



**Royal Canadian Artillery Association
L'Association de l'artillerie royale canadienne**

ADMINISTRATIVE INSTRUCTIONS

**The 7th Annual RCAA SEMINAR
“The Royal Canadian Artillery Post Afghanistan”
12:00 hours Friday 18 September to 16:00 hours Saturday 19 September 2009
and
124th RCAA ANNUAL GENERAL MEETING
0800 to 1100 hours Friday, 18 September 2009**

18 September – 19 September 2009

General

1. We recognize that most serving members travel to attend the RCAA Seminar as a professional development event. As a courtesy and efficiency measure, we are including the AGM information in the event they are able to arrive earlier. Please be aware that members may attend either event or both upon payment of the fee.
2. Both events will be held at the Holiday Inn Guelph, 601 Scottsdale Drive, Guelph, Ontario N1G 3E7 (519) 836-0231, 18 – 19 September 2009. It is recommended that members use the 17th and 20th September as travel days. *Please note:* The Meet and Greet is the evening of Thursday the 17th September at 11 RCA Officers Mess, The Armoury, 7 Wyndham Street South, Guelph ON, from 1900 to 2400 hours. The Meet and Greet includes tours of the John McCrae House museum (1915-2045 hrs), the Regimental lines (1945-2125 hours) and entertainment in the respective messes.

Eligibility to Attend the RCAA AGM

3. Any member of the RCAA in good standing is eligible, welcome and strongly encouraged to attend the Annual General Meeting. You are reminded that the RCAA is now an all ranks association and units should make their best effort to include non-officer participation. Only one person per unit may vote on each resolution or motion.

Eligibility to Attend the 7th Annual Seminar

4. Any member of the RCAA in good standing is eligible, welcome and strongly encouraged to attend the Annual Seminar. Others may attend upon approval of the executive RCAA and the payment of the appropriate fee.

Affiliation Membership Fees

5. Regular Force fees are paid through the RCA Fund. The Reserve unit membership fee is \$300.00 per regiment or \$100.00 per independent battery. If units include fees for honorary appointments, please indicate when submitting payment. Individual ordinary and associate member fees remain at \$35.00 per year.

Cheques must be made payable to the RCAA and submitted to the Treasurer either at the AGM or by mail to:

LCol Philip Sherwin, CD HADC
1343 Mitchell Street
Victoria BC V8S 4P8
e-mail: psherwin@sheldrake.ca

Agenda

6. The outline agenda for the AGM and Seminar is to be issued later as Annex A. As changes occur an updated copy will be available upon check in and at www.artillery.net.

Seminar and AGM Registration and Payment

Registration Fees.

7. The registration fee is \$200.00. Light breakfast, lunch and coffee breaks for Friday and Saturday are provided at no cost (more info to follow when agenda issued). Accommodation remains the member's responsibility. Those who wish to also include their payment for the mess dinner (members only) may, of course, add \$80.00 per person to the fee (para 16). Registration fees, including the mess dinner, may be mailed with the registration form or presented for payment at registration (cheques payable to the RCAA please... we do not have the proper facilities to handle cash).

Registration Forms/claims attached as annexes.

8. Annex B is to be completed by all members attending the AGM and/or Seminar at their own expense.
9. Members of the Executive, Advisory Council and some Committee Chairs

Annex C travel claim (not sent to all) and Annex B are also to be completed by all members of the Executive and Advisory council, and some Committee Chairs *whose travel expenses may be paid by the association* (Receipts required). The RCAA does not normally reimburse for accommodation. The travel claim should be given to the Treasurer, LCol Philip Sherwin, at the AGM. Members of the Executive, Advisory Council and some Committee Chairs will be reimbursed for travel expenses only on the following basis:

- a. Out of Town

Air or rail - Lower of excursion or economy rate (usually 21 days advance bookings) supported by receipt or ticket photocopy.

Ground transportation.

(1) Home to airport and return - lower of: taxi fare (receipt required if over 5.00) X2; or daily airport parking and mileage rate (.15/km) x 2.

(2) POMV, lower of air equivalent, at the mileage rate of .15/km, and parking at the hotel daily rate.

b. Local - Parking at the hotel daily rate. (Receipt required.)

Please complete and forward annexes by 1 Sep 2009

Members are requested to return their completed Registration Form, Annex B, not later than 1 September 2009 to our secretary LCol Don Hamilton at email: dghamilton@sympatico.ca or fax # (905) 789-0131 or by mail to the secretary RCAA address noted on the form.

Serving unit members are now normally travelling at their own or crown expense.

Arrival and Registration Procedures.

10. For all members, an Arrival Assistance Group (AAG) will be set up for registration at the following times and locations:

- i) on Thursday, 17 Sep 09
At Holiday Inn Guelph from 1600 - 1800 hrs; and
At the 11 RCA Armoury,
7 Wyndham Street South,
Guelph Ontario N1H 4C4 1900 – 2100 hrs.
- ii) on Friday 18 Sep 09
At Holiday Inn Guelph from 0730 - 0830 hrs.

Accommodation and Travel

11. A block of rooms has been reserved by the RCAA at the Holiday Inn Guelph at a special group rate of \$109.00 to \$139.00 single/double to Executive Room occupancy per night not including taxes. Subject to availability, the offer is good until 21 August after which it is on an as available basis. All bookings with the hotel may be made through their reservation number 519-836-0231; or on their website at <http://www.higuelfh.ca/guelph-hotels/> (use group code "RCA") anytime; or via e-mail: reservations@holidayinnghuelph.ca. If contacting by telephone please indicate you are part of the Royal Canadian Artillery Association and give your preference to the operator. Special needs (ie handicapped) should also be indicated.

