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Street/Postal Address	City or Town	Province	Postal Code
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Signature