12. Please book as soon as possible as the hotel is a popular location. For those arriving by air in Toronto, at Pearson International Airport the hotel is approximately a 70 km, 60 minute drive. Car rental agencies located at the airport are noted at annex D.

13. All room costs are payable by the respective member (please see paragraph 7 for meals).

Committee Reports

14. Committee Chairmen are requested to provide reports for the annual meeting. The Secretary is especially grateful when he receives reports on floppy disks/equivalent in either MS Word or Word Perfect or via e-mail. Presenters must leave a copy of their reports with the Secretary on exiting the podium. These reports will be incorporated into the 2008-2009 Annual Report of the Association.

Reference Material

15. We recommend each member bring their own copy of the 2008-2009 Annual Report (normally mailed end August 09) as none will be available for distribution at the meeting.

Special Guest Night

16. Saturday, 19 September, arrival 1830 for 1930 hours, is to be held at the 11 RCA Armoury, 7 Wyndham Street South, Guelph Ontario N1H 4C4. The fee is \$80.00 per member attending. This is a member's only event.

Security and Space Control

17. The Adjutant RCAA 2009 is first point of contact for security and allocation of seating at all sessions.

Dress

18. Dress for the meetings is jacket and tie (mufti) for non-serving and DEU with ribbons for serving members. Dress for the group photo is jacket and tie (mufti) for non-serving and DEU with medals for serving members. Dress for the Meet & Greet, visit to the museum, is jacket and tie. Dress for the mess dinner is mess kit, black tie, or CF uniform equivalent with medals.

Communication

19. Administrative inquiries concerning the meeting and seminar should be directed to:

Secretary RCAA
LCol Don Hamilton
10 Lancewood Crescent
Brampton ON L6S 5Y6
(905) 454-4003 or (905) 789-0115 x246 (Eastern Time)
email: dghamilton@sympatico.ca

20. Seminar Content and Conduct Inquiries should be directed to:

Treasurer RCAA
Philip Sherwin
LCol (ret'd)
(250) 385-7922 (Pacific Time)
e-mail: psherwin@sheldrake.ca

Original signed by Philip Sherwin LCol (retd)

for Secretary
Don Hamilton
LCol (retd)

DISTRIBUTION LIST

President RCAA

LCol André Richard
1183 rue des Carougeois
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email: a.richard@videotron.ca

Vice-President RCAA

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5860 Chessman Court
Mississauga ON L5M 6P4

email: jbrazill@rogers.com

Treasurer RCAA

LCol Philip A Sherwin
1346 Mitchell Street
Victoria BC V8S 4P8
(250) 385-7922
e-mail: psherwin@sheldrake.ca

Secretary RCAA

LCol Don Hamilton
10 Lancewood Crescent
Brampton ON L6S 5Y6
(905) 454-4003 or (905) 789-0115 x246
email: dghamilton@sympatico.ca

Colonel Commandant,
Director of Artillery,
Past President RCAA
Units and Members RCAA
LO USFA School, Fort Sill OK USA

THE ROYAL CANADIAN ARTILLERY ASSOCIATION

Annex B

To be submitted by members attending the Seminar, AGM and Mess Dinner.

Please e-mail this copy to our secretary LCol Don Hamilton at: dghamilton@sympatico.ca or fax this copy by 1 September, 2009 to LCol Don Hamilton at fax # (905) 789-0131 or mail to:

LCol Don Hamilton
10 Lancewood Crescent
Brampton, ON L6S 5Y6

1. Rank and decorations : _____
Name (block letters please) : _____
Unit and /or address : _____

2. Will you attend Meet and Greet on Thursday evening? Yes____ No____

3 Will you attend Mess Dinner Saturday evening? Yes____ No____

4. Are you attending the Seminar ? Yes____ No____

5. Are you attending the Annual General Meeting? Yes____ No____

4. Flight number, time, date of arrival at Toronto Pearson International Airport :

5.. Flight number, time, date of departure from Toronto Pearson International Airport :

OR

Time / date of arrival by POMV : _____

SIGNATURE : _____

Phone () - _____

Preferred email: _____

THE ROYAL CANADIAN ARTILLERY ASSOCIATION

Annex D – useful contact numbers

Hotel

Holiday Inn Guelph Hotel & Conference Centre

601 Scottsdale Drive
Guelph, Ontario N1G 3E7 CANADA

Hotel Front Desk: 1.519.836.0231

Hotel Fax: 1.519.836.5329

Car Rental Agencies

car rental counters located in the Toronto Pearson International Airport (terminal 1 or 3).

Avis

Tel: 1-800-TRY-AVIS (1-800-879-2847)

Website: www.avis.com

Terminal 1 – (905) 676-1032/33

Terminal 3 – (905) 676-1034/35

Budget

Tel: 1-800-268-8900

Website: www.budget.com

Terminal 1 – (905) 676-1500

Terminal 3 – (905) 676-0522

Dollar/Thrifty

Tel: 1-800-THRIFTY

Website: www.dollar.com or www.thrifty.com

Terminal 1 – (905) 673-8811 x6256

Terminal 3 – (905) 673-8811 x6251

Hertz

Tel: 1-800-263-0600

Website: www.hertz.com

Terminal 1 and 3 – (416) 674-2020

National/Alamo

Tel: 1-800-CAR-RENT or 1-800-GO-ALAMO

Website: www.nationalcar.com or www.alamo.com

Terminal 1 and 3 – (905) 676-2647